JOGESHWARI EDUCATION SOCIETY'S

COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

COMPREHENSIVE COLLEGE POLICIES A 2024 GUIDE

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JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.
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Human Resource Policy

Recruitment and administrative Policy

Faculty Recruitment:

Faculty members are recruited based on qualification prescribed by UGC and University of Mumbai. At present the following criterion is being followed:

Teaching staff /Assistant Professor:

A relevant master's degree from an Indian University with a score of 55% or equivalent CGPA is required. Additionally, candidates need to have passed the National Eligibility Test (NET) conducted by NTA or a comparable accredited test. Preferential consideration will be given to candidates holding a Ph.D. degree. The requirement for NET/SLET/SET can be waived for those with a Ph.D. degree.

Non-Teaching staff:

Candidates should hold at least a Bachelor's degree or its equivalent, along with a minimum of 2 years of experience in the relevant field. The recruitment of Faculty Members adheres to the qualifications stipulated by both the UGC and the University of Mumbai.

Peons, facility and security staff:

Selection is determined through evaluation of communication abilities and practical experience.

Recruitment Policy:

The institute employs a methodical and comprehensive policy to ensure the selection of the appropriate candidates for suitable job roles. This policy's primary goal is to place efficient, professional, skilled, dedicated, and diligent individuals into the vacant positions within the Institute.

The process of filling vacant positions includes the following steps:

- Obtain management's authorization to fill vacant posts.

- Advertise the openings in newspapers, websites, and utilize referrals.

- Establish a Selection Committee comprising the Principal and a management representative from the Management.

- Review all received applications.

- Schedule written tests, demonstrations, or interviews as needed.

- Verify candidate credentials upon reporting.

- Facilitate the assessment and evaluation process.

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- Conduct interviews of the shortlisted candidates with the selection committee.

- Issue offer letters if terms are mutually agreed upon.

- Upon joining, organize induction training, update job records and include the candidate in attendance records.

- Prepare a faculty list for University ratification and approval.

- Upon receiving approval, formalize and regularize the appointment.

Performance appraisal/Career Development

The institute offers opportunities for career growth, knowledge enhancement, and promotions. Staff members undergo regular evaluations that consider their performance from the previous year, ensuring their continuous development and progression.

Training of the employees

In order to align employees' potential with the demands of the current competitive landscape, the college frequently organizes various training programs for both teaching and administrative staff.

Retention of the employees

The College is committed to retaining skilled and diligent employees throughout their desired tenure. The institution formulates comprehensive and optimal policies that enhance working conditions and foster job satisfaction among the staff.

Migration of employees

The college permits employees to depart from the institution without any conditions, should they choose to do so, in pursuit of better opportunities elsewhere.

Retirement of employees

Employees who have reached the age of 60 will retire from their positions. In exceptional circumstances, the retirement period can be extended by an additional two years.

Resignation Norms

Any employee intends to resign from the college, is required to personally submit his/her resignation letter to the Principal, followed by the Administrative Office for subsequent procedures. A minimum notice period of one month is mandatory prior to leaving the job. It's important to note that from the teaching staff, resignations will not be accepted during the ongoing semester.

Administrative Policy

A well-structured and systematic policy is established and put into practice to uphold a positive work atmosphere and ensure employee satisfaction. The administrative office, in collaboration with the Principal and Management, formulates the administrative policy in a well-designed manner.

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Following are the admin policies

Working hours

The college operates six days a week, spanning both morning and afternoon shifts, with the exception of Sundays and government/public holidays. The working hours of the college extend from 7 am to 6 pm, encompassing a 20-minute break. These timings are categorized into distinct schedules tailored to various staff roles, as outlined below:

Teaching Staff: Morning shift: 7:20 a.m. to 2.00 p.m. (Degree Courses)

Non-Teaching staff: 10:00 a.m. to 6.00 pm

Attendance

Attendance for both teaching and non-teaching staff is tracked using a biometric system integrated with the Master soft ERP System. Additionally, a physical attendance register is upheld. If anyone encounters difficulties in recording their attendance electronically, they are required to promptly inform the administrative staff on the same day. Failure to do so will result in the individual being marked as absent for that day.

Late mark

Arriving after the designated reporting time is noted as late arrival. A maximum of three late marks is permissible within a month. Beyond this limit, either one casual leave (CL) or leave without pay will be taken into consideration.

Permission for leave

Obtaining prior permission is mandatory for both half-day and full-day leaves, except for casual leave (CL). Casual leave must be approved by the Principal; otherwise, it will be regarded as leave without pay (LWP).

Casual leave

Each college employee is granted 10 casual leaves (CL) within an academic year. Any leaves taken beyond this allocated limit will be classified as leave without pay (LWP).

On Duty Leave

Both teaching and non-teaching staff members are entitled to Duty Leave. However, it is essential to obtain prior approval from the Principal before availing this leave.

Provident Fund

Teaching staff of the College is eligible to participate in the Provident Fund (PF) scheme. The contribution to the PF will be shared equally between the employer and the employee, each contributing 12.5% of the employee's basic pay.

Insurance

The College extends a Group Health Insurance facility to all its staff, offering coverage up to a limit of Rs. 2,00,000/- per employee. Insured employees have the flexibility to utilize the benefits of this policy at any point during the insurance period.

On Qualifying NET/SET

Employees who successfully meet the eligibility criteria of NET/SET qualification will receive an increment in their annual salary.

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Completion of Ph.D.

Employees who have attained a Ph.D. degree will receive an elevated salary in accordance with the University of Mumbai's regulations. Moreover, such employees will be granted priority for promotions within their job designation.

Open Discussion Policy

The college has established an environment where every employee is encouraged to comfortably engage with various authorities such as the IQAC Administration office and Heads of Departments (HODs) to address work-related aspects and professional concerns. Both teaching and non-teaching staff are granted the liberty to arrange meetings with the Principal, fostering open discussions regarding creative and advanced-thinking concepts. In the event that these suggestions or ideas prove to be effective, the Principal, in collaboration with the Management, will take steps to put them into action.

Drug and Alcohol Policy

Drug or alcohol consumption by any college employee on the premises, regardless of the circumstances, will result in stringent repercussions as per established protocols.

Policy on Workplace Harassment:

In the event that an employee conducts himself offensively, humiliating, abusive, unwelcoming, threatening, or unappreciative towards his/her colleagues or subordinates, the college will respond promptly to any complaint received. Appropriate and firm disciplinary measures will be implemented by the college authorities.

Equal Opportunity Policy:

The college is committed to providing equal opportunities for career growth and development to all employees, without any form of discrimination based on factors such as race, caste, religion, or language.

Sexual Harassment Policy:

The college maintains a rigorous stance against sexual harassment, adhering to a Zero Tolerance approach. In cases where a complaint regarding sexual harassment is raised against any employee, a thorough investigation will be conducted. Should the accused individual be found guilty, strict disciplinary actions, up to and termination of employment will be taken.

