



**College of Home Science, Nirmala Niketan**



# **Human Resources Policy and Procedures Manual**

**Prepared By**

**College of Home Science, Nirmala Niketan Mumbai,  
Maharashtra**

**Approved by the Governing Body of Nirmala Niketan  
Institute on 17th June 2022 for implementation**

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## **Faculty Manual**

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## **Executive Summary**

The Human Resources Policy and Procedures Manual of College of Home Science, Nirmala Niketan has been developed to clearly define and implement the College's policies on human resource management. The Manual provides guidelines to be followed in the administration of these policies, and assists all employees in defining their responsibilities, and the procedures which have to be followed.

The manual was approved by the Governing Body of the Nirmala Niketan Institute on 17<sup>th</sup> June 2022.

HR policies must be kept current and relevant. Therefore, from time to time it is necessary to modify and amend some sections of the policies and procedures, or for new policies/procedures to be added. Any future amendments of the manual can only be made with the approval of Governing Body of the Nirmala Niketan Institute.

Failure to comply with these instructions in the Manual is a disciplinary offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal.

These policies and procedures apply to all areas of operations within College of Home Science, Nirmala Niketan and related entities.

## **Profile of the College**



The Nirmala Niketan Institute, established in 1955 has been serving the cause of education particularly for girls through life coping skills. Through this it has empowered many young minds and contributed to the knowledge and economy of our nation. During this long journey of 60 plus years, we have achieved many milestones of success and glory.

The Nirmala Niketan Institute runs two colleges namely College of Home Science Nirmala Niketan and College of Social Work.

The College of Home Science awards Degrees of B.Sc., M.Sc. and PhD in Home Science. It also runs skilled based programs in Fashion Designing, Interior Designing and Graphic Designing and Visual Communication. These professional courses follow a syllabus recognized by the University of Mumbai.

The College of Home Science, Nirmala Niketan is a Christian Minority Institute. Through our motto, "THE GREATEST LAW OF LOVE IS SERVICE", the staff and students promote academic excellence while also reaching out to the less fortunate through sharing their knowledge, skill and expertise with them.

Located in the commercial capital of India, Mumbai, since 1955 Nirmala Niketan has always stood for academic excellence and continues to do so. The Institution aims at the development of students through an education that is life oriented, career oriented and community oriented.



To give the students the much-needed practical exposure, the institute arranges mandatory internship programs on the completion of their academic work. This training gives students an extra edge, as they get into the Industry. It is an added input to their resume, and more important a time to discover what skill they need to improve upon. The internship is the first step towards employability and many of the students are grateful for the training they received here.





## **A. Code of Professional Ethics<sup>1</sup>**

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should 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/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable in disposition.

There are seven major areas of professional activities which encompass the work of a teacher at College of Home Science, Nirmala Niketan. For each of these areas certain principles have been identified to serve as guidelines for the teacher's conduct at the College. These are preceded by a Preamble which provides a rationale for the principles identified.

### **Preamble**

- Recognizing that every student has a fundamental right to receive education of good quality;
- Recognizing that education should be directed for the all-round development of human personality;
- Realizing the need for developing faith in the guiding principles of our nation viz. Democracy, Social Justice and Secularism;
- Recognizing the need to promote through education, our rich culture heritage, national consciousness, international understanding and world peace;
- Recognizing that teachers, being part and parcel of the social milieu, share the needs and aspirations of the people;
- Recognizing the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites;
- Realizing that the community's respect and support for teachers, are dependent on the quality of teaching and the teachers' proper attitude towards the teaching profession; and
- Realizing the need for self-direction and self-discipline among members of the teaching community.

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<sup>1</sup> *CONCOL/TAU/40/of 2012-13 of Mumbai University and UGC Regulations No. F 3-1/2009, 30th June 2010.*

Hence,

### **1. Generic Code of Ethics:**

A teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make continuous professional growth through study and research;
4. Express free and frank opinions by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership in professional organizations and strive to improve the quality of education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practical's and seminar work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions related to the educational responsibilities of the College such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

### **2. Teacher and the Students**

A teacher should:

1. Respect the right and dignity of the student when expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve on their accomplishments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students a scientific outlook, respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the merit of the student during assessments and evaluations;
8. Make themselves available to the students even beyond their class hours and help/guide them without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals and
10. Refrain from inciting students against other students, colleagues or the administration.

### **3. Teachers and Colleagues**

A teacher should

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

### **4. Teachers and Authorities**

A teacher should

1. Discharge his/her professional responsibilities according to the existing rules and adhere to procedures and methods consistent with his/her profession. For change of any such rule which may prove detrimental to the professional interest, steps may be initiated through the College;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate in the formulation of policies of the other institutions and accept offices with the approval of the competent authorities;
5. Co-operate with the authorities for the betterment of the College, keeping in view the interest and in conformity with dignity of the profession;
6. Adhere to the conditions of the appointment letter or rule and regulations regulated by the College
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as possible with prior intimation, keeping in view his/her responsibility for completion of the academic schedule.
9. Be at the disposal of the College full-time and serve in such capacity and at such place,

#### **5. Teachers and non-teaching staff:**

A teacher should

1. Treat the non-teaching staff as colleagues and equal partners
2. Help in the functioning of joint staff – councils covering both teachers and the non-teaching staff.

#### **6. Teachers and Guardians:**

A teacher should

1. Maintain regular contact with the guardians of the students, send reports of their performance whenever necessary and meet the guardians periodically for the mutual exchange of ideas, upliftment of the students and for the benefit of the Institution.”

#### **7. Teachers and Society**

Teachers Should

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



## **B. Teachers and their responsibilities**

### **1. Knowledge of the Subject**

1. To have an expert knowledge in the subject area
2. To pursue relevant opportunities to grow professionally and be up-to-date about the current knowledge and research in the subject area
3. To acquaint himself/herself with the latest developments/information related to his/her areas of specialization/teaching in particular and endeavour to enlighten the students with the latest information on the subject.

### **2. Teaching**

1. To plan and prepare appropriately the assigned courses and lectures
2. To conduct assigned classes at the scheduled time
3. To complete the teaching of the courses assigned to them effectively and promptly within the time specified. Special classes, if required, may be engaged with consent of the Class Coordinator/HoD.
4. To demonstrate competence in classroom instruction
5. To implement the designated curriculum completely and in due time
6. To be punctual to class and to ensure that students are punctual.
7. To plan and implement effective classroom management practices
8. To design and implement effective strategies to develop responsible/independent learners
9. To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiatives in tasks and projects
10. To engage students in active, hands-on, creative problem-based learning
11. To provide opportunities for students to access and use current technology, resources and information to solve problems
12. To provide opportunities for students to apply and practice what is learned
13. To engage students in creative thinking and integrated or interdisciplinary learning experiences

14. To create an environment where students feel free to express their views, clarify any points related to academic and related matters, suggesting ideas etc. in and out of the class.
15. To build students' ability to work collaboratively with others
16. To adapt instruction/support to students' differences in development, learning styles, strengths and needs
17. To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs
18. To maintain a safe, orderly environment which is conducive to learning
19. To comply with the requirements for the safety and supervision of students inside the campus
20. To make themselves available to guide and assist the students' activities, approved by the HoD//Principal/Manager, as and when required.
21. To take written permission from the HoD//Principal to keep-back students after the normal working hours of the College, to go on picnics/tours or any such activity with the students and to arrange any co-curricular activity in/out of the College's premises.
22. To be prepared to take an unscheduled class at any time in case of an emergency like unexpected absence of a teacher.
23. To arrange special guidance and additional coaching for students who are weak in any subject as and when required.
24. To submit the students' attendance/evaluation as directed from time to time.
25. To take initiatives in organizing academic and related activities, training programs etc. at the College.

### **3. Assessment, Examination and Evaluation**

1. To define and communicate learning expectations to students
2. To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
3. To assign relevant assignments and homework regularly to students as per College rules
4. To evaluate students' performances in an objective, fair and timely manner
5. To record and report timely the results of quizzes, assignments, class tests and semester exams

6. To use student assessment data to guide changes in instruction and practice, and to improve student learning
7. To follow the evaluation system in the framework formulated by the College and University from time to time.

#### **4. Professionalism**

1. To be punctual and be available in the College during official working hours (An employee has to use both Biometric Attendance Machine and Attendance register for marking their attendance. Attendance register must be signed by showing in-time and out-time daily and no teacher shall leave the premises of the College for more than 45 minutes during the working hours without the permission of the Principal).
2. To abide with Policies, standards, rules, regulations and procedures of the College
3. To refrain from making undignified jokes or use words/items with dual/hidden meanings (to abide with personal communication policy of the College)
4. To prepare and maintain course files
5. To take precautions to protect College records, equipment, materials, and facilities
6. To participate responsibly in College improvement initiatives
7. To attend and participate in faculty meetings and other assigned meetings and activities according to the College policy
8. To ensure that students, the colleagues and other stakeholders do not feel any sort of discrimination amongst themselves
9. To work collaboratively with other professionals, staff and other Stakeholders.
10. To have multi-disciplinary partnerships in College to support student learning and College-related activities
11. To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments
12. To provide and accept evaluative feedback in a professional manner
13. To create and maintain a positive and safe learning environment<sup>2</sup>

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<sup>2</sup> *A safe learning environment is focused on academic achievement, maintaining high standards, fostering positive relationships between staff and students, and encouraging parental and community involvement. Resolving conflict and preventing violence are important factors in creating a safe learning environment.*



14. To carry out duties assigned by the HoD//Principal.
15. To behave and conduct themselves in such way as to uphold the image and reputation of the College and not indulge in any destructive criticism or derogatory remarks about the College, the Management, members of the staff and students.
16. Every teacher is expected to publish at least one paper/case study in UGC Care list journal / refereed journal / in-house journal.
17. No member of the full-time faculty shall engage in any business or take up other job or assignments during the course of the employment at the College.
18. To take up consultancy/ research projects, individually or jointly (Refer to consultancy Policy and Research Policy of the College)
19. Employees shall not get into any argument or dispute among themselves. Cordial atmosphere and congeniality to be maintained even when faculty have a difference of opinion.

#### **5. Good Behaviour**

1. To model honesty, fairness and ethical conduct; good social skills, leadership and civic responsibility and correct use of language, oral and written.
2. To foster student self-control, self-discipline and responsibility to others.
3. To promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students/staff.
4. To demonstrate skill when managing student behaviour, intervening and resolving discipline problems.
5. To foster very cordial relationship and cooperation among all the employees of the College.

#### **6. Examination and Evaluation Duty**

1. Attending to examination/ evaluation duty by faculty as per work allotment assigned by the Chief Conductor of Examinations or the competent authority is mandatory.
2. The invigilators should report 30 minutes before the scheduled start of the examination at the examination cell. Having received the instruction and/or the examination-material they should directly go the examination hall and they are to be in the examination hall 15 minutes before the commencement of examination. Request for any adjustments in the allotted schedule should be done well in time.



3. As a matter of policy, leave shall not be approved during examination/ evaluation days except in the cases of or for extremely unavoidable exigencies.
4. Any leave approval during the examination period, must be cleared by the Chief Conductor of Examinations in the College.
5. The invigilators are strictly prohibited from using mobile phones during invigilation duty.

### **Specific Deadlines**

<b>Task</b>	<b>Deadline</b>
Semester Plan	During the first lecture of the course, Lesson Plan should be shared with the students (The HoD has to approve the lesson plan before sharing it with the students,). Such schedule shall specify the portion intended to be covered in each session and the basic and supplementary references for each unit or parts of it, assignments tests etc. (Refer to Annexure A for a Model Semester Plan).
Course File	Course file for each course must be kept updated all the time for periodic review by the HoD and random checks by the IQAC. The course file should be updated regularly with Internal Assessment criteria, Attendance Sheets, and other necessary documents pertaining to that course
Attendance	Attendance has to be maintained regularly and can call for inspection anytime as per the requirement
Quizzes	Within one week of every quiz, a copy of the result must be shared with the students and a copy should be placed in the course file.
Assignments	Within one week of every Assignment, a copy of the result must be shared with the students and a copy should be placed in the course file.
Class Tests	Within one week of every Class Test, a copy of the result must be shared with the students and a copy should be placed in the course file.
End Semester Exam	The answer scheme has to be submitted at the time of paper setting and within 10 days of the conduct of examination, the comprehensive results must be submitted to the Chief Conductor of the Examination.

### **C. General Rules and Guidelines for Non-Teaching Staff**

1. All the employees shall strictly adhere to the duty timings assigned, other rules and regulations/guidelines in force from time to time in the College.
2. To be punctual and be available in the College during official working hours (An employee has to use both Biometric Attendance Machine and Attendance register for marking their attendance. Attendance register must be signed by showing in-time and out-time daily and no employee shall leave the premises of the College during the working hours without the permission of the Principal/Manager).
3. The Principal/Manager will assign the members of the staff any duty timing between 7.00 am and 7.00 pm on all working days for the smooth functioning of the organization. The working time will be as designated by the authorised person depending upon the duties to be rendered by the employee.
4. In case of any special requirement, employees can be assigned duty beyond the normal working hours or even on holidays. They will, however, be eligible for compensatory leave for the work done on any holiday as per the university norms.
5. Employees are expected to be present in their respective working place during working hours unless the nature of the work requires their movement away from the seat or from the area allocated.
6. The furniture and seating arrangements shall not be changed without the permission of the Principal and Manager by him/her.
7. Employees shall refrain from impolite conversation about unimportant or controversial matters, during working hours.
8. Employees should conduct themselves appropriately and refrain from talking loudly or engaging in any behaviour which disturbs others' work.
9. Employees shall not get into any argument or dispute among themselves. Cordial atmosphere and congeniality has to be maintained even when employees have a difference of opinion. Grievances, if any, shall be brought to the notice of the Staff Grievance Committee.
10. Staff members shall not make undignified jokes or use words/terms with dual/hidden meanings (to abide with the Personal Conduct Policy of the College)
11. To abide with the Dress-Code policy of the College

12. A cordial relationship and cooperation among all the employees of the College shall be fostered.
13. It is necessary to apply in advance for a leave and get the sanction of the Principal and ensure their duty is taken care of.
14. The inability to attend duty because of any unforeseen reason should be informed to the Principal who can ensure that the duty is taken care of.
15. No member of the full-time staff shall engage in any business or take up other job or assignments during the course of the employment at the College.
16. All members of the staff shall conduct themselves honestly, sincerely and efficiently under the guidance and direction of the /Principal/Manager useful to the College in all respects.
17. All members of the staff shall, strive to accomplish the vision and mission of the College and contribute their best towards this.
18. All members of the staff shall conduct themselves in such a way as to uphold the image and reputation of the College and not indulge in any destructive criticism or derogatory remarks about the College, the Management, members of the staff and students.
19. All the members of the staff shall, in their approach to the students and the parents, show respect and concern in such a way that they feel at home and see that genuine family spirit prevails in the College.
20. Guests/Visitors at the College shall be treated with dignity, respect and cordial behaviour.



# **D. Roles and Responsibilities**



## **Roles and Responsibilities of the Principal**

The Principal shall be responsible for

1. Implementing the Vision, Mission and Goal of the College.
2. The academic growth of the College.
3. Quality teaching, research, extension programs and activities in the college.
4. Planning and implementation of academic programs such as Refresher / Orientation courses, seminars, in-service and other training programs organized by the Government / University / College for academic competence of the faculty member.
5. The admission of students and maintenance of discipline in the College.
6. The preparation of the academic calendar and disseminate the same with all the stakeholders with the approval of the Management
7. The receipts, expenditure and maintenance of public accounts (through observance or provisions of Accounts Code).
8. The overall administration of the College, its Departments, libraries, other centers etc.
9. The correspondence relating to the administration of the College.
10. The administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and maintenance of records.
11. The observance of the Acts, Statutes, Ordinances, Regulations, Rules and other Orders issued by the Governing Body / University authorities /State Government /Higher Education Councils / Central Government and their bodies, from time to time.
12. The smooth conduct of the University examinations, including supervision, setting of question papers, moderation and assessment of answer scripts and any work pertaining to the examinations in the College.
13. The conduct Annual Academic and Administrative Audits in the College
14. The maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
15. Monitoring and supervising the responsibilities of the Offices of the IQAC Coordinator / HoDs
16. The identification of various avenues for financial and non-financial resource generation.
17. Monitoring and supervising the preparation for the assessment, accreditation and academic audit of the College

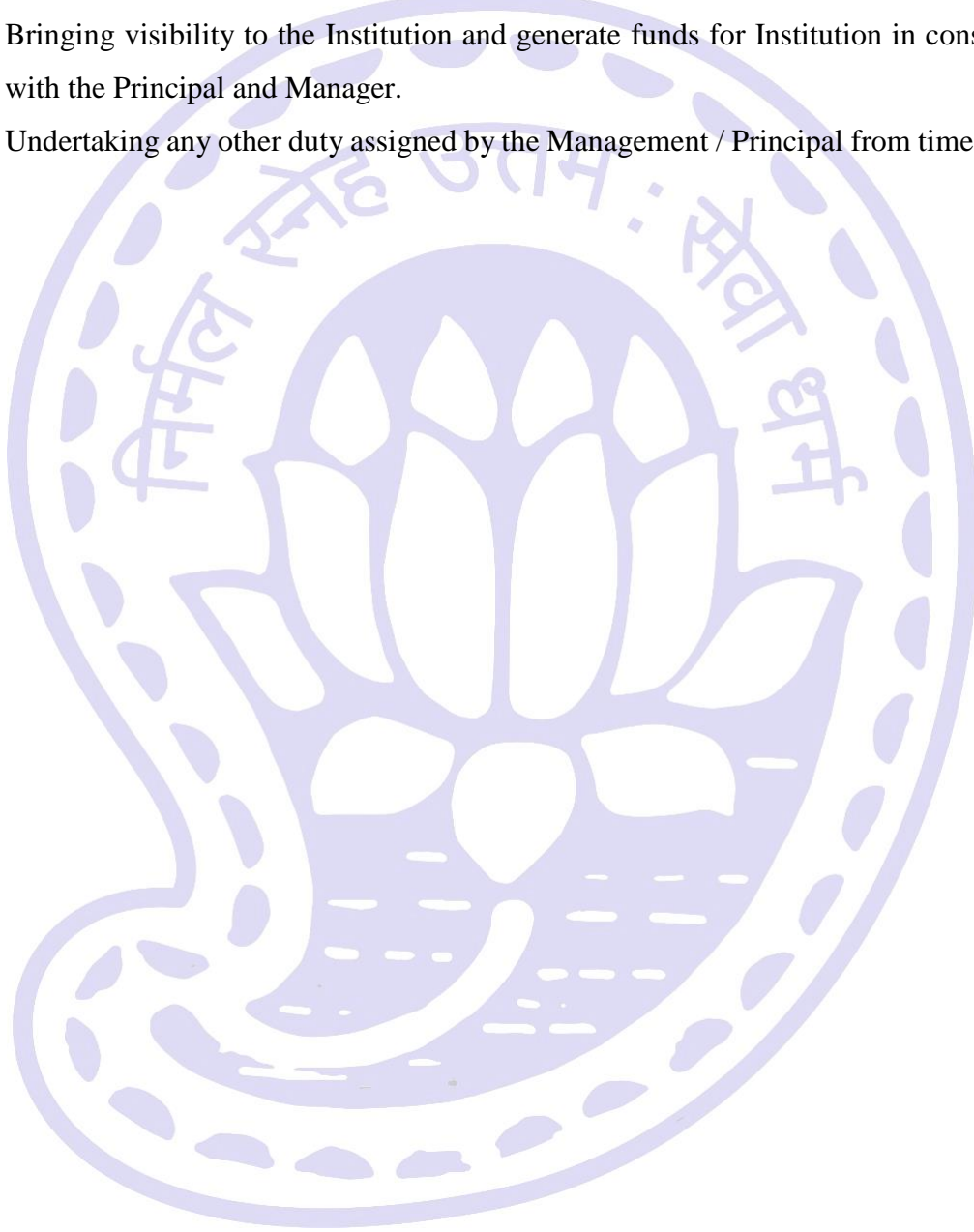
18. The staff welfare programs which include promotion of administrative staff and Career Advancement Scheme of teachers from time to time.
19. Acting as a mentor for teachers, administrative and other staff of the College.
20. Monitoring and supervising the maintenance and updating of the College website giving all mandatory disclosures of the College and adopt ICT in governance and administration.
21. Practicing inclusive leadership and participatory Governance by involving all teachers and other staff in various committees for the smooth functioning of the College.
22. Connecting the College with societal needs.
23. Preparing Institutional development plan for every five years along with action plan for implementation.
24. Excellence in curricular, co-curricular, and extra-curricular activities in the college and to encourage and facilitate the participation of students and staff (teaching & non-teaching) in co-curricular and extra-curricular activities within and outside the college.
25. Networking, liaising, collaborating, and building visibility of the college at local/regional/national/global level.
26. Undertaking any other duties and responsibilities relating to the administration of the College assigned by the Management from time to time.

## **Roles and Responsibilities of the IQAC Coordinator**

IQAC Coordinator shall be responsible for

1. Developing a system for conscious and consistent improvement in the overall performance of the College.
2. Development, application and monitoring of quality benchmarks for various academic and administrative activities of the College in consultation with the Principal/Manager
3. Development and implementation of quality benchmarks / parameters for various academic and administrative activities of the institution.
4. Development and maintenance of institutional data base through MIS for the purpose of maintaining and enhancing the institutional quality.
5. Convening IQAC committee meetings at least thrice a year and record/upload the minutes of the meeting
6. The development of Quality Culture in the College and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
7. The planning and implementation of participatory governance in the College with the approval of Principal and Manager.
8. Organizing “Academic Retreat and Strategic Planning” of the College in consultation with the Principal and Manager.
9. The development of Strategic Plan and Vision statement of the College in consultation with the Principal and Manager.
10. Conducting Internal Academic as well as Administrative Audits in consultation with the Principal.
11. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
12. Collecting and analyzing Student Feedback/Parents Feedback
13. Dissemination of information on various quality parameters of higher education.
14. Organization of inter and intra institutional workshops, seminars on quality related themes.
15. Documentation of the various programs/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.

16. Preparation of the Annual Quality Assurance Report (AQAR), Self-Study Report (SSR), and any other documents as per guidelines and parameters of NAAC, to be submitted to NAAC.
17. Preparation of the Quality Reports/Data as per guidelines and parameters of various ranking agencies, to be submitted to those agencies.
18. Bringing visibility to the Institution and generate funds for Institution in consultation with the Principal and Manager.
19. Undertaking any other duty assigned by the Management / Principal from time to time.





## **Roles and Responsibilities of the Director (Research)**

Director (Research) will be responsible for

1. The development of a compelling and inclusive vision for research in the College
2. Managing effectively and efficiently the research programs and administration affairs of the Research Centre of the College.
3. Proposing and initiating new avenues of research thereby promoting a research culture in the College.
4. Providing strategic leadership in developing and refining the College's research mission and activities towards meeting current and future needs
5. Assisting faculty to form successful collaborative research groups that integrate and support individual, community-based, and team-based programs of research
6. Identifying opportunities for externally funded R&D projects, motivate faculty to apply for funding, submit project proposals, and follow up with the funding agencies for securing sanction of projects.
7. Providing consultation regarding preparation of research proposals and potential funding.
8. Creating an environment conducive to intellectual and research growth.
9. Creating mechanisms to facilitate multi-disciplinary research activities.
10. Building strong intra-and-inter-professional relationships that enhance new and existing research linkages, between research staff and teaching faculty, College and community engaged research enterprises, and local, national and international researchers.
11. Submitting quarterly reports to Principal and Manager on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
12. Organizing national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas in collaboration with the Departments of the College.
13. Developing plans, and co-ordinate efforts of the Departments of the College, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

14. Forming a College Research Committee composed of distinguished faculty members having aptitude for research and, members from industry/ Research & Development organizations to address the issues of research.
15. Motivating faculty and staff for research publications in national, international journals; paper presentations in regional, national, and international conferences.
16. Maintaining data base of paper presentations, paper publications, publication of books, by the faculty of all the Departments of the College including research awards, recognition received by them from reputed professional bodies and agencies.
17. Identifying opportunities for externally funded R&D projects, motivate faculty to apply for funding, submit project proposals, and follow up with the funding agencies for securing sanction of projects.
18. Bringing visibility to the research Centre.
19. Generating funds from various funding agencies to attract and retain research staff and to effectively run the research Centre.
20. Undertaking any other duty assigned by the Management / Principal from time to time.

## **Roles and Responsibilities of the Librarian**

Librarian shall:

1. Be the custodian of the Library assets including infrastructure
2. Ensure that students and staff have access to all the literature that may be needed for their scholarly activities.
3. Manage the physical as well as digital library of the College and ensure that all employees and students have access
4. Prepare the library budget and policies relating to the physical/digital library.
5. Develop and maintain the database of the College comprising of Student/Staffs' dissertations/ theses/ research papers/ working papers/ major or minor research projects / reports/ Detailed Project Reports/ Assignments on Idea-Generation etc.
6. Register all the students/staff in the N-List / Inflibnet / NDL / any other databases / E – libraries.
7. Be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the library committee about the same for procurement
8. Ensure procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
9. Provide URL links/resources for information on various study materials
10. Weed out obsolete study material as per the College norms and ensure the proper disposal of the weeded out material
11. Ensure availability of reprographic facilities in the library
12. Maintain the books in the library in good condition
13. Seek reviews on books recommended and suggestions / feedback on databases used and act on feedback in consultation with the HoD//Principal/Manager.
14. Provide adequate access and borrowing facilities to faculty pursuing doctoral program.
15. Facilitate the conduct of reading sessions and organize various functions and activities such as Library Week or install clubs such as Reading Club essentially to develop a very interactive and vibrant reading culture among the students and staff.
16. Ensure availability of previous years' question papers (end semester examination), academic regulations, course files, lab workbooks, syllabus copies, and thesis/dissertation reports.

17. Coordinate with Departmental library in-charge for smooth functioning of Departments' library.
18. Provide all statistical information pertaining to the library as required by the Office of the IQAC Coordinator
19. Conduct an annual audit of the library assets and its infrastructure and submit a report to the Office of the Manager through Library Committee
20. Be updated with latest technological up gradation in Library Management and be instrumental in doing the same as found feasible by Principal and Manager.
21. Organize book fairs, etc. and generate funds for the Institute/College.
22. Maintain Annual Department Reports, College magazines of each year, photographs & videos of various activities of the College, Presentations of faculty and video recording of industry led lectures
23. Undertake any other duty assigned by the Management / Principal / from time to time.



