ST. WILFRED'S COLLEGE OF LAW, PANVEL
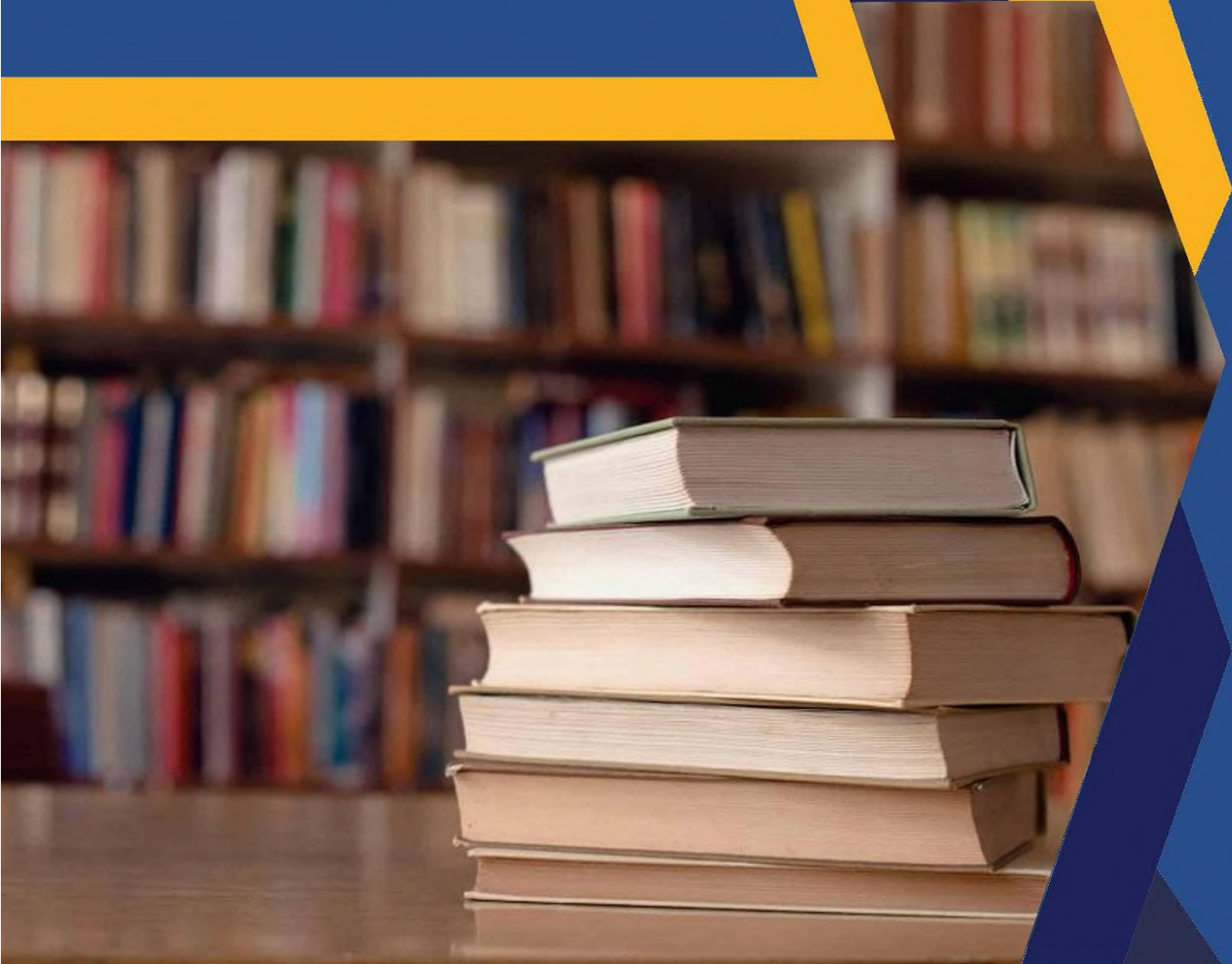
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ADMIN POLICY

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ADMISSION POLICY

Introduction:

Student Admission Policy and Procedures is for the application and admission of students into different programmes of the college.

