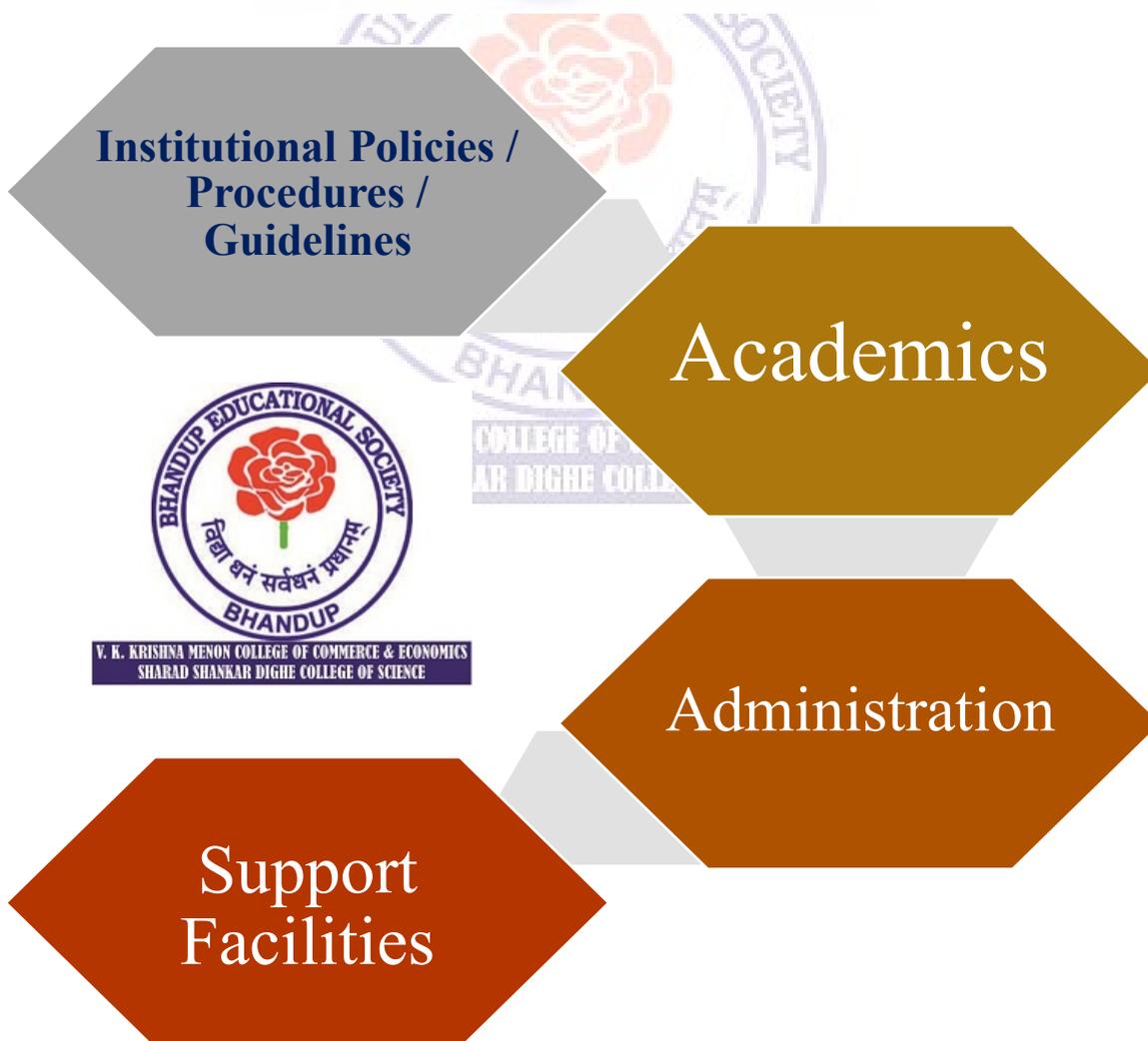


Bhandup Educational Society's
V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
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V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE



POLICY DOCUMENT

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Preface

Bhandup Educational Society, a Public Charitable Trust, was established in the year 1962, under the leadership of Advocate Shri P. A. Menon, with the blessings of Late V. K. Krishna Menon, the former defence minister. The sole objective of B. E. S. was to promote the cause of education in Bhandup and surrounding areas.

In 1965, the Central Government, on the request of V. K. Krishna Menon, gifted **3762.57 sq. mt.** of land in Bhandup (E) to B. E. S. Today, a huge **building complex of 80,000 sq. ft.** houses K. G., Primary School, Secondary School, Junior College of Commerce and Science, Senior College with B. Com., B. Sc., B.Sc.(Computer Science), M. Com (Advanced Accountancy), B. M. S, B. A. F. and M. Com (Business Management) with around 4000 students. In addition, a play- ground of **4598.7 sq. mt.** was also allotted to the society by the Indian Government.

V. K. Krishna Menon College of Commerce & Economics and Sharad Shankar Dighe College of Science is permanently affiliated to the University of Mumbai. The college is accredited by National Assessment and Accreditation Council (NAAC), Bangalore, since 2004.

The BES has adopted Bhagwad Gita as the Dictionary of Life, with principles of Justice, Equality, Truth and Transparency, etc. translated into action through the day-to-day activities of the institution. True to these values, the institution does not take any donation from students during admission.

The Centre for Gandhian Studies and Action, with Advocate Shri P.A. Menon as Chairman, was inaugurated on 02-10-2007 on the occasion of the 129th birth anniversary of Mahatma Gandhi. The Centre was established in collaboration with Indian Council of Gandhian Studies, New Delhi.

An educational institution, once established, grows and functions depending on its educational policies and practices. These practices give to the institution a solid foundation, a direction to work and thus also focus, and the strength to find sound and long- lasting solutions to the problems it may face, academic or non- academic

Thus, policy document, which specifies the rules and guidelines that the institution requires to follow, has been written and documented. It is a practical manual, which helps to streamline the functioning of the institution and channelize its energies in a constructive manner.

The policy has been classified into four categories, namely, Academic, Administrative and Support Facilities and Formats. Each of these heads clearly specifies the code of conduct, to be adhered to, by all stakeholders. Academic Policy includes all curricular and co-curricular activities. Administrative Policy deals with strategic planning, finance, maintenance, purchase, performance appraisal and welfare schemes for the staff etc. Support Services encompasses Library services, extension activities (NSS, DLLE), Students' and Sports Council, Students' Consumer Co-operative Society, grievance redressal system, Women Development Cell and many more. The Formats section has guidelines for preparation of various reports for student, staff and general activities.

These policies represent the culture of the institution and reflect the values and ethics that it holds dear.

The contribution of the Management and Staff is acknowledged in compilation of this manual.



This

Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science, Bhandup-(East), Mumbai-42.
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POLICY DOCUMENTS

1 ACADEMICS: (Curricular and Co-curricular)

1.1 Admission Committee: -

- a) Principal shall appoint committees at the beginning of the year as required by rules.
- b) Functions and responsibilities:-
 - 1) Shall conduct meetings and maintain appropriate records.
 - 2) Government and University rules related to admission shall be followed
 - 3) Admission to optional subject shall be given as per merit and student's preference
 - 4) Appropriate documents shall be collected and verified from each student at the time of admission
 - 5) Report of admission shall be submitted to the Principal on a daily basis. At the end of the admission process, a final report, as per the given format, shall be submitted to the University/ Joint Director.
 - 6) All records shall be maintained as under- 1. Circular File, 2. Working file, 3. Any other

[TOP](#)

1.2 Attendance Committee: -

- a) Principal shall appoint the committee at the beginning of the year
- b) Functions and responsibilities: -
 - 1) Shall conduct meetings and maintain appropriate record
 - 2) Government and University rules related to attendance shall be followed
 - 3) Each subject teacher shall take attendance of every lecture/s / tutorial/s / practical/s in classes engaged
 - 4) Attendance for theory, practical and tutorials shall be taken separately
 - 5) At the end of every month, each teacher shall do the following....



- i. Counting total number of target lectures for the month, total number of engaged lectures and total number of absentees for every class in the subject
- ii. Submitting the processed sheet, with signature of the teacher to the attendance committee in the first week of the next month. Attendance committee, with the help of office assistant shall process attendance sheets and prepare list of defaulters
- iii. The list of defaulters shall be displayed on or before the 10th of every month
- iv. The defaulters shall meet class teachers and explain the cause of deficiency. Written undertaking shall be obtained from each defaulter in a standard format
- v. Term end deficiency shall be handled by attendance committee. Acute deficiency list may be handled by the principal
- vi. Principal shall decide the course of action in case of defaulters, as per University guidelines
- vii. Any other incidental work
- viii. All records shall be maintained as under- 1. Circular File, 2. Working file, 3. Any other

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1.3 Collaborations / Linkages / Exchanges for Staff and Students / Functional MoUs (Memorandum of Understanding): -

- a) Concerned departments shall submit a detailed proposal to the governing body of the college through the head of the institution for any collaboration, linkages with other institutions, and universities at local, state, national or international level activities.
- b) Principal/ head of the institution shall be the official signatory for MoU, on behalf of the institution, and shall monitor all activities undertaken therein.
- c) Concerned department/ committee shall be responsible for planning and execution of activities under MoU. They shall also maintain proper records of the same and submit to the Principal at the end of academic year.
- d) Period of MoU shall be minimum one academic year.

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1.4 College Development Committee (CDC):-

- a) There shall be College Development Committee as per section 97 of the Maharashtra Public Universities Act 2016,

Composition: -

- 1) Chairperson of the management / nominee;
 - 2) Secretary of the management or nominee;
 - 3) 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 approved teachers from amongst themselves out of whom at least one shall be a 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;
 - 7) Coordinator, 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.
- b) The College Development Committee shall meet at least four times in a year.
- c) Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- d) The College Development Committee shall, —
- 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 extra-curricular activities;
 - 2) Decide about the overall teaching programs 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, if any, and 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 regarding the improvement in teaching and suitable training programs for the employees of the college;
- 8) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- 9) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- 10) Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- 11) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- 12) Frame suitable admissions procedure for different programs 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 or institution;
- 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 and staff of the college or institution;



- 17) Prepare the annual report on the work done by committee for the year ending on the 30th April and submit the same to the management of such college and the university;
- 18) Perform such other duties and exercise such other powers as may be entrusted by the management and the university



1.5 Entry-level assessment: -

- a. The institution shall assess the learning levels of slow & advanced learners at entry level (First Year B. Com./B.Sc./ BMS/ BSc CS. Etc.) on the basis of their Std. XII board exam marks subject-wise formally/informally.
- b. Thereafter, at SY and TY levels, it shall be left to the discretion of the subject teachers to assess the knowledge level of the student and design the intensive / remedial program.
- c. All records of this activity shall be maintained as per the designed format. Annual report shall be submitted, to the head of the institution, at the end of the year.



1.6 Examination: -

- a) **Important Instructions for Students :- (Examination and unfair means)**

- 1) Cell Phones, writing pads, any kind of copy material are strictly prohibited inside the examination hall.
- 2) No religious symbols or any identification mark (like arrow, circle, asterisk etc.) are allowed on the answer sheet. Seat no. should not be written inside the answer sheet.
- 3) No identification mark or rough work is allowed on the question paper
- 4) OMR details such as Seat No, Signature, Unique examination code, paper code number, language, section number etc. should be filled up carefully.
- 5) Blank space/pages should be cancelled with pen.
- 6) Please ensure that seal of the college, date stamp and name & signature of Junior Supervisor is made on answer sheet.



- 7) No additional answer sheet will be provided to the student.
- 8) Exchange of pencils, writing material or mathematical instruments, calculators etc. are strictly prohibited.
- 9) Candidates will not be allowed to leave the examination hall till 30 minutes after the commencement of the exam and 10 minutes before the end of exam.

10) **Likely Punishment: -**

- i. Annulment/ Cancellation of the performance of the entire examination
- ii. Debarring the students from appearing for the examination, for 1 to 5 years, depending on the severity of the offence.
- iii. Debarring the student from taking admission to any course up to maximum 5 years.

b) **Continuous Internal Evaluation (CIE): -**

- 1) The institution shall follow rules and regulations prescribed, from time to time, by the University of Mumbai, with respect to internal assessment.
- 2) In addition, various departments may design and follow their own programs as per their requirement, with the approval of the head of the institution.
- 3) The examination committee shall work for initiating reforms in the examination system at the institutional level.
- 4) All examination related grievances shall be handled by the examination committee, by developing suitable mechanism in consonance with university rules and regulations.
- 5) Examination calendar, as a part of the Academic calendar, shall be prepared at the beginning of the academic year and followed by the examination committee. The schedule shall be communicated to the staff and students.

c) **Guidelines for Preparation of Results: -**

- 1) The committee shall read all University Circulars in connection with conduct of examinations and preparation of results.



- 2) It shall organize at least two meetings per term.
- 3) It shall draft a notice, in consultation with Principal, stating the date for moderation (if required) and submission of mark-sheets.
- 4) Shall procure the list of students participating in and successfully completing projects like (i) N.S.S. (ii) N.C.C. (iii) DLLE, (iv) winners (1st or 2nd position) at State / National / international level in sport / cultural activities. in order to give grace marks under 0.229 A [Get a NIL report in case of no such students].
- 5) Shall procure list of students from Unfair Means Committee, found misbehaving during examination. [Get a NIL report in case of no such students].
- 6) Shall prepare a comparative result report [last year's], which shall contain the signatures of respective in-charges. This report shall be read during the staff meeting.
- 7) A copy of the signed result shall be displayed on the notice board for students and consolidated result shall be maintained in the office in a separate result file.

d) **Guidelines for Central Assessment program (University guidelines)**

- 1) Every examiner is expected to assess about 30 to 40 full answer books (100 marks) or 60 to 80 sections (SO marks) per day.
- 2) Enter the marks at the end of the each sub-questions along the margins (and not over the written answers) and the total marks for the questions at the end of the each question, and circle the total marks to distinguish it from the sub-questions, marks. If the total number of marks assigned to a question is in fraction the said should be rounded up to Die next full integer.
- 3) Enter the question-wise marks in the space provided for on the first page of the answer books.
- 4) Assess a questions answered by the candidate, even if the same exceeds to number of questions he/she is expected to answer. Such of the excess questions (with the least marks excluding compulsory questions) should be encircled on the cover page entry of the marks, and must be ignored while marking up the total for the section / whole answer books.
- 5) Every correction in marks shall be initialized by the examiner. Any correction of the total marks on the cover page must be endorsed with full signature.