Dress Code

A.   Teaching staff- Female-Simple Traditional Indian attire.

B.   Non-teaching staff- As mentioned above

C.   Supporting staff- will wear uniform provided by the College during working hours.

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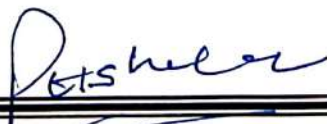& INFORMATION TECHNOLOGY
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Employee's Benefits:

Following are the miscellaneous benefits provided to employees by the College.

- Pension benefits within the EPF scheme.

- Complimentary medical check-ups accessible to all staff members.

- Loan facilities extended to all employees.

- Tuition fee discounts granted to the children of employees enrolled in schools/colleges operated by the Trust.

- Backing to support staff pursuing higher education.

- Financial aid for participating in short-term courses.

- Comprehensive assistance—financial, moral, and academic—for both minor and major Research Projects.

- Annual increments ensured for all permanent staff.

- Indoor and outdoor sports amenities, including football and cricket on the college's turf, accessible to the staff.

All the above-mentioned policies can be amended or withdrawn by the Management according to the changes in the policies of government/University of Mumbai provisions.

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Bridge Course Policy

A bridge course is a program designed to help students to transit smoothly from one level of programme to another of a higher level. It acts as a link or bridge, filling gaps and providing necessary skills for students to excel in the next stage of their academic journey. Bridge courses are particularly useful when students move from one education system to another or when they need additional support to meet the requirements of advanced courses. These courses play a vital role in ensuring a seamless and successful educational progression for students.

Objectives of Bridge Course:

• To facilitate a smooth transition for students between different levels of education or academic systems.

• To address any gaps in their knowledge and skills, ensuring they are well-prepared to meet the challenges of the next stage in their academic journey. By providing targeted instruction and support, bridge courses help students overcome potential barriers, boosting their confidence and competence to succeed in advanced courses or new educational environments.

• To enhance the overall learning experience and promote academic excellence for the participants.

Design and Duration:

• The syllabus is designed as per the academic requirement.

• The Syllabus framed is aimed at making the learners be known to foundation concepts of the subject at the basic level.

• The duration of course is 30 hours of interactive sessions.

• It is conducted for a week.

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Benefits of Bridge Course:

• Students get the benefit of the support and guidance from faculties and also receive assistance with their academic studies.

• Students will gain greater self-esteem and be motivated to succeed.

• Students will improve their intrapersonal relationship with fellow students and interpersonal relationship with faculties.

Outcome of Bridge Course:

We offer Bridge Course to all the students as Jogeshwari Education Society's College of Commerce Science and Information Technology absorbs majority of the student from underprivileged sections of the society.

The outcome of the course is measured on the basis of feedback collected from the students.

JES E - Governance Policy

The college embraces E-governance to modernize administrative processes, enhance student services, and leverage digital platforms for efficient communication and resource management, fostering a technologically empowered and streamlined educational ecosystem.

- **Objectives**
  1. To Streamline Administrative Processes
  2. To Enhance Student Engagement
  3. To Create Efficient Resource Management
  4. To Make Data-Driven Decision Support
  5. TO Create Transparent Communication Hub

- **Areas of E- Governance**

  o **Website:** A college website serves as a comprehensive information center, offering a virtual hub where students, faculty, and stakeholders can access vital details about courses, events, and resources. It enables seamless communication, providing instant updates and a platform to access essential information, fostering a well-connected and informative educational community.

  o **Students' Admission and Support:** E-governance is embraced by the college to digitalize and streamline processes, enabling prospective students to apply online, track application statuses, and receive timely communication. Additionally, it facilitates efficient student support by offering digital platforms for query resolution and access to academic resources, enhancing accessibility and engagement throughout their educational journey.

  o **Administration and Finance / Accounts and Library:** The college employs E-governance for administration and finance, automating tasks like payroll, budgeting, and procurement, fostering efficiency and accuracy in financial management. Moreover, E-governance extends to the library, modernizing cataloging, borrowing, and resource tracking systems, ensuring seamless access to academic materials and enhancing the overall learning experience.

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o **Examination:** E-governance principles are integrated into the examination processes of the college enabling online exam registrations, hall ticket generation, and result dissemination, streamlining administrative tasks and providing students with accessible and transparent examination updates. Through digital platforms, students can also access exam schedules, study materials, and post-exam evaluations, enhancing convenience and perfection the efficiency and convenience of the examination process.

o **ICT (hardware and Software):** The college demonstrates E-governance implementation by effectively managing ICT infrastructure through automated software updates, remote troubleshooting, and centralized hardware monitoring, ensuring seamless functionality of technology resources for both academic and administrative purposes. Additionally, digital platforms are utilized to provide software tools, online learning resources, and technical support, promoting a technologically enriched educational environment and user experience.

JES Faculty Welfare Policy

The college prioritizes faculty welfare by offering professional development opportunities, a supportive work environment, and access to resources that promote continuous growth and well-being among the teaching staff.

- **Objectives**

  1. Enhancing Professional Development
  2. Creating a Work Life Balance
  3. Providing Mentoring and Support
  4. Facilitating Research and Innovation
  5. Provide Recognition and Appreciation
  6. Creating Access to Resources
  7. Developing Wellness Initiatives
  8. Supporting Collaborative Environment
  9. Developing Feedback Mechanisms
  10. Enhance Continual Improvement

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Mentoring Policy

Introduction:

Mentoring is a dynamic activity where experienced individuals guide and support others in their personal and professional growth while maintaining a healthy relationship. Through open communication and knowledge sharing, mentors provide valuable insights, guidance, and encouragement, fostering development and helping mentees reach their full potential. This symbiotic partnership cultivates skills, confidence and success.

Objectives:

- Ensures effective communication between mentor and mentee.
- Provides valuable insights, guidance and fosters development of mentee.
- Improves skills, confidence success and growth of mentee.

Standard Operating Procedure:

- Fifty to sixty mentees are assigned to each mentor.
- Mentor will be their counsellor and supporter.
- Meeting of mentor and mentee will be held once a month.
- Meeting will be held as per the timetable for each class.
- Interaction will be theme based or situation based.
- Confidentiality will be maintained if the mentee is counselled on personal issues.

Slow Learners Policy:

- Bridge Course for first year learners to understand the subject shift from HSC to Degree programs.
- Remedial classes for slow learners to understand subject and improve knowledge
- Provides support and guidance to the slow learners.
- Provides need-based facilities to slow learners
- On the recommendation by mentor students are sent for counselling as and when needed.

Student's Advantage through the Mentoring Programme:

- Build a positive rapport and trust between the mentor and our institution.
- Mentees are assured to gain greater self-esteem.
- Benefits the mentee in their self-growth and overall well-being.
- Provide guidances whenever necessary to mentee.

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Policy Document for Gender Inclusivity, Equality, Empowerment

Vision:

Gender policy aims to achieve equality, inclusivity, and respect for all genders. It seeks to eliminate discrimination, empower marginalized communities, ensure equitable opportunities, challenge harmful stereotypes, and promote a society where individuals can express their gender identities freely and without fear of prejudice or bias.

