



St. Wilfred's College of Law

Affiliated to Mumbai University

Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

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.



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6.	Maximum 500 words description about organogram of institution
7.	Supporting documents



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1. Functioning of the institutional bodies is effective & efficient

St. Wilfred Education Society is known for its well-organized and effective functioning of its institutional bodies. The Governing Body of St. Wilfred Education Society oversees the overall administration and strategic direction of the institution. It ensures that the institution adheres to its mission, vision, and objectives. These two honorable individuals, Suresh Kumar Gupta the honorable President and Secretary Dr. Keshav Badaya of the St. Wilfred Education Society oversee the operation of this college.

The culture that permeates the Institution is the ultimate barometer of excellence in legal education. Robust, laser-focused education that prepares students for global competency is offered by St. Wilfred's College of Law. The institution seeks to establish a strong sense of responsibility and a dedication to social justice and legal ethics in addition to providing a supportive and welcoming environment for students' holistic growth.

Under the inspiring direction of Suresh Kumar Gupta and Secretary Dr. Keshav Badaya, St. Wilfred's College of Law is dedicated to fostering in its students a love of lifelong learning and development in addition to a solid foundation in legal theory and practice. In order to prepare students for a variety of exciting occupations in the legal industry, the college places a high priority on experiential learning, the development of practical skills, and critical thinking.

Maintaining the highest standards of professionalism and integrity while fostering an inclusive and varied community of legal scholars and practitioners is the mission of St. Wilfred's College of Law. The college aims to equip its graduates to become moral, capable, and creative leaders in the legal field who can handle the intricate problems of a fast changing global society by offering demanding and thorough academic programs.

FUNCTIONING OF INSTITUTIONAL PEER BODIES

Governance Management



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The efficient operation of institutional peer organizations, directed by the fundamentals of management and governance are essential to the founding and prosperity of the St. Wilfred Education Society. With a steadfast belief in socialism and a strong feeling of patriotism, the society has increased its reach out to encourage progressive education across the nation. All institutional bodies operate with such lofty values in mind, guaranteeing their effective and significant contribution to the advancement of society at large.

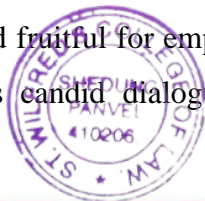
St. Wilfred Education Society seeks to create an atmosphere that promotes creativity, critical thinking, and inclusive learning by putting into practice good governance procedures and management techniques. This strategy is necessary to ensure that the next generation of people is prepared to face the social, technological, and economic problems of the twenty-first century as responsible, well-rounded citizens.

In addition, the society is dedicated to fostering an ethical, transparent, and accountable culture among its institutional peer bodies. This dedication not only preserves the society's legitimacy and integrity but also fosters confidence and trust among all parties involved, including the community at large, teachers, staff, and students.

Functioning of the Institutional Principal

The institution's leader, who acts as the center of attention for the administration and the faculty, defends the fundamental principles established by the management. This entails putting a lot of emphasis on decentralizing leadership and using participatory action techniques to administer the institution as a whole. This indicates that the institution's leader actively incorporates educators and other stakeholders in the decision-making process and promotes shared decision-making. The principal makes sure that all decisions are taken cooperatively and in accordance with the institution's overarching mission and vision by closely collaborating with a number of committees made up of educators and interested parties.

In addition, the leader of the institution has the duty of fostering an environment that is constructive and fruitful for employees as well as students. This entails creating an environment that encourages candid dialogue in which issues and suggestions are freely discussed and



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resolved. The principal supports lifelong learning and development as well as respect for one another among all members of the school community. By placing a high priority on creating a healthy school culture, the principal of the institution plays a part in the general success and well-being of the faculty and students.

Academically speaking, the principal puts a lot of effort into making sure that the curriculum is demanding, current, and in line with the most recent findings and recommended techniques in teaching. This entails assessing the curriculum on a regular basis and modifying it as needed to fit the evolving demands of society and pupils. The institution's leader is also in charge of the professional development of the faculty, giving them the assistance and training they need to improve their teaching abilities and stay up to date with the changing demands of the educational system. The principle guarantees that students receive top-notch training that equips them for success in their academic endeavors by making investments in the professional development of the teaching staff.

In general, the institution's head acts as its compass, leading with a distinct vision, a dedication to quality, and an emphasis on attending to the various needs of every student in the school community. A successful institute that empowers kids and gets them ready for a bright future is built and maintained in large part by the principle, which upholds the management's fundamental values, fosters a great work atmosphere, and encourages academic excellence.



