



MVPS's Law College
Nashik

Institution Governance

Roles and Responsibilities of Faculty, Staff, and Institutional Bodies

Udhoji Maratha Boarding Campus, near KBT Engineering
College, Gangapur Road, Nashik Phone: 0253-2319292.
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Principal
MVP Law College Nashik

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**Maratha Vidya Prasarak Samaj's Law College
Nashik**

Udhoji Maratha Boarding Campus, Near KBT Engineering Campus, Gangapur Road, Nashik
Phone: 0253-2319292. Email: mvplawnsk@gmail.com

VISION of the INSTITUTE

“Empowering our students towards the development in the Legal era.”

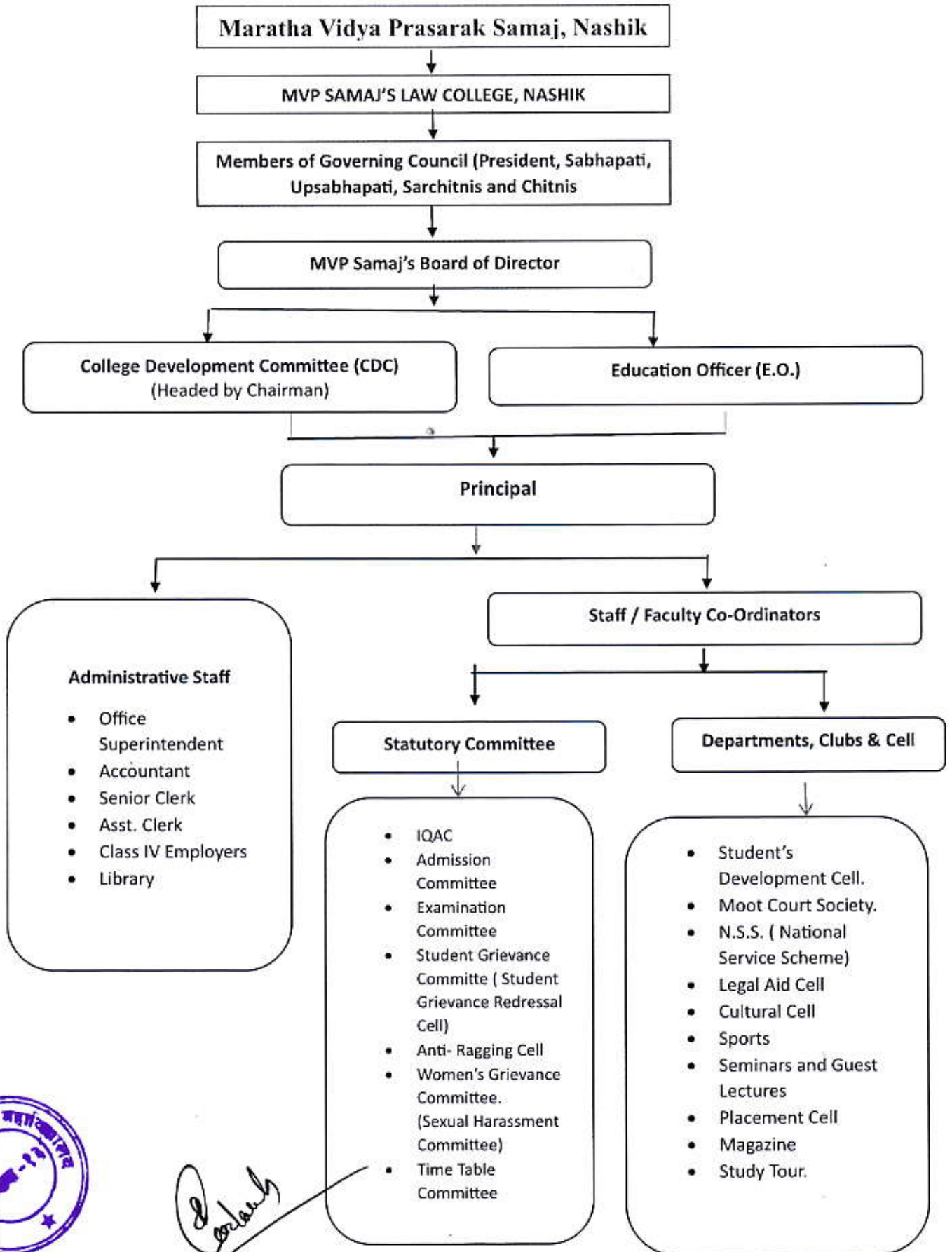
MISSION of the INSTITUTE

- To cater to the education needs of all communities including the student of rural background & socially disadvantaged groups & availing them on opportunity to participate in mainstream of the society.
- To create learning environment beneficial to satisfy students physical, intellectual, emotional, social & creative needs.
- To avail affordable quality education to the students & shape them to be a dynamic & Committed Professional & an honest citizen.



**Principal
MVP Law College Nashik**

Organogram of the Institution



[Handwritten Signature]

Principal
MVP Law College Nashik

POLICY DOCUMENT

Functions / Duties and Responsibilities

1. GOVERNING BODY

The Governing Body of the institute consists of, among others, members from the corporate field, affiliating University and experts from academician. The Governing Body plays a pivotal role in guiding the institute.

Its Functions and Responsibilities are enlisted below –

- Formulation of academic aims and objectives of the institution and guide the institute for achievement of the same.
- Considerations of the policy decisions, important directives, received from the University, Government, UGC, apex professional bodies (Bar Councils) etc.
- Encouraging and facilitating institute to apply and seek for necessary Accreditations/Certifications, approval if any.
- Perusal of the recommendations of the College Development Committee (CDC) and preparing a road map for achieving the goals of the Institution.
- Monitoring academic, research and other related activities of the institute and guide them in the correct direction.
- To Facilitate the institute in----
 - Undertaking new UG / PG Programmes, deciding on discontinuing any existing Programmes and increase/decrease in intake capacity of any UG / PG Programme.
 - Checking the audited income and expenditure accounts and approve the same for the institute annually.
 - Applying for research projects/proposals and to encourage Faculties for the same
- Consideration of the requirements of the staff of the institute, effect the appointments/transfers and consideration of the recommendations of the staff selection committee and approve the same.
- Looking into the legal/court matters, if any and to facilitate institute to resolve those;
- Monitoring the student and faculty development programmes appropriately to achieve the end objective.



- 7 d. Motivating students with awards, stipends, scholarships, medals and prizes and soon.
- 7 e Welfare activities for students, teachers and employees.
- 7 f Ensuring discipline, safety, and security issues of the institute or institution.
- 7 g Introduction of new academic courses and the creation of additional posts/vacancies and administrative posts.
- 8 Encouraging collaboration with other academic, professional institutes, and industry to strengthen teaching and research.
9. Plan major annual events in the institute, such as annual day, sports events, cultural events, extension activities etc.
- 10 Frame suitable admissions procedure for different programmes by following the statutory norms.
11. Facilitating and supervising the co-curricular activities of the students.
12. Involve the institute in activities and events organized by the Organization in various capacities.
13. Appointing committees composed of teaching faculty of the institute and experts from outside, for consultations and advice on specific academic issues and further consideration and recommendations if any, on such advice.
14. Recommending to the organization about introduction of new academic courses and the creation of additional posts /vacancies of teaching and administrative staff.

3. PRINCIPAL

Responsibilities include:

Reporting to the CDC of the Institute and assisting them in the following functions –

- a) Regulation / Monitoring
- b) Visionary Functions
- c) Leadership Functions
- d) Strategic Planning and Implementation
- e) Developmental Functions
- f) Code of Conduct for Principal

a) Visionary Functions

The following are some of the visionary functions of the Principal –



- Developing a long-term model for the institution and working for realizing of the Vision in close association with CDC & Executive Council of the Organization.
- Establishing necessary systems, procedures, and policies facilitating towards realizing the Vision.
- Taking steps at regular intervals which facilitate towards realizing the Vision.
- Under each of the heads mentioned above, the Principal should take up many more functions suiting to the requirement and needs of the institution from time to time.

