

Marathwada Shikshan Prasarak Mandal's

R.B. Attal College, Georai

FACULTY MANUAL

&

SERVICE RULES AND REGULATIONS

Contents

Sr.No.	Particulars	Page No
I	Introduction	
1	About the Parent Institute	
2	About the College	
3	Vision and Mission	
II	Management	
4	Central Governing Council	
5	College Development Council	
III	Duties and Responsibilities	
6	Duties and Responsibilities of the Principal	
7	Duties and Responsibilities of the Vice-Principal	
8	Duties and Responsibilities of the IQAC Co-ordinator	
9	Duties and Responsibilities of Head of Departments	
10	Duties and Responsibilities of the Physical Director	
11	Duties and Responsibilities of the Faculty	
12	Duties and Responsibilities of the Registrar	
13	Duties and Responsibilities of the Administrative Staff	
14	Duties and Responsibilities of Attendants and Administrative Staff	
IV	Rules of Conduct	
1	Employees' Service Rules and Procedures	
2	Recruitment Policy and Procedure	
3	Employees' Code of Conduct	
4	Employees' Welfare Measures	
5	Leave Rules	

Introduction

About the Parent Institute:

Marathwada Shikshan Prasarak Mandal: Parent Institute

- Established in 1959, Marathwada Shikshan Prasarak Mandal celebrated the *Golden Jubilee Ceremony* in the year 2009.
- The Ceremony was inaugurated with the auspicious hands of *Her Highness, Smt. Pratibhatai Devi Singh Patil, the former President of India.*
- The biggest establishment with *21 degree colleges, 40 higher secondary units, 56 schools, 17 primary schools* in five districts of the region.
- Honored as the *Best Educational Institute* by the State Govt. in 2001.
- Five colleges with *A Grade* conferred by *NAAC, Bangalore*
- One lakh students & four thousand teachers in the process of education

About the College:

M.S. P. Mandal's R. B. Attal College, Georai has made its entry into the sphere of education in the year 1970. It was founded by Late Shri Vinayakrao Patil and Late Shri Dadasaheb Sawant who were assisted by a team of dedicated social workers. Being close to Aurangabad, it was decided by Marathwada Shikshan Prasarak Mandal to venture in the outskirts, district linked areas.

After a survey it was noticed - Georai was one of the places, in extreme need of higher education. Drought stricken area, deserted in every way, hand to mouth conditions, slavery witnessed since long, human folk paralyzed socially, educationally, commercially. The youth

was looking with new hopes everywhere, but there was none to channelize the energy.

At this very juncture, it is the hardworking team of the Marathwada Shikshan Prasarak Mandal that had a vision for the upliftment of the Georai masses – a long-term plan and thus came the R.B. Attal College at Georai. All the folk looked at the College with new hopes. A seed of learning – a sapling was planted.

It was a bold and brave step, to enter the interior, extending freedom in reality, opening the vistas of higher education to the forlorn and forsaken by the Nizam. Paying rich tributes to the organizers of the college, the people of Georai and its vicinity welcomed the venture. Since then the college is committed to the cause of sculpting the young generation, the future and the real architect of the nation. It has started an amalgam of conventional and unconventional courses to meet the needs of this region as well as to make available a source for academic development and excellence. The college is known for its quality education with the best possible infrastructure, environment and discipline, giving opportunities for all round development of personality. Its ideal locale in the heart of the city add to the ambience required for chiseling the personality of youngsters who are yet to carve a niche for themselves in the competitive world. More than sixty years passed and it has carried a niche for itself as an institution that every year churns out young men and women of character and academic excellence. Since then our aim is to remain at the forefront of teaching and learning. In the coming years we aim to follow approaches and actions especially suited to meet the challenges that we all may face.

Our holistic approach to education sets our brand equity as a trusted name for value-based education and integrated learning. Discipline which is a non-negotiable factor of students' life on our campus inculcates value of time management and punctuality. Apart

from integrating value education into the main curriculum, several motivational talks, leadership programmes, and regular group and personal counseling sessions are conducted by well qualified counselors to nurture the emotional intelligence of the students making them confident and competitive to take on the challenges of life ahead. The students during the process of education in college emerge as well qualified and socially responsible citizens of India.

Vision and Mission

The Motto

“Tamso Ma Jyotirgamay”

Let us proceed from darkness to light.

