

Marathwada Mitra Mandal's
Shankarrao Chavan Law College, Pune-411 004

Deccan Gymkhana, Pune- 411 004

Institutional Manual & Processes
(Organizational Chart, Roles & Responsibilities)

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Vision of the Institution MMM's Shankarrao Chavan Law College

VISION

We aim to emerge as an Institution of Legal Education with student centered outcome that emphasize the pursuit of excellence in legal fundamentals and preparation for professional practice. We wish to cross barriers of traditional teaching-learning methodology and want to give maximum exposure which is required for students. . SCLC is focused to provide practical hands through training that will enable the budding lawyers to successfully enter, hold & sustain themselves in this noble profession of law. AT SCLC, we cater to students from different background i.e. from rural to cosmopolitan. Variety of students demands different teaching pedagogies and input from the institution. Law being a professional course requires that students should be exposed to practical utility of Law, well versed with modern technology, well trained & well groomed and can sustain themselves in this noble profession of Law.

We at SCLC strive to bring all students on equal footing by providing opportunities for overall development of students & make them acquainted with skills and practices which are required in this profession. A law college is dedicated to advancing human dignity, social welfare, and Justice through knowledge of law and be compassionate members of the society.

Mission of the Institution

“Quality Legal Education for Masses”

Mould young talent for higher endeavors, academic excellence, integrity and accountability.

Motivate the students to bring out their creative potential and nurture the spirit of critical thinking.

Spearhead in adopting modern age technology for imparting Legal Education.

Create & Develop young minds to be trained and become dedicated professionals.

Lead towards social progress with values and ethics.

Committed for disseminating Quality Legal Education.

We are committed to provide scholarly ambience, access and excellence by creating a welcoming and vibrant educational environment that imparts comprehensive legal education. We strive to offer our students the fullest opportunity to participate and experience through innovative programs, engaging with community and the academia at all levels of our work, including teaching, scholarship, public service and public policy. We strive to instill in each student a sense of intellectual curiosity, capability of integrating knowledge of legal theory, practical skills, professional values and commitment to lifelong learning.

We at MMSCLC earnestly commit to deliver quality education that every stakeholder needs and expects. To sustain this commitment we shall,

- Pursue highest standards of excellence in teaching, research, consultancy, continuing education, with value added education and healthy practices.
- Remain accountable in our core and support functions, through processes of self-evaluation and continuous improvement.
- Ensure adherence of rules and regulations of apex bodies.
- To hold to high standards of integrity and quality in all of our work.
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Vision and Mission are displayed in the Principal's office, Institution website, HOD offices, library, Entrance of the main academic building, Seminar halls, moot court and at all the prominent places. These are also communicated to the students, teachers and the other stakeholders through Institution brochure, newsletter and during student induction programs.

Core Values of the Institution

“Do not train children to learning by force and harshness, but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of the genius of each.” -- Plato, Greek Philosopher

Value Based Legal Education

We owe responsible & good citizens to the society. *According to Milton Rokeach: “A value is an enduring belief that a specific mode of conduct or end state of existence is personally or socially preferable to an opposite or converse mode of conduct or end state of existence.”*

While imparting education we are aware that professional training will help students to get successes in their professional life, but value based legal education will transform students into

responsible citizen which will lead society for development. Education without values is meaningless. Our Indian Constitution aim for Welfare State and it can be achieved through value-based education. Presently society is hemmed in problems like unrest, violence, castesizm, corruption and the only way to lessen these problems is value-based education. Therefore, we at SCLC, wish to nurture our students in such way, which will transform our students in all the virtues of Profession, Human values, environment consciousness & responsible citizen.

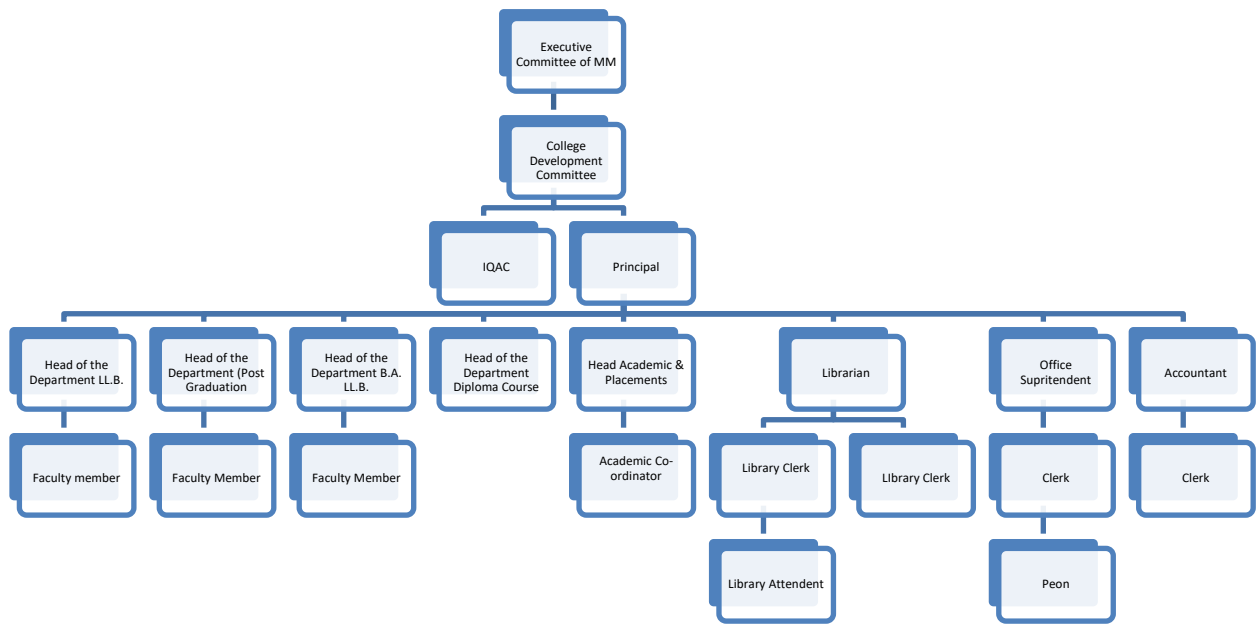
Contributing to National Development-

Through Education, we are catering needs of an individual, society and country as a whole. Education encompasses all goals of Nation Building. Therefore, teaching-learning processes at SCLC are designed to facilitate in National Development. SCLC will strive to contribute in National Development by engaging students in learning process that will develop skills, values, and ethics among students.

Developing Global Proficiencies among students

Presently students have to work in global competition. Professional skills, training and education should be such which will enable students to sustain in global competition. We at SCLC, make an effort to provide advance legal education so that our students are well-equipped to sustain globally.

- **At SCLC** we Pursue highest standards of excellence in teaching, research, consultancy, continuing education, with value added education and healthy practices.
- At SCLC, we remain accountable in our core and support functions, through processes of self-evaluation and continuous improvement.
- SCLC ensure adherence of rules and regulations of apex bodies.
- To hold to high standards of integrity and quality in all of our work.



Principal -

Responsibilities:

- General Administration of College.
- General administration and overall supervision of teaching programmes
- Supervision of students welfare and security services.
- Supervision and guidance of teaching staff including organization of in-service education of staff.
- Responsibility for organizing workload of staff including teaching assignments.'
- Guidance and counseling of students.
- Recruitment of staff and admission of students.
- Responsibility for conduct of examinations.
- Maintenance of permanent records of students.
- Preparation of reports (School/College reports, progress reports).
- Review and revision of policies, rules, regulations & philosophy of the College.
- Performing public relations duties for the College.
- Procurement of College equipments, supplies, stationery.
- Preparation of budgetary proposals.
- Supervision of office staff.
- Participation in the College's committee work.
- Participation in teaching programmes.
- Supervision of library services.
- Planning for development of the college.