Planning

- The Principal requires preparing long term as well as short term plans and present them to the Organization.

Execution and Reporting

- The Principal requires to present regular annual reports to CDC about all the activities and functions that have been conducted in the preceding year, and proposed activities in the coming year.



b) Leadership Functions

Being the leader of the academic institution and to gain acceptability as such among all the faculty members, the Principal is shouldered with certain basic responsibility. The following functions witness the Principal's qualities as a leader.

The Principal has to----

- prove as an excellent teacher and one of the best among all his colleagues.
- take-up research, publication, & training and establish credentials as academicians of high standard
- To inspire all his / her colleagues towards the achievement of the goals of the institute and leading them from the forefront.
- to set high standards of discipline, commitment, and involvement in work pattern.
- to understand the problems and concerns of all the colleagues and taking cognizance of their official requirements.
- To develop, monitor and guide IQAC for excellence in systems/pedagogies and academics.
- Exhibit sacrificial attitude and set model for all the staff.

c) Developmental Functions

Principal also needs to take-up developmental functions which are very important for the development of the institution.

The following are some of the developmental functions to be taken up by the Principal –

- Developing the working and learning culture in the institution.
- The Principal needs to locate, contact, and attract the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- Focusing on building the quality for the institution par excellence.
- Developing necessary infrastructure more importantly library, workshop, labs with an ambience.



d) Strategic Planning & Implementation

In order to develop fruitful nexus with outside entities, to reap rich dividends in long term, Principal needs to focus on below mentioned strategies for gainful alliances—

- – Developing a strong association with professional bodies/organizations in legal and other fields, research and consultancy establishments and preferably entering into Memorandum of Understandings aimed at improving specific strengths of the institute.
- --Developing a strong professional support and ensuring professionals and organizations on various advisory bodies of the institute.
- --Developing Institutional Collaborations.

e) Regulation / Monitoring

Regulation and monitoring of academic activities and general administration is the inevitable function of Principal. As various bodies such as Bar Council of India, Savitribai Phule Pune University (SPPU), Social Welfare Department, CET Cell of Government regulate legal education, Regulation and monitoring systems, policies, procedures and functioning of the institution becomes essential so as to fulfill the expectations of the Organization, students and their parents.

The is obliged to monitor----

- --- functioning of the academic and administrative staff and to ensure fulfillment of their responsibilities at respective level.
- --- conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
- --- student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- --- effective teaching prescribed in the curriculum and using approved and beneficial methodologies recommended by the University and Bar Councils.
- --- all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases & procurements, accounts & audit, and any such other matter related to the administration of the institute.



- --- all the liaisoning activities with government, academic and professional bodies / institutions.
- ---the conduct of meetings on behalf of the institution which include the meetings of CDC, IQAC, Faculty and staff members, Class Coordinators, Academic Heads, and Committees.
- ---the procurement and purchase of the entire necessary infrastructure like Furniture & fittings, lab equipment, books, and any such other requirement for the institution as per the prescribed procedures.
- --- the auditing and inspections of the institution conducted by the regulatory bodies such as University, Bar Council of India, government and parental organization.

D) Code of Conduct

- The post of the Principal is appointed by the Organization as per rules of CoA and Govt. of Maharashtra and it is approved by affiliating University – Savitribai Phule Pune University (SPPU)
- Principal is fulltime academic and administrative officer of the college and will act as drawing and disbursing authority.
- Before leaving campus during working hours, he/she should make alternative arrangements for functioning of day today activities in the college.
- Principal should prepare budget, put it before the LMC (Local Management Committee) / CDC for sanction and execute it with commitment.
- Principal has to administer faculty and staff on the campus and make optimum utilization of the available Infrastructure.
- Principal should be punctual and cooperative to all his colleagues and seniors.

4. VICE PRINCIPAL

Facilitates the Principal for –

- ----Facilitates and assists the Principal for –
- --Identifying core competencies of the Institution.
- --Developing strong Teaching-Learning Environment.
- --Developing Strong nexus with the professional bodies for Collaborative Learning.
- ---Assisting in arranging and conducting Committee Meetings like Governing Council, CDC, etc.
- ---Seeking advice/sanction from the Principal for implementation of academic, co-curricular



and extracurricular activities.

- --To co-ordinate with the teaching and non-teaching staff for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- ---Assisting principal in building core competencies, infrastructure as provided by established norms.
- ---Conduct Regular Committee meetings to know the difficulties if any and progress.
- ---Interact with students to know their academic problems and take necessary actions.
- ---Monitor and Evaluate Academic audit conducted by IQAC.
- ---To assign the teaching responsibilities and duties for conducting activities in the institute.
- ---To design and implement the academic timetables for all courses of law.
- ---To ensure allocation of workload (teaching load) to all faculty members
- ---To collect teaching Plans from the teachers and ensure they follow the plan and complete it in the stipulated time. Based on the reports, take corrective actions if any for the timely completion of Syllabus.
- ---To ensure smooth conduct of examinations along with the CEO, including paper setting, assessment of theory and viva voce in co-ordination with the Controller of Examination (SPPU).
- ---To invite guest speakers for interaction and guidance to the students.
- To monitor following activities of the college-----
- ---Smooth running of the classes & ensure timely completion of syllabus.
- --- Discipline among the students.
- --- Faculty & Students counseling i.e., 'Mentor–Mentee' Activity.
- ---Site Visits, Study Tours, and Field Case Studies of the Students
- --- Assistance to organize Institute level FDP for Faculty quality Improvement. Encourage the faculty to attend the Conference / FDP's etc.
- --- Assistance for Online learning opportunities for Students, Development of technology



Interface for Outcome based Education.

- --- Assistance for scaling up Alumni Network, Organizing Alumni Meet.
- --- Interaction with Institutes under MOU.
- ---Any other Responsibilities assigned by the Principal from time to time.

5. INTERNAL QUALITY ASSURANCE CELL (IQAC)

Reference: Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions (AQAR format based on the revised manual of Affiliated/Constituent Colleges) (Revised in April, 2020)



a) Objective

The primary aim of the IQAC is –

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

b) Strategies

IQAC shall evolve a mechanism and procedures for –

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Ensuring credible assessment and evaluation processes.
- Optimization and integration of modern methods of teaching and learning.
- Ensuring the proper allocation, adequacy and maintenance of support structure and services.
- Adoption of relevant and quality academic and research Programmes.
- Sharing of research findings and networking with other institutions in India and abroad.

c) Functions

- Development and application of quality benchmarks.
- Setting parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all the stakeholders.
- Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles.
- Documentation of various Programs / activities leading to quality improvement.
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.



- Periodical conduct of Academic and Administrative Audits along with their follow-up activities.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

d) Formation

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic & administrative units and a few teachers as well as few distinguished educationists and representatives of the local management and stakeholders.

- The IQAC should meet at least twice in each semester.
- The quorum for the meeting shall be two-thirds of the total number of members.
- The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

The composition of the IQAC is as follows –

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

e) Role of the IOAC and IOAC Coordinator

- The IQAC Coordinator has a major role in implementing the functions of IQAC.
- To conduct the Perspective Plan meeting at the beginning of year.
- To define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.
- To devise procedures and instruments for assuring quality for CIE, for Mentor-Mentee activity, for Stakeholder management, and for Feedback forms
- The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively.
- To first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution.
- The IQAC may derive support from the already existing units and mechanism that contribute to the



functions listed above.

