



IDEAL FOUNDATION'S
IDEAL COLLEGE OF LAW

AT POST- POSHERI, TALUKA- WADA, DISTRICT- PALGHAR, MAHARASHTRA 421303
Phone:02526-297267.

CRITERIA 6.2- INSTITUTIONAL VISION AND LEADERSHIP

6.2.2. THE FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES, PROCEDURES, ETC.

Dr. Ramesh Chandra Rai
I/C Principal



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A.FUNCTIONINGOFTHEINSTITUTIONALBODIESISEFFECTIVEANDEFFICIENT

Ideal College of Law is governed by Ideal Foundation. The management of this college is run under the direction of its Hon'ble Chairman, Mr. Abhishek Jain Ideal Foundation and Miss Soniya Jain vice chairman, Ideal Foundation. The ultimate touchstone of quality legal education is the ethos pervading the Institution. Ideal College of Law provides a globally competent education that is robust and laser-focused. The college aims to create

an nurturing and inclusive environment for the holistic development of students, while also fostering a deep sense of responsibility and commitment to social justice and legal ethics.

Under the visionary leadership of Mr. Abhishek Jain, Ideal College of Law is committed to instilling in its students not only a strong foundation in legal knowledge and practice but also a passion for lifelong learning and growth. The college prioritizes experiential learning, practical skills development, and critical thinking, preparing students for diverse and dynamic careers in the legal field.

Ideal College of Law is dedicated to upholding the highest standards of professionalism and integrity, and to nurturing a diverse and inclusive community of legal scholars and practitioners. Through its rigorous and comprehensive academic programs, the college seeks to empower its graduates to become ethical, effective, and innovative leaders in the legal profession, capable of addressing the complex challenges of a rapidly evolving global society.

FUNCTIONING OF INSTITUTIONAL PEER BODIES

Governance Management Trust - The effective functioning of institutional peer bodies, guided by the principles of Governance and Management, is crucial for the establishment and success of the Ideal Foundation. With a deep-rooted sense of patriotism and unwavering faith in socialism, the society has expanded its reach across the country to promote progressive education. Such noble values are reflected in the operations of all institutional bodies, ensuring their efficient and impactful contribution towards the betterment of society as a whole.

Through the implementation of sound governance practices and effective management strategies, the Ideal Foundation aims to foster an environment that encourages innovation, critical thinking, and inclusive learning. This approach is essential for preparing the future generation to be responsible and well-rounded citizens who are equipped to tackle the social, economic, and technological challenges of the 21st century.

Furthermore, the society is committed to nurturing a culture of accountability, transparency, and ethical conduct within its institutional peer bodies. This commitment not only ensures the credibility and integrity of the society but also installs trust and confidence in all stakeholders, including students, faculty, staff, and the larger community.

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Functioning of the Institutional Principal- The head of the institution, who serves as the focal point for both academics and administration, upholds the core values set forth by the management. This includes a strong focus on decentralizing leadership and utilizing participatory action strategies to effectively manage all aspects of the institution. This means that the head of the institution encourages shared decision-making and actively involves teachers and stakeholders in the decision-making process. Working closely with various committees comprised of teachers and stakeholders, the principal ensures that all decisions are made collaboratively and in line with the overall mission and vision of the institution.

Additionally, as the principal of the institution, the head is responsible for creating a positive and productive work environment for both staff and students. This means fostering a climate of open communication

where ideas and concerns are openly shared and addressed. The principal promotes mutual respect among all members of the school community and encourages continuous learning and improvement. By prioritizing the development of a positive school culture, the head of the institution contributes to the overall success and well-being of both the staff and the students.

In terms of academics, the principal works diligently to ensure that the curriculum is rigorous, relevant, and aligned with the latest research and best practices in education. This involves regularly reviewing and making necessary adjustments to the curriculum to meet the changing needs of students and society. The head of the institution also oversees the professional development of teachers, providing them with the necessary support and training to enhance their instructional skills and keep up with the evolving educational landscape. By investing in the professional growth of the teaching staff, the principal ensures that students receive high-quality instruction that prepares them for success in their academic pursuits.

Overall, the head of the institution serves as the guiding force behind the institution, leading with a clear vision, a commitment to excellence, and a focus on meeting the diverse needs of all members of the school community. By upholding the core values set forth by the management, creating a positive work environment, and promoting academic excellence, the principal plays a critical role in building and maintaining a successful institution that empowers students and prepares them for a bright future.

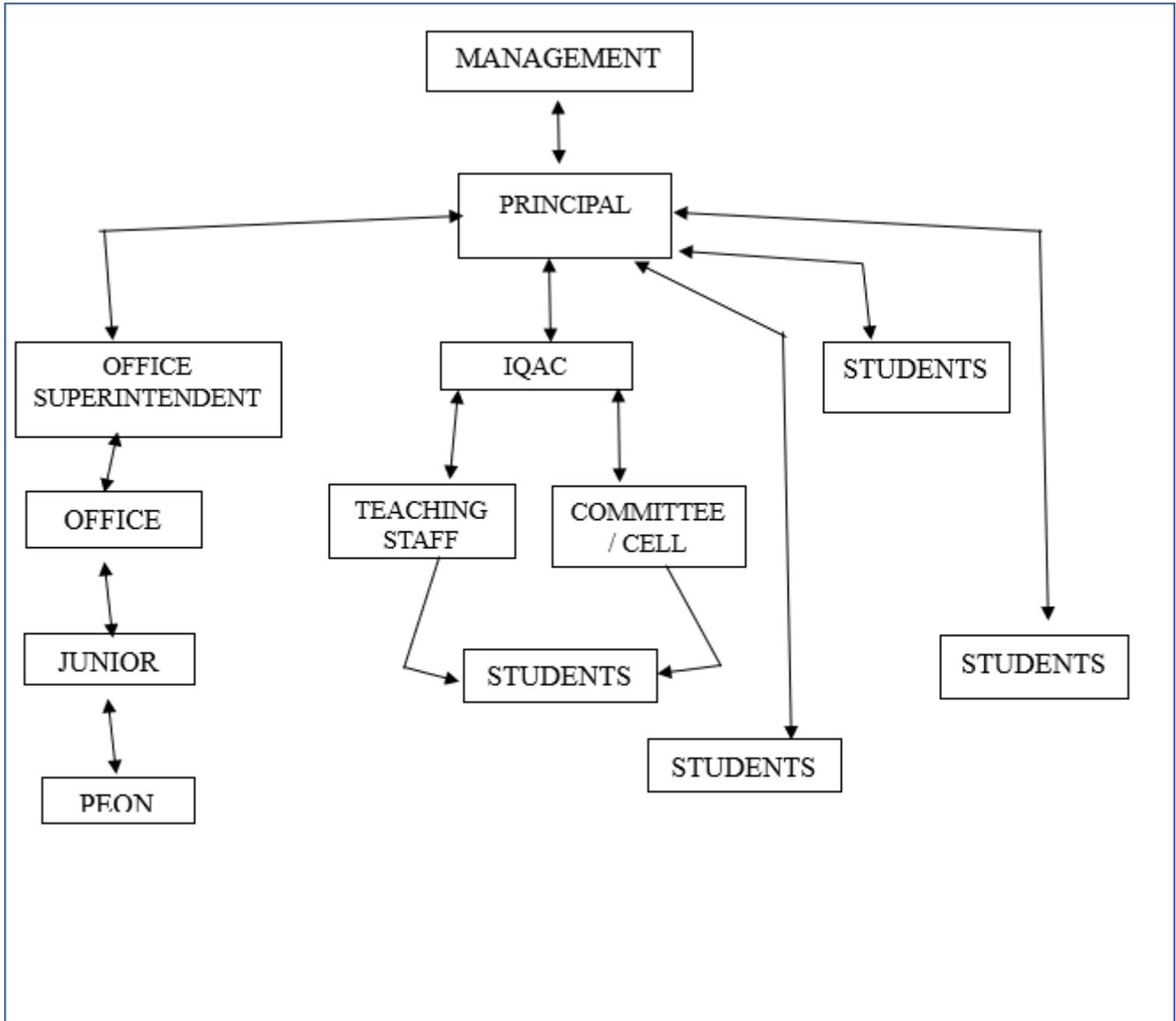
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B)ORGANOGRAMOFTHEINSTITUTION(ADMINISTRATIVESETUP)



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C-POLICIES OF INSTITUTION

C-1) Attendance Policy

C-2) Dress code Policy

C-3) Student code of conduct policy

C-1)-ATTENDANCE POLICY

Attendance

The term's 'working days' means that the day on which the lectures are delivered. A student is considered to have kept term: Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/ her enrolment only if he/she fulfil at least 75% of the attendance taken as an average of the total numbers of lectures, practical's, tutorials etc. conducted by the college

Examinations

Standard for passing the 5 Years B.L.S; 3 Years L.L.B. Examination

- a) In order to pass the examination, the candidates must obtain a minimum of 45% marks in each theory paper and Practical separately. Those candidates who score less than 60% marks in the same sitting will be placed in the Second Class. On the other hand, successful candidates who achieve 60% marks or higher in all papers at one sitting will be placed in the First Class.
- b) If a candidate is allowed to progress to the next higher class, as stated in the Ordinances for the different examinations, they will not be granted permission to appear for the higher examinations unless certain conditions are met. Firstly, if the candidate has already passed the remaining subjects of the lower examination. Alternatively, they may appear for those remaining subjects simultaneously with their higher examination. However, it's important to note that in the latter case, the candidate will not be considered to have passed the higher examination or any part of it unless they pass the aforementioned subjects (with the necessary percentage) either at the same time or within two years of obtaining the minimum required marks for the higher examination.
- c) In instances where a candidate fails to pass the remaining subjects of the lower examination within the stipulated two-year period, they will not be considered to have passed the higher examination or any part of it. Consequently, the benefits derived from the marks obtained in the higher examination will be forfeited. However, the terms fulfilled by the candidate for the higher examination will still be valid for any subsequent attempts at the examination.
- d) Prior to being admitted to the year-end semester examinations, it is mandatory for candidates to successfully pass the Examination in the Practical Training papers for the respective college affiliated with the University of Mumbai, on behalf of the University.

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General Rules & Regulations

- a) Every student who is admitted to the college will be required to obtain a laminated identity card. It is mandatory for every student to carry their identity card at all times and be prepared to present it when requested. Without their identity card, students will not be allowed to enter the premises of the college.
- b) The attendance of students in lectures, tutorials, and seminars is compulsory and must be in accordance with the timetable established for all working days. Students are strictly prohibited from abstaining themselves from any of these academic activities, as well as examinations, without obtaining prior permission from the principal. Failure to comply with this requirement may result in the loss of terms, as the completion of the prescribed course of study to the satisfaction of the principal is necessary to keep a term.
- c) In the event of illness, it is necessary for a student to apply for leave as soon as possible. The applications should be accompanied by a doctor's certificate and submitted to the principal for approval.
- d) The act of ragging, both within the college premises and outside, is strictly prohibited. Any student found engaging in ragging will be subjected to punishment in accordance with The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999). This act was published in the Maharashtra Government Gazette on May 15th, 1999. Furthermore, students involved in such activities will be expelled from the college, and a First Information Report (F.I.R.) will be lodged with the police against them.
- e) It is important to note that students with a history of being found guilty of ragging will not be granted admission to this college.

C-2) DRESS CODE POLICY

- a) Students shall diligently adhere to the general and special rules promulgated by the college authorities pertaining to student conduct, both within and outside the college premises. It is important to note that the decisions made by the college authorities in this regard are final. Parents and guardians of the students are presumed to have given their consent to these rules when their wards enrol in the college.
- b) Furthermore, students are urged to regularly peruse the notices displayed on the college notice boards, as these serve as crucial sources of information regarding college events, activities, and important updates. It is absolutely imperative that students acknowledge and strictly adhere to the prohibition on the use of cell phones within the college premises.
- c) Moreover, it is strictly prohibited for students to refuse to disclose or establish their identity within the college premises. This measure is in place to ensure the safety and security of all members of the college community.