- 6) After assessing the answer books, examiner should immediately enter the marks in the mark-list against the seat numbers.
- 7) While entering the marks on the cover page, draw a dash when a question has not been assessed. When the candidate has answered the question and he / she deserve Zero as the marks, enter ZERO (and not '0') in words.
- 8) Take special care to ensure that absentee candidate is marked "A" first in the mark list. This will help in avoiding wrong entry of marks against absentee candidates or the shifted entry of marks of one candidate against the other.
- 9) Write legibly and clearly the marks against the seat number of the candidate and the questions. Ambiguous entries create a lot of confusion and waste of time in.

e) **Unfair Means Enquiry Committee (UMEC): -**

- 1) Principal shall form the Unfair Means Enquiry Committee at the beginning of the year.

2) **Functions /responsibilities: -**

- i. The committee shall follow all rules and regulations laid down by the University of Mumbai to handle suspected cases of unfair means.
- ii. Upon receiving the list and concerned documents along with letter from principal, convener of the committee in consultation with other members, shall fix date, time and venue of the meeting.
- iii. Student shall be informed at least seven days in advance through appropriate means of communication.
- iv. Three chances, as per rules, shall be given to the student to appear before the committee.
- v. The documents relevant to the enquiry shall be shown to the student and he/she shall be given fair opportunity to present his/her case. Reply of the student will be recorded as a proof.
- vi. If the student fails to appear before the committee, even after three reminders, the committee shall make its recommendation report in absentia.



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- vii. The committee shall submit its recommendation report to the principal for final decision.
- viii. As UMEC is a statutory committee, the convener shall maintain all records as per University guidelines.



1.7 Feedback on curriculum: -

- a. Online form for feedback on curriculum, from all stakeholders, shall be designed, collected and analyzed in google form only
- b. Feedback on syllabus shall be taken at the end of every semester for each course preferably, and/or when there is any change in syllabus of a particular subject.
- c. Feedback shall be collected, on completion of syllabus, at the end of the semester.
- d. Sample size for different stakeholders shall be as under....
 - i. Students – minimum 10% of total population
 - ii. Teachers - all concerned teachers
 - iii. Parents – on the basis of availability.
 - iv. Alumni - on the basis of availability
 - v. Employers - on the basis of availability
- e. Report of the analysis and copy of the outcome of feedback shall be forwarded to the BoS (Board of Studies) of the concerned subject, UoM (University of Mumbai), through the head of the institution.
- f. The feedback analysis report shall be recorded in the Minutes of CDC.



1.8 Field Project / Internship: -

- a. Shall be curriculum oriented
- b. The duration of the project / internship shall be between 15-90 days in an academic year.
- c. Agencies shall be internal or external
- d. The following records shall be maintained by the concerned department / committee
 - i. Certified list of students in the prescribed format



- ii. Appointment letter by the agency
- iii. Project completion report by student, duly signed by the concerned head (department / committee), under whom the project was carried out.
- iv. Activity report and Annual report in the prescribed format
- v. Minutes in CDC



1.9 Internal Quality Assurance Cell (IQAC): -

- a) **IQAC is setup as per NAAC guidelines.** It is a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.
- b) **Functions of IQAC:** - Some of the functions expected of the IQAC are:
 - 1) Development and application of quality benchmarks
 - 2) Setting parameters for various academic and administrative activities of the institution;
 - 3) 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;
 - 4) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
 - 5) Dissemination of information on various quality parameters to all stakeholders;
 - 6) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
 - 7) Documentation of the various programs/activities leading to quality improvement;
 - 8) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
 - 9) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;



- 10) Periodical conduct of Academic and Administrative Audit and its follow-up
 - 11) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
 - 12) Incorporate the changes in IQAC functions as directed by NAAC, Bangalore from time to time.
- c) **Composition of the IQAC:** -IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC



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1.10 Mentor-Mentee: -

- a. The institution shall, at the beginning of the academic year, distribute total no. of students, program-wise, among full time teachers.
- b. For the commerce program, due to its large number, only first year students will be included in the mentor-mentee activity.
- c. Only academic matters shall be handled by the mentors.
- d. Mentors will contact Vice Principal for room allocation
- e. The following records shall be maintained by each mentor...
 - i. Mentee list
 - ii. Mentor – mentee activity register (the prescribed format for record shall be maintained in the register)



1.11 Program outcome, Program specific outcome and Course outcome (PO, PSO, and CO): -

- a. The institution shall follow POs and PSOs as designed by the BoS – UoM
- b. Course outcome (CO) shall be designed by the respective course teacher, if not provided by the University.
- c. Attainment of course outcomes shall be analyzed by the course teacher on basis of the examination result.



1.12 Research Project/s / Publications: -

- a) Principal shall form a Research Committee to create awareness about responsible conduct of research, thesis, dissertation and promotion of academic integrity.
- b) The committee shall also take necessary precautions for prevention of misconduct including plagiarism in academic writing of students, faculty, researcher and staff.
- c) Incentives may be provided, on case-to-case basis, to motivate teachers and students.
- d) Library shall be the institutional repository for all works dealing with research. (Storing and accessing documents / information, checking for plagiarism, etc.)
- e) Policy / Code of ethics for plagiarism in research

The institution shall adopt the guidelines on plagiarism, framed by the UGC. In addition, it shall also develop its own policy and get it approved by the governing body.

The UGC guidelines state the following...

1. The code of ethics is envisaged to act as a positive set of guidelines as upholding integrity in research is a way of life, we have promised to ourselves.
2. State frankly any conflict of interest present in your research work.
3. Do cite authorities you have referred for your research work.
4. As ideas are not copyrighted, researcher is free to take anyone's idea and develop one's own way by adding creativity. However, do give credit to the idea and the source by citing it as far as possible.



5. Data and facts are outside the purview of copyright, whereas headnotes, analysis, arrangement and comments cannot be copied except by giving due credit to the author.
6. Give credit to other's work, both written (published or unpublished) oral and those who retrieved from e-sources.
7. Expressions are essentially copyrighted. Therefore, researcher needs to resort to one's own way of expression. If one full sentence of other source is to be used, use quotation or cite with footnote.
8. Informed consent of research participants (if any) is imperative.
9. State also those data and findings which are not matching to your finding, if it is present before you.
10. Every student/staff submitting a thesis, dissertation, paper publication/s, project reports, etc. or any other such documents to the college/ library, shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
11. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college
12. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
13. Similarity checks for exclusion from Plagiarism: - The similarity checks for plagiarism shall exclude the following...
 - i. All quoted work reproduced with all necessary permission and/or attribution.
 - ii. All references, bibliography, table of content, preface and acknowledgements.
 - iii. All generic terms, laws, standard symbols and standards equations.
 - iv. Levels of Plagiarism: - Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition...
 1. Level 0: Similarities up-to 10% - Minor similarities, no penalty



2. Level 1: Similarities above 10% to 40%
3. Level 2: Similarities above 40% to 60%
4. Level 3: Similarities above 60%

14. Penalties in case of plagiarism in submission of thesis and dissertations:
- Research Committee in the college shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities up-to 10% - Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% - Such student/staff shall be asked to submit a revised script within a stipulated period not exceeding 1 months.
- iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% -Such student registration for that program shall be cancelled.



1.13 Seminars / Conferences / Workshops: -

a. Guidelines for attending Seminars / Workshop / Conferences: -



A committee consisting of the Chairperson of Governing Body or his/her Nominee as a member, Principal, Vice-Principal shall process the cases of the staff for attending Seminars / Workshops as per the following guidelines...

1. Every permanent staff is to be considered for attending at least one or two Seminars / Workshops in a year in the order of requirement and seniority.
2. Preference shall be given for Seminars / Workshops sponsored by the Government, University Grants Commission, and University and by the colleges in collaboration with the Government, University Grants Commission and University.
3. The Seminars / Workshops must be concerned with syllabus, subjects, and the teaching in the college and with the enhancing of

teacher's skills of teaching and academic competence of the faculty members. academic and administrative needs and requirements.

4. Only one teacher in the department at a time is to be considered.
5. For national / state / inter-university seminars / workshops, preference shall be given to major teachers' department over single teacher course.
6. Ordinarily, teachers shall be considered for one-day seminar / workshop. HoDs / single teachers shall take the responsibility of completing the syllabus, in case of longer duration seminar / workshop.
7. Teachers attending seminar / workshop ought to submit attendance certificate and a report on the program.
8. Following is the list of documents to be submitted for processing of claims relating to workshop/seminar fees. Etc.
 - a. Letter from the organizing committee accepting the paper for presentation .
 - b. Application and brochure with the Principal's report.
 - c. Original receipt for registration res and other expenses.
 - d. Certificate of participation and presentation for paper.
 - e. Copy of the paper presented.
 - f. Certificate from the Principal that the teacher is the permanent teacher in the college.
 - g. Documents for payment only for participation in the seminar, conference, workshop and symposium organized or sponsored by the UGC and the institutions recognized by the UGC and for meetings and seminar conference by the University and the like convened by the Government.
 - h. The final decision as per the guidelines from UGC, Joint Director and University, will be the College authority.
9. Incentives may be provided, on case-to-case basis, to motivate teachers and students.



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1.14 Student Centric / innovative learning methods (Experiential, Participative, Problem solving, etc.): -

- a. Methods, other than the conventional chalk and talk, used for enhancing learning experiences, shall fall under this category.
- b. All records shall be maintained as per the activity report format.



1.15 Teachers' report on yearly activities: -

- a. At the beginning of the academic year, all teachers shall, as part of their duties shall prepare and submit to the Principal, yearly Action Plan with regard to their Curricular, Co-curricular and Extra Curricular activities.
- b. At the end of the academic year, they shall submit to the Principal, a Performance Report, on the activities conducted during the year, along with documentary evidence for each activity.
- c. Report on lectures targeted and taken explaining in tabular form
- d. Result analysis, course-wise, semester-wise
- e. Details for work done for 40 hours in a week to be provide.
- f. To give a record of lectures taken to compensate the loss of lectures due to leave taken by teachers.
- g. The Principal shall prepare her own report and the consolidated report on the activities of the entire college.
- h. These reports shall form the basis for the Principal for writing the Confidential Reports and for NAAC Report.
- i. The following records shall be maintained by every teacher
 - i. Minutes Book (Department / Committee)
 - ii. Departmental activity files with yearly report and documents for proof.
 1. Innovative teaching methods, if any.
 2. Intensive & Remedial coaching / Mentor-Mentee, with documents
 3. Presentations, seminars, workshops, guest lectures, courses, etc. (staff / students)
 4. Exam result analysis (Course-wise, Semester-wise)
 - iii. Attendance Files (Daily Report)
 - iv. Student signature sheets
 - v. Syllabus completion certificate



- vi. Committee activity file with yearly report and documents of proof. (Co-curricular and Extra-curricular activities)
- vii. Future plan i) Teaching Methods ii) Research (Major/Minor) iii) Departmental activity (staff / students) iv) Budget
- viii. Performance Appraisal form and Confidential Report Form (D2) + API form with documents



1.16 Time Table Committee: -

- a. Principal shall appoint the committee at the beginning of the year
- b. Functions and responsibilities: -
 - i. The committee shall conduct meetings and maintain appropriate records.
 - ii. Shall prepare class-wise, room-wise, department-wise (theory, tutorial and practical) timetables for the academic year.
 - iii. Shall display the same on the notice board, for students, with changes, as and when required. A copy of the same shall be maintained with all concerned.
 - iv. Shall prepare individual timetable for all teacher.
 - v. Shall perform any other work related to time table
 - vi. Shall maintained proper records in the timetable file



SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE



2. ADMINISTRATION - (Teaching and Non-teaching Staff and General)

2.1 Budgets | Audits: -

- a. Superintendent / Accountant of the college shall prepare the budget by the end of February every year for the next financial year to be approved in CDC meeting.
- b. Requirements of various departments and committees to be considered before finalization of budget
- c. Internal auditor shall be appointed by the management to look in to financial matters of the institution and guide the accountant.
- d. For external audit, certified Chartered Accountant audits the accounts by May 30th of the succeeding financial year



2.2 Code of Conduct | Professional Ethics | Duties for teachers, students and support staff: -

a. Duties of Teacher:-

- 1) Subject to the supervision and general control of the Management and the Principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programs, such as Seminars, workshop, Orientation Program and Refresher/ Short term Courses, In-service program, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.
- 2) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.
- 3) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and the teacher shall not ordinarily remain absent from work without intimating the Principal.



- 4) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- 5) In addition to the duties of teaching and allied activities, the teacher shall attend to extracurricular, co-curricular activities organized by the University and College and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- 6) The teacher shall help the University and College authorities to enforce and maintain discipline and inculcate good habits among the students.
- 7) The Principal in consultation with the Head or the Senior-most teacher of the Dept. shall distribute the periods in the subject amongst the teachers in the Dept. If any teacher is absent, the Head or the senior most teacher in consultation with Principal must make the arrangement. No class should be left free without permission of Principal.
- 8) The workload of the teacher is 40 hours in a week and there are 180 teaching days in the academic year, distributed equally among the two terms. The direct teaching hours for a teacher are 16 hours per week, i.e. 20 lectures of 48 minutes. The teacher is required to be available in the college premises for at least 5 hours daily. For the remaining hours, the teacher is to attend to consultation by students, guidance, test/internal exam, administration, seminar, co-curricular, extra-curricular and other activities relating to the college.
- 9) Within a week after the beginning of the academic year, every teacher shall prepare and submit his academic program for the year to Principal through



the Head or senior-most teacher of the Dept. At the end of the year, every teacher shall prepare a report of the work done by him during the year to the Principal through the Head or the senior most teacher. The academic program would include the projects and tutorials.