## **Roles and Responsibilities of the HoD**

HoD shall:

1. Be ex-officio Chairperson of all Departmental Committees.
2. Supervise and control the working of the teachers and the employees working in the Department.
3. Allocate the subjects to the faculty members well in advance before commencement of the semester in consultation with the teachers during the department meeting.
4. Collect lesson plans from teaching staff before the commencement of semester and ensure that the information provided is in accordance with the format.
5. Interact with students (Section wise) of their Department once in a month, identify their Challenges and Concerns and find solutions in consultation with the Principal.
6. Verify the student attendance registers maintained by the staff members once a month and submit a report to the Principal.
7. Instruct the faculty maintain the confidentiality of the Question Papers and also to evaluate the answer scripts promptly to meet the deadline given by the Chief Conductor of Examination.
8. Observe the dress code among students and instruct the respective Class Coordinators to implement the dress code among the students.
9. Convene Departmental Staff meeting once in a month on the day allotted and have the minutes of the meeting recorded and share them immediately with Principal/IQAC Coordinator and Manager.
10. Coordinate with visiting faculty and be responsible for their evaluation related aspects.
11. Review the Performance Based Appraisal Reports of the teachers and employees working in the Department and submit Confidential Reports to the /Principal/ Manager.
12. In consultation with the Department Staff meeting, prepare the annual financial estimate of the Department, Department time table and Department Academic Calendar.
13. Prepare in consultation with Department Staff, a developmental plan with regard to infrastructure requirement, linkages, new courses and research plans of the Department in continuation of earlier plans.

14. Plan co-curricular and extra-curricular activities of the Department in consultation with Department Staff.
15. Monitor the purchase of equipment, chemicals, books, stationery etc. which are required for the Department as per the procedure laid down by the College.
16. Be responsible for the smooth conduct of the examinations/tests of the Department in coordination with the Examination Committee.
17. Assist the College in the smooth conduct of the College and University Examinations in coordination with the Examination Committee.
18. Ensure that the students of his/her Department register their feedback about the entire faculty member and the college as and when instructed by the IQAC Coordinator//Principal/Management of the College.
19. Coordinate with the Office of the IQAC Coordinator to ensure that the students of the Department, their parents and other stakeholders record their online feedback on quality-related institutional processes.
20. Take action with the approval of the IQAC Coordinator//Principal/Manager on feedback response collected from students, parents and other stakeholders on quality- related institutional processes
21. Inform the concerned authorities of any important information of events taking place in the Department from time to time
22. Coordinate the quality-related activities of the Department and document these activities leading to quality improvement in the Department
23. Coordinate the dissemination of information on various quality parameters set by the IQAC Coordinator among various stakeholders of the Department
24. Oversee the maintenance and updating of the files as given by the IQAC Coordinator//Principal/Management of the College
25. Support the IQAC Coordinator by submitting the Department Quality Assurance Report (DQAR) as and when asked for.
26. Coordinate the timely and efficient execution of the decisions of IQAC in the Department.
27. Call for DQAC meetings of the Department twice a semester and record/upload minutes of the meeting.
28. Conduct Academic and Administrative Audits of the Department other than that proposed by the College.

29. Develop and maintain various Departmental files for the purpose of Academic and Administrative audit by internal and external agencies.
30. Be responsible for the effective planning and organization of a minimum number of activities/seminars/conferences as decided by the CMC of the College.
31. Be responsible for the maintenance of discipline in the Department and ensuring that the faculty and students follow the rules and regulations of the College.
32. Anticipate future trends for his/her departments discipline and is responsible for the overall development of the department and its curriculum needs.
33. Be responsible to support the process of admissions.
34. In consultation with /Principal, Manager and IQAC should bring visibility to Department and College.
35. Ensure completion of syllabus and arrange extra classes as required in consultation with the /Principal.
36. Undertake any other duty assigned by the Manager / Principal / from time to time.

## **Roles and Responsibilities of Coordinators**

The Coordinator shall:

1. Be the focal point of interaction with the students of the concerned program.
2. Serve as the liaison between the students and the Principal / HoD / faculty members.
3. Monitor class schedules on day to day basis, and maintain the decorum and discipline of the assigned program
4. Seek feedback from Class Representatives and students on a regular basis with the approvals of HoD / Principal / Manager (A copy to be given to the HoD /Principal).
5. Oversee and monitor students' academic progression, attendance and provide timely feedback (A copy to be given to the HoD / Principal).
6. Be the first point of contact to address all students' grievances
7. Be responsible for arranging Open House meetings once a year in consultation with the HoD / / Principal
8. Be responsible for analyzing the examination results of the batch
9. Counsel the students who are absent or having other issues for the mid test or irregular in their class work.
10. Be responsible for motivating the students to attend seminars and present papers in Conferences / Seminars at regional / national level.
11. Take written permission from Principal and Manager to go for picnics / tours / Industrial Visits or any such activity with the students and to arrange any co-curricular activity in/out of the College's premises.
12. Allocate the students to the teacher-mentors in consultation with the HoD//Principal in the beginning of the academic year.
13. Be responsible for the maintenance of discipline in his/her concerned class.
14. Oversee that the syllabus is completed by all teachers and if required to arrange extra classes with the permission of HoD, Principal and Manager.
15. Plan the physical infrastructure requirement for any activities, classes etc.
16. Undertake any other duty assigned by the Management / Principal / HoD from time to time.



## **Roles and Responsibilities of the Placement coordinator**

The Placement Coordinator shall

1. Organize regular Classes /sessions for Soft Skills Development of students for better performance in the placement process.
2. Be responsible for directing the student placement coordinators of the Department and assigning them tasks as and when required
3. Prepare the database of all final year students and share the database with the Companies / Industries as per their requirements & eligibility criteria along with a tentative, mutually convenient date for the campus interviews.
4. Update the database of students regularly, which needs to be shared with prospective employers.
5. Monitor and supervise the regular online updating of student progression of each Department
6. Develop various materials/website which support placements (Brochure – soft and hard copy, placement practice books etc.)
7. Invite Companies/Industries for recruiting students through Campus Drives
8. Finalize the suitable date of campus drive after interaction with the Company Personnel.
9. Make all the necessary arrangements of Venue & Resources for organizing campus drive.
10. Form an active team comprising Faculty and Students placement coordinators for effective coordination.
11. Collect and document appointment letters or correspond with the respective employers to get them.
12. Distribute appointment letters and collect/document acceptance letters from the students and dispatch to employers.
13. Send monthly status report to the /Principal/Manager on placement related aspects.
14. Approach companies for the campus drive who are following ethical business procedures.
15. Undertake any other duties and responsibilities relating to the placements of the College assigned by the Management / Principal from time to time.

## **Roles and Responsibilities of Committee Conveners**

The Committee Conveners will be responsible for

1. Providing high quality student led activities (minimum two events per semester).
2. Ensuring proper deployment of staff and students for the successful and safe conduct of the program and activities
3. Encouraging students to join the Committees, publicize the committee activities. Document/report the activities and report the same to Principal, IQAC, and Manager
4. Encouraging students to take initiatives in planning and organizing events
5. Acting as the mentor for new student volunteers and ensure continuity in activities by providing opportunities for new student leaders, appropriate stimulation and support to students
6. Overseeing the schedule of events and deploy students and staff as and when needed
7. Approving all communications and will serve as the primary source for event information
8. Liaising among members, the College administrative office and other Committees
9. Creating ad hoc committees for the planning and execution of events
10. Undertaking any other duties assigned by the Management / Principal from time to time.

## **Roles and Responsibilities of Cultural Committee Coordinator**

The Cultural Committee Coordinator will be responsible for

1. Providing high quality extra-curricular student-led activities in the College.
2. Directing the student and staff representative from each Department and assigning them tasks as and when required.
3. Overseeing the schedule of extra-curricular events and will ensure proper deployment of staff and students for the successful conduct of the extra-curricular programs.
4. Developing an annual plan and budget for events and activities and take approval of the /Principal and Manager.
5. Encouraging students to take initiatives in planning and organizing extra-curricular events.
6. Documenting and maintaining records of all extra-curricular events
7. Planning, organizing and supervising various Extra/Co-curricular events in the Department/College (Inter / Intra level collegiate competitions) in consultation with the Stakeholders and Principal.
8. Planning and organizing events for each academic year in the Department/College in consultation with the HoD and the Student Council Coordinator and in collaboration with Program Cultural Committee
9. Identifying and encouraging students in the College with special talents in fine arts, performing arts, literary events and encourage them to participate in Local, District, State, National and International level events with the approvals from /Principal and Manager.
10. Identifying the infrastructure for the purpose of practicing for these events with written permissions from the Principal and Manager.
11. Undertaking any other duties assigned by the Management and Principal from time to time.

## **Roles and Responsibilities of Sports Coordinator**

The Sports Coordinator will be responsible for

1. Directing the student and staff Sports Committee representatives from each of the Department and assigning them tasks as and when required
2. Identifying and encouraging students with special talents in athletics & games and encourage them to develop their skills.
3. Developing an annual plan for sports development of students and staff of the college.
4. Organizing periodic indoor sports events, commemoration of International Yoga Day and the International Sports Day, Annual sports day of the college.
5. Identifying and encouraging students with abilities in athletics and games to participate in Local, District, State, National and International level events.
6. Planning, organizing and supervising various intra/inter College athletic events and games in consultation with the Principal and Manager.
7. Monitoring and managing the students representing the college in various sports meets from their respective Departments and ensure that they meet all the academic pre-requisites for the completion of their program.
8. Documenting the participation and accomplishments of students' in Local, District, State, National and International events.
9. Ensuring that the qualifying students are awarded their bonus marks as per University directives.
10. Undertaking any other duties assigned by the Management and Principal/ from time to time.



## **Roles and Responsibilities of Institution Innovation Council Coordinator**

The IIC Coordinators will be responsible for

1. Creating entrepreneurial and innovation culture in the College.
2. Directing the student IIC coordinators of the Departments and assigning them tasks as and when required
3. Organizing Entrepreneurship and Innovation Awareness Programs, Entrepreneurship Skill Development Programs and Innovation Development Programs in the Department/College
4. Guiding and assisting prospective entrepreneurs in the Department/College on various aspects such as preparing business-plan, their execution, fund raising and its optimum utilization in the Department/College.
5. Organizing workshops, guest lectures, Seminars, entrepreneur talks, meet the start-ups etc. for promotion and growth of entrepreneurship in the Department/College
6. Identifying students in the Department/College with innovative ideas and creating a platform for them.
7. Helping convert the ideas of students into products by mentoring, prototyping, and networking
8. Generating seed funding from Alumni, Industry and other stake holders
9. Following guidelines of IIC, Ministry of Human Resource, and Government of India.
10. Undertaking any other duties assigned by the Management / Principal, from time to time.

## **Roles and Responsibilities of Social Media Convener**

The Media Coordinators shall

1. Support all internal communications with media and update to Internet.
2. Develop, maintain and manage relations with external audiences, media as well as non-media to convey required message.
3. Regularly update the website and all the social media sites of the College.
4. Coordinate focused PR tasks and events with varied departments as guided by HoD//Principal/Manager.
5. Supervise media to report coverage on all activities being organized by the Departments/College.
6. Coordinate suitably with production and distribution of various print materials of the Departments/College.
7. Develop, update and maintain all media lists.
8. Involve Department staff in discussions and meetings along with team members before publishing any document in traditional and new media.
9. Bring visibility of the Institution and its activities.
10. Undertake any other duties assigned by the Management / Principal from time to time.



# **E. Committees, their Roles and Responsibilities**

## College Development Committee

The College Development Committee (CDC) is an apex body of the college that plans and executes the integrated developmental activities of the institution. It is the principal advisory body to the Governing Body of the College and has to be formulated as per the guidelines of University of Mumbai and section 97 of the Maharashtra Public Act, 2016.

*Constitution of College Development Committee:* the members of the college development council are as follows:

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
2 Members	Management	<ul style="list-style-type: none"> <li>• Chairperson of the management or his nominee ex-officio Chairperson</li> <li>• Secretary of the management or his nominee</li> </ul>
4 Members	Teaching staff of the College	<ul style="list-style-type: none"> <li>• One head of department, to be nominated by the principal or the head of the institution</li> <li>• Three teachers in the college or recognized institution, elected by the full-time teachers amongst themselves out of whom at least one shall be woman.</li> </ul>
1 Member	Non-teaching staff of the College	<ul style="list-style-type: none"> <li>• One non-teaching employee, elected by regular non-teaching staff from amongst themselves</li> </ul>
4 members	Educationist or Industrialist or research expert or Social Activist	<ul style="list-style-type: none"> <li>• Nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus</li> </ul>
2 Members	Student Council Members	<ul style="list-style-type: none"> <li>• President and Secretary of the College Students' Council</li> </ul>



1 Member	Co-coordinator, Internal Quality Assurance Cell of the college	• Ex-Officio
1 Member	Principal of the college or head of the institution – Member - Secretary	• Ex-Officio

*Meetings:* The College Development Committee shall meet at least four times in a year.

*Functions of the College Development Council:* The College Development Committee shall,

- Prepare and recommend to the Management / Governing Body 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;
- Prepare the overall teaching programs or annual calendar of the college;
- Recommend to the Management / Governing Body about introducing new academic courses and the creation of additional teaching and administrative posts;
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- Make specific recommendations to the Management / Governing Body to encourage and strengthen research culture, consultancy and extension activities in the college;
- Make specific recommendations to the Management / Governing Body to foster academic collaborations to strengthen teaching and research;
- Make specific recommendations to the Management / Governing Body to encourage the use of information and communication technology in teaching and learning process;
- Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college;
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the Management / Governing Body for approval;

- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- Frame suitable admissions procedure for different programs by following the statutory norms;
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college;
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- Recommend the distribution of different prizes, medals and awards to the students;
- Prepare the annual report on the work done by committees for the year ending on the 30th June and submit the same to the Management / Governing Body of the college and the University;
- Perform such other duties and exercise such other powers as may be entrusted by the Management / Governing Body and the University.

## College Management Council

*Constitution of College Management Council:* the members of the College Management Council are as follows:

- Vice President (Chairperson for the College Management Council)
- Manager
- Principal (Ex-Officio Secretary)
- (SF)
- IQAC Coordinator (Member Secretary of the Council)
- Head of the Departments
- – Research Unit

*Meetings:* The College Management Council shall meet at least twice in a month.

*Functions of the College Management Council:* The College Management council shall be,

- Responsible for development, administration, management and day to day operations of the College.
- To ensure practices and policies of the College are practiced to enable students, staff, and faculty to work in a safe, secure environment.
- To create an environment that encourages excellence, innovation, and inclusion.
- To work strategically and tactically with the Management / Governing Body to promote and implement the College's Mission and strategic plan in the area of professional education.
- To contribute to the collective decision-making and strategic planning of the College.
- To oversee all the committees in the college, co-curricular and extra-curricular activities proposed in the college.
- To establish a culture of innovation in program design, research, and teaching.
- To manage conflict of interests relating to faculty, students/trainees, and staff in the college
- To promote the effective collaboration of the College with other educational institutions in and across India.

- To develop and foster research and training partnerships with internal and external scientific entities, including other Schools/Colleges/Initiatives at the University and external funding agencies and industries.
- To provide guidance in the development of international strategic partnerships involving education or student training/service within the professional program.





## **Finance Committee**

The Finance Committee maintains a continuing review of the financial affairs of the College. It makes appropriate recommendations to the Governing Body of the College about the proper utilization of funds of the College, financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

*Composition:* the members of the Finance Committee are as follows:

- Manager (Chairperson for the Finance Committee)
- Principal (Member Secretary of the Committee)
- Financial Administrator
- Accountant

*Tenure:* the tenure of the Committee shall be for 3 years

*Meeting:* The College Finance Committee shall meet at least once in a fortnight and two third members shall constitute the quorum.

*Functions of the finance Committee:* the functions of the Finance Committee are as follows:

- To consider the financial estimates (budget)/Handle/Monitor/Update relating to the grants received/ receivable from University Grants Commission such as but not limited to Salary/Non-Salary Grants, RUSA grant, funding from Government organizations/programs, funding from NCC/ NSS, and other funding agencies, etc.
- To recommend for the approval of the prepared utilization certificate to be submitted to various funding agencies
- To consider the financial estimates (budget) relating to the start of new programs, research proposals etc.
- To prepare and submit annual budget for various governmental funds
- To see that expenses incurred have budgetary provisions.
- To handle all financial matters relating to the research projects awarded to the staff of the College.
- To recommend for approval/rejection of financial proposals made by other committees / Departments with or without modification
- To check whether necessary formalities have been observed in incurring the expenses as per the approved proposals

- To submit the report of the purchases made semester wise to the Governing Body.
- To plan strategies for resource mobilization, including corpus fund, CSR, crowd-funding, seed funding for various requirements of the College
- To carry out any other function as may be assigned by the Governing Body of the College.



## **Grievance Redressal Cell (for Students) <sup>3</sup>**

Grievance Redressal Cell addresses all student and parent grievances. The Cell has to maintain a conducive and unprejudiced educational environment where complaints of students and parents are redressed. All complaints are addressed by the Grievance Redressal Cell and a report is submitted to College Management Council.

The complaint management mechanism is carried out at three levels in the Institution:

1. All Departmental level grievances are attended by the Departmental Student Grievance Redressal Committee
2. Unresolved grievances at the Departmental level are referred to the College Grievance Redressal Cell. The students can approach the College Grievance Redressal Cell with their complaints of common interest too. They can directly communicate them to the Principal or submit an application seeking Redressal of grievance through the online grievance portal of the College.
3. Unresolved grievances at the College level are referred to the Governing Body of the College.

### **Departmental Grievance Redressal Committee**

A complaint by an aggrieved student relating to a Department shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted at the level of the Department, as the case may be, and with the following composition, namely

- Head of the Department, by whatever designation known – Chairperson;
- Two Professors, from outside the Department to be nominated by the Principal–Members
- A member of the faculty within the department, well-versed with the mechanism of grievance Redressal to be nominated by the Chairperson – Member

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<sup>3</sup> *University Grants Commission (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 F.91-1/2013(TFGS) 2nd May, 2016 M/HRD Ref.No.12-13/2015-U-1 dt.1.4.2016*

- A representative from among students of the department to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

In considering the grievances before it, the DGRC shall follow principles of natural justice and shall upload its report with recommendations, if any, to the online grievance portal (MIS), within a period of 10 working days from the date of receipt of the complaint.

*Term:* The term of the Chairperson, members of the Committee, and the special invitee shall be of two years. The quorum for the meeting of DGRC, including the Chairperson, but excluding the special invitee, shall be three.

In considering the grievances before it, the DGRC shall follow principles of natural justice and shall submit its report with recommendations, if any, to the Principal<sup>4</sup>, with a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

#### College Grievance Redressal Committee

- Principal of the college – Chairperson;
- Three senior members of the teaching faculty to be nominated by the Principal – Members;
- A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

*Term:* The term of the members and the special invitee shall be two years. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

In considering the grievances before it, the CGRC shall follow principles of natural justice and shall send its report with recommendations, if any, to the Governing Body of the College, within a period of 15 days from the date of receipt of the complaint.

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<sup>4</sup> *Principal may initiate immediate actions on the recommendation and a report on the same has to be submitted to College Development Council.*



#### Procedure for redressal of Grievance by the Grievance Redressal Committee

1. An aggrieved student may submit an application seeking redressal of grievance through the online Grievance portal of the College or in writing to the Class Coordinator / HoD/ Principal.
2. On receipt of an online complaint or a written complaint, the same shall be forwarded within 24 hours of the receipt of the complaint, to the appropriate Student Grievance Redressal Committee (either Department Grievance Redressal Committee or College Grievance Redressal Committee), along with its comments.
3. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated with the aggrieved student within 3 working days (the student may be instructed to register the grievance online if the grievance is submitted in writing).
4. Grievances not resolved by the Department Grievance Redressal Committee within 15 working days shall be referred to the College Grievance Redressal Committee. Grievances not resolved by the College Grievance Redressal Committee within 15 working days shall be referred to the Governing Body of the College.

## Internal Quality Assurance Cell

Internal Quality Assurance Cell (IQAC) is conceived as a mechanism to build and ensure a quality culture at the institutional level. The College should have an Internal Quality Assurance System (IQAC), with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the Colleges. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence.

*Constitution of the IQAC Committee:* the members of the IQAC committee are 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, and Stakeholders
7. IQAC Coordinator

*Term:* The term of nominated members in the committee shall be for a period of two years.

*Meetings:* The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two third of the total number of members.

*Functions of the IQAC committee:* The IQAC Committee will be responsible for

1. The Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
4. Dissemination of information on the various quality parameters of higher education;

5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
6. Documentation of the various programs/activities of the College, leading to quality improvement;
7. Acting as a nodal agency of the College for coordinating quality-related activities, including adoption and dissemination of good practices
8. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
9. Development of the Annual Quality Assurance Report (AQAR) and Self Study Report (SSR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC) in the prescribed format;
10. Preparation of the Quality reports/Data as per guidelines and parameters of various ranking agencies (Ex. NIRF, AISHE), to be submitted to those agencies.
11. Set standards, theme for the college each year and plan long term also.

## **Academic and Administrative Audit Committee**

Academic and Administrative Audit (AAA), is mandatory for the excellence in Higher Education Institutions (HEIs). These are interrelated concepts, because in order to have a quality oriented academic, there should be a strong administrative background.

*Composition:* As resolved by the Governing Body of the College (Chair of the committee will be the Principal and co-chair will be IQAC Coordinator)

*Tenure:* 3 years

*Meeting:* The Academic and Administrative Audit Committee shall meet as and when required and two third members shall constitute the quorum.

*Functions of the Academic and Administrative Audit Committee:* The functions of the Committee are as follows:

- To act as an independent committee in order to audit all of the College's processes and mechanisms that contribute to the quality of the student learning experience and the standards set by IQAC.
- To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest methods for improvements.
- To develop and undertake an annual Academic and Administrative Audit in the College
- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- On the basis of these audit reports, make recommendations to the management of the College, and to other committees as appropriate.
- To report to College Development Council of the College, if major planning or resourcing issues are identified.



## **Anti-Ragging Committee<sup>5</sup>**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, the UGC has mandated that every educational institute has to constitute an anti-ragging committee and an anti-ragging squad. Guidelines of the various measures on preventing ragging from happening and action to be taken against students for indulging and abetting ragging are also mentioned.

*Composition of the Anti-Ragging Committee:* The College shall constitute an Anti-Ragging Committee to be nominated and headed by the Principal, consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of level as well as gender.

*Composition of the Anti-Ragging Squad:* The College may constitute an Anti-Ragging Squad to be nominated and headed by the Principal, with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions. The Anti-Ragging Squad shall have representation of various members of the campus community (teaching and non-teaching staff) and shall have no outside representation. The Squad must remain mobile, alert and active at all times.

*Affidavits to be maintained by the College:* The College has to collect and maintain the following printed affidavits from students, their parents, teaching and non-teaching staff (preferably both in English and Hindi/Marathi) and are as follows:

The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately<sup>6</sup>.

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<sup>5</sup> UGC (Curbing the Menace of Ragging in Higher Educational Institutions (Amendment) Regulations, 2012. No.F.15-3/2012 (ARC) dated 8.10.2012

1. The affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
2. Affidavit from every employee of the Institution including teaching/non-teaching staff, contract employee in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice.

#### Roles and Responsibilities of Anti Ragging Committee

1. To ensure compliance with the UGC regulation 2009 and to uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
2. To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution.
3. To make known to all students, the prevalent directives and the action that can be taken against those indulging in ragging;
4. To consider the complaints received from the students, to constitute an Enquiry Commission on that complaint, to conduct an enquiry and initiate necessary action based on the recommendations.
5. To oversee the procedure of obtaining an undertaking from the students/parents/employees in accordance with the provisions;
6. To conduct workshops/seminars/awareness programs against ragging menace and orient the students and use any other creative avenue to spread the idea.
7. To provide students the contact information of the person(s) identified to receive complaints/distress calls / Nodal Officer / Online Grievance Portal.
8. To offer counselling services and create awareness among the students;

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<sup>6</sup> *A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.*

9. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.
10. To ensure anti-ragging warning in the Institution's prospectus and information booklets/brochures
11. To update the website of the College with all the necessary information pertaining to Anti-Ragging.
12. To interact and counsel students to detect early signs of ragging and identification of trouble-triggers.
13. To conduct inspection at hostels, students' accommodation, canteens, rest cum recreation rooms, toilets, bus stands
14. To adopt any other measure which would augur well in preventing / quelling ragging and any uncalled for behavior.

The procedure for handling issues of ragging will be as follows:

1. The information on ragging can be received in the following manner :
  - a) Through the notified contact details of the Nodal Officer / Committee members / national help-line number.
  - b) Through the Online Grievance Portal of the College
  - c) Through any other member of the College.
  - d) From any external source.
2. In the event of receipt of information of ragging, he/she shall promptly alert/inform the Convener/Coordinator of the Anti-Ragging Committee of the College or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.
3. The Anti-Ragging Committee of the College shall conduct a preliminary on-the-spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Principal of the Institution. The activity shall be completed, at the most, within twenty hours of receipt of information.
4. On receipt of information / preliminary on-the-spot enquiry report, the Convener/Coordinator of the Committee shall immediately proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information.
5. The Anti-Ragging Committee of the College shall promptly conduct enquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.



6. The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Convener/Coordinator of the Anti-Ragging Committee of the Institution within fifteen days of the incident.
7. Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for deciding the punishment for the erring students following the provisions of Clause 9.1 of the UGC Regulations.

### **Internal Complaints Committee<sup>7</sup>**

*Composition of the Committee:* the committee shall have the following composition

1. The Presiding Officer shall be a woman faculty employed at a senior level at College from amongst the employees: Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace (Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other Department or organization)
2. Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge
3. Three Students (if the matter involved students), who shall be enrolled at the Undergraduate, Masters and Research Scholar levels respectively, elected through transparent democratic procedure.
4. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
5. Provided that at least one-half of the total Members so nominated shall be women.