The Vision

Eliminating the darkness of ignorance from the lives of people living in age-long poverty and help them to advance towards knowledge for all round development

The Mission

- Providing quality education to society and economically backward classes
- Bringing about educational and cultural development of rural people.
- Providing excellent facilities for hostel accommodation, physical education and value education
- Bringing about social transformation through education.
- Creating resources and utilizing them for educational upliftment of common people
- Promoting intellectual, ethical and cultural development of society.
- Introducing technical and professional education for increasing employability and economic development
- Creating a widespread educational network seeking mass participation in education.

II. Management

- Central Governing Council
- College Development Committee

Central Governing Council

The overall control of the Institution is vested with a central executive council. It is the top management level. Marathwada Shikshan Prasarak Mandal's general body elects Executive Council comprising of 21 members. It is the main body that authenticates the policies and programmes of the institutions. It looks after the smooth functioning of all the institutions under M.S. P. Mandal, Aurangabad.

Executive Council is responsible for:

- To tender the vision and mission of the institute through various activities of its constituents.
- Collective recruitment of institute under M.S.P. Mandal.
- To design quality policy and direct its execution.
- To signify and channelize the future advancement of all institutes under it.
- To design and implement an inclusive management as to bring about cluster development of all the units and stakeholders of the institutes.
- To look after development of physical infrastructure

College Development Committee

The college has College Development Committee, which is well versed with the educational affairs. Like the Executive Council, it is also headed by the President of M. S. P. Mandal, Aurangabad. It comprises of three members including the President, Secretary, a representative of the management and three other members representing different fields of the area and three representatives from teaching staff and one from non-teaching staff. Principal is the member secretary of the Committee. The representatives of the CDC implement the decisions taken by the central executive council and provide the guidelines for effective organization of the college. The members of CDC frequently visit the college and review the functioning of the college. However, they have formal meetings twice a year. Most of the proposals are planned, discussed and sanctioned in CDC. Principal plays the role of conveying issues and concerns as informed by various committees and sections like departments.

CDC possesses following powers and authorities:

- To prepare the budget and financial statements.
- Recommend to the management the creation of teaching and other posts.
- To determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college.
- Formulate proposals of new expenditure not provided for in the college budget.
- Consider and make recommendations on the inspection if any;
- Consider and make recommendations on the report of the local inquiry committee, if any.

III. Duties and Responsibilities

Duties and Responsibilities of Principal

1. The Principal is the Chief Executive Authority of the college. As the leader of the College, She provides direction to the entire organization. She establishes objectives, develops right systems and procedures who assign duties and controls order and discipline.
2. She is totally accountable for the educational standards of the institution in all aspects.
3. She supervises all academic programmes of the college and keeps the College Development Committee informed and interacts with external organizations and individuals representing the college.
4. Supervising the strategies and implementation of annual plan/ semester plan of all departments.
5. Facilitating curricular, co-curricular and extra-curricular activities.
6. The Principal of the college shall be the Chief Controller, Examinations.
7. Supervision of various activities conducted in the College
8. Supervision of Admissions, Free-ships, Concessions, Scholarships etc.
9. Supervising the teaching and non-teaching staff. Ensuring discipline, attendance, punctuality, productivity, quality etc.
10. Student and staff discipline. Performance, results, achievements, leaves etc.
11. Interacting and receiving feedback from various stakeholders to sustain and enhance the standards of the institution.

Duties and Responsibilities of Vice-Principal

1. To be In-charge of college in the absence of the Principal
2. Assisting the Principal in administration
3. Reviewing completion of syllabus and monthly academic reports
4. Taking care of the discipline of the college
5. Supervision of upkeep, general facilities and amenities
6. Any other tasks as assigned by the Principal
7. Consultancy work to be undertaken

Duties and Responsibilities of IQAC Coordinator

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the college
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes
4. Dissemination of information on the various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities of the College, leading to quality improvement
7. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices

8. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality
9. Preparation of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format
10. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of Colleges based on the AQAR
11. Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

Duties and Responsibilities of Head of Departments

All the Heads are responsible for smooth functioning of the Department as well as the Institution by mediating the tasks between students, faculty and management. The following are the roles and responsibilities of HoDs:

1. Ensuring proper execution of faculty responsibilities of everyone in the department
2. Ensuring the realization of Departmental Objectives
3. Monitoring matters relating to revision of curriculum etc.
4. Preparation of Programme outcomes, Course outcomes
5. Aim to achieve promising results
6. Plan and implement Departmental Calendar / Annual Teaching Plan in consultation with the respective staff
7. Encourage the faculty in your department to undertake consultancy/ research.
8. Allocating subjects to the faculty members well in advance before commencement of the semester/year.