General Principles:

1. Number of Seats in the College for different UG courses is as per UGC norms.
2. The policy and procedures provide equal opportunities to students and fulfill the educational needs of the differently abled.
3. Students are given unbiased guidance and advice.
4. Students have the right to appeal about any aspect of the way in which their application or admission was managed.
5. College has the right to cancel any programme onto which students have been accepted, in accordance with its rules and regulations.
6. Admission at St. Wilfred's College of Law is irrespective of caste, creed, colour & religion.
7. SWLC will adhere to the criteria of reservation in admission as per the policy of the State Government

Admission Process for UG Courses:

1. The applications are received directly from an individual or via submitting an application along with the required documents by post.
2. All Candidates seeking admissions in various programs should procure an admission cum information brochure by paying Rs. 1000/ from the counter at St. Wilfred's College of Law or on the college website. All applicants would online application form/hard copy application form after satisfying themselves with the eligibility criteria and the instructions thereof. Applicants must submit application forms along with necessary original documents to the document verification committee at the SWCL Campus.
3. The candidates shall appear for physical counseling on specified dates mentioned in the Admission Calendar The candidates shall appear for physical counseling on specified dates mentioned in Admission Calendar.
4. On the day of counseling, candidates shall get their certificates/testimonials checked/verified from the document verification committee(s) appointed for the purpose.
5. A seat shall be deemed to be allotted only when the candidate has deposited the fees.
6. The admission shall be made on First Come first served basis or merit in qualifying Exam i.e. 10+2/Senior Secondary Examination or equivalent for UG courses depending on the availability of seats.

Scholarship Structure: UG

Sr. No.	Courses	Duration	Eligibility
1.	FOR UG courses LLB BLS	3 years 5 Years	50% Marks and above in 10 +2

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Reservation of Seats:

1. Reservation in admission to the College for Scheduled Castes, Scheduled Tribes, Backward Classes, Special Backward Classes, Women and Physically Challenged persons shall be provided as per the policy of the State Government.

2. In respect of candidates belonging to Scheduled Castes/Scheduled Tribes or Other Backward Classes in all the programs of study, the Government rules shall be applicable for determining the eligibility criteria for admission.

Scholarship:
Scholarship Structure: UG

Sr. No.	Class	Merit Base (Percent in previou sclass)	Scholarship
1	FOR UG courses BLS, LLB	85% and above	15% on fee
2	FOR UG courses BLS, LLB	90% and above	50% on fee (First 20 Admission)
			20% on fee (Next 20 Admission)
3	For Girl Child	60% and above	5% on fee

NOTE:
1. Maximum Seats available for Scholarships is 20 (Twenty) for 50% Scholarship.
2. After fulfilment the 20 seats of 90% above students the Scholarship is 25%.
3. This is applicable for New Admission First Year.
4. Final Decision will be taken by Management

NOTE:
- Scholarships will be only approved on verification and aftercomplete document proof.
- Scholarship Cheque will be provided on deposition of completefees.
- Student cannot avail more than one scholarship in one session.

Document Checklist:
1. Admission Form
2. 10th Mark Sheet
3. 10th Certificate (if required)
4. 12th Mark Sheet
5. 12th Certificate (if required)
6. Graduation Mark Sheet (if required)
7. Graduation Degree (if required)
8. Post-Graduation Mark Sheet (if required)
9. Post-Graduation Degree (if required)
10. ID Proof (Aadhar Card)
11. Caste Certificate
12. Domicile Certificate
13. Migration Certificate/Transfer Certificate (in original)
14. Character Certificate (if required)
15. Income certificate of Guardian
16. Medical fitness Certificate
17. Anti-ragging declaration
18. Year gap certificate/affidavit (if required)
19. 8 photographs

NOTE:
1. All students are admitted provisionally till they deposit all prescribed fees, pass certificates as per eligibility criteria, Migration Certificate, other certificates as applicable andmentioned in the provisional admission letter.
2. Any student who does not comply with any of the above conditions within the stipulated time, SWCL shall havethe right to cancel his/her admission.

3. While calculating the refund, if there are any dues in anyaccount of the student, the late fee rules mentioned on SWCL website would be applicable from second installment onwards only.
4. No admission is considered as Auto withdrawal untilrequired formalities are completed as per policy.
5. The College is not responsible for any delay in

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transitinvolved in receipt and delivery of any communication between the College and the applicant.

6. No interest is paid on refund of any fees/deposit.
7. SWCL reserves the right to modify and amend refundspolicies.
8. All disputes are subject to the legal jurisdiction of Mumbai (Maharashtra) Courts only.

PROGRAM ADVISORY COMMITTEE(S) POLICY

Purpose:

St. Wilfred's College of Law thinks its community is vital to program development and relevance. Program Advisory Committees build and facilitate relationships with employer groups, community organizations, professional associations and related educational institutions to encourage innovative and inspiring approaches to learning in both traditional and non-traditional settings and to ensure that timely and responsible formative evaluation keeps all College activity relevant and current.