*Term:* The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

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<sup>7</sup> *University Grants Commission (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 F.91-*

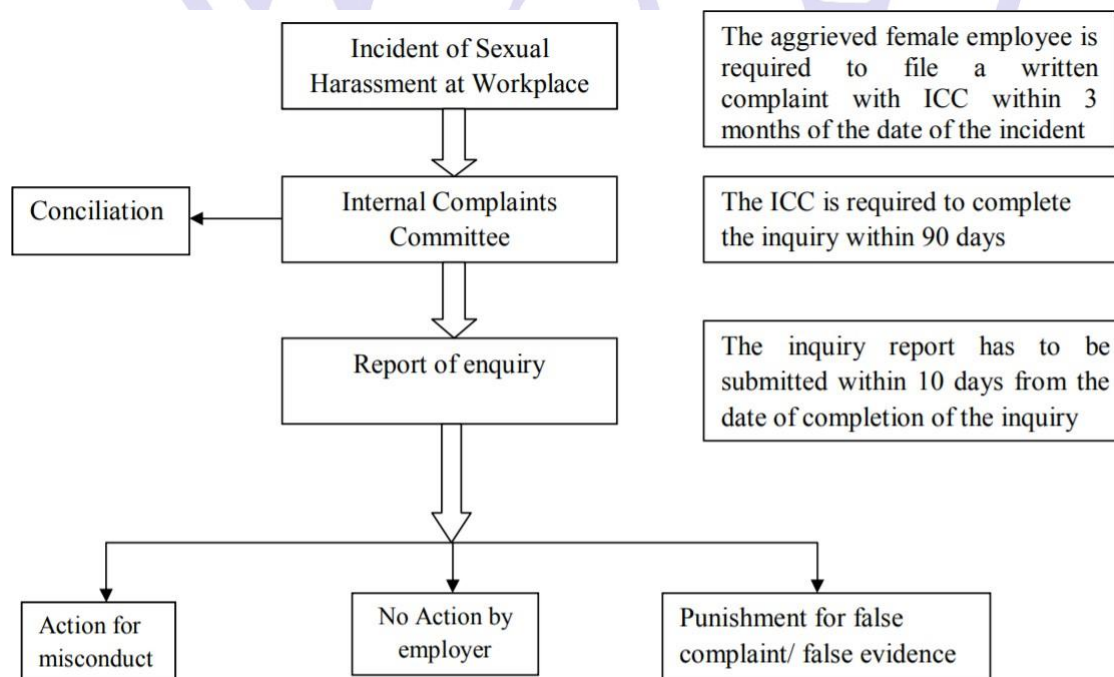


*Functions of the Committee:* The functions of the committee are as follows:

**To frame a comprehensive Anti-sexual Harassment policy**

- To conduct Capacity Building/Training programs on the issue of Prevention and Redressal of Sexual Harassment at Workplace through online or face to face sessions for all levels of employees
- To conduct Capacity Building/Training programs to create awareness on filing a complaint with the Internal Complaints Committee (ICC)
- To develop informative guides, manuals, posters and other ICC materials
- To advise and guide the management on legal and practical aspects of dealing with the issue.
- To organize orientation programs for the members of the ICC
- To deal with the complaints and conduct inquiry.
- To provide assistance to the woman if she chooses to file a complaint under IPC or any other law
- To initiate action under the IPC or any other law against the perpetrator or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place

**Procedure for filing complaint and conducting enquiry**



## Discipline Committee <sup>8</sup>

A College Discipline Committee shall ensure that the students follow the rules and regulations of the College and remain orderly and peaceful in the pursuit of their educational objectives/goals in the College.

*Composition of the Committee:* The Committee shall have the following composition

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Principal	<ul style="list-style-type: none"><li>• Chairperson of the committee</li></ul>
1 Member	Teaching Staff of the College	<ul style="list-style-type: none"><li>• Coordinator selected by the Principal in consultation with the Management</li></ul>
5 Members	Teaching staff of the College	<ul style="list-style-type: none"><li>• Selected by the Principal in consultation with the Management among which one would be the member secretary</li></ul>
1 Member	Non-teaching staff of the College	<ul style="list-style-type: none"><li>• Selected by the Principal in consultation with the Management</li></ul>

*Term:* The term of the Chairperson and members of the Committee shall be of one year. The quorum for the meeting, including the Chairperson, shall be two-thirds.

*Meetings:* The College Discipline Committee shall meet at least once in a month<sup>8</sup>.

*Functions of the Committee:* The functions of the Committee are as follows:

- To instill the values of our mother-land
- To maintain and enforce strict discipline within the College campus.
- To ensure a calm and peaceful academic atmosphere in the campus.
- To ensure that students don't get into physical confrontation among themselves.
- To take disciplinary action based on the rules and regulations of the College/committee.

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<sup>8</sup> The meeting can also be convened within 48 hours if a case of indiscipline has been brought to the attention of the Principal/Management and the number of meetings can be increased in a month depending on the gravity of the complaint

- To conduct enquiries on reports of indiscipline among students and to initiate model action against students involved in indiscipline
- To initiate steps to reduce violence/confrontations on campus
- To ensure that the students follow the rules, regulations and processes of the College
- To ensure that all the students attend classes regularly and systematically.
- To assist the College Anti-ragging Committee in preventing ragging in the College and help in spreading Anti-ragging campaign throughout the student community.



## Admission Committee

The predominant responsibility of the Committee is to facilitate the admission processes at College of Home Science, Nirmala Niketan in an ethical and transparent manner.

*Composition:* The composition of Admission Committee is as follows

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Principal	• Chairperson of the committee
1 Member	(SF)	
10 Members	Head of the Departments and coordinators	
1 Member	Non-teaching staff of the College	Selected by the Principal in consultation with the Management

*Tenure:* 3 years

*Meeting:* The College Admission Committee shall meet as and when required and two third members shall constitute the quorum.

*Functions of the Admission Committee:* the functions of the Admission Committee are as follows:

- To decide and oversee on all the matters relating to the admissions of students at Under Graduate programs, Post Graduate programs, Certificate programs, Diploma programs, Post Graduate Diploma programs and Research programs leading to Ph.D. Degree at the College
- To develop and review the admission policy and practices of the College following the norms of the University/UGC/Government.
- To set benchmarks for admission criteria and requirements, including the documentary evidence required to fulfil those criteria.
- To oversee the implementation of procedures for the recognition/ equivalency/ eligibility of the previous program attended by the candidate.
- To promote and implement fairness and consistency in the admission process
- To provide all information related to admissions in the College to the prospective students and parents.



- To issue admission notifications through various media
- To issue notifications for spot admissions as per the guidelines issued by the University / UGC / Government and by the concerned competent authority
- To submit the list of admitted students to the concerned competent authorities (University/Governmental agencies) and to get approval if required in a time bound manner.
- To take up any other activity related to admission deemed fit by the College.
- To apply rules applicable to Minority Institution and to keep the Manager and Principal/ updated.



## Attendance Monitoring Committee<sup>9</sup>

Attendance Monitoring Committee aims to institute discipline among the students in terms of punctuality and every day attendance (this also implies that students come to College on time).

*Composition of the Committee:* the committee shall have the following composition

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	A Senior Teacher	<ul style="list-style-type: none"><li>• Convener</li></ul>
10 Members	Nominated by the Principal / Head of the department representing each department at the college	<ul style="list-style-type: none"><li>• Of which one is elected as the Secretary.</li></ul>

*Term:* The term of the Convener and members of the Committee shall be of three years. The quorum for the meeting, including the Chairperson, shall be two third of the members.

*Meetings:* The College attendance monitoring committee shall meet as per the requirement and shall also meet once in every month.

*Functions of the Committee:* The functions of the committee are as follows:

- Dissemination of rules and regulations relating to attendance to all students
- Compilation of attendance records on a monthly basis
- Prepare periodically the list of defaulters and bring this to the notice of the students through the Department<sup>10</sup>

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<sup>9</sup> Ordinances 6086 of Mumbai University

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<sup>10</sup> The HoD has to send warning letters to the parents of the defaulting student at least twice in every semester & default list has to be displayed in the department notice board during the first week of every month for the previous month (also to collect signature of the students). If they are falling short of attendance continuously, the defaulting learners should also be called (along with the parent/guardian wherever necessary) to meet the Class Coordinator/HoD in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance.

- Recommend measures to check absenteeism
- Generate the defaulters' list and hand over one copy to the Examination Committee and a copy to the respective HoD's / Director (SF) (HoD's / Director (SF) shall mail to respective parents /guardians about their wards absence).
- Ensuring that only the eligible candidates are allowed to write the examination
- Consider application praying leave of absence and recommend names of students whose shortage of attendance deserves to be condoned as per the guidelines of the University.

### **Examination Committee**

The Examination Committee deals with various examinations held at the College for the University. Examination committee advises on all matters relevant to College of Home Science, Nirmala Niketan examinations, including but not limited to the development of examination time tables, timing, content, and evaluation of exams (for FY and SY examinations).

*Composition of the Committee:* the committee shall have the following composition

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	The Principal of the college	• Chairperson of the committee and Chief Conductor of Examination at the college
1 Member	(SF)	
4 Members	Teaching Faculty	• With ten (10) years teaching experience nominated by rotation according to the seniority
1 Member	Non-teaching Staff	• Selected by the Principal in consultation with the Management

*Term:* The term of the Chief Conductor of Examination and members of the Committee shall be of three years. The quorum for the meeting, including the Chairperson, shall be two third of

*Human Resources Policy and Procedures Manual of College of Home Science, Nirmala Niketan*  
the members.

*Meetings:* The College examination committee shall meet as per the requirement and shall meet at least twice in a year with at least two-third members to meet the quorum.

*Functions of the Committee:* The functions of the examination committee are as follows:

- To ensure the proper conduct of examinations and related processes.
- To appoint external examiners, paper-setters from the persons included in the panels prepared by the respective Boards of Subject.
- To obtain 3 sets of question papers for end semester examinations in sealed cover for a course. The Principal (Chief Conductor of Examination) shall draw at random one from these sealed cover with the seal intact.
- To investigate and take disciplinary action for mal practices and lapses on the part of the candidates, paper setter or any other person connected with the conduct of the examination, through the Committee for Prevention of Unfair Means (The recommendation of subcommittee shall be placed before the exam committee which shall take the disciplinary action in the matter as it deems fit with the approval of management.)
- To ensure strict vigilances during the conduct of examinations so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.



## Centralized Assessment Process Committee

At the College of Home Science, Nirmala Niketan, the assessment of the answer papers at the Semester End Examinations shall be centralized within the premises of the College. This Committee plans and manages the CAP Center to ensure smooth, efficient and effective conduct of CAP and Completion of the Assessment.

*Composition of the Committee:* the committee shall have the following composition

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	The Principal of the college	• CAP
1 Member	Sr. Faculty	• CAP Coordinator
1 Member	Accountant	• To support the CAP Coordinator in terms of financial transactions
1 Member	Clerk	• To support the CAP Coordinator
1 Member	Peon	• To support the CAP Coordinator

Functions: The functions of the CAP are as follows:

- To receive the bundles of answer books at the CAP center from the examination committee through proper channels, immediately after the examination is over.
- To coordinate, control, monitor and supervise the work of assessment / moderation of answer-books of the examination
- To appoint the concerned faculty of the college to assess the answer-books [for the assessment of answer-books, faculty with a minimum 1 year of experience is allowed to assess]
- To coordinate with the Principals of other concerned colleges for appointment of Moderators.
- To ensure that all the results of the examinations are published within thirty days of the last exam of the program,
- To ensure that the work of assessment and moderation has been completed within a stipulated time as per the schedule prescribed (i.e. 10 days).

- To arrange TA, DA & Local Conveyance (if applicable<sup>11</sup>), CAP allowances and remuneration and any other payments and to submit the income expenditure statement along with utilization certificate to the University.
- To ensure that the faculty from other colleges has to be paid on the same day of assessment/moderation<sup>12</sup>.
- To submit the mark-lists to the University along with the bills of remuneration prepared by the respective CAP/Coordinator.



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<sup>11</sup> According to the provision of ordinance 203, Schedule D, Clause B, it is to be noted that the faculty of the college doing assessment in their colleges is not eligible for TA, DA and local conveyance

<sup>12</sup> Honorarium payable to faculty of the college and remuneration payable to the non-teaching staff is to be paid at the end of the CAP Period

### **Committee for Prevention of Unfair means<sup>13</sup>**

On receipt of a report regarding use of unfair<sup>14</sup> means by any student<sup>15</sup> at any College examinations, including breach of any of the rules laid down by the college authorities, for proper conduct of examination, the Principal shall have the power at any time to institute an inquiry and to punish such unfair means or breach of the rules by exclusion of such student from the college examinations or from any college course in a College either permanently or for a specified period, or by cancellation of the result of the student in the institute examination for which the student appeared or by deprivation of any University/Institute Scholarship to him/her or by cancellation of the award of any University/institute prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination<sup>16</sup> held by the Colleges including breach of the rules laid down for proper conduct of examination, the Principal shall have the power at any time to institute an inquiry and to punish such malpractices or lapses by declaring disqualification of the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or any two or more of the aforesaid ways.

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<sup>13</sup> *Ordinance 5050 of Mumbai University*

<sup>14</sup> *The meaning of unfair means is annexed in Annexure C*

<sup>15</sup> *Student means and includes a person who is enrolled as such by the University/ college / institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It also includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination at the college.*

<sup>16</sup> *Malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination is annexed in Annexure D*

*Composition of the Committee:* the committee shall have the following composition

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
5 Members <sup>17</sup>	Faculty of the College (other than the Principal / Head)	• Selected by the Principal in consultation with the Management, one of whom shall be designated as Chairperson.

*Term:* The term of the Committee shall be five years subject to provision of Section 42 & 43 of the Maharashtra Universities Act 1994.

*Meetings:* The Committee for prevention of unfair means shall meet as per the requirement

*Functions of the Committee:* The Unfair Means Inquiry Committee will function as a recommendation in the form of a report to concerned competent authority<sup>18</sup>, which will issue final orders with regard to the penal action<sup>19</sup> to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity<sup>20</sup> has been given to the concerned implicated student in his/her defense, the principle of natural justice has been followed and recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

This committee shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated/ conducted college on behalf of the university

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<sup>17</sup> *The members appointed on the College Examination Committee shall not be appointed as members on the Unfair mean Inquiry Committee*

<sup>18</sup> *The Principal shall be competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the institute.*

<sup>19</sup> *Penal actions that can be taken against students is annexed in Annexure E*

<sup>20</sup> *The Procedure to be followed by the college and its representatives, once a student is caught for unfair means is annexed in Annexure F*



Examination results of the concerned student involved in such cases shall be held in reserve till the competent authority takes final decision in the matter and the concerned student shall be informed accordingly.

***Procedure for the committee on practice of unfair means by the student is mentioned as under:***

- The Principal of the College, or the Officer authorized by them as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student- himself/herself only shall present his/her case before the Committee.
- The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student, should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of delinquent.
- Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- The Committee should follow the above procedure in the spirit of the principle of natural justice.
- After serving a show-cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

- The Committee shall submit its report to the Principal along with its recommendations regarding punishment to be given or otherwise.

***Procedure for the committee malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations is mentioned as under:***

- The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to the University/ college shall be scrutinized by the concerned Officer/ In-charge of the Sub-Section/ College to which the case is primarily pertained at the Examination Section of the University/ college, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the Principal. If Principal is satisfied that there is a prima facie case, it shall place the same before the Unfair Inquiry Committee for further investigation<sup>21</sup>.
- The Principal, shall inform the implicated person (paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses or committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment<sup>22</sup> stipulated in the Show Cause notice be imposed.
- The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/ her and charge levelled against him/her therein. The concerned person himself/herself only shall present case before the committee.
- The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person, shall be shown to him/her

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<sup>21</sup> *The concerned Officer of the sub-Section/ Unit through which, the case has originated or the case is pertaining to, shall be the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.*

<sup>22</sup> *The stipulated punishment is annexed in Annexure G*

by the Inquiry committee if he/she presents himself/herself before the committee. The evidence, if any, should be recorded in presence of the delinquent.

- Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/ her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- The Committee should follow the above procedure in the spirit of principle of natural justice.
- If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/ her defense. Even after offering two chances, if the concerned person fails to appear before the committee, the committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.
- The committee shall submit its report to the Principal along with its recommendations regarding punishment to be given to the concerned person or otherwise.

## Placement Committee

The placement committee of the College, plays a vital role in building institute-industry interaction for mutual benefit. This committee shall also guide students in the matter of career options<sup>23</sup> and shall act as a liaison between the corporate world and the student community.

*Composition of the Committee:* the committee shall have the following composition

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Principal	<ul style="list-style-type: none"><li>• Chairperson of the committee</li></ul>
1 Member	(SF)	
1 Member	Placement Coordinator of the College	<ul style="list-style-type: none"><li>• Selected by the Principal in consultation with the Management. He/she may also be the member secretary of the committee.</li></ul>
Members from each Department	Faculty members	<ul style="list-style-type: none"><li>• Selected by the Principal in consultation with the Management<sup>24</sup> (the faculty should have some inclination towards placements)</li></ul>
1 Member	Administrative Staff	<ul style="list-style-type: none"><li>• Administrative staff nominated by the Principal in consultation with the Management</li></ul>

*Term:* The term of the Chairperson and members of the Committee shall be of three years. The quorum for the meeting, including the Chairperson, shall be two third of the members.

*Meetings:* The College placement committee shall meet as per the requirement with a quorum of two third members of the committee

*Functions of the Committee:* The functions of the committee are as follows:

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<sup>23</sup> *The committee may counsel the students to choose a professional career and could also guide them on various higher education opportunities they could have.*

<sup>24</sup> *The Departments are responsible for arranging summer internships of their respective students*



- Responsible for establishing industry – academia interaction between the College and industries
- Responsible for all the activities relating to the students placement.
- To prepare institute placement brochure and circulate amongst the identified industries.
- To prepare the database of all final year students and share the database with the Companies/Industries as per their requirements & eligibility criteria along with a tentative, mutually convenient date for the campus interviews.
- To coordinate with the different industries for on-campus and off-campus interviews of the students for providing suitable jobs in their organizations (Responsible for organizing campus placement drives).
- To formulate action plan to be implemented in arranging special training program for soft skills, mock interviews etc.
- To arrange for interview facilities<sup>25</sup> at the campus for smooth functioning of the placement process
- To collect the appointment letters from industry to distribute the same to students and collect acceptance letters from the students and dispatch to employers.
- To identify and generate funds for the Institution from Industry collaboration and Alumni

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<sup>25</sup> *Facilities may include rooms for interview, GD, written test, hospitality etc. to name a few*

## **Public Relation Committee**

This committee acts as a liaison between the College and the outer world which includes the digital as well as the traditional media. This committee promotes the institute in the media as well as manages its brand positioning.

*Composition:* 3 selected teachers from the College in consultation with Principal/Manager.

*Tenure:* Three years

*Meetings:* the committee shall meet at least once in two months with a two third of member being present

*The functions of the Public Relations committee:* The functions of the Public Relations committee is to

1. Improving the overall visibility and enhancing the reputation of the College
2. Work closely with all committees to keep abreast of upcoming College/Department events, programs and leverage social media/traditional media to communicate these activities.
3. Extensively publicize all the College events and programs
4. Release press material about all the activities in the College/Department to various print and digital media for publications
5. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
6. Collect information about the latest events in the College/Department, achievements etc. and get them posted on the website by way of write ups and pictures etc.
7. Update all communications, notices, announcements etc on a regular basis on the website.
8. Regularly post updates on social media about all campus activities, student achievements and College performance.
9. Proactively engage followers in the use of social media by posting regular discussion topics.
10. Respond to comments and inquiries posted on College's social media sites

## Library Committee

*Composition:* The Composition of Library Committee is as follows:

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Principal	<ul style="list-style-type: none"><li>• Chairperson of the committee</li></ul>
1 Member	(SF)	
1 Member	Librarian of the College	<ul style="list-style-type: none"><li>• Convener of the committee.</li></ul>
1 Member	HoD	<ul style="list-style-type: none"><li>• Selected by the Principal in consultation with the Management</li></ul>
1 Member	Teaching Staff	<ul style="list-style-type: none"><li>• Selected by the Principal in consultation with the Management</li></ul>

*Tenure:* Three year

*Meetings:* the committee shall meet atleast once in two months with a two third of member being present

*The functions of the library committee:* The functions of the library committee is to

- Frame general rules for the effective management of the Library
- Prepare the annual budget estimates of the library for submission to the Governing Body
- Recommend measures for upgrading the offline and online library facilities
- Enrich Library collection and ensure optimal use of library collection by students & staff
- Solve the issues and problems raised by the students and staff members
- Carryout Physical verification during summer holidays and submit the report to Principal.
- Advice on maintenance of documentations of books, journals, magazines, newspapers, CD's & library materials.
- Advice on maintaining and updating e-journals and all teaching aids – NPTEL videos etc
- Liaison between the library, the student and the faculty
- Prepare and submit to the Academic Council, an Annual Report summarizing the activities and achievements of the library.

## **Women Development Cell**

The Women Development Cell will look after the welfare of the women employees/students, facilitate redressal of their grievances and cater to the issues concerning women employees. WDC will organize various programs to ensure the overall development of women employees/students in the College.

*Composition:* The Women Development Cell will have 3 selected teachers (in consultation with Principal/Manager).

*Tenure:* 3 years

*Meeting:* The Women Development Cell once in two months and two third members shall constitute the quorum.

*Functions of the Admission Committee:* the functions of the Women Development Cell are as follows:

- To create social awareness about the problems of women and in particular regarding gender discrimination.
- To safeguard the rights of female students and staff.
- To develop the self-confidence of women staff and students.
- To guide and create awareness about Women Welfare Laws.
- To assert the importance of spiritual, economic, social, racial and gender equality.
- To highlight the importance of health and hygiene.
- To develop multidisciplinary approach for the overall personality development.
- To organize seminars, workshops relating to women development.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching staff



## Magazine Committee

The Magazine Committee of College of Home Science, Nirmala Niketan is the face of the College and the predominant responsibility of the Committee is to publish the College Magazine of College of Home Science, Nirmala Niketan in an ethical and transparent manner.

*Composition:* The composition of Magazine Committee is as follows:

Number	Designation
1 faculty	Convener
2 faculty	Members
1 faculty (Self – financed)	Member

*Tenure:* 3 year

*Meeting:* The College Magazine Committee shall meet as and when required and two third members shall constitute the quorum.

*Functions of the Magazine Committee:* the functions of the Magazine Committee are as follows:

- To ensure that the magazine is printed by April end and is distributed to various stakeholders of the College and upload a copy to the website.
- Provide a platform for students/staff to express themselves through various forms of literary/creative writing thereby raising resources for publication of the magazine.
- To encourage freedom of expression and provide a medium for exchange of thoughts and information
- To receive the articles / reports from the students/staff and edit the same and select the articles for publication.
- To ensure that no reports/articles objectionable in nature are published.
- To Provide guidelines to authors for preparing and submitting articles and to treat all authors with fairness, courtesy, objectivity, honesty, and transparency
- The Committee shall Describe, implement, and regularly review policies for handling ethical issues and allegations or findings of misconduct by authors

- To coordinate with Public Relations Committee and various department to collect the data pertaining to event organized, awards received etc. to name a few.
- To encourage students to write articles for wall papers and for the College Magazine.

## **Aavishkar Committee**

The College believes in all round development of the students and research is one of the areas which have been proven very important in the education process. To inculcate research aptitude, interest, innovative ideas, observation, evaluation, thought provoking process and contribution to new knowledge, Hence, the College of Home Science, Nirmala Niketan has formulated an Aavishkar Committee to organize and to encourage students for Aavishkar Research Competition every year.

*Composition:* The composition of Aavishkar Committee is as follows:

Number	Designation
1 faculty	Convener
2 faculty	Members
1 faculty (Self – financed)	Member

*Tenure:* 3 years

*Meeting:* The College Aavishkar Committee shall meet as and when required and two third members shall constitute the quorum.

*Functions of the Aavishkar Committee:* the functions of the Aavishkar Committee are as follows:

- To organize Aavishkar Research Competition every year to identify the students representing College in the University Aavishkar Research Competition.
- To encourage students to take part in the college level Aavishkar Research Competition every year.
- To encourage original and novel thinking of students/faculty and to provide opportunities for them to express their research on programs other than Aavishkar Competition
- To motivate students to write and publish their research articles in International journals and or present it in National/International conferences and Seminars, and to participate in Aavishkar Research Competition
- To motivate students to take up Research based projects, to periodically review and

## **Alumni Committee**

Strong Alumni base is one of the formidable strengths for any college; therefore, this committee acts as a platform to foster relationship between the Alumni and the college. This Committee's primary goal is to help the alumni connect with their alma mater and also acts as a platform where the existing students and the alumni can interact for a healthy, mutually beneficial relationship.

### **Composition of the Committee:**

The committee will follow the norms of the Alumni Association which will be registered under Public Trust Act.

**Functions of the Committee:** The functions of the Alumni committee are as follows:

- Maintaining the contacts of the Alumni with the college
- Keeping in touch with alumni regularly and updating the employment status of alumni every year.
- Creating the database of the passing out students every academic year.
- Keeping record of the alumni who appeared/qualified in the state/ national/ international level competitive examinations and who got awards in national/ international level sports/cultural activities.
- Organizing various events such as Alumni meets to keep the alumni in constant touch with the institute and also help them in networking amongst themselves (record the activities or events conducted by the alumni).
- Tracking and highlighting the achievements and successes of alumni so as to provide impetus to the institute and its students.
- Facilitate continued interaction of Alumni with the Institute to organize mentorship programs, Alumni talks etc.
- Acts as facilitator and provides administrative help to the alumni.
- Maintaining Alumni social media platforms and utilizing Social Media to reach out to Alumni



## **F. Policies**



## Award for Excellence

### Policy Statement

As the College grows in all dimensions, it is important that Faculty Resources are not only augmented but also nurtured carefully. Since competition for Quality Faculty Resources is quite intense, it is proposed that College of Home Science Nirmala Niketan must have a scheme to encourage and nurture its faculty.

### Objective

College of Home Science Nirmala Niketan would like to nurture the quality of faculty in terms of teaching and learning.

### Application

This policy is applied when the institution calls for “President’s Star Faculty List” Award for every academic year.

### Process

Every year 5 % of the total Faculty members would come into “President’s Star Faculty List”

Selection of Faculty members into Star Faculty list would be based on the following criteria evaluated during that academic year.

Criteria	Weightage of Marks
Section A Student Feedback on the teaching, learning effectiveness of the faculty and other mentoring aspects (20%)	25%
Section B Informal Peer review about the Faculty (HoD/Department Colleagues)	05%

Section C	
Inputs from the HoD regarding their capabilities, capacities and team spirit.	15%
Performance regarding <i>Going the Extra Mile</i> in actively getting involved in activities regarding Governance, Crisis Management, Students' Extra-Curricular and Co-Curricular activities including personality development, sports, extra classes, special mentoring etc.	10%
Section D	30%
Research and Development activities and ability to get research funding / active involvement in seeking and developing consulting assignments, Publication of good articles in leading journals and / or books	
Section E	10%
Development of Teaching Innovations	
Section F	5%
Active involvement in Professional Bodies	
Section G	10%
Placement and Internship Support	

### Implementation

The faculty member must have served College of Home Science Nirmala Niketan for Five years continuously without any unpaid leave for more than a fortnight will be eligible to apply for the same.