9. Assuring the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
10. Rigorous implementation of Mentoring Programme
11. Identification of Slow and Advanced Learners and organize activities accordingly
12. Continuous internal evaluation of students of the Department
13. Conduct co-curricular and extra-curricular activities
14. Monitoring of students' attendance
15. Monitoring of lectures
16. Collecting the student feedback about the Syllabus and faculty members subject wise and communicate it to the IQAC
17. Conduct departmental staff meeting once in a month
18. Maintenance of records and documentation of the Department

Duties and Responsibilities of Physical Director

1. Encourage students to participate in sports and games.
2. Assist Principal in maintaining discipline and healthy atmosphere in the College
3. Maintain correspondence with the university regarding the Inter Collegiate and Inter University Tournaments.
4. Conduct Intra and Inter-Collegiate Tournaments
5. Suggest improvements in the existing facilities
6. Preparation of the annual budget
7. Maintain the Indoor and Outdoor sports facilities
8. Maintain Stock Registers, Daily Purchase Register and Issue Register
9. Coaching and training the students in various games and sports.

10. Motivate the players to participate in District, National and University team selection trials.
11. Accompany the team and players in Inter Collegiate and Inter University tournaments in the capacity of coach/manager.
12. Maintain the record of the outstanding achievements of the players
13. Prepare and submit a detailed report of the Department to IQAC cell
14. Maintain Gym facilities
15. Provide TA/DA, Sports-Kit to the sportspersons participate in various tournaments

Duties and Responsibilities of Faculty

1. Develop curriculum, prepare learning resource material and laboratory development.
2. Attending to the work allotted by HOD / Principal / Management from time to time, helping in the cause of Academic Development of the Institute.
3. Assessing & Evaluating of Students including examination. Participating in the Co-curricular & Extra-curricular Activities.
4. Assisting in consultancy and R&D Activities. Developing resource material and laboratory development. Co-curricular and extra-curricular activities / student welfare activities.
5. Continuing Education Activities. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc. Upgrading qualification, experience & professional career for Self development.
6. Providing Industry sponsored projects, consultancy, testing services and Industry - Intuition Interaction.
7. Involving in the Academic and Administrative Management of the institution.

8. Policy-Planning, Monitoring & Evaluation which are connected to the Department.
9. Monitoring and Evaluation of academic and research activities.
10. Assisting the HOD in Planning and implementing Staff Development activities.
11. Maintaining accountability, Conduct performance appraisal. Guiding Research, any other work assigned by the HOD / Principal / Management periodically.
12. Assessing and Evaluating Students along with acting as paper setter.

Duties and Responsibilities of Registrar

1. Admin Officer Provides administrative support for facilitating a conducive environment for enriching academic teaching-learning activity to be conducted
2. The admin officer provides reception services, scheduling appointments, meetings, filing, researching files and records, preparing and proofreading correspondence, reports, and other documents as requested.
3. Responsible for scheduling and monitoring the work of contingent staff
4. Responsible to look into the day to day maintenance activities, checking and maintaining the stock room.
5. Report and work in consultation with the Principal

Duties and Responsibilities of Administrative Staff

1. To plan, organize, and administer the activities of the department, office, or division efficiently.
2. To keep informed of new developments relating to the functions and to maintain a creative and experimental attitude toward

- change, in order to continuously improve the operation in the area of responsibility.
3. To recommend the organizational structure and staffing in the area of responsibility.
 4. Keep immediate supervisor/ Principal informed of activities of the unit, particularly of major or unusual developments, and seeking advice and counsel.
 5. To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating activities
 6. To maintain effective relations with faculty, students, other educational institutions, stakeholders and to interpret college policies and programmes accurately and constructively.
 7. To recommend the budget for his/her department, office, or division and, within limitations established to administer the budget.
 8. To provide information and reports to the board at the direction of the Principal.
 9. To perform any other duties assigned or delegated by immediate supervisor / Principal

Duties and Responsibilities of Attendants and Supporting Staff

1. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical effectively.
2. Maintaining stock registers up-to-date.
3. Finding out the requirements for consumables for the laboratory and procure the same, before the start of every semester.