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- d) The college authorities maintain a zero-tolerance policy towards various activities that are strictly prohibited within the college premises. These activities include smoking, consumption of alcoholic drinks, intoxicating substances, and narcotics, as well as engaging in ragging and possessing any material that is deemed objectionable by the principal of the college. These measures are vital to maintaining a healthy and conducive learning environment.
- e) Students must refrain from engaging in any activities, whether within or outside the college, that have the potential to disrupt the orderly administration and discipline of the institution. It is essential to foster an environment defined by respect, harmony, and cooperation.
- f) No society or association may be formed within the college without the prior permission of the principal. Similarly, no person shall be invited to address a meeting without obtaining the requisite approval from the principal. These measures are intended to ensure that activities conducted within the college are aligned with its values and purposes.
- g) Students must refrain from engaging in any activities, whether within or outside the college, that have the potential to disrupt the orderly administration and discipline of the institution. It is essential to foster an environment defined by respect, harmony, and cooperation. No society or association may be formed within the college without the prior permission of the principal. Similarly, no person shall be invited to address a meeting without obtaining the requisite approval from the principal. These measures are intended to ensure that activities conducted within the college are aligned with its values and purposes.
- h) It is strictly prohibited for students to disseminate any information or write about matters related to college administration to the press without the proper authorization. This measure is in place to maintain accurate and responsible communication channels and to prevent potential misunderstandings or misrepresentation of college affairs.
- i) Students must refrain from engaging in any acts that undermine the public image of the college or its officers. Upholding a positive reputation is not only a matter of personal integrity but also a collective responsibility for all members of the college community.
- j) Instances of insubordination, unbecoming language, or misconduct on the part of students are sufficient grounds for suspension or dismissal. It is important to foster an atmosphere of mutual respect where all members of the college community are treated with dignity and professionalism.
- k) Any student found making false statements or tampering with certificates and records, whether for the purpose of seeking admission or gaining any other unauthorized benefits, will face appropriate punitive action. Honesty and integrity are fundamental values that must be upheld in all educational endeavours.
- l) Students must refrain from associating themselves with any activities that are not duly authorized by the college principal. Such activities could potentially lead to consequences that jeopardize the overall welfare and reputation of the college community.

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- m) In the event of any changes in a student's name (due to marriage or any other reason), address, or contact numbers, it is the responsibility of the student, parent, or guardian to promptly inform the college office in writing. Maintaining updated records is crucial for effective communication and administration.
- n) Students must conduct themselves in such a manner as to not disrupt fellow students or classes within the college premises. It is essential to foster an environment where all members of the college community can engage in a positive and productive educational experience.
- o) Students are expected to exercise care and responsibility in preserving college property and contribute to maintaining clean and hygienic premises. Any damage caused to college property, including defacing or writing on walls, doors, fittings, or furniture, or tearing posters, constitutes a breach of discipline. Students found guilty of such offenses will face appropriate disciplinary action.
- p) Any lost or found property should be promptly surrendered or claimed at the college office during working hours. This ensures the proper handling and retrieval of personal belongings within the college premises.
- q) Students seeking various certificates, testimonials, or documents requiring the principal's signature should contact the college office at least two days prior to the required date. Students are advised not to bring papers directly to the principal for their signature, as the proper administrative procedures must be followed.
- r) In order to maintain a clean and hygienic educational environment, students are prohibited from bringing food and cold drinks into the classrooms, library, or any other area within the college premises. These measures are in place to foster a focused and professional academic setting.
- s) Students should adhere to a suitable dress code when attending college. Informal attire is strictly prohibited within the college premises, as it is necessary to maintain an atmosphere of professionalism and decorum.
- t) When collecting any documents, hall tickets, mark sheets, or any other academic material, students should carefully examine the contents for accuracy. If any errors are identified, it is crucial to promptly notify the college office. Failure to do so may result in complications or inconvenience at a later stage.
- u) Students who are recipients of government scholarships or any other form of financial aid or fee remission must be aware that the grant and continuation of such benefits are contingent upon maintaining good behaviour, regular attendance, and satisfactory academic progress in both the college and university examinations. Compliance with these requirements ensures the ongoing support and availability of these opportunities.
- v) In matters not covered by the existing rules, the principal retains absolute discretion. This allows for flexibility and innovation when addressing unforeseen circumstances or unique situations within the college community.

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- w) If any disputes or differences arise between students or their parents and the college or management, specifically regarding admission, fees, fee refunds, or transfers, such matters will fall within the jurisdiction of the appropriate court of law in Mumbai. This ensures a fair and legal resolution to any potential conflicts.
- x) It is important to note that all admissions are valid for only one academic year and must be renewed annually through the submission of an application in the prescribed format. This requirement applies to each subsequent year of study at the college, and it ensures the proper administration and documentation of student records.

C-3) STUDENT CODE OF CONDUCT POLICY

- a) Students shall abide by the general and special rules made by the College authorities with regard to the conduct of students, in and outside the College; and the decision of the College authorities shall be final. Parents and guardians are also presumed to have agreed to these rules when their wards join the College.
- b) Furthermore, it is important for students to familiarize themselves with the rules and regulations set forth by the College authorities. These rules serve as a framework for maintaining proper conduct and behavior both within and beyond the College premises. It is imperative to adhere to these rules as they have been put in place to ensure a conducive learning environment for all students. The decisions made by the College authorities, in relation to these rules, carry significant weight and are considered final. This underscores the importance of students complying with these rules and abiding by the decisions made by the College authorities. It is also to be noted that parents and guardians play a crucial role in supporting these rules and are presumed to have agreed to them when their wards join the College.
- c) Students should read the notices displayed on the College Notice Boards from time to time.
- d) In order to stay informed about important updates and announcements, students are advised to regularly check the notices displayed on the College Notice Boards. These notices may contain vital information regarding events, examinations, schedule changes, and other important updates. By keeping themselves up to date with these notices, students can ensure that they do not miss out on any crucial information that may be essential to their academic journey.
- e) The College strictly prohibits the use of cell phones within its premises. Students are expected to refrain from using their cell phones during their time in the College. The College administration takes this policy seriously and any student found using a cell phone on the College premises will be subject to a fine. It is important for students to adhere to this rule in order to maintain a focused and distraction-free learning environment.
- f) No student shall refuse to establish or reveal his identity in the College premises.

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- g) It is mandatory for every student to establish and reveal their identity when requested to do so within the College premises. This is a crucial part of maintaining a secure and accountable environment. Students should be prepared to provide their identification whenever required by the College authorities or staff members. Failure to comply with this requirement is a violation of the rules and can result in disciplinary action.
- h) Smoking; consumption of alcoholic drinks, intoxicants and narcotic drugs; ragging and being in possession of any material deemed objectionable by the Principal of the College is strictly prohibited in the College premises.
- i) To ensure a safe and healthy environment for all students, the College strictly prohibits smoking, consumption of alcoholic drinks, intoxicants and narcotic drugs, as well as engaging in any form of ragging within its premises. Additionally, students are prohibited from possessing any material that is deemed objectionable by the Principal of the College. These measures are in place to safeguard the well-being and moral integrity of the College community.
- j) If any student is found to have engaged in ragging either in the past or present, they will face severe consequences to be taken by Anti-Ragging Committee of the college. Such consequences may include expulsion from the College and cancellation of admission. This strict policy serves as a deterrent and emphasizes the College's commitment to maintaining a safe and inclusive learning environment, free from any form of harassment.
- k) Students shall not do anything either inside or outside the College that will in any way interfere with its orderly administration and discipline.
- l) It is of utmost importance for students to refrain from engaging in any activities, whether within or outside the College, that may disrupt the orderly administration and discipline of the institution. This includes behaviors or actions that could potentially hinder the smooth functioning of the College and its various departments. By adhering to this rule, students contribute to a conducive and harmonious environment that is essential for effective teaching and learning.
- m) No society or association shall be formed in the College and no person will be invited to address a meeting without the prior permission of the Principal.
- n) Formation of any society or association within the College premises is strictly prohibited without prior permission from the Principal. Additionally, no person should be invited to address a meeting or gathering without the Principal's approval. This rule is in place to ensure that all activities within the College are organized and supervised responsibly, with due consideration for the College's objectives and values.
- o) No student shall collect any money or contribution for picnic, trip, educational visit, get-together, study notes, charity or for any other activity without the prior sanction of the Principal.

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- p) Students are not allowed to collect any money or contributions, regardless of the purpose (such as for picnics, trips, educational visits, get-togethers, study notes, charity, or any other activity), without obtaining prior sanction from the Principal. This rule ensures that all financial transactions within the College are conducted transparently and in accordance with proper guidelines. Any form of unauthorized money-collection is strictly prohibited and can result in disciplinary action.
- q) No student shall communicate any information or write about matters dealing with the College administration to the Press.
- r) Students are prohibited from communicating any information or writing about matters pertaining to the College administration to the press without proper authorization. This rule exists to maintain confidentiality and ensure that all communication regarding the College administration is handled through the appropriate channels. Students are encouraged to raise any concerns or provide feedback directly to the College authorities through the designated channels for effective resolution.
- s) No student shall do an act, which tends to lower the public image of the College or its officers.
- t) It is the responsibility of every student to conduct themselves in a manner that upholds and enhances the public image of the College and its officers. Students should refrain from engaging in any activities or behaviours that may tarnish the reputation of the College or bring disrepute to its officers. By adhering to this rule, students contribute to the overall positive perception of the College and demonstrate respect for its values and ethos.
- u) Insubordination and unbecoming language or misconduct on the part of the student is sufficient reason for his suspension/dismissal.
- v) Instances of insubordination, use of unbecoming language, or any form of misconduct on the part of a student are considered serious offenses. Such behaviour can lead to the student being suspended or dismissed from the College. It is imperative for students to demonstrate respect for their educators and peers, as well as adhere to the code of conduct established by the College. Maintaining discipline and fostering a positive learning environment are paramount, and any behaviour that contradicts these principles will not be tolerated.
- w) Making false statement or tampering with certificates and records, whether for seeking admission or securing any other benefit will entail punitive action.
- x) The College strictly prohibits making false statements or tampering with certificates and records, whether it is for the purpose of seeking admission or gaining any other benefits. Engaging in such activities is considered a serious offense and can result in punitive action. Students are expected to provide accurate information and maintain the integrity of their documents and records. This rule underscores the importance of honesty and integrity in all academic matters.
- y) A student must not associate with any activity not authorized by the College Principal.

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- z) Students are advised not to engage in any activities that are not authorized by the College Principal. This includes participating in events, societies, or associations that have not been approved or sanctioned by the College. By adhering to this rule, students demonstrate their commitment to the College's regulations and contribute to a focused and disciplined learning environment.
- aa) If there is any change in the name (on account of marriage or otherwise), address or contact numbers of a student, it is the responsibility of the student/parent/guardian to immediately intimate, in writing, to the College office.
- bb) In the event of any changes in a student's name (due to marriage or other reasons), address, or contact numbers, it is crucial for the student, parent, or guardian to promptly inform the College office in writing. This ensures that the College has updated and accurate information regarding the student, which is essential for effective communication and administrative purposes. Students and their parents or guardians are urged to fulfill this responsibility in a timely manner to avoid any potential complications or issues.
- cc) In case of illness, a student/parent/guardian must give application with medical certificate to the office.
- dd) If a student is unable to attend College due to illness, it is necessary for the student, parent, or guardian to submit an application to the office. This application should be accompanied by a valid medical certificate that confirms the student's condition. This information allows the College to appropriately record the student's absence and make any necessary arrangements to support their academic progress. Open and timely communication in such situations ensures that the student's academic journey is not hindered.
- ee) Conduct of a student in the class as well as in the premises of the College shall be such as will cause no disturbance to fellow students and other classes.
- ff) Students are expected to maintain proper conduct both within the classroom and throughout the College premises. This includes behaving in a manner that does not disturb fellow students or disrupt other classes. Respecting the learning environment and showing consideration for others' academic pursuits is important for fostering a conducive atmosphere that promotes growth and learning.
- gg) Students must not loiter in the College premises while lectures are being engaged.
- hh) During lecture hours, it is crucial for students to avoid loitering within the College premises. Loitering can cause unnecessary distractions and interruptions to the teaching and learning process. Students should utilize their time effectively and engage in activities that contribute to their academic development. By respecting the schedules and being mindful of their surroundings, students contribute to a focused and productive learning environment.
- ii) Students are expected to take care of the College property and to help in keeping the premises clean and hygienic. Causing damage to the property of the College by disfiguring or writing on the walls, doors, fittings, etc.

