



Mahatma Gandhi Vidyamandir's

***Loknete Vyankatrao Hiray Arts, Science &
Commerce College, Panchavati, Nashik***

Affiliated to Savitribai Phule Pune University, Pune

Approved by Govt. of Maharashtra and UGC, New Delhi

Re-Accredited with "A" Grade by NAAC

ISO 9001:2005 Certified

Best College Award By Savitribai Phule Pune University, Pune.

**HUMAN RESOURCE POLICIES
&
ADMINISTRATION MANUAL
2021-2022**

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CHAPTER 1

PREFACE

❖ About Mahatma Gandhi Vidyamandir:

Mahatma Gandhi Vidyamandir owes its existence to the inspiration, pioneering work and farsightedness of its founder member, Hon'ble Late Karmaveer Bhausaheb Hiray, a staunch freedom fighter, one of the pioneers of forming Maharashtra State and Co-operative movement in Nashik District, an Educationist and Ex-Revenue Minister of then Bombay province. He has founded the two wellknown educational institutions in Nashik District, namely "Adivasi Seva Samiti" in 1945 and "Mahatma Gandhi Vidyamandir" in 1952. The major objective of this institution was to provide the educational facilities to the masses from all the spheres urban, rural and tribal. In 1959, he started a senior college at Malegaon. This gave a great boost to all the students in the North Maharashtra to achieve higher educational goals.

The devotional motto of the institution is "Bahujana Hitay Bahujana Sukhay". The Institution has been registered under Society's Registration Act 1860. (No.2766 of 1951 dated 21.2.1952) and Bombay Public Trust Act 1950 m. (No. F-27 dated 238-1954).

After the sad demise of Karmaveer Bhausaheb Hiray, on 6th November 1961, his elder son Loknete Vyankatrao Hiray took over the responsibility of the institutions. Under his efforts and guidance, Mahatma Gandhi Vidyamandir started other colleges imparting higher education in the faculties of Arts, Commerce, Science, Law, Agriculture, Horticulture, Dental, Pharmacy and Education at Malegaon and later on at Nashik, Manmad, Yeola, Nampur, Surgana, Harsul, Saundane, Nimgaon.

Today Mahatma Gandhi Vidyamandir is progressing under the able leadership of the Hon'ble Samajshree Dr. Prashantdada Hiray, General Secretary and former Minister of State Transport. He has also established professional colleges such as Dental College and Hospital at Nashik and Udaipur (Rajasthan), extension of college of Pharmacy, Institution of Hotel Management and Catering Technology, Institution of Management and Research (MBA) etc, to widen the scope of career selection and to satisfy the growing demands for professional courses in urban areas. His main aim is to enhance the quality of education, right from primary to higher education. His elder son Hon'ble Dr. Apoorva Hiray has also actively involved himself as a Coordinator, Mahatma Gandhi Vidyamandir, in enhancing the quality education in the era of competitive globalization through his dedicated efforts. Presently more than 100 educational units

ranging from primary to post graduate and from traditional education to current disciplines such as Computer Management, Health Science, Agriculture, Pharmacy, Hotel Management etc. are managed by the Trust.

MAHATMA GANDHI VIDYAMANDIR'S MANAGING COMMITTEE

1.	Hon. Smt. Pushpatai Hiray	Chairperson
2.	Hon. Dr. Prashant V. Hiray	General Secretary
3.	Hon. Dr. Smitaa Prashant Hiray	Treasurer
4.	Hon. Mr. Bhila Krushana Deore	Vice Chairman
5.	Hon. Dr. Vitthal Sahadu More	Joint Secretary
6.	Hon. Dr. Apoorva Prashant Hiray	Co-ordinator
7.	Hon. Dr. Yogita A. Hiray	Trustee
8.	Hon. Ms. Sampadaa P. Hiray	Trustee (Women's Welfare) & (Public Relations, Event Management & Cultural Affairs)
9.	Mr. Rajesh Shinde	Trustee (HR)
10.	Dr. B. S. Jagdale	Trustee (Academics & Examination)
11.	Dr. Pradeep G. L.	Trustee (Medical Education & Hospitals)
12.	Mr. Pradeep Saraf	Trustee (Hospitality)
13.	Mr. Shyamkant Bhandari	Trustee (Finance)
14.	Mr. Pratik Kale	Trustee (Construction)
15.	Dr. S. N. Nikam	Director (Academic & Examination-Colleges) & (Estate)
16.	Dr. D. F. Shirude	Director (Public Relations)
17.	Dr. U. S. Deore	Director (Women's Welfare)
18.	Mr. A. S. Pawar	Director (Academic & Examination- Schools)
19.	Mr. P. N. Deore	Director (H.R.)
20.	Mr. H. D. Nikam	Director (Finance)

- **VISION of MGV:**

To be a leading Educational Hub which facilitates quality of education that meets global standards by means of standardized education policies that inspires them to learn, achieve their passion in such a way that leads to growth and **success and developing them as a responsible citizen in the society.**

- **MISSION of MGV:**

- To live by the motto of the institution “Bahujan Hitay, Bahujan Sukhay” states “Welfare of the people and Happiness for the people”.
- To provide education for the upliftment and development of backward and tribal students.
- To bring about dynamic changes in education facilities in a way that they cater to the institutions’ stakeholders.
- To enrich students with quality education & co-curricular activities which leads to the successful completion of their degrees enriched personality, positive attitude & expertise in basic skill enhancement.
- Trust’s Global expansion is in the direction of medicine stream too.

- **OBJECTIVES of MGV: -**

The objectives of the institution are as under:

1. To monitor existing institution as well as to establish new institutions.
2. To establish and run Kindergarten, Montessori, Pre-primary, Primary, English medium schools, High-schools, Residential schools, Junior and Senior colleges, Libraries and the like.
3. To impart education in such institutions through the streams of arts, science, commerce, vocational courses, industry, agriculture, dental, pharmaceutical, public health, social work, technology, 9avourit, homeopathy, unani, technical education, physical education, management & research, hotel management, law and the like.
4. To establish new educational institutions in collaboration with the other institutions of repute & foreign universities.
5. To provide scholarships, funds and charitable help to the needy, deserving and economically poor students irrespective of caste, creed and colour.
6. To build and run new hostels and boarding houses for the students and lady – servants.

7. To grant financial aid / assistance as per the decision of the board of trustees to its schools, colleges and other institutions.
8. To spread awareness among people through various educational and cultural activities to improve their standard of living.
9. To provide medical and surgical facilities to all the masses irrespective of their caste, creed and colour.
10. To establish and run/provide facilities like laboratories, x-ray centres, dispensaries, hospitals, medical colleges & nursing homes for the people as well as to provide ambulance service to them.
11. To procure services of qualified surgeons, medical practitioners, nurses and other people either on remuneration or on honorarium basis for the aforesaid purposes.
12. To publish books, pamphlets and other such literatures for the promotion of secular education and knowledge as well as to make people acquainted with the goals and objectives of the trust.
13. To extend all type of help to the deceased people at the time of natural calamities such as flood, cyclone, earthquake and the like as well as at the time of other calamities such as riot or the like.
14. To distribute school uniforms, books, notebooks etc. To the economically poor students.
15. To provide training to teachers, social workers and volunteers in order to help people to upgrade their lifestyle.
16. To conduct experiments and research for the reconstruction of society in general and education in particular.
17. To acquire movable or immovable properties through gift, purchase, exchange, lease or hire or otherwise dealing with land, buildings, easements, play grounds, park and other for the objectives of the institute.

❖ **About Loknete Vyankatrao Hiray Arts, Science and Commerce College, Panchavati, Nashik (LVHASCC):**

Loknete Vyankatrao Hiray Arts, Science and Commerce College, Panchavati, Nashik, (LVHASCC) is a leading educational institution established in the year 1971, with a vision to extend educational services to the needy people living in the rural, tribal and backward region is situated at the banks of river Godavari. Under the

Chairmanship of Late Loknete Vyankatrao Hiray the institute, “Adivasi Seva Samiti” started the functioning of this college. Later on, the college functioning was transferred to “Mahatma Gandhi Vidyamandir, Malegaon Camp”. The College is affiliated to the University of Pune and recognized under 2(f) and 12B of UGC Act.

Loknete Vyankatrao Hiray Arts, Science and Commerce College (LVHASCC) is dedicated for comprehensive, intellectual, moral and spiritual development of students, with rigor and compassion, toward lives of solidarity, service and success. This Human Resource Manual collects the human resources policies and administration procedures of LVHASCC.

This manual is designed to facilitate the working administration of our human resources in a way that supports the positive and conducive day to day working atmosphere at LVHASCC. Principal, Vice Principals, Coordinators, Supervisors, CoE, Faculty members, Office staff, Support staff, etc., are expected to become familiar with these policies and administration procedures and to apply them consistently so that all employees, regardless of work area, location or any assignment are treated fairly.

1.1] Vision, Mission and Core Values

1.1.1 Vision Statement

Bahujan Hitaay, Bahujan Sukhaay, the path shown by our founder father, Late Karmaveer Bhausahab Hiray, a great educationist, clearly signifies “To strive for academic excellence by exploring the potentialities of economically weaker sections of the society by providing them opportunities to face global challenges.”

1.1.2 Mission Statement

To reach out to the poor, needy, downtrodden, segregated, deprived and uplift them by giving them new direction, new heights and new aspirations through education.

1.1.3 Core Values

- | | |
|----------------------------------|--|
| 1. Providing quality education | 2. Supporting gender equality |
| 3. Advocating for sustainability | 4. Forming partnerships to accomplish the goals |
| 5. Excellence | 6. Transformational Learning & Growth |
| 7. Leadership | 8. Integrity for Institutional Wellness 9. Diversity |

1.2] Goal of Higher Education:

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the Preamble to our constitution. Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

1.3] Quality Policy

The college aims 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:

- The syllabus is well-designed to meet the needs of and at par excellence with the global standards and industry requirements.
- To impart technical knowledge and hands-on experience to the students by providing quality education system through theory and practical classes including latest e-learning practices.
- To organize the lectures of honorary members and other respectable personalities with their wide range contribution in various fields and also encourage the students to expand their horizon while entering in the real life.
- To provide guidance to the students of the College with reference to career choice and development.
- To assist the college in organizing activities for the benefit of students.
- To help the college for augmentation of its infrastructural activities.
- To organize lectures of social workers and NGO's for social awareness among students and for social benefits.
- To encourage students to become entrepreneurs by undertaking training programs, taking part in various competitions being organized.

- To help the students with the help of ex-students for giving better opportunities in placements and with the help of ex- students exhaust the possibilities of giving practical knowledge and exposures to the students.
- 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 continually improve our quality education system through student's satisfaction by duly monitoring their feedback from time to time.

1.4] Objectives of the college:

1. To form curriculum development cell.
2. To bring about reforms in conduct of exams-exit examinations may be introduced.
3. To track the student progress after completion of the programme.
4. To endorse the revision of outcome-based curriculum framework at regular intervals.
5. To structure the graduate outcomes for the students, so that 75% of them secure employment /self- employment or engage in pursuit of higher education.
6. To encourage quality research among students.
7. To train the students in essential professional and soft skills.
8. To train the students on 13avouri proficiency skills
9. To inculcate human values and professional ethics in the students.
10. To organize Induction training programme for all the new teachers and orientation programme for the first-year students.
11. To offer incentive scheme for teachers in the form of:
 - i. Maternity leave, paternity leave and research leave.
 - ii. Research guidance, research and development, funding and testing and consultancy.
 - iii. Book publications and article publications in reputed journals.
 - iv. NET/SET Qualification.

12. To promote equitable distribution of teaching, learning, training and other support services facilities of higher education.
13. To promote the conducive environment for ensuring social harmony, coexistence, integral humanism and upliftment of the poorest of the poor.
14. Establishment of incubation centre to facilitate the spirit of innovation/entrepreneurship and critical thinking among the students and to promote avenues for display of their talents.
15. To ensure effective usage of National Digital Library (NDL) by all teachers and students.
16. To link with the National Academic Depository (this upholds all the certificates digitally).
17. To provide internet connection facilities to the teachers to have an access to SWAYAM courses for teaching, learning and content creation for the enhancing the knowledge of students.
18. To establish Digital Campus, ie., digitalize processes like admission, attendance, assessment, result declaration, administration, payroll and finance and to implement Digital Action Plan as directed by MHRD.
19. To use ICT based learning tools for effective teaching- learning process.
20. To introduce digital payment modes like BHIM App to all the students.
21. To ascertain smart campus, i.e., planning of efficient and economical use of water, electricity, solar power and water recycling systems.
22. To motivate students to get enrolled for NSS and ensure clean campus by participation in Swachh Bharat Abhiyan and many more social activities and application for Swachhata rankings.
23. To adopt villages for the overall social/economic betterment of the village communities ie. Participation in Unnat Bharat Abhiyan programmes.
24. To generate and promote a sense of self-respect and dignity amongst the weaker sections of the society.
25. To promote gender equality and sensitivity in society.
26. To strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.