4. Planning for the procurement of equipment for the coming semesters well in advance.
5. Organizing the laboratory for oral and practical examinations.
6. To hold responsibilities for any breakage / loss etc. and recover costs.
7. Ensuring the cleanliness of the lab and switch off all equipment after use.
8. Requesting of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal / Dean for necessary action.
9. Any other duty as may be assigned by the HOD / Principal / Dean periodically.
10. In order to prevent theft / damage, the Lab In-charge shall take the following action:
11. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item, article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
12. Lab Assistants in turn shall note down the missing items in the respective Lab register.
13. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students.
14. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
15. The Lab Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
16. Lab Assistants shall be available for maintenance and care of resources/services of the institute.

17. Lab Assistants in coordination with Lab In-charge should display List of Equipments/software with cost, List of Experiments, Lab Time Table on the Lab Notice board.
18. They are responsible for the cleanliness of the rooms/labs/ premises of the concerned departments.
19. They should ensure proper locking of the Rooms/Labs/Premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the Principal's office.
20. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
21. They should give respect to the superiors and extend full cooperation to other attendants.
22. They should not allow any unauthorized persons to enter the departments / office without proper verifications.
23. They should perform any additional duties assigned from time to time

Employee's Service Rules

The parent institute follows the rules and regulations of the UGC, Maharashtra Public University Act: 2016, and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad for the recruitment. The promotional policy of the college and parent institute is transparent and impartial, they follows the PBAS of the UGC for the promotion of the teachers. Under Career Advancement Scheme, at the college level, the API committee helps to the teachers for obtaining the promotion. The institute and college administration accepts the recommendations of the committee, and after receiving the Confidential Reports of the members of non-teaching staff signed by the principal, they get promotion to the higher positions by the parent institute.

Employee's Code of Conduct

A. Employees (Principal, Teaching and Non-teaching Staff):

All the employees of the Institution shall be subject to the General Disciplinary Code and Code of Conduct.

1. All the employees of the institution are required to be present on time, on all working days.
2. Every employee shall, at all times, be devoted to his her duty and shall maintain absolute integrity, confidentiality, impartiality and a sense of discipline
3. The employees shall complete the syllabus, course work. Examinations projects, etc.
4. They shall conform themselves to the academic integrity of the College.
5. An employee shall forfeit one day Casual Leave for every 3 days of late attendance in a month.
6. An employee shall be courteous and polite in his/her dealings with the Management, Principal, Staff, Students and

Parents. He/she shall exhibit utmost loyalty and shall always act in the best interest of the institution.

7. No employee shall absent himself/herself from his/her duties without prior permission from the Principal. Prior permission of the competent authority is necessary for availing Special Leaves.
8. An employee shall attend all common meetings/ committee meetings, as and when decided by the Principal/Convenor.
9. No employee shall leave the headquarters, except with the permission of the Principal.
10. Whenever leaving station, an employee shall inform the Principal in writing through the respective HODs or the Principal directly.
11. No employee shall undertake any other employment or work or engage directly or indirectly in any trade or business or in politics.
12. The services of an Employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties prolonged illness, disability to discharge his/her duties satisfactorily by giving three months notice or three months salary in lieu thereof The employee concerned, however, shall be given full and fair opportunity to represent his/her case before effecting such termination.
13. An employee shall give three months notice in case he/she desires to be relieved on resignation or alternatively he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management Principal.
14. The Employees shall be prepared for undertaking additional duty assigned by the HOD or the Principal, whether before or after college hours.

15. The employees should not indulge or encourage the students to indulge in any malpractice in the examinations.
16. The employee shall not incite the student against any religion, but promote peace and harmony among the students.
17. An employee shall not discriminate any student on the grounds of caste, creed, language, and place of birth, social and cultural background.
18. An employee should not use any abusive language, or quarrel or display violent behavior.
19. An employee should not possess weapons, explosives or any objectionable materials, or possess/consume alcohol on the college premises.

B. Disciplinary Action

An Employee is liable for disciplinary action for disobedience, misconduct, and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action was initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

Any of the following behavior or misconduct may justify suitable disciplinary action:

- Willful in subordination or disobedience, whether individually or in combination with other, to any lawful authorities.
- Theft, fraud, or dishonesty in connection with the employer's business or property.
- Willful damage or loss of the employer's goods or property.
- Taking or giving bribes or illegal gratification.
- Habitual late attendance or habitual absence without leave for 10 consecutive days.
- Habitual negligence or neglect of work.