4. Head of the Departments
5. Faculty Members
6. Convener Advisory Committees
7. Program Coordinator

Role of Advisory Board Committee:

1. **Guidance**: Provide guidance on the competencies and skills required by graduates and Post graduate students.
2. **Employment prospects**: Recommended and advised on studentplacements, including those in graduating classes for suitable part-time, summer or full-time permanent positions.
3. **Work integrated learning**: Suggest and support experiential educational opportunities in industry, including field placements and co-operative experiences opportunities.
4. **New program development**: Provide action on opportunities to introduce new programs in response to the needs of a specificprofession, industry or sector.
5. **Curriculum**: Provide content suggestions for inclusion in the program to maintain program relevancy and currency.
6. **Program review**: Participate in the program review process.
7. **Research**: Provide advice on introducing research into the curriculum and external research prospects.
8. **Technology:** Provide action on the technology trends and changes in industry.
9. **Strategic Plan:** Support the goal identified in Student Development Committee strategic plan**.**
10. **Public relations**: Promote good relationships with local community and business, industry and professional associations.

Objectives:

To provide advice on:
1. The relevance of the program in preparing students foremployment in the field/sector;
2. Opportunities for program development related to current and emerging industry trends, including research and technological advancements;
3. Changes in sector recruitment and hiring practices;
4. Strategies for recruiting students and enhancing publicand sector-specific awareness of the program;
5. Experiential learning opportunities for program students;
6. Potential employment opportunities for program graduates;
7. Obtaining support for students through scholarships;
8. Gathering information on knowledge, skills and abilities of graduates working in the field;
9. The program review process as required.

MEMBERS

1. Principal
2. Vice Principal
3. IQAC Head

11. **Student awards**: Assist in the establishment of scholarships, bursaries and award for college students.
12. **Guest Speakers**: Assist in identifying guest speakers for program courses.

Evaluation:
The performance of the Committee shall be evaluated every year, in a way determined by the Department, the administration, and the Committee.

INCUBATION AND ENTREPRENEURSHIP POLICY:

Introduction Centre of Innovation, Incubation, and Entrepreneurship & Startups is set up to promote innovation and entrepreneurship among the Faculty, Staff, Research

Scholars, Students at St. Wilfred is College of Law To accomplish its goal, SWCL runs and manages an Entrepreneurship Cell (ED CELL) in itscampus. This policy will also facilitate Startup policy, thus enabling creation of a robust innovation and Start up ecosystem across the college. The policy is subject to periodical review and amendments.

Vision:
To become an industry leader in promoting innovation and entrepreneurship in a way that encourages synergy among innovators, academic institutions, and commercial entities in order to establish an environment for new businesses.

Mission:
- In order to encourage, foster, and support creative thinking that is outside the norm and the development of novel ideas.
- To establish an ecosystem on the campus that will foster innovation for the purpose of promoting entrepreneurship through industry collaborations by offering incubation facilities and services that will have a greater positive effect on society.
  - To encourage activities relating to ideation, pre-

incubation, and incubation as a means of providing assistance to new businesses.

Objectives:
1. To promote imagination/thoughts among the students.
2. To promote critical thinking among the students.
3. To enhance the domain knowledge / skills to develop theinnovative products /services.
4. To promote and support "innovation, incubation and entrepreneurship" activities.
5. To create jobs, wealth and business aligning with national priorities.
6. To promote new technology/knowledge/innovation based startups.
7. To provide a platform for speedy commercialization of technologies developed by the host institution or by any academic/technical/R&D institution.
8. To build a vibrant startup ecosystem, by establishing a network between academia, financial institution, industries and other institutions.
9. To provide cost effective, value added services to startups like mentoring, legal, technical, intellectual property related services.

Eligibility:
The Incubation Centre seeks to support all members to translate innovation into products, processes and servicesthat are commercially viable. Admission to the Incubation center is open to:
1. Faculty and Staff (Current) including Adjunct faculty 2.Students (Current and Alumni)
The scope of support is broad-based and covers technologies/ IP developed wholly at the college or partlythrough collaborations elsewhere.
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Entrepreneurship Training:
1. Training and Workshops focus on various aspects of building sustainable and successful start-ups including business planning, marketing, diligence, funding and scale up.
2. Certification Course in Entrepreneurship Development will be provided to students.
3. Internship and Recruitment Connect Explore will be organized by ED Cell in order to explore possibilities of hiring interns andteam members from a rich ecosystem of highly trained graduates and post-graduates of the college.
4. Legal and IP Support get access to high quality legal advisory from service partners and IP services to protect your technologyand product.
5. SWCL may associate with professionals for accounting, IP, legal and management expertise on a part-time or regular basis.