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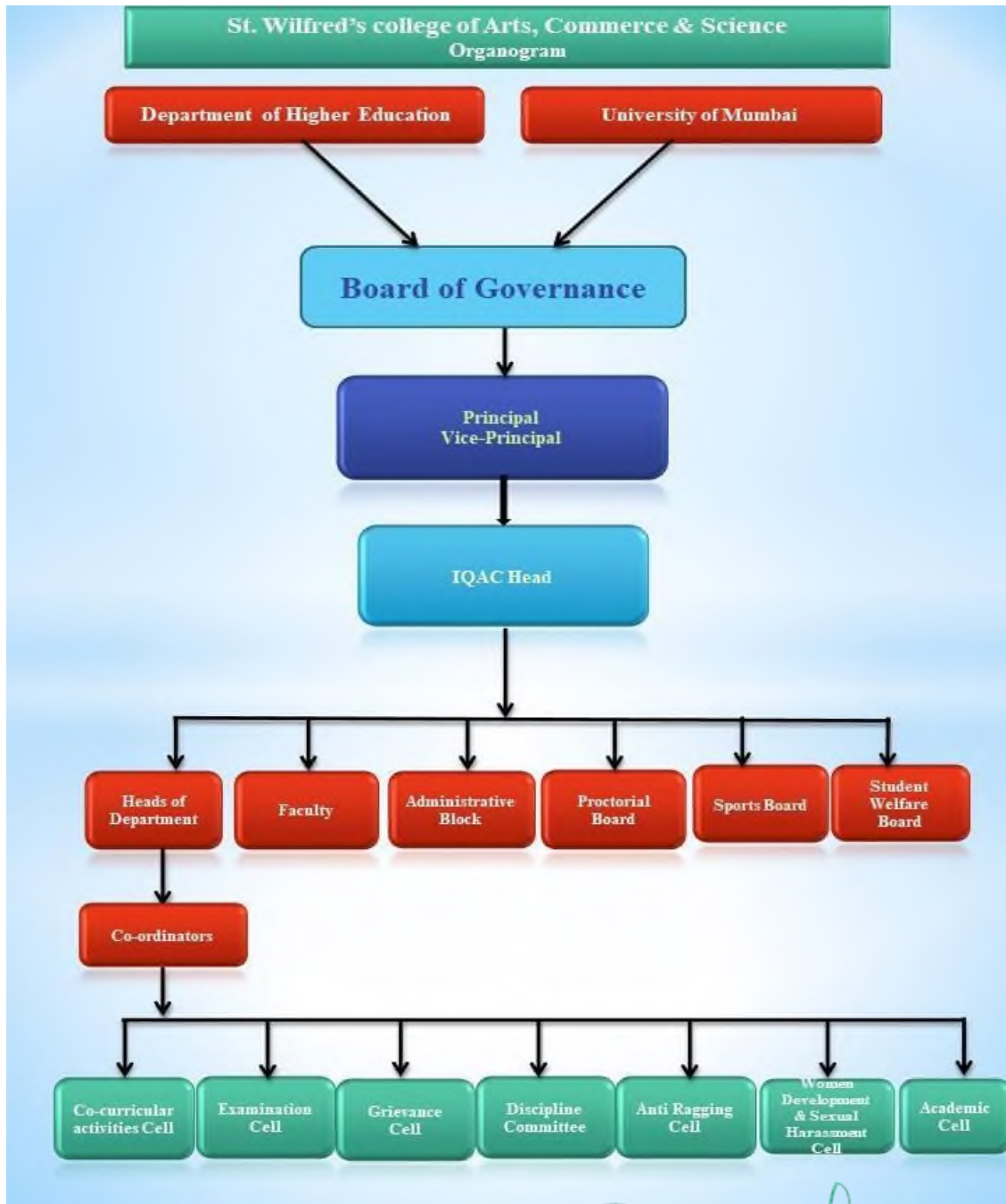


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Organogram of the institution administrative setup



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2. Policies of institution for students

ATTENDANCE POLICY

"Working days" in this context refers to the days that the lectures are given. When a student is deemed to have maintained term: Generally speaking, a genuine student will only be permitted to continue in a program for the current semester if they have completed at least 75% of the required amount of lectures, practical's, tutorials, and other college-conducted activities.