1.5] List of Staff:

Grant / Non Grant Teaching Staff and Grant / Non Grant Non-Teaching Staff can be accessed through the link given below:

<https://drive.google.com/file/d/1fYDDRw0SJ1R8VKZgPohDN1V5PKUYDeW8/view?usp=sharing>

List of Former Principals in LVHASCC

Name of the Principal	Duration
Mr. Mandawade Ramesh Govind	15.06.1971 to 31.07 1994
Dr. Adke Harish Pandrinath	01.08.1994 to 12.01.2004
Mr. Hale Shivanand Chindha	13.01.2004 to 03.04. 2005
Dr. Neurgaonkar Arunprakash Vasant	04.04. 2005 to 30.04. 2007
Dr. Adke Harish Pandrinath	01.05.2007 to 25.11.2009
Dr. Jagdale Bapu Sonu	26.11.2009 to 02.10.2018
Dr. Dighavkar Chadrakant Govindrao	03.10.2018 to till date

CHAPTER 2

GOVERNANCE STRUCTURE

2.1] CONSTITUTION OF COLLEGE DEVELOPMENT COMMITTEE (CDC):

The college development committee (CDC) is constituted as per the guidelines given in Maharashtra Public University Act 2016, section 97.

2.1.1 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:-

1. Chairperson of the management or his nominee is ex-officio chairperson.
2. Secretary of the management or his nominee.
3. One head of department, to be nominated by the principal or the head of the institution.
4. Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman.
5. One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
6. 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.
7. Co-ordinator, internal quality assurance committee of the college.
8. President and secretary of the college students' council.
9. Principal of the college or head of the institution –Member – Secretary.

2.1.2 Functions of the College Development Committee:

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
2. Decide about the overall teaching programmes or annual calendar of the college.

3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
4. Take review of the self-financing courses in the college & make recommendations for their improvement.
5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
9. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
10. Formulate proposals of new expenditure not provided for in the annual budget. Make recommendations regarding the students' and employees' welfare activities in the college.
11. Discuss the reports of the IQAC- AQAR's and make suitable recommendations.
12. Frame suitable admissions procedure for different programmes by following the statutory norms.
13. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
14. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
15. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
16. Recommend the distribution of different prizes, medals and awards to the students.
17. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

COLLEGE DEVELOPMENT COMMITTEE OF THE COLLEGE

Sr. No.	Name of the Member	Designation
1.	Dr. Sau. Yogita Apoorva Hiray	Chairperson
2.	Dr. Apoorva Prashant Hiray	Management Representative
3.	Shri. Digvijay Kapadia	Member
4.	Adv. Manish Baste	Member
5.	Shri. Hiranman Aher	Member
6.	Shri. Ravindra Chaganarao Naik	Member
7.	Dr. Nandu Bhila Pawar	Head of the Department
8.	Dr. Smt. Asha Shivajirao Patil	Teacher's Representative
9.	Dr. Thansing Bhavsing Pawar	Teacher's Representative
10.	Prof. Sunil Jagannath Patil	Teacher's Representative
11.	Shri. Govindrao Balwantrao Deshmukh	Non-Teaching Representative
12.	Prof. Dr. Mrunal Ashwin Bhardwaj	Co-ordinator, IQAC
13.	President of College Student's Council	Student's Representative
14.	Secretary of College Student's Council	Student's Representative
15.	Dr. Chandrakant Govindrao Dighavkar	Secretary (Principal)

2.2] PRINCIPAL

2.2.1 Roles and Responsibilities:

1. The Principal of the college shall be the principal academic and executive officer of the college, responsible for the development of academic programmes of the college.
2. Oversee and monitor the administration of the academic programmes and general administration of the college to ensure efficiency and good order of the college.

3. Academic planning and academic audit officer for the academic development programs, including postgraduate teaching, research and extension programmes and collaborative programmes of the college.
4. Entitled to be present, with the right to speak, at any meeting of any other authority or body of the college.
5. Power to convene meetings of any of the committees as and when he considers it necessary so to do.
6. Participation in the teaching work, research and training programmes of the college.
7. 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.
8. Admission of students and maintenance of discipline of the college.
9. Management of the college library, laboratories, gymkhana and hostels, if any.
10. Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the management and to the local managing committee.
11. Observance of provisions of accounts code.
12. Correspondence relating to the administration of the college.
13. Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the college and maintenance of records.
14. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
15. Responsibility for the smooth conduct of college and university examinations.
16. Assessing confidential reports of teachers and maintenance of service books records.
17. Any other work related to the college as may be assigned to him by the competent authority from time to time.
18. Assessing reports of members of the non-teaching staff, maintenance of their service book records and looking after the general welfare of the non-teaching staff.
19. Observance and implementation of directives issued by Government, Authorities viz. Director of Education / Higher Education / University and other concerned authorities.

20. Safe-guard the interests of teachers/non-teaching staff members and the management.
21. Timely submission of information/returns to different authorities viz. Government / University / University Grants Commission / Management etc. especially regarding Accounts matters.

2.2.2 College Principal should:

1. 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;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
3. 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;
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
7. Manage their private affairs in a manner consistent with the dignity of the profession.
8. Discourage and not indulge in plagiarism and other non-ethical activities in teaching and research.
9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavour.

2.3] VICE PRINCIPAL

2.3.1 Roles and Responsibilities:

1. In absence of the Principal and with his approval, the Vice-Principal shall look after the administrative work.

2. To advice properly in order to expedite the academic activities of the college.
3. To extend cooperation in all respect for the development of the college.
4. To facilitate student admission process.
5. To verify the contents developed by the faculty members.
6. To motivate the faculty members for organizing academic and extra-curricular activities in the college.
7. To extend help in improving competencies of individual staff members.
8. Periodic follow up of conferences, seminars, workshops, faculty development programs, Hands-on trainings etc., organized, attended and completed by the faculty members.

2.4] IQAC COORDINATOR:

2.4.1 Role and Responsibilities of IQAC Coordinator:

The role of IQAC coordinator 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.

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

2.4.2 IQAC shall evolve mechanisms and procedures for

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic and research programmes.

3. Equitable access to and affordability of academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. The credibility of evaluation procedures.
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services.
7. Sharing of research findings and networking with other institutions in India and abroad.

2.4.3 Functions of the IQAC:

1. The Internal Quality Assurance Cell shall be constituted and function as per the guidelines of the University Grants Commission and State Government.
2. There shall be an Internal Quality Assurance Cell in the college to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the college.
3. The Annual Quality Assurance Report shall be approved by the management of the college for the follow up action for the necessary quality enhancement measures.
4. The college shall regularly submit the Annual Quality Assurance Report to the national assessment and accreditation council or other accreditation bodies.
5. The college shall monitor the functioning of internal quality assurance committee in the college within its jurisdiction.
6. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
7. 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.
8. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
9. Dissemination of information on various quality parameters of higher education.
10. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
11. Documentation of the various programmes/activities leading to quality improvement.

12. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
13. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
14. Development of quality culture in the institution.
15. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Standard operating procedure of IQAC can be accessed through the Link given below:

<https://drive.google.com/file/d/17yWf6RP0afYWEu6in3eva5umylQpO0y/view?usp=sharing>

2.5] NAAC COORDINATOR:

2.5.1 Role and Responsibilities of NAAC Coordinator:

NAAC coordinator is a mediator between NAAC, Bengaluru and the college.

The responsibilities are as follows:

1. NAAC coordinator should be in contact with NAAC, Bengaluru and MGVS's NAAC Committee.
2. To disseminate NAAC related information to all the faculty members.
3. To constitute various committees for collecting the criteria wise information from the various departments of the college.
4. Timely submission of all AQARs and Self Study Report to NAAC.
5. Correspondence and submission of related documents to the NAAC and Peer Team as and when required.
6. To prepare a detailed plan of NAAC Peer Team visit.
7. To make necessary arrangement for NAAC Peer Team visit.
8. To maintain the record of MGVS NAAC committee visits and compliance.
9. To inform and explain all the details provided in the NAAC manual to various stakeholders which can be accessed through the PDF and the link provided below:

NAAC Manual for Affiliated / Constituent UG & PG Colleges:



Affiliated_Constituent-UG-PG-Colleges-4feb20201.pdf

Link For NAAC Manual:

https://drive.google.com/file/d/1-rF-XcdG8sPOQhI_ILA8iwgcsTrJOmSF/view?usp=sharing

2.6] ACADEMIC AND EXAMINATION SUPERVISOR:

2.6.1 Role and Responsibilities of 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 are as follows:

1. To supervise all the academic activities of the college.
2. To assist the vice-principal to expedite the academic activities of the college.
3. To record and verify the academic activities of the college and report the same to higher authorities as and when required.
4. To assist in smooth functioning of all examination work including internal and university examinations.
5. To provide information and instructions to college examination officer as and when required.
6. To extend cooperation in all respect for the development of the college.
7. To facilitate the students in online admission and examination process.
8. To motivate the faculty members for preparation of E-content, course content, study material, etc.
9. To verify the course contents of each faculty member.
10. To collect the annual and semester examination result analysis from the head of the departments.
11. To extend help in improving competencies of individual staff member.
12. To assist the vice-principal in organizing FDP, conference, seminar, workshop etc.
13. To work as a mediator between faculty and college authorities for attending FDP, conference, seminar, workshop etc. in other institutions.
14. To collect, compile and forward the weekly reports i.e. syllabus completion, extension activities conducted, HODs reports to the concerned.

2.7] CHAIRMAN OF EXAMINATION: (COE)

2.7.1 Role and Responsibilities of COE:

Chairman of Examination is an important statutory post according to the university guidelines. All the Exams i.e. Internal/External conducted in the college will be governed by the COE. The Responsibilities of the CEO are as follows:

1. COE should work as a custodian for all examinations.
2. COE should always be in contact with the university examination departments and carry out the examination work.
3. To follow all instructions given by the university examination department, maintain the records of the communications and carry out the work in prescribed time.
4. To provide the necessary information and guidance to concerned authorities for conduct of examination.
5. To assist and provide information to the students regarding all examination processes.
6. To collect the information of students such as name, address, contact no., email, etc. and maintain the records of the same.
7. Should collect the information of teaching and non-teaching staff and maintain the records of the same.
8. To make arrangements and follow ups for getting advance funds from university for conducting examination and submit the audited statements of the examination bills in prescribed time period to the concerned.
9. To brief the academic and examination supervisor and higher authorities before and after each session of examination.
10. To inform the higher authorities and the university regarding the malpractices and misconducts during examination in due course of time.
11. 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.
12. To prepare a requirements for the examination work and produce it to the higher authorities.
13. Smooth functioning of theory examinations (internal, term end and university) and practical examinations (internal, mid semester and university).
14. To prepare schedule of all internal examinations.
15. To follow all the instructions given by the controller of examination and the higher authorities.
16. To appoint paper-setters, examiners for internal examinations.
17. To make the arrangement for appointments of internal senior supervisors, junior supervisors, assistant senior supervisor, etc.

2.8] HEAD OF THE DEPARTMENT:

2.8.1 Role and Responsibilities of Head:

1. The Head shall be appointed by the Principal in the manner as prescribed in University Statute and shall be working directly under superintendence, direction and the control of the Principal.
2. He shall be Chairman of various Departmental Committees.
3. He shall supervise and control the working of the teachers and the employees working in the Department.
4. Assist the vice principal and academic and examination supervisor in all matters of academic interest.
5. Contribute in evolving strategies and action plans for the development and quality improvement of the department.
6. Introduce innovative features in the curriculum and revise periodically revision of the curriculum befitting the current trends and demands of the industry and the employment market.
7. Should take into consideration the various requirements of different courses as per the Savitribai Phule Pune University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the university or other agencies visit the college.
8. To inform the principal about work load of the department and requirement of the staff.
9. To equally distribute the workload among the teachers of the department to ensure the quality and effectiveness of teaching-learning process.
10. Organize guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.
11. Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.
12. To observe and monitor the faculty, particularly the new entrants during the lecture hours, offer suggestions for their improvement if necessary.
13. Ensure effective conduct of stay back hours, extra classes, career guidance, remedial coaching, bridge courses and academic counselling.
14. To ensure adequate admissions to each course as per norms.
15. To maintain the alumni record of the department.
16. To maintain the placement record of the department.

2.9] DIRECTOR PHYSICAL EDUCATION AND SPORTS:

2.9.1 Director Physical Education and Sports should:

1. Prepare teams of students for different sport events.
2. Regular practice sessions should be arranged properly.
3. Ensure the participation of students in several sports competitions.
4. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
5. Manage their private affairs in a manner consistent with the dignity of the profession.
6. Participate in extension, co-curricular and extra-curricular activities, including the community service.
7. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their profession.

2.10] LIBRARIAN:

2.10.1 Responsibilities are as follows:

1. To select, develop, catalogue and classify library resources.
2. To answer the queries/enquiries raised by the readers.
3. To use digital library systems and specialist computer applications.
4. To liaison with departmental academic staff, external organizations and suppliers.
5. To ensure that library services meet the needs of particular groups of users (e.g. staff, postgraduate students, disabled students).
6. To prepare the annual budgets and required resources of the library.
7. To develop IT facilities for optimum utilization of library resources.
8. To provide information of library resources to higher authorities as and when required.
9. Up-gradation of library by installing various library software.
10. To get the membership of recognized institution such as NLIST, INFLIBNET, DELNET etc.