To be considered for the Award for excellence, each faculty should at least score **50 marks** in the evaluation score sheet.

The faculty members who figure in the President's Star List will be given preference towards:

1. Overseas and industry visits for representation and participation purposes.
2. Allocation for assignments in the industry or other Universities / Institutions in India or abroad with whom College of Home Science Nirmala Niketan has a MoU for Faculty exchange.

3. Nominations to various Boards, Councils, Committee and Sub Committee of affiliate Institutions.
4. Allocation for assignments in the industry or other Universities / Institutions in India or abroad

### Awards

The faculty members who figure in the President's Star List will be given:

1. An Award with citation and Certificate
2. Photographs and names of these employees would be displayed on the LCD screen at the reception, post selection
3. Other
  - a. Research Seed Funding
  - b. Sending faculty as resource persons in various conferences/Seminars, members of various academic and administrative bodies as and when requests receives.

### Evaluation Criteria for Award for Excellence

#### Section A – Quantitative Student Feedback Forms (25%)

The following schedule is constructed in such a way that you are required to indicate your level agreement with the following statements on a continuous interval scale of 1 to 10, including fractions, only if you feel fractions are necessary to express your level of agreement. The scale as indicated below represents disagreement at 1 and agreement at 10.

Strongly Disagree - 1    2    3    4    5    – Strongly Agree.

Sl. No	Statements	Subject Name 1	Subject Name 2	Subject Name 3	Subject Name 4	Subject Name 5
	Faculty	Teachers Name	Teachers Name	Teachers Name	Teachers Name	Teachers Name
1	The faculty is enthusiastic about the subject area of the course					

2	The faculty has adequate clarity about the concepts pertaining to the subject area					
3	The faculty demonstrated confidence in teaching and explaining the concepts					
4	The faculty demonstrated the application of the concepts to real world business situations					
5	Most often the faculty could answer the questions of the students satisfactorily					
6	The faculty provided opportunity for all the students to participate in the class					
7	Usage of teaching aids, such as White board, LCD etc., while teaching the course					
8	The faculty covered all the topics in the syllabus adequately & logically					



9	The faculty demonstrated adequate communication skills required for instruction					
10	The faculty could control the class for effective instruction					
11	The faculty provided useful feedback to the students					
12	Faculty uses effective continuous evaluation tools					
	<b>Total Score for each faculty</b>	Total Score in 60	Total Score in 60	Total Score in 60	Total Score in 120	Total Score in 120
	<b>Calculation to 20%</b>	=(Total Score received above/60)	=(Total Score received above/60)	=(Total Score received above/60)	=(Total Score received above/60)	=(Total Score received above/60)

**Section B – Qualitative**

**Peer Feedback (5%)**

Evaluation by the Colleagues of the employee on the effectiveness of their work

**Section C – Quantitative**

**Inputs from HoD (25%)**

**Inputs from the HoD regarding their capabilities, capacities and team spirit (15%)**

	5	4	3	2	1
<b>Subject knowledge</b> Knowledge of their Subject and effective dissemination of that knowledge with the students					
<b>Quality of work</b> Accuracy and quality of work shown by the faculty.					
<b>Reliability</b>					

The extent to which the employee can be depended upon to be available for work, to complete work properly, and complete work on time. The degree to which the employee is reliable, trustworthy, and persistent.					
<b>Initiative and creativity</b> The ability to plan work and to proceed with a task without being told every detail and the ability to make constructive suggestions.					
<b>Judgment</b> The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion.					
<b>Cooperation</b> Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.					
<b>Attendance</b> Consistency in coming to work daily and conforming to scheduled work hours.					
<b>Total Score of the Faculty</b>					
<b>Calculation to 15%</b>	= (Total Score received above multiplied with 0.429)				

**Performance regarding Going the Extra Mile (10%)**

	5	4	3	2	1
<b>Planning and organizing</b> The ability to analyze work, set goals, develop plans of action, utilize time.					

Consider amount of supervision required and extent to which the employee can be trusted to carry out assignments conscientiously.					
<b>Directing and controlling</b> The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.					
<b>Decision-making</b> The ability to make decisions and the quality and timeliness of those decisions.					
<b>Governance</b> Contribution of faculty to the society in terms of Institutional Governance, crisis management, effective student grievance handling etc.					
<b>Quantity of work</b> No of committees in the Institution where the staff is actively contributing to (each committee gets two mark)					
<b>Quality of work</b> Quality of work shown by the faculty in the above committees					
<b>Co-Curricular activities</b> Contribution of faculty in the Co-Curricular activities including personality development, placement training, special mentoring, other student development activities etc.					
<b>Extra-Curricular activities</b>					

Contribution of faculty in the Extra-Curricular activities including Arts, sports, Annual Days, observation of special day etc.					
<b>Extension Activities</b> Contribution of faculty to the society in terms of Academic / Non-Academic extension activities and motivating students to actively participating on the same					
<b>Total Score of the Faculty</b>					
<b>Calculation to 10%</b>	=(Total Score received above multiplied with 0.222)				

**Section D – Quantitative  
Research & Development (30%)**

	5	4	3	2	1
Employee has been awarded research funding by external agencies (government related) during the proposed academic year (for every 5 lakhs of funding, the faculty may be assigned one mark)					
Employee has developed R&D capability in the Institution during the proposed academic year from government related funding (For every 2 lakh worth of infrastructural development (machinery, equipment's etc.), the faculty gets one mark)					
Revenue generated by the faculty from Industrial projects (non-government) (for every INR 10,000.00 of funding, the faculty may be assigned one mark)					



The number of awards or honours the employee received in research and development during the proposed academic year					
The number of papers published in refereed journals (UGC recognized) during the proposed academic year					
The number of citations, the faculty has for the papers published during the proposed academic year (For every two citations, the faculty can be given one mark)					
The number of patents filed/awarded during the proposed academic year (For each patent, the faculty can be given five marks)					
The number of presentations made at National/ International conferences or symposia during the proposed academic year (For each paper presentation in International Conference, the faculty can be given one mark whereas for two papers being presented in National Conference, the faculty can be given one mark)					
The number of white papers published by the faculty / articles in State level Newspapers/ Periodicals					
<b>Total Score of the Faculty</b>					
<b>Calculation to 30%</b>	=(Total Score received above multiplied with 0.856)				

**Section D – Quantitative**  
**Innovative Practices (10%)**

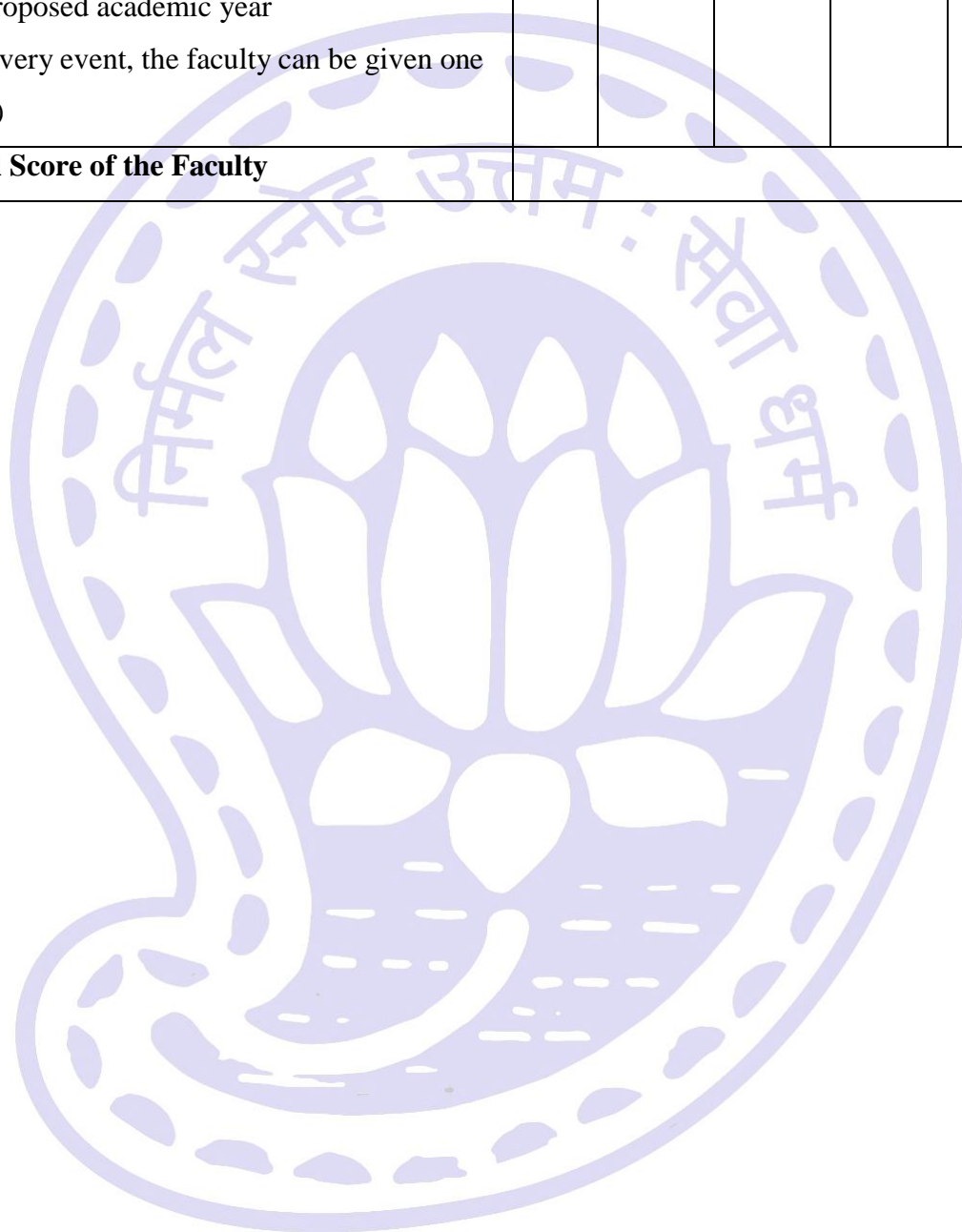
	5	4	3	2	1
<b>Teaching Dossier</b> Factual description of Innovative Practices being adopted by the faculty and contains documentation that collectively suggests the impact of his or her teaching.					
<b>Students' Evaluation and Feedback:</b> Students' perception of their learning experiences in class regarding the innovative practices mentioned above and the effectiveness of such innovative methods <sup>27</sup> .					
<b>Total Score of the Faculty</b>					
<b>Calculation to 10%</b>	=(Total Score received above multiplied with 0.667)				

**Section D – Quantitative**  
**Active Participation in Professional Bodies (10%)**

	5	4	3	2	1
No of Professional Bodies the faculty is a member of, during the proposed academic year					

<sup>27</sup> The HoD has to officially collect the feedback through focus group interviews and record the responses of at least 15 students from each batch on the effectiveness of innovative teaching practices adopted by the faculty on those courses.

(for every professional membership, the faculty can be given two marks)					
No of events actively participated by the faculty in these Professional Bodies during the proposed academic year (for every event, the faculty can be given one mark)					
<b>Total Score of the Faculty</b>					



## **Birthday Guidelines**

### **Policy Statement**

In order to develop a harmonious relationship among all employees at College of Home Science Nirmala Niketan and share the joy of being together at special moments, birthdays of the employees will be celebrated.

### **Objective**

College of Home Science Nirmala Niketan recognizes the importance of human capital and in order to show love and care towards its employees, birthdays of all the employees on rolls will be celebrated wishing them growth and success.

### **Application**

The birthday policy will be implemented when all staff members' birthdays are celebrated.

### **Process**

1. The photograph and name of the employee will be displayed on the LCD screen at the reception on that day (if possible).
2. The Principal shall meet the employee and wish him/her in person in his/her Department.



## **Consultancy Policy**

### **Introduction**

Consultancy is well recognized as an effective way for academia to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the College must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institutions strategic and operational objectives and the costs are sustainable.

College of Home Science Nirmala Niketan is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organizations.

### **Consultancy**

Consultancies include non-research activities performed under contract for a third party. Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, opinion surveys etc., the provision of professional services such as designing, legal and academic advice/delivery undertaken by members of faculty and staff.

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation. In principle a faculty or staff member is not supposed to undertake any Private Consultancy.

### **The Policy**

All Research and other consultancies as described in this Policy are governed by the following guiding principles:

- There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- The Consultancy must not be in conflict with the policies, functions, objectives or interests of the college or damage the College's reputation.

- At a minimum, the salary and on-cost charges, overheads expenses set by the College must be applied to all project budgets. All Consultancies are required to include overheads.
- No assignment shall be undertaken by any teacher without the prior permission of the Principal/ and Manager of the College. The concerned teacher should submit complete details of the Assignment Vs. time invested, finance, detailed schedule etc.
- No teacher shall get any concession in the actual teaching hours / workload whatsoever while executing the assignment. However, if the teacher misses the teaching duty due to any emergencies or unavailable circumstances, the teacher has to adjust the sessions by exchanging the duty appropriately with the prior approval of the Principal and Manager of the College.
- The teacher may be granted not more than 50% concession in total time other than the actual teaching hours for which he or she is expected to be present on the premises per week for the assignment undertaken by him or her with prior permission of the Principal and Manager of the College.
- The bills for consultancy have to be issued by the college and the payments have to be directed through college consultancy account, any violation would call for penal action.
- The revenue generated from the consultancy project is shared by the concerned teacher and the College in a 50:50 ratio after deducting the overheads and all other expenses met for the assignment (if the teacher uses the resources of the College). If more than one member take up the consultancy project the 50% amount shall be shared as per their involvement in the assignment.
- The revenue generated from the consultancy project is shared by the concerned teacher and the College in a 30:70 ratio after deducting the overheads and all other expenses met for the assignment (if the teacher not using the resources of the College). If more than one member takes up the consultancy project the 70% amount shall be shared as per their involvement in the assignment.
- If the teacher uses the services of students for the consulting assignment, he/she have to compensate the students 20% of his/her share received from the assignment and the percentage can increase as per the involvement of the student in the assignment.
- Ordinarily permission cannot be granted for more than 5 assignments at a time however in exceptional cases same may be considered provided proper time management and with the prior approval of the Principal/ and Manager of the College.

- A consultancy register has to be maintained with particulars regarding the day to day activities concerned with the consultancy and a separate dead stock register shall be maintained.

### **Approval**

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other College policies. Applications to conduct Consultancy are required to be approved by the Principal/ and Manager.

### **Exemptions and Variations**

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy Application coversheet, and approved by the Principal and Manager.

Transfers in from other Institutions in cases where a Research or other Consultancy or grant is transferred to the College from another research organisation, the overhead will not be taken from the funds where the awarded budget did not include an overhead component. In cases where a grant is being transferred to College from another research organisation and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the College.

When an employee undertaking consultancy retires, the said consultancy project has to be transferred to a person authorised by the Principal and Manager.

### **Conflict Of Interest**

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Manager and Principal for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the College's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- a. financial or non-financial interests;
- b. teaching or course work for another institution;
- c. work performed for a supplier of goods or services to the College; or

work undertaken with an organization to which the College supplies goods or services.

**Consultancies with Other Tertiary Institutions**

Full-time members of the College staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Principal and Manager

**Intellectual Property**

Any intellectual property arising from any Research and other Consultancies will be governed by the Intellectual Property Policy of the College.





## **Divyangjan Policy**

### **Policy Statement**

College of Home Science Nirmala Niketan is well aware of its role in providing necessary guidance and counselling to the students with Locomotor Disabilities (Divyangjan). In accordance to which the college will follow certain practices to support the Divyangjan students.

### **Objective**

To understand the various rights, regulations, scholarships provisions, facilities, opportunities given by the legislation on the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) rules, 1996 and Amended Rules for Persons with Disabilities and to implement the same for the Divyangjan.

### **Application**

The Divyangjan policy will be successfully applied when the below mentioned measures are implemented on a continuous basis.

### **Policy Measures**

- The College will ensure admission to differently-abled students as per the norms of Central Government/State Government/University/UGC.
- The College will provide assistance during examinations if required and other needs pertaining to differently-abled persons as per the norms of University.
- The College may assess their educational needs, determine and facilitate assistive devices that can be procured for them.
- The College will facilitate Divyangjan scholarship and in placement opportunities.
- The College may celebrate important days pertaining to differently abled.
- All existing structures (if possible) as well as future construction projects in the campus will be made disabled friendly. Special facilities such as ramps, railings, lifts and special toilets will be made to suit the special needs of differently-abled persons as and when needed with the approval of the Governing Body.

## **Employee Recognition**

### **Policy Statement**

Recognition is an important element of “putting people first” and serves to motivate and reward employees for exemplary work above and beyond what is required by a position description. This policy promotes programs that recognize an employee's contributions towards the overall objectives of the Institution.

### **Objective**

The objective of the policy is to reward employees who have shown exemplary work above and beyond what is required by their position.

### **Policy**

At College of Home Science Nirmala Niketan, the employees will be recognized for their exemplary work during the disbursal of their duty.

#### ***Formal Recognition:***

On December 08<sup>th</sup> of every year, the College would recognize the exemplary work rendered by the employees after 25 years of Service.

#### ***Evaluation of Awardees:***

This policy would recognize employees who demonstrate behaviours and values of the College, their contributions to the goals and objectives of the College and their individual or team accomplishments.

The Principal, HoD or Chairwoman of any committee can nominate employees to formally recognize their exemplary contribution to the institution by 01<sup>st</sup> August of every year (if 01<sup>st</sup> August is a holiday, the submission deadline would be the immediate next working day) to the Manager in prescribed format.

The evaluation committee consists of President of the Governing Council as the Chairperson of the Committee (or his/her nominee), Secretary of the Governing Council acting as the Secretary of the Committee and 2 nominated members from CDC.

The committee scrutinizes all the nominations received, and recommending staff to be considered for the award to the CDC for approval.

**Awards:**

- a) College of Home Science Nirmala Niketan will provide a certificate and a plaque.
- b) The names and photographs of the employees will be displayed on the LCD screen at the reception post selection.



## **Employee Satisfaction Survey**

### **Policy Statement**

College of Home Science Nirmala Niketan recognizes that it is necessary to enhance employee satisfaction to foster synergy and a healthy atmosphere in the organization. To measure the level of employee satisfaction, Employee Satisfaction Survey (ESS) will be carried out from time to time.

### **Objective**

The objective of the policy is to measure the employee satisfaction in various aspects of College of Home Science Nirmala Niketan.

### **Application**

This policy would be successfully applied when there are no concerns or grievances from the employees.

### **Policy**

To enhance the employee satisfaction and to foster synergy and a healthy atmosphere in the College, College of Home Science Nirmala Niketan recognizes that employee satisfaction should be measured from time to time.

The IQAC Coordinator will be carrying out the Employee Satisfaction Survey annually and responses obtained through the survey will be analyzed to find out grey areas in employee satisfaction. Based on the grey areas, an action plan will be laid out in detail for further improvement of employee satisfaction which would be presented to the President's Office through CDC Meeting.



## Employee Satisfaction Survey

5: Strongly Agree,

4: Agree,

3: Neutral,

2: Disagree,

1: Strongly Disagree

	5	4	3	2	1
The institution promotes excellent employee-student relationships					
The institution treats students as its top priority					
The institution does a good job of meeting the needs of students					
The mission, purpose, and values of this institution are well understood by most employees					
Most employees are generally supportive of the mission, purpose, and values of the institution					
The goals and objectives of this institution are consistent with its mission and values					
This institution involves its employees in planning for the future					
The institution plans carefully					
The leadership of this institution has a clear sense of purpose					
The institution does a good job of meeting the needs of its staff					
The institution does a good job of meeting the needs of students					
The institution makes sufficient budgetary resources available to achieve important objectives					

The institution makes sufficient staff resources available to achieve important objectives

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Research and scholarly activities are sufficiently supported by the Institution					
Adequate library resources and services are available in the Institution					
There are effective lines of communication between departments					
Ministerial Staff share information regularly with the employees					
There is good communication between the faculty and the administration at this institution					
There is good communication between the faculty and the students at this institution					
Employees take pride in their work					
Faculty is involved in developing curriculum					
There is a spirit of teamwork and cooperation at this institution					
The institution is well-respected in the community					
Efforts to improve quality are paying off at this institution					
Employee suggestions are used to improve our institution					
The institution consistently follows clear processes for selecting new employees					
The institution consistently follows clear processes for orienting and training new employees					
The institution consistently follows clear processes for recognizing employee achievements					
The institution has written procedures that clearly define who is responsible for each operation and service					
The institution systematically reviews and updates its policies and procedures					

## **Equal Opportunity Policy**

### **Policy Statement**

College of Home Science Nirmala Niketan has to provide equal employment opportunity to all qualified persons without discrimination on the basis of age, sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations.

### **Objective**

The objective of the Equal Opportunity Policy is to support the attraction and retention of employees that contribute most to the development of College of Home Science Nirmala Niketan.

### **Application**

The Equal Opportunity policy will be successfully implemented when all roles are filled by the best qualified and experienced candidates available, regardless of personal differences.

### **Process**

The Equal Opportunity Employment process is reflected throughout College of Home Science Nirmala Niketan's staff recruitment and retention processes.

College of Home Science Nirmala Niketan provides equal employment opportunity to all qualified persons without discrimination on the basis of age, sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations. College of Home Science Nirmala Niketan will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

All employment and promotion decisions will be based solely upon individuals' qualifications, experience, prior contribution and demonstrated capacity to perform at higher or improved levels of performance and will be in accordance with the principle of equal opportunity. College of Home Science Nirmala Niketan will take whatever affirmative action is necessary to attract and retain qualified persons.



## **Fee Refund Policy**

### **Policy Statement**

College of Home Science Nirmala Niketan is well aware of the hardship faced by the parents during the admissions of their wards. Hence, the college will follow certain practices on fee-refund of those students who have withdrawn their admissions.

### **Objective**

To ensure that the College follows the norms prescribed by the Central/State Government, UGC, University of Mumbai with regard to fee refund of the students who have withdrawn admissions.

### **Application**

The fee refund Policy will be successfully implemented when there are no grievances registered by the students who have withdrawn their admission.

### **Policy Measures**

The College will follow the existing norms prescribed by the Central/State Government, UGC, and University of Mumbai with regard to fee refund of the students who have withdrawn admissions and which will be approved by the Governing Body before implementation of the Policy each year.

## **Grievance Policy**

### **Policy Statement**

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

College of Home Science Nirmala Niketan regards it important that all of its employees will have sufficient knowledge of such procedure and an easy access to it. To this effect, College of Home Science Nirmala Niketan has formulated a grievance procedure, which has as its main objective the speedy resolution of grievances and thereby eliminating possible and unnecessary causes of conflict.

### **Objective**

The objective of the policy is to resolve work related grievances within College of Home Science Nirmala Niketan as fairly and as swiftly as possible.

### **Application**

This policy would be successfully implemented when employees and students follow the procedures of the Grievance Policy.

### **Policy**

The policy is further classified into student and employee categories as each of them has to follow different procedures on filing grievances with the college.

#### **Student Grievance**

1. An aggrieved student may submit an application seeking redressal of grievance through the online Grievance portal of the College or in writing to the Class-Coordinator/ HoD/ Principal.
2. On receipt of an online complaint or a written complaint, the same shall be forwarded to the appropriate Student Grievance Redressal Committee (either Department Grievance Redressal Committee or College Grievance Redressal

Committee), along with its comments within 24 hours of receipt of the complaint (the student may be instructed to register the grievance online if the grievance is submitted in writing)..

3. The Grievance Redressal Committee, as the case may be, shall meet within three working days of receiving the complaint and the aggrieved student has to present his/her grievance before the committee.
4. Grievances not resolved by the Department Grievance Redressal Committee within 10 working days shall be referred to the College Grievance Redressal Committee. Grievances not resolved by the College Grievance Redressal Committee within 15 working days shall be referred to the CDC of the College.

### **Employee Grievance**

The Grievance Procedure for the employees will be implemented as follows:

#### **Step 1 - HoD**

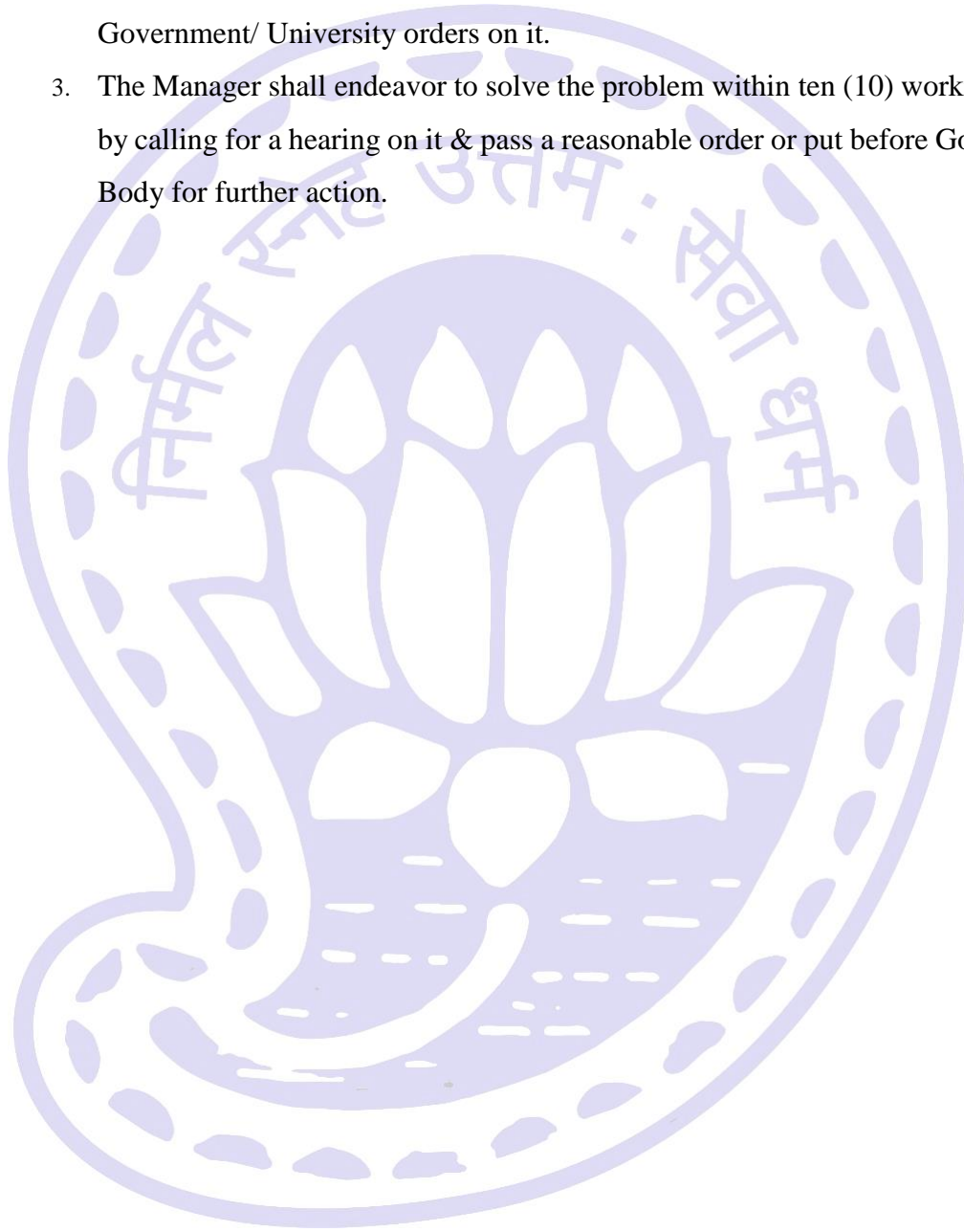
1. In step 1, the employee must present his/her grievance in writing to his/her HoD or to the Principal, in the event of a grievance is against the HoD
2. The superior must endeavor to solve the problem within two working days and inform the employee.
3. Should the employee not be satisfied with the outcome, he/she may proceed to Step 2.
4. If the complaint is against Principal of the College, the aggrieved employee may present his/her grievance in writing to the Manager

#### **Step 2 – Principal**

1. The employee may present his/her grievance in writing to the Principal along with the outcome proposed in Step 1 and why he/she was not satisfied with the outcome.
2. The Principal shall endeavor to solve the problem within two working days and inform the employee.
3. Should the employee not be satisfied with the outcome, he/she may proceed to step 3.