- The Operational features, and functions should be implemented by the IQAC coordinator for academic excellence and institutions may adapt them to their specific needs.
- To discuss with the chairman for deriving and implementing functions as and when necessary.
- To organize an interactive and feedback session with faculty members and students, parents, alumni, industry following the guidelines given by Governing Body, Institute development committee to strengthen the Teaching Learning process.
- To organize review based planning of academic policies for the growth of the Institute.
- To develop a monitoring system for quality assurance of the policies.
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/NAAC.
- The IQAC shall create its exclusive window tab on its institutional website for keeping the records / files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload / report on its activities, as well as for hosting AQAR.

D Academic Activities

1. Preparation of Academic activities & guidelines before the commencement of the Semester.
2. Uploading of Academic Plans prepared by respective faculty members on the institute portal.
3. To conduct the meeting of faculty members for various academic tasks to discuss the plan of action for their respective responsibilities.
4. To assist in monitoring following activities –
Tutorials / Unit Tests, Assignments, Seminars, Remedial Classes, Mock-Up Tests
5. Preparation of mentoring guidelines to be followed.
6. To suggest various value added Programmes and to coordinate the execution of the same.
7. To suggest academic exercises / projects / site-visits / guest lectures for implementing the Philosophy of the College.
8. To develop the CIE process and monitor them for effective implementation.
9. To guide, develop, analyze and implement the academic policies for the institution as a whole.
10. To assist in the preparation of various rubrics regarding feedbacks from students and stakeholders, examination result, Course assessment, placement, etc.
11. To coordinate the process of online feedback from students about Teaching-Learning process and communicate the assessment of the same to respective faculty members and Department.
12. To assist in collection and analysis of feedbacks from the following stake-holders –



Parents, Industry Experts / Academicians who are visiting the institute, Executives of professional bodies like IIA, IICD, A & E association, and Alumni

13. Collection of 'Teaching Course Outcome Feedback' from students at the end of the semester.
14. Collection of 'Programme Exit Survey' from final year students at the end of the academic year.
15. To coordinate the collection & compilation of self-appraisal forms from faculty members at the end of academic year.
16. To organize the review /audit of all the academic activities by a team of internal experts and external experts and present the observation in the meeting of GB / CDC for further guidelines.

6. CLASS COORDINATOR/ PARENT TEACHER

The class coordinators are teaching a course and assigned with the various responsibilities. The Class Coordinator shall perform the following specific tasks –

- Establishes good communication with the students and discusses all significant issues like –
 - ✓ Attendance – Importance of not missing even one lecture as continuity is important in Law Courses
 - ✓ Number of credits required to get promoted.
 - ✓ Semester system and how it's different from Annual system & vice versa in B.A.LL.B & LL.B.
 - ✓ Importance of sessional work and how they may lose marks if they are absent for studio / non-submission of assignments, project reports, etc.
 - ✓ Importance of assignments and how students lose marks for non/incomplete submission of assignments.



- ✓ Importance of having higher percentages, and how it helps in the development of their career.
- Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
- Coordinates with the student class representatives regarding establishment of study groups and nominate one student as leader of each group.
- Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class coordinator shall monitor inclusiveness to insure participation by all students in the class.
- Acts as mentor and counsellor, in resolving student related difficulties.
- Conducts monthly reviews with class representatives, documents the same if required, and submits to the Principal.
- Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
- Identifies advanced learners and motivates them to excel.
- Informs Principal about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
- Inform the parents of the students whose attendance are < 75 % and arrange to ensure parents meet the Principal particularly in the case where student's attendance is < 50 %.
- Assists the Vice Principal with dispatch of students attendance midterm reports to parents.
- Assists the Vice Principal with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
- Any other responsibility that may be assigned by Principal from time to time.

7. FACULTY

a) **Appointments**the Institution follows the guidelines given by SPPU and Bar Council of India, UGC for the eligibility criteria for appointments of the faculty members.... The selection procedure prescribed by SPPU and the Govt. of Maharashtra is to be followed. But in exigencies, through local selection, appointments are made and approval of the University is sought. Selections for appointments are done from the applications received which are eligible and are competent to serve in the Institution. MVPS's Law College of has laid down the policies for law teachers. The roles and responsibilities of teachers are broadly defined in the Policy Document of the apex body. This is adhered to by the entire Faculty. The Institution is permitted to do the necessary modifications and implement them with the approval from CDC / LMC for effective and smooth day-to-day conduct.



b) Code of Conduct and Academic Duties of teachers--- The law teachers are given the freedom to formulate the exercises in a manner suitable to the class conduct within the syllabus as mentioned by SPPU. The teaching faculty members will be assigned administrative duties and responsibilities other than their academic responsibilities. Various committees are formed for the smooth running of the institute and faculty members are assigned responsibilities as per their experience, area of interests and capabilities. All the faculty members are expected to have good coordination and team work amongst them.

A faculty shall---

- --- engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment evaluation as the Principal shall allot to him/her from time to time
- ---develop course handouts and reference material audiovisual / multimedia materials for the lessons, Prepare and execute Lesson Plan.
- ---complete the syllabus within the stipulated time.
- --- Develop methodology in consultation with IQAC to educate students about the topic (problem solving, small group discussions, site visits, etc.) and then implementing the same in the classroom.
- ---facilitate for weak/slow learners and strong students' extra efforts in learning by implementing the educational goals and priorities of the college and system.
- ---Conduct revision classes / practice mock question/answers banks before exams.
- --- accept and cooperate for all exam related responsibilities and duties.
- --Provide data relating to results in assessment tasks, exams and attendance, if required, to the Academic Head. ---Maintain attendance record of students.
- ----Prepare documents for approval from IQAC and Principal with all details. ---Be available for student consultation on a regular basis, make sincere attempt to solve their difficulties (through academic and personal counseling).
- ---Attend meetings Committee of the Academic Heads and Class coordinators/mentors to discuss issues affecting learning and other classroom issues.
- --perform any other co-curricular work related to the Institute as may be assigned to him from time to time by the Principal. ---Carry out research/innovative programmes in the institute.



- --- Organize need-based workshop / seminars / symposia / visits / excursions etc. by coordinating with the Principal.
- ---Invite guest speakers and experts from profession/ industry for interaction and guidance with students.
- ---Seek to make continuous growth through study, research, and practice.
- ---Maintain active membership of professional Organizations for personal growth and increasing the collaborations and associations for the institute.
- ---Participate in extension, co-curricular and extra-curricular activities including community service.
- ---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.
- --help the Principal to enforce and maintain discipline amongst the students.
- --- not conduct any tuition/coaching classes or contribute in such classes;
- Any other responsibility that may be assigned by Principal / Vice Principal.

c) Punctuality

- Teachers reports to the class on time.
- Biometric system is used to maintain the duty hours, the reporting time being 8.00 am.
- Teachers coming after 8:15 will be considered late.
- Three late comings will be marked as one casual leave. If Teachers come after 9:30 half days leave is considered for the same.
- Teachers leaving the campus during work hours will have to take a gate pass duly signed by the principal. A teacher can avail the gate pass maximum 2 times a month for 45 minutes each.

d) Career Advancement Scheme

The institution believes in being abreast with the developments in the profession as well as the field. All the teachers are encouraged and supported to participate in workshops academic, seminars, conferences conducted and organized by professional Organizations and other academic institutions.

- Paper presentations are to be done by faculty in appropriate conferences based on the individual's area of expertise.
- The faculty is supported for 50% expenses for paper presentations in conferences.



- The registration charges of the training programs attended by faculty of B-Arch are borne by the institute as prescribed by COA.
- To guide the faculty towards preparing their personal academic file for regular promotions to higher posts.
- To identify the faculty for advancement programs such as COA organized FDP in a rotation pattern.
- To assure all the faculty members are supported for benefitting from academic upgrading activities and professional upgrading activities.



8. SUPPORT STAFF

a) Appointments for Support Staff

The Organization appoints the administrative staff such as Office Superintendent, Accountant, Senior & Junior Clerk for Exams, Admission and Scholarship department. Competent and Eligible persons are appointed through a selection process.