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D -APPOINTMENT&SERVICERULESININSTITUTION

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1. SCOPE OF SERVICE RULES

These service rules are applicable to all employees of education Ideal Foundations Ideal College of Law, including those in academic, administrative, and maintenance roles. Additionally, employees of the college are obligated to follow any other relevant rules, regulations, and procedures that are in effect at the time of their appointment and subject to any modifications made thereafter. It is crucial for employees to stay updated and adhere to all applicable guidelines to ensure the smooth functioning and effective management of the college's operations. Therefore, a thorough understanding and compliance with these rules are essential for all staff members to maintain a harmonious and well-functioning work environment.

2. APPLICABILITY

In the event that any provision stated within the General administration Rules of Ideal Foundation's Ideal College of Law is discovered to be in conflict with other provisions that are specifically relevant to particular categories of employees, it is crucial to emphasize and acknowledge that the aforementioned provisions outlined in these rules will be given precedence and ultimately prevail over the others, thereby guaranteeing the preservation of consistency and uniformity throughout the institution's policies and procedures in a highly effective manner.

3. CATEGORIES OF EMPLOYEES

3.1. TEACHING

- a. Principal b. IQAC Coordinator c. Assistant Professor d. Librarian

3.2. NON-TEACHING (ACADEMIC)

- a. Housekeeping b. Office Peon c. Admin clerk

3.3. ADMINISTRATION

- a. Office Superintendent b. System Administrator c. Accountant
d. Assistant e. Junior Assistant Office Assistant

3.4. MAINTENANCE

- a. Technical Assistant (Plumber) b. Technical Assistant (Electrician)
c. Carpenter d. Gardener
e. Security f. Sanitary Worker

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4. CLASSIFICATION OF EMPLOYEES

Employees shall be classified as:

A. PERMANENT B. CONTRACT C. PARTTIME

The management has discretionary power to terminate any appointment because of

- a) Cessation of the post/programme.
- b) Lack of sufficient number of students for the particular course.
- c) Change of curriculum/syllabus or any other unforeseen circumstances.

In the case of a change of curriculum or syllabus, modifications and updates in line with the guidelines provided by the Governing Council from time to time will be implemented. These guidelines ensure that any alterations made to the curriculum are done under deserving circumstances and with careful consideration. By following these guidelines, the organization can guarantee that the changes made are beneficial and in line with the overall goals and objectives of the curriculum.

Moving on to the topic of employment contracts, a contract employee refers to an individual who is hired for a specific duration or for a particular task. Once the stipulated period ends or the specified work is completed, the employment is automatically terminated. It is important to note that a contract employee will receive only the benefits that have been clearly mentioned and acknowledged in writing within the terms of the contract. By clearly defining the limitations and entitlements of contract employees, both the employer and employee are protected and have a clear understanding of their respective responsibilities.

Additionally, we have part-time employees who are hired to work fewer hours than the standard full-time employees. Regardless of their reduced working hours, part-time employees are entitled to benefits as specified in writing within the official letter of appointment. This ensures that both parties have a mutual understanding of the benefits and obligations that come with the part-time employment arrangement. By clearly outlining these details in writing, any potential confusion or disagreements can be avoided, and the rights of part-time employees can be appropriately upheld.

5. RECRUITMENT

All the recruitment for the vacant positions will be conducted through open competition, which is in alignment with the established norms set by the AICTE/University. To ensure fairness and transparency, the selection procedures implemented by the management will strictly adhere to the specified guidelines. This approach aims

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to attract the most qualified candidates and maintain the integrity of the recruitment process, promoting equal opportunities for all interested individuals.

6. EMPLOYMENT

- A. Only a person who has received a letter of appointment duly signed by the Principal and joined duty thereunder shall be deemed to be an employee of the college.
- B. In order to be recognized as an employee of the college, it is crucial for an individual to possess a letter of appointment that has been officially signed by the competent authority as well as fully commit to their assigned duties.
- C. The appointee shall produce her or his original certificates and one set of attested copies thereof at the time of joining duty, and those documents should be made available as and when required for scrutiny.
- D. Upon commencing their employment, the individual receiving the appointment must present their original certificates along with one set of attested copies to support their qualifications and credentials. It is essential for these documents to be accessible for review at any given time.
- E. Unless, in any particular case, it is otherwise distinctly provided, the employee's time is entirely at the disposal of the college, and she or he may be employed in any manner required by the competent authority without claim for additional remuneration.
- F. Except for specific instances where otherwise stipulated, the employee's schedule is solely determined by the college. This means that the employee must be prepared to fulfill various roles as directed by the competent authority without expecting any additional compensation for their efforts.
- G. Generally, before a person is considered for regular employment, unless otherwise specified in the appointment order, s/he is required to be on probation for a period of two years within a continuous period of three years from the date of joining duty as a probationer.
- H. As a general practice, individuals seeking regular employment at the college are subject to a probationary period of two years, which must be completed within a continuous three-year period starting from the date of joining. However, there may be exceptions, as stated in the appointment order.

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- I. If, during the period of probation, the employee's performance of the duties assigned to him or her has been found to be satisfactory, his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the competent authority.
- J. Should the probationer effectively fulfill the assigned duties during the probationary interval, their position may be transitioned into a regular employment status. However, if the probationer's performance is deemed unsatisfactory, the competent authority holds the authority to extend the probation period according to their discretion.
- K. During the period of probation, an extended period of probation, or at the end of probation, the services of a probationer can be dispensed with at any time without assigning any reason. No appeal shall lie against such termination.
- L. Throughout the probationary period, including any extensions that may be granted or even upon its completion, the competent authority retains the right to dismiss a probationer without providing any justification. Moreover, it is important to note that no appeals can be made against such terminations.
- M. No employee is entitled to be treated as a regular employee by reason alone of having completed the probationary period until the confirmation order is issued in writing by the competent authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory, and the probationer will be discharged from service.
- N. Completion of the probationary period does not automatically grant an employee regular status. The issuance of an official written confirmation order by the competent authority is necessary before an employee can be officially considered regular. If no confirmation orders are provided, it signifies that the supervisor found the probationer's services unsatisfactory, resulting in their discharge from service.
- O. A regular employee appointed to a different post or promoted to a higher post shall be on probation for a period of one year within a period of two years. Unsatisfactory completion of the probation period entails a reversion to the earlier post.
- P. When an employee receives an appointment in a different role or is promoted to a higher position, they must undergo a probationary period lasting one year within a two-year period. It is essential for the probation period to be successfully completed; otherwise, the employee may be required to revert back to their previous position.

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- Q. The promotion of an employee from a lower post to a higher post will be determined on the basis of merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, years of service, and the individual's suitability for the job.
- R. It is important to note that employees cannot demand promotions as their inherent right. In situations where a higher-ranking position becomes available, the competent authority, together with the approval of the Governing Council, possesses the authority to select from all eligible candidates who have applied for the position. The decision to promote an employee from a lower post to a higher post hinges upon various factors, such as merit, the quality of service, loyalty, conduct, efficiency, ability, health, the nature of the job, years of service, and the individual's suitability for the given role.
- S. Interdepartmental transfers of employees may be made by the competent authority in the interest of the institution, and employees are bound to comply with orders in this regard.
- T. To serve the best interests of the institution, the competent authority holds the authority to transfer employees between departments. Employees are expected to adhere to the orders provided for these transfers.

7. SERVICE REGISTER AND SENIORITY

- A. As part of their obligations, all employees are required to provide their accurate and complete biodata, in the prescribed format, to the designated authority responsible for maintaining the service register. This ensures that all necessary information is available for administrative purposes and that employees are appropriately registered within the system.
- B. Furthermore, employees must promptly notify any subsequent changes in their provided details by submitting a written notice. This is crucial to ensure that the service register is always up-to-date and reflects any relevant updates to an employee's personal information. It is important to emphasize that any deliberate act of concealing or distorting material facts will be considered grounds for termination. This strict policy acts as a deterrent and ensures that employees understand the significance of providing accurate information. In order to maintain effective record-keeping and process management, Ideal Foundation's Ideal College of Law takes the extra step of maintaining comprehensive staff service registers, in addition to a seniority list for teachers and other members of the staff.
- C. These practices allow for efficient monitoring and organization of the institution's workforce, ensuring that important information is readily available and accessible whenever required. The comprehensive nature of

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these registers and lists ensure that the institution has a thorough understanding of the staff's qualifications, experience, and ranking. This, in turn, helps in making informed decisions regarding promotions, recognition, and resource allocation. Overall, these meticulous practices signify the institution's commitment to maintaining a well-organized and efficient workforce management system.

8. RECORD OF AGE PROOF

- A. The date of birth of an employee, as provided by her or him at the time of their joining duty, must be supported and verified by their school leaving certificate, which serves as a crucial piece of documentation to establish their official record and ensure accuracy regarding their age. This verification process is necessary to comply with employment regulations and ensure that the employee's age information is reliable and legally valid. Furthermore, once the employee's age has been properly verified and accepted by the college, it will be duly recorded in the service register, safeguarding the accuracy of their employment records.
- B. The inclusion of the employee's age in the service register is of great importance as it serves as conclusive proof of their age, approved by the competent authority. This record not only holds significant weight in matters related to their employment, such as calculating retirement benefits, but also establishes a consistent and reliable representation of the employee's age throughout their tenure.
- C. It is important to note that once the age is established and recorded in the service register, no further corrections or adjustments will be made, even if subsequent changes occur in the age mentioned in the college leaving certificate. This policy ensures consistency and reliability in maintaining accurate employee records, eliminating the need for frequent updates or changes that could potentially lead to confusion or inconsistencies in their employment documentation.
- D. By adhering to this thorough verification and record-keeping process, employers can effectively manage and maintain precise employee data, allowing for a streamlined and error-free approach to various employment-related matters.

9. CHANGE OF ADDRESS

- A. Whenever any change occurs in the residential address of an employee, she or he must immediately intimate such changes to the competent authority in writing. This step ensures that the information is promptly updated, as it is crucial for the smooth functioning of the college's administrative processes. By keeping the college informed of any residential address changes, employees contribute to maintaining accurate

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records in the registers maintained at the administrative office. These registers serve as a central reference point for the college, allowing them to have up-to-date and correct employee information at all times.

- B. Maintaining accurate records of employee addresses is vital for effective communication within the college. By promptly updating the registers with the revised addresses, the competent authority ensures that any official correspondence or mail is delivered promptly to the correct address. This not only saves time and effort for both the college and the employees but also helps to establish a smooth flow of communication within the institution.
- C. Moreover, by promptly communicating any change in residential address to the competent authority, employees demonstrate their commitment to their responsibilities and cooperation with administrative procedures. This collaborative effort between the employees and the college's administrative office ensures that the college operates efficiently and effectively. It allows for streamlined processes and reduces the risk of any miscommunication or delay in important communication, which can have a significant impact on the college's overall productivity.
- D. Overall, the process of immediately informing the competent authority of any change in residential address is essential for maintaining accurate records, facilitating effective communication, and ensuring the smooth functioning of administrative processes within the college.

10. LEAVING THE HEADQUARTERS

No employee shall, ordinarily, while on leave, under suspension, or on holidays, be permitted to leave the headquarters without obtaining prior permission from her or his designated leave sanctioning authority. Consequently, should an employee have a valid reason for leaving her or his designated work location, she or he must incorporate the out-station address and contact number where she or he may be reached if necessary when submitting the leave application to the respondent or authorities. This precaution is necessary to ensure effective communication and efficient handling of any potential work-related matters that may arise in the employee's absence. It also allows the authorities to have a means to contact the employee for any urgent work-related matters to be attended to remotely, thereby maintaining smooth operational functioning.

11. IDENTIFICATION OF EMPLOYEES

- A. Every employee will be provided with an identification badge or card, which serves as an official form of identification. It is important for employees to have this badge, as they may be required to present it when requested by authorized individuals who have the authority to inspect it. Furthermore, it is mandatory for

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employees visibly display their badges while inside the college premises. This ensures that there is a clear indication of their identity and affiliation with the institution.

- B. In the event that an employee's employment ceases, whether due to resignation or termination, it is crucial for them to surrender their identification badge or card to the office before their accounts can be settled. This procedure helps maintain proper record-keeping and prevents any misuse of the badge or card after the employee's departure. Additionally, if an employee happens to misplace or damage their badge or card during their service, they will be responsible for paying a fee to cover the cost of replacement. This specific amount of this fee may be determined and adjusted periodically by the college administration to reflect the actual expenses associated with badge or card replacement. Overall, these measures ensure the effective and secure management of employee identification within the organization.