### Step 3 - Grievance Hearing

1. The employee should submit grievance in writing to the Manager through the Principal along with the outcome on it & his/her point of dissatisfaction.
2. The Principal should forward it to Manager along with his/her own detail comments & recommendations giving provision of acts/rule/regulation & Government/ University orders on it.
3. The Manager shall endeavor to solve the problem within ten (10) working days by calling for a hearing on it & pass a reasonable order or put before Governing Body for further action.





## **Health, Safety & Environment**

### **Policy Statement**

College of Home Science Nirmala Niketan is committed to providing and maintaining a safe work environment for the health, safety and welfare of our staff, students, parents, visitors and other stakeholders who visit the campus.

To do this, College of Home Science Nirmala Niketan will:

1. Develop and maintain safe systems of work, and a safe working environment
2. Provide information and training at all levels in the organisation to enable all employees to support this policy

College of Home Science Nirmala Niketan demands a positive attitude and performance with respect to health, safety and the environment by all employees, irrespective of their position.

### **Smoking**

College of Home Science Nirmala Niketan employs a non-smoking policy. Smoking is not permitted on the College property or offices at any time. Consequently, smoking while on college premises will be considered as gross misconduct and will render an employee liable to disciplinary / punitive action.

### **Alcohol, Drugs (& Other Substance Abuse)**

This policy applies to all levels throughout College of Home Science Nirmala Niketan. The policy is not applicable to social drinking or the taking of prescribed drugs for medical purposes. The concern is directed to instances where alcohol or other drug dependence or abuse, affects the job performance and or/safety of any employee(s).

College of Home Science Nirmala Niketan is concerned by factors affecting an employee's ability to safely and effectively perform work to a satisfactory standard. The College recognises that alcohol or other drug abuse will cause short-term or long-term impairment to such work performance.

College of Home Science Nirmala Niketan is committed to creating and maintaining a safe, healthy and productive workplace for all employees. College of Home Science Nirmala Niketan has a zero tolerance policy in regard to the use of Alcohol/illicit drugs on their premises or attending other business related premises while under the influence of illicit drugs. Contravening either of these points may lead to disciplinary / punitive action.



## Incentives (Research)

### Policy Statement

College of Home Science Nirmala Niketan provides incentives to its employees who have shown exemplary work in research.

### Objective

College of Home Science Nirmala Niketan would like to promote research culture in the College.

### Application

The policy will be implemented when the College practices providing incentives to eligible faculty members.

### Process

The faculty members who have served College of Home Science Nirmala Niketan for 5 years will be considered for these incentives and they are as follows:

### Financial Incentive for Research Publication: (Once in a year)

Teachers are encouraged to publish research work in reputed journals and are considered for financial assistance. For providing financial incentive to published work, the research journals are classified into five categories:

Type of research journal	Quality	Type of article	Support*
Indexed journals	Impact Factor ** below 1	Full paper (not abstracts)	INR 1000.00
Indexed journals	Impact Factor between 1 and 2	Full paper (not abstracts)	INR 1500.00
Indexed journals	Impact Factor between 2 and 3	Full paper (not abstracts)	INR 2000.00
Indexed journals	Impact Factor between 3 and 5	Full paper (not abstracts)	INR 2500.00
Indexed journals	Impact Factor 5 and above	Full paper (not abstracts)	INR 3000.00

\* Not applicable, if research allowance for the project is claimed under any other category.

\*\* Impact factor is to be substantiated (as per Impact Factor Index/SC Imago)

Faculty have to submit a request in the specified format along with a copy of the published research paper (reprint) as documentary evidence through the HoD concerned to the Principal/Manager for sanctioning the amount. The contributors of the articles have to submit along with the application the latest Impact factor of the Journal, from reliable sources.

National/International journals are identified by the structure of the editorial board and the contribution of articles (members/articles from more than three countries). Documentary proof for reference should be submitted along with the application. The financial incentive is provided only to the corresponding author (or the first author, if the corresponding author's name is not mentioned) who is regular/confirmed faculty of College of Home Science Nirmala Niketan. Proof of correspondence/communication from the editor/referee should be submitted along with application. All journals should have ISSN numbers from national or international centre. Maximum of two publications per faculty in a year will be eligible for financial incentive.

#### **Financial Incentive for Research Achievements**

Teachers are encouraged to work on their research and those who have shown their exemplary work in Research are considered for financial assistance as mentioned below: (Once in the career)

<b>Category</b>	<b>Financial Incentive</b>
Recipient of Post Doc / D.Litt	INR 5000.00
Recipient of a Patent	INR 5000.00
Recipient of Major Project or Consulting Assignment with a minimum external funding of INR 20,00,000.00	INR 5000.00

#### **Ph.D. Support**

The Institution will provide all possible administrative support to any of the full-time faculty members who wish to pursue their Ph.D.



## **Induction Policy**

### **Policy Statement**

All new employees should attend an induction program upon their joining the Institution.

### **Objective**

The objective of the Induction Policy is to familiarize the employee with the Institution, his/her job, colleagues, processes and policies with a view of ensuring that they can make a significant contribution to the Institution at the earliest. The Induction Program should be a combination of standard components as well as learning, specifically tailored for the role/Department.

### **Application**

The Induction Policy will be successfully implemented when all new employees complete their Induction.

### **Process**

This policy is introduced to ensure that the employee settles down smoothly into the institution and that he/she reaches a standard level of performance as early as possible. The benefits of this policy are:

1. It gives maximum relevant information to the new employee in the shortest time.
2. It eliminates the feelings of uneasiness, anxiety, apprehension etc. in the new employee.
3. It familiarizes the new employee with the College's Vision and Mission, Institution's hierarchy and its functions, its people, Standard Operating Procedures (SOP) etc. so as to make him/her productive at the earliest.
4. It enhances the image of the Institution as a people's friendly Institution.
5. It helps in reducing the attrition rate of the employees.

The new employees have to attend the first available Institution's Induction Program whenever conducted after his/her date of joining the College.

The prepared Induction Schedule shall be sent to all concerned, well in advance and a copy of it has to be given to the new employee on the day of his/her joining along with the date of next available Induction Program and with the guidance as to how to go about it.

On the date of joining, the inductee will be given a joining kit. The employee will be given sufficient time to complete all the formalities.

**Joining Checklist Form**

<b>Check List to be given at the time of joining</b>		
<b>Sl. No:</b>	<b>Requirements</b>	<b>Status</b>
<b>1</b>	<b>Forms to be filled</b>	
1a	Joining Report	
1b	Personal profile	
1c	Form for becoming PF Member	
1d	Form for non PF Members	
1e	E Mail Requisition	
1f	Website Requisition	
1g	ID card Requisition	
1h	Library Membership Requisition	
1i	Income Tax Declaration form	
1j	Bank a/c opening form	
<b>2</b>	<b>Requirements that has to be submitted</b>	
2a	Copy of offer letter	
2b	Copy of Appointment letter	
2c	4 Passport Size photographs	
2d	2 Copies of Pan Card	
2e	1 Copy of address proof	
2f	1 set of educational qualifications (Photocopies)	
2g	1 set of employment documents (Photocopies)	

2h	1 copy of photo ID Proof	
<b>3</b>	<b>Details to be Collected for filing from HOD</b>	
3a	Manpower Requisition Form	
3b	Position Description Manual	
<b>4</b>	<b>Forms for your reference</b>	
4a	Institutions policies	
4b	Leave application format	

## **Industrial Visit**

### **Policy Statement**

During Industrial Visit, students visit companies and get insight regarding the internal working environment of a company and how a company functions, as well as useful information related to the practical aspects of the educational course which cannot be visualized in lectures. The industrial visit is considered one of the most tactical methods of teaching. It provides students with an opportunity to learn practically through interaction, working methods and employment practices. Moreover, it gives exposure from an academic point of view. Hence, the College of Home Science Nirmala Niketan proposes the policy for Industrial Visit

### **Objective**

College of Home Science Nirmala Niketan would like to nurture the quality of students by providing the practical aspects of the educational course which cannot be visualized in lectures.

### **Application**

This policy is applied when the departments follow the process and procedures for industrial Visit.

### **Policy**

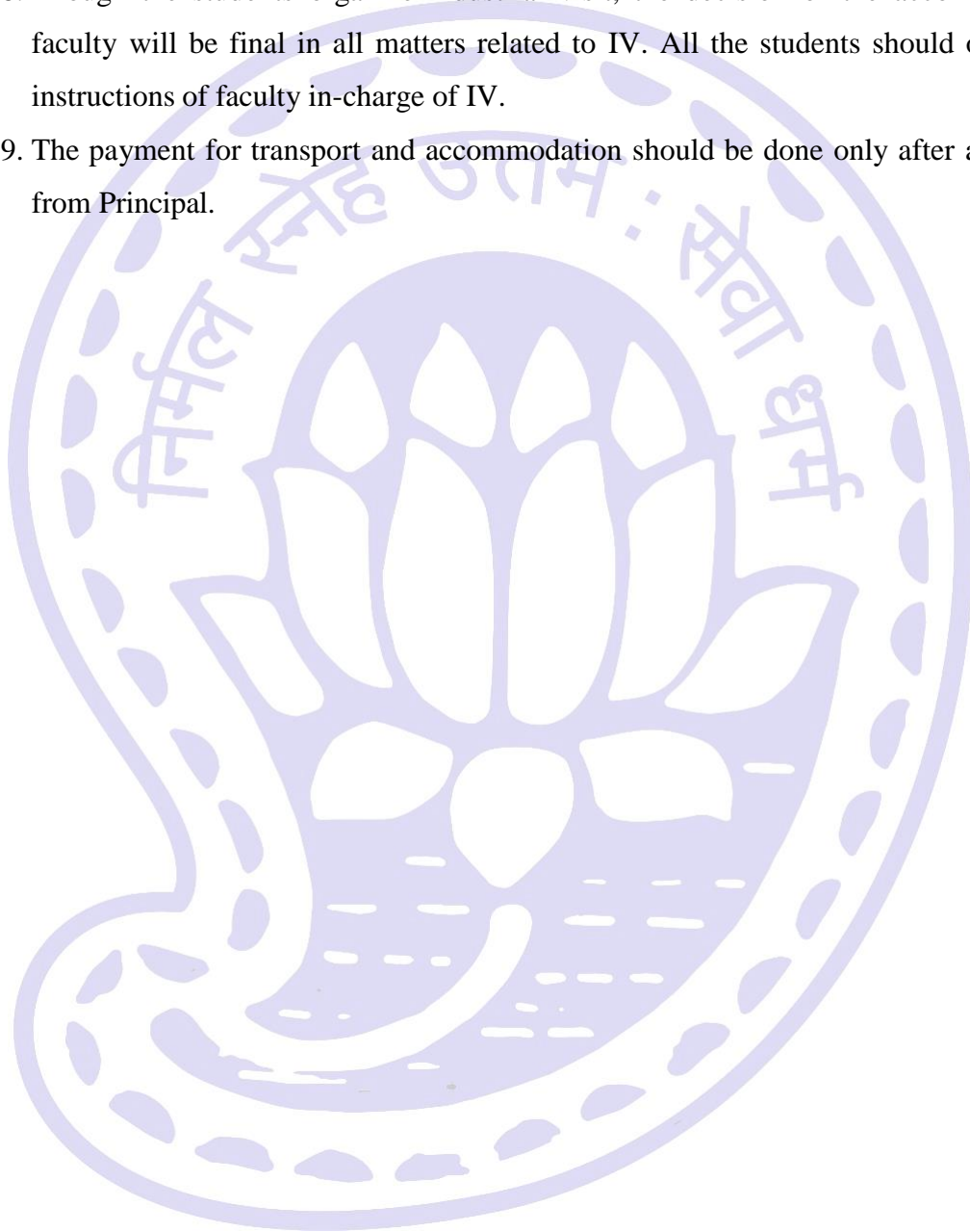
The HoDs, Faculty in-charge of Industrial Visit and students shall adhere to the following guidelines and ensure its compliance from the planning of Industrial visit to the completion of visit:

1. Industrial Visit shall be arranged according to the academic requirements and as per the norms of the affiliating University. HOD must certify that the tour is required for the students or is related to their curriculum.
2. The visiting companies shall be relevant and suitable ones to the specialization and academic requirements.
3. Industrial Visit shall fall within the stipulated period set by the college. The stipulated period shall be informed to the IV-Faculty in-charge and Students through HoD well in advance to enable IV to go through a diligent process including communicating to the potential companies and obtaining permission to visit.



4. Industrial Visit shall not exceed three days, preferably it has to be scheduled on Thursday, Friday and Saturday. The students has to return within Sunday Night. All students should attend classes on following Monday.
5. Industrial visit shall be allowed only if more than 90 percent of students have shown interest and be registered for IV.
6. The entire IV Plan including Permission Letter from the visiting companies, permission letter, Route Map, list of students with their contact no. (preferably mobile phone) and emergency numbers, list of faculty-escorts with their contact details, Undertaking letter from student and Parent, Driving License of the driver and Permits of the transporting vehicle shall be available in the file and be checked by the Principal. Once the plan is approved, the further changes need approval. Otherwise, the IV program shall be cancelled.
7. The bus shall carry a banner exhibiting the college name and Industrial Visit.
8. There shall be insurance cover for every student and faculty member participating in such tours. It also asks for accident cover, and life cover.
9. Students must carry security ID cards with details of their parents or local guardians and their contact numbers.
10. The heads of departments should also ensure prior permission for the tour and gain written permission from one of the parents or the local guardian for each student.
11. Participating students must be given an undertaking that they will abide by the rules and guidelines throughout the tour. Undertaking from the parents freeing the institution from the risk of personal and material loss if incurred during the visit should be submitted by each and every student.
12. Students must produce a medical fitness certificate before going on tour. Accompanying faculty members must be given an undertaking that they will take care of the students and ensure that rules are followed.
13. If any complaint/misbehavior is reported against student during IV, the college shall take appropriate punitive measures ranging from suspension to termination depending upon the case.
14. Faculty members can face disciplinary action if the safety of the students is compromised.
15. First aid for the students and faculty members participating in such tours can be organized by the Department.

16. Avoid trip to hill stations, water bodies (rivers, swimming pool, boating place etc.) during industrial visit.
17. Discipline should be maintained both in industry and public. Students should behave in a very decent manner. Any violation will be viewed very seriously.
18. Though the students organize industrial visit, the decision of the accompanying faculty will be final in all matters related to IV. All the students should obey the instructions of faculty in-charge of IV.
19. The payment for transport and accommodation should be done only after approval from Principal.



## **Intellectual Property Rights (IPR) Policy**

### **Preamble**

Intellectual property plays an important role in providing a competitive edge to an organization. The intangible assets of an organization such as knowhow, inventions, brands, designs and other creative and innovative products are, today, often more valuable than its physical assets. Keeping this in mind, this Intellectual Property Rights (IPR) Policy of College of Home Science Nirmala Niketan, seeks to provide guidance to teaching and non-teaching staff, students, scholars, and outside agencies on the practices and the rules of College of Home Science Nirmala Niketan regarding IPR and obligations which include the nature of Intellectual Property (IP), its ownership, exploitation, technology transfer and confidentiality requirements. The IPR policy is expected to fulfil the commitment of College of Home Science Nirmala Niketan to promote academic freedom and provide a conducive environment for research and development.

### **Applicability**

This policy shall be applicable to all employees of College of Home Science Nirmala Niketan, as well as other personnel associated with any activity of the College, such as, but not limited to Research, Consultancy or Education Programs, and covers different classes of IP including Patents, Designs, Trade Marks/Service marks, Copyright, Integrated Circuits Layout, Trade Secret and confidential information.

Any alterations in this policy will not be effective until the Intellectual Property Rights Committee (IPRC)<sup>28</sup> takes a unanimous decision, which is approved by the Governing Council of the College and such changes would be effective for inventions and other research results arising in the future.

Staff of College of Home Science Nirmala Niketan is required to observe policy on IPR as may be decided by the Governing Council from time to time.

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<sup>28</sup> *IPRC shall comprise of Principal as Chairman, (Research) as Coordinator and three additional members nominated by the Chairman of the Governing Council of the College. It can also include experts if necessary.*

## **Disclosure**

When the creators believe that they have generated patentable or commercially viable IP, they shall report it promptly in writing along with all relevant documents, data and information, to IPRC using the Invention Disclosure Form (Annexure H) of the College of Home Science Nirmala Niketan. Disclosure is a critical part of the IP protection process for claiming the ownership. The information shall constitute a full and complete disclosure of the nature, particulars and other details of the IP, identification of all persons who constitute the creator(s) of the property, and a statement of whether the creator believes he or she owns the right to the IP disclosed, or not, with reasons.

## **Confidentiality**

All employees of College of Home Science Nirmala Niketan and other personnel associated with any activity of the College shall treat all IP related information which has been disclosed to the IPRC and/or whose rights are assigned to the College, or whose rights rest with the employees of the College, as confidential. Such confidentiality shall be maintained till such date as is demanded by the relevant contract, if any, between the concerned parties unless such knowledge is in the public domain or is generally available to the public. Having filled the Disclosure Form, the creator shall maintain confidentiality i.e. refrain from disclosing the details, unless authorized otherwise in writing by the Principal and the Manager of the College, until the College has assessed the possibility of commercialization of the IP.

Subject to the right of academic freedom, College of Home Science Nirmala Niketan staff shall not directly, except in the proper course of their duties, either during or after a period of their appointment, disclose to any third party or use for their own purposes or benefit or the purposes of any third party, any confidential information about the business of the College unless that information is public knowledge or he/she is required by law to disclose it.

## **Evaluation Decisions**

The IPRC of College of Home Science Nirmala Niketan will evaluate the disclosure made by the creator and determine whether there is a good prima facie case for believing that the IP has economic value and it needs IPR protection. The College shall communicate to the creator within 90 days from the date of disclosure, its decision whether the

1. The College wishes to own and commercialize the IP.



2. The College is unwilling to commercialize the IP.
3. Ownership of the IP is doubtful.

### **Authority of Contracts**

All commitments, agreements, Memoranda of Understanding (MoUs), etc. relating to commercialization or exploitation of College of Home Science Nirmala Niketan owned IP will be granted in the name of the College, for and on behalf of the College, by the chairman of IPRC.

All agreements including but not limited to the following categories, undertaken by any employee of the College and the students need to be approved by the IPRC:

1. Allegiance, Affirmation & Confidentiality Agreement
2. Consultation Agreement
3. Evaluation Agreement
4. Research and Development Agreement (R&DA/MOU)
5. License Agreement
6. Technology Transfer Agreement
7. Alternative Dispute Resolution Agreement
8. Classified Information Non-disclosure (specific) Agreement

The Manager of the College shall act as the final signing authority in all the categories of agreements listed above.

### **Intellectual Property and its ownership**

#### **Copyrights**

College of Home Science Nirmala Niketan will not own the rights in copyrightable works such as books, articles, monographs, lectures, speeches and other communication produced by the employees in the course of research and teaching using the College resources, but, due credits need to be mentioned in the work without any exceptions. Ownership of copyright of all copyrightable work shall rest with the author(s) with the following exceptions:

1. If the work is produced during the course of sponsored and/or collaborative activity, specific provisions related to IP, made in contracts governing such activity, shall determine the ownership of IP.
2. College of Home Science Nirmala Niketan shall be the owner of the copyright of work, including software, created by the employees of the College.
3. College of Home Science Nirmala Niketan may demand assignment of the copyright in whole or in part depending on the degree of College supported resources used in producing the copyrightable work.
4. College of Home Science Nirmala Niketan shall be the owner of the copyright on all teaching materials developed by the employees of the College as a part of any of the academic programs at the College. However, the authors shall have the right to use the material in his/her professional capacity.
5. College of Home Science Nirmala Niketan shall be the owner of the copyright of work produced by non-college personnel associated with any activity of the College with the intellectual contribution of the employees of the College. However, the authors shall have the right to use the material in his/her professional capacity.
6. The student and his/her supervisor(s) will jointly have the ownership of copyright in the thesis / dissertation / project report submitted by a student.
7. College of Home Science Nirmala Niketan shall be entitled to use all the Audio-Video records created by the College [recordings of various events organized by the College such as but not limited to recordings of Guest-lectures, Seminars, Workshops, Conferences, papers presented in research summits/conferences etc.], for any purposes as deemed fit by the College.

Where copyright has not been assigned to College of Home Science Nirmala Niketan, the College will be entitled to a non-exclusive, non-transferable license to use the work within the College for non-commercial educational and research purposes, and to possess a limited number of copies for such purposes, whichever is relevant.

**Invention(s), Design(s), Integrated circuit layouts, and other creative work(s):**

College of Home Science Nirmala Niketan shall be the owner of all invention(s) including software, design, and integrated circuit layouts, created by a team of the College and non-college personnel associated with any activity of the College.

For invention(s) including software, design, and integrated circuit layouts produced during the course of sponsored and / or collaborative activity, specific provisions related to IP made in contracts governing the collaborative activities shall determine the ownership of IP. Specific provisions related to IP with the collaborative agencies/sponsors has to have the prior approval of IPRC. Except as stipulated above, College of Home Science Nirmala Niketan shall be the owner of all invention(s) including software, design, and integrated circuit layouts, created at the College.

### **Patents**

This section refers to intellectual property that is patentable or protected by confidentiality agreements.

1. College of Home Science Nirmala Niketan will require to be assigned to it such intellectual property as is created by the creators through the use of College resources. In this case, the College will take steps to patent or make agreements for further commercialization. Where a patent is applied for, the creator shall agree to maintain all relevant details of IP as confidential until the patent application is filed. In the case of protection through confidentiality, the same information will be kept confidential as long as the IP has commercial value. The creator shall furnish such additional information and execute such documents from time to time as may be reasonably requested for effective protection and maintenance of proprietary rights of the College in the IP.
2. College of Home Science Nirmala Niketan will be the owner of IP created through sponsored research, where, the sponsor refuses/doesn't respond within 90 days of communication about the ownership of IP (If the sponsor has not taken steps to commercialize the property within one year of acceptance of the IP, the College will be free to revoke the license).
3. The creators of College of Home Science Nirmala Niketan owned IP shall retain their right to be identified as such unless they specifically waive off this right in writing.
4. Royalty accruing or any type of payment received from the commercialization of the College owned IP will be shared between the College and the creators.

### **Trade mark(s) / Service mark(s)**

The ownership of trademark(s)/ service mark(s) created for College of Home Science Nirmala Niketan shall rest with the College. In cases of all IP produced at College of Home Science

Nirmala Niketan, the College shall retain a non-exclusive, free, irrevocable license to copy/ use IP for teaching and research activities, consistent with the confidentiality agreement(s), if any, entered into by the College.

## IPR Policy Administration

### Royalty Sharing

Any royalty generated by the commercialization of IPR, will be shared between the creator/inventor, and the College as follows, after deduction of agreed costs on the prescribed terms and conditions.

<b>Royalty</b>	<b>Creator/Inventor</b>	<b>College of Home Science Nirmala Niketan</b>
Let 'A' be the royalty received from the commercialization of IPR	50%	50%

Any royalty generated by the commercialization of IPR, will be shared between the creator/inventor, Sponsoring agency and College of Home Science Nirmala Niketan after deduction of agreed costs borne by the College on the prescribed terms and conditions. It will be shared as follows (or as per the contract of that project):

<b>Royalty</b>	<b>Creator/Inventor</b>	<b>College of Home Science Nirmala Niketan</b>	<b>Sponsoring agency</b>
Let 'A' be the royalty received from the commercialization of IPR	35%	35%	30%



### **Infringements, Damages, Liability, and Indemnity Insurance**

As a matter of policy, College of Home Science Nirmala Niketan shall, in any contract between the licensee and the College, seek indemnity from any legal proceedings including without limitation manufacturing defects, production problems, design guarantee, up-gradation and debugging obligation. College of Home Science Nirmala Niketan shall also ensure that the employees of the College have an indemnity clause built-into the agreements with licensee(s) while transferring technology or copyrighted material to licensees. College of Home Science Nirmala Niketan shall retain the right to engage or not in any litigation concerning patents and license infringements.

### **Conflict of Interest**

The inventor(s) are required to disclose any conflict of interest or potential conflict of interest. If the inventor(s) and/or their immediate family have a stake in a licensee or potential licensee company then they are required to disclose the stake they and/or their immediate family have in the company. A license or an assignment of rights for a patent to a company in which the inventors have a stake shall be subject to the approval of the Manager of the College taking into consideration this fact.

### **Dispute Resolution**

In case of any disputes between College of Home Science Nirmala Niketan and the inventors regarding the implementation of the IP policy, the aggrieved party may appeal to the Chairman of the Governing Council of College of Home Science Nirmala Niketan. Efforts shall be made to address the concerns of the aggrieved party. The Chairman's decision in this regard would be final and binding. The IPRC shall have the responsibility for interpreting the policy, resolving disputes, the application of the policy and recommending changes to the policy from time to time.

### **Legal Jurisdiction**

As a policy, all agreements signed by College of Home Science Nirmala Niketan and dispute(s) arising from them, will be subject to the legal jurisdiction of the High Court of Maharashtra only and shall be governed by the appropriate laws of India.