Service rules are framed by the organization referring to the Govt. of Maharashtra.

b) Code of Conduct

- Support staff has to adhere to the official timings as stipulated and maintain punctuality.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of the assigned duties and complete them to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Take initiative for regular work and developing one's abilities.
- Notify office Superintendent (O.S.) if they are unable to come to work.
- Submit leave application to the O.S. if want to avail vacation well in advance.
- Staff has to maintain confidentiality of all documents. All letterheads, forms and other stationery bearing the logo of the Institute shall be use responsibly.

c) Office Superintendent

Administrative officer is the over-all in charge of administrative functions, responsible to Principal for Campus maintenance, Security of institute property, and personnel, canteen operations, Public relations, Health Centre, transport among others.

His specific duties and responsibilities are as follows –

- Assists the Principal in the day-to-day administrative functions of the institute.
- Assists the Principal in procedures of approval from SPPU, CoA, SSS, PNS, SWD, AICTE etc.



- Assists the Principal in the admission process, scholarship department and its various related processes.
- As the custodian of the institute property records, manages the filing, storage and security of documents.
- Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories , washrooms, electrical installations, RO plants, bore wells, furniture, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, CC Cameras, Water Coolers, etc.
- Ensures campus security and safety of personnel through administering the Agreement with security service providers.
- Oversees the functions of Caretaker, responsible for care & upkeep of buildings, grounds, offices, etc.
- Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and reports such incidents to the Principal, Organization, and to Police, with proper approvals.
- Identifies training needs of office staff, and organizes staff development Programmers.
- Recruits ministerial, contingency staff, and drivers in co-ordination with Organization following prescribed procedures.
- Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- Any other functions assigned by the Principal from time to time.
- Monitors coordination within Accounts Section, Submission Dept., Exam Dept., Workshop, Library, Admission, and Scholarship for effective administration.
- Coordinates with the office of the Organization for permission and approvals of activities of the institution.
- Coordinates with agencies / suppliers / service providers for implementation of proposals according to the guidelines of the Organization.

d) Librarian

Major roles and responsibilities are as follows –

- To approve the identification of Books / Magazines / Journals / etc for procurement; recommended by various entities such as - University, Faculty, Students, Visiting Faculty, etc.
- To prepare Annual Budget for the Library.
- To discuss the quotations for new purchase, vendors with Principal.



- To do periodic check-up of the condition of Books, Magazine & Thesis Sections, Storage, Computers, Racks, Seating, Computerized Book Search Facility, Photo-copy Facility, Digitalization Process, etc.
- To implement e-Governance in the library.
- To guide for the e-Resource Data preparation; such as e-Books, Academic Database, e-Linkages to other Institutional Libraries, etc.
- To supervise the overall discipline of the library, and to resolve the grievances regarding the library matters.
- To update the library according to the 'Standard Format' w.r.t. the listing, segregation, and numbering of the books & shelves.
- Roles and responsibilities are developed and maintained in the library for smooth functioning of the Library.

e) Accounts Officer

Responsible for the following activities in consultation with the Office Superintendent –

- Writing and maintaining accounts, cash books / ledgers.
- Preparation of monthly accounts including writing of cash books, books of accounts.
- Verifying bills prepared.
- Preparation and consolidation of budgets pertaining to all departments / sections / centers.
- Cash collection to deposit in bank particularly.
- Supervision of challan writing and remittance to bank
- Preparation of daily receipts and challans and submission of associated details along with remittance details to Office Superintendent / Principal for scrutiny.
- Maintaining & renewing the Fixed Deposits in banks on a timely basis in consultation with O.S. and the Principal
- Verification of cheques and bills.
- Writing daily collection register for institute accounts.
- Writing demand draft register, and other forms of money value register
- Preparation of audit reports and replies.
- To disburse the payments / remunerations to guest lecturers, experts coming for academic conduct.
- Preparation of salary reports.
- Attending to the subject of income tax, and performing TDS at source for all payment transactions
- Monitor and Assist in Group Insurance, Student Welfare scheme, Scholarships.



- Writing Caution deposit register, if any.
- Any other accounts related function assigned from time to time.
- Responsible of keeping the following in safe custody –

✓ Bill books / receipt books	✓ Vouchers
✓ Files pertaining to accounts/purchases	✓ Cheque books / passbooks
✓ Registers	✓ Bank challans
✓ Cash books	✓ Fixed deposit certificates
✓ Ledgers	✓ Other important office documents

D Physical Director

- Reports to Principal about the Students Affairs
- Ensures smooth conduct of sports
- Ensures proper use of sports material and facilities
- Purchase of sport items by coordinating with Principal.
- Encourages students to participate in zonal/university tournaments
- Creation and upkeep of sports facilities
- Proposing annual budget for sports
- Ensures discipline among students in campus
- Ensures No Ragging activity takes place
- Oversees medical facilities on campus
- Helps in the Organization of various events in the institute.
- Organize Annual Sports event for students and Faculties.

9. LEAVE RULES

a) Casual leaves

- The staff should make an application to the Principal for leave two days prior/in advance.
- To adjust the academic schedule with respective co teachers and inform them.
- 8 casual leaves can be availed in one academic year.
- Casual leaves cannot be taken between two holidays.
- Casual leaves should not be taken in continuation of weekend holidays.

b) Medical leaves

- Medical leaves are granted as per the code decided by the Organization.



c) Sabbatical leaves

- Sabbatical leaves are granted as per the policy defined by the Organization from time to time.

d) Compensatory leaves & Duty Leaves

- Extra working hours and days apart from regular working days can be converted into leaves if required by the faculty and staff.
- Compensatory leaves should be discussed with the Principal / Vice Principal / HOD and then applied for; to take care of academic schedules.
- Compensatory off cannot be taken in- between two holidays or in continuation of weekend holidays.
- The Faculty members who are assigned examiner duties in other colleges are granted Duty leave for the same.
- Faculty members attending Conference for Paper presentations, accompanying students for Study Tours are granted Duty Leaves.
- The faculty member should discuss in advance for the grant of Duty Leave with the Principal.
- The Faculty members should submit necessary documents of attendance for claiming the Leaves.

10. PERFORMANCE AND EVALUATION OF STAFF

- The institution / Organization evaluates faculty based on teaching, research, administrative responsibilities and participation in development activities & administrative responsibilities and due importance is given to all the activities.
- The institute evaluates non-teaching staff based on performance in technical work and administration related activities, co-curricular, professional, development related activities, general conduct and qualities.
- A structured "Self-Appraisal Form" is provided to each faculty member for this purpose at the end of each Academic Year.
- Staff & faculty members give the details of his / her performance and participation in all the activities assigned to him / her in the college for the last academic year completed.
- Faculty & staff is conveyed their evaluation report and is suggested ways of improving their performance under various heads.
- The Principal gives remarks on the performance of the faculty & staff members and the form is sent to the Organization for further perusal.



II. STUDENTS : CODE OF CONDUCT

- The students should keep the identify card with them regularly.
- Whenever the identify cards are requested by the relevant authorities, they should submit it.
- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming drugs or alcohol in any form is strictly prohibited in the college campus.
- Copying in any examination, keeping, notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary of answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the principal or the faculty members authorized in the matter concerned.
- Students shall not organize picnic, excursion trips etc, on their own, without the written permission of principal. All programmes, meetings, gatherings, picnics etc. will be organized only with prior written permission of the principal.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college, directly or indirectly.
- The rules set by the college principal needs to be followed time to time. The principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college.
- Follow strict adherence of discipline in and out of college campus and public places.
- Stringent actions will be taken if rules are violated.

a) Classroom

- The students are expected to be punctual and reach college by 9.00 am. Disciplinary action will be initiated against latecomers.
- Courtesy and respect must be the key aspects of student's behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- Attendance in all lectures/studios/tutorials/test/assignments/examination is compulsory for all subjects.