12. CODE OF CONDUCT AND DISCIPLINE IN GENERAL

- A. Unless explicitly stated, the dedicated and hardworking staff employed in the college shall devote their time and expertise to the college during all working hours. They shall dutifully serve and support the institution in whatever capacity they may be directed to, at the designated locations as required.
- B. It is vital for every member of the esteemed college staff to strictly adhere to the established rules and regulations in force within the institution. Furthermore, they are expected to sincerely obey all orders and directions given by any person or persons under whose jurisdiction, superintendence, or control they may be placed from time to time.
- C. To ensure a commitment to professionalism and adherence, each staff member is required to promptly furnish an undertaking, either at the time of appointment or when requested. This undertaking serves as an agreement to faithfully abide by the rules and regulations in effect, as well as any other conditions that the management may prescribe or modify as necessary.
- D. In addition to their dedication and adherence to internal policies, every member of the college staff is expected to possess knowledge and familiarity with the vision, mission, values, and quality policy of the institution. They are encouraged to constantly work towards the realization of these important objectives through their daily efforts.
- E. Furthermore, it is crucial for all staff members to stay up-to-date with the various guidelines imposed by regulatory agencies such as AICTE, UGC, and other relevant authorities. They should also maintain a comprehensive understanding of the laws and regulations that pertain to the operation of a minority higher education institution.

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F. Overall, by upholding these principles, the diligent and well-informed staff contribute significantly to the success and growth of the college while ensuring that the institution operates efficiently and in accordance with all applicable rules and regulations.

13. CODE OF CONDUCT AND DISCIPLINE IN PARTICULAR

- A. Each member of the staff should possess outstanding qualities so as to mold students into excellent persons, and each staff member shall be a role model to them. It is essential for each member of the staff to demonstrate exceptional qualities in order to effectively shape and guide students toward becoming outstanding individuals. Furthermore, it is crucial that every staff member serve as a positive role model for the students, effectively setting an example for them to follow.
- B. Further, it is important to emphasize that all Catholic members should show allegiance and loyalty to the diocese, abide by, and work for its priorities. It is crucial that they never directly or indirectly associate or collaborate with anyone or any group opposing the diocesan priorities. This ensures that they remain dedicated to the values and mission of the diocese and contribute to its overall goals and objectives.
- C. All the members of the staff, regardless of their religious affiliation, shall be neatly dressed, observe the dress code of the college, and wear their identity cards. This expectation extends to all members of the staff, regardless of their religious or personal beliefs. By adhering to the prescribed dress code and wearing their identity cards, staff members not only present a professional image but also promote a sense of unity and identity within the college community.
- D. In addition to their appearance, it is expected that all staff members discharge their duties efficiently and diligently. By doing so, they ensure that the student community receives a high quality of training in accordance with the college's vision, mission, values, motto, and quality policy. This level of commitment and dedication is crucial for providing students with an excellent educational experience that aligns with the college's overall goals and objectives.
- E. Staff members are expected to be present for their duties at all times, unless there is a valid and necessary reason for their absence, and even then, with prior permission. It is important that staff members avoid unnecessary absences and seek prior approval when necessary, ensuring that their absence does not disrupt the college's operations or impact the quality of education provided to students.

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- F. Every staff member should always be found in their specified working place, and leaving the work place is allowed only with prior permission and after recording the same in the movement register. It is imperative that staff members remain present in their assigned work areas at all times, but if the need to leave arises, they must seek prior permission and properly document their absence in the movement register. This ensures accountability and helps maintain a structured work environment.
- G. Each staff member is expected to adhere to the rules and regulations of the college, not only in terms of their job description but also with regard to any prescriptions or guidelines provided. By conforming to these expectations both in letter and spirit, staff members contribute to the overall functioning and success of the college, ensuring a harmonious and cohesive work environment.
- H. Every member of the staff is also required to perform many additional duties assigned to them for the welfare of the students, either before or after regular working hours or on holidays. This includes tasks or responsibilities that may go beyond their usual job description but contribute to the overall well-being and development of the students. By willingly taking on these additional duties, staff members actively support the college's commitment to fostering a holistic educational experience for students.
- I. Furthermore, it is strictly forbidden for any member of the staff to engage in gambling or betting, either within the college premises or in any public place. This expectation applies to all staff members and helps maintain a professional and appropriate atmosphere within the college community. By refraining from such activities, staff members uphold the values and standards set by the college.
- J. The members of the staff are expected to maintain a decent and professional relationship among themselves and with the students. It is crucial that they maintain an emotional distance and in no way involve themselves in any form of harassment, whether it be through their words or actions. By prioritizing respectful and appropriate interactions, staff members contribute to a safe and supportive environment for students.
- K. While staff members are encouraged to engage in works of honorary nature, such as research, writing books, or undertaking academic tasks like guiding PhD students, it is important that these activities do not impede their work within the college and are carried out with proper permission from the correspondent. By creating a balance between their additional academic pursuits and their responsibilities within the college, staff members can contribute to both their personal growth and the overall mission of the institution.
- L. No member of the staff is permitted to apply for employment elsewhere without obtaining prior permission from the correspondent. This ensures that staff members remain committed to their roles within the college.

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and do not engage in activities that may compromise their duties or allegiance to the institution. By seeking permission before pursuing external employment opportunities, staff members demonstrate their loyalty and dedication to the college.

- M. It is strictly prohibited for any member of the staff to mobilize their colleagues for any form of demonstration, mass presentation, or protest against the management. This expectation ensures that staff members do not engage in any activity that could disrupt the functioning of the college or negatively impact its reputation. By maintaining a professional approach and addressing concerns through appropriate channels, staff members contribute to a harmonious and productive work environment.
- N. No member of the staff shall engage in any form of protest against the management, such as engaging in slow-down work, mass casual leave, pen-down strike, or any other form of work interruption or discontinuation. Engaging in such activities is strictly prohibited, as they can disrupt the normal functioning of the college and adversely affect the students' educational experience. By adhering to this expectation, staff members demonstrate their commitment to maintaining a stable and productive work environment.
- O. The members of the staff are not permitted to participate in any strike or demonstration that is prejudicial to the interests of the college. This expectation ensures that staff members prioritize the well-being and reputation of the college above any personal or external interests. By refraining from participating in activities that may harm the institution, staff members contribute to its overall stability and success.
- P. Staff members are prohibited from engaging in destructive criticism of the management's policies, whether through verbal communication or written means. Additionally, they are expected not to associate themselves with individuals or groups involved in similar destructive activities. This expectation promotes a positive and constructive environment where concerns and feedback are addressed through appropriate channels rather than through detrimental means.
- Q. No member of the staff shall cause any damage or attempt to cause damage to the property of the college, thereby avoiding any financial loss or inconvenience to the institution. Staff members are expected to handle college property with care and to use it solely for its intended purposes. By respecting and preserving the college's resources, staff members contribute to its long-term sustainability and success.
- R. Staff members are required to obey the orders of the management or superiors and must not refuse to accept any communication from the management. It is important that staff members demonstrate respect for authority and adhere to the established chain of command within the college. By doing so, they contribute to a well-organized and efficient work environment.

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- S. No one shall knowingly make any false statements in any document pertaining to their employment at the college. Furthermore, staff members must not attempt to access, copy, give, take, or possess any document belonging to the college that they are not authorized to possess. By maintaining integrity and respecting the confidentiality of college documents, staff members contribute to the trust and professionalism within the institution.
- T. Staff members are prohibited from making any statement or writing any article for the press, giving talk on radio, TV, or posting on any social media, private or social network, or blogs related to the college or management without prior sanction from the correspondent. This ensures that any public statements or engagements undertaken by staff members are in line with the college's official communication channels and do not lead to misunderstandings or misrepresentations. By seeking permission before engaging in public communications, staff members uphold the college's reputation and ensure consistent messaging.
- U. No member of the staff shall make use of or give access to any confidential information acquired during their employment at the college for any purpose. It is integral that staff members maintain the confidentiality of any sensitive information they come across in the course of their work. By respecting these boundaries, staff members contribute to a culture of trust and professionalism within the college.
- V. Finally, it is expected that every member of the staff holds the development and success of the college in high regard. They should actively come forward with constructive suggestions and proposals for its growth, offering their solutions without prejudice to their regular duties and responsibilities, under the guidance and permission of the college authorities. This commitment to collaboration and continuous improvement ensures that the college remains dynamic and adaptive to changing needs and challenges.

14.1 -DUTIES &

RESPONSIBILITIES 14.1.-

(I) PRINCIPAL

- A. The principal, as the highest-ranking authority in the college, bears full responsibility for the academic performance of the institution. This responsibility falls under the guidance, direction, and control of the correspondent, who provides oversight and strategic guidance. The term "academic" refers to the various requirements for education, including those imposed by the relevant accrediting agencies as well as by institutional, governmental, and public entities.

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- B. One of the primary roles of the principal is to lead the college's personnel in the pursuit of quality development in the areas of academics, research, and discipline. In doing so, the principal must create an environment conducive to the optimal performance of both staff and students.
- C. Additionally, the principal is responsible for developing and implementing best practices that uphold high standards and social responsibility, thereby enabling the college to achieve its vision, mission, and quality policy. Throughout these efforts, the principal must adhere to the fundamental values of the college.
- D. To ensure compliance and effective administration, the principal must possess a comprehensive understanding of all rules, regulations, norms, guidelines, and directions stipulated by various governing bodies and agencies.
- E. Furthermore, the principal must be familiar with the legal obligations associated with running a minority institution of higher education and must stay informed about the Manual of General Administration of the College and the Principles of the Diocese. Regular communication with the correspondent is imperative for seeking guidance and updates on these matters.
- F. Collaboration with the correspondent is crucial for steering the institution towards the fulfilment of its vision, mission, and quality policy. The principal's academic leadership abilities should align with the regulations and guidelines established by the central and state governments, as well as their relevant agencies, the affiliated university, and the institutional manual. It is also essential for the principal to integrate the principles and values of various accrediting agencies into the college's operations while keeping the Governing Council's directives in mind.
- G. In terms of operational responsibilities, the principal must adhere to government regulations regarding admissions, syllabi, working days, examinations, and the publication of results, among other aspects. Simultaneously, the principal is duty-bound to meet the academic objectives set by the college's management, focusing on providing quality education.
- H. Each year, before the commencement of the academic year, the principal must initiate a process within the college to establish academic targets. These targets should be aligned with the college's vision, mission, values, and academic objectives set by the management. Subsequently, the principal must develop a detailed plan for academic activities and ensure their inclusion in the college's handbook for the respective year. These activities may comprise setting annual inspirational themes, implementing new campus policies, achieving targeted results, undertaking research projects, publishing academic papers, and organizing conferences, among other endeavours. The finalization of the programs and activities for the academic year is guided by these predetermined targets.

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- I. Any modification or deviation from the stipulations outlined in the college handbook, such as alterations to the college timings, working days, and holidays, should only be made with the approval and consent of the correspondent. Preserving open lines of communication ensure transparency and accountability throughout such changes.
- J. With the aim of maintaining high-quality standards, the principal must effectively facilitate the fulfilment of each staff member's responsibilities and ensure strict discipline is observed concerning classroom activities, examinations, coaching for struggling students, student counselling, periodic tests, industrial visits, and association activities. The principal regularly updates the correspondent on the progress of the staff and brings any instances of staff indiscipline to the correspondent's attention.

14.2. IOAC COORDINATOR

- A. The teacher, as a dedicated professional, wholeheartedly devotes themselves to the task of helping students acquire not only knowledge, competence, and values but also the necessary skills and attributes for their holistic development within the institution. Taking on the primary responsibility for nurturing well-rounded individuals equipped with both theoretical expertise and practical skills, the teacher strives to instill a sense of professional principles, virtues, and civility that will enable them to make valuable contributions to society. In doing so, they provide the students with the tools they need to thrive in the job market, pursue further studies in academia, or even establish successful entrepreneurial ventures.
- B. With an unwavering commitment to upholding the institution's vision, mission, and quality policy, teachers employ innovative and up-to-date pedagogical methods and techniques in their delivery of classes. This ensures that students not only achieve mastery over the subjects taught but also develop a genuine passion for knowledge and a desire to engage in further research and practical application for the betterment of society. In their roles as masters, guides, mentors, and leaders, teachers unquestioningly earn the respect and admiration of their students as they become integral figures in their lives.
- C. Recognizing the importance of thorough preparation, teachers engage in extensive reading of books, periodicals, and journals to remain informed and up-to-date in their respective fields. They diligently prepare course files, aligning them with the framework provided by the Internal Quality Assurance Cell (IQAC) and incorporating best practices in teaching. Moreover, teachers ensure that students receive the course framework well in advance, allowing them to adequately prepare for classes.