- 10) The teacher is required to maintain attendance record in every subject of lecture, practical and tutorials of each student in that subject and submit to the Head or senior most teacher of the Dept. every month in the first week for submission to the Principal. The names of the students not attending the lectures, practical and tutorials for the month are to be put up on the Notice Board in the first week of the following month. At the end of the each term, letters to the parents/guardians of the defaulting students (minimum 75% attendance required), warning them are to be issued under the signature of the Principal. Credit is allowed for the days of participation in NCC/ NSS Camps, Intercollegiate, Inter University, State, and National Tournament/Competition on the production of certificate from the organizers.
- 11) All applications including leave applications shall come to the Principal through the Head of the department The Teachers should not remain absent without prior consent or grant of leave from the Principal. Casual leave shall be evenly distributed during the year.
- 12) Teacher is required to do work in -respect of examination of the university if he fails to do so, it will be treated as misconduct.
- 13) There shall be no collection of any kind in college without the permission of the Management
- 14) The teacher shall not do any malpractice or use unfair means in teaching / examination /administration.
- 15) The teacher shall not take any other employment while in college
- 16) The teacher is to treat the non-teaching staff as colleagues and equal partners.
- 17) The teacher is required to maintain contact with the parents /guardians send report on students' performance when necessary.



- 18) The Heads of the dept. must see that the staff in the department remain in their place on duty throughout and wearing uniform.
- 19) All teachers are to adhere to a responsible pattern of conduct, and decent dress expected by the community.
- 20) All teachers are to co-operate and assist in all functions relating to education in college.

b. Improper Conduct:-

The teacher shall perform all his/her duties faithfully and will not avoid his/her responsibility. The following lapses would constitute improper conduct on the part of the teacher:

- 1) Failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.
- 2) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- 3) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his/her right to express his/her differences on principles in seminars or other places where students are present.)
- 4) Raising or exploiting questions of castes, creed or religion, race or gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.
- 5) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University. This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/ she will not use the facilities or forum of the University, College or Recognized Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.
- 6) Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.



- 7) Involvement in non-academic activities directly or indirectly such as i) Writing of questions-answers, guides, key, likely questions, cyclostyled or photocopied notes, etc. ii) Undertaking of any office of profit, agency.
- 8) Intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being; (i) Consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the course of his/her duty; and the performance of his/her duties at any time is affected in any way by the influence of any such drink or drug;

c. **Code of Professional Ethics: -**

1) The teachers and their responsibilities: - Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/He/ She should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

2) **A teacher shall: -**

- i. Adhere to a responsible pattern of conduct and demeanour expected of him/her by his/her peers and the community.
- ii. Manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- v. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.



- vi. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as : assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- vii. Participate in extension, co-curricular and extracurricular activities including community service.

3) Teachers and the students: -

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit.
- viii. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- ix. Aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other students, colleagues or administration.



4) Teachers and Colleagues: -

- i. Treat other members of the profession in the same manner as they themselves wish to be treated,
- ii. Speak respectfully of other teachers and render assistance for professional betterment,
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- v. Be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. Strive at any cost to remove and wash out the local tensions and controversies and disputes.

5) Teachers and authorities: -

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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.
- ii. Not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. Should adhere to the conditions of contract;
- vi. Give and expect due notice before a change of position is made; and
- vii. 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.

6) **Teachers and nonteaching employees: -**

- i. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

7) **Teachers and guardians: -**

- i. The teachers shall try to see that institutions maintain contact with the guardians of their students, send report 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.

8) **Teachers and Society: -**

- i. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- iv. 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, relations or linguistic groups but actively work for National Integration.

d. **Heads of Department: –**

- 1) The Head or the Senior-Most Teacher, in consultation with the Principal is to distribute the periods in the Department among the teacher in the subject and to look after the periods, in subject. If a teacher is absent, the head is to make arrangement in consultation with the Principal.



- 2) In the beginning of each term, every teacher shall prepare the academic program and submit it to the Principal through the Head. At the end of the academic year, the teacher shall prepare a report on the work done by him and submit to the Principal through the Head.
- 3) The principal is given discretion to allow the students to make up 25% shortage in attendance in the 1st term due to Bonafide illness, and other sufficient reasons, in the 2nd term Only University has the power to condone the attendance deficiency.
- 4) The Principal is to intimate the students the withdrawal of examination forms, 20 days prior to the examination and report of the defaulters is to be sent to the Director, Board of College and University Department three weeks prior to the examination. The University Committee may inspect the attendance record without prior intimation.
- 5) All applications including leave applications from the staff in the department are to be forwarded to the Principal through the Head. Teachers should not remain absent without prior consent or grant of leave.
- 6) The Head and all teachers shall help the Principal to enforce and maintain discipline amongst the students and in absenteeism, late coming classes, loitering, indiscriminate use of mobiles, etc.
- 7) The Head is to get the question, papers as prescribed concerning his/her department for the examination and submit the same to the Principal who will make the arrangements for printing the same and do everything with the help of the Head if found necessary.
- 8) The heads of the Science Departments, Gymkhana, Library, Students Council, N. S. S. and all associations or clubs in the collage to see that the required registers and files are properly kept by the staff. Registrar or Superintendent will verify the records with the main records in the office
- 9) Heads of Science Departments, Library, Gymkhana and Students Council are to see that the premises relating to their departments are kept neat and clean by the Non-teaching staff of the department AH teachers are to see that the floor peons keep the lecture halls and verandas and stair cases clean



and neat and the Heads are to report about the cleanliness on the last day of every month.

- 10) Heads and all teachers are to see that students do not make the lecture halls, verandas, stair case and other places dirty.
- 11) The Heads must see that the staff in their departments remain in their place of duty throughout and are in the uniform.
- 12) The Heads are to see that budgetary amounts are utilized in time properly.

e. **Duties of the Librarian: -**

- 1) **Working Hours: - 40 Hours in a week.** (Normally it shall be equally divided in to six days week)
- 2) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued and updated.
- 3) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- 4) The Librarian shall always try to bring books, students and scholars together under the conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.
- 5) The Principal will assign the work to the library staff in consultation with the Librarian from time to time.
- 6) The Librarian is the Head of the Library Department and will look after the administration, purchases and issue of library books, periodicals and other things of the library as decided from time to time.
- 7) The “Advisory Committee for Library” headed by the Principal as Chairperson, Librarian as a secretary, all designated head of the academic departments, students council’s General Secretary representing all students of the college as a member/s of the committee and Registrar / superintendent of the college as permanent invitee, will look after the purchases of library items and overall development of the library.



- 8) Librarian, in consultation with the Principal shall arrange the meetings of the committee and maintain the minutes of the each meeting/s from time to time. (ideally there shall be at-least two meetings in each academic term-one in the beginning and one at the end of year)
- 9) The head of each department will prepare a list of books required for the year in consultation with the teachers of the department and submit the same to the Librarian who will arrange for the said books after approval of the Library Committee and the Chairman of the Management.
- 10) The functional interactive library portal (website) shall be developed (with the help of Computer Science department) and maintained by the Librarian and updated from time to time.
- 11) The Librarian will check the delivery challans if any and the bill with the order placed and after verifying the books pass on the bill to the Principal for payment.
- 12) The Librarian is to see that the books are given the accession number, and arranged according to the subject and class numbers etc. and kept under lock.
- 13) The Librarian will maintain the necessary registers and records such as, Accession Registers, Issue Registers, Registers for furniture and fixtures, Registers for missing and damaged books, Correspondence file, order file, Bill file and other records.
- 14) The Librarian is to see that a daily record of the newspapers, periodicals and other reading room materials is kept.
- 15) The Librarian must properly maintain the syllabus files.
- 16) All the books, journals and periodicals are called back to the library before 1st of April every year for stock verification.
- 17) The Librarian and other staff of the library will be responsible for the missing and damaged books, for recovery of the cost at the current price, for depositing the money with the society office and for purchasing the said books to replace the missing and damaged books, and for the entire functioning of the library.



- 18) At the end of the academic year, the library staff have to do the stock verification under the supervision of the Librarian and the list of the missing and damaged books is to be submitted to the Principal by 30th of April with the details of the action taken with a copy to the Chairman of the Management. No books are to be issued during the stock taking.
- 19) Strict discipline is to be maintained in the Library.
- 20) The library clerk will look after the library office related work such as maintenance of books and files, issue of books, cards and all other clerical work.
- 21) One peon is to be kept at the entrance to the Library throughout, to ensure that the entry of the students to the library is on the valid Identity Cards and no library book is taken out of the library. Other peons are to assist the clerk in the issue of books and to do other duties.
- 22) The confidential reports of the Library Staff are to be written by the Librarian at the end of the year and send to the Principal for review. The confidential report of the Librarian will be written by the Principal.
- 23) For leave, the library staff are to send the leave application addressed to the Principal in advance through the Librarian after obtaining the remarks and after the sanction of the Principal, leave is to be taken. The Librarian is to maintain a file of a copy of all leave applications after sanction is given.
- 24) The Librarian must look after the muster, report about the late coming and absence of the staff to the Principal for taking action and arrange for the Principal's signature on the muster at the end of the every day.
- 25) The Library staffs have to be on duty at the place of work during office hours. If he wants to leave the place of work for any reason, he must take permission of the Librarian.
- 26) The Librarian must make arrangements for the stationary and other consumable materials and other materials from the office.
- 27) The Librarian must see that the door, windows, furniture and fixtures, fans, lights and floor etc. are kept neat and tidy throughout by the Library Attendants.



- 28) The Librarian must see that only the students of the college and staff are allowed to come and use the library on the strength of a valid Identity card. For others the Principal's written permission must be taken.
- 29) The Assistant Librarian will assist the Librarian in all matters.

f. **Staff Secretary: -**

1) Principal shall appoint staff secretary in the beginning of the year

2) **Functions and Responsibility:**

- i. Convening meetings of the staff in academic year (minimum three)
- ii. Preparing Notice, agenda minutes of the meeting in consultation with the principal
- iii. Assisting principal in resolving all matters – academic and nonacademic, related to teaching staff of the college
- iv. Staff room supervision and management
- v. Any other incidental function assigned by the principal
- vi. **Records need to be maintained:** - 1. Working file 2. Minute book 3. Any other

g. **Duties of The Head of the Laboratory: -**

- 1) The Head of all Science Departments are required to prepare yearly or half yearly requirement of each department, in consultation with other teachers in the department and keep the same ready by 20th June of every year.
- 2) Each head, -with the help of the office and the laboratory assistant would invite quotations from the manufacturers or suppliers by 30th of June of every year.
- 3) After the approval of the quotation and the requirement by the laboratory committee the Principal and Chairman of the management, order for the supplies are to be prepared with the help of laboratory assistant by (he respective head. The order is to be given after approval by principal and Chairman.
- 4) The Delivery Challan and bills are to be checked by the Head of the Department with help of the laboratory Assistant, with the quotation and accept the order. The bills are then to be send to the principal who will arrange for payment.



- 5) Each department head is to see the necessary record namely dead stock register, register for consumable materials. Register of furniture and fixture, Register of damaged and missing thing, correspondence file, and quotation Tiles. Order file, Delivery. Challan and bill file, Yearly stock report file, are maintain by the laboratory assistant and that the articles and things are stored properly under his "supervision.
- 6) On 31" March of every year a statement of the articles and materials in stock is to be prepared by each Head with the Help of the Laboratory Staff as mentioned in the Laboratory Committee rules, and send it to the Principal with a copy to the Chairman.
- 7) Principal in consultation with the Head, will assign the duties of the laboratory staff and the Head is required to look after the work in the laboratory.
- 8) For leave, the laboratory staff are to send the application addressed to the principal in advance to the Laboratory Head who will get the position from the office and endorse and sanction of the Principal is to be obtained. If he applies for leave later he must satisfy the Head for not making the application in advance. Otherwise it will be without pay.
- 9) The confidential report of the laboratory attendant and assistant is to be written by the Head of the Laboratory at the end of the year and review by the Principal. All the confidential reports will remain with the principal.
- 10) The muster of the laboratory attendants and assistants of all the laboratories are to be kept in the Chemistry. Head must look-after the muster, report about the absence of the staff to the principal for taking action and arrange for the Principal's signature on the muster at the end of every day.
- 11) The principal in consultation with the Head of the Laboratory Departments will prepare the program for the laboratory works for stall and the students for the year and one copy is to be submitted to the chairman before 31" July of the Year.
- 12) Report on the functioning of the laboratory, steps taken to recover the damage and the price of the things damage / missing and lost is to be



submitted to the Principal with a copy to the Chairman before 31st March every year

h. General Guidelines- (Junior, Senior & Non-Teaching Staff)

- 1) All invitees from outside to address the students of the college are to get clearance from Principal.
- 2) Any offer of donation in cash or kind, scholarship, awards, prizes or any help made from outside to the college and students, must be addressed to the Chairman of the management. After approval by the Management, the above offers can be availed of.
- 3) Any report to the newspapers by the staff concerning the college must be get approval of the Principal and Management.
- 4) All study tour by the students are normally to be made during vacation. For study tours during working hours, special permission is to be taken.
- 5) All the notices, circulars and letters issued by the college must be signed by the Principal.
- 6) All leave applications including Casual Leave must give sufficient reason, merely giving reason "Personal" will not be sufficient.
- 7) All functions of students and meetings of teachers are to be held after class hours.
- 8) The non-teaching staff can be given privilege leave once in a year with prior sanction and in case of emergency such as death in the family etc. and such other cases, when their presence is an absolute necessity. After getting the privilege leave sanctioned if the/ want to joint before expiry of leave, they should take written permission.



i. Norms to be Served by the Non-Teaching Staff of the College.