- A student, who is not regular in attendance or fails to carry out his/her work satisfactorily, is liable to cancellation of his/her terms.
- Every student must have a minimum attendance of 75%. The student who does not have minimum required attendance of 75% of actual lectures/studios/tutorials/tests/assignments conducted in each term or do not show satisfactory progress in their internal assessment will not be allowed for college/university examinations.
- The student who remains absent for the internal assessment/examination due to his/her illness shall be required to submit the medical certificate, along with the application endorsed by parent.
- Scribbling on the walls and desks etc. is prohibited. If any student is found scribbling the walls/desks, disciplinary action shall be taken against him/her.
- Act in a safe and responsible manner.

b) Extra-Curricular Activities

- Students should attend the various programs arranged by the college from time to time.
- The attendance for national events is compulsory.
- The students have to ensure that they take care of college property during socials and in various activities such as Ganesh Idol making, Dahi Handi etc.
- Students have to obtain permissions with the help of faculty from various authorities to conduct programs with loud speakers beyond the stipulated time limit.

c) Exhibitions and Socials

- The dates and duration of socials and Exhibition to be decided along with the concerned faculty members.
- The students should get the schedule of exhibition, theme of the socials and the workshops to be conducted in the Socials, approved from the faculty members of the Socials and Cultural Committee.
- The students should maintain discipline and behavior while working in the campus in the post college hours.
- The students should get the budgets and the guest identified for the socials approved from the faculty members of the Socials and Cultural Committee.
- The students should adhere to the pre decided timings of the various programs.



- Students are strictly prohibited from getting outsiders for college programs.

d) Study Tour

- The students should submit the Parent's No-Objection Certificates and Medical Certificates before embarking on the tour.
- To maintain appropriate dress code during the tour.
- Drinking and Smoking is strictly prohibited in the duration of the tour.
- The students should maintain a correct decorum and uphold the image of the college.
- The students should behave properly and cooperate with fellow passengers during travelling.
- The students have to follow the directions issued by the faculty from time to time.

e) Ragging

- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulations on curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July 2009.
- Such students will be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.
- Students with a previous record of ragging will not be admitted to this college.

f) Rules for Parking

- All Vehicles should be parked in the parking area provided by the institute.
- A vehicle should be properly locked and parked.
- A vehicle without a lock will not be allowed in the parking.
- The institute will not be held responsible for vehicle parked outside parking area of the institute.
- Parking for faculty members is separate.

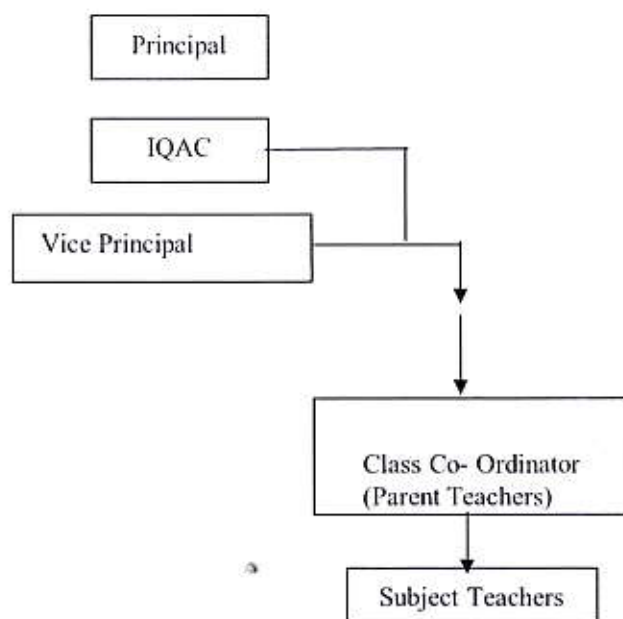
12. ACADEMIC POLICY

- || The Institute is headed by the Principal. The Academic Conduct of the college is monitored by the (IQAC). The Vice Principal is assisted by the other faculties for the Three Year and Five-Year Courses. The subject teachers take care of the daily working of the both courses.

Class coordinators (Parent Teachers) are appointed for all the classes of Three Year and Five-Year Courses. The roles and responsibilities for Academic Heads, Class coordinators and Subject



Teachers are identified in the following chapters. The Flow Chart shown below, explains the Academic responsibilities at various levels.



- The Vice Principal is in charge of teaching load calculations, Subject Allotment, getting the Teaching plan from all the Academic Heads and checking it. The Vice Principal also monitors and advises about the conduction of various Certificate Courses, Identification of Visiting Faculty. The settlement tour, the environmental perception tour and Crafts and Cultural Documentation is also monitored by the Vice Principal. Activities that involve practical exposure and field works are planned for the students are also monitored by Vice Principal.
- The IQAC works actively towards framing the policies for CIE, Integrative pedagogy, Moot Courts, Preparation of E- resource, Documentation, Mentor Mentee, Feedback Mechanism., Audit Courses, and Execution of Institute Philosophy.

Continuous Internal Evaluation (CIE)

- The institute follows the Evaluation system as specified by the SPPU University; as per which the method of Continuous Internal Evaluation / Assessment is followed to have a clear and methodical assessment process.
- At the beginning of the academic year, all faculty members prepare the stage based internal evaluation schedule.
- The schedule of evaluation is integrated with the overall Academic Calendar in the beginning of each semester.
- The IQAC reviews the Academic Calendar along with the evaluation stages and approves it to be



displayed on the institute website.

- The subject teachers evaluate the various assignments stage wise / continuously, as per the teaching Plan and subject requirements.
- The assessment is broadly under various heads as: Written Assignment, Graphical Assignment / Sheets, Site Visit, Project, Models, etc.
- The evaluation done in the first 8 weeks (mid-Term) is submitted by the faculty member to the class coordinator for comprehensive review.
- Students who are defaulting are identified by the class coordinator.
- The class coordinator conveys the names to the administration for communication with parents.
- If the Subject requires further intermediate markings, they are also undertaken. The records of these continuous assessments are maintained.
- The improvements required in the submissions are communicated to the students.
- At the end of the semester the faculty members compile all the internal evaluation of all the stages as final internal marking.

Mid Term Review

A review of student's performance is taken at midterm by class coordinators. This Midterm assessment helps faculty to identify weak and good students, their attendance and if there are other issues so that appropriate action can be taken to improve their performance. The Students who are weak in performance are encouraged to complete or improve their assignments. The Midterm report is also communicated to their parents.

Integrative Pedagogy

The IQAC identifies various subjects in the class which can follow the integrated approach towards teaching-learning.

Preparation of E- resources

The IQAC guides the subject teachers for the preparation of e- content. The e- content is prepared in four categories:

- a) PowerPoint presentations for basic content of the topic.
- b) Reading material/Notes/ References of books
- c) Assignments/ Project works on the given topic
- d) Audio-Video Lectures



Documentation

The IQAC shall give guidelines for documentation of the settlement studies, Environmental Perception Tours, Moot courts Documentation as a part of the syllabus. The Documentation committees constituted for this activity of Documentation. The documentation shall be available in the Library for other students and faculty for reference.

Mentor Mentee system

The Mentors are allotted to the enrolled First Year students. These Mentees are assigned to the respective mentors till the course completion. The Mentor is able to monitor the progression of the academic development of the mentees throughout five years. Mentors act as the guide, advisor and support structure to bring out the best in student by learning about their strengths and weakness. The Mentors and Mentee meetings are scheduled by the Mentor once every Semester. The Mentees can approach the Mentors as and when required beyond the scheduled meetings for guidance of their concerns. The Mentor prepares the report of the meetings with the students at the end of the semester.