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- D. Understanding the potential for unexpected demands on their time, teachers advocate for sufficient advance preparation, going so far as to complete remote preparations outside of regular college hours. By adhering to standard, quality, and creative teaching methods, teachers effectively implement the steps outlined in the course files, tying the institution's vision and mission to the syllabus and ensuring that the desired outcomes are realized by the students.
- E. In line with the institution's commitment to continuous improvement, teachers willingly submit themselves to teaching-learning evaluations as directed by the management. They genuinely consider the feedback provided through these evaluations and use it as a catalyst for enhancing their teaching methods and pedagogy. As they strive to grow as educators, teachers actively utilize the various e-materials available within the college, incorporating them into their teaching practices. Furthermore, they actively seek out and arrange for enrichment programs, a reflection of which is included in their course files.
- F. Teachers maintain a vigilant eye on their class schedules to ensure the timely completion of syllabi. In the event of any anticipated difficulty or unexpected barriers, they proactively schedule extra and special classes to compensate. Recognizing the significance of feedback, teachers consistently seek input from students on various facets of effective teaching while prioritizing the evaluation of programs and course objectives. Underpinning this dedication is a steadfast sense of duty to identify students' capabilities early on and tailor special strategies to cater to the needs of slow learners, gifted students, and those with average abilities, ensuring that they all reach their full potential, thus bringing honor and prestige to the institution.
- G. Teachers actively participate as class coordinators when assigned the responsibility, convening class committee meetings regularly to assess the quality of teaching, learning levels, and areas for pedagogical improvement. Within their roles, they go beyond their immediate responsibilities and actively engage with their own ongoing professional development, keeping themselves up-to-date in their respective fields and familiarizing themselves with new teaching methods, effective usage of ICT, and research methodologies by attending relevant Faculty Development Programs (FDPs) and online certificate courses.
- H. The Internal Quality Assurance Coordinator (IQAC Coordinator) assumes responsibility for ensuring, sustaining, and enhancing the quality of technical education within the institution. To this end, the coordinator devises plans and strategies, oversees execution, monitors progress, and offers guidance. As an ally to the principal, they collaborate to bring out the best in both the students and staff members, working in accordance with the guidance and direction provided by the correspondent and in alignment with the institution's vision, mission, and quality policy.
- I. The IQAC coordinator advocates for and inspires the adoption of high-standard benchmarks, ushering in good practices that motivate both personnel and students to strive for excellence. Their influence extends to

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directing, guiding, and monitoring the efficient functioning of the IQAC, ensuring adherence to guidelines set forth by relevant agencies. Additionally, the coordinator is responsible for documenting the minutes of IQAC meetings, presenting reports at subsequent meetings, and uploading compliance reports to the institution's website.

- J. In line with their commitment to enrichment programs, value-added courses, and research efforts, the IQAC coordinator ensures their relevance, necessity, and quality. As a proponent of consistent progress, they guarantee the timely and efficient execution of both academic and administrative tasks, organizing them in such a way as to maximize their effectiveness.
- K. Mechanisms and procedures for reliable and integrity-laden evaluation processes are developed by the IQAC coordinator. Submitting timely reports and seeking proper guidance and direction from the correspondent, they diligently attend to the adequacy, maintenance, and functioning of all support structures and services within the institution. This includes conducting periodic audits and responding to feedback to ensure their continued effectiveness.
- L. Collaborating with the principal, deans, and heads of departments, the IQAC coordinator takes an active part in devising necessary strategies and activities to implement quality benchmarks and parameters approved by the management. Their focus extends to all academic and administrative activities undertaken by different sections and groups within the college. Through their dedication to creating a learner-centric environment conducive to quality education, fostering knowledge acquisition, skill development, research, and innovation, the coordinator aims to create a facilitative environment that truly inspires and enables all students to thrive.

14.3. -TEACHING STAFF

- A. A teacher is an enthusiastic individual who wholeheartedly dedicates themselves to helping students acquire knowledge, competence, and values. They bear the primary responsibility for facilitating the all-round growth of students within the institution, focusing on instilling optimal knowledge, practical skills, high research calibre, a well-rounded personality, prosocial principles, values, and civility. Ultimately, teachers aspire to prepare students who can successfully serve society and find worthy placements in the job market, academia, or as entrepreneurs.
- B. Adhering to the highest standards of quality and remaining mindful of the institution's vision, mission, and quality policy, teachers must deliver classes using innovative and up-to-date pedagogical methods and techniques. Their aim is for students to master the subjects and be inspired to engage in further knowledge.

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exploration, while also encouraging them to initiate innovative research and apply their learning to enhance society. As masters, guides, mentors, and respected individuals in the lives of their students, teachers must prepare extensively, which involves reading books, periodicals, and journals to improve their proficiency.

- C. Additionally, teachers must meticulously prepare course files based on the framework provided by the IQAC and implement best practices in teaching. It is crucial to gain approval for these files even before the course begins and effectively communicate the framework to the students, allowing them to prepare adequately for the classes. Recognizing that unexpected demands from authorities may encroach upon their free time on the college campus, teachers should sufficiently prepare for classes in advance and allocate time outside college hours for remote preparation.
- D. Teachers are expected to follow standard, quality, and creative teaching methods, diligently adhere to the steps outlined in the course file, and establish connections between the institution's vision, mission, department, and syllabus. Their ultimate objective is to ensure that the expected outcomes are achieved by the students. Moreover, teachers must willingly participate in teaching-learning evaluations as directed by the management. They should take the feedback provided through evaluations seriously and continuously strive to improve their teaching methods and pedagogy accordingly.
- E. To further enhance their teaching skills, teachers are encouraged to constantly evolve and utilize the various materials available at our college. They should also arrange for enrichment programs, which can be outlined in their respective course files. A comprehensive schedule is crucial to ensuring timely completion of the syllabus, as teachers must keep close track of their class schedule. If difficulties are foreseen in completing the syllabus on time, arrangements for extra or special classes should be made.
- F. It is the duty of teachers to gather continuous feedback from students, encompassing all the attributes and functions of a good teacher. Of particular importance is evaluating the attainment of course outcomes (COs) and program outcomes (POs). Teachers must identify students' strengths and weaknesses in a timely manner and develop and execute tailored strategies to ensure that slow-learners, gifted students, and average students can achieve their maximum potential in examinations and other areas. By doing so, they contribute to bringing accolades to the institution.
- G. Teachers are also expected to serve as class coordinators when assigned such responsibilities. In this capacity, they should convene regular class committee meetings to assess the teaching quality of their fellow teachers handling the respective classes. They should evaluate the students' learning levels, identify teaching pedagogy improvements, and address any additional requirements necessary for further enhancing the teaching-learning process.

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H. Ultimately, it is the responsibility of every teacher to continuously equip themselves by staying up-to-date in their field. This includes familiarizing themselves with new teaching methods, effectively utilizing information and communication technology (ICT), and gaining proficiency in research methodology. To accomplish this, teachers should participate in relevant Faculty Development Programs (FDPs) and online certificate courses.

14.4. LIBRARIAN

- A. The Library, which is considered the storehouse of knowledge and often regarded as the most vital department of the college, plays a crucial role in the continual updating of the students' and staff's knowledge and serves as an immense source of inspiration.
- B. This essential position of knowledge facilitator is entrusted to the librarian, who should shoulder the responsibility of providing indispensable library services to the students and staff while also envisioning and implementing plans for the development and modernization of the college's library. The librarian's overarching objective is to ensure that all necessary volumes and sources of knowledge are readily available and easily accessible in ample quantities, leaving no room for the students and staff to feel handicapped in their quest for knowledge.
- C. Each year, at the onset of the even semester, the librarian initiates consultations with the heads of departments (HODs) to compile a comprehensive list of required books, journals, digital materials, and other relevant resources for the subsequent academic year. These requirements are then discussed with the Library Development Committee, finalized, and subsequently submitted through the principal to the correspondent for procurement by no later than January.
- D. The librarian's responsibilities extend beyond the mere acquisition and cataloguing of resources. They also play a pivotal role in ensuring that a diverse range of materials is made available for the holistic development of the students, including inspirational books on value-based life, personality development, entrepreneurship, social involvement, and spirituality. Additionally, the library endeavours to enrich young minds by offering materials from various fields, encompassing both modern and classical literature.
- E. In the pursuit of efficient resource allocation, the librarian is entrusted with the task of preparing an annual budget for the library. This meticulous process, undertaken each year in February, takes into account the multifarious needs of the library, ranging from resource materials and infrastructure to maintenance and other essential facilities. The finalized budget is presented to the correspondent through the appropriate channels.

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- F. Maintenance and upkeep, both systematic and organized, form an integral part of the librarian's responsibilities. They are responsible for the safe custody of and ensuring cleanliness in the library, as well as the methodical preservation of all books, periodicals, dailies, and other study materials. Furthermore, the librarian is also tasked with the proper maintenance and care of computers, media equipment, furniture, and fittings within the library and reading room.
- G. To enhance ease of navigation and access, the librarian takes on the responsibility of clearly explaining the library's classification system to the staff and students, along with providing guidance on utilizing the automated system to locate books. In order to ensure clarity and visibility, explicit posters detailing the classification system are prominently displayed for all to see.
- H. A well-organized library mandates the proper numbering of books and other materials according to the classification system, often employing mechanisms such as barcoding and the Online Public Access Catalog (OPAC). These tasks fall squarely on the shoulders of the librarian. Additionally, it is their duty to maintain the appropriate arrangement of books on the racks according to subject-wise classification, ensuring the presence of proper labels to guide the students. The librarian is also responsible for accurately entering book information into the computer system and rearranging shelves on a daily basis.
- I. Recognizing the importance of catering to specialized needs, the librarian ensures the provision of distinctive sections within the library. These sections may include a dedicated reference section, which houses books that cannot be lent out, a journal section, a reading lounge, reprography facilities, a computer section, and an audio-visual section for accessing e-journals and new arrivals. These special sections serve to further facilitate and enrich the learning experience.
- J. In addition to their administrative duties, the librarian must maintain an assortment of records to ensure the smooth functioning of the library. This includes diligently maintaining a master library register as well as subject-wise registers for comprehensive record-keeping. The Master Library Register, which contains detailed information such as the price of each book recorded in the invoice received along with the goods received note, helps in accurate inventory management. It comprises various columns aimed at effectively organizing and managing the library resources.
- a. Sl.No(Access No)
 - b. BookNo
 - c. Title of the Book
 - d. Author's Name
 - e. Vol.& Edition

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- f. Name of Publishers
- g. Price & Date of Purchase
- h. Remarks

- K. The registers maintained subject-wise shall contain all relevant particulars as are in the Master Register, excepting the price of the books. It is important that the total number of books listed in the subject-wise registers aligns with the figures in the Master Register.
- L. As a diligent and dedicated individual responsible for the ongoing development and improvement of the library, it will be a primary duty to actively seek out and request donations of books and other materials that are essential for both the students and the library itself. In order to acknowledge the kindness and generosity of the donors, it will be necessary to issue receipt certificates bearing the signature of the Correspondent. Additionally, a separate and distinct registers shall be maintained exclusively for donated materials and books, containing comprehensive details of the respective donors.
- M. Furthermore, it will be imperative to ensure that no book is ever permitted to leave the library premises without the necessary entries being made in the corresponding register and computer system, and without a non-official acknowledgement in place. This stringent process aims to maintain an accurate and up-to-date record of all borrowed books. Furthermore, when issuing books, it is essential to collect the accompanying tickets and securely store them in conjunction with the corresponding title card for easy reference.
- N. To guarantee the smooth functioning of the library and the timely return of borrowed materials, constant monitoring of the return process will be required. If there is any undue delay in returning books, it is essential to escalate the matter, initially bringing it to the attention of the Head of the Department (HoD), and subsequently, if necessary, to the Principal for resolution and guidance.
- O. In order to reinforce the importance of timely return and discourage delayed returns, the management has established a fine system. It will be the responsibility to collect the predetermined fine amount from those individuals who fail to return books within the stipulated timeframe. The settlement of these accounts will be conducted on a monthly basis to ensure accurate and consistent record-keeping.
- a. If any book is lost or damaged, twice the cost thereof shall be recovered at current market price.
 - b. S/he shall never allow anyone to replace the books once pulled out.
 - c. S/he shall maintain all files pertained to the library properly.
 - d. S/he shall not issue books after the release of hall ticket.