- 1) Principal, Lecturers, Librarian, Superintendent and Head Clerk are to be addressed by the Junior Staff as Sir or Madam.
- 2) Senior Clerks, Junior Stenographer, Laboratory Assistants and Clerks to be addressed by the Junior Staff as Mr. or Mrs. or Miss along with their name.



- 3) Library and Laboratory attendants and *Peons* must address each other as Mr. or Mrs. or Miss, along with their name or sir or madam depending upon their age.
- 4) They must be found at the place of work during the office time.
- 5) If they want to leave the place of work, they must take permission of their immediate Head, in Library the Librarian, in Laboratory the-Head of the Department & others of the Superintendent.
- 6) If they want to go out of the college campus, then the permission of the Principal is to be-taken.
- 7) Leave cannot be claimed as a matter of right. For leave, they must write application addressed to the Principal, in advance through their immediate head to the Superintendent and take permission, if they apply for leave, they must satisfy the Principal for not giving application in advance.
- 8) The Registrar / Superintendent is In charge of all non-teaching staff and He/ She will also do the allocation of work for them with the approval of Principal.
- 9) The Class IV staff should not sit on the chairs of the office, they should go to the office only if there is work.
- 10) When the Management Committee members, Principal, Lecturers, Librarian, Superintendent or Head Clerk or the public come to the college, the Library and Laboratory attendants and the peons are required to stand up when they are sitting to show courtesy.
- 11) The Watchman or the one on duty at the gate is to see that no one enters the college building or the compound except for Bonafide work.
- 12) The Class-IV staff other than Library or Laboratory shall have to work in any one of the three shifts when asked to do so.
- 13) The above are in addition to the prescribed rules.



j. **Attendance rules for teaching, non-teaching staff maintaining staff muster: -**

- 1) Muster pages must be numbered.
- 2) Every day the teachers and non-teaching staff must sign the muster and mark the arrival time while coming and mark the departure time while leaving the college, in addition to the biometric attendance.

- 3) At least one day before the beginning of the month, the concerned clerk must write the full name, designation, qualification, date of appointment in the muster category-wise and in the order of seniority.
- 4) Holidays, Sundays etc. should be marked in the beginning of every month.
- 5) After expiry of the reporting time, the Principal or Vice-Principal should put late mark "L", absent mark "A" must be put against the name of the employee, if he/He/ She does not report within one hour after the reporting time.
- 6) Leave remarks should be written against the name of the employee by the concerned clerk on the muster immediately once the leave is sanctioned. In case the employee does not attend duty for the day, as stated above "A" mark must be put and after the casual leave is sanctioned. CL must be marked against the name in the muster.
- 7) Following abbreviations must be used in the muster for the leave.
 - i. Casual Leave - CL
 - ii. Earned Leave - EL
 - iii. Half Pay Leave on Private Affair – HPL
 - iv. Full Pay Leave on Medical Ground - Commuted Leave
 - v. Leave Without Pay - LWP
 - vi. Maternity Leave •• ML
- 8) When prior sanction is taken by the employee, leave remarks can be marked even before employee proceeds on leave.
- 9) There should not be any cancellation, over-writing or eraser marks on attendance muster.
- 10) When the employee is on outdoor duty, concerned clerk can mark O. D. against the name. Prior sanction must be token.



k. Duties of Registrar: -

- 1) The Registrar shall regulate the work and conduct of the non-teaching staff in accordance with the Act, Rules and Regulations, to assess and evaluate their performance and take measures to improve the working of the College subject to the approval of the Principal.



- 2) The Registrar shall be the custodian of records, the common seal and other property of the College.
- 3) The Registrar shall keep the minutes of all the meetings and records of such meetings attended by her as Ex-officio member, Secretary. He/ She is to call the meetings of LMC and all committees with the permission of the Principal regularly. The Registrar shall ensure that the Annual Report of the LMC is sent to the University in April every year as required with a copy to the Management.
- 4) The Registrar shall co-ordinate the work in the college amongst the teaching and non-teaching staff.
- 5) The Registrar shall bring to the notice of the Principal any act of the staff or students if prejudicial to the college or is not in the interest of the institution / College.
- 6) The Registrar shall maintain enquiry service for students, staff and also for visitors to the college regarding courses being conducted, examination and admission rules and such other matters of important nature. He/ She shall maintain a Register for the said purpose.
- 7) The Registrar shall watch over the work of the college Affiliation, staff Recognition and follow procedure for appointments. He/ She shall also watch Accounts, Audit, assessment, work of Maintenance and other Grants and to keep the check on accounts of the College. He/ She shall bring major items of expenditure before LMC, check cash book, ledger and everything of accounts before the signature of the Principal is taken every month in the cash book. He/ She shall place audited statements of accounts before the LMC before submitting to the Government.
- 8) The Registrar shall take stock verification of all articles and -things in the college every year and submit verification report to the Principal and the Management before 30th April.
- 9) The Registrar shall look after the Examination work of College, Board and University and shall ensure smooth conduct of the examination and prepare necessary work distribution chart in this connection.



- 10) The Registrar shall ensure that all circulars, letters and all correspondence concerning senior college and junior college from the University, Government and other sources are entered in the Inward Register, got initialed by the Principal and action is taken on them, He/ She shall maintain a Movement Record Register, send copies of all important documents to the Management and take action on them through the Movement Record Register.
- 11) The Registrar shall take necessary action for getting the staff Muster signed by the Principal every day and for absence and late coming after bringing the same to the notice of the Principal.
- 12) The Registrar shall prepare the Confidential Report of the Non-teaching staff for the year 1st April to 31st March every year, obtain the review of the Principal and take action on the same as per rules. Confidential Reports shall remain in the custody of the Principal.
- 13) The Registrar shall do the translation work of the Marathi circulars and documents when necessary and a Register shall be maintained for the said purpose.
- 14) The Registrar shall maintain service books and personal files of every teaching and Non-teaching staff.
- 15) The Registrar shall look after the Court cases concerning the college and a Register shall be maintained for the purpose.
- 16) The Registrar shall ensure that the leave applications of the staff are dealt with as per rules.
- 17) The Registrar shall submit an Annual Plan of Action, date wise and month wise in April and Performance Report in March a copy to the Principal every Year.
- 18) The Registrar shall look after the admission work of the Junior and Senior College relating to the office work.
- 19) The Registrar shall look after the Income Tax work of the junior and Senior College and also the Provident Fund accounts.
- 20) The Registrar is to look after the work of any non-teaching staff in their absence in addition to her work.



- 21) The Registrar shall perform such other duties and powers as are prescribed or as required from time to time by the Principal and Management of the Society.
- 22) The Registrar shall maintain a Book for the visitors to record any complaint or grievances with his/her full details under his/her signature. The complaint or grievance is to be attended and disposed off immediately with the acknowledgement of the Principal and Chairman.
- 23) He/ She shall do the work of the Purchase Committee such as calling the meeting whenever necessary, writing the minutes and looking after the purchases of articles and things for the college as per rules.

1. Duties of the Superintendent –

- 1) He shall submit an Annual Plan of the work date wise and month wise in April and Performance Report in March every year to the Principal.
- 2) He shall look after the work of Registrar and Head Clerk in their absence and also to look after the work of any non-teaching staff in their absence in addition to his duties.
- 3) He shall have the overall responsibility of the office pertaining to Junior and Senior College.
- 4) He shall inform the Principal periodically the financial position of the college, prepare and present budget, prepare the Income & Expenditure statement, maintain all accounts and get them audited.
- 5) He shall attend to all the Government scrutiny, inspection and audit.
- 6) He shall be responsible for the proper implementation of financial transaction as per rules and regulations and place the financial position of the college before the CDC and management.
- 7) He shall scrutinize all expenses before recommending for payment. He shall watch the progress of the expenditure and receipts of fees, Government grants in time.
- 8) He shall carryout any other work entrusted to him by the Principal or the Registrar from time to time.
- 9) He shall place the budget before the CDC before 30th April.



- 10) He shall write and complete the cash book, take signature of the Principal at the end of every month for cash and bank balance and complete the ledger up to date immediately.
- 11) He shall finalize the accounts and the accounts statements before 05th April for completing the Audit and submit the Accounts Statements to the Joint Director in time and Income Expenditure account and Balance Sheet to the Management.
- 12) He shall submit the unaudited statement of accounts of Senior and junior College to the Management on or before 5th April every year.
- 13) He shall maintain the Stock Register for all articles and things except the library and laboratory to enable the Registrar to finalize the verification and submit the report before 30th April.
- 14) He shall help the Registrar in stock verification.
- 15) He shall be the custodian of all the records relating to the accounts and the Registrar would arrange for keeping them within his reach and to his knowledge.
- 16) He shall maintain accounts of NSS, UGC, Past Students, Book Bank Scheme and Extension Education.
- 17) He shall attend Court Cases of the college with Registrar.
- 18) He shall check Stock Register and check Reports.
- 19) He shall help prepare Trial Balance of Junior College.

m. Duties of the Head Clerk –

- 1) He shall submit an Annual Plan of the work date wise and month wise in April and Performance Report in March} every year, to the Principal.
- 2) He shall be the overall in-charge of the office pertaining to Junior College.
- 3) He shall look after the Admission work of Junior College (Regular/ Private) and prepare the list of students admitted category wise as per rules. He shall attend to the examination work of the Junior College and HSC (Online form filling of Regular and Ex. / Pvt Students) with the help of Junior Clerk.
- 4) He shall do the Accounts of Junior College, get the signature of the Principal on the last day of every month, on the cash and bank balances



and complete the ledger immediately thereafter. He shall prepare the final statements of accounts on or before 05th April, get the same audited and send the statement of accounts to the Deputy Director and to the Management.

- 5) He shall prepare the Bio-metric information of Senior College staff of late coming and early going etc. relating to the staff of Senior College, Junior College, Non-teaching, and report to the Principal.
- 6) He shall attend to all the work of Junior College admission, cancellation, refund examinations, results, and private candidates.
- 7) He shall attend to the work concerning the Verification of Caste Certificate, Leaving Certificate, Eligibility correspondence and unfair means of Junior College with the help of other clerks
- 8) He shall maintain Stationery of the college.
- 9) He shall attend to all HSC Board related correspondence work of students and teachers.
- 10) He shall prepare the Junior College Statistical Report Data Capture Report and UDISE Report and send to the Department and Board office.
- 11) He shall maintain Petty Cash Book of Junior College and handle cash.
- 12) He shall look after the duties of Class IV Employees and make adjustment.
- 13) He shall attend to the University and HSC Board Exam Work.
- 14) He shall attend to the Auditor whenever required.
- 15) He shall assist the Registrar in the Stock verification of articles and things in the college.
- 16) He shall do the work of issuing Transcript of the Senior College.
- 17) He shall be responsible for the issue of all Certificate including Mark-Sheet of Senior & Junior College with the help of other clerk, peon.
- 18) He shall prepare the daily lecture report of Senior, Junior College from the reports given by peons on the floor and he shall submit the weekly report to the Principal & the Management after verification. He shall also notify the non-teaching days separately.



19) He will be responsible & will be the under study of all University, Senior & Junior College examinations work with the help of other clerks and peons.

n. Duties of Office Clerk: -

- 1) He shall submit an Annual Plan of the work date wise and month wise in April and Performance Report in March every year to the Principal.
- 2) He shall do the additional work assigned to him by the Principal and Registrar.
- 3) He shall be the in-charge of the office pertaining to senior college.
- 4) He shall do all the Junior College typing work during the year with the help of other clerk.
- 5) He shall do the work in respect of the appointment and approval of appointment of Junior College staff and other work with the help of other staff.
- 6) He shall attend to the Provident Fund, LTA and Roaster work of Junior College with the help of other staff.
- 7) He shall attend to the work related to Parents Association and admission work of Junior College students.
- 8) He shall attend to the salary work in respect of Senior / Junior College with the help of other staff.
- 9) He shall prepare Pension papers of Senior / Junior College with the help of other staff.
- 10) He shall maintain Service Books and Pension Files of all Senior / Junior College staff with the help of other staff.
- 11) He shall do the UDISE of Junior College with the help of other staff.
- 12) He shall do the AISHE, Students Roll and MIS with the help of other staff
- 13) He shall prepare girls free ship for Junior college with the help of other staff.
- 14) He shall maintain PF Register up to date and do related work with the help of other staff.



- 15) He shall write the staff muster of senior / Junior College & non-teaching staff at the end of the month.
- 16) He shall be the custodian of Junior College and Senior College result enter the same in the register.

o. **Duties of the Assistant Librarian –**

- 1) The Principal shall frame the duties of the Assistant Librarian in consulting with Librarian from time to time.
- 2) The Assistant Librarian shall be the Head of the Department in the absence of Librarian, who will frame the duties of the Library Staff as per the instructions of the Principal and shall be responsible for the work and conduct of the library staff and the security of the articles and things of the library.
- 3) She has to help the Librarian in all matters and follow the instructions given by the Librarian / Principal from time to time.
- 4) The Assistant Librarian shall arrange for the books recommended by the committee and approved by the Chairman of the Management.
- 5) The Assistant Librarian shall check the order, delivery challan and bills and verify the books and pass the bills for payment to the Principal.
- 6) The Assistant Librarian shall maintain necessary registers and records such as Accession Register, Register for missing, lost, damaged and donated books, correspondence file, order and challan files and other records.
- 7) She has to help the librarian in respect to library portal (website) data/information updating / uploading, online applications, etc.
- 8) The Assistant Librarian shall be responsible for discipline in the library.
- 9) The Assistant Librarian shall submit the Annual Plan of work in April and Performance Report in March to the Principal every year.
- 10) She has to look after the subscriptions of Periodicals, Journals, and Newspapers and make the daily records of the same in the SOUL software accordingly, also look after the renewals and new subscriptions, if any.
- 11) She has to take printouts of Shelf-list cards for all the new books from the SOUL and filed the cards accordingly with the help of Library Attendants.