HOD -

Role Definition: HOD UG and PG programmes are primarily responsible for executing the policy decisions taken by the Principal. He shall be the catalyst for academic standards of the respective department and its contribution. He/ She shall act as a link between Principal and students, faculty and staff members. He/ She shall be a person with initiatives and leadership abilities. He/ She must give fair and unbiased treatment to all the faculty members, students and staff.

Key Result Areas:

1. Coordinating with faculty members:

- a. Taking reporting from the class teachers for LL. B/B.A. LL. B students.

- b. Receiving subject planners from the faculty members and obtaining Principal's approval for the same through the joint meeting between the Principal, HOD and the faculty member concerned.
 - c. To supervise the execution of Academic Calendar.
 - d. To ensure smooth execution of the Academic calendar prepared by the Principal.
 - e. To ensure smooth and uninterrupted execution of mentoring system. This should be done both through formal as well as informal discussion with the faculty members.
 - f. To recommend the approval/ disapproval of the leaves for final approval from the Principal. The HOD's recommendation must be supported by the reasons for approval or otherwise.
 - g. To rationalize the vacation plan of the faculty members in such a manner that the functioning of the institute shall remain unaffected.
 - h. To prepare agenda of the weekly and/ or special faculty meetings after approval from Principal.
 - i. To conduct the weekly as well as special faculty meetings in the absence of Principal. Minutes of each such meeting must be maintained by the HOD and circulated amongst the faculty members as well as to the Principal through email.
 - j. To handle other administrative or infrastructure related issues of faculty members and bring the critical issues to the notice of the Principal.
 - k. To communicate the policy as well as operational decisions taken by the Principal to faculty members.
2. Academic Inputs: (Regular Classes)
 - a. Finalizing the time table for regular classes with Principal
 - b. To ensure that all the inputs are conducted as per schedule
 - c. Ensuring completion of the syllabus as per the deadlines set by the Principal.
3. Events:
 - a. To execute the annual events schedule as finalized by the Principal.
 - b. To induce the students to participate in various cultural and sports events to accomplish the targets set by the Principal.
 - c. Allocation of the faculty members to manage the events as per Academic Calendar.
 - d. Ensuring the availability of resources for execution of the events.
 - e. Expenses/ Bills scrutiny and bill passing for final authorization from Principal.
 - f. To extend support the managing faculty and students in case of any obscurity.
4. Students' Related Matters/ Issues:
 - a. To keep excellent rapport with students in order to keep their morale very high.
 - b. To call meeting of students council once in a fortnight.
 - c. To guide the students council members in execution of their individual portfolio to the best of their abilities.
 - d. To involve the students council in various events, internal as well as external.

- e. To contact parents of the defaulter students.

Role definition of the Class Teacher:-

A class Teacher is responsible for effective planning and execution of academic calendar and guide the students in proper way in various aspects of planned activities and maintain all the records regarding students growth and progression.

Roles and Responsibilities of Class Teacher

Students Coordination in following activities;

1. To participate and involve in preparing the academic calendar.
2. To supervise, observe and monitor the planned activities of academic calendar.
3. To maintain the weekly report of every week of the month.
4. To supervise the discipline of the students in the class as well as in the Institute campus.
5. To arrange the guest lectures and maintain the record of these sessions.
6. To maintain the attendance record of all sessions of students and communicate the same to students and faculties.
7. To issue memo for the defaulter students.
8. To make sure that all activities executed effectively as per the academic calendar.
9. To find out gap between activities and bridge the gap of these activities.
10. During breaks, bring the students to order and line them up as quickly as possible.

11. Check the attire and Clean Shave of the students during session and if required, give warning/memo or take action against students who do not maintain themselves up to the sanctity of the institute
12. To find out the students problems and solve the same by discussing with HOD.
13. To take the feedback from the students and share the same with respective faculty and with Principal of the institute.
14. To have information and understanding of each and every activities which are schedules.
15. To act as a facilitator in institute, able to translate the purpose of the planned activities and their implementation.
16. To communicate the academic calendar to guest/visiting faculties and make sure that they are aware about their sessions every day.
17. To work in harmony with the visiting Staff so as to create and maintain a good working environment.
18. To take overall responsibility and ownership of the planned activities and ensure that all sessions, activities, lectures etc are going smoothly.

Report:-

The Class Teacher shall report to the HOD in all routine matter.

Tenure:-

The Class Teacher shall be selected by Principal and with hold the office for one academic years.

Placement Officer -

A) Responsibilities:

- To prepare Placement Brochures and send to prospective companies by April of every year.
- To conduct Placement Induction Program for all classes in the beginning of the Academic Year.
- To collect bio-data with students having primary eligibility and to verify their credentials with respect to their marks sheets and once the results of a semester has been obtained, update the data and the eligible students for that semester are listed.
- To obtain the information about possible visit from the placement officer and depending on the eligibility criteria asked by the organization, submit the bio-data of students to the placement officer.
- To inform the students about the date and time of interview.
- To be present at the time of interview on a date given
- To regulate students who have to be interviewed as per the order given by the employer.
- To collect the list of selected students and inform the students individually.
- To distribute the appointment letters to the students and get the acceptance letters and give them to the placement officer.

Administration Department

Admin Department of MMSCLC comprises of 8 sections along with the respective designations of persons as mentioned below, are necessarily non-teaching resources of the institute. Roles and responsibilities are clearly assigned.

1. Office Superintendent
2. Students Section : Jr/Sr. Clerk
3. Scholarship Section : Jr. Clerk
4. Support Staff : Peons
5. Accounts Section : i. Accountant
6. Library Department : i. Librarian ii. Assistant Librarian iii. Library Attendant

Though the Library Department and Accounts Department apparently are Non-teaching Departments , but from very nature of it's operations , they are regarded as completely separate departments than Admin Department with it's respective heads reporting directly to the Principal of the institute.

The roles and responsibilities of 6 sections of Admin Department are as detailed below.

1. Office Superintendent :

1 : Compliances with regulatory authorities like All Bar Council of India, New Delhi (BCI), Directorate of Higher Education, Mumbai (DHE), Directorate of Higher Education, Regional Office, Pune (DHE RO), Savitribai Phule Pune University , Pune, Social Welfare Department Pune etc.

This is the most sensitive and critical part of the duties of an O.S. .Through the Co-ordination and support from all the sections of Admin Departments, O.S. has to ensure that all the compliance of the processes or the information demanded by regulating authorities is submitted within the deadline.