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14.5. OFFICE SUPERINTENDENT (OS)

The office, being the fundamental framework of the college, plays a vital role in ensuring the seamless and efficient functioning of the institution. Serving as a repository of information, it contains a comprehensive collection of files and records that are readily accessible whenever required. Additionally, the office is responsible for executing the decisions made by the authorities. Acting as the central hub for communication and transactions, it facilitates the flow of information within the college. Moreover, it meticulously records, stores, and follows up on all communications and dealings. The tasks of the office encompass various areas of administration, including, but not limited to, overseeing financial matters, managing personnel, coordinating events, and facilitating student affairs.

- a. Official: Getting approval, recognition and affiliation to the College and to its various programmes from concerned authorities,
- b. Finance: Financial management and control,
- c. Admission: Students' admissions,
- d. Scholarship: Processing all the benefits and scholarships for the students from the government and others,
- e. Personnel: Documenting and managing the affairs of the staff,
- f. Exam: The conduct of examinations,
- g. Quality: Assisting the IQAC to function effectively,
- h. Documentation: Systematically keeping all the records, documents, communications, stock registers, account books, reports etc.
- i. Automation : Managing the automation systems of the college for smooth administration. The management of the office is done in consultation with the Correspondent, the Principal, and the Bursar in their respective areas of authority.

The Office Superintendent holds the crucial responsibility of organizing the office and delegating duties to the office staff. This ensures that all aspects of the office operate smoothly and efficiently. In collaboration with the Correspondent and Principal, the Office Superintendent is responsible for ensuring the proper functioning of systems and adherence to established procedures. The Office Superintendent works closely with the Correspondent in managing administrative, academic, and financial affairs, receiving guidance on academic matters from the Principal and financial matters from the Bursar.

To effectively carry out these duties, the Office Superintendent must stay up-to-date with the rules and regulations set forth by the Government, University, AICTE, and other relevant agencies. This knowledge

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allows the Office Superintendent to provide appropriate guidance when necessary. Additionally, the Office Superintendent holds responsibility for ensuring the accuracy of payments, the timely dispatch of letters, and the proper distribution of received correspondence. This includes managing the organization and filing of documents.

Collaborating with the Principal and the Office Superintendent takes charge of various tasks such as procurement, semester indents, annual stock verification, and the disposal of unserviceable articles and stored items/records. This collaborative approach ensures that these tasks are performed efficiently.

Furthermore, the Office Superintendent plays a key role in maintaining the discipline within the office. It is their duty to report any violations to the Principal and Correspondent in a timely manner. This helps to uphold the office's standards and policies.

The Office Superintendent has full control over the office's resources, including furniture, supplies, and records. It is their responsibility to ensure that these resources are both clean and safely organized. This systematic approach promotes a well-functioning office environment.

Lastly, the Office Superintendent must be prepared to fulfil any additional duties that may be assigned to them by their higher authorities. This flexibility allows for the effective management of various tasks and responsibilities within the office.

In summary, the Office Superintendent plays a vital role in ensuring the smooth functioning and organization of the office. Their responsibilities span various areas, including office management, compliance with regulations, procurement, and maintaining discipline. By fulfilling these responsibilities, the Office Superintendent contributes to the overall efficiency and effectiveness of the office.

14.6. SYSTEM ADMINISTRATOR

- A. The system administrator holds a critical role in the organization, as they are responsible for the upkeep, configuration, and reliable operation of computer systems. Specifically, they focus on multi-user computers, such as servers. In addition to this primary responsibility, the system administrator provides support and assistance in maintaining the computers, overseen by skilled assistants in the labs.
- B. One of the key responsibilities of the system administrator is to ensure that the computers and automation systems meet the needs of the users in terms of uptime, performance, resources, and security. They perform regular duties associated with a system administrator to maintain the smooth functioning of the systems.

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This includes acquiring, installing, or upgrading computer components and software, all within the allocated budget and under the guidance of management.

- C. Moreover, the system administrator also plays a vital role in enforcing security policies. They troubleshoot any technical issues and offer technical assistance for various projects and training programs for the staff. This demonstrates their dedication to maintaining a secure and efficient computing environment.
- D. Furthermore, the system administrator is responsible for automating all academic and administrative activities within the institution, ensuring that they are up-to-date and functioning optimally. They take the initiative to develop the necessary software for automation, ensuring its practicality, viability, and security. Additionally, they maintain and modify the software as needed, and they may suggest the purchase of standard software to aid in administration tasks.
- E. The system administrator also takes charge of preparing weekly, monthly, and yearly summary statements of administrative activities. These reports are then submitted to the correspondent and shared with the principal and bursar for evaluation and further planning. This comprehensive approach ensures that the administrative processes are streamlined and up-to-date, leading to effective decision-making.
- F. It is worth mentioning that the system administrator is responsible for maintaining the automation system and ensuring that it is complete and accurate with all relevant data. They work closely with those responsible for uploading data, ensuring that it is done in a timely manner. If any failures occur, they promptly bring them to the attention of the relevant authorities.
- G. Additionally, the system administrator plays a significant role in managing the database of the college and maintaining the college website. They are responsible for uploading information about important events and ensuring that it is regularly updated. This attention to detail helps to keep the college community informed and engaged.
- H. Overall, the automation of administrative activities and the maintenance of the website are essential tasks assigned to the system administrator. They are directly accountable to the office superintendent and higher authorities, reflecting the importance of their role within the organization.

OFFICE ASSISTANTS:

- A. Office assistants play a crucial role in supporting the smooth functioning of an office and carrying out the instructions of the higher authorities. They are dedicated to maintaining the office's efficiency and

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cleanliness, ensuring that it is a pleasant and organized environment for work. In addition to opening and closing the office, they are responsible for ensuring that the office and its surrounding areas are tidy and well-maintained. They assist their superiors in a wide range of activities related to office management, including the systematic maintenance of files and documents.

- B. When it comes to receiving visitors, office assistants are skilled in providing courteous and professional service. They greet visitors warmly, guide them to the appropriate seating areas, and promptly inform the relevant authority of their arrival. Only with the permission of the authority do they allow visitors to enter the office. Office assistants understand the importance of punctuality and commitment. They arrive at their place of service well in advance and ensure that they are present until their superior leaves.
- C. Hospitality is another aspect that office assistants excel at. They are responsible for providing the guests of the office they serve with a considerate and appropriate level of hospitality. This may include offering tea or other refreshments, ensuring that guests feel welcome and comfortable during their visit.
- D. Overall, office assistants are highly reliable and efficient individuals who strive to fulfil their responsibilities diligently. Their dedication to their role ensures the smooth operation of the office and the satisfaction of both visitors and higher authorities.

14.8-SECURITY STAFF

- A. Security personnel play an important supportive role in managing the campus, maintaining discipline, and safeguarding the materials belonging to the college. Their main responsibility is to deal with people courteously and kindly while upholding the necessary professional strictness. They should remain faithful to their stipulated duties and schedules, ensuring that they only move from their place of duty once the next person replaces them. It is crucial that security staff adhere to punctuality, avoiding any absences or finishing early without proper authorization, as these actions are considered punishable offenses.
- B. Furthermore, security personnel have a responsibility to ensure the regular parking of vehicles within the designated areas, following the instructions given by the estate officer and/or higher authorities. Their duties also include checking and allowing all vehicles that enter and exit the campus, diligently noting their registration plate numbers and purposes. These records must be regularly submitted to the estate officer for inspection.
- C. The primary role of security personnel is to prevent unauthorized vehicles from entering the campus without permission from the concerned authorities. Similarly, they must not allow any vehicle to leave the

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campus without proper authorization. Any aberrations or suspicious entries should be promptly reported to the estate officer to ensure the safety and security of the campus.

- D. All vehicles belonging to the college, staff, and students must be registered with the college. Vehicles that do not fall under these categories need a special pass card to enter the college campus, which must be returned upon exiting. It is essential for security personnel to strictly enforce this regulation, as well as ensuring that no person or vehicle carries materials from the college without prior express permission from the estate officer and other concerned authorities. Any loss incurred as a result of negligence in this matter will warrant stringent action against the respective security staff member.
- E. Maintaining a professional distance from the staff, students, and hired workers of the college is vitally important for security personnel. Developing personal relationships or understanding with any individual is strictly prohibited, as it raises questions about their eligibility to continue working at the college.
- F. Similarly, staff members should only be allowed to exit after properly punching out. If confronted with resistance from any staff or student while performing these duties, security personnel should immediately report the incident and the person involved to the principal or the correspondent. Furthermore, it is the duty of security personnel to report any instances of staff, students, workers, or outsiders entering or exiting the campus through unofficial means to the appropriate authorities.
- G. For instance, the security staff member responsible for managing the lights on the verandas and roads during the night hours must take the utmost care to conserve electricity. Similarly, the staff member in charge of managing water pumps should be meticulous in ensuring they are used efficiently and responsibly.
- H. Their duties encompass various facets, including managing vehicle parking, monitoring access, and reporting any irregularities. Adhering to rules and regulations, maintaining professionalism, and promptly reporting any issues are key aspects of their responsibilities.

15. LEAVE RULES

15.1. GENERAL

- A. Leave refers to an authorized absence from duty, where individuals are temporarily excused from their responsibilities. In this organizational context, the Correspondent assumes the role of the leave sanctioning authority, while the Principal acts as a delegate by granting casual leave.
- B. To streamline the leave application process, individuals are required to complete the necessary forms and submit them through the appropriate channels. It is important to note that leaves should not be casually

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claimed without considering the demands of one's job. For instance, if the exigencies of the service require an individual's presence, the authority responsible for granting leave reserves the right to refuse or revoke the request.

- C. Furthermore, if an employee wishes to extend or shorten the duration of their leave, they must first seek permission from the authority who originally granted the leave. Lastly, it is essential to adhere to the principle that individualson leave should not engage in any external work or accept additional employment during their absence.

15.2 PUNCTUALITY IN ATTENDANCE AND PERMISSIONS

Staff members are required to sign the attendance register, in addition to punching, on all working days prior to the fixed duty time determined by the Competent Authority. In situations where staff members need to be away from their duty for personal reasons, permission for up to one hour per day may be granted by the Principal. The Principal, in accordance with his discretionary powers, reserves the right to authorize this permission twice in a month. It is important to note that any staff member seeking permission for a third time or arriving late for a third time in a given month shall be deemed as having availed half a day of Casual Leave.

15.3 CASUAL LEAVE

- A. Casual leave can be granted for 12 days in a calendar year, providing employees with a reasonable amount of time off from work. However, it is important to note that casual leave cannot be granted for more than six days in a row. This limitation ensures that employees do not take excessive time off and allows for a fair distribution of leave among the workforce.
- B. Moreover, if an employee wishes to combine their Casual Leave with Government Holidays or Local holidays, they need to be aware that the total duration of such leave cannot exceed 10 continuous days. This limitation ensures that employees do not take extended breaks that could disrupt the workflow and operations of the organization.
- C. In order to manage the allocation of Casual Leave effectively, there are certain procedures in place. For planned casual leave, employees are required to submit their leave application one day prior to availing of the leave. This allows the employer to plan and organize the work schedule accordingly, ensuring that there is adequate coverage during the employee's absence.
- D. However, in unforeseen circumstances such as sudden illness or emergencies, the employee must submit their leave application before the start of their scheduled work time on the first day of their leave. This

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requirement ensure that the employer can make the necessary adjustments and provide appropriate support to cover the employee's duties.

- E. It is important for employees to understand that failure to submit the leave application in a timely manner may result in the refusal of their leave request. This policy ensures that employees are responsible and accountable for their leave arrangements, and it emphasizes the importance of adhering to the specified procedures.
- F. Furthermore, it is the incumbent's responsibility to ensure that their leave application reaches the competent authority within the specified timeframe. This ensures that the employer has sufficient time to review and approve the leave request, and it helps to avoid any confusion or misunderstandings regarding the leave schedule.
- G. It is also worth mentioning that half-day Casual leave is available for employees who need to take a shorter break from work. This option provides flexibility for employees and accommodates their specific needs. Additionally, temporary staff and staff on probation are granted one day of casual leave each month, allowing them to have some time off without affecting their overall work commitments..