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

- The candidates must receive at least 45% in each theory paper and practical individually in order to pass the exam. Candidates will be classified as Second Class if they receive less than 60% of the possible points in the same sitting. Conversely, those who pass and receive 60% or more in every paper in a single sitting will be ranked in the First Class.
- A candidate will not be permitted to appear for the higher examinations unless specific requirements are fulfilled, as specified in the Ordinances for the various tests, even if they are permitted to advance to the next higher class. First, ascertain whether the candidate has previously passed the lower examination's remaining subjects. As an alternative, individuals can show up for the remaining topics at the same time as their more advanced examination. It is crucial to remember that in the latter scenario, the candidate will not be deemed to have passed the higher examination or any portion of it, unless they simultaneously pass the aforementioned subjects and receive the required percentage, or within two years of receiving the minimum number of marks required for the higher examination.
- A candidate will not be deemed to have passed the higher examination or any portion of it if they are unable to pass the remaining topics of the lower test within the allotted two-year term. As a result, the advantages resulting from the grades earned in the advanced exam will be lost. The conditions met by the candidate for the advanced exam, however, shall remain applicable for any retakes of the exam.




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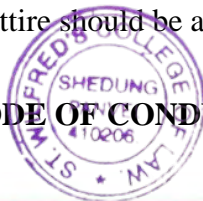
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- Candidates must pass the test in the Practical Training papers for the specific college connected with the University of Mumbai, on behalf of the University, in order to be admitted to the year-end semester examinations.
- Upon acceptance into the college, each applicant must get a laminated identity card. Every student is required to always have their identity card on them and to be ready to show it upon request. Students will not be permitted to enter the college's premises without their identity card.
- It is mandatory for students to attend lectures, tutorials, and seminars, and their attendance must align with the schedule that is set for each working day. It is highly forbidden for students to skip any of these academic events, including tests, without getting the principal's approval beforehand. Terms may be lost for noncompliance with this rule, since maintaining a term requires completing the required course of study to the principal's satisfaction.
- It is definitely forbidden to engage in ragging, both inside and outside the campus. The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) stipulates that any student proven to be involved in ragging may face consequences. On May 15, 1999, the Maharashtra Government Gazette published this act. Students engaged in such behavior will also face expulsion from the college and the filing of a First Information Report (F.I.R.) with the police.

DRESS CODE POLICY

- The Dress Code Policy aims to instill a sense of professionalism and discipline among students, preparing them for their future careers in law. The Dress Code Policy at St. Wilfred College of Law is designed to foster a professional and disciplined environment conducive to legal education and practice.
- Students are required to wear professional attire that reflects the decorum and seriousness of the legal profession. All clothing must be clean, well-ironed, and presentable at all times. Attire should be appropriately fitted, neither too tight nor too loose.

STUDENT CODE OF CONDUCT POLICY



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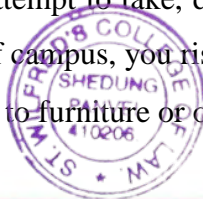
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Every student would be required to sign a declaration upon admission attesting to their agreement to abide by the specified codes and verifying their pledges to:

- Any kind of prejudice, whether physical or verbal, against someone because of their gender identity, caste, ethnicity, religion, or religious beliefs; color, region, language; handicap; marriage or family status; or physical or mental impairment, among other reasons.
- On college campuses, students are expected to maintain the greatest standards of decorum and discipline.
- Raiding and other anti-institutional, anti-national, antisocial, communal, immoral, or political speech or actions are completely prohibited on campus and in dorms. Violations will result in consequences.
- There will be consequences for any harm or destruction done to the College's or any other property on the grounds. A committee has been established to investigate any potential violations of the previously established expectations of behavior on the part of the students.
- It is each student's duty to keep the campus, especially the labs, usually clean.
- The student is required to finish all of the courses offered by the college and to attend classes consistently.
- When on college property, all students need to have their identity cards with them.
- Smoking, chewing tobacco, and using any other type of intoxicating substance are strictly prohibited.
- Engaging in any behavior that impedes the college's ability to conduct research, educate, or administer policies is likewise prohibited.
- It is strictly forbidden to play cards, spit, or loiter on college and dorm campuses. Violators will be subject to harsh penalties and disciplinary punishment. Additionally, using a cell phone in class is not permitted at all.
- If you attempt to take, destroy, or injure any kind of private or public property, whether on or off campus, you risk fines or expulsion from the college.
- Damage to furniture or other materials could lead to costly repairs or even legal action.