- a. To maintain Approval File of the Institute which contains originals or copies of approvals which institute has received from different regulating authorities. The file also includes Teachers Approvals.
- b. Submission of Application of Affiliation , to prepare and submit BCI files
- c. To prepare and submit Staff Selection Committee file
- d. Submission of Teachers Approval Proposal
- e. To get Roster checked from University and MVK
- f. To prepare and submit Local Inquire Committee file
- g. Annual Affiliation Online Process and File Submission
- h. To submit online information of AISHE
- i. To support Exam Department in capacity of Custodian
- j. To support Facilitation Centre process at the institute
- k. To guide Student Section and Scholarship Section for timely compliances of their section
- l. To maintain Governing Council and Local Managing Committee Records
- m. To oversee records of 4 mandatory committees i.e. Anti-ragging, Internal Compliant Committee, Grievance Committee, SC/ST Committee, RTI Committee
- n. Correspondence with the Regulating Authorities
- o. To process Cancelation of Admissions and Maintain Record In File

2 : Overall Administration of Institute

- a. To maintain file of copies of Land and Building and trust/society documents
- b. To guide and support Students Section and Scholarship Section in their compliance work
- c. To guide and support General Admin and H.R. Section for maintaining proper records
- d. To oversee up keeping and maintenance of campus

- e. To support admission department in counseling mainly regarding documentation , scholarships and uploading of admissions data on DHE portal
- f. To reply Educational Verification inquiries
- g. To support concerned coordinators in organizing institute events
- h. To prepare appointment orders, Joining Reports, Reliving Letters, Experience Letters
- i. Approval to Leave Application of Teaching and Non-teaching Staff in lieu of the Leave Policy
- j. Allocation of duties of Support Staff
- k. Co-ordination for preparing data of Campus Co-ordination Committee , Executive Council Committee

2. Students Section : Jr. / Sr. Clerk

This section takes care of compliances related to Admission documentations,

- a. To collect and maintain original documents of admitted students and keep follow up of non-complied students
- b. To prepare DHE Merit List Verification File and get the merit list verified from the DTE RO
- c. To get pending Cast Validity Cases checked from the DHE RO and submit clearance letter to ARA , Mumbai and University
- d. To Submit Merit List to Admission Regulating Authority, DHE Mumbai and University
- e. To upload Merit List on Admission Regulating Authority website
- f. To upload online Eligibility on University Website and Submit the file to University
- g. To distribute Marks Sheet and Certificates to the students
- h. To process and submit University Pro-rata
- i. To prepare Student Master File after the admission process every year
- j. To issue Transfer Certificates to Passed Out Student
- k. To maintain Student Register for every batch
- l. To maintain Spiral Bound Copy of Mark Sheets after declaration of Results of every exam
- m. To issue Bonafied Certificates , Fees structure to students
- n. To issue original documents to students of current batch as and when required by them, with the approval from O.S.
- o. To issue Original Documents to Passed out students on compliance of No Dues Certificate
- p. To forward bus and railway concessions forms of students to O.S.
- q. To maintain Merit List Verification Files of every year

- r. Hard Copy submissions to different regulating bodies
3. **Scholarship Section Jr. / Sr. Clerk** : Scholarship Section facilitates implementation of different Scholarship Schemes , applicable for UG and PG Law Students.
- a. To prepare list of eligible students for different scholarship after admission process every year
 - b. To keep follow up and get the Application forms and necessary documents for different scholarships from the students
 - c. To keep follow up and get the Cast Validity Applications filled from concerned students
 - d. To maintain the files of Application Forms of different scholarships
 - e. To get Fee approvals for scholarships
 - f. To get the scholarship Verified from respective government authorities
 - g. To keep track of pending scholarship fees from government authorities
 - h. To distribute scholarship , exam fees amount to student
 - i. To maintain Bill Received and Payment Made Register
 - j. To provide information of Scholarship data to management or the concerned government department.
4. **Support Staff** : It comprises of the peons who are responsible for duties for supporting different teaching and non-teaching departments of the institute.
- a. To oversee work of housekeeping staff to ensure cleanliness within institute premises
 - b. To timely open and close institute as per the requirements of different departments
 - c. To support teaching and non-teaching in terms of sundry office procurements, photo copying etc.
 - d. To support the requirements of coordinators , at the time of events in the institute
 - e. To arrange board room in all respect for institute meetings
 - f. To look after up keeping of classrooms and seminar hall and provide Lap tops , audio systems etc. as per the need
 - g. To look after the visitors of the institute
 - h. To maintain supply of sundry consumables and timely procure it as per the requirement
 - i. To support examination work under the instructions of College Exam Office (CEO) and Senior Supervisor
 - j. To report requirement of maintenance within the premises to the O.S.

- k. To procure food as per the given order and arrange to serve for meetings etc. , to provide onsite support to OMT team

Librarian:

Role Definition:

The Librarian is responsible for providing library and research services to the institute and maintenance of the library and its collections. Also to ensure that materials are current, accessible, and available to library users when required.

Responsibilities:

1. Establish and implement library and information policies and procedures.
2. Develop and manage convenient, accessible library and information services.
3. Establish and manage the budget for library and information services, technology and media.
4. Order materials and maintain records for payment of invoices.
5. Analyze and evaluate library and information services, requirements.
6. Prepare reports related to library and information services, resources and activities.
7. Perform original cataloguing and classification of print, audio-visual and electronic resources.
8. Develop and maintain special indexing systems and files for special collections.
9. Ensure an accurate inventory of resources.
10. Maintain inventories, compile statistics and generate reports as required.
11. Develop and maintain cataloguing procedures .
12. Determine the type of cataloguing required, Enter cataloguing data into the library's automated system.
13. Train library users to effectively search the Library catalogue, Internet and other electronic resources.
14. Maintain circulation files, records and statistics and to Perform other related duties.

15. Organize Book Fairs/Exhibitions to Promote Reading Habits among students, alumni n and faculty members of MMSCLC
16. Deliver “Library Orientation Session” to new students as a part of students’ Induction Programme.
17. Conceptualize and organize innovative practices in Library to promote reading culture and subsequent Library usage.

Knowledge and skills required to perform the job responsibilities effectively

To perform the job responsibilities effectively Librarian must have;

A] Knowledge about –

1. Library policies, procedures, methods and professional standards.
2. Research and information gathering systems and methods.
3. A variety of information database systems.
4. Conducting Internet searches.
5. Organization and structure of the library.
6. Library systems for cataloguing, acquisitions and searching, on-line bibliographic utilities.
7. Information of resources on the Internet and other electronic databases.

B] Skills :

1. Effective written communications skills, computer skills including the ability to operate email and conduct Internet research and the ability to operate computerized library, spread sheet, word-processing, spreadsheets, email, database and graphics and website development programs at a highly proficient level.
2. Research skills.
3. Organizational skills.
4. Analytical and problem solving skills.
5. Decision making skills.
6. Effective verbal, presentation and listening.

ACCOUNTANT

An Accounts Department is backbone of any educational, Institute.

The accountant monitors and records the flow of money.

An accountant has several roles and responsibilities to meet in their job, both in terms of their competence at carrying out accounting practices as well as ethics and approach to the job.

The accounts department is a separate non-teaching faculty departments reporting directly to the Principal of the Institute.

The roles and responsibilities of Accounts department are as detailed below :

1. **Statutory Dues** : (BCI, DHE, FEE REGULATING AUTHORITY, PRAVESH NIYANTRAN SAMITI, SAVITRIBAI PHULE PUNE UNIVERSITY)
 - A) While submission of BCI Report make the payments for Affiliation Fees of any course, Closure of any course etc.
 - B) Process of payment for Annual Affiliation, Continuation of affiliation, and extension of approval for the course conducted in the college with the time frame work.
Submission of fees to DHE, and recover the balance fees from the students for ARC Fees.
 - C) After submission of online data of students , payment to PNS

2 Accounts Receivable and Revenue Tracking

Another critical duty of the accounting department is to account for and track receivables,

Fees receivable from students during the admission process and keep track of outstanding fee receivable from the students through out the year, concession given to students, any receivable from Samaj Kalyan office during the year and for the past years.