Objectives of the policy:

1) To provide equal opportunities and access to all gender communities.

2) To create a gender sensitive campus.

3) To conduct various women empowerment awareness programmes.

4) To avert gender discrimination and harassment at workplace.

5) To provide equable environment for educational avenues.

6) To conduct gender audit on regular basis.

Major elements of the policy:

At JES, the policy envisages to continuously upgrade in accordance with the guidance provided by Women Development Cell at Centre and State.

1) Equal access to Education: Equal access to education is a fundamental right that empowers women and girls.

2) Gender just infrastructure

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Policy Document for Infrastructure Maintenance and Management System

Introduction

Jogeshwari Education Society's College of Commerce, Science, and IT boasts outstanding infrastructure designed to meet the academic requirements of the residents in Jogeshwari and surrounding suburbs. The institution has implemented a robust system to ensure the proper maintenance and optimal usage of its facilities, including classrooms, library, gymkhana, computers, equipment, and laboratories within the campus. The management of the college has formulated the following policies and procedures to ensure the effective utilization and upkeep of the infrastructure for the benefit of the students and faculty.

Allocation of Infrastructural facilities:

- **Allocation of Classrooms:**
  Allocation of classrooms for lectures is done in consultation with the Program Co-ordinators and Principal. The Timetable Committee prepares the timetable based on the allocation of classrooms.

- **Allocation of Laboratories:**
  Allocation of timeslots of the laboratory is done in consultation with program Co-ordinators and the Principal.

- **Allocation of Auditorium:**
  Allocation of utilisation of auditorium is done as per the importance of the program attendees and the purpose.

- **Utilisation of Gymkhana:**
  Teacher incharge of Sports takes care of usage of Gymkhana considering queuing and participation in intercollegiate tournaments.

- **Utilization of Library:**
  Rules related to utilisation of library are framed in consultation with the Co-ordinators, Principal and Librarian. Rules will be revised from time to time in accordance with requirement.

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Maintenance and Replacement of Infrastructural Facilities:

- **IT Infrastructure**

  To maintain and keep all IT facilities functional System Technologies, Vile Parle (West) is appointed.

- **Gymkhana and other facilities**

  Sports incharge is responsible for acquiring these items in consultation with the Principal, and their actions should align with the budget approved by the Management

- **Building and other equipment**

1. The upkeep of classrooms, including furniture, and laboratories, falls under the purview of the respective Programme Co ordinator.

2. Management has employed professional caretaking agency to maintain a clean and dust-free campus environment.

3. The management hires electricians, carpenters, plumbers, and other skilled personnel to ensure the upkeep and safety of the campus infrastructure.

4. Installation of fire extinguishers on all floors and additionally in areas where they are deemed necessary, also regular maintenance of these fire safety devices is ensured.

- **Maintenance and utilization of library and library resources**

1. The library staff takes care in handling of library documents, particularly during processing, shelving books, journals and documents.

2. The following steps are taken up for the upkeep of the library:

   a) Bound Volumes are not to be sorted out from their fore edges, as this process weakens the binding.

   b) Shelves should not be fully packed.

   c) Huge volumes need to be kept flat.

   d) Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and prevent chemical and biological problems.

   e) Cleaning and dusting to be done regularly

   f) Proper pest control is to be done to minimize the problems caused by insects.

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POLICY FOR CODE OF CONDUCT

(I). IN GENERAL:

1. Dress code:

Everyone in the institution is required to follow decent dress code. On Mondays, Wednesdays and Fridays formals are mandatory. Indecency of any sort will strictly not be tolerated. Strict action will be taken if this code of conduct is not followed.

2. Honesty:

Malpractices/cheating during test/examination or knowingly furnishing false information are prohibited and will be dealt with strictly the same time things like plagiarism are prohibited for faculty also.

3. Transparent administration:

With the help of MIS online information is maintained regarding attendance of the learners and conduction of classes by teachers. Biometric attendance of staff, leave records, salary slips etc. are maintained.

4. Disciplined conduct:

Any behaviour obstructing teaching, research, administration and any other proceedings or activities in the campus are liable for punishment.

5. Respect for women:

Learners must take care that his/her behaviour is impeccable towards other gender. Any sort of indecent behaviour towards other gender learners and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the law.
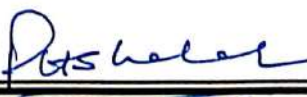
6. Prohibition of Ragging:

Ragging is conduct of an individual or a group teasing, treating or handling the fresher or any other student with rudeness either by spoken, written or any other act causing physical, mental or emotional disturbance in the affected party strict disciplinary action will be proceeded against the culprit.

7. Drugs/Alcohol/ Tobacco:

Sale, distribution, manufacture, use or possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and tobacco products are also prohibited in the campus strictly.

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8. Position or use of firearms:

Fireworks, exclusive, weapons or items of destruction are prohibited.

9. Conservation of natural resources, Energy and Environment:

Everyone is expected to be aware of these policies and conduct themselves accordingly.

10. Cleanliness:

Everyone is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

II. STAKEHOLDERS:

CODE OF CONDUCT FOR LEARNERS:

1. Learners play a key role in the institution. Learners are prohibited to do anything inside or outside the college that will in any way interfere with the smooth functioning of the institute or create obstacles in the progress.
2. No information of the Institution must be given by the learners to outsiders without the permission of Principal.
3. Learners are expected to take care of the college property and co-operate in keeping the premises neat and clean. Any damage to the college property is breach of discipline and will be strictly dealt with.
4. Misuse of mobile phone, tab or any digital gadget is strictly prohibited. If caught will be liable for disciplinary action.
5. Learners will be responsible for their belongings; college will not be responsible for the same. Unclaimed belongings if found should be handed over to the college office.
6. Institute is very particular with fair development and progress of all. Ragging or ill treatment of any sort behaviour, destroying the image and respect of anyone in the institute is taken very seriously. Management/Principal may take any decision within the best interest of all, and the same all must be binding to it. All are free to complain to Anti Ragging Committee and any such complaint will be taken very seriously.
7. Learners are instructed to take prior permission from the class mentors for their long absence in any respect, if not done will be treated as absent and black listed.
8. Attendance in all lectures, tutorials, tests and examinations is compulsory. As per the University norms learners need to maintain at least 75 percent attendance during lectures and tutorials. They need to maintain full attendance in tests & exams, if any learners does not maintain minimum eligibility criteria without prior intimation to class mentor, will be treated as defaulters.
9. The list of learners on the defaulter's list with less than the required attendance is put up from time to time on the notice board. Parents or guardians of the learners with very poor attendance records are informed in writing to bring in improvement in attendance. Meetings are regularly held with parents to inform them about the ward's academic and overall performance.

CODE OF CONDUCT FOR TEACHING STAFF:

1. All staff of the institute are responsible for protecting and taking responsible steps to prevent theft or misuse of, or damage to institute assets including all kinds of physical assets movable and immovable.
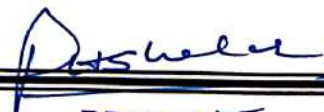2. All staff shall devote their time and their best efforts for the progress of the institute.