2.11] FACULTY MEMBERS (TEACHER):

2.11.1 Role and Responsibilities of Faculty:

1. Each faculty member shall at all times maintain absolute integrity and devotion towards duty.

2. Each faculty member should perform all professional activities through proper channel and extend co-operation to his/her colleagues and higher authorities.
Each faculty member shall conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.
4. Each faculty member should attend the college neatly dressed and follow dress regulations as per MGV guidelines.
5. Faculty members must always wear their identity cards while inside the college premises.
6. Faculty members are barred from using cell phones while taking classes, engaging in examination duties and while attending meetings.
7. No faculty member shall absent himself/herself from duty at any time without prior approval.
8. Any instruction issued by the competent authority by way of circulars from time to time must be complied with.
9. Faculty members are expected to be punctual in going to the classes, attending meetings, invigilation, college functions and attend national day celebrations.
10. Faculty members should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
11. Faculty members shall not provoke or instigate any student or staff against other students, colleagues or administration.
12. Faculty members shall not by act or deed, degrade, harass or insult any other person for any reason or act in a manner inappropriate to the teaching profession.
13. Faculty members shall not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.
14. Faculty members shall not demonstrate favouritism in assessment of students deliberately over marking, under marking or attempt at victimization on any grounds.
15. Faculty members shall neither disclose confidential information about students to anyone nor disclose confidential information from management to students.
16. Faculty members shall not accept fees or honorarium, gift, etc., from the students.
17. Faculty members shall respect the prerogative of parent/guardian to look after the interest of the student.

18. Faculty members shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his /her duties.
19. Each faculty member shall set an example to his/her colleagues and students.

2.12] REGISTRAR / OFFICE SUPERINTENDENT / HEAD CLERK:

2.12.1 Role and Responsibilities of Registrar/ O.S./ Head Clerk

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the superintendent.
4. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the superintendent/assistant registrar, as the case may be.
5. To ensure the prompt dispatch of letters.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the superintendent/assistant registrar.
8. To maintain calendar of periodical returns for incoming and outgoing, separately.
9. To attend to such other work that may be assigned to him with the approval of the concerned deputy registrar.

2.13] SENIOR CLERK/JUNIOR CLERK AND EQUIVALENT CADRES:

2.13.1 Role and Responsibilities of Senior Clerk/ Junior Clerk and Equivalent Cadres:

1. To enter the mail and letters and inter-departmental correspondence / files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through P. A's Stenographers / Secretaries.
2. To acknowledge letters received.

3. To submit dak (mails) to the Registrar/Head Clerk daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a notebook to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.
13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

2.14] ACCOUNT CLERK:

2.14.1 Role and Responsibilities of Account Clerk:

1. To ensure that the various payments made from the college funds are within budget provision and with the sanction of competent authorities.
2. To attend to correspondence/with state/central government/u.g.c. and other higher authorities with the assistance of the assistant account clerk.

3. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
4. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
5. To recover grants due to the college from the outside bodies including UGC, University, State and Central Government.
6. To attend to such other works assigned to him with the approval of the principal of the college.

2.15] ASSISTANT ACCOUNT CLERK:

2.15.1 Role and Responsibilities of Assistant Account Clerk:

1. To prepare bank reconciliation statement, budget and final account of funds entrusted to him.
2. To prepare periodic accounts of funds entrusted to him and to assist the Deputy Accountant in furnishing of figures of expenditure to higher authorities.
3. To maintain books of accounts, payment register and funds entrusted to him.
4. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L.I.C. Premium from the salary of individual employee.
5. To attend to routine correspondence with banks and other departments.
6. To supervise the work of accounts clerk under him and to pass the bill for payment as per relevant rules.
7. To attend to such other work as may be assigned to him with the approval of the Deputy Registrar (Finance and Accounts), from time to time.

2.16] LABORATORY ASSISTANTS:

2.16.1 Role and Responsibilities of Laboratory Assistants:

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist In-charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.

5. To assist In-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to In-charge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

2.17] LABORATORY ATTENDANTS:

2.17.1 Role and Responsibilities of Laboratory Attendants:

1. To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.
2. 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.
3. To assist laboratory assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the laboratory.

2.18] PEONS:

2.18.1 Role and Responsibilities of Peons:

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.

3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the section officer/branch head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. Operate cyclostyling machine, if he could operate that, wherever necessary.
9. Carry out any other work of similar nature which the officer in charge/dy. Registrar/ assistant registrar/section officer/principal/office superintendent, may instruct.
10. Serve water and beverages, breakfast to employees and to visitors, when required.
11. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash / cheques etc. to banks, as per instructions).
12. Any other work as may be assigned to him by the concerned officer from time to time.

2.19] SWEEPERS:

2.19.1 Role and Responsibilities of Sweepers:

1. 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.
2. Any other work as may be assigned by the concerned officer from time to time.
3. The duties of the above cadres shall be as assigned by the concerned head of the department from time to time.

2.20] Admission Process:

2.20.1 Admission Process:

The admission process for all courses and classes of Undergraduate, Postgraduate, Diploma, Certificate courses of all streams of Arts, Science, Commerce,

and Vocational courses in the LVHASCC is facilitated online and all the details available can be accessed through the Link : <https://vriddhionline.com/>

2.20.2 Admission for Ph.D./M.Phil. and other Higher Qualification can be accessed through the link provided below:



Minimum Standards and Procedure for Award of M.Phil,Ph.D. Degrees
Regulations-2016.pdf

http://www.unipune.ac.in/admin/Circular/pg_Mphil/Regarding_Implementation_PhD_Rules.pdf

https://www.ugc.ac.in/pdfnews/1928583_UGC-Regulation_MPhil-PhD_2ndAmendment.pdf

2.21] Scholarships:

Higher Education has had played a very vital role in the history of nation building all over the world. It is amply clear that no rise in general standards of living and culture is possible without strengthening the higher education system in the country. It obviously calls for a multipronged strategy. There is a need to modernize our higher education system, and equally important to continuously attract young and talented students to pursue higher education. It is being increasingly observed that the brighter lot is not pursuing Post Graduate education in our institutions of higher learning. To emerge as a powerful nation, there is an urgent need to bring in talented boys and girls in the fold of Post-Graduate education by way of providing them good incentives in the form of scholarships. UGC has launched various scholarship schemes which are listed below and the details of the different programs of the scholarships can be accessed through the links provided below

2.21.1 Post graduate merit scholarship scheme for university rank holders at under graduate level.

(Link: https://www.ugc.ac.in/oldpdf/xiplanpdf/IG_PGM_guideline24august09.pdf)

2.21.2 Post Graduate Indira Gandhi Scholarship for single girl child: In order to achieve and promote girls education, UGC has introduced a Post Graduate Indira Gandhi Scholarship for single girl child with an aim to compensate direct costs of girl education to all levels especially for such girls who happen to be the only girl child in their families.

https://www.ugc.ac.in/oldpdf/xiplanpdf/revisedIG_SGC_guideline24aug09.pdf

2.21.3 The Maulana Azad National Fellowship for Minority Students:

Introduction: The Maulana Azad National Fellowship for Minority Students is formulated and funded by Ministry of Minority Affairs. The scheme is open to candidates who belong to one of the Minority Community i.e. Muslim, Sikh, Parsi, Buddhist & Christian and wish to pursue higher studies such as regular and full time M.Phil /Ph.D. degrees in Sciences, Humanities, Social Sciences and Engineering & Technology. There are 756 slots every year for all the subjects. 3% fellowships are reserved for Physically Handicapped candidates belonging to Minority Candidates as per provision laid down by the Government of India. Further details of the Fellowship can be accessed through the LINK

https://www.ugc.ac.in/pdfnews/4288045_MANF-Guidelines-2019-2020andonward.pdf

https://www.ugc.ac.in/oldpdf/xiplanpdf/guidelines_manf.pdf

2.21.4 Scholarship Schemes of SPPU for Students: Various scholarship schemes are offered by Savitribai Phule Pune University for the economically weaker sections of students can be accessed through the link given below:

http://sppudocs.unipune.ac.in/sites/news_events/Lists/News%20and%20Announcements/Attachments/5035/University%20Scholarship%20Circular%20202021_23.02.2021.pdf

2.21.5 Savitribai Phule Pune University Postdoctoral Fellowship (SPPUPDF) Program:

The salient features of this program are as follows:

- ❖ The PDF program is aimed at enhancing the quality of research at SPPU and generating trained manpower for taking up research and teaching careers.
- ❖ The scheme is created to work mostly electronically.
- ❖ These Fellowships are open to meritorious Ph.D. degree holders in science, technology, commerce, humanities, languages etc. who are domicile residents of Maharashtra State only.
- ❖ SPPU-PDF is a full time research program.
- ❖ These Fellowships are open to researchers below the age of 32 years. Age relaxation of 5 years for all reserved category-, women- as well as differently abled (PH) candidates will be given. Further details of the Programme can be accessed through the below given link at the university site:

❖ LINK: <http://sppupdf.unipune.ac.in/>

2.21.5 Government of Maharashtra Scholarship Schemes can be accessed through the Link given below:

<http://sppudocs.unipune.ac.in/sites/circulars/DocLib/Forms/AllItems.aspx>

2.21.6 Assistance by SPPU for Project-based Innovative Research (ASPIRE):

2.21.6.1 Preamble

Savitribai Phule Pune University started a research grant scheme in the year 2006, with the name 'BCUD Research Project Scheme'. The scheme was aimed at providing initial seed funding to budding researcher teachers, so as to develop their confidence to apply for larger funding to various funding agencies outside. Subsequent to an overview of the functioning and performance of the scheme over last 12 years, the Hon'ble Vice-Chancellor constituted an Advisory Committee under the Chairmanship of Prof. S. Ananthakrishnan to frame the guidelines, monitoring processes and scrutinize the proposals.

2.21.6.2 The Advisory Committee recommended a need to restructure the scheme with following purpose:

- a) To develop a systematic mechanism for tracking the performance of the scheme, both at individual proposal level and at gross level.
- b) To make the process of approval of the proposal transparent and strictly on merit involving national level subject experts for scrutiny and assessment of the proposals.
- C) To develop a mechanism to monitor progress of the proposals periodically against stated goals. Based on the recommendations of the Committee, following revised guidelines are hereby being issued for the restructured scheme.

2.21.6.3 Aims & objectives: With a purpose of broadening the footprint of the novel initiative as well as to provide for intrinsic accountability and outcome orientation, the scheme is hereby being revised and restructured as per the guidelines here. The scheme has been renamed as 'Assistance by SPPU for Project-based Innovative Research' with its acronym ASPIRE. The scheme aims at promotion of research culture in the affiliated institutions and recognized institutes in closer collaboration with the university campus. It also intends to provide guidance, mentorship and financial assistance to young teachers so as to nurture them as researchers in the near future. The scheme shall identify talented researchers with proven 4 track record and support

them to realize their innovative and original research ideas into impactful research outcome. Through this scheme, the university shall strive to develop a research ecosystem for university departments, affiliated colleges and recognized institutes where every competent and willing researcher shall be given opportunity for furtherance of his/her research interests. The scheme will enable close interaction with industry and society to develop useful technologies and intellectual properties. Further details of the ASPIRE can be accessed through the link provided below:

http://bcud.unipune.ac.in/Template_Aspire/

2.22] UGC's Fellowship:

2.22.1 UGC's Dr. D. S. Kothari post-doctoral fellowship scheme: This scheme is applicable to Sciences, Medical & Engineering Sciences. It can be accessed through the Link given below:

<http://ugcdskpdf.unipune.ac.in/> <https://www.ugc.ac.in/page/Scholarships-and-Fellowships.aspx>

2.22.2 UGC's Post-Doctoral Fellowship to Women Candidates:

The UGC has initiated a scheme of Post-Doctoral Fellowship for Women to those candidates, who are unemployed holding Ph. D. degree in their respective subject areas with an aim to accelerate the talented instincts of the women candidates to carry out the advanced studies and research. The total duration of the fellowship is five years with no provision for further extension. The number of slots available under the scheme is 100 per year.

2.22.2.1 OBJECTIVES:

The objective of this award is to provide an opportunity to carry out the advanced studies and research in Science, Engineering and Technology, Humanities and Social Sciences in Indian Universities/Colleges/Institutions as indicated below: i. included under section 2(f) and 12(b) of UGC Act, 1956. ii. Deemed to be Universities under section 3 of the UGC Act, 1956 which are eligible to receive grant in aid from UGC. iii. Universities/Institutions/Colleges funded by Central/ State Govt. iv. Institutes of National Importance.

More details can be accessed through the Link given below:

<https://www.ugc.ac.in/pdfw/>

2.22.3 Post-Doctoral Fellowship to SC/ST Candidates:

2.22.3.1 Introduction:

This scheme has been initiated keeping in view the social background of the candidates from the deprived section of the society and to provide them an opportunity to undertake advanced studies and research in Science, Engineering & Technology, Humanities and Social Sciences in Indian Universities /Institutions /Colleges.