The responsibility here includes assuring that students pays the fees in time, so a system of friendly reminders (telephone calls, sending SMS for outstanding fees) is important.

3 Reporting and Financial statements

To prepare financial reports that can be used for budgeting, forecasting and other decision making processes. In addition, these and other reports are needed for charity commissioner.

Preparation of budget, to enable the management to forecast the revenue and expected expenditure (Capital and revenue expenditure) based on the admission during the year and fees approved by the fee regulating authority to take the decisions.

4 Payroll

Payroll is a critical function of the accounting department and includes make sure all the employees are paid accurately and timely after receiving the time report, assessment of leave record from the Admin Department (HR Department).

Calculation of Yearly increments of the staff members after getting approval of the same from the Management.

In addition, proper tax is assessed and deduction of T.D.S. from salary and timely payment to Income Tax department. Assessment of Tax liability after received the data of investment from the staff members and issued of Form No.16 to the concern staff members in the department. Submission of Quarterly and annual data of Income tax to C.A. for submission to the Income tax Department.

5 Accounts Payable

In order to maintain great relationships with vendors making sure that everyone gets paid on time is a vital role. It is a role of the accounting department to keep eye on opportunities to save money i.e. availing discounts, incentives from the vendors. To obtain the quotations from at least 3 parties, making negotiations for prices and placing the order to the vendor who offers least price. To make purchase orders to the vendors. Verifying the invoices and deduction of taxes from invoices if applicable and make timely payments to the vendors for building trust with the vendors for future correspondence.

Payment to the visiting staff members according to the budget for the semester , deduction of TDS and timely payment to concern department , quarterly submission of data , and issuing form No. 16 A to the visiting staff members.

6 Statutory payments :

Proper deduction of taxes from the employees and other vendors and timely submission of the same to the central and state governments.

Submitting quarterly details of salary and other contractors details within the time limit

Submission of Eligibility fees, Pro-rata data, Examination fees , revaluation fees collected from the students to the Savitribai Phule Pune university within the time limit.

Maintain record of examination centre advance received from Savitribai Phule Pune University, preparing bill for Examination centre allotted for the conduction of examination of MBA , after making payments to the staff appointed for the examination conduction. Payment to the SPPU If excess payment is made or recovery of dues if receivable from SPPU during the semester examinations conducted during the year.

MARATHWADA MITRA MANDAL'S
SHANKARRAO CHAVAN LAW COLLEGE
202/A, DECCAN GYMKHANA , PUNE-411004

STATUTORY COMMITTEES

SHANKARRAO CHAVAN LAW COLLEGE

ANTI-RAGGING COMMITTEE

To root out ragging in all its forms from institution by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

Powers and Functions: Anti-ragging Committee

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
3. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
4. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
5. Conduct workshops against ragging menace and orient the students;
6. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
7. To offer services of counselling and create awareness to the students;
8. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

Internal Complaint Committee

Preamble of Committee:

The prevention of Sexual Harassment Committee in MMSCLC is constituted in 2012 according to 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013'. Along with this Act, the committee seeks to adhere to the spirit of Vishakha guidelines preceding this legislation in order to address the issue of sexual harassment at workplace for ensuring gender equality. The ICC aims to look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue. The Act has outlined the constitution of the committees, the process to be followed for making a complaint and conducting inquiry into the complaint in a *time bound* manner.

What is Sexual Harassment?

An act of sexual harassment includes any one or more of the unwelcome acts or behaviour, whether directly or by implication:

- i. Physical contact and advances; or
- ii. A demand or request for sexual favours; or
- iii. Making sexual coloured remarks; or
- iv. Showing pornography; or
- v. Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occur or are present in relation to or connected with any act or behaviour of sexual harassment, may also amount to sexual harassment;

- i. Implied or explicit promise of preferential treatment in her employment; or
- ii. Implied or explicit threat of detrimental treatment in her employment; or
- iii. Implied or explicit threat about her present or future employment status; or
- iv. Interference with her work or creating and intimidating or offensive or hostile work environment for her; or
- v. Humiliating treatment likely to affect her health or safety.

Objectives of the Committee

The Internal Complaint Committee is an educational resource as well as a complaint redressal mechanism for the members of faculty, staff and students of MMSCLC. Its mandates are:

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed

- To advise complainants of means of resolution as specified by the legislation
- To ensure fair and timely resolution of sexual harassment complaints
- To provide counseling and support services on campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment

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

Members of the Internal Complaint Committee at MMSCLC are:

Members in ICC in MMSCLC consist of Member Secretary, Two Members from Teaching Staff, One Member from Non Teaching Staff, Three Student Representatives.

Redressal and Mechanism:

Any aggrieved woman can file complaint in writing, to the committee, within a of period 3 months from the date of incident (sexual harassment at work place).

If she is unable to make a complaint in writing, the committee will provide all possible assistance to her for making the complaint in writing.

If the committee is satisfied that the circumstances were such, which prevented the woman from filing a complaint within a period of 3 months, it may extend the time limit not exceeding three months.

The complainant needs to submit six copies of the complaint along with the supporting documents and names and addresses of the witnesses to the committee. On receipt of the complaint, the Committee will send one of the copies to the respondent within a period of seven working days and ask the respondent to file his reply to the complaint along with his list of documents and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the complaint by him. Legal practitioner is not allowed to represent the case at any stage of the proceedings before the Committee.

Records:-

Letter of Nomination of each committee member

Complaints , if Any

Meetings Agenda and Minutes

Committee for SC/ST

Scheduled Castes constitute about 15 per cent of the total population of the country while Scheduled Tribes constitute about 7.5 per cent of the total Indian Population. Thus, together, these groups constitute a little more than one fifth of the total population of the country. The Constitution of the country, promulgated in 1950, recognizes the scheduled castes and the scheduled tribes as the two most backward groups needing special protection. The main objective of providing reservation for Scheduled Castes and Scheduled Tribes in education / Government services is not just to give jobs to some persons belonging to these communities, and thereby increase their representations in the society, but to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of society. "To ensure the effective implementation of the reservation policy in admission, recruitment, hostels etc. SC/ST committee is established in the Universities and institutions." The purpose of such committee is to help the students in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories students and staff to integrate with the mainstream of the university/institution community and to remove difficulties, which they may be experiencing.

Objectives

- i. To implement the reservation policy for SCs/STs in Intuition.
- ii. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and analyze the data showing the trends and changes towards fulfilling the required quota.
- iii. To mentor the SC/ST students for betterment and development of institute.
- iv. To sensitize SC/ST students about the overall functioning and policies of the Institute.

- v. To educate SC/ST students about the various government schemes and to guide them to complete required documentation.
- vi. To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and program of the Government of India.

Functions of the SC/ST Committee

1. To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Institute for UG and PG course.
2. To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Institute, in suitable forms by a stipulated date and take follow up the action where required.
3. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
4. To analyze the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
5. To monitor the working of the remedial coaching scheme, if approved by the affiliated institute and university.
6. To function as a Grievances redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative activities.
7. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.

Frequency of Meeting:

Meeting will be conducted after every three months. All members of the committee must be present for the meeting. Agenda of meeting will be communicated to all the members before the meeting. Minutes of meeting and action taken will be recorded committee.

Redressal Mechanism:

The SC/ST Committee shall observe the following general principles:

1. The Campus/Institute/Management should be made fully aware of the SC/ST Committee redressal mechanism.
2. Every grievance from the student/staff should be registered and acknowledged by SC/ST Committee.
2. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply.
3. As a matter of general rule no grievances should be pending beyond the limit of three months by SC/ST Committee.
4. The officer nominated by the SC/ST Committee and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings.
5. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Head of Institute for a decision.