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3. Staff should contribute to the vision, mission and goals of the institute through engagement of working hours.

4. Proper and courteous behaviour as part of professional, social decorum and a mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment is expected.

5. Teachers should handle the subjects assigned by the Principal and they should complete the syllabus on time.

6. Mentor-mentee system must be effectively implemented. Teachers shall Mentor the respective group of learners who are assigned to them.

7. Teachers should be good counsellor & facilitator. They should help, guide, encourage and assist the learners to ensure that the teaching - learning process is properly implemented and successful. Value based education must be their motto.

8. Teachers should maintain decorum both inside and outside the classroom and set good example to the learners.

9. Teachers should carry out other academic, co-curricular and organisational activities that may be assigned to them from time to time.

10. Teachers must report on time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.

11. Principal should be intimated for reporting late or leaving early and mention the same in the register meant for that.

12. Teachers should punch biometric and also sign the attendance register while reporting for duty and also while leaving the college.

13. Prior written permission is required from the Principal at least a day in advance while availing CL or DL.

14. No teacher should involve himself/herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institute or management.

15. Time table committee must submit the Department Time Tables and individual teachers time tables to the Principal on the reporting day of each semester. If any change is required, it must be reported to the Principal in writing.

16. Teachers must to attend department, academic association meetings, seminars etc. and also college functions like sports day, college day, Independence day etc. celebrations without fail.

17. Teaching staff should encourage learners for asking doubts/questions.

18. Special care and attention must be given to the slow learners.

19. The staff should motivate learners and bring out the creativity/originality in the learners and should make themselves available for doubt clearance.

20. All the staff members are required to submit their self-evaluation report at the end of every term of the academic year in the prescribed format.

21. Every faculty member is expected to attend his/her beneficial influence in building up the personality of learners and associate himself/herself actively in such extracurricular activities.

CODE OF CONDUCT FOR ACCOUNTANTS (NON-TEACHING STAFF):

1. Accountant should prepare accounts and tax returns ensuring compliances with payment reporting and other tax requirements.

2. Accountant should establish tables of accounts and assign entries to proper accounts.

3. Accountant should report to the Principal regarding the financial status of the college at regular intervals.

4. Accountant should access accuracy, completeness and conformance to reporting and procedural standards.

5. Accountant should, examine and analyse accounting records, financial statements and other financial reports.

6. Accountant should provide all necessary accounting documents and financial statements for early account audits.

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CODE OF CONDUCT FOR LIBRARIAN & LIBRARY STAFF (NONTEACHING STAFF):

1. Check books in and out of the library, assemble and arrange display materials.
2. Review and evaluate resource material such as book reviews and catalogues.
3. Direct and train library staff in duties such as receiving, shelving, researching, cataloguing and equipment use.
4. Organise collections of books, publications, documents, audio visual aids, and other reference materials for convenient access.
5. Develop library policies and procedures.

CODE OF CONDUCT FOR PEONS (NON-TEACHING STAFF):

1. Dustings of office furniture, machines, files, tables, equipment, switch on lights and fans and switch them off when not required, remove and replace covers of machines etc.
2. Opening, pasting, sorting and arranging papers circulars in accordance with the instructions of the head of the institution.
3. Carry messages, papers, registers, files, circulars etc.
4. Any other work as maybe assigned to them by the concerned faculty/Head from time to time.
5. Ensure cleanliness and hygiene in college premises and inform for any discrepancy.
6. They should be supportive, humble and dutiful.

CODE OF CONDUCT FOR PRINCIPAL:

1. The Principal should plan the budgetary provisions and go through the financial audit statements of the institute.
2. The Principal has the authority to take all the necessary actions as and when required to maintain discipline in the institute.
3. The Principal should oversee and monitor the administration of the academic programmes and general administration of the institute to ensure efficiency and effectiveness in the overall administrative task and assignments.
4. The principal should form various college level committees which are necessary for the development of institute.
5. The principal should encourage faculty members to update their knowledge by attending workshops/conferences.
6. The principal should encourage faculty members to author textbooks and publish research papers in reputed International/Indian journals/magazines and periodicals.
7. The principal should build leadership, direction and co-ordination within the institute.
8. The principal is responsible for the development of academic programmes of the institute.
9. The principal should convene meetings of any of the authorities, bodies or committees, as and when required.
10. The principal should ensure the directions issued by the management are strictly complied with or as the case may be, implemented.
11. The principal should ensure that the quality in education and academic services is maintained for continuous improvement and turn the learners into better individual and responsible citizens of the country.
12. The principal should ensure that the long term and short-term development plans of the institute in the academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
13. The Principal shall be responsible for submission of an annual report on the progress achieved in different development and collaborative programmes to the various committees and management.

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Policy for documents to be submitted for Conferences, Seminars, Meetings and Workshops attended by staff and students.

Objectives of the Policy:

Jogeshwari Education Society's College is keen to enhance the research and academic activities of staff, inculcate research aptitude among staff and students and to keep themselves abreast with the current changes in the syllabus as prescribed and updated by the University from time to time.

Guidelines to be followed:

- The College encourages staff to participate in workshops, seminars and conferences by sponsoring the participation fees.
- For attending workshops/seminars/conferences, staff should take prior permission from the Principal.
- Concerned staff should produce official fees receipt/challan of participation fees within three days and attendance certificate to accounts for further process. The amount will be reimbursed to the concerned staff.
- A copy of certificate of participation along with a report should be submitted to IQAC and to the office within 3 days.

Students of all programs are also allowed to attend conferences, seminars, meetings or workshops provided that it is directly related to his/her work. (Project) priority is given to those who will present a paper upon the recommendation of his/her teacher and approval of the designated coordinator.

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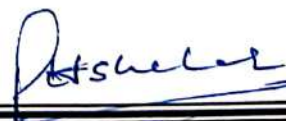Caves Road, Jogeshwari (E), Mumbai-400 060.

Benefits of implementing the policy:

1. **Staff**
- Encourages innovative study and academic curricula.
- Enables staff to exchange knowledge and ideas in international conferences.
- Prepares staff to represent in international conferences.
- Enriches staff' logical knowledge
- Provides opportunities to the staff to gain knowledge and experience in his/her discipline.
- Will improve their teaching practices, receive professional enrichment, and build a stronger community of professional practices amongst their fellow staff.
- Updates their knowledge with latest developments in their fields and helps them in giving recommendations.
- Inculcates research culture in the institution.

2. **Students**
- Provides a great way of experiential learning for students. Conferences bring together people from academia and industry together diverse from all different geographical areas who share a common discipline or field.
- Students have the opportunity to put speaker's questions about their work and the rationale behind it.
- Students enrich themselves and learn latest developments.
- Seminars and conferences allow students to have a deeper understanding of the topic of their interest.
- Students can analyze different opinions of speakers and peer groups to get deeper understanding of the topic.