Business and Finance Advisory: Create investible business plans and get advice on financial planning from seasoned Entrepreneurs and Industry Leaders.

Functions of ED Cell:

Target

● BLS
● LLB

Selection Process

1. Submit an application form to incubation center.
2. Screening by Committee (Proposals are examined with attention to financial, technical and social impact parameters)
3. Final approval by Incubation committee
4. Agreement executed to formally commence incubation.
6. Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
7. Organize innovative idea competition, mini-challenges, etc. with the involvement of industries.

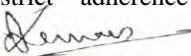## INTERNAL EXAMINATION POLICY

Policy Objective:
The purpose of this policy is to provide a framework to conduct internal examinations and assessments to ensure that they contribute towards the achievement of quality education.

Policy:
1. This policy applies to all the internal examination conductedat the college.
2. The internal examinations shall be coordinated and

conducted by the teachers of the College, for the purposes of

1. Promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus.
2. To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion.
3. Identify and reward innovations and share success stories.
4. Organize periodic workshops / seminars / interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
5. Network with peers and national entrepreneurship development organizations.
6. providing a measure of the extent of students' achievement of curriculum objectives. Internal examination shall be used to assist teachers, parents and college management in ways ofimproving teaching and learning and prepare themselves for external examinations.
7. Examination procedures are to comply with standards and requirements that uphold the reliability, validity, fairness and transparency in educational assessment. This includes strict adherence to security and

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    confidentiality procedures by all those who are involved in examination.

8. The College Academic Calendar indicates the tentative internal assessment examination schedule.

9. Attendance in Internal Assessment is compulsory.

10. Exact schedules are fixed by the Controller of Examination in consultation with the HODs and Principal. These are informed to staff and student through circulars in advance.

11. The subject handling faculty are intimated and directed to prepare question papers in the College pattern and send the printed copy to the Examination cell before the specific date mentioned in the circular through department Examination cell member.

12. Hall arrangements and seating arrangements are prepared by the Exam Cell.

13. A schedule for invigilation duty is prepared by the Exam Cell.

14. Monitoring Committee is formed to monitor the respective Examination hall and submit the report daily to the Examcell.

15. After exams, answer papers are collected by the invigilators and handed over to the Exam Cell along with attendance report. Exam Cell hands over the answer sheets to the subjecthandling faculty through department Examination cell members.

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After evaluation, the answer papers are distributed to students with marks and suggestions for improvement on it. The results of individual students are recorded. Mark list is forwarded to the HODs who consolidates the results of the respective class and sent to Exam Cell for internal assessment.

Internal Examinations:

The following procedures apply in conducting of all the internal examinations.

1. **Eligibility:** All the students of the College are to sit for all the internal examinations conducted in the College.

2. **Malpractice:** Any reported case of malpractice during an examination can lead to disqualification from the subject concerned or the whole examination.

3. **Conduction of the Examination:** All the internal exams will be conducted by the teachers of St. Wilfr
4. ed's College of Arts, Commerce & Science.
5. **Internal Assessment:**
1) This is done in order to identify weak students and to start remedial classes for them.
2) To be conducted in the month of October to November.
3) 80% of the syllabus should be covered.
4) These exams include theory plus practical exams.
5) Result is displayed on notice board.
6) Parents Teacher meeting is conducted to discuss the results with parents in order to update them about the student's performance.

➤ **Pre-University Exam:**
1. To be conducted by the end of January.
2. 100% of the syllabus should be covered.
3. These exams include theory plus practical exams.
4. Result is displayed on notice board.
5. Parents Teacher meeting is conducted to discuss the results with parents in order to update them about the student's performance.
6. Revision Classes start from the month of February.

Examination Rules for Candidates:

1. A candidate should report to the examination room 10 minutes before the examination is to start. Any candidate arriving later than 15 minutes from the start of the examination will not be allowed into the examination. Late arrivals are not given extra time.
2. No candidate is allowed to take any paper, note book, books, mobile phones, etc. into the examination room.
3. The use of calculators is allowed and it must be battery-operated and non-programmable.
4. The time allowed for reading each paper is as prescribed on the question paper.