The following procedure should be followed for disciplinary action like dismissal, removal, and reduction in rank.

- Make known the charges to the employee concerned by issuing a Charge Sheet or Show
- Cause Memo. There should be no indication of punishment in the Charge Sheet.
- Afford him/her an opportunity to submit his/her explanation.
- The Enquiry Committee Grievance and Redressal cell shall make an enquiry and submit its report to the Principal. If the employee is proved guilty, the disciplinary action is taken.
- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employee of the Institution, after establishing the facts about committing an offence and negligence of duties:

Censure

- Withholding increments/ promotion
- Suspension / dismissal
- Removal from service

Employee's Welfare Measures

Welfare Measures for Teaching and Non-teaching staff:

1. Gratuity and Pensioner benefits
2. Maternity leave
3. Sick leave
4. Group Insurance
5. Incentives for publications seminars attended
6. Travel Grant for National and International Conferences
7. FIP for research
8. Personal Loan and Salary-in-advance to those who are in need
9. Fee concession for employees children
10. Recreational Tour for staff
11. Festival bonus
12. Leave encashment
13. Annual increment to all employees
14. Free gymnasium
15. RO Purified Water Facility

Leave Rules

Casual Leave

1. All the employees of the college are entitled for 08 days casual leave.
2. Casual leave in one stretch shall not exceed seven days.
3. In normal circumstances, casual leave requires advance sanction.

Maternity Leave

1. The female permanent employees are entitled for the maternity leave not more than 30 days with full pay, at the time of confinement subject to condition that the privilege is restricted up to 2 children. The part time employee, temporary employees, persons appointed on contract basis and contingent employees are not eligible for the above leave.
2. Maternity leave may be granted from the date of confinement or date of admission into hospital or from the date of applying for leave by the incumbent. If anyone wants to extend maternity leave will be treated as loss of pay and also at the discretion of the Management to extend the leave.
3. Maternity certificate shall be produced from the competent authority.

Medical Leave

1. Employees may avail 180 days of medical leave in their entire service in a phased manner.
2. An employee with 5 years of service continuously in the same institution can be given 30 days medical leave, likewise 60 days for 10 years of service and 90 days for 15 years of service. After 20 years of service, the remaining medical leave may be sanctioned.

Earned Leave

1. Every Permanent employee who has completed 10 years of service in HAES Institutions shall get earned leave at the rate of 3 days for

a completed year of service. Earned leave is calculated on duty-period only. Earned leave will be calculated and paid at the time of retirement.

2. Summer vacation and terminal holidays are treated as duty-period for the purpose of counting earned leaves. However, if summer vacation or terminal holidays fall in between the leave period the same is also treated as leave and the entire period of leave including vacation or terminal holidays shall be counted to calculate earned leave.
3. The total accumulation of earned leave in entire service shall not be more than 90 days.
 - a. The leave if earned thereafter shall be lapsed.
4. The earned leave shall be availed on the following grounds
 - a) Prolonged Sickness
 - b) Private Affairs
5. Surrendering the earned leave for encashment shall be allowed on the completion of 20 years regular service or superannuation retirement (58 years).
6. Encashment Formula: Gross Salary at the time of encashment X No. of days / 30.

Promotional Policy

General Rule

- Eligible employees working in the Institution are promoted to the higher posts. Such employees have to possess required qualifications and years of service, paper presentations as per the prescriptions of UGC norms.
- An employee shall be promoted to the higher grade based on eligibility, years of experience in the institution, academic performance, merit and availability of vacancy. An employee shall not be promoted automatically to the higher grade based on seniority alone.

- The minimum cumulative score of API using PBAS developed by the institution, govern the promotion of an employee from one stage to another

Career Advancement

Career Advancement from one designation to another designation is directly linked to the performance of an individual based on API (Academic Performance Index) and PBAS (Performance Based Assessment System) at every stage during his / her career.

a. Stage One: Assistant Professor

An employee who is newly appointed is designated as an Asst. Professor (Stage one). An Asst. Professor who completes six years of service and fulfills the other conditions laid down by the Management shall be designated as an Asst. Professor (Stage two). However, in employee who possess a Ph.D. degree at the time of recruitment shall be designated as Asst. Professor (Stage two) after 4 years of service and an employee who possesses the qualification of M. Phil and M.Tech shall be designated as Asst. Professor (**Stage two after 5 years of service**).