2.22.3.2 Objective: The objective of the scheme is to provide an opportunity to SC/ST candidates to undertake postdoctoral research in Sciences, Engineering & Technology, Humanities and Social Sciences at Indian Universities / Institutions / Colleges as indicated below: Universities / Institutions / Colleges included under Section 2(f) and 12 (B) of UGC Act.

- Deemed to be Universities included under Section 3 of the UGC Act, 1956 and eligible to receive grants-in-aid from UGC.
- Universities /Institutions /Colleges funded by Central / State Government.
- Institutes of National Importance.

More details can be accessed through the Link given below:

<https://www.ugc.ac.in/pdfss/>

2.23] AVISHKAR Scheme of SPPU for Students:

His Excellency, the then Governor of Maharashtra, Shri. S.M. Krishna has initiated a novel inter university research project competition named 'AVISHKAR' in the year 2006. This activity, unique in its nature and Savitribai Phule Pune University has taken special efforts to increase the participation of the talented students from rural and urban areas.

2.23.1 Aims and Objectives of AVISHKAR:

- To inculcate research culture among students.
- To encourage original and novel thinking.
- To provide an opportunity for expression of academic talent.
- To promote interaction among academia, R & D Institutes and Industries.

Details of AVISHKAR can be accessed through the LINK:

<http://avishkar.unipune.ac.in/>

2.24] Student Satisfaction Survey:

NAAC (National Assessment and accreditation council) is conducting a Student Satisfaction Survey regarding Teaching – Learning and Evaluation, which will help to upgrade the quality in higher education. A student will have to respond to all the questions given in the following format with her/his sincere effort and thought. Her/his identity will not be revealed. The format for the same can be accessed in **Appendix III** and the link provided below:

<https://drive.google.com/file/d/1d0sqjsu2BGggoy6Uu4f6LYYG5CSiP2UL/view?usp=sharing>

2.25] Organogram (Please See Table)

CHAPTER 3

POLICIES

3.1] Grievance Management Policy

(Including issues of Memorandum, Punishment and Redressal)

A Grievance Redressal Committee is set up to address the grievances of the employees. The Grievance Redressal Committee consists of faculty members with representation from both genders. The constitution of the committee is a permanent arrangement for in-house investigation to handle grievances of employees. The Chairperson of the Committee is appointed by the Principal and the CDC Chairman.

Any employee who feels that he/she is unjustly treated in the discharge of his/her duties either by the Management or by a colleague or a subordinate 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 by the grieved employee to his/her immediate superior who should listen to the employee, collect the relevant facts and try to settle the grievance. He/ she should also seek a verbal explanation from the person against whom the complaint is directed. Thereafter, he/she should in all cases submit a report in writing, particularly where the alleged grievance is not settled. The same is forwarded to the Management.

Further, If the employee 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. It is only on following this procedure, that an employee may appeal to the CEO/General secretary/Joint secretary of MGVS who may consult the Executive Committee if he deems fit.

This procedure has been specifically provided so that disputes and differences, if any, are mutually and amicably resolved and settled within the organization as if within a family.

3.1.1 Scope of the Grievance Committee:

- i. The Grievance Committee shall consider individual grievances of any nature of the staff working in the college.

- ii. The Grievance Committee shall not consider any grievance of general applicability or of collective nature raised collectively by more than one employee.

3.1.2 Procedure, Periodicity and Attendance at Meetings:

1. The Grievance Committee meets 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.
2. At least three members of the Grievance Committee shall be present in a meeting.
3. If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee does not participate in the deliberations regarding that individual's case.
4. If the aggrieved person happens to be a member of the Grievance Committee, then he does not participate in the deliberations as a member of the Committee when his/her representation is being considered.

Terms of reference:

1. The Grievance Committee considers all grievances submitted in writing by an individual member of the college regarding employment, working conditions and any other alleged injustice done to an employee while discharging his duties in the college.
2. The Grievance Committee have access to all files confidential or otherwise, relevant to the individual's grievance.
3. The Committee studies the petition and after looking into the relevant documents discuss with those concerned and submit its recommendations and report to the Legal Department / CEO as expeditiously as possible, but in any case, within 15 days of the date of petition.
4. In case of any difficulties, the Grievance Committee have discussion with the CEO of the MGV Trust before a decision is taken.
5. The CEO is guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Trust.
6. Any dead-lock shall be resolved by joint meeting of the CEO / Trustee and the Joint Secretary of the Trust.

7. The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Legal Department / CEO by the Grievance Committee.

3.1.3 Procedure for Redressal of Grievances:

1. The aggrieved member submits his petition to the CO of the concerned department with a copy to the Grievance Committee. The member may alternatively submit his/her petition to the Legal Department who shall forward the petition to the Grievance Committee.
2. On receipt of a petition the Grievance Committee endeavors to send its recommendation to the CEO within 15 days if possible, but in any case, not beyond 3 weeks, for further action.
3. Even if the Grievance is solved, all relevant papers to be submitted to the Legal Department with the noting that the grievance has been resolved.

3.1.4 Consequence of Misconduct

Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence. The following steps are to be followed with regards to all disciplinary offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence. The following steps are to be followed with regards to all disciplinary actions:

- i. **Verbal Warning:** For a minor offence, a verbal warning will be issued in a formal meeting between the employee, the HOD, the Principal of the college and / or in the Trust office by the COs. The record of the warning is prepared and retained on the personnel file of the employee.
- ii. **Written Warning (Memo):** If the administration has sufficient grounds to believe that verbal warnings are not heeded or if the administration is satisfied that prima facie the employee is guilty of serious misconduct in office or at his direction the Principal is to issue written warning specifying charges and asking the employee to show cause why disciplinary action may not be initiated against the employee.

If the reply of the employee is found unsatisfactory or if the administration is convinced that the conduct of the employee stands unchanged or is likely to be detrimental to the interests of the organization, the employee will be placed under

suspension pending enquiry by the enquiry committee constituted for the purpose provided however, that no such enquiry will be necessary if the employee concerned admits the charges in writing.

If the employee does not answer the show cause notice in writing within a reasonable period (maximum seven days), it will be presumed that he/she must state nothing, and he will be proceeded against him/her.

If an employee refuses to accept a charge sheet or any other communication, then he/she may be verbally informed about the charges in the presence of two witnesses.

3.1.5 Suspension

1. On receipt of a report in writing from the Principal to the HR Team, the competent authority may suspend an employee for any act of alleged misconduct, pending domestic enquiry.
2. The order of suspension shall take effect immediately on its communication to the employee. Charge sheet should be given within seven days.
3. Leave will not be granted to an employee under suspension.
4. During the period of suspension, the employee shall not leave station except with the written permission of the Management.
5. A suspended employee will get payment @ 50% of the salary for a maximum period of 6 months subject to the conditions that he/she does not take up any employment during the suspension period.

3.2] Policy against Sexual Harassment

LVHASCC has a 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.

3.2.1 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. The LVHASCC is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination based on sex/gender. Following this, the institute is committed to uphold the Constitutional mandate ensuring the above-mentioned human rights of all those who fall within its jurisdiction. As directed by the act LVHASCC has constituted a Committee called “Internal Complaint Committee of Sexual Harassment Prevention & Women’s Grievance Redressal”.

3.2.2 Objectives:

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

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

3.2.3 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 behavior (whether directly or by implication) namely:

1. Physical contact and advances or A demand or request for sexual favors or Making sexually colored remarks or Showing pornography or Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
2. Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):
3. When submission to unwelcome sexual advances, requests for sexual favors, 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.
4. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.
5. Interfering with her work or creating an intimidating, offensive, or hostile environment for her.
6. 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.
7. When deprecatory comments, conduct or any such behavior 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.
8. When a person shows any humiliating treatment to woman that is likely to affect her health and safety.
9. 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.

3.2.4 Constitution of the Internal Anti Sexual Harassment Committee: LVHASCC

has a duly constituted anti sexual harassment cell which follows the UGC norms as detailed in the following website and link is provided below:

https://www.iimb.ac.in/sites/default/files/inline-files/UGC-RegulationPrevention-and-Prohibition_1.pdf

3.3] Women Empowerment Cell & Women Grievance Redressal Cell (VISHAKHA Committee) For Girls

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

1. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees.
2. Two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
3. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
4. 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 term or as decided by the General Secretary.
5. 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 offices or administrative units of the workplace. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization.

3.3.1 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:

1. Summoning and enforcing the attendance of any person (Complainant/ Complainer /Witness) and examining him/her on OATH and recording the statements.
2. Requiring the discovery and production of valid documents.
3. Any other matter which may be prescribed.

3.3.2 Powers 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.

3.4] Anti-Ragging Policy:

The procedure stated below is enumerated with an objective to effectively guide: a) the victim of ragging in devising the legal recourses; and b) for the authorities in implementing the anti-ragging protection to ensure the fulfillment of object intended to be achieved by such anti-ragging initiatives.

3.4.1 STEP 1: When any incident falling within the mischief of act defined as "ragging" under clause 3 of the UGC Regulations on "Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as "Ragging regulation"- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of "penal laws", if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

3.4.2 STEP 2: Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti-Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

i. Suspension from attending classes and academic privileges.

ii. Withholding/ withdrawing scholarship/ fellowship and other benefits. iii. Debarring from appearing in any test/ examination or other evaluation process. iv.

Withholding results.

v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. vi. Suspension/ expulsion from the hostel. vii. Cancellation of admission. viii. Rustication from the institution for period ranging from one to four semesters. ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

3.4.3 STEP 3: For any legal mechanism to be fair, it is imperative that provisions and methods for impeding its abuse, shall exist inherently in regulation itself. Therefore, to obviate the possibility of abuse of anti-ragging regulation, the person charged for the commission of act of ragging shall have right to appeal as provided under clause 9(c) of the Anti-Ragging Regulation.

3.4.4 STEP 4: At every stage, it is to be noted that the purpose of regulation is preventive (so all the preventive steps enumerated in the Anti-Ragging Regulation shall be complied with letter and spirit as first principle of implementation of Anti Ragging Regulation). The authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faulty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

3.4.5 Standard Operating Procedures for Anti Ragging:

LVHASCC has duly constituted an Anti Ragging Committee which works for prevention of ragging in the college and will conduct an anti- ragging campaign for 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>

UGC Letter: Regarding the menace of curbing the anti-ragging in Higher Educational Institutes Dated 23/03/2021. The directions can be seen through the link provided below:

https://www.ugc.ac.in/pdfnews/6317244_Anti-ragging2021.pdf The major functions of the committee are as follows:

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

3.4.6 Implementation of Anti-ragging

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

3.4.7 Anti ragging Committee:

LVHASCC has duly constituted following committee:

Name	Designation
Prof. Dr. Nandu B. Pawar -Nodal Officer	Chairman
Dr. Rakesh V Patil	Member
Dr. Sunil J Patil	Member
Dr. Asha S. Patil	Member
Dr. S. V. Pawar	Member
Mrs. Roshani Gujarathi	Member

3.5] Grooming and Dress Code Policy

3.5.1 Purpose:

To provide guidelines for acceptable employee work attire & appearance.

Scope: All employees.

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 both within the workplace and when representing the LVHASCC.

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.

The LVHASCC recognizes the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. Where necessary the HR Department can disseminate appropriate information explaining cultural dress and customs. However, priority will be given to health and safety, security and other similar considerations.

3.5.2 Policy

The appearance of employees contributes to our reputation and the development of our Institutions. 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. Supervisors are responsible for ensuring appearance is appropriate.

3.5.3 Policy elements

These dress code rules always apply:

1. All employees must be clean and well-groomed.
2. All clothes must be work-appropriate.
3. Clothes that are typical in workouts and outdoor activities aren't allowed except /during sports events.
4. All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.
5. All clothes must be clean and in good shape.

6. Discernible rips, tears or holes aren't allowed. Employees must avoid clothes with stamps/pins/stickers that are offensive or inappropriate.
7. 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.

3.5.4 Employees who are required to wear a uniform:

Employees who are required to wear a uniform 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 Trust's permission.

Employees who meet with parents or represent the Trust to members of the public must present a positive image of the Group. In this regard, acceptable attire is Uniform / smart business wear i.e., suit / safari suit/ or smart jacket and trousers/saree. Shirts and blouses are expected to be ironed. Male employees must also wear a tie.

Where uniforms are issued by the Trust, they remain the property of the college. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment. 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 LVHASCC rules.

3.5.5 Certain items that are not permitted at work are:

1. Items of denim clothing, colored jeans Dirty/frayed/torn uniform / clothing Loose bell bottom type pants or Palazzo Salwar.
2. Tight fitting dresses, Shorts; Hoodies (unless as part of a uniform);
3. 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 the college or in classrooms, except in cases of injury to your body, in which case you must take prior medical permission from your supervisor.
4. Clothing that displays slogans or symbols especially those that could cause offence.
5. Jewellery and make-up - Keep them simple. Excessive amount of jewellery and/or make-up distract. They are not suited for the classroom/ any of the Trust functioning. Clothing or jewellery that could present a health and safety risk. Big Ornaments like

big earrings or big nose rings are to be avoided during college hours. Tattoos are to be kept covered during working hours.