- 12) She shall see that all books, newspapers and other things are kept in proper place at all time.
- 13) She shall arrange, if any library staff is absent after consulting the Librarian.
- 14) She has to look after the account of official copies taken from the Xerox machine every day, and submit the detail report at the end of every month to the Librarian.
- 15) She has to keep the track for the access of e-resources, Internet access, CD-ROMs, etc. and maintain the daily records register for the same.
- 16) She shall see that the students do not sit in the library when their lectures are on, should not use mobile phone or keep it switch on, girl students wearing tight dress, makes disturbances etc. should be reported to the Librarian for immediate action.
- 17) To supervise and look after the circulation of books and periodicals to the students and maintain the account for that in SOUL software. The actual issue/ return will be done by the Library Attendants (Physically as well as in SOUL Software); she has to monitor the entire system.
- 18) She has to prepare the report of the students and staff who has not returned the books on stipulated time and submit it to the Librarian for necessary action at the end of every month. Library Clerk shall assist her in preparing the said report.
- 19) She should not use mobile phone while in working hours, unless it is an official work.
- 20) Look after the work assign to the attendance deficiency listed students, maintain the register for the same and allot the work from time to time in consultation with the Librarian.
- 21) She has to assist the Librarian in maintaining all kinds of syllabus files and update the files and make the indexes accordingly.
- 22) She must look after the cleanliness of the entire library, and the breakages of the library equipment, etc., and should report to the Librarian accordingly.



- 23) She has to assist the Librarian in observation, that the staffs do not leave the place of work without permission, and make an entry in the Movement Register while leaving the working place.
- 24) To do stocktaking at the end of the year, and prepare the list of missing and damaged books, and collect the price of the damaged and missing books as per the instruction of the Librarian and deposit with the society office.
- 25) And any other work assigned by the Principal / Librarian from time to time.

p. Duties of the Library Clerk –

- 1) He shall keep an annual plan of the work date wise and month wise in June and submit performance report in April every year to the Principal and Librarian.
- 2) He has been assign the duty in two shifts, and has to report for duty, either in morning time or afternoon time, whichever is assign from time to time by the Librarian in consultation with the Principal.
- 3) To perform the duties assigned to him from time to time.
- 4) He has to issue the Identity/ library membership cards to all students (new and duplicate), accept the fees prescribed for the same and submit the account of the same at the end of the day.
- 5) He has to help the librarian in respect to library portal (website) data/information updating / uploading, online applications, etc.
- 6) He has to manage the data received through online applications from the library portal and prepare the reports accordingly in consultation with Librarian.
- 7) He has to do the accessioning of newly purchased books as per the direction of the Librarian.
- 8) He has to handle the acquisition module in SOUL software and do the entries accordingly.
- 9) To help the Librarian in all correspondence, in maintenance of delivery challans, journals and bill file and other files, registers and attend all clerical work.



- 10) He shall maintain the record of books, missing or with pages missing or torn while looking after the circulation of the books to the students and teachers.
- 11) He shall look after the students defaulters submitted to the librarian during the year.
- 12) He shall do the computer work and correspondence during the year, when instructed by the Librarian and Principal.
- 13) He has to look after the Xerox facility and maintain an account of that in the register. And check the collection of amount daily in the evening while going home.
- 14) Look after the all types of money collection done in the library and maintain the account and register for that and submit the daily collection in the college accounts office regularly.
- 15) To keep the track of all various examinations held in the college and collect the question papers and prepare the sets and files and maintain the record of it.
- 16) He shall submit a list of staff and students who had not return the books issued as on 1st April before 15th April of every year.
- 17) He shall submit the yearly report on missing, damage, and torn books during the year.
- 18) He shall do any additional work assign to him by the Principal / Librarian during the year.
- 19) He shall obey the University rule that no student use the mobile phone or kept it switch on in the library
- 20) He shall keep the daily work book for the work done every day and get signature of the Librarian and Vice-Principal.
- 21) He should not use mobile phone while in working hours, unless it is an official work.
- 22) To do stocktaking at the end of the year and prepare the list of missing and damaged books.
- 23) For leave, application must be addressed to the Principal and given to the Librarian. After the Principal gives the sanction, all leave can be availed.



The same procedure is followed in other kinds of leave. While leaving the working place due to any reason, he has to make an entry in the Movement Register.

- 24) To report to the Librarian about the discipline of students in the library, and other matters such as missing and damaged of books.
- 25) And any other work assigned by the Principal / Librarian from time to time.

q. Duties of the Laboratory Assistant: -

- 1) Assist students and teachers in conducting practical* and experiments.
- 2) To maintain Dead Stock Register, Register of Consumable materials^ Breakage Book, Register of Furniture and Fixture and to undertake Physical stock verification of laboratory material on 31" March of every year.
- 3) To assist the Head of department in the purchase and procurement of laboratory materials.
- 4) To look after the work of laboratory attendants working under him.
- 5) To assist the Head of the laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- 6) To report about breakage/losses in laboratory to the Head, recover the price and deposit the money to the Head.
- 7) To report to the Head of the laboratory about discipline inside the laboratory.
- 8) To ensure that all cupboards, doors, windows and gates are properly closed and kept clean by laboratory attendants.
- 9) To look after the cleanliness of the laboratory.
- 10) To attend to such other duties as may be brought to his notice by the Head.
- 11) For leave, he is to send the application addressed to the Principal in advance through the Head and get it sanction from the Principal. If he applies for leave later, he must satisfy the Head for not making the application in advance. 'Otherwise, it will be without pay.
- 12) His confidential Report is to be written by the Laboratory Head at the end of every year and reviewed by the Principal.



13) To see that he is found at the place of work during office time. If he wants to leave the place of work for any reason, he is to take permission of the Head.

r. Duties of the Laboratory Attendant: -

- 1) To clean laboratory and to keep laboratory materials including equipment in proper place and order.
- 2) To render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments, chemical and other materials.
- 3) To render assistance to Laboratory Assistant, students and teachers in conducting practical* and experiments.
- 4) To report about loss of laboratory equipment and other materials to his superiors.
- 5) To open and to lock cupboards, doors, windows and gates of laboratory and clean them and floor with water.
- 6) To attend to delivery of letters connected with laboratory and its staff.
- 7) To keep all the furniture and fixture and everything in the laboratory neat and tidy.
- 8) To attend to such other duties which are assigned to him by the Head.
- 9) For leave, he is to send the application addressed to the Principal in advance through the Head of the department to the office and sanction of the Principal is to be obtained. If he apply for leave later, he must satisfy the Head for not making the application in advance. Otherwise it will be without pay.
- 10) To see that he is found at the place of work during office time. If he wants to leave the place of work for any reason, he is to take permission of the Head.
- 11) His confidential Report is to be written by the Laboratory Head at the end of every year and reviewed by the Principal



s. Duties of the Library Attendant/s: -

- 1) He has to open the library at 07.00 am and should do the dusting work of the Library tables and chairs, counters, etc. and library office area with wet cloth.
- 2) He should keep the library open from 07.30 am and allow the students in the library. He has to issue books to the students and staff.
- 3) He has to see that no students and teachers carry books outside the library without issuing against their name.
- 4) He has to handle the circulation counter and do the issue and return of books to the students and staff
- 5) He should shelve reference books from class numbers 100 to 999; also shelve the text books and books of encyclopedia, dictionary and general cupboards.
- 6) He has to do the Xerox work whenever asked to do so by the authorities.
- 7) He should not use mobile phone while in working hours.
- 8) He has to see that no students and teachers carry books outside the library without issuing against their name.
- 9) He has to do the *data entry work in the SOUL software* of newly arrived books, editing and checking of data entry work of newly arrived books and work done by the other staff and students of other books entries.
- 10) He should not allow any student to enter the reading room with their bags. He has to maintain silence in the reading room and see no student touched the cupboards without his or any library staff's permission.
- 11) He has to keep the library neat and clean, and wash cooler once in a week.
- 12) He has to check whether all the cupboards are locked properly before closing the library.
- 13) He has to keep the files and registers according to their number at their respective place daily before leaving the library.
- 14) For leave, application must be addressed to the Principal and given to the Librarian. After the Principal gives the sanction, all leave can be availed. The same procedure is followed for other kinds of leave. While leaving the



working place for any reason he has to make an entry in the Movement Register and take the permission of the librarian.

15) He shall obey the University rule that no student use the mobile phone or kept it switch on in the library

16) And any other work assigned by the Principal from time to time.

t. **Code of Conduct for Students: -**

1) The following code of conduct is expected from the students.

- i. **Dress Code:** - Students are expected to maintain decorum of the college with regard to dress and behavior. They should wear simple but not tight and revealing dress and should have simple hairstyle. Sleeveless tops, short clothes, 3/4th should be strictly avoided.
- ii. **Student are not allowed to take part in any prejudicial activity.**
- iii. **Students should not bring any outsiders to the College premises.**
- iv. **Students should not collect any funds or organize picnics, excursion, trips without the written permission of the Principal of the College.**
- v. **Every student is expected to abide by the rules strictly. Ignorance of the same will be no excuse.**
- vi. **Punctuality:** The students must be regular and punctual to the classes and other co-curricular and extra-curricular activities planned by the Departments/institution
- vii. **Discipline:** The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as others related to their stay in the College / Hostel
- viii. **Information:** They should read the notices regularly, so as not to miss any important information.





- ix. **Respect:** Their action must reflect respect for the Faculty members and must inculcate a spirit of fellow - feeling and mutual respect among themselves
- x. **Behavior in Academic sessions:** They must behave well in the classrooms, laboratories, computing centers, seminar halls, library and other academic and recreation spaces.
- xi. **Reverence for women:** Male students must not pass undesirable remarks at the female students and woman teachers and must maintain due courtesies.
- xii. **Campus maintenance:** The students must not write on walls etc. or make undesirables sketches on the Walls/Furniture tops/doors or any other place on campus.
- xiii. **Honesty and integrity in examinations:** They should not attempt to copy in any type of evaluations or examinations.
- xiv. **No to Drugs:** Drug is a health hazard and students should not take drugs or consume intoxicants. Smoking, chewing gutka and tobacco is prohibited in the College Campus. Legal action shall be initiated on the students who are indulged in drug usage
- xv. **Information to parents:** Student shall keep their parents informed regularly about their performance in studies and other problems, if any
- xvi. **Anti -Ragging:** Ragging is a crime. Student should not indulge in any form of ragging. Legal action shall be taken on the students who are indulged in ragging
- xvii. **Respecting Diversity:** No student shall be discriminated on the basis of nation, state, religion, caste, creed, language and sex etc.
- xviii. **Ethical attitude:** should comply with ethical code and professional conduct
- xix. **Identity card should be carefully preserved and the holder of the identity card will be held responsible for its misuse.** In case of lose of Identity card, a duplicate must be obtained by



paying the prescribed charges and fulfilling the necessary formalities.

- xx. Attendance:** A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 80% of total number of classes held. This requirement shall be fulfilled separately for each course of study as per the academic regulations.

2) Disciplinary Action: -

- i. The student engaged in any prohibited behavior will be issued a warning letter.
- ii. The student engaged in any prohibited behavior may be asked to give an undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.
- iii. A student may be suspended from the institute for violation of any of the provisions of this code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall lose his/her attendance for the suspended period unless decided/ informed otherwise by the college authority.
- iv. Restitution Implies reimbursement *In terms of money and/or services to compensate for personal Injury or loss, damage/disfiguration to property of the Institute or any property kept In the premises of the Institute in any manner.* The students/group of students may be asked to *compensate for* the loss that has been caused to any person or *property of* the institute or any property kept in the premises of the Institution due to the act of vandalism perpetrated by the students. The *students/group of students* shall also be liable to put in their *service* to restore any loss or damage *caused* to any property and *thereby bringing* it to its original form if it is possible.



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v. Principal's decision relating to the disciplinary action is final.

3) **Functionaries under the code: -**

i. **Faculty/ Teacher:** Each teacher as a mentor is allotted a set of students to monitor their progression *and* development *during* the student life on campus. The faculty counselor is *responsible for* the student compliance to the code of conduct and further escalates the issue to the concerned Head of the Department *In case of any deviation.*

ii. **Head of the Department:** ,the *Head of* the Department shall *be* responsible to monitor the code of *conduct of* the students *in the* department and in case of any deviation *responsible to report to the Principal*

iii. **Principal:** the Head of the Institution is the final authority to maintain the discipline on campus and promote student compliance to code. He refers all cases of deviation or the code to the *disciplinary* committee for address of the issues before taking the final decision on quantum and type of punishment

4) **Right to the Appeal:** The student (s) aggrieved by the action of any authority of the institution under or subordinate to the Principal can appeal to the Principal. The decision of the principal shall be final and binding on the students

5) **Undertaking by the students:** The students joining any academic program of the institution will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and in case it is violated, it will be bound by the provisions of this Code

6) **Opportunity for hearing:** No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).

7) **Ultimate authority:** For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.



- 8) **Amendments to the code:** The Chairman, Governing Body of the institution shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institution immediately.



2.3 E-Governance: -

- a. The principal shall prepare the plan of action regarding the planning, implementation and execution of e-governance in the institution
- b. Principal shall constitute separate committee including technical assistant, if required from time to time.



2.4 Green Practices: -

- a. Institution pledges its commitment for contribution towards green environment
- b. Green initiative may be undertaken by all stakeholders of the institution on continuous basis.
- c. Adequate financial provision by the management shall be made to beautify the campus with green initiative.
- d. IQAC shall undertake the task of “Green audit”, which shall be conducted once in three years by nominated external agencies.