5. No student is allowed to talk, whisper or make signs to another candidate during an examination.
6. No communication with the marker or examiner in any way on the answer script is allowed.
7. No candidate is allowed to leave the examination room until the conclusion of the paper.
8. Should weather or another unavoidable cause lead to school being closed for a half day, the half day will move to the end of the exam period. If school should be closed for a full day, then all exam days move ahead a day and the day missed moves to the following day.
9. Students should only ask questions when absolutely necessary by raising their hand and quietly waiting for a teacher to come to their desk. Supervisors are not permitted to interpret questions, so please refrain from asking these types of questions.
10. No student is permitted to re-enter the exam room for any reason. Students will be permitted to use the washroom only in emergency situations and must be accompanied by a teacher.
11. An exam supervisor has the right to, at any time, request to inspect a student's test papers or any material on or around their desk.
12. The times and duration mentioned on the exam will be strictly upheld.
13. Any form of cheating (using unfair means) is subject to consequences outlined in the Ministry of Educations code of Examination.

STUDENT DEVELOPMENT POLICY

Objectives:
● To encourage holistic development of the students not only in academics but also overall personality development through various extracurricular and co-curricular activities.
● To provide opportunities in career with the help of Placement Cell.
● Health Check-up for students.
● To record student achievements, issues, difficulties and based on the data setting clear targets for student development.
● To create consciousness about profiling among college students and enable them to build up a personnel profile.
● To arrange the meetings of teachers-parents body at least quarterly in every academic year to enrich students educational experience.

Attendance

Attendance does matter. Missing a lot of class can create huge holes that could lead to academic Failure .Each student is required to have a minimum of **75%** attendance every class. If a student is absent for one hour, he/she will lose attendance for half a day. If a student is absent for two hours or more, he/she will lose attendance for the whole day.

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<mark>ANTI -RAGGING POLICY</mark>

**UGC regulations on curbing the menace of ragging in higher educational institutions, 2009
Clause 3**

1. Misconduct of any student either in spoken or written form or any action that has the effect of harming others.
2. Indulging in undisciplined activities that cause physical or psychological harm or fear or apprehension
3. Asking others to do things that they normally will not do and causes a sense of shame or emotional embarrassment.
4. Any act that disrupts the others academic activity by any senior student
5. Financial extortion or forceful monetary burden on a fresher or any other student.
6. Any act of physical abuse including sexual, homosexual assaults, stripping of clothes, forcing lewd acts and gestures causing physical and mental torture.
7. Any act of abuse by spoken words, emails, posts, public insults to derive sadistic pleasure.
8. Any act that affects the mental health and self-confidence of any student with or without intent to derive sadistic pleasure or priority over others.

Ragging, as defined by the Honorable Supreme Court of India in its landmark judgment in 2001, is
"Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."

Instructions to Freshers:

1. You do not have to submit to ragging in any form.
2. You do not have to compromise with your dignity and self-respect
3. You can report incidents of ragging to the authorities concerned.
4. You can contact any member of the Anti-Ragging Squad / Anti Ragging Committee of the College, or the Principal.
5. The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
6. If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local Police, and can complain with the civil authorities also.

7. The college is in any case required to file an FIR if your parents or you are not satisfied with the action taken against those who 'ragged' you.
8. Your complaint can be oral or written, and would be treated by the authorities in strict confidence.
9. Take active part in all institutional activities intended to end ragging on campus.

Procedure:
Any case related to ragging reported by a student to the Anti Ragging Committee, will be subject to an enquiry where cross examination will be held to know the exact situation whereby the complainant and the accused will be given an opportunity of being heard. The committee will review the facts and figures relevant to the case and will give its decision within 7 days from the date of complaint.

Punishments for Ragging:

1. Every single incident of ragging, a FIR shall be lodged without exception by the college authorities with the local police. In addition one or any combination of the following punishments can be awarded:
2. Cancellation of admission.
3. Suspension from attending classes.
4. Withholding / withdrawing scholarship / fellowship and other benefits.
5. Debarring from appearing in any test / examination or other evaluation process.
6. Withholding results.
7. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
8. Suspension / expulsion from the hostel.
9. Rustication from the institution for a period ranging from 1 to 3 years.
10. Expulsion from the institution and consequent debarring from admission to any other institution.
11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

STUDENT DISCIPLINARY POLICY AND PROCEDURE

SWCL is committed to ensuring the maintenance of a community in which both learners and staff can work or study to the best of their abilities. The College culture believes in the idea of mutual respect and co-operation which provides the foundation for the orderly conduct of the college community. The Student Disciplinary Procedures provide a framework for managing student behavior in order to ensure the proper functioning or activities of the College for those who work or study in the College.