3.5.6 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 LVHASCC 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 LVHASCC.

3.5.7 Casual Saturdays:

The LVHASCC will designate Saturday 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 colored clothing but only with shoes for Males and Ballet Shoes/ sandals for Females. Chappal/High Heels will not be permitted.

3.5.8 Formal business attire for Principals / Vice Principal / Coordinators/ Supervisor / CEO:

Since there is a formal interaction with students, parents and Public in the college, the formal attire for Principals /Vice Principal/ Coordinator/ Supervisor/ CEO in the college premises will be formal business attire Blazer / Saree or Salwar with blazer. No casual clothing or casual shoes is allowable. Tie for male principals will be mandatory during events. Vice Principals can wear Nehru jacket or blazer with formal dress.

Press release: To celebrate foundation days of the organization (Adivasi Seva Samiti and Mahatma Gandhi Vidyamandir), Press releases relating to the Trust must be sent from the LVHASCC PR Team. The purpose of a press release is to promote our achievements, objectives, services and to enhance the reputation of the LVHASCC. To publicize all the activities of the organization. Publicity of debates, speeches, sports

competition, placement, NCC camps, blood donation camps, inaugurations, international, national, state level, seminars as well as important decisions.

3.6] Social Media use policy guidelines for Staff and Students

3.6.1 Purpose

This policy has been created to assist the faculty, staff and students of the LVHASCC 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 LVHASCC, do not use LVHASCC email addresses, do not discuss the LVHASCC and are purely about personal matters.

3.6.2 Policy Philosophy

These guidelines are intended to assist MGVS Trust faculty, staff, and students; who create, manage, or utilize social media presences as representatives of the MGVS 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.

3.6.3 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 LVHASCC 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 LVHASCC 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 LVHASCC 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.

3.6.4 General Guidelines for Online Professional or Personal Social Media Activity:

Online social media allows LVHASCC faculty, staff, and students to engage in professional and personal conversations. These guidelines apply to faculty, staff and students who identify themselves with the LVHASCC and/or use their LVHASCC email 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 LVHASCC -sponsored sites, users give the LVHASCC 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 LVHASCC reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

The LVHASCC 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 LVHASCC will not respond to every posting, especially those that address individual medical issues.

3.6.5 Faculty, Staff or Students who utilize LVHASCC sponsored sites must follow these guidelines:

- a. Do No Harm.** All Users must ensure that their internet social networking does no harm to the LVHASCC or to themselves whether navigating those networks on the job or off.
- b. 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.
- c. Comply with Regulations.** Users must follow the same LVHASCC 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.
- d. Identify your Affiliation.** If users identify themselves as a member of the LVHASCC community in any online forum and/or use their LVHASCC email address, they must make it clear that they are not speaking for the LVHASCC, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of the LVHASCC.
- e. 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.
- f. Be Thoughtful.** Users must be thoughtful about how they present themselves as LVHASCC faculty, staff or student in online networks. By virtue of self-identifying as part of the LVHASCC in such a network, users connect themselves to, and reflect upon, LVHASCC colleagues and staff.
- g. Conflict of Interest.** If someone or some group offers to pay Users for participating in an online forum in their LVHASCC role, offers advertising for pay and/or for

endorsement, this could constitute conflict of interest and LVHASCC policies and guidelines apply.

h. Job Postings. Job postings follow LVHASCC established processes.

i. 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.

j. LVHASCC Resources. Faculty and staff should respect LVHASCC 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.

3.6.6 Guidelines for Personal Social Media Activity

Faculty and staff are encouraged to share LVHASCC 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 LVHASCC and build community. As stated above, when you might be perceived online as an agent of the LVHASCC, you need to make sure it is clear to the audience that you are not representing the position of the LVHASCC or LVHASCC policy. While the guidelines below apply only to those instances where there is the potential for confusion about your role as LVHASCC 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 LVHASCC 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 LVHASCC. If you identify yourself as a member of the LVHASCC 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 LVHASCC and it has something to do with the work you do or subjects associated with the

LVHASCC, use a disclaimer such as this: "The postings on this site are my own and do not represent the LVHASCC positions, strategies or opinions."

Don't Use the LVHASCC Names or Logos or Make Endorsements. Do not use the LVHASCC signature block, academic logo, athletic logo or any other LVHASCC 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 LVHASCC. Do not use the LVHASCC name or logo to promote or endorse any product, cause, political party or candidate, personal opinions, or non- LVHASCC services.

1. **Take the High Ground.** If you identify your affiliation with the LVHASCC in your comments, readers may associate you with the LVHASCC, 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.
2. **Don't Use Pseudonyms.** Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
3. **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.
4. **Respect Your Audience.** Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the LVHASCC community.
5. **Breaches of Security.** For security and technical reasons, the LVHASCC reserves the right to monitor, record and log all use of its information technology resources and activity on the LVHASCC 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 LVHASCC will advise the individual and their line manager on what action should be taken.

The LVHASCC reserves the right to take such action as it deems appropriate against individuals who breach the conditions of this policy. LVHASCC 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 LVHASCC disciplinary procedures.

3.7] Recruitment Policy

College doesn't have its own recruitment policy but we are following the guidelines given by M.G.V. Trust. Only we forward the applications for CHB/vacant post to the M.G.V. Trust.

To have in place a competent staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organization and with no discrimination based on caste, creed, sex, race, or disability.

3.8] Induction Policy

Personal File: A personal file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate/ Bio-data/ 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 photograph
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 MGV 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 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 MGVS Trust and college
- Present briefly the key ideas of Teaching
- Provide access for the new employee to read the policy documents such as HR 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

3.9] 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 are, from 8 a.m. to 1 p.m. for Arts and Commerce faculty and for Science 11 a.m. to 4 p.m.
- 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. Habitual late comers shall be liable for disciplinary action.

- All staff shall sign the attendance register and swipe their face reading / fingerprints at the biometric reader. Late comers must mark the time of arrival in the late attendance register while signing into the college. At the end of the week, Assistant Administrator or any other authorized person is to adjust late arrival adequately to casual leave.
- 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, 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.
- The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given.
- Late Attendance without Permission: The staff members are required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to sign the Late Attendance Register.
- If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.
- 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.

3.10] Public Holiday Policy:

The Affiliating University SPPU prescribes the List of Holidays for the Calendar year, The Principal of the College also has the right to declare Holidays.

3.11] Communication & Reporting Policy

Daily & Weekly Reporting of the Academic/Administrative work (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 Weekly Report in written form to your Reporting Authority /HOD. It is compulsory to attend meeting called by the Principal as per mentioned schedule.

3.12] Feedback and Suggestion Scheme

College has installed Suggestion Box for the students and Alumni. The suggestions are analysed by the respective committee and the same is communicated to the principal for necessary action. The student feedback forms are collected and analysed every year and the outcome is communicated to the concerned.

3.13] Awards

Every year students are felicitated and Awarded during Annual Social for showing excellence in Sports and Academics. Staff members who are Awarded PhD and other Honours are also felicitated during Annual Social.

SPPU Foundation Day Awards:

The formats to apply for different types of awards are attached herewith as **Appendices II and the Link given below:**

http://bcud.unipune.ac.in/QIP/QIP_BestTeacherAward/HomePage.aspx



SPPU Foundation Awards Guidelines.pdf

LVHASCC also follows the MGVS's Appreciation policy for the staff. For details please click on following link:

{Please provide link for Appreciation Policy}

3.14] Flag Code Policy:

Flag Hoisting Ceremony Policy:

The National Flag or the MGVS Trust Flag may be hoisted in educational institutions (schools, colleges, sports camps, scout camps, NCC, NSS, etc.) to inspire respect for the Flag.

The college follows the guidelines given in the link for Flag code Policy.

http://www.ugc.ac.in/pdfnews/0255930_Flag-Code-of-India-2002.pdf

3.14.1 Instructions for guidance on the same are given below:

1. The school / college / trust employees 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 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 MGVS Trust Flag.

3.14.2 Do's

1. When the flag is hoisted, it should be flat and horizontal. Saffron panel should be on the top and it should be on the right with reference to the flag.
2. When flag is hoisted in open, it should be flown from sunrise to sunset.
3. Always hoist the flag briskly and lower it slowly and ceremoniously.
4. All people should face the flag and stand at attention, when the flag is being hoisted or lowered.
5. 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.
6. 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.
7. Wherever the Flag is flown or displayed, it should occupy the position of honour and be distinctly placed.
8. 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.
9. 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.

3.14.3 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 HR 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
21. The Flag should not be displayed or fastened in any manner as may damage it.
22. 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.
23. The Flag shall not be used to cover a speaker's desk nor shall it be draped over a speaker's platform.
24. No Photo is to be placed on a chair. Only Table is to be used for flag hoisting ceremony.

3.15] Information Technology Policy

We submit purchase order to MGVS Trust. As per our requirement MGVS trust provides us computer software and hardware. We are using Vridhhi software for admission and for examination purpose. We always try to keep our website updated. All the important information related to IQAC, NAAC, Departments, Admission Procedure, Result, Faculty Information, NIRF, Committees, Students Development, etc. is displayed and updated on website as and when required.

CHAPTER 4

TERMS AND CONDITIONS OF SERVICE

4.1] Classification of Human Resource in LVHASCC:

MGV's LVHASCC, Nashik believes in employing competent persons for its academic and administrative functions. The College submit the details regarding requirement of staff / vacant posts to the head office of Mahatma Gandhi Vidyamandir, Panchavati Nashik, as per the need.

4.1.1 College recognizes the following classification of its staff:

a. Regular Employee: One who holds permanent post in the organization and whose appointment have been confirmed in writing by the appointing authority.

Categories of Employees at LVHASCC are divided into:

1. **Teaching Staff:** Professors, Associate Professor, Assistant Professors, Lecturers and Teaching Assistants, Librarian.
2. **Technical Support Staff:** System Administrator, Computer Programmer, Lab Assistants and Lab Attendants
3. **Administrative:** Principal, Office Superintendent, Accounts Manager, Office and Accounts staff, Library staff.
4. **Administrative Support Staff:** Peons, Operators, Electrician, Plumber, Rector, All other support staff.

b. Temporary Employee: One who is appointed either to fill a regular position, which is temporarily vacant, or for work which is essentially of a temporary nature and likely to be completed within a limited period. Temporary employees are not eligible for any benefits other than agreed wages unless expressly stated otherwise.

c. Contract Employee: One who is employed due to his/her experience and expertise on a contract for a specified period, or for specified work on a specified project/ program not exceeding two years on the completion of which the contract shall stand terminated. The contract can be renewed for a mutually agreed upon period based on the performance evaluations review and the needs of LVHASCC at that point of time. Contract employees are governed by the terms and conditions offered to him/her at the time of appointment.

d. Part-time Employee: One who is appointed to work for specified hours in a day or in a week, which is less than the normal hours of work of the organization. The benefits of Part-time employees shall be governed by the terms of their employment. **e.**

Visiting Faculty: Any faculty engaged from time to time as visiting faculty.

f. Any other class of Employee: Any other category of employees can be engaged from time to time as requirements of the institution and are governed as per the terms given.

4.2] Terms and conditions of service

4.2.1 Qualification and Experience-

Employee services will be governed by the provisions of the Affiliating Universities Act / Government Norms and the Statutes, Ordinances, Regulations and the Rules of the University / State Government and as will be amended from time to time by the University/Government.

4.2.2 Appointments of teachers on Contract Basis:

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

The service conditions and leave rules given below will apply to the temporary teacher appointed in the University/College/Recognized Institution on a contract basis for a specific period or purpose.

4.2.2.1. Temporary Teacher: The temporary teacher is ordinarily one who is appointed to a temporary post, on a full-time basis, may be in a temporary leave vacancy or to a permanent post when a permanent appointment is not made. Such appointment shall

be for a fixed period or for duration of a particular project or work which normally should not exceed one year, except in special circumstances, such as Research Project or a project of an academic nature, if permitted by the Executive Council/Governing Body. He may be considered as vacation or non-vacation staff as per the nature of work.

4.2.2.2. Termination of Service, etc.:

(a) The services of the temporary teacher whose appointment is for less than six months may be terminated at any time by the University/Governing Body without giving any notice or without assigning any reason therefore.

If the temporary teacher who has served for less than six months wishes to resign from the service he may do so without giving notice.

1. Statute 433 B-and 435 came into force w.e.f. 09.10.1981.

2. Statute 436, 438 came into force w.e.f. 23.12.1981.

(b) If the services of the temporary teacher exceed six months he can be relieved by the University/Governing Body by giving one month's notice and in lieu thereof pay one month's salary.

In case the temporary teacher wishes to leave the service, he shall have to give one month's notice and in lieu thereof pay one month's salary.

4.2.2.3. Increment: Service rendered in a temporary post on a graded scale shall account for increment, provided the post carries such graded salary scale.