Policy of Scholarship/ Freeship

- Scholarships and free ships are awarded to students not only by our educational institution but also by NGOs and private entities as recommended by the College.

- College promotes students to apply for various scholarships and freeships provided by the Government and other agencies

- The Coordinator of each Program will inform the same to the class mentor of each batch to intimate the students.

- The students will approach the concerned section in the office to know more about the scholarships.

- The staff in charge of the scholarships and freeships will give more details from the students.

- Scholarships and free ships are awarded based on need and case – to-case basis to support underprivileged students for their studies.

- Students belonging to all communities irrespective of caste (or) religion are eligible to apply for scholarships and free ships.

- The College is providing fee concession/ fee waivers for needy students of all programmes.

- The students who are intending to avail of this facility have to submit their application in a prescribed to the Principal.

- The Principal based on the applicant's academic performance and economic background scrutinize the application and the same is forwarded to the management.

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Policy Document for Divyangjan

Divyang is a Hindi word meaning the one with a divine body. Through this policy, attempt is made to connect with this class of population and give them an opportunity to become self-dependent and self-reliant. At this point we feel that there is an imperative need for society at large to come forward and take initiative to provide and participate in their development.

Purpose of this Policy:

- To create awareness about various facilities and amenities provided by the institution and easy accessibility of the same.
- To ensure inclusive environment for Divyangjan in academic as well as other curricular activities.
- To ensure arrangement of safety and development of Divyangs.

Proposed Provisions:

A) Admission

- Counselling on types of courses they can study at Higher Education Institutions.
- To get updations from University about examination procedures, reservation, policies pertaining to Divyangs.
- To give separate access to counter service of the office administration.

B) Barrier free environment and accessibility

- By implementing effective and suitable measures wherever required for barrier free environment infrastructure.
- If suitable measures are not available, human assistance shall be provided.

C) Aids and Appliances

- To provide with facilities of wheelchair, handrails, ramps to ease personal mobility.
- To provide easy access to such appliances.

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D) College Social Responsibility

- To encourage sale of products produced by Divyangs.
- To support in marketing, distribution, selling of such products in college premises.

E) Sports and Cultural Activities

- To encourage Divyangs to participate in sports and cultural activities.
- To identify potential and motivate Divyangs to participate in various events.

Outcome:

- Facility and easy accessibility of wheel chair is provided.
- Special seating arrangements in class room and examination hall.

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Policy relating to Plastic Ban on Campus

- Plastic water bottles and thermocol are not to be used in the campus.
- Awareness programs and activities to encourage the Waste Management will be organized from time to time.
- Segregation of waste is to be practiced in the campus.
- The culture of reusing the available materials during college events with creativity is to be practiced.
- Use of disposable plastic is banned in the campus.
- Non-biodegradable plastic items are banned in the campus.
- Practice of reduce and recycle of every resource is inculcated in students through practice.
- Use of alternative sources like paper bags, ecofriendly materials are practiced in campus.

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Green Campus Policy

- Ecofriendly initiatives in campus.

- Segregation, Recycling and reuse of waste.

- Posters spreading awareness on energy conservation.

- Green and environmental audit of the campus.

- Energy Conservation at campus.

- Installation of LED bulbs to conserve energy.

- Rough papers are reutilized for writing and printing.

- Usage of public transport and vehicle pooling to prevent hazardous effects of air pollution on global warming.

- Reuse of materials for various cultural festivals and similar events with creativity.

- Use of biodegradable material.

- Activities and awareness programmes to sensitize the institution regarding environment protection.

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Policy Document for Research

Research is the cornerstone of knowledge advancement, a systematic exploration that fuels our understanding of the world around us. It is the voyage of discovery that propels us beyond the confines of existing information, empowering us to unravel mysteries, solve complex problems, and unearth novel insights. Through diligent investigation, analysis, and interpretation, research not only enriches our understanding but also lays the foundation for progress and innovation across diverse fields. In this pursuit of knowledge, researchers embark on a journey marked by curiosity, methodical inquiry, and the unwavering quest for truth.

Prelude and Purpose

- To create and promote a culture of research among the faculty and staff.
- To organise various workshops/seminars/training related to the promotion of research.
- To enhance the research output of the institute by Research Paper publication in referred Journals and reputed conferences.
- To keep a track and record publications done by other faculty.
- To assist institution in improving the teaching-learning environment with the help of action research.

This Research Policy constitutes the fundamental framework for the research ethics within the college. It is uniformly applied across all departments and serves as a comprehensive guide for the operations of the established Research Committee.

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Implementation

- The College envisions a well-defined standard for research quality, serving as a comprehensive guide for scholars, teachers and learners.
- The College is committed to offering financial support, whether partial or complete, for the presentation and publication of research papers and findings. This initiative aims to motivate faculty and students to actively engaged in workshops, symposia, seminars and conferences within their respective fields, as well as in areas of current significance.
- Collaborative endeavours will be fostered with Institutions, Universities, Corporate Entities, Industries and business organisations. These partnerships aim to identify emerging research domains, conduct surveys, initiate projects, offer internships and conduct fundamental research analysis
- The Research Committee will take the lead in organizing diverse workshops focused on contemporary research developments, research methodology, and intellectual property rights. These workshops are designed to cultivate robust research skills among scholars and faculty members.
- The college is dedicated to providing the necessary infrastructure, including research centres and library facilities. These resources will empower faculty and students to undertake a variety of research projects.

Waste Management Policy

Solid Waste Management:

- Biodegradable and non-bio degradable waste generated in college is properly bifurcated in campus.

- Bio degradable waste is utilized for imparting knowledge of natural fertilizer making to students.

- Other wastes are collected by the Municipal Corporation on regular basis.

- Newspapers, wooden pieces from broken furniture, metals, glass pieces and plastic waste are recycled through scrap vendor.

- Sanitary Napkin vending and dispensing machine is installed in girls' common room.

E Waste Management:

- Electronic gadgets are utilized and maintained optimally to reduce E waste generation and to increase the life of gadgets.

- E-waste dustbin is kept in college campus.

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INFORMATION TECHNOLOGY (IT) POLICY

- The IT policy which applies to the entire teaching and non-teaching staff of JES Degree college, also governs-the Intellectual Property, Internet, Data management and Security System.
- The basic purpose of the policy is to define Rules & Regulation of using IT Infrastructure & Resources offered by the college to its stakeholders.
- All the IT related decisions are determined by The Principal in consultation with Management and IT committee and gives the instructions to the staff are given accordingly.

IT Committee:

It comprises a representative from the Management, Principal, BSc.IT Programme Head and Technical assistant.

Functions:

- The committee member shall explore new monitoring tools which can be implemented and recommended to the committee members.
- Create awareness among students on emerging trends in technology, cyber security, digital literacy.
- IT development needs shall be identified based on the latest educational needs.
- All the physical systems and IT related facilities shall be upgraded time to time and Recommend actions for violations of IT regulations.