## **IT Policy**

### **Policy Statement**

College of Home Science Nirmala Niketan recognizes the vital role information technology plays in the College's missions and related administrative activities as well as the importance in an academic environment of protecting information in all forms. As more information is used and shared in a digital format by students, faculty and staff, both within and outside the College, an increased effort must be made to protect the technology resources that support it.

### **Objective**

The objective of this policy is to provide College employees with guidance on acceptable and unacceptable use of the College's Information Technology (IT) resources. In addition, this policy supports effective organizational security and protects users and IT resources from, but not limited to cyber criminals, bullying, misuse of accounts and assets, and the spread of malicious software.

### **Application**

The IT Policy becomes applicable when all the stakeholders are aware about the process and procedures of IT in the College.

### **Policy**

#### **Authorized Use**

All individuals using College of Home Science Nirmala Niketan IT resources must use those resources to carry out the functions for which they were authorized, specifically:

- Access to IT resources shall only be provided to active employees, contractors, consultants, temporary, part-time, or other workers. Visitors may be provided access to limited resources, pending approval and registration with the IT Service Desk.
- Use of IT resources must align with the appropriate academics, support or administrative intentions for which they are provided.
- Use of IT resources and their access is limited to those employees who are authorized to use them.

- Employees must always authenticate using the account specifically assigned to them by the College to access IT resources and should not use anyone else's account other than their own when accessing IT resources.
- Employees must return all IT resources at the end of their tenure in the institution or when their role changes including but not limited to desktops, laptops, portable media, and cell phones.

### **Personal Use**

Occasional personal use of IT resources is permitted in accordance with the following.

Users:

- Must not use IT resources in a way that interferes with employment duties.
- Must not incur any monetary liability to the College.
- Must keep browsing limited to trustworthy websites.
- Must not threaten the security or availability of IT resources.
- Personal files stored on IT resources will not be accessible or returned at the end of the employee's tenure with the Institution or change in their job role.

Although the College permits occasional personal use of its IT resources, the College reserves the right to restrict occasional incidental personal use of IT resources at any time and as the College sees fit.

### **Prohibited Use**

All individuals using College of Home Science Nirmala Niketan IT resources are strictly prohibited from:

- Using IT resources for any political, religious, or commercial activity, or, for conducting any personal business in which they would receive personal or financial gain unless they have received permission from the College in writing, and in accordance with the Conflict of Interest Policy/Consultancy Policy.
- Using IT resources in a way that interferes with employment duties, or, creates any monetary liability to the College.
- Exporting software from the College for resale or distribution.
- Accessing or creating discriminatory, defamatory, bullying, harassing, offensive, pornographic, or obscene content.

## **Security**

Users of IT resources must not knowingly place the security of information or systems at risk. At all times, users must:

- Ensure that IT infrastructure and resources are configured and maintained in accordance with all IT Standards.
- Never disclose any component of sensitive information unless the recipient owns, or is authorized to have access to the information.
- Keep secret authentication information such as passwords, pin codes, or any other authentication information secure and at no time share authentication information with any individual.
- Take precaution prior to opening any attachment or clicking on links within electronic messages.
- Store all work on central College servers to ensure that sensitive, confidential and personal information is protected and that work is backed up regularly.
- Never use personal e-mail accounts to conduct College business.
- Only use cloud services which are approved by IT admin.
- Never upload sensitive, confidential or personal information to cloud or third party sites without approval from IT Admin.
- Never install software or applications without the prior approval of IT Administrator on IT infrastructure or resources.
- Always use the College provided VPN when performing work remotely.
- Ensure that personally owned devices that may come in contact with IT resources are protected with antivirus software, a personal firewall, and regularly install security updates and patches to operating systems, applications, and web browsers.

No individual shall knowingly breach, compromise, endanger or threaten the College's IT resources, attempt to do so, or allow others to do so. This includes probing, scanning, assessing, penetrating or affecting the availability of the College's IT resources. Users must report any misuse of IT resources to the IT Admin. Failure to report misuse may result in the assumption that the user who witnessed the misuse was party to the act.

College of Home Science Nirmala Niketan reserves the right and responsibility to



and resources by taking action, including but not limited to:

- Monitoring systems, networks, services, accounts, and web activity.
- Providing access to only current active employees, contractors, consultants, other workers.
- Termination of employment will disable access to all College IT resources and all IT assets must be returned.
- Denying a user the right to access IT resources at any time the College deems necessary.

### **Compliance**

Use of the College's IT resources is subject to, and must comply with, all applicable laws and College policies and procedures, including this policy. Non-compliance with applicable laws and regulations may result in civil liability or criminal prosecution. The College reserves the right to restrict or deny access to its IT resources, to monitor the employee's use of those resources and to take actions it deems necessary or appropriate to protect the College's IT resources. By using the College's IT resources, users confirm agreement with this policy.

In addition to the above, users of IT resources must also comply with:

- Applicable collective agreements, terms and conditions of employment and code of conduct;
- Copyright Laws including, but not limited to, the sharing of pirated software, audio, and video.
- Licensing agreements; and
- Any other agreements between the College and an external service provider.

### **Non-Compliance**

Non-compliance with this policy may result in any one or combination of the following:

- Verbal warnings;
- Written warnings;
- Restricted access to, or complete withdrawal of access to IT resources;
- Suspension from work;
- Termination;

- Recovery of costs due to damages or fines; and
- Criminal or civil action.

## **Leave Policy**

### **Policy Statement**

College of Home Science, Nirmala Niketan's policy is that all employees are entitled to leave in accordance with Government /University Rule/statute/orders.

### **General conditions governing grant of leave**

1. Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
2. Every employee who want to avail leave has to submit request in writing about the nature of leave which he/she want to avail in his/her application before availing it.
3. The Competent Authority may sanction the leave applied for and will not alter the nature of leave.
4. Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner holding indicating the nature and probable duration of illness. The employee returning from leave on medical ground, shall produce a certificate of fitness.
5. If the employee frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he/she would be fit for duty after rest and treatment.
6. The employee on leave shall not engage himself/herself in any other employment, trade or business, either full-time or part-time.
7. Every employee shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of further leave and may be treated as misconduct

**Competent Authority to Sanction Leave:** The following shall be the Competent Authority to sanction leave

Sl. No.	Category	Type of Leave	Sanctioning Authority (Recommending Authority / Sanctioning Authority)
1	Principal	All kinds of leaves	Management
2	Director	All kinds of leaves	Management
3	HOD	Casual leave	Principal
4	HOD	All leave except Casual leave	Management on recommendation of Principal
5	All other employee	Casual leave	Principal
6	All other employee	All leave except Casual leave	Management on recommendation of Principal

## **New Born Policy**

### **Policy Statement**

In order to develop a good rapport with family members of the employees at College of Home Science Nirmala Niketan and to show Institutional solidarity of being with them at special moments, the arrival of new born will be celebrated as per the guidelines below.

### **Objective**

College of Home Science Nirmala Niketan recognizes the importance of human resources, and to show solidarity to its employees, the arrival of a new born into our family will be celebrated.

### **Process**

College of Home Science Nirmala Niketan will celebrate the arrival of an employee's new born as per the following guidelines.

1. Display name of the employee, spouse and the new born (if named) on the LCD screen at the reception.
2. The Manager/Principal shall go and wish the employee in person on the first available opportunity.



## **Performance Appraisals**

### **Policy Statement**

All employees will undergo performance appraisal at the end of every academic year and they will have to submit their annual performance based appraisal document to their immediate superior - the HoD / Principal/ Manager, based on the level of their role. All performance appraisals will be timed from May to July to ensure that performance management is a regular responsibility of the management, rather than an occasional one. Performance appraisals are completely separate from remuneration reviews.

### **Objective**

The objective of the performance appraisal system is to constantly monitor progress of the capabilities and achievements of employees, to facilitate the ongoing development of team members and to identify when an employee has demonstrated readiness for greater responsibility.

The objective of individual performance appraisals is to review work performance on the basis of both capabilities and achievement of specific performance objectives. Performance appraisals also provide feedback to College of Home Science Nirmala Niketan on the achievability of objectives and the capability of employees on managing various duties assigned to them.

### **Application**

The policy on performance appraisals will be successfully implemented when all employees' appraisals are completed within the required time frame.

### **Process**

Performance based appraisal format would be shared with the employee in the month of March and it has to be duly submitted to the immediate supervisor by the last Friday of March.

The immediate supervisor would comment on the forms submitted by the employees and the said forms would be forwarded to the level-2 supervisors of the employee by the first Friday of April.

The Manager/Principal and the employee would agree on the date for a performance appraisal meeting in the month of May / June. The Manager/Principal would meet the employee to discuss their performance, to set targets for the next academic year and to address any grievance raised by the employee on his/her evaluation by the supervisor. The Manager/Principal would prepare a written performance appraisal in the approved format and file the same in the employee's record within 72 hours of the meeting.



## **Personal Conduct**

### **Policy Statement**

College of Home Science Nirmala Niketan expects its employees to achieve and maintain a high standard of ethics, professional conduct and work performance to ensure that the College maintains its reputation with all internal and external stakeholders.

### **Objective**

To enhance College of Home Science Nirmala Niketan's reputation as a leading educational institution of international repute, constantly striving to contribute to societal needs and welfare.

### **Application**

The policy will be seen to be successfully applied when all employees are seen to perform their duties professionally with skill, care and diligence.

This includes:

1. observing College of Home Science Nirmala Niketan's policies and procedures
2. treating colleagues with courtesy and with respect for their rights, duties and aspirations
3. employees who do not conform to this standard of conduct will be subject to disciplinary action as detailed in this manual

### **Code of Professional Ethics**

All the staff members of College of Home Science Nirmala Niketan has to follow the Code of Professional Ethics developed by the college.

### **Dress Code**

All the faculty members have to be dressed formally on the campus. All faculty members are expected to dress neatly and in a professionally appropriate manner while on campus. The following are examples of items that are not acceptable:

1. Jeans and T-Shirts
2. Ripped or torn clothing
3. Lungies /Dhoties, shorts, 3/4ths, Bermudas
4. Sportswear or Beachwear

5. Revealing and skin tight costumes
6. Low waist and lacerated /torn pants
7. Crop Tops / Shirts with Spaghetti straps / cool shoulder

College of Home Science Nirmala Niketan reserves the right to request a staff member to dress appropriately as a condition of employment and if found in the work environment with inappropriate clothing, he/she may be sent home to change, before returning to work.

### **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the values College of Home Science Nirmala Niketan presents to students and its stakeholders.

During business hours or when representing College of Home Science Nirmala Niketan, employees are expected to present a clean, neat, and tasteful appearance. The employees should dress and groom himself/herself according to the requirements of their position and accepted social standards.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

1. Unnaturally coloured hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
2. Offensive body odour and poor personal hygiene is not professionally acceptable.
3. Facial jewellery, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
4. Visible excessive tattoos and similar body art must be covered during business hours.

### **Personal Communications**

#### **Mobile Phones**

It is acknowledged that personal communication is inevitable and sometimes necessary and is expected to be kept within appropriate levels.

Faculty members are expected not to carry mobile phones to classes / Examination Halls / Assessment Centre's during assessment cycles.



Faculty members are expected to behave and conduct themselves in such way as to uphold the image and reputation of the College and shall not make any destructive criticism or derogatory remarks about the College, the Management, members of the staff and students on any of the communication mediums/Social Media

No material is to be sent as message (through sms, what's app, telegram etc. to name a few) that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of College of Home Science, Nirmala Niketan in the community or to its relationship with staff, students, parents and any other person or business with whom it has a relationship.

Message (through sms, what's app, telegram etc. to name a few) should not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.

### **E mail**

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, College of Home Science Nirmala Niketan can be held responsible for the content of email messages, including any attachments. Access to emails can be demanded as part of legal action in some circumstances.

It is therefore important that email is used within the following guidelines:

1. The employees of the College for the purpose of official communication have to use only the official e mail address
2. E mail should mainly be used for formal business correspondence and care should be taken to maintain the confidentiality of sensitive information.
3. Formal memos, documents and letters for which signatures are important, should be issued on the Institution's letterhead regardless of whether a physical or electronic delivery method is used

4. All E mails sent should include the approved Institution's disclaimer<sup>29</sup>

In order to protect College of Home Science Nirmala Niketan from the potential effects of the misuse and abuse of email, the following instructions are to be observed by all users.

1. No material is to be sent as e mail that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of College of Home Science Nirmala Niketan in the community or to its relationship with staff, students, parents and any other person or business with whom it has a relationship.
2. E mail is not to contain material that amounts to gossip about colleagues or that which is offensive, demeaning, persistently irritating, threatening, and discriminatory, and which involves the harassment of others or concerns personal relationships.
3. The E mail records of other persons are not to be accessed except by the management (or persons authorized by the management) engaged in ensuring compliance with this policy, or by authorized staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case would be limited to the needs of that particular instance.
4. When using E mail a person must not impersonate or use another person's computer without permission.
5. Excessive private use, including mass mailing, "reply to all" etc. which are not part of the faculty member's duty, are not permitted.
6. Staff need to be continually aware that some forms of email conduct may also be open to criminal prosecution.

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<sup>29</sup> *The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.*

### **Internet**

The internet is a facility provided by College of Home Science Nirmala Niketan for business use. Limited private use of Internet is permitted, provided that private use does not interfere with or distract a person from his/her work. The management has the right to access the system to determine whether private use is excessive or inappropriate.

The following activities, using College of Home Science Nirmala Niketan's internet access are not permitted:

1. Attending to personal activities of a business nature
2. Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material and material that could cause College of Home Science Nirmala Niketan to be in breach of equal opportunity or anti-discrimination legislation, verbally, in writing or pictorially
3. Downloading or printing material as described above and showing to others, or allowing to be seen by others, items as described above
4. Repeated or prolonged use that is not directly relevant to the user's work
5. Introducing computer viruses by failing to follow the College's IT policy

### **Gifts & Gratuities**

College of Home Science Nirmala Niketan is committed to ensuring all business relationships with stakeholders as legal and based on professional integrity. The employees are hereby instructed to adhere to the Anti-Bribing policy of College of Home Science Nirmala Niketan and any non-compliance of the Policy would invite disciplinary action.

## **Personal Records, Privacy & Retention**

### **Policy Statement**

A “Personal File” is defined as being the Organization’s file held by the Office of the Principal which contains information relevant to individual employees and to their employment. Personal files shall be created and maintained for every person employed at College of Home Science Nirmala Niketan. Personal files shall be created containing information about the employee which includes, but is not limited to: application(s) for employment; details of any changes to the individual’s employment conditions; probationary reports; letters and documentation relating to disciplinary action; annual performance review records; and other correspondence relating to employment and performance.

### **Objective**

College of Home Science Nirmala Niketan recognizes the importance of creating and maintaining personal files of each employee and the protection of privacy of the employees.

### **Process**

The Institution is committed to protecting the privacy of employees and the confidentiality of records. If one has been given information in confidence or has been authorized to secure sensitive information, one is entrusted with maintaining the confidentiality of that material. Breaches of confidentiality may be subject to corrective action, up to and including termination of employment. If there are any questions about access to information that may be sensitive or that which may violate the privacy rights of individuals, the concerned person should speak with the Office of the Manager.

Only the following information concerning active or terminated employees is released by the College upon receipt of a telephonic or written request:

1. Dates of employment at the Institution
2. Job classification or title
3. Department in which the individual is or was employed
4. Telephone extension of active employees, if requested.
5. Electronic mail address
6. Date of birth and the date of anniversaries for celebration purpose



Written requests for additional information related to the employee will be provided only if a release form is signed and returned to the Office of the Manager with the consent of the employee.

Employees will be notified, whenever possible, when the Institution is required to provide personnel information by a warrant, or any other court order. Supervisors and Administrative Officers do not have access to personnel files maintained at the Office of the Manager. However, information on work record or employment history will be provided to the HoD/ Vice-Principal//Principal/Manager on a need-to-know basis.

***Access to Personnel Files by Employees:***

Upon written request, an employee may make an appointment with the Office of the Manager to view his or her personnel file. An employee may not request that material be removed from the personnel file unless mutually agreed upon by the parties concerned. If the employee feels that a situation has been unfairly represented, he/she may submit a memorandum with clarifications to the Office of the Principal and request that it become a permanent part of the file.

A written request also is required from former employees when requesting access to their personnel files.

## **Professional & Personal Development**

### **Policy Statement**

College of Home Science Nirmala Niketan, in partnership with the employee, will maintain a professional and personal development plan for each employee. College of Home Science Nirmala Niketan's role in this is as a supportive facilitator. It will be up to the employee to take a leading role in managing their own development within an approved structure.

Funding for professional and personal development will be considered for support by College of Home Science Nirmala Niketan on its merits or by the employee.

College of Home Science Nirmala Niketan may, from time to time, require employees to attend specific training or instruction delivered by internal or external facilitators. This may be on or off-site. Development may take the form of training, education, mentoring, coaching or counselling.

### **Objective**

The objective of the professional and personal development policy is to provide a structured environment for learning and development for the staff, within the Institution or outside the Institution.

### **Application**

The policy on professional and personal development will be successfully implemented when employees manage their own development plans.

### **Process**

During the appraisal process the Principal/Manager will identify and document the areas where the employee's performance may be enhanced by further training. The /Principal/Manager will identify specific courses which the employee can attend to improve his/her caliber.

The employee and /Principal/Manager will then work together to complete a professional development plan for the former.

In response to this, the employee can source his/her own solutions instead of, or in addition to, the /Principal/Manager's suggestions. Requests to attend the above identified programs/events should be submitted in writing to the employee's immediate supervisor and must include:

1. Suggested dates
2. Costs
3. Anticipated outcomes



## **Research Policy**

### **Introduction**

The success of an educational Institution in attaining its objectives is greatly contingent upon the alignment of the faculty with all the aspects of research initiatives, being undertaken at the Institute. Therefore, the present Research Policy aims to help College of Home Science Nirmala Niketan and faculty achieve excellence and contribute to society. It outlines standards of responsible and ethical conduct expected of all persons engaged in research at this Institute.

### **Objectives:**

1. To ensure that all research activities are conducted with integrity and with due regard for the health and safety of everyone concerned.
2. To create a very good research environment in the Institution.
3. Strategic management and monitoring of research performance.
4. To ensure integrity, quality and ethics in research
5. To encourage faculty members in procuring funds from international and national funding agencies.

### **Promotion of Research**

The College believes that researchers are free to choose the subject of their research, to seek support from any funding source for their research work, and to report their findings and conclusions. However, research shall be available for scrutiny to the Research Advisory Committee of the College and constructive criticism of peers. Research techniques used by the researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The College shall create conducive environment for research. Due to limited resources, the College may not fully support all research likely to be undertaken, but it shall allocate the space, facilities, partial funding, and other resources for research programs based on the scholarly merits of the proposed research. It shall also provide development opportunities to researchers for writing research proposals and reports, publications, patent filing, etc.



### **Major/Minor Research Projects**

The College identifies calls for proposals for Major/Minor research by various agencies and disseminates the information through various communications channels established. Faculty can submit Major/Minor Research Project proposals to these agencies. These proposals are submitted to the Research Committee of the College for scrutiny before submitting the same to a funding agency. These proposals should reserve at least 10% of the total cost as overhead expenses.

The College provides all kinds of infrastructure facilities available for conducting a Major/Minor Research Project. The College plans to evolve a mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency.

### **Collaborative Research Projects**

The Academia-Industry interaction is the demand of the day. Contribution to society at large is possible if the College closely works with industries and different organisations. Industries and business organisations face different kinds of problems and many of them would like to have help from the College to find solutions to their problems. For that, the College has planned to have the following activities:

**Inter-disciplinary research:** Inter-disciplinary study refers to the study process cutting across various disciplines. Interdisciplinary research involves generation and integration of knowledge needed to answer complex questions, solve complex problems and gain coherent understanding of complex issues that are increasingly beyond the ability of any single discipline to address comprehensively or resolve adequately. For effective research in interdisciplinary areas, College/researchers could adopt practices mentioned in the Research Manual of the University.

**Collaborative International Research:** College of Home Science Nirmala Niketan will try to establish MoUs with prominent Universities and Research Institutions abroad and in India, for conducting research jointly in the areas of common interest. The Office of the (Research) and Research Committee shall constantly explore the possibilities of having such collaborative or joint research in terms of thrust areas, decide the modus operandi of conducting such research and attend to other relevant aspects.

**Industry Sponsored Research Project:** An organisation can sponsor a project and the experts of the Institution concerned can conduct research on this project for which the financial support would be provided by the organisation. As a result, if any patent is registered, the IPR Policy College would govern the said patents and their outcomes.

### **Publication of Papers and Journals**

Publication of papers is critical for the effectiveness of the College. Faculty must publish continuously in quality journals. Therefore, the College encourages the publication of papers by the faculty with a targeted aim. A faculty member shall be expected to publish a certain number of research papers in refereed journals at national and international levels approved by the UGC.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinized and guided by a committee of senior professors. Each Department of the College shall be encouraged to publish a quality journal and organize research conferences, from time to time to boost research activities in the College and to contribute to the existing body of knowledge.

### **Intellectual Property**

Any intellectual property arising from any Research and other Consultancies will be governed by the IPR Policy of the College.

### **Incentives for Outstanding Research**

Outstanding research contributions made by the faculty, researchers, and research scholars shall be recognized as per the Incentives Policy of the College.

### **Code of Ethics for Research**

Researchers and professional staff must, in all aspects of their research follow the Code of Ethics Policy of the College.

### **Research Misconduct**

The College believes that the occurrence of misconduct is a threat to the basic principles of research. The College defines research misconduct, as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results. Research misconduct does not include an honest error or differences of opinion, authorship disputes that do not involve plagiarism, and violations of other College policies.

Misconduct in research damages the integrity of the profession and undermines the credibility of scholars. It is also antithetical to the values the College strives to maintain and promote. The College shall seriously take up all allegations of misconduct, and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are well defined and just for all parties involved and may initiate disciplinary procedure if found guilty.

**Research Committee:**

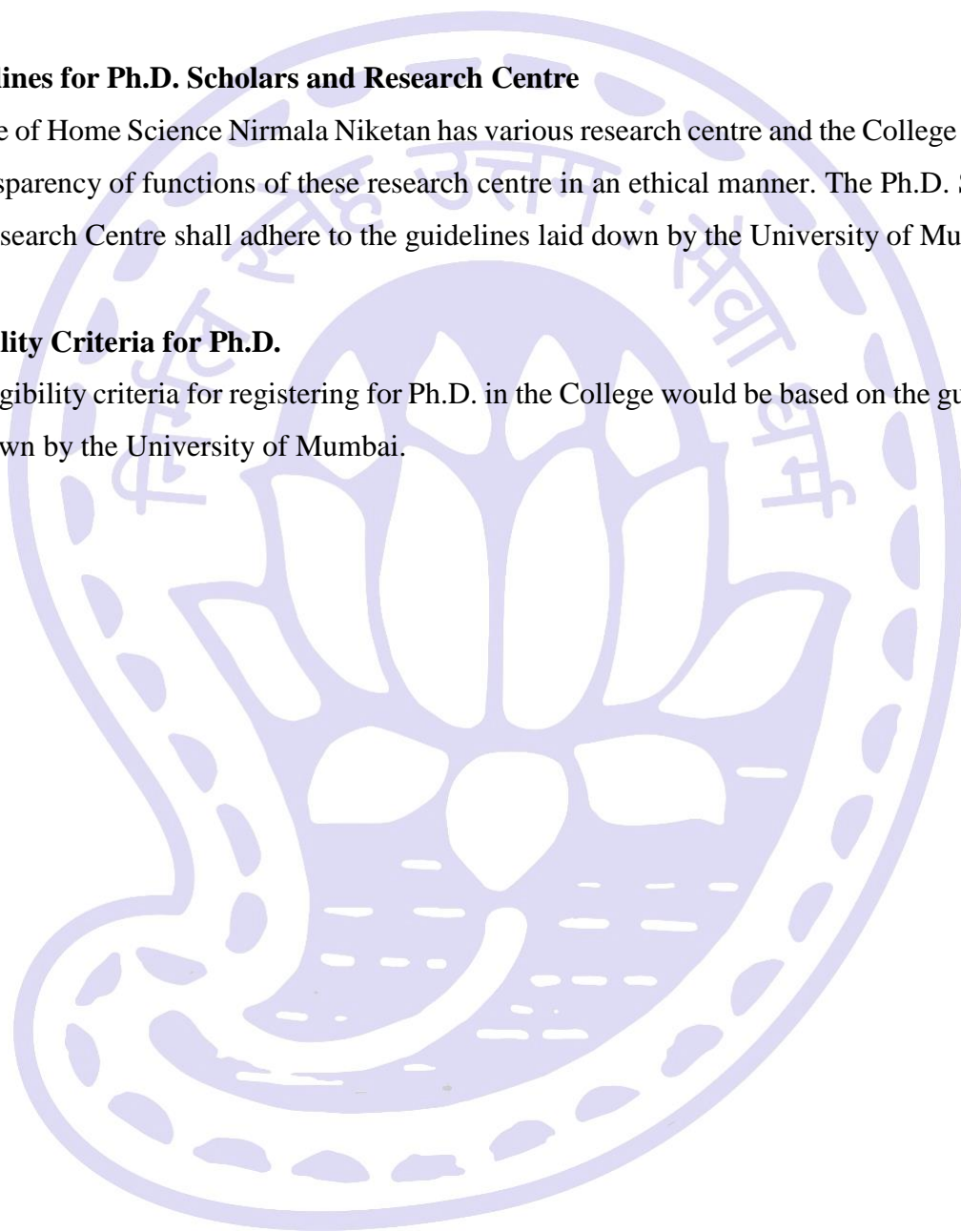
The Research Committee of the College shall be constituted and will function as defined by the University of Mumbai.

**Guidelines for Ph.D. Scholars and Research Centre**

College of Home Science Nirmala Niketan has various research centre and the College believes in transparency of functions of these research centre in an ethical manner. The Ph.D. Scholars and Research Centre shall adhere to the guidelines laid down by the University of Mumbai.

**Eligibility Criteria for Ph.D.**

The eligibility criteria for registering for Ph.D. in the College would be based on the guidelines laid down by the University of Mumbai.





## **Reservation Policy on Admission**

### **Policy Statement**

College of Home Science Nirmala Niketan is well aware of its role in providing admissions to students of all strata of the Society. In accordance to which the college will follow certain practices to admit students from the varied communities/sections.

### **Objective**

To ensure that the College follows the norms prescribed by the Central/State Government, UGC, University of Mumbai with regard to providing admissions to students from the varied communities/sections.

### **Application**

The Reservation Policy on Admissions will be successfully applied when the students are admitted as per the norms prescribed by the Central/State Government, UGC, and University of Mumbai.