2.5 Maintenance of physical, academic and support facilities: -

- a. The committee include (Principal, Librarian, Heads of the Department/s, Registrar or Superintendent, Laboratory Assistant and Gymkhana In-charge) may be constituted on the basis of nature of work to look in to all matters related to maintenance of physical, academic and support facilities.
- b. Decision regarding updating, maintenance of physical, academic and support facilities and financial expenditure included therein shall be taken in consultation with head of the institution and approval by governing body of the college.



2.6 Mobilization of funds: -

- a. Mobilization of funds for the institution shall be done only with written permission from management of the institution.



2.7 Organizing professional development programs for teaching and non-teaching staff: -

- a. Detailed proposal by the concerned department / committee to be submitted to head of the institution.
- b. IQAC, seminar committee, and concerned department/ committee shall jointly execute the program and maintain the record/s and documentation.
- c. IQAC shall design all prescribed formats for documentations and record/s.



2.8 Performance Appraisal: -

- a) Performance appraisal of the staff to be conducted as per the guidelines issued by Government of Maharashtra and University of Mumbai form time to time
- b) In addition to mandatory exercise, at the end of academic year appraisal of teaching staff, library administration, and office administration shall be done by students
- c) Appropriate formats and sample size to be designed for data collection. Use of ICT tools can be considered for the same
- d) Efforts shall be made to improve the quality of functioning on the basis of analysis of feedback in performance appraisal
- e) Vice Principal and IQAC shall be jointly responsible for planning and execution of the activity.



2.9 Purchase Committee: -

- a) Principal shall appoint committee in the beginning of the year
- b) **Functions/ Responsibility –**
 - 1) Convening meetings and maintaining appropriate records.
 - 2) Calling for the requirements from the departments at fixed period.



- 3) Purchase committee shall be responsible for inviting quotations, advertisement and for taking required clearance from authorities along with documentation and record of each activity.
- 4) University guidelines are to be followed for making purchases of all types.
- 5) Purchases of articles up to Rs. 50,000 shall be made from registered suppliers of central stores organization by asking minimum three quotations.
- 6) For purchases costing above Rs. 50,000 annually except rate contract, advertisement should be given with minimum words.

c. It shall maintain the following files to be submitted to the Head of the Institution at the end of the year – 1. Working file 2. Minute book 3. Any other

d. **Guidelines for Purchase –**

- 1) Guidelines prescribed by the Government from time to time shall be followed.
- 2) Purchase Committee consists of 1) Principal, 2) Representative of Management/ Institution, 3) Associate/ Assistant Professor in Commerce branch of the college, 4) Associate/ Assistant Professor in Science branch or Head of the Department of which the purchase is to be made, 5) the Registrar/ Superintendent / Accountant of the college as Member / Secretary.
- 3) The Committee shall follow the said procedure while purchasing the necessary books, materials, stationery etc.
- 4) Purchase should, if possible be made from recognized cooperative societies.
- 5) For the amount of purchase ranging up to Rs. 500/- or Rs. 1000/- at a time except rate contract, minimum 3 quotations are not required.
- 6) If the amount of purchase is Rs. 1000/- or more at a time and less than Rs. 50,000/- annually, purchase should be made from the registered suppliers of Central Stores Organization by asking for quotations according to the prevailing rates.
- 7) For the purchases costing above Rs. 50,000/- annually except rate contract, then advertisement should be given with minimum words.



8) The Purchase Committee shall call quotations, advertise about the tenders, open the envelope, receive quotations or tenders and take the required clearance in the matter.

e. **Guidelines for Accounts –**

- 1) Payment for any amount shall be made only on the approval of the authorities.
- 2) Payment shall be made on the presentation of a bill, receipt, or voucher, approved and authorized by the authorities.
- 3) Payment of Rs. 1000/- and over must be supported by quotation for Rs. 1000/- and above, approved by the authorities for the purchase of articles or things. Minimum of three quotations with the lowest accepted by the authority must accompany the voucher for payment.
- 4) In respect of the payment for an article worth Rs. 50000/- or more, advertisement is to be given inviting tenders and the tender is to be approved by the authorities before purchase is made.
- 5) The superintendent / accountant is required to see that the guidelines; re complied with before payment is made.
- 6) Ordinarily the purchases are to be made based on an order in writing signed by the authorities.
- 7) In the case of purchase of library books, the accountant is also to verify that the approved discount has been allowed in the bill.
- 8) The superintendent / accountant is to sign all the vouchers with the word checked.
- 9) He must check all the documents & sign the vouchers before payment is made.
- 10) In the case of laboratory materials (Purchases) all guidelines including the discount approved and the receipt of the articles received by the department are to be followed.
- 11) No advance payment is to be given. In case of emergency when purchases of minor items are to be made immediately, on the strength of the application giving the list of items with the price, approved by the authority, advance can be given, on condition, that the cash vouchers would be



produced on the same day or the next day morning and no further advance would be given unless the cash vouchers are produced for the earlier one; 'Gymkhana, Students council, NSS, and other bodies must follow these norms.

- 12) When the bills and other documents reach the accounts department, payment must be made within two days.
- 13) In case of C. H. B. Teachers payment, students and concerned teachers attendance registers are to be verified and the accountant must write checked and initial before payment is made. Ordinarily all payments of Rs. 500/- and above must be made by Cheque.
- 14) Cashbooks must be written day to day. Whenever cash is withdrawn and on the last day of every month, balances must be struck and signature of the principal must be taken.
- 15) Ledger must be written & completed before the 15th of the succeeding month. By 30th April, Trial Balance and final accounts statements should be ready.
- 16) Any receipt of donation, scholarship, deposit or amount for any purpose other than the amount prescribed by the rules, can only be received with the approval of the management.
- 17) The purchased amount is Rs. 1000/- or more at any time and less than Rs. 50000/- and annually the purchases should be made from the registered supplies of central stores organization by asking for quotation according to the prevailing rules.
- 18) If the purchase is made of an item costing above Rs. 50000/-, except rate contract, advertisement should be given in one of the prominent newspapers with minimum words.
- 19) A purchase committee as per rules must attend to the quotation, advertisements, tenders, open the envelopes received for quotations or tenders and to take decision.
- 20) Committee should follow the above procedure while purchasing necessary books, materials, stationery, for the college. If the above procedure is not followed, such expenditure will not be admissible for grant.



- 21) Expenditure on travelling allowances to teaching staff for college work and for conference, seminars and training courses only of an academic nature, would be allowed.
- 22) It has been decided that all the cash transactions above Rs. 1000/- should be paid by demand draft only, from 01-04-2014. So students are requested to pay the fees by way of demand draft in favor of "PRINCIPAL, V. K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND S. S DIGHE COLLEGE OF SCIENCE" Payable at Bhandup. Students are required to write their name as in admission application form, contact no and class to which admission is sought.

f. **Procedure for inward and outward correspondence to be followed to implement the transparency in our college administration: -**

- 1) All the mails and correspondence addressed to the Principal and College shall be received by the Inward Clerk and forwarded to the Principal immediately.
- 2) All the said mails and correspondence addressed to the Society, School and Staff shall be sent to them directly by the Inward Clerk after receiving the same.
- 3) The Registered letters and parcels are to be referred to the Addressees for instructions and are to be dealt with as per the said instructions.
- 4) The Principal after opening and going through the same shall mark the same to the Registrar with the necessary directions to the staff members concerned with the same, after entering the same in the Inward Register with number and date.
- 5) The Registrar shall after getting the letters and correspondence from the Inward Clerk with number and seal, shall obtain the file concerned with the matter or subject or prepare a new file for the matter or subject if necessary, obtain the necessary details from the concerned staff and forward the same to the Principal for necessary action.
- 6) The Movement Register shall be used for the movement of the files or the correspondence to trace the same.



- 7) The Principal shall finalize the reply in consultation with the Monitoring cell.
- 8) The Principal is to get the signature or initial of the Chairman on all correspondence and mails received and replies sent out
- 9) The Registrar shall arrange the dispatch of said replies after getting the same entered in the Outward Register with number and date.
- 10) The Registrar is to look after the custody of all the filed correspondence in the College.
- 11) The Principal shall not accept any correspondence or letters directly except through the Inward Register and all the replies from the college shall go through the Outward Register.
- 12) The Xerox copy of all the correspondence received and replies sent which are relevant shall be sent to the Chairman.
- 13) The above procedure shall apply to all mails and correspondence relating to College and all departments.
- 14) All the letters or documents on behalf of the college to the University, Government Authorities and all Private parties for any purpose shall have the signature of the Principal, unless permitted by the rules otherwise.
- 15) All University, Government and UGC Circulars and all important correspondence shall be seen by the Chairman.



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Logic plan of the institution: -

- a. Academic and administrative calendar for the year shall be prepared by the head of the institution (A committee including Registrar, formed by the Principal shall help in this matter)
- b. The necessary documentation for the same shall be maintained by IQAC

2.11 Waste Management: - (Solid, liquid, e-waste management)

- a. Institution may have tie-up/ collaboration with external agencies with respect to all types of waste management



- b. IQAC in coordination with concerned department/s / committees shall be responsible for planning, execution, and monitoring of waste management activities.
- c. Record and documentation of the same shall be kept by the IQAC and concern department, committee and shall be submitted to head of the institution at end of academic year.



2.12 Welfare policies/ schemes for staff of the college: -

- a. The IQAC of the College shall explore the Welfare Policies/ Schemes for the Teaching and non-teaching staff in consultation with Principal and Registrar of the college from time to time
- b. The areas to be explored may be health, skill development, academic growth and development and so on.

c. Guidelines for taking of loan by the staff –

- i. Teaching and non-teaching staff are informed that in **case** they want to take loan and the college is required to given an undertaking to deduct the loan amount from salary, if following conditions are fulfilled. Then application will be considered.
 - ii. The loan, sought for, must be for the purpose of arranging a House / residence in Mumbai.
 - iii. It must be for meeting the cost of higher education of their children.
 - iv. It must be to meet the expenditure in connection with marriage of themselves or children.
- d. It must be for meeting the expenditure in connection with their illness or their children.
 - e. Admission/s may be given to staff's ward through management quota in the college.



3. SUPPORT SERVICES: (Library | Extra-curricular)

3.1 Adv. P. A. Menon Knowledge Resource Centre-(Library): -

- a) Head of the Institution shall form the Library Advisory Committee (LAC), which shall have **Head of the Institution as Chairperson, Librarian as the secretary, Heads of Department, and general secretary of the Students' Council as members.**
- b) **The committee** shall look into the overall development of the library.
- c) A separate library portal shall be developed to inform all stakeholders about the library services, facilities, and activities, from time to time
- d) Librarian, with the help of assistant librarian and other library staff, shall be responsible for planning, organizing and execution of all library functioning, and shall report to the Head of the Institution from time to time.
- e) All library related documents should be maintain by the librarian.
- f) Online applications for library membership, for book bank scheme, for access to e-resources, and for other relevant activities shall be invited from prospective users.

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3.2 Book Bank Committee (For Backward Class students): -

- a) Head of the Institution shall appoint the committee at the beginning of the year, as per the norms of the University of Mumbai.
- b) **Functions and responsibilities:**
 - 1) The Book Bank Scheme of the University of Mumbai, for backward class students, shall be adopted by the college. All guidelines issued by the University from time to time shall be followed
 - 2) The committee shall convene meetings and maintain appropriate records, which shall be submitted to the Head of the Institution at the end of the year.



- 3) It shall be responsible for contacting the Student Welfare Department of the University, and prepare and submit applications on the basis of the strength of backward class students of the college
- 4) It shall look into the disbursement of funds under the guidance of the head of the institution
- 5) It shall send the Audit report to the University at the end of the year.
- 6) It shall maintain the following files to be submitted to the Head of the Institution at the end of the year – 1. Working file 2. Minute book 3. Any other



3.3 Centre of Gandhian Studies and Action (CGSA)

a) Mission Statement: -

The Centenary of the Satyagraha Movement under Mahatma Gandhi and the silver jubilee anniversary of the V. K. Krishna Menon College offer us sufficient courage and vision to establish a Centre for Gandhian Studies and Action in association with the Indian Council of Gandhian Studies, New Delhi in our college. It is hope that this center will emerge gradually as a forum for study, research and outreach activities by involving students, staff and the community around in socially relevant programs in order to propagate Gandhian vision of social transformation and individual empowerment

b) Objectives: -

- 1) To establish an inter disciplinary centre of Gandhian Studies and action to encourage students, staff and public to study the life and philosophy of Mahatma Gandhi and help them to analyze in the context of the emerging scenario of contemporary realities.
- 2) To open a library of books, periodical and journals that have a direct bearing on the ideals associated with Gandhi.
- 3) To arrange academic discussions seminars symposiums, conferences of different types to disseminate Gandhian ideals, particularly those related to character building, national unity, communal harmony, Swaraj, Sarvodaya, etc.



- 4) To arrange action oriented out-reach activities to promote harmony and inter communal and inter-religious harmony in society.
- 5) To start certificate/diploma courses in association with Indian Council of Gandhian Studies, New Delhi and S. N. Institute of Management, Ranchi University initially and explore the possibility of offering courses under Mumbai University and obtaining necessary permission.
- 6) To strive to get in due course UGC recognition to this centers and make it a full-fledged centre of Gandhian Studies and Action.
- 7) To publish newsletters/books and much periodicals and reports that will contribute to the corpus of knowledge and promote Gandhian vision of life.
- 8) To initiate any other activity in furtherance of the above objectives which the Management of the Centre may deem appropriate from time to time

c) Management: -

- 9) The Management of the Centre will rest with the V. K. K. Menon College, Bhandup Educational Society.
- 10) The Chairman of the Centre will be Smt. Sarada Menon, Chairperson, B. E. S.
- 11) An Advisory Committee consisting of seven members including the Chairman, Indian Council of Gandhian Studies, and Director S. N. Institute of Management, Ranchi will be members.
- 12) The Chairman, ICGS, New Delhi will be the chairperson of the Advisory committee and a nominee of the college chairman will be the secretary of this council.
- 13) A Director nominated by the chairman of the college committee will be in charge of the Centre



3.4 Computer Centre: -

- a) The Computer Centre shall be used exclusively for students of the school and senior college.