Role of Mentor:

1. To support and encourage student's overall academic development.
2. To solve difficulties encountered by the students at the academic level.
3. To help students understand their strength areas, and work on their areas of weaknesses.
3. To advice about various avenues for future growth in profession.
4. The students can meet and consult their mentors during college hours.

Role of Mentee:

1. Take advantage of the opportunities presented by their mentors.
2. Be open and responsive to feedback, criticism, and coaching.
3. Contact the Mentor whenever required and honor the time given by their mentors.
4. Maintain integrity and confidentiality at all times.
5. Exhibit a willingness and desire to work hard.

Feedback Mechanism: Feedback forms are fill up semester wise in each year.



13. ELIGIBILITY AND ADMISSION:

GENERAL RULES OF ADMISSION

1. Admission must be taken in person by submitting duly filled up application form, mandatory minimum attendance and anti -ragging undertakings and by depositing the prescribed fees.
2. All admissions shall be provisional subject to confirmation from the Principal and Savitribai Phule Pune University.
3. Documents to be submitted:
 - (i) Original statement of marks along with true copy
 - (ii) Passing certificate & its true copy
 - (iii) School leaving certificate or SSC Mark list for verification of date of birth
 - (iv) Migration Certificate in case of the applicant migrating from another University
 - (v) Transference Certificate in case of an applicant seeking transfer from some other College affiliated to Savitribai Phule Pune University
 - (vi) Gap certificate in case of an applicant having gap in education
 - (vii) Three I-card size recent photographs

RESERVATION CANDIDATES

Students seeking benefit of reservations must produce original documents of the Caste Certificate. In the case of such sub-categories among NT, VJNT, SC, ST, OBC, EBC to whom the creamy-layer criteria is applicable, a valid and subsisting certificate from the appropriate authority that the student does not belong to the Creamy Layer should be produced at the time of admission. If the student seeks admission and benefits in categories reserved other than for backward classes, a valid and subsisting certificate from the appropriate authority indicating that the student belongs to such category.

ELIGIBILITY RULES:

1) THREE YEAR DEGREE LAW COURSE (LL.B): (First Year LL.B)

- i) An applicant who has graduated in any discipline of knowledge from a University established by an Act of Parliament or by a State legislature or an equivalent national institution recognised as a Deemed to be University or foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence, may apply for a three year degree program in Law leading to conferment of LL.B. degree on successful completion of the regular programme conducted by University whose degree in Law is recognised by the Bar



Council of India for the purpose of enrolment.

A student passing Bachelor's degree examination with minimum 45% marks in any faculty of this University or any other recognized University shall be eligible for admission to the First Year of three years LL.B. course. There shall be relaxation of 5% marks in case of SC/ST students.

Ref: (Rule 5 (a) of Bar Council of India Rules of Legal Education, 2008)

2) INTEGRATED FIVE YEAR DEGREE LAW COURSE (B.A.,LL.B):

i) An applicant who has successfully completed Senior Secondary School Course ('+2') or equivalent such as 11+1, 'A' level in Senior School Leaving certificate course) from a recognised University of India or outside or from a Senior Secondary Board or equivalent, constituted or recognised by the Union or by State Government or from any equivalent institution from a foreign country recognised by the Government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the programme of the Centres of Legal Education to obtain the integrated degree in law with a degree in any other subject as the first degree from the University whose such a degree in law is recognised by the Bar Council of India for the purpose of enrolment.

Provided that applicants who have obtained +2 Higher Secondary Pass Certificate or First Degree certificate after prosecuting studies in distance or correspondence method shall also be considered for eligible for admission in the integrated Five Years or three Years LL.B Course, as the case may be.

Explanation : The applicants who have obtained 10+2 or graduation / post-graduation through open universities system directly without having any basic qualification for prosecuting such studies are not eligible for admission in the law courses.

Ref: (Rule 5 (b) of Bar Council of India Rules of Legal Education, 2008)

3) PROHIBITION TO REGISTER FOR TWO REGULAR COURSES OF STUDY :

No student shall be allowed to simultaneously register for a Law degree programme with any other graduate or post graduate of certificate course run by the same or any other university or an institution for academic or professional learning excepting in the integrated degree programme of the same institution.

Provided that any short period part time certificate course on language, computer science or computer application of an institute or any run by a centre for Distance Learning of a University however, shall be exempted.

Ref: (Rule 6 of Bar Council of India Rules of Legal Education, 2008)



4) MINIMUM MARKS IN QUALIFYING EXAMINATION FOR ADMISSION :

Bar Council of India may from time to time, stipulate the minimum percentage of marks not below 45% of the total marks in case of general category applicants and 40% of the total marks in case of SC and ST applicants, to be obtained for the qualifying examination, such as +2 examination in case of integrated five year course or degree course in any discipline for three year LL.B course, for the purpose of applying for and getting admitted into a Law degree program of any recognised University in either of the streams. Provided that such a minimum qualifying marks shall not automatically entitle a person to get admission into an institution but only shall entitle the person concerned to fulfil other institutional criteria notified by the institution concerned or by the Government concerned from time to time to apply for admission.

Ref : (Rule 7 of Bar Council of India Rules of Legal Education, 2008)

5) PROHIBITION AGAINST LATERAL ENTRY AND EXIT :

There shall be no lateral entry on the plea of Graduation in any subject or exit by way of awarding degree splitting the integrated double degree course, at any intermediary stage of integrated double degree course.”

However a University may permit any person to audit any subject or number of subjects by attending classes regularly and taking the tests for obtaining a Certificate of Participation from the University/Faculty according to the rules prescribed by the University from time to time and give a Certificate therefore.

Ref:(Rule 13 of Bar Council of India Rules of Legal Education, 2008)

6) AGE FOR ADMISSION:

The maximum age limit for admission into 3 Year and 5 Year Law courses specified by Bar Council of India at Clause -28, Schedule-III, Rule 11 of the Rules of Legal Education, 2008 has been withdrawn by the Bar Council of India.

Ref : (Resolution of Bar Council of India at its meeting held on 29-9-2013 vide Item No.331/2013)

7) NORMS OF ELIGIBILITY FOR GRADUATES AND POST GRADUATES OF OPEN UNIVERSITIES.

i) The applicants who have obtained 10 + 2 or Graduation / Post Graduation through open Universities System directly without having any basic Qualifications for prosecuting such Studies are not eligible for admission in law courses.

Ref: (Bar Council of India letter No. BCI: D: 1823/2010(LE) Dated 30-11-2010)



ii) "In view of Rules of Legal Education 2008, no candidate from the open University having a degree contrary of the U.G.C. Act and regulations and contrary to legal Education Rules 2008 shall be admitted into law course".

Ref:(Bar Council of India letter No LE/Cir02/2010dated 20/2010)

iii) "No students shall be eligible for the award of the 1st Degree unless he has successfully completed a three year course... Provided no student shall be eligible to seek admission to the Master's course in these faculties, who has not successfully pursued the first Degree course of three years duration.

Ref: (U.G.C. Regulations 1985 regarding the Minimum Standards of Instructions for the Grant of the first Degree through Formal Education: (U.G.C. letter No. F-1-117/83 (CP) dated 25-11-1985) – Para 2 (3))

iv) "(1) No students shall be eligible for the award of the 1st Degree unless he has successfully completed a three year course , Provided that no student shall be eligible to seek admission to the Master's course in these faculties, who has not successfully pursued the first Degree course of three years duration."

14. EXAM POLICY

- The Principal of the college is the overall in charge/ Presiding Officer for conduct of university examinations.
- The Principal appoints CEO the College Examination Officers, for both the programmes who is responsible for smooth conduct of University examinations. The College Examination Officer in coordination with the University and Principal will plan for Exam conduction in the college. He/ She shall be responsible for Three Years and Five Years examination.

a) CEO Roles for Exam Policy for LAW

The CEO has the following roles–

- To display Exam related notices published by the University for the students.
- To display information/ dates/notices on College website if required.
- To appoint paper setter for college level In-sem. exams.
- To appoint Senior supervisor and Junior supervisors (Block wise) for In-Sem and End-Sem exams in consultation with the Principal.
- To prepare and display Timetable of In-Sem exam 10 days prior to the Exam dates.