Banned Activities in the College Premises:

- Using the office internet to watch or download entertainment programs.
- Taking print outs of activities not related to the college, syllabus or related to the programme.
- Accessing personal social media accounts like face book, twitter, Instagram etc.
- Storing personal files on official systems.
- Watching / accessing or downloading pornographic content using the college network.
- Using video social networking sites like YouTube and video for non-educational purposes.
- Accessing Over the Top(OTT) streaming services using college networks.
- Engaging in any kind of cybercrimes, including software piracy.

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SOFTWARE LICENSING & HARDWARE MAINTENANCE:

- The IT administration committee installed the software which are necessary for academic purpose.
- Third party software need to be procured with necessary license registered in the name of the institute.
- Pirated software is strongly discouraged by the committee.
- Appropriate anti-virus will be installed in all the computers/laptops being accessed by the college.
- Trained IT staff selected by the Principal will be responsible for identifying issues and resolving them.
- All the computing and networking devices shall be purchased from authorized vendors and a register shall be maintained of the details of purchase and servicing.

SYSTEM & TECHNICAL ASSISTANT:

- The overall IT infrastructure and resources in college is taken care by Technical Assistant
  who manages and resolves all the issues.

- The IT System Engineer is responsible for periodically taking the backup of the college ERP,

DISCIPLINARY ACTIONS:

- The college reserves the right to check compliances with the policy from time to time. Any breach of this policy will lead to disciplinary action, in accordance with the rules of the college.

USE OF WI-FI:
- Permission must be obtained from the Head of the Institution before connecting to any new device to the college network in order to regulate the use of Wi-Fi connectivity available in the college campus.

CONFIDENTIALITY & PRIVACY OF OFFICIAL DATA:
- Different individual members of the college community who have access to the college database and various personal details of students are expected to respect the privacy of students and maintain complete confidentiality while dealing with student details. It is the policy of the college not to share the database of students to anyone, even for holding campus placement drives. However, the details, of students who have signed up for a placement drive may be with the to firm concerned, with a request to respect the privacy of students. Further, it is the policy of the college not to spam the mailboxes of students with any kind of promotional content

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Grievance Policy

A. <u>UNIVERSITY GRANTS COMMISSION (REDRESSAL OF GRIEVANCES OF STUDENTS) REGULATIONS, 2023</u>

1. SHORT TITLE, APPLICATION, AND COMMENCEMENT:

(a) The regulations applicable are called as the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

(b) They shall apply to all higher education institutions, whether established or incorporated by or under a CentralAct or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.

(c) They shall come into force from the date of their publication in the Official Gazetted dated 11th April,2023.

2. OBJECTIVE

To provide opportunities for redressal of certain grievances of students already enrolled in the institution.

3.DEFINITION:

As per University Grants Commission (Redressal of Grievances of Students) Regulations,2023

(1) In these regulations, unless the context otherwise requires-

(a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);

(b) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with thegrievances defined under these regulations.

(c) "college" means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.

(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy, including the process there under, for admission to a courseor program of study as may be offered by the institution by publication in the prospectus of the institution.

(f) "grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following,namely:

    i. admission contrary to merit determined in accordance with the declared admission policy of the institution;

    ii. irregularity in the process under the declared admission policy of the institution;

    iii. refusal to admit in accordance with the declared admission policy of the institution;

    iv. non-publication of a prospectus by the institution, in accordance with the provisions of these regulations;

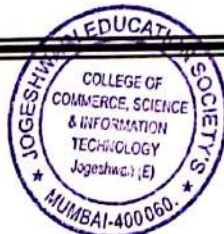   v. publication by the institution of any information in the prospectus, which is false or

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misleading, and not based on facts;

vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;

viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;

ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;

x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;

xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;

xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;

xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;

xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;

xv. denial of quality education as promised at the time of admission or required to be provided;

xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;

xvii. any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution; and

xviii. any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commissionand/or the regulatory body concerned.

(g) "Institution" means a university as defined in sub-section (f) of Section 2 of the UGC Act, an institution declared as institution deemed to be university under Section 3 of the Act, and a college as defined under section 12A (1) (b) of the University Grants Commission Act, 1956.

(h) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(i) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;

(j) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution, to which these regulations apply, through any mode i.e., Formal / Open and Distance Learning (ODL) / Online;

(k) "Students' Grievance Redressal Committee (SGRC)" means a committee constituted under these regulations, at the level of an institution; and

(l) "University" means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.

(2) Words and expressions used and not defined in these regulations but defined in the University Grants CommissionAct, 1956 shall have the same meanings as respectively assigned to them in the Act.

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B. GRIEVANCE REDRESSAL MECHANISM:

College has formed all the committees that are required to address the grievances received from the students. The students are encouraged to report their grievances without any fear of being victimized. So that a harmonious educational atmosphere is maintained in the college.

Mechanism

JES college has constituted a Grievance and Redressal Cell as per UGC Grievance Redressal regulation.

This cell works towards resolving the complaints lodged by any student, teaching and non-teaching staff. The Grievance Redressal Cell (GRC) is also empowered to investigate the matters of harassment. Anyone with a genuine grievance may approach to the principal or members of GRC. In case the student is unwilling to appear in person, written grievance may be dropped in the 'Grievance Box' situated in the corridor area of the college on second floor. Grievance Form is available in the college office and is also uploaded on the college website.

College has requested students to note that making a complaint is serious and therefore, they are to use this power in a responsible manner. At the same time, the college assures students that once a complaint is made, it will be treated with sensitivity and confidentiality.

The college has constituted Internal Complaint Committee, Grievance Redressal cell, Anti-Ragging cell, Anti-Discrimination cell, Right to Information cell. The Anti Ragging cell conduct surprise visit to the classes in the campus to check the possibility of ragging. There are no registered or reported cases with our institution for sexual harassment. However, our own institution conducts lecture by professionals every year to create awareness amongst the students. The college has displayed posters at prominent places at the college entrance and on notice board as the zero- tolerance policy.

A student representative (Ombudsman) must assist the students in presenting their case along with the guidance of the members of the committee members. Committee also must counsel the students whenever required to resolve their grievances and give recommendations for the concern matter.
The committee must resolve the grievance of the complainant student within seven working days. A register is maintained where all the details of grievances received and resolved is recorded. An opportunity of hearing is given to all the concerned parties and principles of natural justice are followed. Students at the college are advised to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
Steps are taken to see that students must refrain from inciting students against other students, teachers and college administration. They should uphold the dignity of the College by ensuring strife free atmosphere in the college through promoting cordial student-student relationship and student-teacher relationship.

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C. ROLE AND FUNCTIONS OF COLLEGE GRIEVANCE REDRESSAL CELL (CGRC)

The CGRC shall exercise the following role and perform the following functions namely:

- To receive the applications of the students, teaching and non – teaching staff and process them further.
- To attend to all the applications relating to the grievances.
- To hear all the concerned parties and settle grievances as early as possible.
- To counsel the students and faculty whenever necessary to resolve their grievances.
- The CGRC shall not discuss any subjective grievances.
- It shall make efforts to settle the disputes amicably.
- To prepare and submit the recommendations relating to the redressal of grievances.
- To consider and submit recommendations and suggestions in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances.
- To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
- To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

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D. COMPOSITION OF COLLEGE GRIEVANCE REDRESSAL CELL

(ACADEMIC YEAR – 2023 -2024)

a) Principal of the college- Chairperson.

b) Two Senior Members of the teaching faculty to be nominated by the principal- Members.

c) A Representative from among students at the college to be nominated by the

(i) Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.