- b) The timing of the Centre shall be from 9 a. m to 2 p.m.
- c) No outsider shall be allowed entry to the Centre under any circumstances without permission of authorities.
- d) Any other work, apart from teaching learning, shall be allowed to be done in the Computer Centre, with the permission of the Chairperson.



3.5 Department of Lifelong learning and Extension (DLLE): -

- a) Head of the Institution shall appoint the committee at the beginning of the year

b) Functions and responsibilities:

- 1) The DLLE Unit shall function as per the official guidelines issued by the Department of Adult and Continuing Education Department, University of Mumbai.
- 2) Suitable organizational structure shall be created to manage the activities throughout the academic year. Students shall be involved with functional authority and responsibility in the structure
- 3) It shall convene meetings and maintain proper record of all correspondence with University of Mumbai
- 4) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution
- 5) The committee shall maintain the following files and records: 1.- Working file 2. Minute book 3. Outward correspondence file 4. Any other. List of committee members, action plan, proposal, participants' list, report, photographs, and correspondence with resource person, University circulars and any other records.

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3.6 Divyanjan Students: -

- a) The Institution expresses its wholehearted empathy towards divyanjan students. It is committed to elevate quality of their life on college campus.



- b) Facilities such as consideration in admission, learning material in library, brail software, wheel chair, first-aid box, and scribe for examination, ramp, etc. shall be offered in the college campus.
- c) Sufficient publicity shall be given through prospectus, college website, notices, etc.



3.7 Free ship/ Scholarship:-

a. Students can avail Free-ship/ Scholarship facilities as per rules prescribed by the District Social Welfare Office. FREE SHIP: - NO INCOME LIMIT

- i. Scholarship: - SC/ST 2 lakh
- ii. Scholarship: - Others 1 lakh

b. Documents required

- 1) Prescribed Form is available in the College Office.
- 2) Mark sheet of all the lower examination of the previous class (Xerox copy)
- 3) Caste Certificate Original for verification (Xerox copy)
- 4) Ration Card 1st & last page (Xerox Copy)
- 5) Income Certificate as on 31st March of the previous year, Form 16 from the employer for free ship and Income certificate from Tehsil Officer for

Y. K. Krishna Menon College of Commerce & Economics

- 6) Non creamy layer Certificate from Tehsil Office (Excluding SC/ST)
- 7) Photo - one of passport size.

c) Procedure –

- 1) All documents cited above should be submitted before 31st July in the College Office.
- 2) Fill ON-LINE form - Dates for ON-LINE forms will be given by the District Social Welfare Officer
- 3) For the dates to fill ON-LINE forms Please contact the concerned clerk in the College Office. (Monday to Friday in between 10.00 A. M to 1.00 P. M)



- 4) Those who are availing Scholarship facilities should open Saving account in Corporation Bank Mulund branch , opposite Kalidas Natya Gruha
- 5) Those who fail to fill the ON-LINE form will be required to pay the entire fees.
- 6) Free ships / Scholarships, other than the Government schemes, provided by an individual or any organization must get the prior approval of the Management of the institution.



3.8 Gender Equity/ Sensitivity: -

- a) All activities related to gender equity/sensitivity shall be handled by different committees set up for conducting extra-curricular activities.
- b) The committees shall work on the basis of guidelines issued by head of the institution.
- c) They shall maintain all records and documents in prescribed format and submit the same to the Head of the Institution at the end of the year.
- d) Rewards and Appreciation may be conferred on deserving students/ staff for outstanding contribution in the field of Gender Equity.



3.9 Magazine Committee: -

- a) Head of the Institution shall form the committee at the beginning of the year
- b) **Functions and responsibilities:**
 - 1) The committee shall conduct meetings, minimum two in a year, and maintain appropriate records
 - 2) It shall prepare and submit performance report at the end of the year, to the Head of the Institution.
 - 3) It shall invite articles, poems, stories, annual reports, photographs, and other relevant matter- academic and non-academic... from all components of the college
 - 4) It shall look into printing and distribution arrangements
 - 5) It shall maintain the following files and records to be submitted to the Head of the Institution 1. Activity file 2. Minute book 3. Copies of previous magazines 4. Any other.1. Action plan 2. Performance report



3. Notices of the meeting/activity 4. Quotations for printing 5. List of committee members 6. Photographs 7. Any other



3.10 National Service Scheme (NSS): -

a) Head of the Institution shall appoint the committee in the beginning of the year

b) **Functions and responsibilities:**

1) NSS Unit shall function as per the guidelines issued by NSS Cell, University of Mumbai.

2) Suitable organizational structure shall be created to manage the activities throughout the academic year. Students shall be involved with functional authority and responsibility in the structure

3) .NSS Unit shall maintain proper record of all correspondence with NSS Cell, University of Mumbai.

4) It shall conduct meetings and keep appropriate records.

5) All financial matters related to NSS grant and disbursement, accounting and auditing shall be handled by NSS in charge in coordination with designated non-teaching staff and accountant of the college

6) Annual residential camp shall be organized every year for a minimum of seven days in the adopted area.

7) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution

8) The following files and records shall be maintained, to be submitted to the Head of the Institution at the end of the year - 1. Working file 2. Minute book 3. Outward correspondence file 4. Annual camp file 5. Any other. List of committee members, action plan, proposal, participants list, report, photographs, Correspondence with resource person, University circulars, any other



3.11 Nature Club: -

a) Head of the Institution shall form a committee at the beginning of the academic year.



b) Functions and responsibilities

- 1) The committee shall conduct at least 2 meetings in an academic year and maintain appropriate records
- 2) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution
- 3) Budgetary requisition, if any, for the activity, shall be submitted to the Head of the Institution a week before the activity.
- 4) Focus areas may be environmental conservation, green initiatives, college beautification, composting, awareness campaign, knowledge enhancement, community outreach activities, nature trails, environment related project work, any other aspect relevant to environment protection and care.
- 5) Students shall be encouraged to participate in college as well as intercollegiate activities
- 6) The following files and documents and documents shall be maintained by the committee, to be submitted to the Head of the Institution at the end of the academic year - 1. Activity file 2. Minute book 3. Any other 1. Action plan 2. Performance report 3. Notices/proposal of the activity 4. Participants list for each event 5. Correspondence with resource person 6. List of committee members 7. Budget 8. Attendance record 9. Feedback 10. Photographs 11. Any other



3.12 Past Students Association: -

- a) Head of the Institution shall appoint the committee in the beginning of the year

b) Functions and responsibilities:

- 1) The committee shall convene meetings with the past students.
- 2) It shall plan and execute the following:
 - i. Obtaining contacts of past students
 - ii. Creating comprehensive data bank



- iii. Organizing meetings, programs for past students
 - iv. Hospitality arrangements
 - v. Donations
 - vi. Exploring the possibilities of using expertise of past students in conducting extracurricular development of present students
 - vii. Aiding the institution in creating interactive link with past students through the college website.
- 3) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution
- 4) It shall maintain the following files and records to be submitted to the Head of the Institution at the end of the academic year - 1. Working file 2. Minute book 3. Any other 1 Proposal with budget, 2 Notices ,3 Attendance, 4 feedback, 5 report, 6 photographs, 7 additional documents, if any



3.13 Photocopy (Xerox Copies) Facility/ Service:-

- a. Adv. P. A. Menon Knowledge Resource Centre – (Library) will maintain the record for the issue of the Xerox copies for outright payment to the students and staff of the School, Junior college, and Senior College run by the society.
- b. Xerox copies will be issued during the **Library / office hours (09.00 am to 05.00 pm) on all working days on the payment of Rs. 1/- per copy** on the strength of the prescribed slip signed by the Librarian, Principal, Vice-Principal and Society Secretary.
- c. For all genuine purposes of the library office work, Xerox copies can be taken free of cost on the strength of the prescribed slip signed by the Librarian and Principal.
- d. Assigned clerks will handle the machine and take the photocopies (Xeroxing) as per the instructions by the Librarian and handle the Xeroxing account, cash and maintain the daily records. They will also look after the



working of Xerox machine throughout the time along with the duties related to maintenance of Xerox machine

- e. Librarian will be overall in-charge and will be responsible for all Xerox machine related issues.
- f. At the end of every month, all amount collected for Xerox copies in the library will reach superintendent who will send the same to the bank after making a statement of account signed by the Librarian.



3.14 Sports Council/ Gymkhana/Gymnasium:-

- a) Head of the Institution shall form the committee at the beginning of the year

- b) **Functions and responsibilities:**

- 1) The committee shall form functional sports committee with students representation and Sport's Secretary
- 2) The council shall conduct meetings and maintain appropriate records
- 3) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution
- 4) It shall submit the annual budgetary requirements to the Head of the Institution by following necessary guidelines for purchases (e g... three quotations etc.)
- 5) It shall conduct indoor and outdoor games
- 6) It shall maintain and update stock register
- 7) It shall conduct annual sports day as well as intercollegiate sports festival --- "LAKSH"
- 8) It shall organize the prize distribution for sports
- 9) Any other incidental function

- c) **Gymkhana and Gymnasium: -**

- 1) Sports council shall be responsible for smooth functioning of Gymkhana and Gymnasium
- 2) Gymkhana and Gymnasium shall be open six days a week between 10 am and 5 pm.



- 3) Person in charge shall be appointed by the Head of the Institution to look after day to day operations of Gymkhana and Gymnasium
- 4) Separate entry as well as register shall be maintained
- 5) The cost of any damage / loss of articles by students/ staff, shall be recovered from them.
- 6) The following records shall be maintained and submitted to the Head of the Institution at the end of the year - 1. Stock register 2. Minute book 3. Gymkhana / Gymnasium entry register 4. Intercollegiate activity file 5. College level activities file 6. Working files 7. Any other. Action plan, Performance report, Notices, Participants list for each event, Winners list, List of committee members, any other



3.15 Students Council: -

- a) Head of the Institution shall appoint the committee in the beginning of the year
- b) **Functions and responsibilities:**
 - 1) Students' council, as a statutory body, shall function as per official guidelines issued by University of Mumbai, from time to time.
 - 2) Suitable organizational structure shall be created to manage the activities throughout the academic year. Students shall be involved with functional authority and responsibility in the structure
 - 3) The council shall conduct meetings and keep appropriate records.
 - 4) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution.
 - 5) It shall plan and organize all activities at college and inter- college level, by keeping in mind the welfare and development of students. It shall also encourage students to participate in large numbers.
 - 6) It shall plan and organize national day celebrations.
 - 7) It shall take active participation in students support and progression, through skill enhancement programs



- 8) It shall help college administration and management in all activities for growth and development of the institution
- 9) All financial matters of the Council related to disbursement, accounting and auditing shall be handled by council in-charge in coordination with designated non-teaching staff and accountant of the college. Such matters shall need the permission of the Head of the Institution.
- 10) Biodata of invitees/resource person shall be submitted to the Head of the Institution prior to the activity for approval.
- 11) It shall maintain the following files and records for submission to the Head of the Institution at the end of the – 1. Working file 2. Minute book 3. Outward correspondence file 4. Activity file 5. Any other. List of committee members, action plan, proposal, participants list, report, photographs, Correspondence with resource person, judgement sheet, feedback sheet, University circulars, any other

[TOP](#)

3.16 Students grievance redressal, sexual harassment, anti-ragging: -

- a) Committees for handling issues related to students grievances, sexual harassment, and anti-ragging shall be formed, by the Head of the Institution, at college level.
- b) To deal with such cases, the institution shall follow the guidelines issued by University of Mumbai and Government of Maharashtra, from time to time
- c) Committee shall maintain proper records and submit the same to the head of the institution at the end of the year.

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3.17 V. K. Krishna Menon College Students Consumer Cooperative Society Ltd:-

- a) Head of the Institution shall appoint the committee in the beginning of the year
- b) **Functions and responsibilities:**
 - 1) Cooperative society shall run as per model bye laws adopted by its members



- 2) Managing committee shall consist of representatives of teaching and non-teaching staff
- 3) Working committee consisting of students may be formed for the functioning of the society
- 4) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution
- 5) Records shall be maintained as per byelaws of the society and resolutions passed by managing committee from time to time



3.18 Women Development Cell: -

- a) Head of the Institution shall form the committee at the beginning of the academic year.
- b) **Functions and responsibilities:**
 - 1) It shall conduct meetings, minimum two in a year, and maintain appropriate records.
 - 2) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution
 - 3) Budgetary requisition, if any, for the activity shall be submitted to the Head of the Institution, a week before the activity.
 - 4) Focus areas may be Gender equity, women empowerment, skill development, safety and security, sexual harassment, health, knowledge enhancement, any other aspect relevant to women development. Intercollegiate activities may be organized in focus areas.
 - 5) Girl students shall be encouraged to participate in college as well as intercollegiate activities
 - 6) The following files and records shall be maintained by the committee-
 1. Activity file
 2. Minute book
 3. Any other Action plan, Performance report, Notices/proposal of the activity, Participants list for each event,



Correspondence with resource person, List of committee members,
Budget, Attendance record, Feedback, Photographs, Any other



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4. Formats: -

4.1 Students Activities

4.1.1 Activity Reports-Departments and Committees

V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE, BHANDUP (E),

MUMBAI 400042 PHONE 25668541, FAX 25661897

ACTIVITY REPORT

1. Department / Committee- _____
2. Title/ Theme of the program - _____
3. Date /Time/Venue - _____
4. Level of the Activity –(Please tick)- International/National/state/university/Intercollegiate/College/any other specify) _____
5. Number of participants –Male - _____, Female _____, Total _____
6. ~~No of college participated~~ / Brief Report of Activity _____
7. List of winners (if applicable)-

Rank	Full Name of the Student	Class	Div/roll. No.	Name of the College	e-mail	Mobile
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8. Details of resource person / Judge (if applicable)