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- It is required of students to take good care of the college's property and to make the most of their spare time in the library.
- In the event that a student leaves college early, they are accountable for fulfilling all unpaid debts and forfeiting any scholarships they may have won.
- The College is committed to upholding standards of behavior to foster a secure and productive atmosphere. It is required of all students to maintain academic integrity.
- Students are encouraged to spend as much time as they can in the library during their free time.
- Using a vehicle (a bicycle, two-wheeler, four-wheeler, etc.) in a spot designated for someone other than a student or one that is not intended for parking.) driving carelessly on campus, which can aggravate fellow pupils.
- Keeping a physical or mental health condition a secret that would have hindered the student's academic achievement; stealing or utilizing another person's property without authorization.
- Without permission from college administrators, students are not permitted to record lectures given in class on audio or video, or to document the behavior of other students, faculty, or staff.
- They are also prohibited from inviting reporters to the campus or participating in media relations activities on behalf of the university.
- Without permission from the principal, students are not allowed to distribute any printed materials on the college campus.
- Latecomers will not be permitted to enter the classroom.
- A student must maintain a minimum of 75% attendance in all academic lectures in addition to 100% overall performance.
- It is required of students to keep an eye out on the college's notice board and website for any notable announcements. If not, the individual will not be permitted to take the university examination.

Code of Conduct for Teachers, governing body and administration including Director/Principal/Officials and Support Staff



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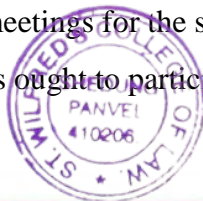
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In order to build a community and a nation that value education, educators and academic administrators play a critical role. Principals, officials, the board of directors, the administration, and support personnel should all be instructors.

- Carry out their responsibilities in the form of research, teaching, tutorials, practicals, seminars, and other activities with diligence and dedication.
- Honor students' freedom and dignity to voice their thoughts.
- Contribute information by attending conferences, seminars, and other professional gatherings;
- Continue to be an active member of professional associations and use them to further the profession and education.
- Help with admissions application evaluation; provide guidance and counseling to students; refrain from plagiarism and other unethical behavior in research and teaching; abide by the Act, Statute, and Ordinance of the University; and respect the University's values, vision, and mission as well as its cultural practices and traditions.
- Regardless of a student's color, religion, caste, or any other social, economic, or physical trait, treat them all equally and impartially. Identify each student as an individual with the ability to thrive.
- Motivate students to improve their academic standing, develop personally, and concurrently have a positive impact on the community. Help kids understand the aspirations and history of our country.
- Pay close attention to how well the student performed on the merit evaluation.
- Treat other professionals as you would like to be treated: show other educators respect, assist in their professional development, and refrain from unfairly criticizing coworkers in front of higher-ups.
- Make an attempt to make sure that educational institutions stay in touch with the parents of their students, provide parents with performance reports as needed, and schedule parent meetings for the sake of idea sharing and the institution's benefit.
- Teachers ought to participate in joint staff councils that address issues pertaining to both



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teaching and non-teaching staff. This is something that organizations and teacher bodies can do.

- Fulfill the responsibilities of holding public office, participate in community events, and carry out civic duties.
- Acknowledge that education serves the public good and make an effort to inform the public about the educational initiatives being funded; • Be aware of social issues and take part in activities that will improve society and, by extension, the country; • Work to improve community education and strengthen the moral and intellectual life of the community.
- Provide the college with academic and executive leadership that is inspiring and motivating, based on principles, through policy formation, operational management, human resource optimization, and environmental and sustainable concern.
- To communicate with all departments and organizations about academic and administrative issues, keeping the director and trust office updated.
- To report to the Director on a regular basis on the academic performance, financial status, and other pertinent issues of the college through the Honorary Secretary and the Trust office.
- Encourage the college's consultative, cooperative, and collaborative work environment to stimulate creative thought and ideas.
- Make an effort to foster an atmosphere and a set of principles that uphold excellence, professionalism, contentment in one's work, and involvement in the community.



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3. Appointment and service rules in institution

RECRUITMENT

- All hiring for the open jobs will follow the established procedures established by the University and AICTE and will be done through open competition. The management's selection procedures will strictly follow the prescribed rules to ensure fairness and openness. This strategy seeks to draw in the best applicants and uphold the fairness of the hiring procedure while fostering equal chances for all deserving parties.

EMPLOYMENT

- The only person who will be considered an employee of the institution is one who has accepted an appointment letter officially signed by the principal and begun working under it. A letter of appointment that has been duly signed by the appropriate authorities is a must for employment status at the college, as is a commitment to perform the obligations assigned to oneself. At the time of joining duty, the appointee is expected to present one set of attested copies of their original certificates, and those records should be made available for inspection whenever needed.
- The person accepting the appointment will need to provide one set of attested copies of their original certificates as well as their original credentials when they start working. It is imperative that these documents be available for inspection at all times.
- The employee's time is fully at the college's disposal, unless specifically stated otherwise in a given situation. They may work in any capacity that the appropriate authority requests without seeking more compensation.
- Generally speaking, candidates for full-time employment at the institution must successfully complete a two-year probationary period within a continuous three-year period beginning on the date of joining. But as the appointment order states, there can be an exception.