Grievances Redressal Committee

The college is having its own Grievance Redressal Cell. The function of the cell is to look into the complaints lodged by any student, and judge its merit.

The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell.

In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at Administrative Office.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

- A Grievance Cell should be constituted for the Redressal of the problems reported by the Students of the College with the following objectives:
- Upholding the dignity of the College by ensuring strife free atmosphere in the
- College through promoting cordial Student – Student relationship and Student Teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in Which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics/Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, Teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the Notice of the Principal.

College Development Committee

There is a separate College Development Committee in our College. The committee consisting of the following members, namely:-

- (a) Chairperson of the management or his nominee ex-officio Chairperson ;
- (b) Secretary of the management or his nominee ;
- (c) one head of department, to be nominated by the principal or the head of the institution ;
- (d) three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom atleast one shall be woman ;
- (e) one non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- (f) 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;
- (g) Co-ordinator, Internal Quality Assurance Committee of the college ;
- (h) President and Secretary of the College Students' Council;
- (i) Principal of the college or head of the institution - Member - Secretary.

The College Development Committee shall,-

- 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 extra-curricular activities;
- Decide about the overall teaching programmes or annual calendar of the college ;
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;

- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement ;

- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college ;

- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ;

- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;
Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;

- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;

- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;
- Make recommendations regarding the students' and employees' welfare activities in the college or institution ;
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;
- Frame suitable admissions procedure for different programmes by following the statutory norms ;
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;
- Consider and make appropriate recommendations on inspection reports, local

inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.

- Recommend the distribution of different prizes, medals and awards to the students.
 - Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university ;
-
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Students' Council

According to revised Maharashtra University Act, 2016 and Savitribai Phule Pune University Circular No. 261/2017 the College is formed a Students' Council as specified in clause (b) of sub-section (4).

The College Students' Council for each institution, conducted college or affiliated college shall consist of the following members, namely:-

(a) President, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes, by rotation, elected by an electoral college consisting of students who are engaged in full time studies in that college:

Provided that the University shall decide the category of reservation for each college for the purpose of this clause by drawing lots;

(e) one student from each class, elected by an electoral college consisting of students who are engaged in full time studies in that class;

(f) one student each from (a) National Service Scheme, (b) National Cadet Corps,

(c) Sports and (d) Cultural activities, nominated by the Principal from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria ;

(g) one senior teacher as coordinator of the Students' Council appointed by the principal of the college and Director, Sports and Physical Education, NSS Programme Officer and NCC Officer as permanent invitees.

The objective of the Students' council is to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities.

The procedure for election, the powers and duties, authority for the conduct of election, mechanism for conduct of such elections, code of conduct for the candidates and election administrators and grievances redressal mechanism in respect of such election shall be such as may be specified by the State Government, by orders published in the Official Gazette.

THE WORK OF THE STUDENT COUNCIL :

The Student Council as a whole has responsibility for:

- Working with the staff in the College
- Communicating and consulting with all of the students in the College
- Involving as many students as possible in the activities of the Council
- Planning and managing the Council's programme of activities for the year

Internal Quality Assurance Cell

There is an Internal Quality Assurance Committee in the College to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the College. The colleges has undertake to preparing and submitting regularly their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies.

Some of the functions expected of the IQAC are:

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

MARATHWADA MITRA MANDAL'S
SHANKARRAO CHAVAN LAW COLLEGE
202/A, DECCAN GYMKHANA , PUNE-411004

TRAVEL POLICY

1. BACKGROUND

This document describes MM's General policy and procedures relating to travel authorizations, travel advances issues to employees, business expenses incurred by employees, settlement of expenses, various modes of transportation, lodging accommodations, credit cards, cancellation and charges, international travel and travel agent procedures.

2. PROCEDURES

2.1 - Guidelines

- Any activity related with the movement of any employee, in local or national or international activities must be planned and referred in the first instance to the immediate authority.
- The institute has an accountable plan that allows it to reimburse employees for authorized business expenses with no effect on compensation. Advance written authorization is required when one of the following occurs:
 - The issuance of travel advance and
 - A business trip requiring an overnight stay or more
- Employees must submit a **Request letter** and obtain recommendation from the appropriate authority and forward it for the approval of SECRETARY/SECRETARY'S NOMINEE/.

- Expenses incurred by employees on official institute business will be reimbursed on the basis of maximum limits mentioned in Section 4.1 and/or actual reimbursement upon receipt of a properly completed **Travel Expense Accounting Report (TEAR)** and valid receipts supporting the reimbursement request.
- Claims for travel expenses reimbursement will be allowed only for actual expenses incurred within the limits and restrictions of these regulations.
- Official travel will be accounted, since the time; an employee leaves his/her residence or regular place of employment for the purpose furthering institute business and ends when the employee returns to his/her residence or regular place of employment. A Table showing Grades and Entitlements is given in Annexure I and II.
- For official travel inside or outside of Pune/PCMC area i.e. within the country, there are limits for meals and incidental expenses as per Grades given in Annexure I and II. In exceptional cases, actual expense in excess of limits supported by receipts can be reimbursed. However, daily expenses incurred in excess of prescribed limits will require sanction of SECRETARY / SECRETARY'S NOMINEE with recommendation from the Director/ Principal of the college concerned.
- Original receipts must be attached to the TEAR reimbursements claimed. When the original receipt is not available a copy is acceptable with an explanation of why the supporting document is a copy. For the reimbursement of questionable or unusual expenses, written or verbal approval must be obtained before the expense is incurred.
- Reimbursements for lodging and meals etc. are limited to actual expenditure incurred and not to exceed the maximum allowed indicated in Section 4.1 for national travel and in Section 4.2 for international travel.

2.2- One day Return Tours to Mumbai / Other places

- For one day return tour to Mumbai or other places, M and M1A Grade employees may use their own vehicle or office vehicle depending on availability. All other employees must use public transport like VOLVO Buses/Trains etc. for travel to Mumbai. A separate expense limits for one day tours are given in Section 4.1.
- The travel day commences at 6:00 A.M. and includes expense for breakfast, lunch and dinner if an employee reaches after 9:00 P.M.
- If feasible, sharing of vehicle must be done by employee travelling to same destination.
- Demand of a vehicle from Pune for pick up at Mumbai Airport should not be made.

Standards

- Employees share a basic responsibility for the use of good business judgment while incurring expenses. Employees are expected to exercise the same care while incurring business expenses as would be exercised at the time of incurring personal expenses. Effective control of expenses is a primary concern of everyone at MM and should be kept in line with a reasonable economical and comfortable stay while on tours.

3. LOCAL TRAVEL

In case of local travel, an employee will have to submit the requisition two days prior to the actual date of travel.

3.1- Travel within City of Pune/PCMC

For an employee on official travel, using his/her own vehicle, the Institute will reimburse the amount after the employee has filled in the form duly signed by the

immediate authority and then forwarded to the Accounts Department. The prevailing rates of reimbursement are as under:

- Two wheeler: Rs.3.00/k. m
- Four wheeler: Rs.8/k. m

3.2-Travel outside Pune- in the vicinity of 200 kilometers

- Whenever an employee travels for the purpose of extending the business of the Institute, the Institute will provide vehicle in case the travel is in the vicinity of 200 kilometers, after checking the availability. In case the transport cannot be made available, the employee will make necessary arrangements by public or private transport as may be applicable.