(ii) The term of the members and the Special Invitee shall be two years.

(iii) The quorum for the meeting including the Chairperson, but excluding the Special Invitee, shall be three.

(iv) In considering the grievances before it, the CGRC shall follow principles of natural justice.

(v) The CGRC shall send its report with recommendations, if any, to the Vice- Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the compliant.

College Grievance Redressal Cell

Sr. No.	Name of the Faculty	Designation	Position
1.	Dr. Prashant Shelar	Principal	Chairman
1.	Mrs. Radhika Rao	Assistant Professor, Supervisor.	Convener
2.	Ms. Vaishali Trivedi	Assistant Professor	Member
3.	Ms. Payal Satunda	Student	Student
4.	Mr. Kiran Kamat	Jt. Hon. Secretary	Management Representative
5.	Ms. Riddhi Parikh	Assistant Professor of Law	Member/ Grievance Redressal Officer

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JES College of Commerce Science & Information Technology

RULES / PROCEDURES OF CGRC

- The committee will deal with all the genuine grievances of learners, teaching and non teaching staff of the college.
- The grievance box will be opened every Saturday and on receipt of grievance the meeting of the committee will be called.
- The grievance can be submitted either in grievance form or written application can be made.
- The Grievance form is available with Ms. Jasmin Jadhav in college office.
- A box marked 'Grievance Box' is placed on the second floor (outside the staff room).
- Any Complainant can put in their case/concern with personal details in the grievance box. Confidentiality and privacy will be maintained.
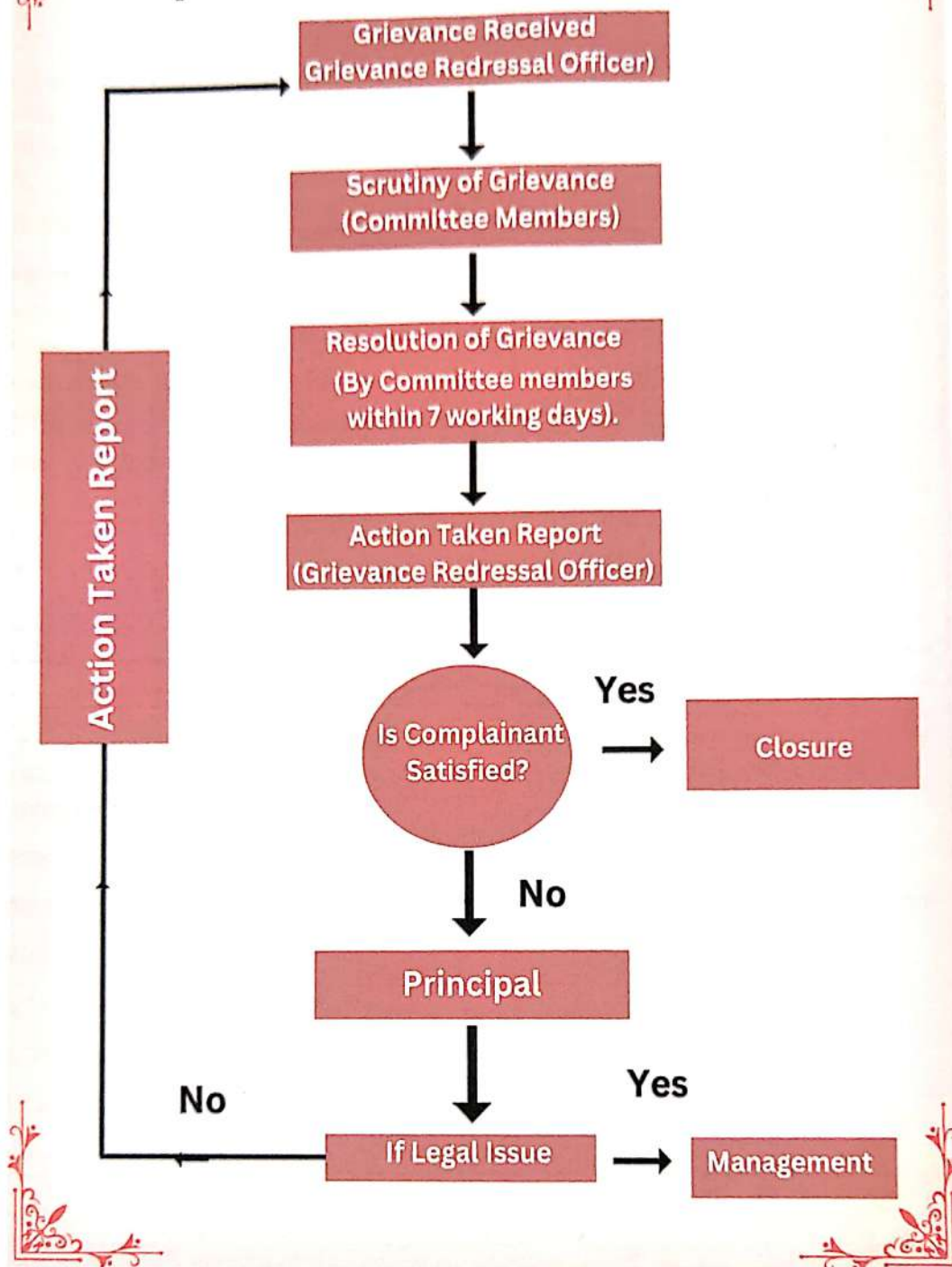
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Steps of Grievances Handling

Grievance Received
(Grievance Redressal Officer)

↓

Scrutiny of Grievance
(Committee Members)

↓

Resolution of Grievance
(By Committee members within 7 working days).

↓

Action Taken Report
(Grievance Redressal Officer)

↓

Is Complainant Satisfied? —— Yes → **Closure**

↓ No

Principal

↓

If Legal Issue —— Yes → **Management**

No (back to Action Taken Report)

Action Taken Report

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COLLEGE GRIEVANCE REDRESSAL CELL (CGRC)

GRIEVANCE FORM

First Name_____Middle Name_____ Last

Name_____ Course _____ Semester_____

Class_____ Division_____Roll No._____ PRN No._____ Student

Id_____ Mobile No_____

Email-Id _____Date of Event occurred_____

Residential Address

_____

_____

Name of Teacher/s/Officer/s/Staff/Section/s/Departments against whom the complaint is to be lodged _____

Nature of grievance/s in which redressal is sought (Write):-

_____

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_____

_ Declaration of Student/Complainant I/We hereby declare that the above information furnished by me/us is true to the best of my/our knowledge. In case if it is turned false I/We am/are personally responsible for the punishment.