- To appoint Faculty for paper checking of In-Sem exams.
- To appoint Internal and External examiners for Sessional and Viva-voce schedule in coordination with pairing college and as suggested by the University.
- To take confirmation from External Examiners.
- To prepare and display Examination Timetable of Viva-voce and to notify the changes if any.
- To prepare subject and year wise faculty list for Paper Checking and Moderator of End-Sem papers.



- To furnish details required by the Exam Department as and when required or asked by the University.
- To check and update the latest Examination Rules and Regulations prescribed by the University. To intimate the faculty members about the same before the exam schedule begins.
- To make the arrangements on the day of Viva w.r.t availability of classrooms, marksheets and attendance lists.
- To maintain the College & University examination records and to prepare result summary each year.
- To check and collect final mark sheets and send them to the respective authorities such as University, Chairman etc.
- To collect and assess the internal mark lists from all the class coordinators.
- To allot Batches year and division wise to faculty for online marks filling process.
- To keep confidentiality while printing University paper, Password received from University.
- To allot Blocks & seating arrangement of students along with non-teaching staff in Theory exams.
- To make necessary arrangements for smooth conduction of various In-Sem and End-Sem written, Sessional or Viva-voce Exams.
- To remain present while written Exams so as to coordinate difficulties of students with Exam Department and subject chairman.
- To resolve and coordinate between staff for their various difficulties while filling online marks.
- To check and follow the deadlines suggested by the university for various exams.
- To address students' complaints, queries related to results and exams.
- Conduct of Law Exams

b) CEO Responsibilities for Exam Policy for LAW

The CEO has the undermentioned responsibilities –

- Scheduling of term end Examination as per University schedule.
- Appointment of External, Internal examiners, and Chairman's for subjects.
- To inform and take confirmations from External Examiners.
- Appointing Theory paper setters, Paper examiners
- Approval of Internal Examiners, External examiners, Paper setters and Paper examiners from the university.



- Scheduling Viva voce, Sessional, Internals and Theory examinations.
- Preparation of Timetable for Viva voce, Sessional, Internals and Theory examinations.
- Preparation of Notices for timely communication to students of Exams, Results and Revaluation forms.
- To display information/ dates/notices on College website.
- Display of Time tables on Notice Boards on at least 1 location.
- The CEO in consultation with Principal shall appoint Junior & Senior Supervisors from the teaching staff of the College and also engage required number of non-teaching staff of the College for holding the examination in an efficient manner as a part of their official duty.
- To check and update the latest Examination Rules and Regulations prescribed by the University.
- CEO shall brief about the Examination schedules and conduction procedures in staff meeting prior to beginning of Exams. He /She shall also intimate the faculty members about the same before the exam schedule begins.
- CEO in consultation with IQAC shall take the confirmation of Final print of Question Papers.
- Maintaining confidentiality, the CEO shall make copies of Theory Question Papers, seal and keep in safe custody.
- CEO shall remain present during Exams and to coordinate in case of any difficulties.
- CEO to liaison with External Senior Supervisors and ensure his/her availability.
- CEO shall inform Principal / IQAC in case Questions in the Syllabus are out of course or wrong.
- The CEO shall also assure from Examination Department –
 - i) Block preparation for Theory Examinations.
 - ii) The masking of Answer papers with the help of Exam dept.
 - iii) Safe storage of answer sheets.
- The College Examination Officer shall be responsible for the safe custody of Question papers and Answer books sent to him and shall render to the College office a complete account of used / unused items.
- CEO to provide any support needed by the Examination Department for conduction of Exams and to furnish details required by the Exam Department as and when required.
- CEO along with Senior Supervisor to monitor for smooth conduction of Paper Checking.
- The CEO to liaison with the University in case of:
 - Change / correction in names in mark sheets.



- Forwarding reevaluation requests of the students.
- Dealing with delay in arrival of results.
- To address grievances of students related to results and Exams within stipulated period.
- During examination, invigilators, staff as well as students shall be under disciplinary control of the College Examination Officer.

In case of noticing/reporting of unfair means, the CEO shall follow the procedure as under –

- Student found in possession of unfair means materials during examination shall be asked to surrender to the junior, Senior Supervisor the unfair materials as possessed by him/her including answer books.
- Statement/Undertaking of student, shall be recorded in writing by Junior, Senior Supervisors and submitted to CEO for further action.
- CEO in agreement with the Principal /Head of the institute may take as deemed fit and appropriate, depending on severity/gravity of the case.
- The CEO shall compile and prepare a file of Question Papers and submit to Library with the help of Exam department for Library and E- resource.
- CEO shall schedule a suitable date and time for CAP, and inform the respective Paper Examiners.
- Senior Faculty members to be appointed for moderation of theory answer papers after CAP. The Moderator shall record his observations and report to the Principal and CEO if any discrepancies found.
- The CEO shall initiate the activity of Result Analysis after results are declared in a time bound manner within 10 days of declaration of Results. Result Analysis shall be done by the Subject teachers independently.
- CEO shall maintain the College and University examination records and to prepare result summary of each year
- The CEO, Senior Supervisors, Junior Supervisors shall report at least 1 hr. before the commencement of scheduled Exams.
- Conduct of Law Exams

15. POLICY FOR COMMITTEES

- The following Committees are formed and work as per the guidelines laid down by the respective



government authorities.

- The members of the committee carryout their responsibilities as by the respective statutory authority.
- The college has formed the committees mentioned below as per the stipulated guidelines.

MANDEATORY COMMITTEES:

1. Scholarship Committee

- a) SC/ST Committee
- b) OBC Committee
- c) Minority Committee
- d) VJNT / DT / NT / SBC / EBC

2. Anti Ragging Committee

3. Anti-Ragging Squad

4. Internal Complaint Committee and Woman's Grievance Committee

5. Student Welfare Committee

The college has various committees which are appointed for smooth functioning of the activities. The committees are guided by the IQAC and work independently as well as to initiate and execute activities with proper approval.

These committees are –

COLLEGE LEVEL COMMITTEES:

6. Admission Committee

Roles and Responsibility of Admission Committee LAW –

- To submit the letter of surrendering of seats to DTE.
- To study the Admission Brochure published by Director of Technical Education.
- To download and display the Admission Schedule given by DTE on the website and the Notice Board.



- To arrange for the provisions for the Facilitation Centre as prescribed by the DTE.
- To appoint persons from the college for all the functions and responsibilities within the facilitation centre; such as scrutiny of documents, uploading of documents, registering the students.
- To arrange for the counselling of the students regarding the seat allotment, submission of papers, listing of documents, etc ; required for the admission process.
- To communicate with the DTE offices, with the regional DTE offices for the inquiries and doubts of the candidates at various admission stages.
- To communicate with the concerned students for resolving their queries regarding admission process.
- To confirm the admission of the students in the college during the Confirmation Week.
- To prepare the files for the approval from the regional DTE office.
- To seek the approval of admitted candidates from the DTE on the given date.

7. Disciplinary Committee

- The Committee displays the 'Code of Conduct' in the College Premises.
- It monitors the arrival of students in the college by 9:00 am.
- It informs the parents about late arrivals of the students.
- The committee coordinates with the NASA committee members and Exhibition & Socials Committee members for the extended student working time in the college.
- It ensures the closure of activities at the decided timings.
- It ensures the satisfactory conduction of extracurricular activities such as Ganapati Idol Making, 15th August Celebration, 26th January National Day Program, other programs and workshops.
- It improves awareness among the students about environment, pollution, cleanliness.
- To report to the Principal about any mischievous student behavior in the campus.