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SERVICE REGISTER AND SENIORITY

- All employees have a responsibility to give their accurate and complete bio data, in the format specified, to the designated body in charge of keeping the service register. This guarantees that workers are properly registered in the system and that all information required for administrative purposes is accessible.

RECORD OF AGE PROOF

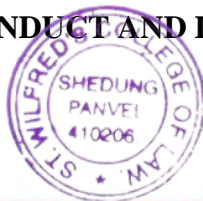
- An employee's school leaving certificate, which is an essential document to create their official record and guarantee correctness about their age, must substantiate and validate the date of birth they provided when they started working. This verification procedure is required to guarantee that the employee's age information is accurate and legitimate under law, as well as to comply with employment requirements. In addition, the employee's age shall be appropriately documented in the service register to ensure the correctness of their employment records after it has been duly confirmed and approved by the college.

LEAVING THE HEADQUARTERS

- Normally, no employee is allowed to leave the office when on leave, suspended, or on holidays without first receiving authorization from their designated leave sanctioning authority.

As a result, while submitting a leave application to the responder or authorities, an employee who has a legitimate reason for leaving their assigned work area must include their out-of-station address and a phone number where they may be reached in an emergency. This safety measure is required to guarantee fast handling of any potential work-related issues that may come up while the employee is away, as well as effective communication.

CODE OF CONDUCT AND DISCIPLINE IN GENERAL



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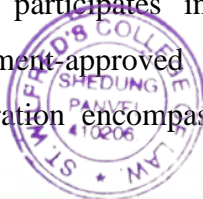
- Each employee is expected to provide an undertaking as soon as asked or at the time of appointment in order to guarantee a dedication to professionalism and obedience. This undertaking functions as a commitment to strictly adhere to the current rules and regulations as well as any additional guidelines that management may impose or change as needed.
- Every employee of the college is expected to be committed to and follow internal policies, as well as to be aware of and conversant with the institution's vision, mission, values, and quality policy. They are urged to use every day endeavor to continuously strive toward the accomplishment of these significant goals.

DUTIES & RESPONSIBILITIES

- As the college's highest ranking official, the principal is solely accountable for the school's academic success. The correspondent is in charge of this duty and is responsible for providing oversight and strategic direction. The word "academic" describes the range of educational criteria, including those set by institutional, governmental, and public organizations as well as by the applicable certifying agencies.

IQAC COORDINATOR

- As a committed professional, the teacher gives their all to the goal of assisting students in gaining the abilities and qualities required for their whole growth within the institution, in addition to knowledge, competence, and values. As the primary caregiver for developing well-rounded persons with a combination of theoretical knowledge and practical abilities, the teacher works to imbue pro-social values, virtues, and civility in students so they can go on to contribute significantly to society. By doing this, they give the students the resources they need to succeed in the workforce, continue their education beyond graduation, or even launch profitable businesses.
- Working together with the principle, deans, and department heads, the IQAC coordinator actively participates in developing the plans and initiatives required to put the management-approved quality benchmarks and guidelines into practice. Their concentration encompasses all administrative and academic activities carried out by



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various departments and groups within the college. By means of their commitment to establishing a learner-centered atmosphere that supports high-quality instruction, knowledge acquisition, skill enhancement, research, and creativity, the coordinator hopes to establish a supportive environment that genuinely motivates and empowers every student to succeed.

TEACHING STAFF

- It is expected of teachers to use traditional, high-quality, and innovative teaching strategies; to meticulously follow the instructions in the course file; and to make links between the department, syllabus, vision, and mission of the institution. Their main goal is to guarantee that the students attain the desired results. Teachers must also voluntarily take part in teaching-learning assessments as instructed by management. They should always work to enhance their pedagogy and teaching strategies in light of the feedback they receive from evaluations.
- Teachers are encouraged to use the many e-materials our college offers and to continuously improve their teaching techniques. They ought to make plans for enrichment activities as well; these are described in the course files for each of them. Because teachers are required to closely monitor their class schedule, having a detailed timetable is essential to guaranteeing that the syllabus is completed on time. If it looks like there won't be enough time to finish the curriculum, plans for additional or special lessons should be created.
- In the end, it is the duty of every teacher to always better themselves by remaining current in their field. This entails learning how to use information and communication technology (ICT) efficiently, becoming conversant with novel instructional techniques, and developing research methodology skills. Teachers should take part in pertinent Faculty Development Programs (FDPs) and online credential courses in order to achieve this.