15.4.EARNED LEAVE

Only the administrative staff are eligible for earned leave in a calendar year at the rate of 12 days (one day per month). This earned leave can only be taken after receiving approval from the competent authority. However, it is important to note that earned leave cannot be applied for a duration of half a day, nor can it be taken for a period exceeding three days at a time. In the event that a public holiday falls within the earned leave period, it will be considered part of the earned leave and must be taken accordingly. Additionally, with prior permission, it is possible to include public holidays as either a prefix or suffix to the earned leave. It is important to be aware that earned leave cannot be combined with any other type of leave.

15.5 MEDICAL LEAVE

- A. Medical leave is admissible only for any confirmed illness after the completion of at least one year of probation. Additionally, the calculation for the number of days of medical leave that a staff member is eligible for is determined by their completed 5 years of service. This amounts to 30 days for each completed 5 years, with a maximum allowance of 180 days for those who have served for more than 20 years. It is important to note that this calculation is done on a tiered basis, ensuring that longer-serving staff members

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receive a higher allowance of medical leave. This policy ensures that employees who have demonstrated long-term commitment to their position are appropriately taken care of in times of illness or medical need.

- B. Furthermore, it is a requirement for medical leave to be granted on genuine medical grounds. In order to support this, applicants are expected to provide medical certificates from a registered medical practitioner. This precaution is in place to ensure that medical leave is only approved for valid reasons and not for personal or non-medical reasons, such as exams, weddings, house construction, or family functions. By establishing strict guidelines for the use of medical leave, the company aims to maintain productivity and ensure that resources are allocated appropriately.
- C. Upon the expiration of the approved medical leave, it is the responsibility of the employee to obtain a fitness certificate from a registered medical practitioner. This is a necessary step to ensure that the employee is in good health and fit to resume their duties. The fitness certificate serves as a confirmation that the employee's medical condition has sufficiently improved, allowing for a smooth transition back into the workplace and the resumption of their professional responsibilities. By adhering to this requirement, the company can ensure the well-being of its employees and maintain a productive and efficient work environment.
- D. Promotion within the organization is not an entitlement but is based on merit and eligibility. The college recognizes the importance of granting promotions based on factors such as merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, years of service, and the individual's suitability for the higher position. This comprehensive evaluation ensures that promotions are granted to deserving employees who have demonstrated exceptional performance and contributed significantly to the college's success. The college values dedication and excellence, and promotion decisions are made to recognize and reward such qualities.

15.6 MATERNITY LEAVE

Married women who are employed as staff members and are in regular service have the privilege of being eligible for a generous 90 days of maternity leave, during which they receive their full pay. This benefit can be availed a maximum of two times. On the other hand, those who are on temporary or contract service can also take advantage of maternity leave, although their pay during this period will be reduced to 50% of their usual salary.

15.7. MARRIAGE LEAVE

- A. A generous offer has been extended to both teaching and non-teaching staff members, who will be granted a leave of 12 days to celebrate their marriage. This leave, which will be fully compensated, allows staff members the invaluable opportunity to fully immerse themselves in their special day and the subsequent

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festivities, ensuring that they can enjoy every moment without any financial concerns weighing on their minds. It is a time for them to focus solely on creating beautiful memories with their loved ones, cherishing the beginning of their lifelong journey together, and celebrating their commitment in a way that truly reflects their unique personalities and love story.

- B. The compensated leave not only recognizes the importance of this milestone event, but also demonstrates the understanding and support of the organization towards their staff members, valuing and acknowledging their personal happiness and well-being. With this extended time off, staff members can not only devote themselves fully to their wedding day, but also have the flexibility to plan and organize various activities and gatherings leading up to the big day. Whether it's arranging pre-wedding events, attending bridal showers or bachelor parties, or simply taking the time to relax and destress before the ceremony, this leave allows staff members the freedom and peace of mind to fully indulge in these memorable moments, creating lasting memories that will be cherished for a lifetime.
- C. The financial compensation accompanying the leave ensures that staff members can fully enjoy their festivities, whether it's arranging the perfect venue, hiring professional vendors, or simply splurging on personal touches that will make their wedding day truly exceptional. By removing any financial concerns or constraints, this generous offer allows staff members to express their love and commitment in a way that truly reflects their personalities, values, and dreams, ensuring that their wedding day is everything they've ever envisioned and more. Ultimately, this compensated leave not only provides valuable time off for staff members to celebrate their marriage, but also speaks to the organization's commitment to fostering a supportive and nurturing environment, where personal happiness and well-being are prioritized.

15.8 STUDY LEAVE

- A. Study leave may be granted to the staff members who are in regular service to undergo essential courses pertaining to the area of his/her specialization and research at the discretion of the Correspondent. The provision for study leave in the institution can be categorized into two types.
- The first type is when the College sends a staff member for a course as a part of the Faculty Development Program, which aims to enhance the professional skills and knowledge of the faculty.
 - The second type is when a faculty member voluntarily requests for study leave to attend a
- B. It is important to note that study leave can only be granted for a maximum duration of two years. In order to apply for study leave, interested staff members must submit an application to the Correspondent through the Principal. The applications should include comprehensive details about the course of study and the

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examination that the applicant intends to undergo during the period of study leave. Furthermore, the applicant will be required to provide a stamped paper undertaking in which they agree to serve the institution for a fixed period of time, as prescribed by the management, upon successful completion of the course.

- C. Upon completion of the study leave, the staff member must furnish the management with the necessary documentation. This includes a certificate of completion in the appropriate form, along with the certificate of examination passed. In the case of a special course of study, additional information such as the date of commencement and termination of the course, as well as any remarks from the authority in charge, should be provided. This documentation is crucial before the staff member can rejoin duty.
- D. During the study leave period, the staff member will be considered to be on loss of pay. However, it is worth noting that the period of leave may be counted as a service period for the purpose of future promotion and increment. Once the course of study is successfully completed, the staff member will be permitted to re-join duty with an advance notice of one month. However, if a staff member chooses to discontinue the course, they will only be allowed to re-join duty after the expiry of the period of appointment of the substitute.
- E. In summary, study leave is granted to staff members to pursue courses relevant to their specialization and research. It can be obtained through the College's Faculty Development Program or via a voluntary request. The duration of study leave is limited to two years, and interested staff members must submit a detailed application outlining their course of study and future examination plans. After completing the course, the staff member must provide the management with the necessary documentation before re-joining duty. While on study leave, the staff member will not receive their regular pay but will have the period counted towards their service time for potential promotion and increment purposes.

16. VACATION

- A. Ideal College of Law offers its teaching faculty the opportunity to take vocational leave during significant holidays such as Ganapati, Christmas, and Diwali, granting them a generous period of 20 days for rejuvenation and personal time. In a similar vein, the dedicated non-teaching staff members are entitled to enjoy a well-deserved vacation of 12 days at the conclusion of the first semester, followed by a longer break of 21 days towards the end of the second semester, coinciding with the university's scheduled breaks.
- B. Of course, it is important to note that the allocation of vacation days can be subject to reduction for special events or pressing needs of the college, ensuring the smooth functioning and operations of the institution. It is expected that these vacation days are to be availed in manageable chunks, either in two or three parts, during the available holidays, allowing for appropriate adjustment with other members of the staff while

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prioritizing the college's uninterrupted functioning. The Principal, in consultation with the relevant members of the staff, will responsibly establish and communicate the necessary schedules, seeking permission from the Correspondent as needed, to ensure transparency and a harmonious work-life balance for all.

16.1. GENERAL RULES

- A. Other Duty (OD) permissions are granted by the Principal to the staff. These permissions allow the staff member to go out for other duty during working hours. In order to request permission for other duty, staff members must submit the request through the proper channel. This can be done in person by filling out the prescribed form.
- B. It is important to note that these requests should be submitted before the period of other duty. General permission will not be granted for staff members to attend personal functions. However, if there is a personal function that a staff member must attend, they can apply for casual leave. This leave will only be granted if it does not disrupt the normal working of the institution. During leisure hours, staff members are expected to occupy the seats that have been allotted to them.
- C. If a teaching staff member needs to leave their seat, they should leave a note in the appropriate register indicating where they can be found. Leaving the classroom before the bell indicating the end of a period is subversive of orderliness and should be avoided.
- D. In order to maintain proper administrative processes, teaching faculty members are expected to submit the corrected answer scripts of tests and assignments to the exam cell. This should be done after entering the marks into the departmental registers and uploading the same information into the automation system.
- E. Additionally, all members of the staff are expected to regularly fill in or upload the report of the activities or data that are expected of them in the automation system of administration. This will help to keep track of their responsibilities and tasks.
- F. Furthermore, it is the responsibility of all staff members to continue to develop the standard of the college. This can be achieved by pursuing excellence in carrying out their particular duties and responsibilities. All staff members should pay attention to the directions, guidance, and suggestions provided by the IQAC and follow them with commitment.
- G. If a staff member who is in regular service wishes to pursue part-time courses, including a Ph.D., in the relevant field, they must obtain prior written permission from the Correspondent. This permission will only

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be granted if certain conditions are satisfied. In order to maintain the organization of classes, only the Principal, with the permission of the Correspondent, can cancel classes.

- H. Alteration of class work by staff members should only be done with the prior permission of the Head of Department. Lastly, it is important for student attendance markings to be done immediately after the completion of each period. This should be done using the prescribed form and register that is available in each department. The attendance record should also be uploaded into the automation system for proper record keeping.

E-PROCEDURE FOR APPOINT

- A. All the recruitment will be done through open competition following the AICTE/university norms and these selection procedures of the management. This means that the college will ensure a fair and unbiased recruitment process by adhering to the established guidelines and regulations. By conducting open competition, the college aims to provide equal opportunities for all candidates and ensure that the most qualified individuals are selected for the available positions.
- B. Furthermore, it is important to note that only a person who has received a letter of appointment duly signed by the competent authority and joined duty thereunder shall be deemed to be an employee of the college. The college puts great emphasis on the formal appointment process to ensure that individuals who are officially appointed and have accepted the offer become recognized employees of the institution. This helps maintain clarity and accountability in the employment structure of the college.
- C. As part of the appointment process, the appointee is required to produce their original certificates and one set of attested copies thereof at the time of joining duty. This step is taken to verify the authenticity of the individual's educational qualifications and other relevant credentials.
- D. The college understands the importance of verifying the information provided by these selected candidates to ensure that they meet the necessary qualifications for the position. These documents may be requested for scrutiny at any point in time to verify the authenticity of the information provided. The college believes in maintaining high standards of integrity and professionalism in its recruitment process.
- E. It is essential to understand that, once employed by the college, the employee's time is entirely at the disposal of the institution. This ensures that the college can utilize its human resources effectively and efficiently, aligning their skills and abilities with the organizational needs and priorities.

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- F. In most cases, before a person can be considered for regular employment, they are required to undergo a probationary period. The college believes in giving employees an opportunity to demonstrate their capabilities and suitability for the long-term commitment of regular employment.
- G. However, it is important to note that the appointment order may specify a different probationary period if deemed necessary. The college recognizes that certain positions may require a longer probationary period to adequately gauge the employee's performance and adjust to the demands of the role. Thus, the flexibility to adjust the probationary period ensures a fair assessment and evaluation of each employee's suitability.
- H. The evaluation of the probationer's performance plays a crucial role in determining whether their position will be regularized. If their performance during the probationary period is found to be satisfactory, their position may be regularized. This serves as an important milestone for the probationer, signifying their successful transition from a probationary employee to a regular, permanent employee of the college. This decision is based on the assessment of their performance, adherence to college policies, and contribution to the college's goals and objectives.
- I. Confirmation as a regular employee is not automatic upon completion of the probationary period. No employee is entitled to be treated as a regular employee solely based on the completion of the probationary period. The issuance of a written confirmation order by the competent authority is necessary to establish regular employee status. This process ensures that regular employment is granted based on a thorough assessment and consideration of the employee's performance and suitability for the position.
- J. If no confirmation order is issued, the probationer's services will be deemed unsatisfactory, and they will be discharged from service. This policy ensures that the college maintains a high standard of employee performance and commitment. By establishing clear guidelines for confirmation, the college ensures that its workforce consists of individuals who have successfully proven their abilities and dedication during the probationary period.
- K. In cases where a regular employee is appointed to a different post or promoted to a higher post, they will be subjected to a probationary period of one year within a period of two years. This policy allows the college to assess the employee's performance and suitability for the new role. The probationary period ensures that the employee can adapt to the new responsibilities and demonstrate their abilities to excel in the upgraded position. Unsatisfactory completion of this probationary period may result in a reversion to the previous post, emphasizing the importance of consistently meeting the expectations of the new role.
- L. Promotion within the organization is not an entitlement but is based on merit and eligibility. The college recognizes the importance of granting promotions based on factors such as merit, quality of service, loyalty,

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conduct, efficiency, ability, health, nature of the job, years of service, and the individual's suitability for the higher position. This comprehensive evaluation ensures that promotions are granted to deserving employees who have demonstrated exceptional performance and contribute significantly to the college's success. The college values dedication and excellence, and promotion decisions are made to recognize and reward such qualities.