S.no	Full Name	Designation	Organization	Contact no./email	Topic(if different from title)
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9. Details of Field visit/ Project/Industrial visit/Field Project/Internship

Name (employer/ project in charge/ organization)	Nature of work	Details of linkage/MoU (If any)	Contact details (Mobile/ Address)



10. Program Outcome (Feedback Analysis - Consolidated) : Please write in Percentage (eg. Out of 25 sample forms Excellent entries are 20 so write 80% in the excellent column)

Sr.	Parameters	Excellent	Very Good	Good	Average	Poor
1	Content					
2	Knowledge					
3	Clarity					
4	Presentation skills					
5	Interaction in the session					
6	Time management					
7	Registration desk					
8	Food arrangement (if applicable)					
9	Role of Student volunteers					
1	Hospitality					
1	Over all					

- Documents to be maintained –

NO.	PARTICULARS	YES/NO	NO.	PARTICULARS	YES/NO
1	Notice		6	Feedback	
2	Copy of the proposal		7	Sample copy of certificate	
3	Attendance sheet		8	Details of ICT used	
4	Correspondence with resource person (if applicable)		9.	Letter from employer/linkage/collaboration	
5	Photographs		10	Any other (please specify)	

Signature



4.1.2 Annual Activity Report-Consolidated-Departments and Committees

ANNUAL ACTIVITY REPORT (CONSOLIDATED DATA SHEET FOR STUDENTS RELATED ACTIVITIES)

_____ Year

Department/Committee

N O	Name Of The Faculty	Date, time, Venue of the activity	Title/nature of activity/proje ct	Level of the activity Resource person/employer/ Organization/Jud ge	Beneficiaries		Innovative/Participati ve/ Experiential/Problem Solving Category (If Applicable)	ICT tools used (give details)	Brief Details of the Activit y
					Mal e	femal e			

**• DETAILS OF NUMBER OF AWARDS/ RECOGNITION/PRIZES RECEIVED FOR
(ACADEMIC/EXTENSION ACTIVITY DEPARTMENTS/COMMITTEES)**

s. n o	Na me of the Stu den t	M /F	Cl as s / Di v /R oll N o.	M obi le No & E mai l ID	Na me of the acti vit y	Award/Rank/Certific ate/Trophy/Medal/Cas h Prize Any other	International/National/State/zonal /University/Intercollegiate/Colleg e	Na me of the awar dee Insti tutio n

Signature _____



4.1.3 Attendance Sheet

V.K.KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE, BHANDUP (E), MUMBAI 400042 PHONE FAX 25661897 ,25668541

ACTIVITY ATTENDANCE SHEET

1. Title of the Programme :- _____
2. Name of the resource person /agency /linkage _____
3. (if any) _____ (_____)
4. _____ Name of the department/Committee
5. _____ NAAC Criterion No - (If applicable)
6. Date _____ Time _____ Venue _____

NO.	Full Name	Class	Div	Roll.No	M/F	E Mail	IDMobileNo/	Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE



4.1.4 Feedback Sheet

V.K.KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE, BHANDUP (E), MUMBAI 400042 PHONE FAX 25661897 ,25668541

FEEDBACK SHEET

(Use appropriate fields, wherever applicable)

_____ Name of the programme .1
 _____ Date _____, Time _____, Venue .2
 _____ Organising body/ department/ committee .3
 _____ Name of Resource person .4

Feedback about presentation (Pls tick wherever applicable) .5

.Sr	Parameters	Excellent	Very Good	Good	Average	Poor
1	Content					
2	Knowledge					
3	Clarity					
4	Presentation skills					
5	Interaction in the session					

Feedback about arrangement of the programme (For seminars/Conferences/ workshops only) .6

.Sr	Parameters	Excellent	Very Good	Good	Average	Poor
1	Time management					
2	Registration desk					
3	Food arrangement (if applicable)					
4	Role of Student volunteers					
5	Hospitality					

Overall Impression about the programme – (On the scale of !0- Pls tick) .7

10 9 8 7 6 5 4 3 2 1

Name- (optional)

-Signature



4.2 Staff Activities

4.2.1 Annual report format for publications, conferences, workshops, refreshers, etc.

**V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
BHANDUP-(E), MUMBAI-42; PHONE- 25668541, FAX- 25661897**

ANNUAL REPORT

(STAFF)

(RESEARCH AND PUBLICATIONS, SHORT TERM COURSES, TRAINING PROGRAMME, WORKSHOPS, FDP/, ANY OTHER)

1. Name Of The Department _____

2. Year _____

3.1.1 Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution

3.1.3 Number of research projects per teacher funded by government and non-government agencies

Name of the Project/ Endowment s, Chairs	Name of the Principal Investigator/Co-investigator	Department of Principal Investigator	Year of Award	Amount Sanctioned	Duration of the project	Name of the Funding Agency	Type (Government/ non-Government)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website

Title of paper	Name of the author/s	Department	Name of journal (Impact Factor)	Year of publication Volume No / Issue No.	ISBN/ISSN / e-ISSN number	Link of the recognition in UGC enlistment of the Journal



4.2.2 Annual report format for awards, recognitions, fellowships, etc.

V.K.RRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE, BHANDUP (E), MUMBAI 400042 PHONE FAX 25661897 ,25668541

ANNUAL ACTIVITY REPORT OF THE DEPARTMENT

(STAFF)

(RECOGNITION/ ACHIEVEMENT ETC INTERNAL/EXTERNAL)

SUGGESTIVE FIELDS.....

- Representation on University bodies
- Representation on autonomous Colleges bodies
- University paper setters
- Moderators /Evaluator in university/colleges
- Resource person - Internal/External
- Awards/ Felicitation/Fellowship
- Recognition/participation at International level
- Ph.d guide.(No:of students)
- Award of Ph.d degree (year)
- Social contribution
- Course design & development
- Any other

N O.	Name Of Faculty	Nature Of Recognition	Recognizing Agency	Date	Level State/ National/ International	Documents (Letter From Agency, Any other (Y/NO)



4.3 Other Formats

4.3.1 Proposal format for starting new courses

**V.KK RISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND
,SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE,BHANDUP (E)
MUMBAI 400042 PHONE 25668541, FAX 25661897
PROPOSAL FOR STARTING CERTIFICATE/DIPLOMA/VALUE ADDED
PROGRAM/COURSES
(FOR DEPARTMENTS)**

.NO	HEAD	DESCRIPTION
1	Program name Code &	
2	Course Name Code &	
3	Objectives of the course	
4	Learning outcome	
5	Course coordinator	
6	Course joint coordinator, if any	
7	Duration of the course	
8	Course requirements (Eligibility of students, Attendance, assignments, discussions, etc.)	
9	Course fees	
10	Course content/s	
11	Budgetary requirements	-Non recurring (Physical facilities, equipment/s, laboratories, workload, time table slot, Audio/Visual Arrangements, if any, etc.) -Recurring Honorarium to resource persons, stationary, hospitality, etc.
12	Examination, evaluation and grading system	
13	Feedback mechanism	
14	Any Other (Please specify)	

- **documents** – copy of the proposal approved by the authority, MOU/agreement with collaborating agency (if any), feedback sheet, list of students with attendance record , photos with jio tag, sample certificate, assessment sheet and other records, any other



4.3.2 Proposal format for organizing seminars, conferences, guest lecture, etc.

**V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
BHANDUP-(E), MUMBAI-42; PHONE- 25668541, FAX- 25661897
PROPOSAL FOR ORGANIZING SEMINAR / CONFERENCES / WORKSHOPS/ GUEST
LECTURE**

1. Name of the Department/Committee : - _____

2. Year: - _____

Sr.	Head	Description
01	Programme/activity Name	
02	Theme of the Seminar / conference / workshop/topic of guest lecture	
03	Objective/s	
04	Resource person/s	
05	Expected Outcome	
06	Convener / Coordinator	
07	Duration – Date, time ,Venue From – To etc	
08	Requirements (other than budget)	
09	Budgetary Requirement/s (Give Complete Details)	1. -Non recurring (Physical facilities, equipment/s, laboratories, workload, time table slot, Audio/Visual Arrangements, if any, etc.) 2. -Recurring Honorarium to resource persons, stationary, hospitality, etc.
10	Registration fees	
11	Tentative Programme / Schedule(attach separately)	
14	Collaborating agency or organization, if any	
15	Any Other (Pls. Specify)	

- Documents – Copy of the proposal approved by the authority, Mou/Agreement with collaborating agency (If Any), Feedback Sheet, List of Students with attendance, photos (with Jio tag only), Sample Certificate, assessment sheet and other records, any other
- **Use whichever fields APPLICABLE for the conduct of the activity**



4.3.3 Memorandum of Understanding (MoU) sample format

Bhandup Educational Society's

**V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

BHANDUP-(E), MUMBAI-42; PHONE- 25668541, FAX- 25661897

Affiliated to the University of Mumbai

Email: - info@menoncollege.edu.in

Memorandum of Understanding

***V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar
Dighe College of Science, Bhandup-(East), Mumbai-42***

And

For

Co-operation in the field of _____

*This memorandum of understanding made on this _____ of _____ between **V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science** and _____ (hereinafter referred as _____) witnessed as follows:*

*Recognizing the mutual interest in the fields of research, development, training, and dissemination of **knowledge in** _____ on long term basis and also*

Recognizing the importance of institute of higher education's role in promoting national collaboration and increased contribution of social development

HERE by agree to establish collaboration according to terms and conditions set out in the articles following hereunder:

*The word two institutions in « Memorandum of Understanding refers to the **V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science** and _____, Mumbai.*

Article 1 – Field of Co-operation

*Co-operation between the two institutions may be established within any field related to **commerce, science, business management, and information technology** of mutual interests and in particular, assignments, live projects, experience sharing and counselling.*



Extension to other areas will be made through further amendments to the present Memorandum of Understanding.

Article 2 – Exchange of Faculty/Researcher (Faculty and Professional exchange of experience and expertise etc.)

V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science and _____ will encourage collaboration in research areas of mutual interest. V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science will welcome _____ experienced professional experts to visit the college to engage in research; reciprocally _____ will welcome faculty and projects (for student) in order to engage in learning and research.

Similarly professionals and faculty will visit and attend conferences, seminars, workshops of common interests. Proposals concerning the topics, persons and periods of visits will be sent within a reasonable time in advance of the proposed visit.

Article 3 – Research Projects

3.1 Efforts will be made to share information about on- going research activities in order to establish contacts and collaboration between professionals working in the same field

3.2 Research projects and the composition of research teams will be approved by the participating institutions. Efforts will be made to evaluate the need for participating staff and the location of the research activity.

3.3 Every research project will have a project head/leader, which will be responsible for reporting on the project status and progress to Joint Committee.

Article 4 – Funding and Finance

4.1 Any project particularly initiated by any one of the participating organization of the MOU and/or beneficial to individual organization/firm/company/agency will own full financial responsibility for appropriate funding agencies such as UGC, DST, CSIR, corporate bodies, private sponsors etc., being a host and other will act as co-opt.

4.2 The acquired funds will be subject to accounting procedures of the host institution.

4.3 The collaborating institutions will offer every possible support for initiating collaboration and for working out draft proposals for the activities.



Article 5 – Administration

5.1 Negotiations, implementation and co-operation of the Memorandum of Understanding fall under the responsibility of “JOINT COMMITTEE” constituted with two/three members from both side

- 1.
- 2.
- 3
- 4
- 5
- 6

5.2 Issues about specific activities including rights and obligations of each party shall be notified or communicated to the offices mentioned in 5.1 above.

5.3 The contact person mentioned above can nominate a member of the staff from within their institutions to co-ordinate the activities.

5.4 This memorandum of understanding shall have a duration of 1(One) year and renewable for (one) year, unless either party gives notice of termination not later than 1 months, prior to the expiration of the existing Memorandum of Understanding. However, either party can also terminate by giving notice of termination not less than 1 (One) month.

5.5 The Memorandum of Understanding will take effect upon ratification by the Principal, **V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science, and _____.**

Article 6 – General provisions

6.1 The two institutions will carry out activities, as a follow up to this Memorandum of Understanding. The activities shall be carried out in accordance with appropriate laws and regulations existing in each institution i.e. both the institutions will comply within the limits of their institutional rules, regulations and the operational practices.

6.2 All publications resulting from this collaboration between the two institutions will be mentioned in the reports of the institutions. Likewise, this Memorandum of Understanding



must also be mentioned in all formal presentations that result from the collaboration under the terms of this Memorandum of Understanding.

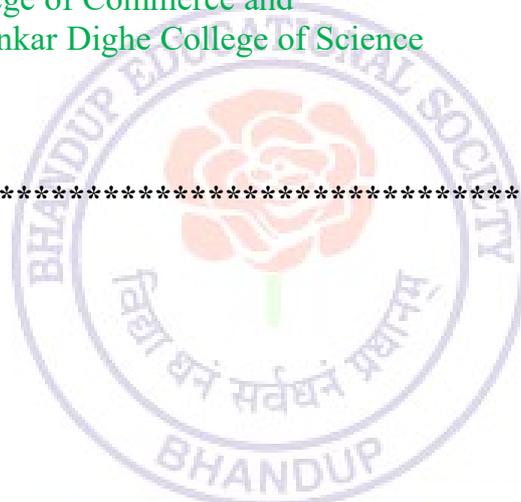
6.3 All the assignments and projects under this MOU will be initially strictly scrutinized and every term will be well elaborated and well defined. Based on this a separate 'TERMS OF REFERENCE' will be drafted, approved, and signed.

Agreed & Signed between:

Authorized Signatory
Prin. (Mrs.) S. V. Phadnis
Principal
V. K. Krishna Menon College of Commerce and
Economics and Sharad Shankar Dighe College of Science

Authorized Signatory





Prin. (Mrs.) S. V. Phadnis
PRINCIPAL

**KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