### **Policy Measures**

The College will follow the existing norms prescribed by the Central/State Government, UGC, and University of Mumbai with regard to providing admissions to students from the varied communities/sections and which will be approved by the CDC before implementation.

## **Resource Mobilization Policy**

### **Policy Statement**

College of Home Science Nirmala Niketan operates student centric policies with a focus on skill based training and research driven quality education which should be accessible and affordable to the youth of rural and urban areas. The cardinal principle of management in the College is to provide best resources to the students & faculty to meet the above requirement and run the College for realizing its vision and mission.

### **Objective**

The objective of this policy is to

- 1) Diversify and expand the resource base of the College in supporting the achievement of the strategic plans, goals and overall growth.
- 2) Identify and analyze the resources available for Programs priorities, policies, research, infrastructure upgrading and maintenance in addition to efficient budget allocation.
- 3) Understand and analyze the current funding landscape, resource availability and support commitment from stakeholders and agencies.
- 4) Maximize the use of internally generated income so as to expand meaningful relations with stakeholders.

### **Application**

The Resource Mobilization Policy becomes applicable when all the stakeholders are aware about the processes and procedures of Resource Mobilization in the College.

### **Policy**

### **Resources**

For the effective functioning of the College, it needs three types of resources i.e. Human Resources, Equipment & Material Resources and Infrastructural Resources.

### ***Human Resources***

The College will ensure that the qualifications and experience of all manpower needed to run the educational Programs are as prescribed by University/Government/UGC from time to time. For teaching and non-teaching staff of the College, the procedure laid down by statutes, ordinances and policies of the College/ University/ Government/ UGC will be followed.

***Appointment of Teachers:*** The posts of Assistant Professors, Associate Professors and Professors are laid down by relevant regulating authorities like UGC, University and the State Government.

***Selection and Recruitment Process for Teachers:*** Selection and Recruitment of the Teaching and Non-Teaching staff will be made following the procedures and policies prescribed in the “Recruitment and Selection Policy” of the College

### ***Mobilization of Students against Intake***

The important part of cash inflow in budget outlay is the student admission and resulting fees received from them. In order to ensure that maximum seats are filled against approved intake, the following mobilization plan has been implemented:

- 1) **Quality Education & Infrastructure:** The College has to ensure that best teachers and requisite infrastructure is available so that the students, work as ambassadors to mobilize new admissions.
- 2) **Advertisements & Publicity:** The College should spend the amount decided in the budget annually on this head to mobilize admissions effectively and create a brand value.
- 3) **Infrastructure & Facilities:** This attracts quality intake and enhances mobility to attract maximum admission. Efforts therefore should be made for ensuring requisite facilities.
- 4) **Counseling and Guidance:** The Counseling Cell mobilizes admission with quality intake by an effective action plan. The Counseling Cell will therefore be provided with matching resources to meet the action plan.

### ***Equipment & Material Resources***

Based on the Strategic Plan the requirement of equipment & material resources will be worked out by the respective Departments in a prioritised order and consolidated at the College level by the Finance Committee.

### ***Infrastructural Resources***

In order to operate the approved academic Programs effectively and provide administrative support, the building and basic infrastructural requirements will be worked out by the Management in terms of financial load and time needed. Principal will provide these inputs in budgetary preparation.

### ***Funds Mobilization***

On the basis of Student Intake, Faculty requirements, Lab/library/material need and infrastructural need, the details of fund requirement will be examined and cash inflow/out flow will be worked out by the Finance Committee through the College Account. A Resource Mobilization Plan will be made and put up to the Governing Council with following broad outlines.

The following are the agencies and strategies through which the College mobilizes and secures funding:

For Aided section: The major source of institutional receipts is grant-in-aid received from the State Government salary of the aided staff. The College is also entitled to utilize some part of student fees as per the rule for meeting routine non salary expenses.

Fees from Self-financing Programs: Fees collected from Self-Financing programs is deposited in the “Self Finance College” Account. It is utilized for meeting the expenditure of essentials like salary, electricity, water etc.

Government /Quasi-governmental funding for institutions

Financial assistance from MLA/MP: The assets received from the MLA/MP fund would be used only for those activities/infrastructure/asset-creation for which the money was assigned by the MLA/MP fund.



RUSA/ICSSR/UGC/DST funds: Grants from these agencies which have been earmarked for research/infrastructure-development/asset-creation would be utilised for activities aforementioned but not limited to setting up labs, improving infrastructure, maintenance of equipment, research projects, library etc.

UGC Grants: This Grant would be utilised for activities aforementioned but not limited to Infrastructure augmentation, asset creation, purchases of sophisticated instruments/ books/ journals for UG and PG education and research etc. to name a few.

#### Endowments and Scholarships to students

1. Grants given to students from reserved communities by the Government: Such Funding/ Scholarships/Grants for SC/ ST/ OBC/OEC etc. would be utilised for purposes as mentioned by those agencies
2. Funding from various Government Departments like - Women's Commission, Minority, and Higher Education Department etc. would be utilized for purposes as mentioned by those agencies.
3. Endowments and Scholarships: These funds sponsored by various private / public / charitable organizations would be given to meritorious students / students excelling in various fields as per the purposes mentioned by those agencies.
4. Sponsorship and assistance from philanthropists: Such Grants would be utilized for conducting extension and outreach activities, fests, seminars, charitable activities, or for specific projects and programs as mentioned by the philanthropists.

#### Alumni contributions

Sponsorship and assistance from Alumni: The assistance received from Alumni may be utilised for conducting Fests, Sports events and other enrichment activities, for buying journals, magazines and extra newspapers for the library, for Research Projects and towards training and preparation for youth festivals.

In addition to Resource Mobilization, every effort is made to maintain the existing resources. The college has a well-established machinery and set of procedures for maintenance of infrastructure and equipment. This is primarily achieved through the monitoring of various committees like Governing Council, CDC, Planning and Purchase Committee, PTA and IQAC with necessary support systems.

Cash outflow is based on already running Programs, new purchase, enhancement in expenditures, maintenance, administrative expenditure and depreciation. Repayment of earlier loans, interest etc. will also be included in cash out flow.

Deficit is the difference between cash inflow and out flow.

The Finance Committee will discuss various options to meet the fund deficit, if any. The Finance Committee will examine possibility of increasing cash inflow or/and reducing out flow by cutting on some demands, postponing some needs by prioritizing such needs. After all the deliberations, the Finance Committee will tentatively finalize the cash inflow, outflow, deficit and budget outlay.

#### **Maintenance - :**

- Building maintenance and infrastructure up gradation is achieved through regular monitoring by the Management and the Principal and devising suitable proposals for implementation.
- Allocation of adequate budget for annual maintenance of College infrastructure by the Management.
- Support staff will maintain all infrastructures.
- Water Purifiers, water coolers, incinerators etc. are regularly serviced.
- Painting, roof maintenance, plumbing maintenance and repairs done, including sewer systems as per requirement.
- All equipment's are repaired as and when necessary.
- Provisions of Classroom maintenance including furniture, doors and windows are looked into from time to time.
- The water tanks and well are cleaned regularly.

#### **Laboratory Maintenance**

- A cost effective approach is followed for the laboratory maintenance. Annual stock verification of chemicals, glassware and all other lab equipment is done.
- Mechanical and lab equipment are repaired and maintained by the lab assistants and complicated repairs are done with the help of Laboratory account funds.

- Calibration and Refurbishing of laboratory equipment are done regularly.
- Wastage from laboratories is minimized using green protocol and reuse solvents.
- ICT Maintenance is done regularly
- IT Administrator maintains major equipment, ICT instruments and UPS.
  - The College has adequate MBPS broadband facility and a dedicated server.
- All electronic equipment is protected by UPS or generator facility.
- In order to minimize e-waste, computers are serviced and reused.

### **Library Maintenance**

- Automating the library facilities using integrated library management software KOHA has been done. Work on maintenance and digitization of books, manuscripts and reports in progress.
- Maintenance and utilization of library resources are done, strictly following the library rules. The maximum period of loan for books is 5 days.
- A book, if damaged or lost by a member, has to be compensated with the amount of that book.

### **Sports Equipment/Facilities**

- The Principal monitors the maintenance of sports equipment/facilities of the institution.
- Regular inspection and maintenance of sports equipment is done from time to time.

### **Mobilization Plans**

The Governing Council will deliberate and clear the Budget and associated Action Plan for maximizing Funds Mobilization

### **Maximize Cash Inflow**

The Finance Committee will coordinate with the admissions committee to ensure that the admissions are done as per plans, fees are received on time and efforts are made to materialize inflow from fees and other planned resources.

### **Minimize Cash Outflow**

The Finance Committee will ensure, through proper purchasing process and by conserving Expenses by prioritizing needs, that cash outflow is minimum as per the approved budget.

### **Options to Meet the Deficit**

The net likely deficit will be discussed and finalized for funding by the Governing Council and will take necessary steps to meet the deficit.

### **Monitoring**

The implementation and deviations from the plan will be monitored at the CDC and discussed by the Governing Council. The President of the Nirmala Niketan Trust may call for periodic meetings of all concerned, to monitor the progress and issue suitable instructions. Any major corrective measures will be applied after approval of the Governing Council through Finance Committee, if required.





## **Sexual Harassment**

### **Policy Statement**

College of Home Science Nirmala Niketan is committed to ensuring that employees are treated fairly and equitably in an environment free of intimidation and sexual harassment. Sexual harassment is an unacceptable form of behaviour which will not be tolerated under any circumstances. All complaints of sexual harassment will be treated seriously and promptly, with due regard to confidentiality. Disciplinary action will be taken against any employee who breaches the policy.

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the displaying of offensive material or other behaviour which creates a sexually tense or hostile working environment, both offline and online. Sexual harassment can occur between an employee and a co-worker or a student.

Sexual harassment is not just unlawful during working hours or in the workplace itself. The behaviour is unlawful in any work-related context, including conferences, work functions, industrial or field visits, and student excursions.

College of Home Science Nirmala Niketan encourages any employee who feels that he/she has been harassed, to contact the Principal, the HoD or any member of the Internal Complaints Committee (ICC) of the College. College of Home Science Nirmala Niketan recognises that, the comments and behaviour which do not offend one person can offend another. The management accepts that individuals may react differently and expects his/her right to be generally respected.

Any complaints or reports of sexual harassment will be treated promptly, seriously and sympathetically. They will be investigated thoroughly, impartially and confidentially. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

Appropriate disciplinary action will be taken against anyone in this College's employment who is found to have sexually harassed a co-worker or a student. Depending on the severity of the case, consequences can include an apology, counselling, dismissal, demotion or other forms of disciplinary action. Immediate disciplinary action will also be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment.

College of Home Science Nirmala Niketan has a legal responsibility to prevent sexual harassment. Therefore, the Principal and the HoDs have a responsibility to:

1. monitor the working environment to ensure that acceptable standards of conduct are observed at all times
2. model appropriate behavior themselves
3. treat all complaints seriously and take immediate action to forward the complaint to the ICC.

All employees have a responsibility to:

1. comply with the College's Sexual Harassment Policy
2. offer support to anyone who is being harassed and let them know where they can get help and advice (they should not approach the harasser themselves)
3. maintain complete confidentiality if they provide information during the investigation of a complaint (employees who spread gossip or rumours may expose themselves to defamation action)

### **Objective**

To foster a professional, open and trusting workplace environment.

### **Application**

The Sexual Harassment Policy will be successfully implemented when all staff/students work in an open and trusting workplace environment.

### **Procedure for Submission, Enquiry and Redressal of Complaints**

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, and the rules framed there under, the College hereby adopts the following procedure for addressing complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice

and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated here under.

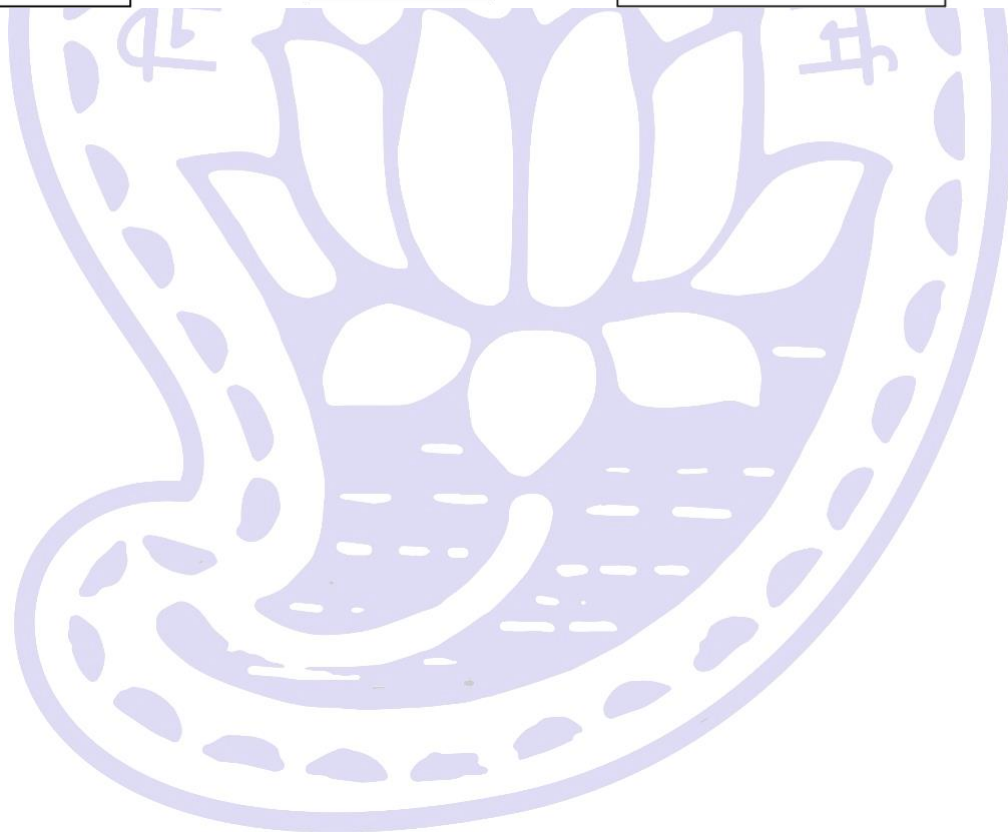
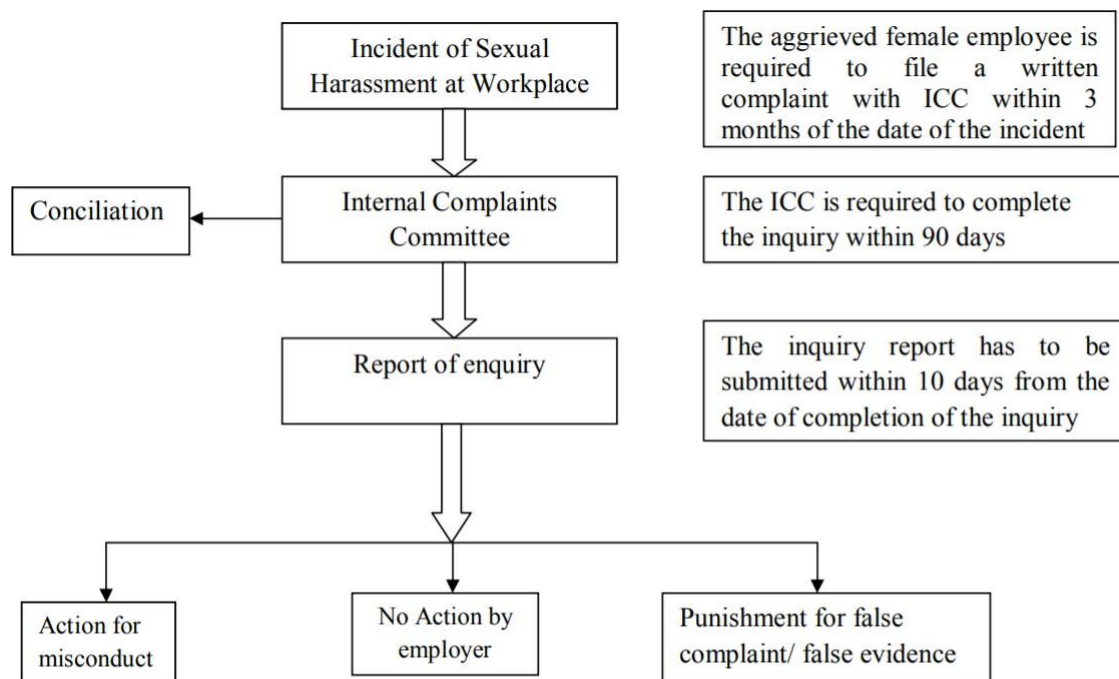
1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of the last incident (Provided that where such complaints cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing. Where the aggrieved woman is unable to file a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or any other person as may be prescribed may make a complaint). The written complaint should be submitted to the Presiding Officer of the ICC or any of its members along with list of witnesses and supporting documents.
2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the College that no action is required to be taken in the matter.
4. A notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents).
5. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement thus arrived at, and forward the same to the Management for necessary compliance. The Committee shall provide the copies of the settlement to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
6. If conciliation is found to be not feasible, a notice will be issued to both parties for hearing.
7. The ICC follows the principles of natural justice during the proceedings which include:
  - a. Right to hear from both the parties



b. Examination and cross examination of parties and witnesses

8. The Committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
9. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
10. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
11. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
12. The Committee shall have the right to terminate the enquiry proceedings and give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
13. All proceedings of the ICC shall be recorded in writing.
14. After concluding its investigation, the Committee shall submit a detailed report to the College.
15. In the event of the Committee finding the allegation(s) against the respondent to be true, it shall recommend the nature of action to be initiated by the College.
16. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the College to take action against such falsification.





## **Suggestions and Bright Idea Policy**

### **Policy Statement**

To encourage & facilitate all employees of College of Home Science Nirmala Niketan to contribute innovative suggestions & ideas that can help in the Institution's growth and knowledge & skill development of the employees.

### **Objective**

College of Home Science Nirmala Niketan recognizes the contribution of its employees in addressing various problems related to the College and suggesting effective solutions to overcome those problems.

### **Process**

Any employee or group of employees may submit a suggestion or idea at any time. Suggestions should be submitted in writing to the Office of the IQAC Coordinator, online, via e-mail, by using a suggestion form and including all pertinent information outlined below.

Suggestions should include:

- A description of the problem to be addressed or the area to be improved;
- A detailed description of the solution; and
- An analysis of the benefits to the Institution.

The Office of the IQAC Coordinator will immediately acknowledge the receipt of each suggestion in writing. Each bright idea/suggestion shall be reviewed in the CDC meeting of the College. After the review, the Office of the IQAC Coordinator will prepare recommendations of appropriate ideas for implementation and recognition. Ideas which are more appropriate, will be dealt at the College or Department level for further action in any format felt suitable.

### **Awards:**

College of Home Science Nirmala Niketan will provide a certificate and a plaque for the employees who have given good suggestions and bright ideas.

## **Systems and Procedures Policy**

### **Policy Statement**

College of Home Science Nirmala Niketan strives to meet the growing needs of the institution with the support of the Planning Committee, making available adequate physical infrastructure and constantly upgrading facilities in order to provide, maintain and utilize physical, academic and support facilities.

### **Objective**

To ensure that the College adheres to the proper usage and maintenance of physical infrastructure.

### **Application**

The Systems and Procedures Policy is applied when all the staff and students use the physical infrastructure of the Institution efficiently and effectively in an optimum manner.

### **Policy Measures**

#### ***Established Systems and Procedures***

1. The Principal discusses with the Planning Committee and presents a report regarding physical, academic and support facilities in the Governing Body for approval and implementation.
2. The HODs, faculty, non-teaching staff and other service personnel are given responsibility to maintain the facilities under their supervision. They later report to the Principal for maintenance of infrastructure when needed.
3. An annual audit & stock taking of the physical, academic and support facilities is undertaken for assessment and evaluation. A detailed report is submitted by the Heads of the Departments to the Principal which aids in planning forthcoming academic year in the month of May.

#### ***Maintenance of Physical Facilities***

- The annual stock taking and maintenance of the physical facilities is carried out during the summer vacation by the Admin Officer and is verified by a nominated member by

the Principal/Manager. A consolidated report of the stock taking are submitted to the Principal for documentation purposes which would be forwarded to the Governing Body of the College.

- Maintenance Staff are responsible for maintenance related to electrical, carpentry, painting etc., of the classrooms and the entire campus throughout the year and major repair works are carried out during summer vacation in consultation with the Manager.
- Technical requirements and other infrastructure facilities are maintained regularly by separate electrical and technical external maintenance team.
- Annual Maintenance Contract (AMC) for air-conditioners, generators, lifts, computers, CCTV Camera and other equipment's will be taken and these equipment's are cleaned, calibrated and maintained on a regular basis.
- Fire extinguishers and First Aid Kits are maintained regularly and their refilling is done before the date of expiry.
- The Support Staff look into the cleaning and maintenance of class rooms, seminar halls, laboratories, staff rooms, library, corridors, wash-rooms and the college campus and are done on a daily basis.
- Outsourced Security Guards look into the security aspects of the campus and are on duty 24/7.
- To ensure protection for staff & students, CCTV cameras have been installed at vantage points.

### ***Maintenance of Academic facilities***

#### **Laboratory**

1. Stock taking of all the equipment, instruments, glass ware, specimens, computing devices etc. is done in all the Departments annually in the month of March by the HoD and is verified by a nominated member by the Principal. A consolidated report of the stock taking are submitted to the Principal for documentation purposes which would be forwarded to the Governing Body of the College.
2. Regular maintenance of Fault registers and Log books in all the laboratories and repair works are carried out without delay.
3. For any kind of maintenance or repair the laboratory staff in-charge reports to the Head of the Department, who forwards it to the Principal and the repair work is carried out



*Human Resources Policy and Procedures Manual of College of Home Science, Nirmala Niketan*  
by the concerned service personnel.

4. The instruments and equipment are serviced by the suppliers from whom they are purchased, in case of any service required. The maintenance register of the same is kept in the laboratory. Separate maintenance register is kept with details of maintenance entries i.e. name of instrument, date and description of maintenance.
5. The sensitive laboratory equipment as recommended by the manufacturer is housed in air-conditioned rooms.

#### Library

1. The annual stock taking and maintenance of the library books is carried out in April by the librarian and is verified by a nominated member by the Principal. A consolidated report of the stock taking are submitted to the Principal for documentation purposes which would be forwarded to the Governing Body of the College.
2. All books in the Library are arranged according to their classification.
3. The Library support staff helps in maintaining the books and the other infrastructure in the library.
4. Damaged books are bound, scanned and digitalized in the central library.
5. On request from each Department, a list of required books is prepared and procured for the next academic year.
6. A nominal penalty is levied for delay in returning the library books or losing them.

#### Computers

1. The annual stock taking and maintenance of the computers and other ICT equipment's is carried out in the month of April by the IT Administrator and is verified by a nominated member by the Principal. A consolidated report of the stock taking are submitted to the Principal for documentation purposes which would be forwarded to the Governing Body of the College.
2. A outsourced hardware technician takes care of the maintenance and service of the computers.
3. Use of computer laboratory facilities, for teaching and learning is recorded in the log book.

#### Class Rooms:

1. Optimal utilization of resources should be ensured while allocating classrooms.
2. The Class Coordinator is given responsibility for the maintenance of his/her class room.

## **Conflict of Interest**

Prior to employment with College of Home Science, Nirmala Niketan , the employees may be conducting business activities which potentially give rise to real or perceived conflict of interest with College of Home Science, Nirmala Niketan 's objectives and future activities. In such circumstances, any business or other external interests that have a real or perceived conflict of interest should be declared to College of Home Science, Nirmala Niketan .

The employees will at all times advise management of any other interests they or any related bodies corporate in which they participate, have or are potentially entering into that could cause conflict with their employment, interests or commitment in College of Home Science, Nirmala Niketan .

Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at College of Home Science, Nirmala Niketan. If such involvement does affect performance or attendance it will be considered as a conflict of interest giving rise to the remedies described above or disciplinary proceedings including dismissal.

Approval must be given from management before approaching any external bodies for commercial or non-commercial external interests. This includes fund raising, sponsorship and similar activities.

## **Human Resources Manual Agreement**

I \_\_\_\_\_, have been provided with access to the College of Home Science, Nirmala Niketan HR Manual and have read and understood all of the policies and procedures contained within.