LIBRARIAN



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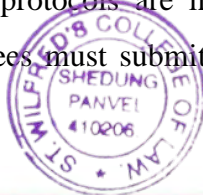
- There is more to a librarian's duties than just gathering and organizing materials. Additionally, they are essential in making sure that a wide variety of resources are made available for the students' overall growth, such as motivational books on entrepreneurship, social responsibility, personality development, value-based living, and spirituality. Furthermore, the library strives to enhance the intellectual development of young people by providing resources from a variety of subjects, including modern and classical literature.

SECURITY STAFF

- When it comes to overseeing the campus, upholding rules, and protecting college property, security officers are a valuable asset. Their primary duty is to maintain the appropriate level of professional strictness while treating others with courtesy and kindness. They must adhere to the responsibilities and timetables that have been assigned to them, making sure that they leave their position of employment only to be replaced. Security personnel must be on time. They must also refrain from missing work or leaving early without permission, as these behaviors are illegal.

LEAVE RULES

- A leave of absence is a permissioned break from work during which a person is momentarily released from their obligations. Within this particular organizational structure, the Principal serves as a delegate by authorizing casual leave, while the Correspondent takes on the role of the person who sanctions leaves.
- Employees can take up to 12 days of casual leave per calendar year, which gives them a respectable amount of time off. It is crucial to remember that a person cannot receive casual leave for longer than six days in a row. This restriction guarantees that workers don't take unwarranted leaves of absence and permits an equitable allocation of leave across the workforce.
- Certain protocols are in place to efficiently manage the distribution of casual leave. Employees must submit their leave application one day in advance of using scheduled



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casual time off. This enables the employer to arrange and plan the work schedule appropriately, guaranteeing that the employee's absence is adequately covered.

- In a calendar year, earned leave accrues to only administrative staff members at a rate of 12 days (one day each month). Only with the appropriate authority's approval may one take this earned leave. It is crucial to remember that earned leave cannot be used for any more than three days at a time or applied for less than half a day. If a public holiday falls during the earned leave period, it will be counted as earned leave and needs to be taken as such. Furthermore, public holidays may be added to earned leave as a prefix or suffix with prior authorization. It's critical to remember that earned leave cannot be combined with any other type of leave.
- Only verified illnesses that occur after at least a year of probation are eligible for medical leave. Additionally, a staff member's completed five years of service determines how many days of medical leave they are eligible for.



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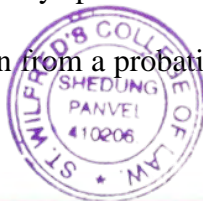
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4. Procedures for appointment

- All hiring will take place through open competition in accordance with AICTE/university policies and management's selection processes. This means that by following the set rules and regulations, the college will guarantee a fair and impartial hiring procedure. The college hopes to give all applicants equal opportunities and guarantee that the best candidates are chosen for the open posts by holding an open competition.
- It's also crucial to remember that the only individual who will be considered an employee of the institution is the one who has accepted an appointment letter that has been properly signed by the appropriate authorities and started working under it. In order to guarantee that those who are formally appointed and accept the offer are acknowledged as workers of the college, the college places a high value on this procedure. This supports the preservation of accountability and clarity in the college's employment structure.
- At the time of commencing duty, the appointee must present one set of attested copies of their original certificates as part of the appointment process. This procedure is used to confirm the legitimacy of the person's educational background and other pertinent certifications.
- Whether or not the probationer's position will be regularized is mostly dependent on how well they perform. Their position can be regularized if their performance throughout the probationary period is deemed adequate. This marks the probationer's successful transition from a probationary employee to a regular permanent employee of the college,



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and it also acts as an important milestone. This choice is made in light of their performance evaluation, compliance with college rules, and input toward the college's aims and objectives.

- After the probationary term is over, there is no guarantee that you will be confirmed as a regular employee. After their probationary time is over, no employee has the right to be regarded like a regular employee. To obtain regular employee status, the relevant authority must issue a written confirmation order. Through this procedure, regular employment is guaranteed, provided that the employee's performance and appropriateness for the role are carefully evaluated and taken into account.



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5. Maximum 500 words description about organogram of institution

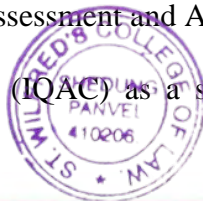
The St. Wilfred Education Society seeks to create an atmosphere that promotes creativity, critical thinking, and inclusive learning by putting into practice good governance procedures and management techniques. In addition, the society is dedicated to fostering an ethical, transparent, and accountable culture among its institutional peer bodies. This dedication not only preserves the society's legitimacy and integrity but also fosters confidence and trust among all parties involved, including the community at large, teachers, staff, and students.