4.2.2.4. Provident Fund: The temporary teacher shall not be entitled to subscribe to the Provident Fund of the University/College/Recognized Institution.

4.2.2.5. Application for a post or examiner-ship elsewhere and acceptance of the same:

If the temporary teacher who wishes to apply for a post or examiner ship elsewhere he shall forward his application for the post or examiner-ship through the Registrar/Principal of the College/Head of the Recognized Institution in which he is serving. He will also accept the same after obtaining the permission of the concerned authority.

4.2.2.6. Handing Over Charge: The temporary teacher before leaving service shall hand over the charge of his post to a duly authorized person and shall return to the University/College/Recognized Institution/Library/Department, all books, furniture etc., issued to him and shall pay in full all charges due by him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Registrar/Principal/Head of the Recognized Institution shall recover the amount due by such teacher on account of the above items from his last salary. The last salary will not

be paid to the teacher concerned until a clearance certificate is issued by the Head of the University Department/College/Institution concerned.

4.2.2.7. Discharge Certificate:

The Registrar/Principal/Head of the Recognized Institution shall give a Discharge Certificate, to a temporary teacher who leaves service after due notice, or to a teacher whose services are terminated after making sure that the teacher leaving service, had paid of all amounts due by him to the University/College/Recognized Institution.

4.3] Maharashtra Public University Act, 2016:

Maharashtra Public University Act, 2016 (Mah. Act No. VI of 2017): (First published, after having received the assent of the Governor in the Maharashtra Government Gazette, on the 11th January 2017): An Act to provide academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for matters connected therewith or incidental thereto can be accessed in English and Marathi through the link given below:

Maharashtra Public University Act, 2016, English Copy:

http://www.unipune.ac.in/Maha_Public_Uni_Act/pdf/Maharashtra%20Public%20Universities%20Act%202016%20English%20Copy.pdf



Maharashtra Public Universities Act 2016 English Copy.pdf

Maharashtra Public University Act, 2016, Marathi Copy:

http://www.unipune.ac.in/Maha_Public_Uni_Act/pdf/Maharashtra%20Public%20Universities%20Act%202016%20Marathi%20Copy.pdf



Maharashtra Public Universities Act 2016 Marathi Copy.pdf

4.4] Payroll Deductions:

Income tax, professional tax and provident fund are deducted wherever applicable. An employee may also authorize deductions for Institute- sponsored health

benefits, insurance, and employee's emergency fund. All other deductions will be notified to the employees.

4.4.1 Income Tax Deduction at Source (TDS):

According to the provisions of Section 192 of the Income Tax Act 1961, tax must be deducted at source by the employer from the salary of the employee after considering any other declared income.

The employer is obliged to deduct such tax spread equally over the financial year. Deductions to the extent allowable under the law can be allowed by the employer only on submission of valid proof. (Any default by the employer in this respect can attract severe penalties under the Act.)

The Finance Department will supply copies of the declaration form which every employee must submit at the time of joining and thereafter on or before 1st April of each financial year, in order to give details of other income and proposed investments so that monthly TDS deductions can be planned by the Accounts department.

Employees are requested to make all their investments on or before 15th January of each financial year and submit copies of these investments along with the final declaration forms on or before January 20th.

Every Employee is required to provide documentary evidence towards their investment and/or other payments towards their eligibility of allowable income tax deductions as per their submitted details in the beginning of the year. However, in the event of any unavoidable change, the adjustments in the tax shall be made in the salaries of January and February.

4.5] Leave Rules:

Leave Rule for non-professional affiliated and constituent colleges

For Teaching staff: See the Link given below:

Link: http://www.unipune.ac.in/pdf_files/law/teacher-revised.pdf

For Non-teaching staff: See the link given below:

https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3_1981_SECOND%20EDITION_LEAVE.pdf

(a) **General:** Leave cannot be claimed as a right.

(b) **Casual Leave:** The teacher appointed on temporary basis will be entitled to casual leave as per rules prescribed under Statute 424.

- (c) **Extra-Ordinary Leave Without Pay:** Extra-Ordinary Leave Without Pay may be granted under special circumstances up to a period of 15 days at a time and such leave will not be granted for more than once during the term of services.
- (d) **Other Leave:** The teacher who is appointed to a temporary post for a period exceeding one year, will be entitled to the benefits of sick leave and other leaves as approved for permanent teacher but only after he completes one year's continuous and active service.
- (e) **Sanctioning Authority:** The sanctioning authority for granting Casual Leave and other leave, except as specified under Statute 438 will be the Head of the University Department/Principal/Head of the Institution under whom he is working.
9. **Vacations:** The temporary teacher holding a teaching post only will be entitled to vacations as prescribed under Statute 423. Non-vacation person will be eligible to earned leave, as per Statutes, if they complete one year's active service.
10. **Other Conditions:** (a) The temporary teacher will be bound by Statutes of Conduct and Discipline applicable to permanent teachers and will follow the Statutes related to duties laid down for permanent teachers.
- (b) The temporary teacher shall be allotted supervision and other examination work as allotted to permanent teachers.
- (c) The temporary teacher shall be assigned co-curricular, administrative work related to training programme and other extra-curricular activities, besides actual teaching as assigned to permanent teachers.
- (d) The mode of recruitment will be the same as laid down in the Act, and Statutes.

4.6] Office Discipline and Decorum:

4.6.1 Office Hours:

- a. The usual office timings are from 10.30 a.m. to 5.30 p.m. with one hour lunch break from 1.30 p.m. to 2.30 p.m.
- b. The class timings are from 7.30 a.m. to 12.30 p.m. for arts and commerce stream and from 11.30 a.m. to 4.30 p.m. for science stream.
- c. Any change in the class and office timings shall be notified to the respective staff.
- d. All employees shall be at work at the time assigned to them. Habitual late comers shall be liable for disciplinary action.

- e. All teaching and non-teaching staff shall sign in their respective attendance register and place their finger on the reader window or face the screen for retina scan (and the reader quickly and automatically captures and encrypts the finger prints or retina scan) at the biometric reader, both at the time of coming and leaving the college premises.

4.6.2 Movement Register:

- a. A movement register is to be maintained by the Principal/ Administration.
- b. All staff shall record movement during office hours for official purposes or any other important purpose with permission of the Principal or Vice-Principal.

4.6.3 Duties and Responsibilities of the Coordinator/Chairpersons / Heads /Faculties/Staff:

- a. For faculty members, the duties and responsibility are as per the norms of the UGC / SPPU University.
- b. However, any additional work allocated by the principal in view of college / student development and at the time of exigencies, the staff members must complete that additional work as directed by the principal.

4.6.4 Conflict of Interest:

- a. The activities of LVHASCC employees must be lawful and free of conflicts with their responsibilities.
- b. They are not to misuse the college resources or influence, or discredit the good name and reputation of the organization.

4.6.5 Consumption of intoxicating drinks and drugs:

- a. LVHASCC work places must be totally drug free.
- b. All staff member shall strictly abide by any law relating to intoxicating drinks or drugs in force in all the workplaces of LVHASCC.

4.6.6 Competent authority to initiate disciplinary proceedings and impose penalties:

Principal is the competent authority to take disciplinary proceedings and impose any of the penalties specified hereunder, according to the nature of the misconduct unless otherwise specified by the executive committee.

4.6.7 Consequence of Misconduct:

Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence.

4.6.8 Disciplinary Action:

Disciplinary action means any action that can be taken on the completion of /during the investigation proceedings including but not limited to a warning, imposition of fine, suspension from official duties or any such action as is deemed to be fit considering the gravity of the matter.

- a. LVHASCC reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.
- b. LVHASCC will not tolerate the harassment or victimization of anyone raising a genuine concern.
- c. As a matter of general deterrence, the LVHASCC shall publicly inform employees of the penalty imposed and disciplinary action taken against any person for misconduct arising from retaliation.
- d. Any investigation into allegations of potential misconduct will not influence or be influenced by any disciplinary or redundancy procedures already taking place concerning an employee reporting a matter under this policy.
- e. The following steps are to be followed with regard to all disciplinary actions:
 - i. Verbal Warning
 - ii. Written Warning (Memo)
 - iii. Show cause notice

Actions:

I Suspension:

On receipt of a report in writing from the Principal, the competent authority may suspend an employee for any act of alleged misconduct, pending domestic enquiry. During the period of suspension, the employee shall not leave station except with the written permission of the management.

II Domestic Enquiry:

No order of punishment shall be made without the employees having been given an opportunity of explaining to the satisfaction of the Management the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the

explanation of the delinquent employee. In the event, the Management is not satisfied with such an explanation, an enquiry officer will be appointed who will be required to conduct the domestic enquiry.

III Punishments:

Upon completion of enquiry and in the event of the employee being proved to have committed offence, the punishments will be ordered according to the gravity of the offence, inviting maximum penalty, in which the concerned staff will be dismissed from service. The likely order of punishments is:

- a. Withhold the Increment (cumulative/without cumulative)
- b. Barring the promotion.
- c. Such other punishments ordered by the Principal & General Secretary. d. Dismissal.

4.6.9 Right to Appeal:

Any employee aggrieved by the decision of the principal may file an appeal in writing to the General Secretary MGVS within fifteen days of the date of the decision. The decision of the General Secretary MGVS shall be final and binding.

Appeal can be made in any one of the following ways:

- a. Online: E-mail : js@mgvsnashik.org
- b. In writing: Letters can be sent by hand-delivery, courier or post to:

General Secretary

MAHATMA GANDHI VIDYAMANDIR

6th Floor, K.B.H. Dental College & Hospital Building,

Mumbai-Agra Road, Panchavati,

Nashik - 422 003

Phone: +91 253 2628143 / 2628144

Toll Free Number: 18008430777 Fax:

+91 253 2621335

4.7] Qualification for Appointment to the Teaching Posts:

For the Disciplines of Arts, Commerce, Humanities, Sciences all the said conditions given below can be accessed through the link provided below:

Statutes Governing Terms and Conditions of Service of Teachers appointed in the University/Colleges and Institutions conducted by the University/Affiliated Colleges/Constituent Colleges/ Recognized Institutions of the University of Poona

(Under Section 42 and / or 73 of the Poona University Act, 1974) (As modified up to the 01.04.1992)

Link and PDF for Statues Governing Terms and Conditions of Service of Teachers is provided below: https://drive.google.com/file/d/140K5C-In5orxm54zaC_BeUxF6yY2_II/view?usp=sharing



Statutes of University of Poona for an Appointment of Teachers in University Colleges.pdf

No person shall be appointed to teaching posts in the University or in any College affiliated to the University or Institution recognized by the University, if he/she does not fulfil required qualifications for the appropriate subject, as prescribed by University Grants Commission/University form to time.

Link and PDF for Ordinances as per Provisions of the Poona University Act, 1974

(As modified up to the 01.04.1992) is provided below:

<https://drive.google.com/file/d/1wKMeDnroFj5ZDZZiBfxuWHcJlgEXPChv/view?usp=sharing>



Ordinances of University of Poona.pdf

https://www.ugc.ac.in/pdfnews/4033931_UGCRegulation_min_Qualification_Jul2018.pdf



UGC-Regulation_min_Qualifi_Jul2018 (1).pdf

4.7.1 The Format for Teachers Appraisal and Assessment criteria and methodology for college teachers is given in Appendix I.

The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Librarian, Director of Physical Education shall be as specified by the UGC in these Regulations.

1. Pay scales, pay fixation, and age of superannuation
2. Recruitment and qualifications:
3. Constitution of selection committees and guidelines on selection procedure: I.
Assistant Professor, Associate Professor in Colleges:
II. College Principal and Professor

5. Selection procedure:

A. The Assessment of the performance of College and University teachers for the CAS promotion

B. Assessment Process

4.7.1.1 Assessment Criteria and Methodology:

Stages of promotion under the career advancement scheme of incumbent and newly-appointed assistant professors/associate professors/professors

Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Counting of Past Services for Direct Recruitment and Promotion under CAS

4.8] Leave Rules for Permanent Teachers of the Universities / Colleges.

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

- I. Casual Leave
- II. Special Casual Leave
- III. Earned Leave
- IV. Half-pay Leave
- V. Commuted Leave
- VI. Extraordinary Leave
- VII. Leave Not Due
- VIII. Maternity Leave
- IX. Child-care Leave
- X. Paternity Leave

4.8.2 Period of Probation and Confirmation

- ❖ The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.

- ❖ The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- ❖ Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- ❖ The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- ❖ All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

4.8.3 Creation and Filling-up of teaching Posts

- ❖ Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- ❖ All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

4.8.4 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

4.9] Teaching Days

- ❖ The College must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks

may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5-day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarized as follows:

Number of weeks : 6-days a week pattern

Categorization	College
Teaching and Learning Process	30 weeks (180 days)
Admissions, Examinations, and preparation for Examination	10
Vacations	10
Public Holidays(to increase and adjust teaching days accordingly)	2
Total	52

- ❖ In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.
- ❖ **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 college including its office will remain closed on government declared holidays.
 1. 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.
 2. The total number of terms, however, shall be kept to the satisfaction of the authorities concerned.
 3. For keeping a term in any class in a college a student shall attend at least 75% of lectures delivered per term.