- Mode of transport will be as per employee grades given in section 4.1

- For an employee on official travel, using his/ her own vehicle, the institute will reimburse the amount after the employee has filled in the form duly signed by the immediate authority and then forwarded to the Accounts department. The prevailing rates of reimbursements are as under-
- Two Wheeler: Rs.3.50/ k.m.
- Four Wheeler: Rs.10/k. m.

Besides the rates stated above, MM assumes no responsibility for any maintenance, insurance, operational costs, accidents or fines incurred by the owner of the vehicle while on official tour.

4. NATIONAL AND INTERNATIONAL TRAVEL-

MM STAFF may be required to travel nationally and or internationally for official work or attending training programs, Seminars, conferences, participate in the business/ technical discussions, exhibitions any other similar purposes having a bearing in the institutes future plans and projects.

4.1 National Travel Policy

The Travel Request Form (TRF) must be approved by the immediate Authority i.e. HOD/Director/ Principal etc. Prior to approval, the following points should be checked:

- The authenticity and correctness of the TRF
- The conformity of expenditure to be incurred with the obliging rules and regulations

An employee travelling nationally for official work will be reimbursed within the following limits for expenses incurred during such tours.

National Travel- Grades and Entitlements

Conveyance- Metro and Non- Metro Cities	Actual	Actual	Actual	Actual
Meals etc.	Upto Rs.900/- per day or actual whichever is less	Upto Rs.700/- per day or actual whichever is less	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less
Miscellaneous Expenses	Rs.200/- per day or actual whichever is less	Rs.100/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less
One day tour- Mumbai	Upto Rs.500/- per day or actual whichever is less	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less	Upto Rs.200/- per day or actual whichever is less
One day tour- Other Places	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less	Upto Rs.200/- per day or actual whichever is less	Upto Rs.150/- per day or actual whichever is less
Authorized by	SECRETARY/ SECRETARY'S NOMINEE	SECRETARY'S NOMINEE /	Director/ Principal	Director/ Principal

5. ADVANCES

- If a travel advance is required, recommended by the Director/ Principal of the college concerned must be forwarded first to the SECRETARY / SECRETARY'S NOMINEE and after the approval is received, it should be finally forwarded to the Accounts Department prior to travel for payment of advance.
- No advances will be issued until a properly completed and approved copy of the TRF is received by the Accounts Department. The Accounts Department will give advance after receipt of approved copy of the TRF.
- Advances must be settled within three working days after the return from the tour. An outstanding travel advance not settled within 30 days of return from a trip may be subject to payroll deduction and must be settled before the employee asks for a further advance.

6 - Other

Employees with receipts or bills will be reimbursed for necessary expenses such as local transportation, parking, toll charges, telephone calls, postage, telegrams, faxes, registration fees and other charges incurred for MM or sponsored activities. Reimbursement without required receipts is subject to the discretion of the Management.

7- Non- reimbursable Expenses

Unreasonable or unnecessary expenses are not typically reimbursable. Examples, include, but are not limited to:

- Non-business related expenses
- Movies, Alcohol, and other personal entertainment
- Fines or other financial penalties for violations of laws or regulations
- Repairs to privately owned vehicles
- Gifts other than official

8. Expense Reporting

After completion of a tour, TEAR (Refer Annexure IV) must be submitted within the stipulated timeline. The TEAR must include all items of expenses duly supported by receipts, vouchers etc. The expenses not supported by documentary proofs should be supported by self- receipts for items like local conveyance etc.

In case of international travels bills are not required for payment of daily allowance including local travels.

9. All expense items must be substantiated with receipts, credit card bills, paid bills, or the like, wherever possible. The following expenses must have receipt.

- Breakfast, Meals etc.
- Transportation expenditure other than local conveyance.
- Other expenses (with and explanation note)

10. Account sub codes for travel expense include the following:

- Fares- (attach details on a separate sheet)
- Registration fees (attach details on a separate sheet)
- Lodging (attach details on a separate sheet)
- Meals etc. to cover meals and other incidental personal expenses
- Local conveyance – (attach details on a separate sheet)
- Other Expenses - (attach details on a separate sheet)

11. Once the tour is completed, the bills must be settled within three working days after the return from the trip. An outstanding travel advance not settled within 30 days of return from the tour may be subject to payroll deduction and must be settled before the employees can receive a further advance.

**** Above arrangements is subject to change as per the Management decisions-**

ANNEXURE NO. I
TRAVEL REQUEST FORM- MM GROUP OF INSTITUTES

Date:

Traveler's Information	
Name and Employee ID No.	
Tel. NO./Mobile No.	
Email Id-	
Passport No. & Visa Type	
Purpose of Travel	
Travel From	
Destination	
(If travel is to several destinations, please continue to list detailed below)	
Departure Date and Time	Return Time and Date
Total days of Travel	
Estimated Expenses	
Domestic Air Fare	: Rs./ USD
International Air Fare	: Rs./ USD
Hostel Expenses	: Rs./ USD
Meals	: Rs./ USD
Local Conveyance	: Rs./ USD
Other & Miscellaneous Expenses	: Rs./ USD
Total Expenses	: Rs./ USD
ADVANCE DEMANDED	
Name and Signature of the traveler	
Concerned Director	
SECRETARY/ SECRETARY'S NOMINEE	

ANNEXURE NO. II
TRAVEL EXPENSES ACCOUNTING REPORT (TEAR)- MM GROUP OF INSTITUTES

Date:

Name		Designation		Grade
Institute / Department				
Tour Details				
Particulars	Date	Time	Places Visited	Number of Days
Departure				
Arrival				
Details of Expenses				
Fares		Amount (Rs.)	Remarks	
From	To			
Total				
Registration Fees				
Lodging Expenses				
Total				
Meals Etc.				
Local Conveyance				

Other Expenses			
Total Expenses			
Less Tour Advance			
Amount Refundable/ Due			

Brief Tour Report

LEAVE POLICY

Information given herein regarding leaves is applicable to the Colleges/Institutes under Marathwada Mitra Mandal.

1. Leave: General Principles

The following general principles shall govern the grant of leave to the employees:

1.01 Leave cannot be claimed as a right.

1.02 Except in an emergency, leave must be applied for in advance through proper channel.

1.03 Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.

1.04 Depending upon exigencies of service, the leave sanctioning authority may:

(a) Refuse, postpone, revoke, or reduce Leave of any type.

(b) Recall any member of staff from leave before it is wholly availed and.

(c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.

1.05 An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.

1.06 Competent Authority may sanction or refuse the leave applied for by an employee.

1.07 Except in case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.

1.08 If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for

seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before the expiry of the leave sanctioned earlier.

1.09 No leave or extension of leave shall be deemed to have been granted unless it is sanctioned and communicated to the employee.

1.10 Absence in the excess of the sanctioned leave shall be treated as leave without pay. However before taking this action, the competent authority shall satisfy itself that there were no sufficient reasons that prevented the employee from obtaining prior sanction.

1.11 Employees are admissible for leave after end of their probation period (except casual leave). Besides, if the employee avails any leave during the period of probation, though the leave on approval by the concerned authority will be considered as leave without Pay, however the same will be counted as reckonable period of service. This period will be counted for their service.

1.12 When an employee avails leave without proper approval from the competent authority, the absence period shall be treated as breach of service. Hence, this period will not be reflected in the employees service record.