Functioning of institutional Principal

The Principal is the chief executive officer of the college, responsible for implementing the policies and decisions of the Governing Body. They provide leadership and direction to the academic and administrative staff. The institution's head, who acts as the center of attention for the administration and the faculty, defends the fundamental principles established by the management. This entails putting a lot of emphasis on decentralizing leadership and using participatory action techniques to administer the institution as a whole. This indicates that the institution's leader actively incorporates educators and other stakeholders in the decision-making process and promotes shared decision-making. The principal makes sure that all decisions are taken cooperatively and in accordance with the institution's overarching mission and vision by closely collaborating with a number of committees made up of educators and interested parties.

IQAC (Internal Quality Assurance Cell) and various academic-administrative committees

The National Assessment and Accreditation Council (NAAC) has designated the Internal Quality Assurance Cell (IQAC) as a statutory institutional organization responsible for directing the



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assessment and accreditation process. It is essential to guaranteeing the progress of several areas inside the institution in terms of both quantity and quality. A peer team made up of members of the St. Wilfred Education Society, the principal, and several committees, including the college development committee, is in charge of overseeing the college and making sure everything runs smoothly at this specific Higher Education Institution (HEI), St. Wilfred College of Law.

These policies address a wide range of topics, such as requirements for entrance, dress code, moral behavior, disciplinary actions, rules regarding the use of cell phones, policies regarding smoking, requirements for wearing ID cards, regulations regarding exams, and procedures for handling unethical behavior during evaluations. Additionally, the college website makes clear the appointment and service policies for both teaching and non-teaching staff and these policies are easily available to everyone.

The institutional bodies operate in an extremely effective and efficient manner generally. This is a result of the governance system, which abides by the regulations regarding staff appointments and service as well as the policies and procedures set forth for students. The workforce's general professionalism and competency is enhanced by the standard operating procedures that the college puts in place to guarantee equitable and transparent personnel appointments. This governance system ensures that St. Wilfred College of Law operates efficiently, maintains high academic standards, and provides a supportive and enriching environment for its students and staff.



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Supporting documents

S.NO.	DOCUMENTS
1.	Picture from website of internal complaint committee and Anti Ragging committee
2.	Policy for maintaining college infrastructure
3.	Experimental learning document
4.	Library policy
5.	Placement policy
6.	Environmental policy
7.	Social media



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Picture from website of internal complaint committee and Anti Ragging committee

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COMMITTEE

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Mob. 9822182015/9822182016 Email: st.wilfredlaw@gmail.com

Minutes of Meeting

Meeting Title: - Anti-Ragging Committee	
Meeting date: - 13/07/2022	Meeting Time: - 11.00 pm-12.30 pm
Meeting location	Principal Cabin
Meeting called by	Asst. Prof. Vidya Gosavi
Note Taker	Asst. Prof. Anjali Patil

Agenda No. 1
Updates on Anti-Ragging Initiatives
The Member provided an update on the ongoing anti-ragging initiatives within the institution. This included awareness campaigns, workshops, and measures taken to prevent ragging incidents.

Agenda No. 2
Review of Ragging Complaints (if any)
The member presented any ragging complaints received. Each case was discussed in detail, including the actions taken and the status of investigations.

Agenda No. 3
Measures to Strengthen Prevention
The committee discussed additional measures to strengthen the prevention of ragging incidents.



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POLICY FOR MAINTAINING COLLEGE INFRASTRUCTURE

- The physical facilities and infrastructure of the College are suitable for instruction and learning. This comprises a range of elements, including classrooms, labs, computer equipment, and more. As a member of the St. Wilfred Education Society, St. Wilfred's College of Law College places a high value on student-centered learning and always aims to provide fresh, difficult courses that satisfy the needs of the students.
- Thereafter, the college's budget takes these infrastructure needs into account. This methodical approach has made it possible for the college to gradually improve its infrastructure. The institution currently has well-furnished classrooms that are equipped with LED lighting and whiteboards for marking, making the perfect setting for efficient teaching and learning.
- The college also has a large, library with a large number of resources and a mock moot court chamber that allows students to practice simulated courtroom situations.
- Apart from its operational features, the university prioritizes the upkeep of a visually appealing campus. The structures have well-thought-out architecture, rectangle-shaped roads, and avenue vegetation. Rich green lawns and cool winds make up the surroundings, which enhance the studying atmosphere.
- Protective walls encircle the campus to guarantee everyone's safety and security, and a watchful security officer is posted at the gate to deter unwanted access. Furthermore, CCTV cameras have been thoughtfully positioned all over the campus to



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provide round-the-clock security and an even greater sense of gratitude and protection for all.