4. 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.
5. In case a student is permitted to participate in the NCC/NSS 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.
6. 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 NCC Training are available, NCC 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 NCC training during the year. This certificate shall be issued by the principal in consultation with the NCC authorities.

4.10] Workload:

- ❖ The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the College.
- ❖ The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week, Associate Professor/Professor - 14 hours per week

- ❖ Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

4.11] Service Agreement and Fixing of Seniority

- ❖ At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.
- ❖ The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.
- ❖ **Inter-se seniority between the direct recruited and teachers promoted under CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

4.12] Academic Standards in College

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the College.

- ❖ The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- ❖ Research clusters shall be created amongst the college within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions.

- ❖ An induction programme of one month shall be introduced for all newly recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work. In addition to the Human Resource Development Centre of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also organize such induction programme as per their mandate.
- ❖ Induction programme shall be treated at par with the Orientation Programs already being run by the Human Resource Development Centre of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.

All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations

4.13] Plagiarism Policy of SPPU, Pune

1. [Link: http://www.unipune.ac.in/admin/Circular/pg_Mphil/Circular_187_26-9-14.pdf](http://www.unipune.ac.in/admin/Circular/pg_Mphil/Circular_187_26-9-14.pdf)

2. Link: https://www.google.com/url?client=internal-elementcse&cx=003920585355893542124:spnjtsxefwk&q=http://unipune.ac.in/administration_files/pdf/plagiarism_policy_university_14-5-12.pdf&sa=U&ved=2ahUKEwjtsE563vAhUZ73MBHRDODLMQFjAAeqQIAhAB&usq=AOvVaw00wrZbICFRjtimRjAQXtnu

4.13.1 Preamble:

Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching & research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm

the reputation of the institute as well as the individual. It is therefore important for an academic institute like University of Pune to have in place a policy on plagiarism to avoid such type of acts.

4.13.2 Definition of Plagiarism:

Plagiarism is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of : phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

4.13.3 Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).

Dishonest Plagiarism: Dishonest plagiarism means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source. It involves intentional copying of substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source.

Negligent Plagiarism: Negligent plagiarism means innocently or carelessly presenting another person's work as one's own without acknowledging the Source. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism the degree of copying is not substantial. .

4.13.4 How to detect Plagiarism: It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. University of Pune will use the best tools / software to detect plagiarism. It is of an out-most important for an academic institute like Pune University to educate its student and teaching community about what constitutes plagiarism, how it is detected and off course the action that is going to follow if plagiarism is proved.

4.13.5 Compliance Statements : All students are required to submit a signed statement that they are aware of the plagiarism policy of the University and no part of

their work be it assignment, term paper, project report, thesis or dissertation etc is not copied in any form and it is their own creation.

4.13.6 Procedure for handling alleged Plagiarism Procedural Fairness:

The University is committed to dealing with alleged plagiarism by any section of the University community in accordance with the principles of procedural fairness, including the right to:

- (a) Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
- (b) Have a reasonable period of time within which to respond to the allegations against them;
- (c) Have the matter resolved in a timely manner;
- (d) Impartiality in any investigation process; and (e) An absence of bias in any decision making.

4.13.7 Identification and Assessment of Alleged Plagiarism: Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to a statutory bodies which are empowered to take disciplinary actions.

4.13.8 Counselling: As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. University need to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

4.13.9 Guidelines for action: The University will form a committee of about 5 experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will have a Head of the Department or a Principal of a respective college as an ex-officio member. This committee will submit its report to the Academic Council and then to the Management Council for a final decision in this regard. The committee of experts will use the best possible software provided by UGC or National Knowledge Commission for detecting the plagiarism. Depending on the severity of crime the punishment could be : Fine or warning, Rustication for limited period or permanent, Withdrawal of degree

4.14 E-learning Resources:

Learning Resources available on Internet for faculty and Research Students can be accessed through the sources and links given below:

e-PG Pathshala: High quality, curriculum-based, interactive content in different subjects across all disciplines of social sciences, arts, fine arts & humanities, natural & mathematical sciences, linguistics and languages developed under the initiative of MHRD, under its National Mission on Education through ICT (NMEICT) Mission. <http://epgp.inflibnet.ac.in/>

e- Shodhganga: Shodhganga@INFLIBNET provides a platform for research students to deposit their Ph.D. theses and make it available to the entire scholarly community in open access.

e- ShodhSindhu: e-Shodh Sindhu (<https://www.inflibnet.ac.in/ess>) provides current as well as archival access to more than 15,000 core and peer-reviewed journals and a number of bibliographic, citation and factual databases in different disciplines from a large number of publishers and aggregators to its member institutions including centrally-funded technical institutions.

N-LIST : N-LIST stands for "National Library and Information services Infrastructure for Scholarly Content". <http://nlist.inflibnet.ac.in/faq.php>

SWAYAM : SWAYAM is a Programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. <https://swayam.gov.in/>

4.14.1 Research Paper Publications:

The Faculty and students engaged in research activity belonging to all streams are advised to publish their research papers/ research articles/ review papers in the journals listed in the UGC Consortium for Academic and Research Ethics (UGC-CARE).

4.14.2 UGC Approved List of Journals:

The list of journals can also be accessed through the Link given below:

1. <https://ugccare.unipune.ac.in/site/website/index.aspx>
2. https://www.ugc.ac.in/pdfnews/8378640_Public-Notice-CARE-14-01-2019.pdf
3. <http://ugccare.unipune.ac.in/>

UGC Notice on Academic Integrity can be accessed Through the Link:

https://www.ugc.ac.in/pdfnews/6315352_UGC-Public-Notice-CARE.pdf

CHAPTER-5

ETHICS AND CODE OF CONDUCT

5.1] Professional Ethics for Principal

The chair of the Principal of the college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and 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 organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by MGV's Arts, Science and Commerce College Surgana 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.
- To uphold upkeep and enforce discipline in the behavioural 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 tranquillity of the region surrounding the College so that academic practices comes 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 conference/symposium/workshop/seminars.

5.2] Professional Ethics for Teachers:

5.2.1 Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the 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 students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

5.2.1.1 Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
8. Abide by the Act, Statute and Ordinance of the university and to respect its ideals, vision, mission, cultural practices and tradition.
9. Co-operate and assist in carrying out the functions relating to the 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 examinations, including supervision, invigilation and evaluation and participate in extension, cocurricular and extra-curricular activities, including the community service.

5.2.2 Teachers and Students:

5.2.2.1 Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Help students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration.

5.2.3 Teachers and Colleagues:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

5.2.4 Teachers and Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating

steps through their own institutional bodies and / or professional organizations for change of any such Rule detrimental to the professional interest.

2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
6. Adhere to the terms of contract.
7. Give and expect due notice before a change of position takes place.
8. 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.

5.2.5 Teachers and Non-Teaching Staff

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

5.2.6 Teachers and Guardians

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

5.2.7 Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.

3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. 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.

5.3] Code of Conduct for Supportive Non-Teaching Staff:

Being the employees of the MGV's LVHASCC, Nashik all the supporting nonteaching 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. The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned colleges, from time to time.

The Principal assign duties to the employees in respect of conduct of university examination/admissions etc., during the time of exigencies and the work related to seminars, conferences etc. undertaken at the several level.

- 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 behaviour 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 equipment 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 counselling, 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.
- Non-Teaching staff should remain on duty in the college from 10.30 am to 5.30 pm. They shall not leave the college premises without permission before 5 pm.
- Every non-teaching staff employed shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.
- Non-teaching staff shall respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff must always wear their identity cards during working hours.
- Non-Teaching Staff shall maintain honesty, integrity and equality in all activities.
- Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
- Non-Teaching Staff assigned to laboratories should be responsible for the cleanliness and maintenance of the labs.
- The staff has to carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
- The staff should take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.
- Non-Teaching Staff shall avoid personal calls and social networking sites such as Facebook, WhatsApp, etc. during the working hours.

5.4] Professional Ethics for all:

- Avoid gossips at workplace.
- Avoid loose talk and politicking at workplace
- Concentrate on the work in hand
- Be capable of working in a team
- Show no interest in private lives of colleagues but extend help when asked
- Understands one's capacity and freedom to work
- Do not underestimate or belittle seniors when working as the team leader
- Adhere to the rules of the workplace: dress code, efficiency, decency, time management, punctuality, etc.
- Follow work ethics/loyalty and meets deadlines.
- Understand responsibility and assume mature leadership by being tolerant to dissident opinions
- Do not misuse authority
- Besides , 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.

5.5] Student Campus Code of conduct:

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:

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus. they shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 07:30 a.m. to 12:30 p.m. for arts and commerce and 11:30 a.m. to 4:30 p.m. for science. all the students are expected to be seated in the classroom/lab by 07:40 a.m.

3. All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 50/-. Late coming will also result in loss of attendance for the corresponding hour and shall be added to the student records.
4. Students shall rise from their seats when the teacher enters the classroom and shall remain standing till the teacher takes her/his seat or they are allowed to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning" or "Good Afternoon" and a "Thank you" when the teacher leaves the classroom.
6. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the forenoon or afternoon, must report to the lab directly in time and they are not expected to go to the classroom.
8. In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students are expected to read notices/circulars displayed on the notice board.
10. All students shall leave the classes immediately after the last hour. Students are not to stay back in the classroom/lab beyond normal working hours unless there is special permission/special class.
11. No students shall wander or gather in veranda, corridor, and staircase etc. Canteen, coffee shop, stationary store and bank to be visited only during intervals and non-working hours. Unauthorized absence from the class will attract disciplinary action.
12. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid Medical Certificates.
13. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
14. Students shall come to the college in approved uniforms/dress code with formal shirts tucked into trousers with black belt and black shoes or semi covered sandals. Hawai type rubber or plastic chappal are not permitted. In addition, lady students will wear Ballet shoes or sandals only. Besides those who are in laboratories shall wear their respective lab-coats and safety shoes.

15. All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of college's academic values will be referred to the discipline committee. All male students are expected to be with well shaved face, neatly trimmed and combed hair. Any dress code violation noticed within the campus will attract a fine of Rs.100/- and could initiate further disciplinary actions.
16. Students shall park their vehicles in the designated places.
17. Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
18. For independent study, students are expected to use the classrooms library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
19. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
20. Access to academic buildings beyond the above timing and on holidays without written Permission from the concerned HOD will be treated as a case of indiscipline.
21. All the students are advised to follow the college Mobile phone policy and bring to the notice of the authorities' violations if any.
22. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus, however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
23. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
24. All the classrooms shall be kept neat and tidy, personal belongings such as shoes and lab coats shall not be stored in the classrooms.
25. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala, tobacco, gutkha etc. are strictly prohibited.
26. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.

27. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property.
28. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
29. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
30. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
31. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
32. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam and last 15 minutes of the exam, and students must occupy the seat 30 minutes before the commencement of the examination.
33. Appearing in all the internal examinations, assignment submission, class seminars, etc. are mandatory for all the students.
34. No outsider is allowed to enter the college premises without permission of the principal. Trespassers are liable for prosecution.
35. Political activity in any form is not permitted in the college campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the college, hostels, and outside the college.
36. Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behavior during the college organized programs will attract disciplinary action.
37. Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

38. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
39. Pay fees, bills etc. in advance or in time to avoid fines.
40. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the college.
41. In case of any instance of noncompliance of existing rules or any observed matter/behaviour that violates the code of conduct of LVHASCC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
42. Fine policy of LVHASCC: The money collected from the students as fine on instances of Non-compliance with the rules and norms will be kept in a separate account and will be Utilized for purposes such as charity, scholarship, student co-curricular activities and Renovation/ maintenance in case of damage to property.

CHAPTER 6

Salary, Allowances, Retirement and other Benefits

FINANCE — PAY AND ALLOWANCES

6.1] Components of Salary:

The salary has several components. The various components that make up the salary of an employee are listed below:

6.1.1 Basic Pay: The initial pay at the time of initial appointment in each grade is shown below:-

- All things being equal the salary promised in the appointment letter or Memorandum of Understanding shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis. The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.
- Payment is directly deposited in a bank of Maharashtra.
- Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, DCPS, other deductions as required by law from time to time and deductions for loan repayment or other dues.
- Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment.
- Part-Time employees shall be paid a consolidated monthly remuneration. The terms and conditions of their remuneration shall be decided separately in each case. Their payday and leave will be governed by the terms of their contract.
- The various heads on which the Gross Salary of each employee is based :
 - ✓ Basic, AGP, D.A., HRA, Tribal Allowance, Other Allowance

6.2] Annual Increment:

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on performance evaluations.

- a. All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually.
- b. All employees will be informed in writing about their annual increments after the Performance Appraisal.

The increment is an increase in pay for each year on a particular date. As per the annual increment is granted once a year, the first on 1st January or the second on 1st of July of every year and the minimum qualifying period for earning an increment is six months of qualifying service on that date.