1.13 If the employee is dismissed or removed from service, his entitlement to apply /claim for leaves ceases from the date of such dismissal or removal.

1.14 No Leave is admissible to the employee during the notice period of resignation

2.0 TYPES OF EMPLOYEES:

A] **Vacational Staff includes: -**

All Full Time Teaching Staff of University affiliated colleges and approved institutes who have completed one year of continuous service.

B] Non-Vacational Staff includes:

- 1) All Vacational and non Vacational teaching and non-teaching staff who have not yet completed one year of continuous service
- 2) All Head of Colleges, Principal, Director – Corporate Relations, Head-IT & Deputy Directors.
- 3) Librarian, Library Staff viz. Assistant Librarian, Library Attendant who have completed one year of continuous service.
- 4) Laboratory Staff, Lab Technician, Lab Assistant, Lab Attendant, Lab In charge, Technical Assistants) who have completed one year of continuous service
- 5) All Administrative, Accounts, stores, maintenance, security related and support Staff.

SANCTIONING AUTHORITIES

Sr. No	Name of the Post	Verifying Authority	Recommending Authority	Sanctioning Authority
1	Directors / Principals/ Dean/ Head of all Colleges/ Institutes/ Departments	Group Registrar		Executive President / Secretary of MM
2	All Teaching Staff	O.S.	HOD.	Principal of respective institute

3	All Non- teaching staff	O.S.	O.S.	Principal of the College
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3.Types of Leaves for Employees

The confirmed teaching/non-teaching employees shall be entitled for following types of leave:

1. Casual Leave
2. Earned Leave
3. Medical Leave
4. Maternity Leave
5. Study Leave
6. Extraordinary Leave
7. Special Leave

3.1) Casual Leave (For Vacational and Non Vacational Staff)

What is Casual Leave?

Casual Leave is a Leave provided for emergencies / unforeseen circumstances that may arise which are personal in nature.

Casual Leave Eligibility

Every Employee (Teaching/Non-Teaching) whether he/she is Vacational or Non Vacational shall be entitled to avail Casual Leave.

Application and Approval

Casual Leave may be availed only with prior approval of approving authority. When prior approval is not feasible the employee has to intimate his superior telephonically or by mobile and must seek approval.

Casual Leave Entitlement

3.1.1 Every employee shall be entitled for 12 days Casual Leave in a calendar year in proportion to the service rendered. Credit of 12 Casual Leaves shall be given to each employee on 1st January every calendar year. An employee, appointed in the midterm, shall be permitted proportionate casual leave.

General Rules: -

3.1.2. Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.

3.1.3. Holidays and Sundays falling between two periods of casual leave shall be treated as Casual Leaves.

3.1.4 Holidays and Sundays immediately preceding or following the day/days of casual leave shall not be treated as casual leave.

3.1.5. An employee shall not be entitled to casual leave of more than three days at a time.

3.1.6. Casual Leave shall not be prefixed or suffixed to vacation and all other type of Leave

3.1.7 Un-availed Casual Leave will lapse at the end of the every calendar year.

3.1.8 It is permissible to avail half day's casual leave, if the period of absence is half or less than half working day. Absence on the Saturday, if it is half working day or any other day, which is observed by the Institute or Society as a half working day shall be treated as casual leave for full day and not as a half day casual leave.

3.2) EARNED LEAVE :

What is Earned Leave?

Earned leave is paid leave that all non-vacational employees receive for each completed year of employment.

Earned Leave Eligibility

Each permanent / regular, non-vacational employee who has completed one year of continuous service is entitled for Earned Leave.

Calculation of Earned Leave

- A) Earned leave shall be credited to the leave account of the employee at the rate of 2½ days for each completed calendar Month of service. The earned leave shall be calculated and credited at the rate of every six months of completed service.
- B) While calculating credit of earned leave, fractions of a day shall be rounded off to the nearest day. The leave at the credit of the 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 180 days.

Application and Approval

Earned Leave should be applied for at least 15 days in advance of commencement of the leave. Prior written approval of the sanctioning authority must be obtained before

proceeding on leave. The onus is on the employee to ensure that written approval is obtained before proceeding on leave.

General Rules: -

1. Accumulation of Earned Leave: - The total accumulated Earned Leave of any employee is restricted to 180 days. Beyond 180 days the EL lapses.
2. Prefix, Suffix & Intervening holiday: - Earned Leave could be prefixed and suffixed to holidays and weekends. Intervening holidays will be counted as a part of Earned Leave. Earned Leave cannot be combined with Casual Leave. Earned Leave may be combined with Sick Leave & maternity leave, with specific approval of sanctioning authority.
3. An employee shall not be entitled to avail an Earned Leave during the period of notice given for resignation or voluntary retirement.
4. Maximum earned leave that may be sanctioned at a time shall not be more than absence of 30 days at a stretch including Saturdays/Sundays /public holidays.
5. Earned leave can be availed maximum 3 times in a calendar year
6. During the first year of service no employee is entitled to earned leave.
7. Earned Leave should not be taken along with Discretionary Leave (Vacational Leave), Casual Leave.
8. If any employee is transferred from Vacational Department to non-Vacational department or vice versa then the rules of Earned Leave of the concerned department to which he is transferred will be applicable.

Earned Leave Entitlement

1) Earned Leave for Non-vacational Staff

Each permanent / regular employee is entitled for 30 days Earned Leave during the calendar year

2) Earned Leave for Vacation Staff

If the employee is detained during vacation period, he / she is entitled to earned leave for the period of his detention proportionately.

3.3) MEDICAL LEAVE:

What is Medical Leave?

Medical leave is a paid leave granted to an employee for a period of time during which the employee is unable to attend work due to illness or incapacity.

Medical Leave Eligibility

Each employee, whether permanent or not, who has completed one year of continuous service is entitled for Medical Leave.

Medical Leave Entitlement

Employees shall be entitled to leave on medical ground 10 days to be credited in a calendar year (Jan. to Dec.)

Application and Approval

Application for Sick / Medical Leave beyond two days must be given along with a R.M.P's certificate.

General Rules: -

1. Medical Leave is applicable to every Vacation / Non Vacation Employee after completion of one year of continuous service.
 2. Prefix, Suffix & Intervening holiday: - Medical Leave cannot be prefixed or suffixed with casual Leave. Intervening holidays will be counted as a part of Medical Leave. Medical may be combined with maternity leave, with specific approval of sanctioning authority.
 3. The Medical Certificate issued by a Registered Medical Practitioner may be subject to scrutiny by a Medical doctor of management's choice.
 4. Medical leave may be combined with earned leave, provided that the employee has actually served for a complete one year, excluding all periods of absence, if any
- Medical leave can be accumulated up to a maximum of Ninety (90) full days, during his/her employment.

3.4) MATERNITY LEAVE:

- What is Maternity Leave?

Maternity Leave is a Leave that a pregnant woman employee takes for the birth of her child; and/or to enable her to be the child's primary caregiver.

Maternity Leave Eligibility

Maternity Leave of 90 days will be sanctioned by the competent authority to female employee who is permanent/ regular employee. This period is counted from the date of its commencement.

Application and Approval

The application for maternity leave from an employee shall invariably be supported by medical opinion as to the probable dates of confinement, and her undertaking to the effect that she shall communicate the date of confinement supported by a medical certificate.