MAXIMUM 500 WORDS DESCRIPTION ABOUT ORGANOGRAM OF THE INSTITUTION

Through the implementation of sound governance practices and effective management strategies, the Ideal Foundation aims to foster an environment that encourages innovation, critical thinking, and inclusive learning. Furthermore, the society is committed to nurturing a culture of accountability, transparency, and ethical conduct within its institutional peer bodies. This commitment not only ensures the credibility and integrity of the society but also instills trust and confidence in all stakeholders, including students, faculty, staff, and the larger community.

Functioning of institutional Principal - The head of the institution, who serves as the focal point for both academics and administration, upholds the core values set forth by the management. This includes a strong focus on decentralizing leadership and utilizing participatory action strategies to effectively manage all aspects of the institution. This means that the head of the institution encourages shared decision-making and actively involves teachers and stakeholders in the decision-making process. Working closely with various committees comprised of teachers and stakeholders, the principal ensures that all decisions are made collaboratively and in line with the overall mission and vision of the institution.

Additionally, as the principal of the institution, the head is responsible for creating a positive and productive work environment for both staff and students. This means fostering a climate of open communication where ideas and concerns are openly shared and addressed. By prioritizing the development of a positive school culture, the head of the institution contributes to the overall success and well-being of both the staff and the students.

IQAC (Internal Quality Assurance Cell) and various academic-administrative committee- The IQAC (Internal Quality Assurance Cell) is a statutory institutional body mandated to steer the assessment and accreditation process by NAAC (National Assessment and Accreditation Council). It plays a crucial role in ensuring both the quality and quantity improvement of various aspects within the institution. In this particular Higher Education Institution (HEI), Ideal Foundation's Ideal College of Law, a peer team consisting of individuals from the organization, including the principal and various committees such as the college development committee, is responsible for governing the college and ensuring its overall smooth functioning.

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The IQAC (Internal Quality Assurance Cell) and various academic-administrative committees play a crucial role in the organizational structure of Ideal College of Law. The organogram of the college is designed in accordance with the principles of effective management, which involves both decentralization of power and a participative approach. To ensure smooth functioning and adherence to established policies, the institution has implemented comprehensive administration guidelines for both students and staff.

These policies cover a wide range of aspects, including admission rules, dress code regulations, ethical conduct, disciplinary behaviour, cell phone usage guidelines, smoking policies, mandatory ID card wearing, attendance rules, examination regulations, and protocols for handling unfair means during assessments. Furthermore, the institution has clearly defined appointment and service rules for both teaching and non-teaching employees, which are readily accessible to all on the college website.

The overall functioning of the institutional bodies is highly effective and efficient. This is attributed to the governance framework that adheres to the established policies and procedures for students, as well as the appointment and service rules for the staff. The college has standard procedures in place to ensure fair and transparent staff appointments, contributing to the overall professionalism and competence of the workforce.

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A. POLICY FOR MAINTAINING COLLEGE INFRASTRUCTURE

- A. The institution has adequate infrastructure and physical facilities for teaching and learning. This includes various components such as classrooms, laboratories, computing equipment, and more. The institution, Ideal Law College, which is part of the Ideal Foundation, prioritizes student-centered learning and continually strives to offer new, challenging courses to meet the students' needs. To support the growth of existing courses and the opportunity to introduce new divisions and courses every year, the college carefully estimates and plans for the required infrastructure, presenting them to the management for approval.
- B. These infrastructural requirements are then included in the college's budget. This diligent process has allowed the college to continuously enhance its infrastructure over time. Presently, the college boasts well-furnished classrooms, complete with LED lights and marker pen boards, creating an ideal environment for effective teaching and learning. Additionally, the college offers a spacious, air-conditioned library equipped with a vast collection of resources and a mock moot court room to simulate real-life legal scenarios.
- C. To ensure that students have a reliable internet connection, the college provides Wi-Fi connectivity in the office area. Moreover, the college consistently carries out necessary additions, expansions, and renovations of classrooms, staff rooms, store rooms, laboratories, and the conference room during vacation periods, minimizing any disruption to lectures. Understanding the importance of infrastructure in facilitating students' access to essential resources and creating a comfortable, safe environment, the college also obtains permission from sister colleges located on the same campus for the usage of classrooms in other sections as needed.
- D. Aside from the functional aspects, the institution focuses on maintaining an aesthetically pleasing campus. The buildings are thoughtfully designed, with well-planned architecture, rectangle roadways, and avenue plants. The surroundings include rich green lawns and refreshing breezes, contributing to a pleasant learning environment. To ensure the safety and security of all individuals on campus, protective walls surround the premises, and a diligent security guard is stationed at the gate to prevent unauthorized entry. Additionally, CCTV cameras are strategically placed throughout the campus, providing constant surveillance and further enhancing the overall sense of appreciation and protection for everyone.
- E. Considering the student-to-enrollment ratio, the physical facilities and infrastructure of the college are redesigned accordingly. Currently, there are a total of 15 classrooms available. Some of these classrooms are equipped with ICT facilities and air conditioning, while others have fans.

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- F. Recognizing the importance of computer-based learning in the digital era, college management places a strong emphasis on incorporating technology into education. As a result, the college houses approximately 50 computers, supporting computer-based teaching and learning. Moreover, the college boasts a well-maintained administrative structure, including a knowledge- and resource-wise library. This library serves as a repository of knowledge, ensuring the preservation and transfer of knowledge for years to come.
- G. Additionally, the college offers a range of facilities to host various cultural, sporting, and other activities. For instance, there is a well-equipped yoga room available to promote mental health and physical fitness among students, as well as to encourage their participation in sports and games. The college provides ample space for both indoor and outdoor games, spanning approximately 700 to 800 square feet. Furthermore, the college features an auditorium with a capacity of about 700 square feet, which serves as a venue for seminars, cultural activities, workshops, and other events. In addition to the auditorium, the college also boasts a seminar hall and conference hall spanning 1973 square feet. These additional spaces contribute to the college's ability to host various academic and extracurricular activities.
- H. Moving beyond academic and event areas, the administrative section of the college includes cabins for the director and the respected principal. In addition to these essential spaces, the campus also offers a seminar room, conference hall, cultural area, and a hygienic canteen. Another noteworthy aspect of the college's infrastructure is the presence of separate hostels for both boys and girls, ensuring comfortable accommodation for out-of-town students.
- I. With its comprehensive infrastructure and physical facilities, Ideal College of Law is committed to providing an inclusive and conducive learning environment for all its students.

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D. IDEAL COLLEGE OF LAW PLACEMENT POLICY

(A) Training & Placement Cell - The Training and Placement Cell of Idea Foundation, Ideal College of Law at Posheri is responsible for overseeing and managing the placement process for the graduating students of the BALL.B. and LL.B. programs. The primary objective of the placement cell is to provide comprehensive support to visiting companies, organizations, firms, and advocates throughout the entire placement process. This includes making arrangements for pre-placement talks, conducting written tests, organizing interviews, and holding group discussions, all tailored to meet the specific requirements of the companies.

(B) Objectives-The Training and Placement Cell of Idea Foundation, Ideal College of Law, situated at Posheri, has set a number of key objectives to ensure the successful placement of its students. These objectives include arranging campus interviews for final-year students as well as assisting and facilitating the placement process for the college's alumni. This entails establishing connections and collaborations with various industries, law firms, organizations, and senior advocates to create potential placement opportunities. To effectively prepare students for the campus interviews, the Placement Cell also organizes training sessions, personal interviews, and group discussions through professional trainers. Additionally, the cell focuses on enhancing the students' soft skills by providing them with the necessary training in this area.

(C) Placement policy for final placements-The Placement Cell at Idea Foundation, Ideal College of Law adheres to a well-defined placement policy for final placements. As per this policy, students are allowed to apply to a multitude of companies. However, once a student has received their first job offer, they will no longer be eligible to participate in the ongoing placement process. Moreover, it is important to note that eligibility for the placement process is contingent upon the student successfully passing the placement examination. All communication between companies and students, as well as on behalf of the students, will be facilitated through the Training and Placement Office. Students are required to inform the Training and Placement Office in case they decide to opt out of the final placement process for personal reasons.

(D) The placement procedure-

The placement process is facilitated efficiently through a collaborative effort between the students and the placement team. As part of this process, it is essential for the students to proactively stay informed about the latest announcements, notices, and updated information related to placements. This valuable information can be found on the notice board or the department notice board. By regularly monitoring these sources, students can stay updated on shortlisted names and any other crucial details.

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In order to maximize students' opportunities, the placement team actively reaches out to a diverse range of companies. These companies vary in size and stature, encompassing both big, mid-sized firms as well as smaller ones. By inviting this eclectic mix of companies, the placement team ensures that all students are presented with the opportunity to participate in both on-campus and off-campus events. It is important for students to make a note of the announcements and be punctual in accordance with the specified schedules. This will help them fully utilize the range of opportunities provided to them during the placement process.

Attendance & Punctuality - In relation to attendance and punctuality, it is important to note that once a student has successfully applied and been shortlisted, they will be required to participate in the entire selection process, unless they are rejected by the company midway. Any deliberate withdrawal from the selection process by a student will result in them being barred from placements for the remainder of the academic year. Additionally, it is worth mentioning that students who arrive late for their interviews may not be permitted to proceed with the selection process.

Moving on to the topic of discipline, it is crucial for students to uphold a sense of discipline and exhibit ethical behavior throughout the entirety of the placement process. Any student who is found to be in violation of the discipline rules established by the company, or who defames the reputation of the institution, will face the consequence of being barred from placements for the rest of the academic year. Furthermore, it should be highlighted that any students caught cheating or engaging in any form of misconduct during the selection process will also be subjected to the same consequence of being barred from placements for the duration of the academic year.

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E. ENVIRONMENTAL POLICY

Environmental Law and Policy of Idea Foundation, Ideal College of Law is a transdisciplinary discourse that draws from a variety of disciplines, such as Constitutional Law, International Law, Tort Law, Criminal Law, Human Rights, Environmental Economics. This body of law encompasses almost every conceivable discipline, making it a comprehensive and holistic approach to environmental issues. The three basic ideals that define this body of law are: (i) the rejection of the "Business as Usual" model; (ii) a firm belief in environmentally sustainable development; and (iii) a commitment to making the system work and acting as a catalyst for an environmentally just legal order.

In the B.A. LL.B. (Hons.) program, Environmental Law and Policy is a core course that is mandatory for all students. It serves as a logical continuation of the Natural Resource Management Course (Land Laws) taught in the second year of the program. Given that environmental law incorporates various disciplines within and outside of law, this course adopts a transdisciplinary approach to provide students with a comprehensive understanding of its context and rationale.

Building upon the foundation of natural resource management covered in the second year, this course will delve directly into the fundamental norms of environmental governance. While the primary focus will be on Indian policy and law, international influences and practices will also be explored within the course. Against the backdrop of the environmental crisis and the global evaluation of India's environmental performance, the course begins with an exploration of the basic theories of environmental management.

Additionally, there will be discussions on eco-sensitive zones and coastal area management. The course emphasizes the importance of environmental justice and its implementation at various levels. By examining both theoretical concepts and practical skills, students will be equipped with the necessary tools and knowledge for this specialized area of law and practice. To enhance the practical dimension of the course, climate law and litigation will also be discussed.

The teaching method for this course, which is conducted offline, involves initiating reflections on various predetermined topics using tools such as PowerPoint presentations and short video clips. Towards the end of each lecture, students are encouraged to participate in discussions and interact with the material. Select students will also be assigned project topics to stimulate further engagement and strategic interventions. The course aims to provide students with both theoretical understanding and practical skills necessary to apply environmental law in real-world situations.

The course is divided into two modules, each spanning a period of 10 weeks. The first module focuses on the Indian Environmental Law regime and covers various principles, legislation, and rules that govern the environment in India. The second module delves into international environmental law, exploring principles of international environmental governance and discussing relevant conventions and recent developments in this field.

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