Date:

Place: Signature of Complainant

Note: -

1. Attach the supporting documents, if any.

2. No incomplete / Anonymous Grievance will be entertained.

3. Complete form must be dropped in the Marked "Grievance Box"

4. The complainant will be called for inquiry in front of the CGRC Committee.

PRINCIPAL
JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE
& INFORMATION TECHNOLOGY
Caves Road, Jogeshwari (E), Mumbai-400 060.

EDUCATIONAL ORGANISATIONS MANAGEMENT SYSTEM (EOMS) POLICY

The Management and staff of the Jogeshwari Education Society are committed to providing Quality Educational Services. We are and aspire to be an ethical institution in designing and delivering education, entrepreneurial approach, research and development in an ever changing world of business by adopting innovative pedagogy. At JES, we assess and address risks and opportunities that impact in achieving the strategic direction and implementation methods of JES. We choose and practice the best teaching, learning processes.

In our pursuit of excellence, we will follow:

• Ethical Policies

• Transparency

• High Quality Standard

• Risk Based Thinking

• Continuous Improvement

The Management and staff are committed to considering the relevant needs and expectations of all stakeholders. We take the responsibility for setting up and maintaining Educational Quality Management System and meeting its requirement.

The effectiveness of the EOMS shall be measured from time to time by management and system shall be enhanced on a continuous basis with the full participation of all employees, in accordance with the established quality objectives.

Date: 15/7/2022

Mr. Kiran V. Kamat

Jt. Secretary

Jogeshwari Education Society

Policy Document for Examination

Examination Policy is a guideline that facilitates the institution to conduct the evaluation.

Objectives of Evaluation

- To assess the attitude, skills, knowledge of the learner.
- To measure the Programme and Course Outcome.

1) Introduction:

The University of Mumbai frames the examinations guidelines which is duly followed by all the Institutions affiliated to it. The Examination policy is framed to have efficient, transparent and innovative examination practices keeping in mind the ordinances rules, regulations and the guidelines to be followed as per the University of Mumbai.

2) Objective of the Examination policy:

- To maintain the sanctity in the process of evaluation the performance of the students in the examination.

- To educate and update all the stakeholders about the examination rules, regulations, gracing policies and ordinances laid by the University of Mumbai and followed by the examination committee of the Institution.

- To enable the mentor to know about the performance of the students after evaluation of the examination by providing subject wise analysis, overall topper and the learners who were unable to clear so that right and appropriate guidance can be given to the learner subject-wise for improving in the upcoming examinations.

- To enable the learners covered under the PWD (Persons of Disability) category, be aware of the benefits to the learner at the time of examination.

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3) Examination Conduction Policy:

- As per the University Circular, the institutions implemented revised programmes based on CHOICE BASED CREDIT and GRADING SYSTEM (CBCS) from the academic year 2016-17.

- The new pattern is applicable to all the Under Graduate degree programme that is Bachelor of Commerce, Bachelor of Commerce (Accounting & Finance), Bachelor of Management Studies (B.M.S) and Bachelor of Science (Information Technology). The methodology of evaluation process prescribed by the University is summarised as follows:

- **Internal Assessment – 25% of the total marks per course**

Sr. No.	Particulars	Marks
1	Class Test / Assignment / Project / Presentation / Group Decision	20
2	Active participation in the class and overall conduct as a responsible learner	05

The learner should score a minimum of 40% marks (i.e. 10 out of 25 marks) to pass the Internal Assessment in each of the courses.

- **Courses with a Practical Component**

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	40
2	Journal / Viva	05
3	Active participation in the class and overall conduct as a responsible learner	05

The learner should score a minimum of 40% marks (i.e. 20 out of 50 marks) to pass the Practical Examination in each of the courses.

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- ## Semester End Examination – (75 Marks / 100 Marks)

These written examinations shall be of 2.30 hrs duration for 75 marks in Self Financing Programmes and 3 hours for 100 marks in Bachelor of Commerce.

The learner should score a minimum of 40% marks (i.e. 30 out of 75 marks and 40 marks out of 100 marks) to pass the Semester End Examination in each of the courses.

Conduct of Examination:

The Examinations for Internal Assessment, Practical Examination and Semester End Examinations for the Semesters I to IV shall be processed by the College / Institution. The College / Institution shall issue the grade cards to the learners after the conversion of marks into grade as per the procedure prescribed by the University of Mumbai.

The examinations for Internal Assessment of Semesters V & VI shall be processed by the College / Institution while the University shall conduct assessment of Practical Examination and Semester End Examination for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective College / Institution before the commencement of respective Semester End Examinations.

The responsibility of Examination evaluation during the first four Semesters shall rest with the College / Institution where the students are admitted for the Programme.

Carry forward of Internal Marks: A candidate who fails in any particular paper / course shall be allowed to re-appear the theory component. However, the marks of Internal Assessment shall be carried forward.

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A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

Allowed to Keep Terms (ATKT) Rules Applicable to the Courses as Per Ordinance R 8438

a. A learner shall be allowed to keep terms for Semester II irrespective of number of heads of failure in the Semester I.

b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & Semester II.

OR

A learner who fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in Semester I & II.

c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.

d. A learner shall be allowed to keep term for Semester V if he / she passes Semester I, Semester II, Semester III and Semester IV.

OR

A learner shall pass Semester I and Semester II and fails in not more than four courses of Semester III and Semester IV taken together with not more than two courses each in Semester III & Semester IV.

OR

A learner shall pass Semester III and Semester IV and fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in Semester I & Semester II.

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4) Performance Grading

Marks 10-point Grade Table

Course Grade Table		
Marks	**Grade**	**Performance**
80 and above	O	Outstanding
70 – 79.99	A+	Excellent
60 – 69.99	A	Very Good
55 – 59.99	B+	Good
50 – 54.99	B	Above Average
45 – 49.99	C	Average
40 – 44.99	D	Pass
Less than 40	F	Fail

Overall Grades Table	
SGPA	**Grade**
10	O
9 to 9.99	A+
8 to 8.99	A
7 to 7.99	B+
6 to 6.99	B
5 to 5.99	C
4 to 4.99	D

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

Carry forward of marks in case of a leaner who fail in the internal assessment and / or semester end assessment in one or more subjects:

A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V.

f. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

g. Gracing rules shall be followed as per norms.

Examination In-charge

Dr Sunita Sharma
IQAC Co-Ordinator

Dr Prashant H Shelar
Principal

Updated on 07th June 2022

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Water Management Policy

Vision

- Sustainable Water Conservation

Objectives

- To ensure a consistent water supply in the College Campus.

- To minimize water wastage

- To organize water conservation drive to raise awareness about responsible water usage within campus and community

Facilities

- Installation of water taps with sprinklers in designated campus areas.

- Implementation of an efficient water distribution system across the campus.

- Underground tank for the storage of municipal water supply.

- Provision of safe drinking water facilities equipped with water purifiers.

- Establishment of overhead tanks for storing and distributing water in various campus zones.

- Regular maintenance to optimize water conservation.

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JES

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