b. Stage two

On the successful completion of 5 years of service as an Asst. Professor (Stage two) he/she shall be promoted to Stage three based on the API score using PBAS developed by the institution with relevant regulations of UGC norms.

c. Stage three: Assistant Professor to Associate Professor

The Asst. Professor (Stage three) shall be promoted as an Associate Professor on the completion of 3 years of service provided that only one person with Ph.D. degree in the relevant discipline may be designated as an Associate Professor (Stage four) through proper

Selection Committee and minimum cumulative API scores using PBAS developed by the Institution. There should be 3 publications during the period from stage 2 to 4.

d. Stage Four Associate Professor to Professor

An Associate Professor (Stage four) shall be promoted as Professor (Stage five) on the completion of 3 years of service as Associate Professor (Stage four). He/she should possess Ph. D. qualification and at latest 5 publications to his/her credit and the minimum cumulative API score using PBAS developed by the institution in accordance with the norms of the concerned authority.

Resource Mobilization Policy

Objectives:

1. To focus on the sustainability of the Institution.
2. To implement new programmes in line with Vision ad Mission of the Institution.
3. Effective and efficient use of resources: human, physical, infra-structure and support facilities.
4. Identify and analyze the resources available for program priorities, policies and efficient budget allocation.
5. To develop an alternate model for generating external funds from stakeholders, alumnae and organization.

Strategic plan for resource mobilization

1. A strategic policy for resource mobilization has emerged from the Vision and Mission of the Institution to achieve high and ethical standards.
2. The strategic plan echoes its core values for Academic Excellence, relationship with stakeholders, faculty development and infra-structure development.

3. The resource mobilization strategy of the College comprises the activities of the mission; set up to achieve long term objectives.

Policies and Procedures for Resource Mobilization

- The Central Governing Body of the institution, in consultation with the College Development Committee of the College, shall prepare the policy for mobilization of funds. These policy matters are communicated horizontally to Principal, Vice-Principals, IQAC, HOD, Faculty members and Internal Committees.
- IQAC guides the staff on how to write grant proposals like Minor and Major Research projects, Seminars Workshop grants. Development grants, etc
- Care to be taken for optimum usage of infrastructure and buildings for mobilization of funds.

Mobilization of Funds and Optimal Utilization of Resources

1. Identification of resources and utilization of Play Grounds and Courts, and Indoor Sports Complex
2. Pay and use of sports facilities for people living in the neighborhood.
3. Optimum utilization of the buildings for examinations on recruitment, promotions and admissions during holidays and Sundays.
4. Involving the Alumnae of the Institution in the activities of the college and
5. Encouraging them to contribute financially for its development and integral growth.
6. Judicious usage of internal resources with focus on cost reduction.

Disciplinary Control Rules Grievance and Redressal Mechanism

Staff Grievances and Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and un-prejudiced environment. This cell is intended to provide a fair, internal process for resolving issues that arise between faculty or academic staff members and administrators. The formal procedures described in this are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department level before filing a formal grievance under this cell. The cell ensures effective solution to the grievances, using a fair approach that enables the employee to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

1. To develop an organizational framework to resolve grievances of the faculty or academic staff members.
2. To ensure effective solution to the faculty or academic staff grievances with an impartial and fair approach
3. To investigate the reason of dissatisfaction.

Composition of the Grievance Redressal Committee

- Principal
- Vice-Principal
- Grievance and Redressal Coordinator / 3 senior faculty as members
- HOD

Functions of the Grievance Redressal Cell

1. Provides information about the Cell's objectives and mode of operation through the website.
2. Informs staff regarding the process and procedure for registering of grievances in the Induction Programs.
3. Acknowledges and analyzes the grievances.
4. Seeks a solution through decision-making process
5. Reports the grievances and records how they were redressed.
6. The procedures made known through circulars and giving instructions in general staff meeting at the beginning of every academic year.

Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

Complaints affecting one or more individual employee in respect of their

1. Salary
 2. Payment of overtime allowance
 3. Promotion
 4. Increments
 5. Leave
 6. Work assignment
 7. Working conditions
 8. Working hours
 9. Work load
 10. Training
 11. Settlement of terminal benefits
- The grievances shall be redressed depending on the nature of the grievance.
 - Department level counseling is offered where the matter can be resolved
 - Grievances pertaining to academic and internal evaluation shall be redressed at
 - Individual/Faculty/HOD/Principal level.
 - For other grievances that required review shall be redressed by receiving written and signed application

- As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.