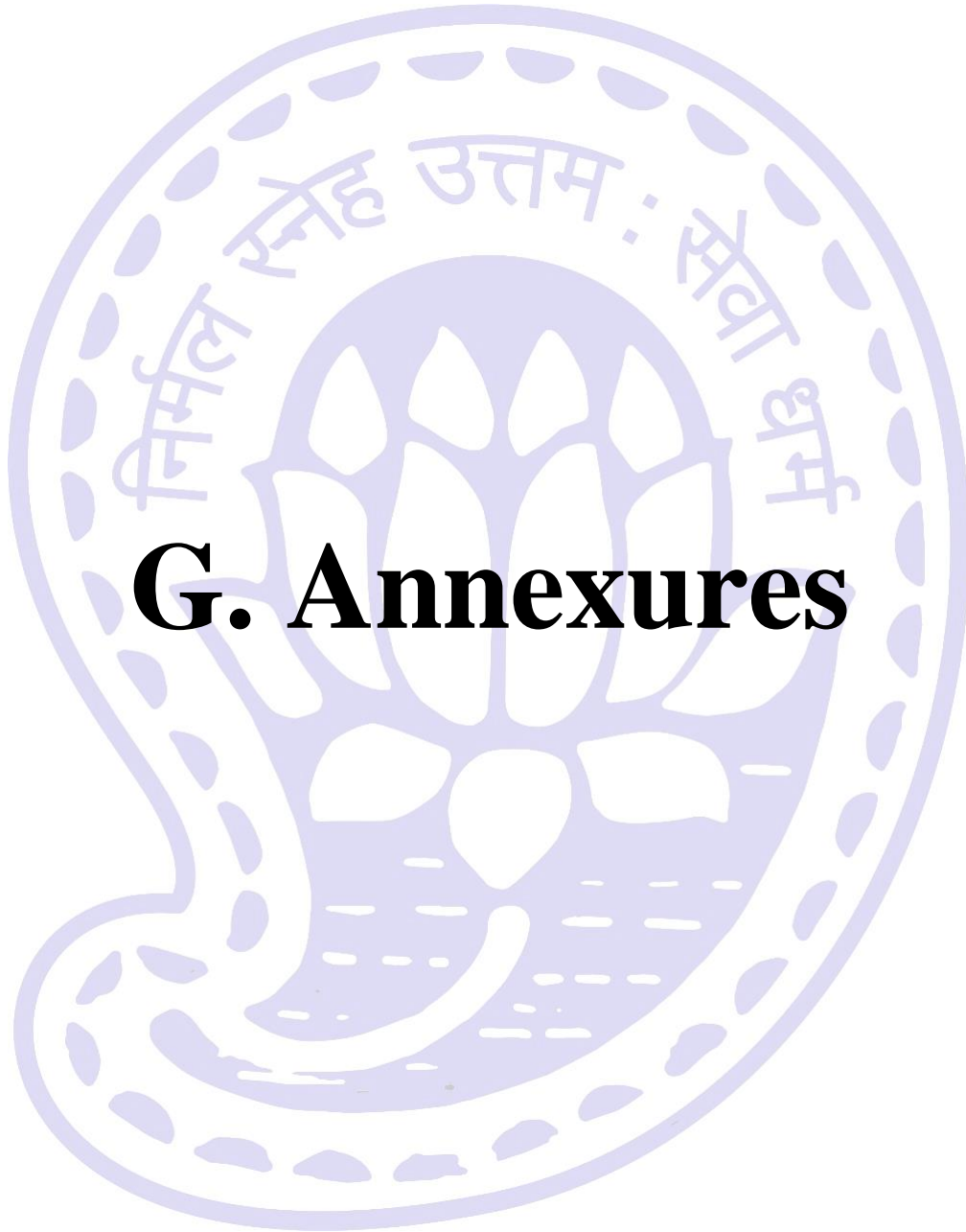
I acknowledge that these policies and procedures form part of my employment with College of Home Science, Nirmala Niketan and that I am bound by its procedures.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Dated** \_\_\_\_\_

**Place** \_\_\_\_\_



# **G. Annexures**

## **Annexure A**



**COLLEGE OF HOME SCIENCE NIRMALANIKETAN**  
**Mumbai, Maharashtra**

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Program :

Course :

Semester :

Session :

Batch :

Subject Code :

No. of credits :

Prepared by :

Email :

Website :

Mobile :

**Approved By**

---

HoD

Principal

---

College of Home Science Nirmala Niketan

Tel :

Address

Web :

**Name of the Course**

**Course Code:**

**Faculty:**

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**Course Objectives**

**Program Outcome**

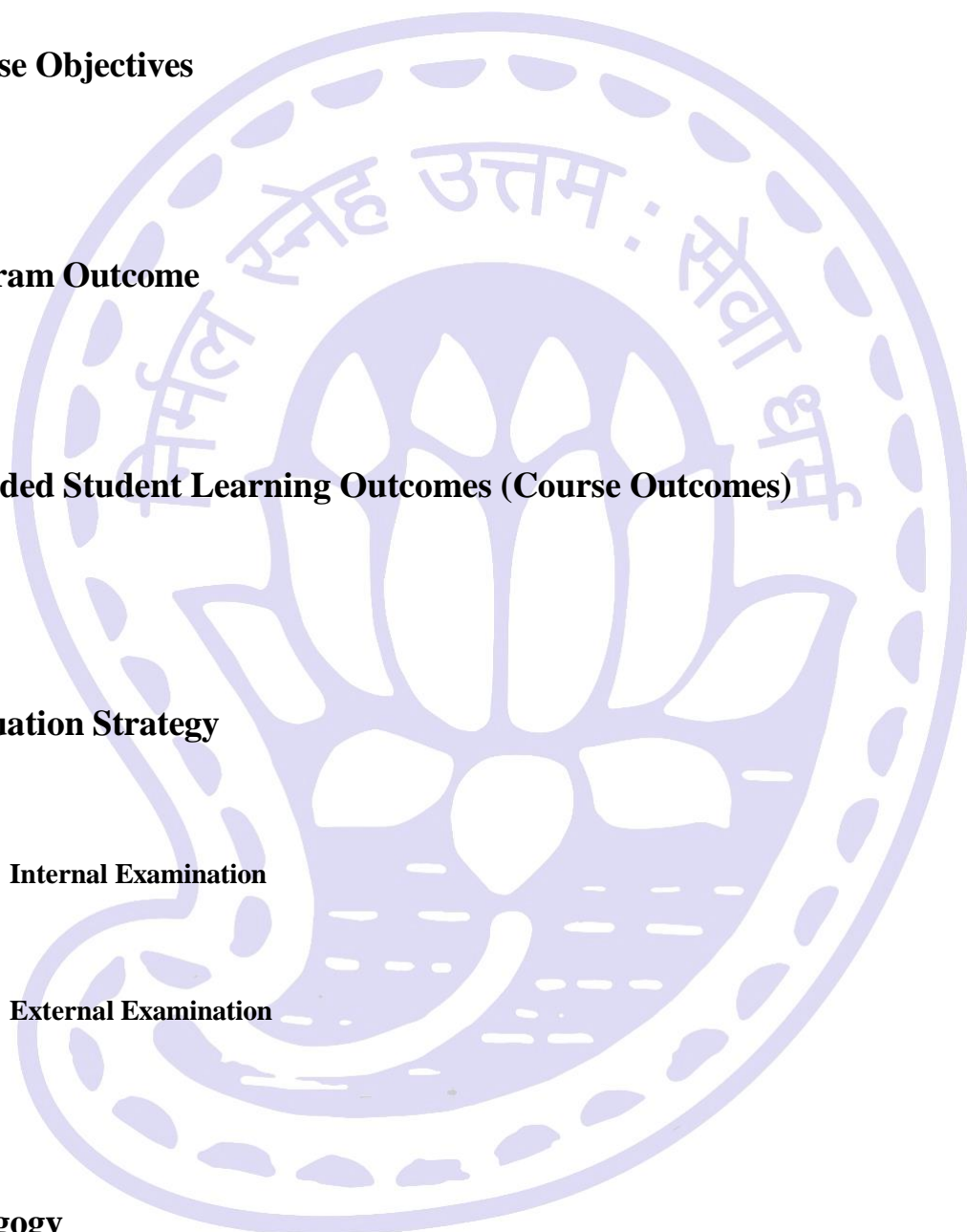
**Intended Student Learning Outcomes (Course Outcomes)**

**Evaluation Strategy**

**Internal Examination**

**External Examination**

**Pedagogy**



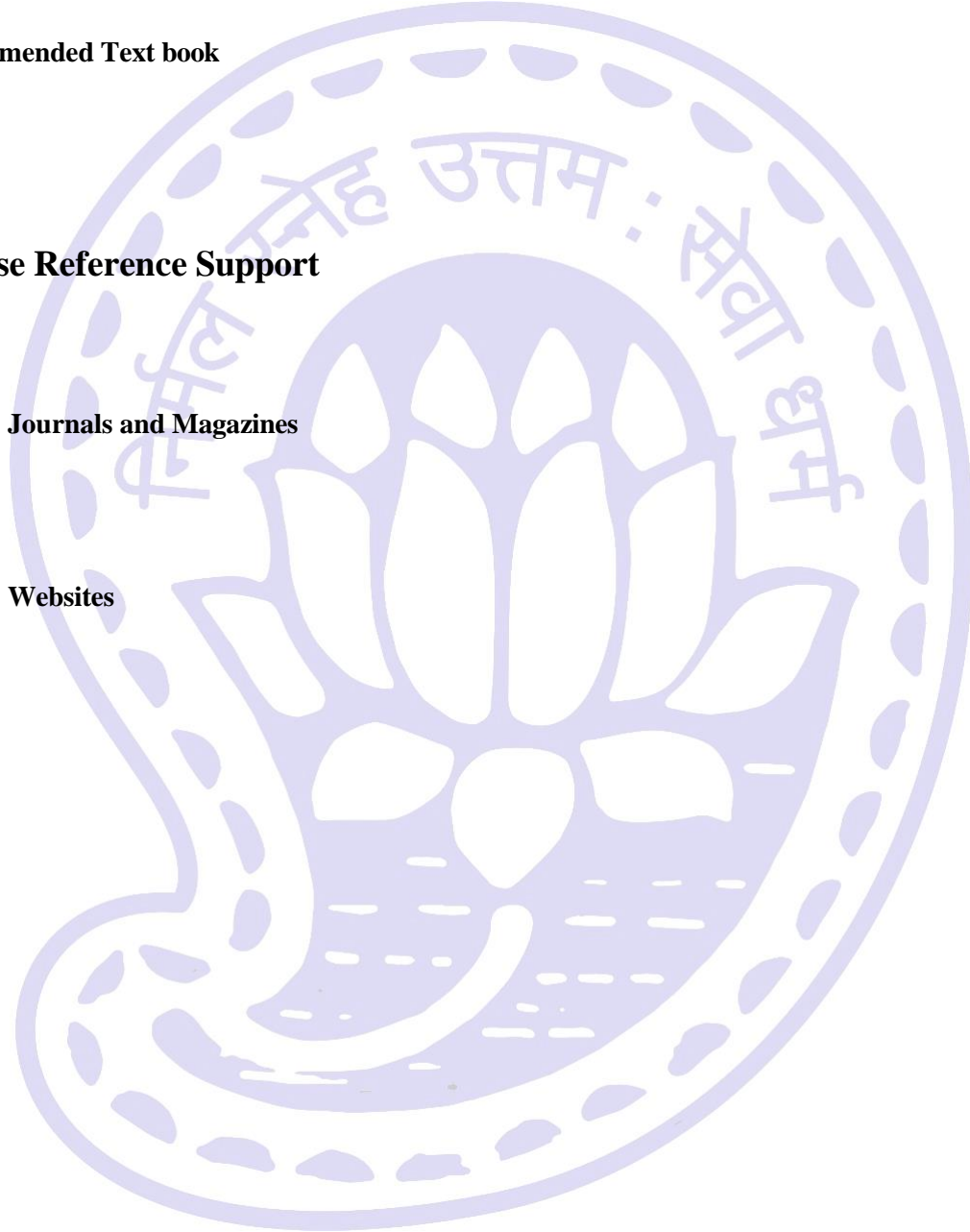
## **Syllabus**

### **Recommended Text book**

### **Course Reference Support**

#### **Journals and Magazines**

#### **Websites**









The above items fall under

Consumables :

Servicing of Equipment :

Faculty Requested

Head of the Department

**Abstract of request**

<b>Sl. No.</b>	<b>Head</b>	<b>Anticipated Cost</b>
<b>1</b>	Non – recurring	
<b>2</b>	Recurring	

Faculty Requested

Head of the Department

---

For Office Use:

Request received on :

Request received by :

## Annexure C

### Meaning of Unfair Practices in Examination by students

“Unfair means” includes one or more of the following acts or omissions on the part of the student/s during the examination period.

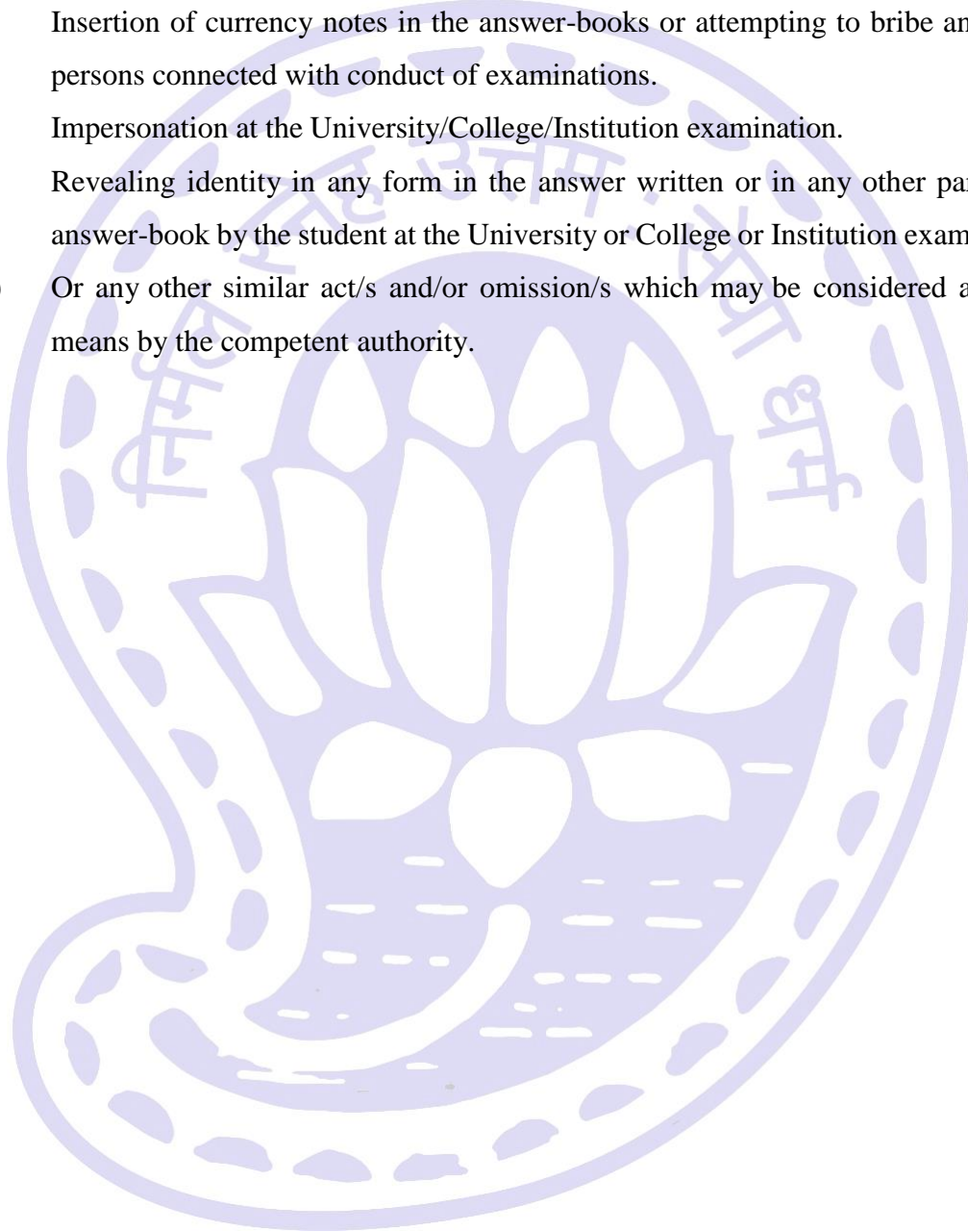
- i) Possessing<sup>30</sup> unfair means material<sup>31</sup> or copying therefrom.
- ii) Transcribing any unauthorized material or any other use thereof.
- iii) Intimating of using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of the examination or Man handling him/her or leaving the examination hall without permission of the supervisor or causing disturbance in any manner in the examination proceeding.
- iv) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
- v) Mutual / Mass copying.

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<sup>30</sup> Possession means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal concerned or any officer authorised in this behalf.

<sup>31</sup> Means any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on -clothes, or body of the student (examiner) or on desk/ chair/ table or at any place within his/ her reach in the examinations center and its environs or premises or carrying cell/mobile phones, in any manner or in the form of chart, diagram, map, presentation, notes etc. at any time from the commencement of the examination till its conclusion

- vi) Smuggling-out, either blank or written or smuggling-in of answer-books as copying material.
- vii) Smuggling –in blank or written answer book and signature.
- viii) Interfering with or counterfeiting of University/College/Institution seal, or answer-books or office stationary used in the examinations.
- ix) Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.
- x) Impersonation at the University/College/Institution examination.
- xi) Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University or College or Institution examination.
- xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.





## Annexure D

### **Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examinations.**

The Governing Body of the college can take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other person's connected<sup>32</sup> with the conduct of examinations. Committing lapses<sup>33</sup> or using, attempting to use, aiding, abetting, instigating, or allowing to use mal-practice/s at the examination<sup>34</sup> conducted by the college on behalf of the University.

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<sup>32</sup> "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term any other person connected with the conduct of examination" means and includes persons appointed on examination duty by the competent authority

<sup>33</sup> Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in relating to the examination:-

- Leakage of question/s or question paper set at the university/ College examination before the time of examination.
- Examiner/ Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
- Paper-setter omitting question, sr. no. of question, repeating question or setting question outside the scope of syllabus.
- Examiner/ Referee showing negligence in detecting malpractice used by student/s
- Jr. Supervisor, Chief Conductor showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing / instigating students to use malpractice/s.
- Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.

<sup>34</sup> "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influences with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/s or omitting to do what he/ she is bound to do as duties.

## Annexure E

### Nature of malpractice Vs. Quantum of Punishment (Student)

The Competent Authority concerned i.e. the Principal, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

- Annulment of performance of the student in full<sup>35</sup> or in part in the examination he/she has appeared for.
- Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five- years.
- Cancellation of the University or College or institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as it may deem fit.
- As far as possible the quantum of punishment should be as prescribed (category wise) as mentioned below.
- The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to.

The broad categories of unfair means resorted to by student at the university / college institution examination and the quantum of punishment for each category thereof.

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<sup>35</sup> The term “annulment of performance in full” includes performance of the student at the theory as well as annual practical examination, but does not include performance at term work, project work & dissertation examination.

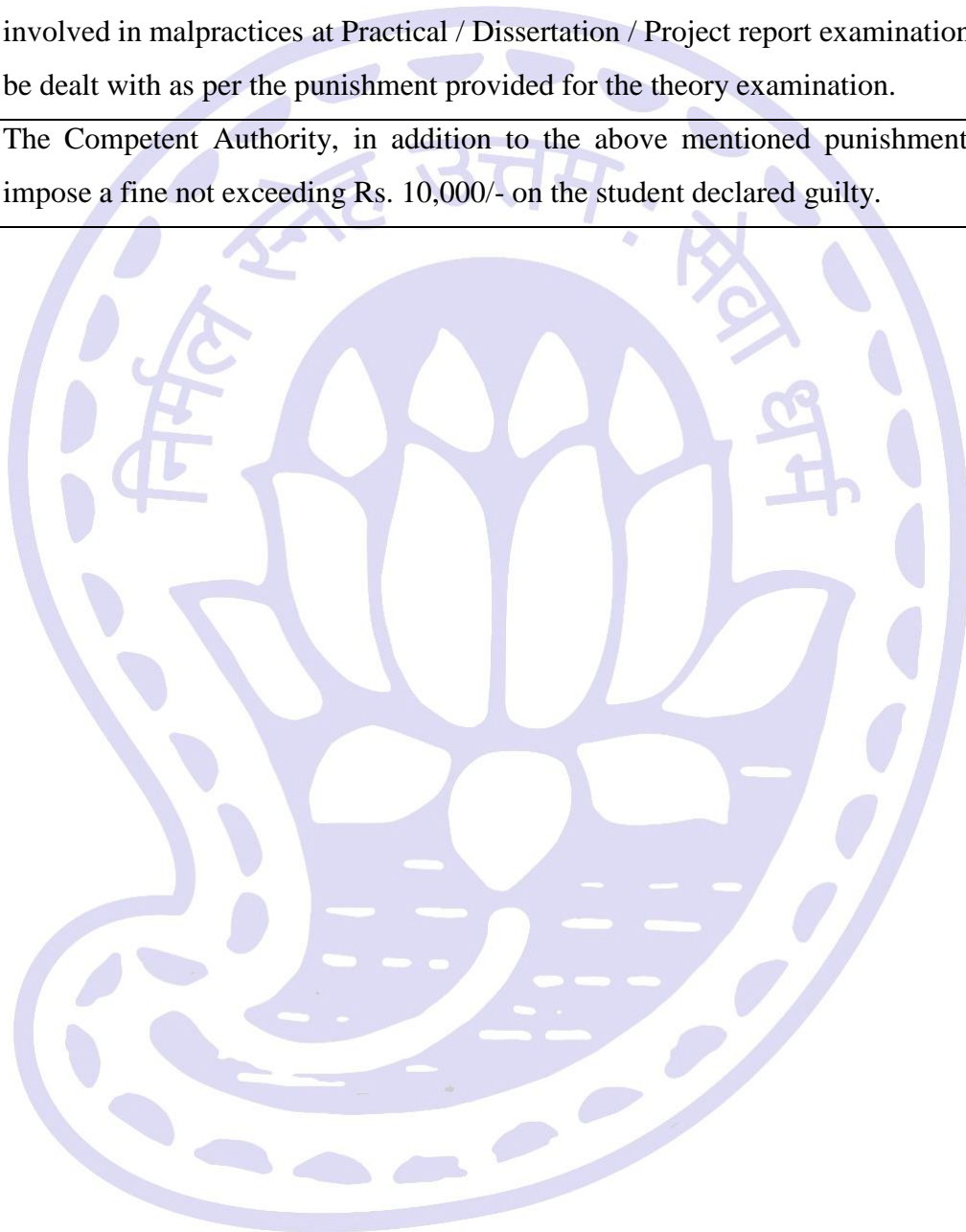
<b>Sr. No.</b>	<b>Nature of malpractice</b>	<b>Quantum of Punishment</b>
1	Possession of copying material	Annulment of the performance of the student at the University / College / Institution examination in full.
2	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
3	Possession of another student's answer- book	Exclusion of the student from University or College or Institution examination for one additional examination. (both the students)
4	Possession of another student's answer- book + actual evidence of copying therefrom	Exclusion of the student from University or College or Institution examination for two additional examinations
5	Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations
6	Smuggling-out or smuggling – in of answer book as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations
7	Smuggling – in of written answer book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations
8	Smuggling – in of written answer book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations
9	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement	Exclusion of the student from University or College or Institution examination for four additional examinations
10	Interfering with or counterfeiting of University/College/institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations



11	Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from University or College or Institution examination for four additional examinations.
12	Insertion of currency notes / to bribe or attempting to bribe any of the persons connected with the conduct of examinations	Exclusion of the student from University or College or Institution examination for four additional examinations ( Note : this money shall be credited to the Examination section Fund)
13	Using obscene language / violence threat at the examination centre by a student at the University / College / institution examination to Jr. / Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations
14	Impersonation at the University / College / Institution examination	Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute students).
15	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.	Exclusion of the student from University or College or Institution examination for five additional examinations. Annulment of the performance of the student at the University or College or Institution examination in full.
16	Found having written on palms or on the body or the clothes while in the examination	Annulment of the performance of the student at the University or College or Institution examination in full.
17	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full and severe punishment depending upon the gravity of the offence
18	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he / she is caught again for malpractices used at	



	the examinations, in this event he / she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extent to double the punishment provided for the offence, when committed at the second or subsequent examinations.
19	PRACTICAL / DISSERTATION / PROJECT REPORT EXAMINATION Student involved in malpractices at Practical / Dissertation / Project report examinations shall be dealt with as per the punishment provided for the theory examination.
20	The Competent Authority, in addition to the above mentioned punishments, may impose a fine not exceeding Rs. 10,000/- on the student declared guilty.



## **Annexure F**

### **Procedure to be followed by the college and its representatives, once a student is caught for unfair means**

Chief Conductor/s of the Examination shall, in the case of unfair means, follow the procedure as under:-

- i) The student shall be called upon to surrender to the Controller of Examinations the unfair means material found in his or her possession, if any, and his/her answer-book.
- ii) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- iii) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-C). If the student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
- iv) "Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case :
  - a. In the case of impersonation or violence expel the concerned student from the examination and not allow him/her to appear for remaining examination.
  - b. Obtain undertaking from the student to the effect that decision of the concerned competent "authority in his/her case shall be final and binding and allow him/her to continue with his/ her examination.
  - c. May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982-An Act to provide for preventing mal-practices at University; Board and other specified examinations.
  - d. Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/ her fresh answer book duly marked.
- v) All the materials and list of material mentioned in sub-clause i) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (ii) and (iii) and the answer book/s shall be forwarded to the Chief

Conductor, along with his report, to the concerned Principal, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case"

- vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Principal, as the case may be.



## **Annexure G**

### **Nature of malpractice/Lapse vs. Punishment (Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examinations)**

The competent authority, after taking into consideration the report of the committee; shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:-

- Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.
- Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit
- Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in third clause above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
- The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.



- The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
- As far as possible the quantum of punishment should be prescribed category-wise as here under :-

Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/College/Institution Examination/s

<b>Sr. No.</b>	<b>Nature of Malpractice /Lapses</b>	<b>Punishment</b>
1	Paper-setter found responsible for leakage of the question set in the University / College / Institution examinations whether intentionally or due to the negligence before the time of examination	Disciplinary action by the competent authorities against the guilty/ responsible person/s as per the prevailing rules/code applicable
2	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities
3	Examiner/ moderator/ referee intentionally/ negligently not assigning the students in assessment of his/her answer books/ dissertation / project work, the marks to which the student is entitled to at the University / College / Institution examinations	Disqualification from any examination work + disciplinary action by the concerned competent authorities
4	Paper-setter omitting question at the time of finalization of question paper set at examination of repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
5	Paper-setter setting question in same/different section/s	Disqualification from any examination work for a period of three years

6	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years
7	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute
8	Guiding Teacher showing negligence in supervision of dissertation/ project work (e.g. use of manipulating date by a student)	As decided by the concerned competent authorities of the institute.
9	Sr. Supervisor/ Chief Conductor showing apathy in carrying out duties related to examinations	As decided by the concerned competent authorities of the institute.
10	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision day.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a University / college / Institution employee.
11	Jr. Supervisor helping student (examinees) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a University / college / Institution employee
12	The competent authority, in addition to the above mentioned punishment may impose fine on the concerned person if declared guilty	
13	The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982	

# Annexure H

## INVENTION DISCLOSURE FORM

1. Title :

2. Inventor (full name) :

Home Address (in full) :

Co-Inventor (full name) :

Home Address (in full) :

*(If there are additional inventors, provide information on separate sheet)*

Concise statement of subject matter of invention: (See sheets 3 and 4 for full description)

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4. Date Conceived :

5. Date invention was first :

disclosed: where / to whom  
(name and address)

6. Date of first drawing(s) :

Where located?

7. Date of first written :

description of invention

Where located?

8. Has invention been tested on an experimental basis? \_\_\_\_\_ State when, where, and results

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9. Has invention been disclosed in any manner whatsoever to persons outside the company? If so, please recite circumstances, including names and dates.

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10. Has invention been utilized commercially or in any commercial operations? State when, where and results.

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11. When will products/processes embodying the invention be offered for sale, used to produce products, or disclosed to the public (i.e., customers).

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Inventor 1 Name, Designation

University of ABC Province, Country

Date

Place

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Inventor 2 Name, Designation

University of ABC Province, Country

Date

Place

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Witness Signatures

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2



## **DESCRIPTION OF INVENTION**

### **Purpose of Invention**

State generally the purpose of the invention, i.e. problems solved.

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### **Prior Art**

Identify closest patents, publications, prior uses, work of others, known to inventors.

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### **Novelty**

State generally what features of the invention you consider to be new. This can be the overall combination and/or one or more elements.

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### **Advantages Over Prior Art**

State generally how new features of the invention improve upon prior art devices, apparatus, methods, articles or compositions.

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