8. Website and Publicity Committee

- It reviews the College Website for required updates.
- It suggests the necessary improvements from time to time.
- It coordinates with respective Committees / Faculty members for the preparation of the information & images to be displayed on the College Website.
- It prepares the news with articles of the student achievements, activities / workshops & seminars conducted.
- It coordinates with the Media Centre of the Organization for publication in newspapers.

- It co-ordinates with IQAC coordinator to upgrade the website for NAAC/IQAC purpose /activities/documentation.

9. Library Committee

- It approves the identification of Books / Magazines / Journals / etc. for procurement; recommended by various entities such as - University, Teaching Faculty, Students, Visiting Faculty, etc.
- It prepares an Annual Budget for the Library.
- It discusses the quotations for new purchase from vendors with Principal.
- It conducts periodic check-up of the condition of Books, Magazine & Thesis Sections, Storage, Computers, Racks, Seating, Computerized Book Search Facility, Photo-copy Facility, Digitalization Process, etc.
- It guides for the Digitization / e-Governance of the library.
- It guides for the e-Resource Data preparation; such as e-Books, Academic Database, e-Linkages to other Institutional Libraries, etc.
- It supervises the overall discipline of the library, and to resolves the grievances regarding the library matters.
- It updates the library according to the 'Standard Format' w.r.t. the listing, segregation, and numbering of the books & shelves.
- It ensures the application of the guidelines as prepared by the Librarian.
(Guidelines attached)

10. Tour Committee

- The tour Committee takes reviews of the Tours conducted in the last three years.
- Decides the schedule of Tours for the current Academic Year, in accordance with the Annual Academic Schedule.
- Decides the type of Tour whether Settlement / Leisure / both inclusive; for the current Academic Yr.



- Discusses & finalizes with the Design Studio coordinators about the possible destinations of the Tour for the respective Academic Year.
- Invites quotations from various Tour Organizers.
- Finalizes the Tour Operator and discuss with him / her about the details of the Tour e.g. Finance, Transportation, accommodation, settlement for study, etc.
- Declares the dates for the payment of Tour Charges to the students.
- Maintains and Monitors the Tour accounts w.r.t collection from the students, payments to the Tour Operator, etc.
- Communicates to the faculty and students about the Tour.
- Ensures that the Parent's No-Objection Certificates, Medical Prescriptions if any from each student is taken.
- Documents the proceedings of the tour within one month after the Tour in a prescribed format.

11. Socials and Cultural Committee

- It decides the dates & duration of the Socials for the current Academic Year.
- It approves the Theme of the Socials & respective details proposed by the students.
- Various activities to be conducted in the Socials are discussed with Students and Faculty before finalizing them.
- It organizes various competitions such as - Dance, Music, Singing, acting, etc.
- It finalizes the Workshops to be conducted during the Socials.
- It finalizes the Cultural Events / Activities and the guests for the same.
- The committee decides the Budget / Finance for the various Events.
- It reviews and finalizes the details of the entire programme w.r.t. contribution from the students.
- It prepares a list of service providers required to do various tasks (e.g. lighting, Stage, Loudspeakers, D.J., etc.)
- It distributes the various duties undertaken by Faculty & Staff during the Socials.
- It ensures the necessary permissions are taken from various authorities.
- It ensures that the timings of the programmes are strictly followed.



12. Green Initiatives Committee

- It gives guidelines for Green Campus initiative where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices.
- It prioritizes an environmental responsibility into all practices.
- It aims at reducing campus waste by deciding the measures.
- It organizes a bicycle day.
- It encourages e-governance/ e-records in academic documents.
- It fosters a culture of self-sustainability and makes the entire campus environmentally friendly.
- It follows the directive from central office to for green practices such as Ban all kind of single use plastic from the campus.
- It co-ordinates with workshop and extension committee to organize workshops /seminar /lectures for green initiative in other schools and colleges. to prepare the material for these activities.
- It displays instructions /visuals at appropriate locations in campus for green initiatives such as saving water, electricity uses etc.
- It arranges for green audit of the building and campus.
- It executes the green activities as directed by DTE, Govt. of Maharashtra, Govt. of India, S.P.P.U etc.

13. Sports Committee

- It prepares the budget for the Sports activities.
- It informs the students about the Sports Competitions at Intercollege, City, University, State, and National Level.
- It finalizes the participation of the students in the above competitions.
- It provides Games and Sports Facilities to the students.
- It conducts various Sports Activities.
- It assists the students to practice for various events.
- It assists the students for competition registration, necessary paperwork, travel, stay, etc.



- It arranges the college Prize Distribution Ceremonies.

14. Alumni Association

- Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the Organization in which alumni is working.
- Contact alumni and apprise them about the various activities undertaken by the institute.
- Contacts the alumni and requests them to deliver some lectures for the benefit of the students (lectures on special topics of relevance, career guidance to students, etc.)
- Requests alumni to attend alumni association meeting conducted from time-to-time.
- Maintain database of the department's alumni and sharing the same with the Placements Cell.
- Keep close contact with alumni who went for higher education and enquire vis-à-vis their well being and performance and share the same with the Principal/HoD, and the Placements Cell. Passes this information to the student's concerned on request.
- To get Alumni feedback and conduct Alumni Survey and keep the record for the same.
- As per the Alumni feedback and survey devise action plan.
- Any other responsibility that may be assigned by Principal/Vice Principal.

17. POLICY FOR DIVYANGAN

- General Consideration for Disabled friendly environment on campus.
- Institute is committed to facilitate the process of making institute environment barrier-free as per the prescribed principles of universal design. This includes both building and infrastructure.
- Institute takes responsibility to guide and interact with individuals with special needs in a right based approach as against the charity approach.
- Institute ensures to implement reservation, exemption and concession policy in tune with prescribed norms in current legislation to individuals having certified disability in terms of education (particularly for students) and employment (particularly for the staff).
- Institute is dedicated to use technology to benefit students with special needs. Identify and deploy technology to benefit teaching-learning for students and faculty with special needs, wherever possible as need arises.
- Institute will ensure barrier free provisioning of learning resources and additional facilities in the library to cater to needs for students and faculty with special needs. This can range from academic



material to additional technology support for discovery, access and the use as per needs.

- Institute will sensitize teaching & non-teaching staff on issues related to disability & special needs.
- The administration department will ensure easy access to soft versions of various forms like admission / eligibility/ exam / re-evaluation etc.
- Institute will abide to the rules and regulations laid out by the government for assessment of students with disabilities.
- The institute building is designed for universal access on ground floor with provision of a ramp.
- All necessary infrastructure like library, computer lab, examination & administrative departments, lecture halls & working studios are on the same level on ground floor with free access corridors.
- Facility of Disability friendly corridors, classrooms and toilets (anti-skid but even flooring, bigger doors, lower height switches and functionaries, space for wheel chairs etc.) are provided.
- CCTV, firefighting systems are installed for safety of students.
- Institute shall work to make technology available for individuals with visual impairment. Software's to enable users who are visually impaired to hear what onscreen or providing output in Braille appears can be installed as need arises.
- To provide equal educational opportunities to differently-abled persons in higher education institutions.
- To create awareness among the functionaries of higher education about the specific educational needs of differently-abled persons.
- To equip higher education institutions with the facilities to provide access to differently-abled persons.
- To provide special devices to higher education institutions that will augment the learning experiences of differently-abled persons.
- To provide counselling to differently-abled students on the types of courses they could study at the higher education institutions.
- To ensure admission of as many differently-abled students as possible through the open quota and also through the reservation meant for them.
- To gather orders dealing with fee concessions, examination procedures, reservation policies, etc., pertaining to differently-abled persons.
- To study the aptitude of differently-abled students and assist them in getting appropriate employment when desired by them after their studies



Principal
MVP Law College Nashik