CLASS-ROOMS PICTURES



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LIBRARY PICTURES



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MOOT COURT ROOMS PICTURES



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ADMINISTRATIVE STAFF ROOMS PICTURES



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PLACEMENT POLICY

The Placement Policy of St. Wilfred College of Law aims to provide comprehensive support to students in their transition from academic life to professional careers. The primary objectives of this policy are:

Objectives:-

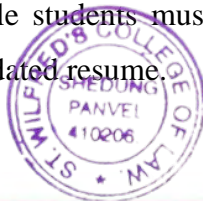
The Placement Policy of St. Wilfred College of Law aims to enhance students' employability by equipping them with necessary skills, knowledge, and competencies that align with industry standards. It facilitates career opportunities by creating platforms for students to secure employment and internships with reputable organizations. The policy emphasizes professional development through regular workshops, seminars, and training sessions on resume writing, interview skills, and career development.

It fosters strong industry connections by building relationships with professionals, alumni, and organizations, ensuring a robust network for job placements. Holistic growth is promoted through personalized career counseling, guidance, and the development of essential soft skills such as communication, teamwork, leadership, and problem-solving.

The policy ensures students have access to resources and support needed for successful job searches and connects them with mentors for career advice. It incorporates a feedback mechanism to continuously improve the placement process, reflecting changes in the job market and student needs. The policy also instills professional ethics, encouraging students to honor commitments and maintain the college's reputation with recruiters.

Procedure

The Placement Policy of St. Wilfred College of Law involves a structured procedure starting with students meeting eligibility criteria based on academic performance, attendance, and conduct. Eligible students must register with the Placement Cell by submitting a registration form and an updated resume.



Principals
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The Placement Cell then verifies their eligibility. Pre-placement activities such as workshops, seminars, and mock interviews are conducted to prepare students for the job market. The Placement Cell, led by the Placement Officer and supported by a Placement Committee, reaches out to reputed recruiters and organizes campus recruitment drives, which include pre-placement talks, written tests, group discussions, and personal interviews.

Students submit applications, and recruiter's shortlist candidates based on their resumes. Selected candidates receive job offers, which they must confirm within a stipulated time and are expected to honor their commitments. The Placement Cell also facilitates internships; ensuring students adhere to guidelines and submit internship reports. The process is monitored continuously, with feedback collected from students and recruiters to make improvements. Students are expected to exhibit professionalism, adhere to the dress code, and maintain ethical standards throughout. Support services include leveraging the alumni network and maintaining industry partnership.

Attendance and Punctuality

St. Wilfred College of Law emphasizes the importance of attendance and punctuality as crucial components of academic success and professional development. Students are expected to attend all scheduled classes, seminars, and activities regularly, maintaining a minimum attendance threshold as stipulated by the college.

Punctuality is equally stressed, with students required to arrive on time for all sessions to ensure they do not disrupt the learning environment. Consistent attendance and punctuality reflect a student's commitment and discipline, which are essential qualities for their future legal careers. Failure to meet the attendance requirements may result in consequences such as the inability to sit for examinations or participate in placement activities.

The college monitors attendance closely and encourages students to communicate any legitimate reasons for absences in advance to their respective faculty members or administrative




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offices. This policy aims to foster a culture of responsibility, respect for academic schedules, and preparedness for the professional world.

ENVIRONMENTAL POLICY

The Trans disciplinary discussion of environmental law and policy at the St. Wilfred College of Law of the St. Wilfred Education Society draws from a number of disciplines, including environmental economics, criminal justice, tort law, international law, constitutional law, and human rights. This corpus of legislation includes nearly all imaginable discipline, resulting in a thorough and all-encompassing approach to environmental problems. This corpus of legislation is defined by three fundamental principles: (i) rejecting the "Business as Usual" model; (ii) firmly believing in ecologically sustainable development; and (iii) dedicating oneself to upholding the system and serving as a catalyst for the establishment of an environmentally just legal order.

All B.A. LL.B. (Hons.) program participants are required to take Environmental Law and Policy as a core course. It seems sense to carry on from the Natural Resource Management Course (Land Laws) that was taught during the program's second year. Considering that environmental law encompasses multiple fields both inside and outside of law, this course takes a Trans disciplinary approach to provide students a thorough grasp of its background and logic.

There are two modules in this course, each lasting ten weeks. The first module examines the laws, policies, and guidelines that control the environment in India with a focus on the Indian Environmental Law system. The second module explores international environmental law, going over pertinent conventions, current advancements in the subject, and principles of international environmental governance.



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SOCIAL MEDIA



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