General Rules: -

1. In the case of a female employee entitled to vacation, if the date of confinement falls during the vacation, the maternity leave shall commence from the date of confinement and it shall run concurrent with the vacation
2. In the case of miscarriage, abortion or medical termination of pregnancy, for her health or the health of the offspring, a female employee, on production of prescribed proof, shall be entitled, to fifteen days leave with pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
3. Maternity leave shall not be debited to the leave account. In continuation of maternity leave, the lady employee can take maximum 60 days leave depending on the balance of Earned or Medical Leave available and in case, no admissible leave is at her credit, may apply for leave without pay. Subject to approval from the management.
4. Maternity Leave may not be combined with casual Leave.
5. During maternity leave, leave salary equal to last pay drawn is admissible.

Maternity Leave Entitlement

1 All Permanent female married employees can be granted Maternity Leave for a period not exceeding 90 days with full pay from the date of its commencement.

2 Maternity leave is granted up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee given birth to twins in the first delivery is not entitled for the maternity leave on the second delivery. However a female employee with one living child on the first delivery is eligible for the maternity leave, even if she gives birth to twins on the second delivery.

(a) The Maternity Leave will be considered as a special leave with full pay and it will not be debited. In the case of employee who has put in two years' continuous service or more on the date of commencement of such leave i.e. in case of a permanent employee, she shall be granted maternity leave with full pay.

(b) Maternity leave shall be granted on half pay to an employee, who has put in more than one year's but less than two years of continuous service i.e. during the probation period before the date of commencement of such leave. In such case, probation period will be extended accordingly, if applicable.

(c) In case of female employee with less than one years' continuous service she shall be granted extraordinary (without pay) leave for a similar period. In such case, probation period will be extended accordingly.

(d) In the case of a miscarriage or a medical termination of pregnancy, for her health a woman employee, on production of prescribed proof, shall be entitled to 15 (fifteen) days leave with pay, immediately following the day of miscarriage or

medical termination of pregnancy. This benefit can be availed only twice in the entire service span of a female employee.

3.5) **STUDY LEAVE:**

Leave for Ph.D./ Research

Eligibility

- Full time, regular faculty who has completed 2 years of continuous service.

Study Leave Entitlement

- Study leave may be granted with full pay and allowances for Ph. D. in India.
- Total 15 days leave may be granted for the period between registration to completion period of Ph.D. with a prior approval of the Director.

3.6) **EXTRAORDINARY LEAVE:**

1. The extra ordinary leave (leave without pay) leave shall be granted without pay if no other leave by the rule is admissible and available to his/her credit.
2. The extra ordinary leave may be granted at discretion of Chairperson/Group Director
3. The period of extraordinary leave, other than on medical ground, shall not be counted for increment. The extraordinary leave on medical grounds shall be counted for increment only with the permission of the leave from the Chair person/ Group Director.

4. The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist, extraordinary leave up to 24 months may be granted by the leave sanctioning authority.
5. The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.

3.7) **SPECIAL LEAVE**

The management may sanction the special leave to the Employees who have put at least three year continuous service, for completion of Ph.D. from a reputed institute e.g. IIT, IIM or any other course approved by the management.

Once it is approved, faculty has to get into an agreement with the Institute.

The terms and conditions of the agreement are available with HR department.

4. VACATION:

What is a Vacation?

Vacation is paid holiday time that all Vacational employees receive for each completed year of employment.

Vacation Eligibility

All Teaching staff of University affiliated colleges and BCI approved institutes who have completed one year of continuous service are entitled for Vacation.

General Rules: -

- a) All Vacational staff of Institutes which are BCI approved should avail Summer Vacation. This period is counted from the date of its commencement during 1st May to 30th June of the every academic year by rotation.
- b) All Vacational staff of Institutes which are affiliated to Savitribai Phule Pune University should avail Summer Vacation by rotation depending on the closure of their semester /annual pattern as per University Circular.
- c) College / Institute has right to call anybody during vacation for some assignments / duties. If such assignments duties are carried out then a teacher is entitled to get 3:1 EL.

Vacation Entitlement

- a) All Teaching staff / Vacational staff who have completed one year of continuous service are entitled for Vacation Leave of 31 days Summer + 07 days Diwali + 08 Days winter vacation (Ref. UGC regulations No. F3-1/2009 dtd. 20th June 2010)
- b) Teaching staff who has not completed 1 year & are on their probation period are entitled for 7 days of Diwali vacation. They are not entitled for Summer& winter vacations till the complete their one year of service.
- c) Director/Principal /Head /Dean/Dy.Directorof College/Institutes shall be a non-Vacational teacher.
- d) A member of the staff, holding an appointment in non-vacation department, will not be deemed to be employed in a vacation department, even though he/she may hold an additional appointment there.

- e) When an employee is transferred from a vacation department to a non-vacation department, his period of service in the former will be considered to have terminated with effect from the close of the last vacation of the department.
- f) When an employee is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of joining. Vacation will be admissible to him subject to rule.
- g) A member of the staff serving in a vacation department shall normally be expected to avail of the vacation or a part thereof unless he/she has been required by general or special order of an appropriate authority to forgo his vacation or a part thereof.
- h) Vacation cannot be availed in parts; it is to be taken at a stretch. If anybody is called during vacation for some assignments / duties & if such assignments duties are carried out then a teacher is entitled to get 3:1 EL.
- i) If a member of the staff working in the vacation department avails a vacation, he/she should be on duty on the last working day before the vacation starts and the first working day after the vacation. Otherwise, the total period of absence will be adjusted as earned leave or, in case no earned leave is due, as leave without pay.
- j) Vacation cannot normally be combined with earned leave. However the Head of the college/institute may permit such combination on merits of the case.
- k) If there are two or more vacations in an academic year, the period of all the vacations should be regarded as combined into one, provided that no vacation is of less than eight days duration.
- l) Grant of vacation is subject to the condition that the department will continue to function, if necessary, during the vacations. Before the commencement of the vacation, the Head of the vacation department should submit to the Head of the college / institute, a proposal indicating the persons in each department who would avail the vacation either in full or in part and the personnel staying back to ensure that the department would be functioning during the vacation.

6.LEAVE FOR ADHOC EMPLOYEES

Adhoc employee” means employee who is appointed on contract basis for specific period with consolidated salary and specific conditions as shown in their appointment orders.

Leave entitlement:

1. In the first year of contract an adhoc employee is entitled to one Casual Leave Per 40 days of continuous service.

- Diwali Holidays – 7 days

2. After completion of first year & if the contract is renewed for second year – an employee is entitled for

- Casual leaves – 8 days
- Medical leaves – 10 days
- Diwali Holidays – 7 days
- Winter Holidays – 8 days

3. After completion of two years of contract in row & if contract is renewed for third time an adhoc employee is entitled for following leaves:

- Summer Holidays – 21 days
- Diwali Holidays – 7 days
- Winter Holidays – 8 days
- Casual Holidays – 8 days
- Medical Holidays – 10 days

7. LEAVE ON ACCOUNT OF ‘BANDH’

When a “Bandh” is called /declared by any political party or any other organization, such “Bandh” day will be treated as a normal working day. In far some unforeseen reason, an employee is absent on that day, he / she would be required to apply for

Casual leave. If such employee is not having any casual leave balance in his / her account, then the day of absence would be adjusted against earned leave entitlement. If not a single due admissible leave is available in the account of the employee then such leave will be treated as a Leave without Pay.

8. LEAVE ON ACCOUNT OF NATURAL CALAMITIES

On account of natural calamities, mass dislocation of public transport systems employees may be permitted to avail one day Earned Leave or Casual Leave as a special case.

However, a decision in this should be taken by management and it shall be followed.