One increment is equal to 3% of the basic pay and AGP wherever applicable. The increment is computed and rounded off to the next multiple of ten.

Annual increment will be marked in the service book for all employees.

Deduction:

Income tax, professional tax and provident fund, DCPS ,LIC, Society Loan are deducted wherever applicable. An employee may also authorize deductions for Institute- sponsored health benefits, insurance, and employee's emergency fund. All other deductions will be notified to the employees.

6.3] TA/DA:

The Claims presented by the employee to the Account section of the College, when employee goes with earlier authorization by authority of college for educational reason.

6.4] Other Allowances

Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for employees governed by the relevant rules as notified by the Government of Maharashtra from time to time.

6.5] Incentive for Higher Education:

6.5.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D.

awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

- ii. M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./ M.Tech / M.Arch./ M.E. / M.V.Sc. /M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv. a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognized by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.

- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
- (b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.
- xi. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. Degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil. Degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.

- xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.
- xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil. at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.
- xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.
- xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil. shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

6.6] Transfer and Relocation:

- Employees who want to get transferred from the location of college may apply to the authorities till the end of March, their application will be forwarded to the MGVS's authorities as per the Circular of MGVS.
- Employee will be transferred from one to other branches of MGVS only.

6.7] PF Policy (Employee Benefit Policy):

Eligibility: All employees across all levels & all locations as per their hiring scale.

Objective:

To establish statutory compliance and a guiding document for 'Employee Benefit'

SCHEMES:

PF: We follow the Provident Fund and Miscellaneous Provisions Act, 1952. Notification of newly joined employee with employment proof, PAN copy and AADHAR copy should be given for enrolling employee to get PF/DCPS benefits. 10% of employee's basic + dearness allowance will be deducted from employee and same will be contributed by organization. (Maximum contribution from organization will be 1800/- INR. Form 2 and Form 11 should be filled up by HR for employee at the time of joining. UAN number of every employee is handed over and timely activation of UAN number needs to be completed by HR. HR should assist every employee to access their PF account and update the details (KYC, Nomination, personal details, etc.) For withdrawal or transfer, employee should fill up the withdrawal or transfer form and form 15 G with necessary details and documental proof should be submitted to HR to initiate the process.

6.8] Motivational Incentives:

Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/Associate Professor

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

6.8.1 Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / or six years of service for those without Ph.D./M.Phil. / PG Degree in Professional courses.

i. Attended one Orientation course of 21 days' duration on teaching methodology; and

ii. Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training

Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days)duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria: A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

6.8.2 Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/ programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria: A

teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II,Table 1) and ii) The promotion is recommended by the Screening-cum-evaluation committee.

6.8.3 Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (tendays) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria: A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, **Table 1**, and ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

6.8.4 Associate Professor (Academic Level 13A) to Professor (Academic Level 4)

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria: A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix

II, Table 1 and at least 110 research score as per Appendix II, Table 2. ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

6.8.5 Counting of Past Services for Direct Recruitment and Promotion under CAS:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;

(iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case maybe

(g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

6.9] Pension, Gratuity and Commutation of Pension etc.:

The Proposal will be submitted to the Joint Director, Pune after preparing the provident fund, accounts and service certificates at the stage of retirement. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to employee of the College.

6.9.1 New Pension Scheme

The New Pension Scheme works on Defined contribution basis .Government servants will have to make a contributing of 10 % of his basic pay, + AGP, +DA ,which will be deducted from his salary bill every month and The Government will make an equal matching contribution.

6.10] Encashment of Leave:

Leave preparatory to retirement, Leave beyond the date of compulsory retirement or quitting of service. Cash equivalent of leave salary in respect of earned leave at the credit at the time of retirement on superannuation. Cash equivalent of leave salary in case of death while in service. Employee will be claimed as per the Govt. of Maharashtra rule to appointing authority

6.11] Voluntary Retirement:

At any time after a government employee has completed twenty years of qualifying service, he/she may by giving notice of three months in writing to the appointing authority, retire from service. The notice of voluntary retirement given under sub rule of retirement policy of Govt. of Maharashtra shall require acceptance by the appointing authority that is Mahatma Gandhi Vidyamandir,

6.12] Salary Advance:

In genuine cases salary advance is sanctioned to employee after approval from respective authorities

CHAPTER 7

TYPES OF LEAVE

7.1] Leave Rules for Teaching Staff

7.1.1 Duty Leave:

- ❖ Duty leave 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.

7.1.2 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.

7.1.3 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 rejoins the university on the expiry of his/her leave.

7.1.4 Other Kinds of Leave Rules for Permanent Teachers of the Colleges

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

- ❖ Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- ❖ Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
- ❖ Leave not earned by duty, viz. extraordinary leave; and leave not due;
- ❖ Leave not debited to leave account
- ❖ Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- ❖ Leave on grounds of health, viz., maternity leave and quarantine leave.
- ❖ 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.

7.1.4.1. Casual Leave

- ❖ The total casual leave granted to a teacher shall not exceed fifteen days in an academic year.
- ❖ 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.

7.1.4.2 Special Casual Leave

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

- 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.
- ❖ 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.
- ❖ In addition, special casual leave to the extent mentioned below, may also be granted;
 - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. 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.
- ❖ 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 vacation by the sanctioning authority on each occasion.

7.1.4.3. 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.

7.1.4.4 Commuted Leave

Commuted 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:

- a) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- b) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and

- c) 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.

7.1.4.5 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.

7.1.4.6 '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, may be 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 case where retirement is unavoidable on account of 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.

7.1.4.7 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.

7.1.4.8 Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period 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.

7.1.4.9 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.

7.2] Leave Rule For Non-teaching Staff:

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 LVHASCC, Nashik.

Ours 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

7.2.1 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,

7.2.2 Earned leave:

Earned leave admissible to employees

- 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

- c) 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.
- d) The maximum amount of Earned Leave (E.L.) that can be granted to an employee at a time shall be 180 days.
- e) 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.
- f) 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 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.
- g) 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.
- h) 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.
- i) 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 1/10th 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.

7.2.3. 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.
- c) 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 spend 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.
- d) Provided earned leave taken as leave preparatory to retirement can be availed of upto a maximum of 300 days
- e) 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.

7.2.4 Half Pay leave

- I. 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.
 - (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.
- II. 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.
 - III. While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

7.2.5 Commuted leave

- I. 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.
- II. 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.

7.2.6 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;

7.2.7 Maternity Leave

- I. 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.
- II. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- III. 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.
- IV. Maternity Leave may be combined with leave of any other kind.
- V. Maternity leave shall not be debited against the leave account, and unmarried female employees are also eligible for maternity leave.

7.2.8 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.

7.2.9 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.

7.2.10 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.

7.2.11 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.
 - 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.
3. Child adoption leave shall not be debited against the leave account.

7.2.12 Hospital Leave

1. 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.
2. Hospital leave may be granted on leave salary on average pay or half pay as The College may consider necessary.
3. The amount of hospital leave is limited to three months on average pay in any period of three years. Hospital leave on average pay counts for the purpose of this limit as half the amount of leave on average pay.

7.3] 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 fulfilment 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 incapacitating 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.

7.4] Leave not debitable to Leave Account

7.4.1 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.

7.4.2 Special Casual Leave

7.4.2.1 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.

7.4.2.2 For Family Planning

1. 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.

2. 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 tubectomy 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. (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.

3. Male Employees whose wives undergo tubectomy operation

(a) Male employees whose wives undergo either Puerperal or non-puerperal tubectomy operation for the first time or for the second time due to failure of the first operation (Under Family Welfare Programme) 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-sterilisation complications**

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

6. **For undergoing recanalisation operation**

Employees who undergo operation for recanalisation may be granted special casual leave upto a period of 21 days or actual period of hospitalization as certified by the Authorised Medical Attendant, whichever is less. In addition special casual leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of special casual leave for recanalisation 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 recanalisation 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 recanalisation 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 hospitalisation 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 recanalisation 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 sterilisation, recanalisation under family welfare programme 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 to regular or to 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.

7.5] 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 are 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.

7.6] Declared Holidays

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

7.7] Commencement and Conclusion Dates:

The dates for the commencement and the conclusion of both the First and Second terms of all the Faculties shall be determined and communicated by the SPPU.

- 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.

CHAPTER 8

MEDICAL FACILITIES

The manifold medical needs of the college population consisting of Students, Staff members are met by the Parent Institute MGV'S KBH Dental College & Hospital. The MGV Trust Medical Committee formulates various policies for providing medical facilities to the college population. List of facilities available at MGV Trust Dental College for Employees and Students of LVHASCC.

Dental hospital only caters to emergency patients requiring medical help at Trust. Drugs for emergency are available for immediate relief. After getting First Aid treatment from the KBH Dental College and Hospital, patient is referred to the Hospitals listed below.

List of Recognized Government Hospital (As approved by the Trust)

1. Civil Hospital

List of Recognized Private Hospital (As approved by the Trust)

1. Ramalayam Hospital

8.1] Medical Emergency Protocol for College Employees:

Points for Information

The college staff may note the following while taking an appropriate decision in case of medical emergency.

The MGV'S KBH Dental College & Hospital, a sister concern of LVHASCC is a primary health care centre. A Qualified doctor and nurses are always available in the emergency during working hours. One support staff for assistance is also available. Patient Transport Van can be used for inter-hospital transfer as per the requirement of the treatment. It is to be noted that the Dental Hospital is Not fully equipped to deal with all kinds of medical emergency.

For the major medical situations as diagnosed by the doctors on duty, the patient is normally referred to listed hospital above. In view of the above, the following is proposed:

1. The patients and/or their companions may decide depending on the situation, whether to come to Dental hospital emergency for the initial diagnosis and advise or go directly to the casualty ward of a hospital.
2. The Patient transport van will drop the patient to any hospital within a radius of 5 kms from the Institute. This will cover hospitals listed above. In case the patient is referred

to listed above by the Dental college emergency, the support staff from the Trust / college may accompany the patient (if need be) to the hospital and assist in the paper work for admission in the emergency ward of the hospital.

8.2] Protocol for Students in Case of Medical Emergency

1. In case of medical emergency for any student and faculty it should be immediately inform the Student Welfare officer / Principal / Vice Principal or Head of the Department. Their numbers may be displayed on the college notice board at a prominent location. These numbers are also provided to the emergency counter of the Institute hospital so that the duty staff can also contact them as and when required.
2. The faculty, staff and /or the students assisting the patient may decide if they should first come to the Dental hospital emergency or go directly to listed Hospital emergency depending upon the situation.
3. If the emergent situation is likely to be medico-legal in nature, it is suggested that the Student Welfare officer / Principal / Vice Principal or Head of the Department be immediately informed accordingly.
4. The student must be accompanied by two fellow students/ Student Welfare officer / Principal / Vice Principal or Head of the Department.
5. The Patient Transport van shall take the student to the emergency ward of listed Hospital. A support staff of the hospital will also accompany the patient to the hospital in case of medical emergency.
6. The accompanying persons may carry ID cards and some money to purchase any items advised by the doctors.

8.3] Contact numbers of Hospitals

Within 5 km distance from College

From MGV Trust

Apollo Hospital: - 91--253-2510250/3501450/550/750

Ramalayam Hospital: - 91-253-2517251, 253- 2518116

Civil Hospital: - 91-253-2576106

The following information outlines some of the important policies governing the Dental Emergency room. The primary roles undertaken by are as follows:

1. Provide first aid or emergency care to sick or injured students / MGV Trust staff.

2. Assess students in KBH Dental College, to detect early signs and symptoms of health problems, which will affect learning.
3. Monitor and maintain growth and development of students.
4. Plan, implement and evaluate health education programme for students.
5. Maintain and submit required records and reports as per Department of Health guidelines.

8.4] Policy on Accident and Emergencies

1. The CO HR of MGVS Trust / college personnel shall notify the parents or guardians in the event of accidents and/or cases of emergencies. All contact details are to be updated with the Trust / college so that we can contact you in an emergency.
2. The Dental College Nurse shall ensure that the parents or guardians have authorized the administration of emergency medical treatment for the sick or injured students, prior to transferring them to the emergency care facility.

8.5] Policy on Medication

The student / employee shall only take medication under the supervision of a Doctor.

MGVS Trust Appreciation Policy for Distinguished and Developing Teachers:



MGVS Trust Appreciation Policy for Distinguished and Developing Teachers.pdf

<https://drive.google.com/file/d/1QNEyFji6lg5M3mcPWtcxwJSGy2HdhsPS/view?usp=sharing>

CHAPTER 9:

CAREER DEVELOPMENT

9.1] Co-curricular Activities in College

Co-curricular activity is an integral part of college and university students. CCA develops social interaction and healthy recreation in the atmosphere of formal education. In many colleges and universities, thrust is given on leadership development through designing some specific co-curricular activities. The importance of CCA in colleges has increased in the recent times. Following Co-curricular Activities are taken in college.

1. Scheme (NSS)
2. Scheme (Board of Students Development)
3. Soft Skills Development Programme
4. Debate and discussion
5. Workshops
6. Seminar
7. Conference
8. Sports and Games
9. Cultural Programmer