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Scope:
The procedures apply:
To all learners of the college whether UG

Procedure:

1. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.

2. Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.

3. Impersonation during roll call is a punishable offense.

4. Use of Mobile Phone during class hours is prohibited and is liable for punishment.

5. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.

6. Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.

7. When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.

8. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the College.

9. Students are expected to come to College dressed suitably maintaining decency.

10. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.

11. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.

12. When assembled every class must consider itself responsible for the conduct of its members.

13. Students are forbidden from inviting friends from other institutions and outsiders to the College.

14. No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.

15. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.

16. Students must refrain from mishandling and tampering with library books or college computer systems.

17. A student shall not commit or cause breach of peace inside and around the College campus.

18. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.

19. Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.

20. Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

SC/ST POLICY

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to support and to bring students from such communities in the main stream. The SC/ST cell of the college was established with the purpose to empower the SC/ST students in the college. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

Objectives:

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.

2. To ensure provisions of an environment where all such students feel safe and secure.

3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.

4. To provide the mechanism to redress the grievance of SC/ST students, if any.

5. To ensure protection and reservation as provided in the constitution of India.

6. To arrange for special opportunities to enhance the carrier growth.

7. To Make the SC/ST students aware regarding various scholarships program of State Govt. and UGC.

8. To take such follow-up measures to achieve the objectives and targets lay down by the Govt. of India and the UGC.

9. To implement, monitor and evaluate continuously the reservation policy and to implement the updated policy time to time.

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EXTRA-CURRICULAR & CULTURAL POLICY

Objectives:

The purpose of this policy is to provide guidelines for the conduction of cultural activities for students and staff of St. Wilfred's College of Law. All the cultural activities of the students and staff are headed by the College Senate and Staff Club respectively. These activities promote opportunities for development of character, leadership, efficiency, knowledge and spirit of service among the students and staff.

Scope:
This policy is intended for the students and staff of SWCL.

Practical Benefits:
1. Cultural activities have several practical implications. By participating in such activities, the students become more passionate and confident. These activities also foster team spirit and a sense of responsibility in the students.
2. Students learn to face challenges and find solutions to real-life problems. It is also believed that the students become more focused on their career. They are able to choose their field of interest early.
3. Some activities like martial arts, dance, sports, etc promote physical wellbeing. The students become conscious regarding their health and they are also encouraged to eat the right food for a healthy body.

Social Benefits:
1. Through cultural activities, students get opportunities to interact with others. They no longer remain introvert as they learn the art of building relationships. They learn the art of fostering healthy relationships with their schoolmates.
2. Most of the cultural activities are performed in groups thereby helping the students to develop a better understanding of the people around them. Interaction with other students belonging to different background helps in the development of interpersonal skills. Thus, the students become more social and they learn to respect others.

Educational Benefits:
1. It is believed that students participating in cultural activities perform well in their academics. This is because they learn discipline and time management from such activities. This helps them to plan their schedule accordingly and leads to a better learning process.
2. The cultural activities enhance the confidence level of the students thereby allowing them to perform better. These activities develop the personality of the students and assist them in shaping a good career. In fact, students can also leverage the advantage of participating in various activities. During college admissions, most of the reputed universities give preference to all-rounders possessing impressive personality along with knowledge.

Cultural Activities to be organized by College as per the Academic Calendar:
1. Fresher's party
2. Mehandi and Rangoli Competition
3. Independence Day Celebration
4. Dussehra Celebration
5. Diwali Celebration
6. Christmas Celebration
7. Annual Function
8. New year's Celebration
9. Lohri Celebration
10. Republic Day Celebration
11. Comfest Intercollegiate Fest
12. Science exhibition
13. Quiz Competition
14. Youth week
15. Badminton Competition
16. Chess Competition
17. Cricket Competition
18. Interdisplinary Exhibition
19. Poster making Competition
20. Alumni Meet
21. Farewell

OUTREACH PROGRAMMES POLICY

The purpose of this policy is to provide guidelines for the conduction of Outreach activities for students and staff of St. Wilfred's College of Law. To achieve our vision, we wish to provide access to fundamental social services such as education, health care, nutrition and vocational training in order to enable families to pull themselves out of poverty and become self-reliant, independent and socially responsible.

Objectives:
1. To create an awareness of self-worth.
2. To provide facilities for improving the conditions of life specifically for the poorer sections of society.
3. To stimulate self-reliance and self-development in local communities.
4. To encourage, train and enable local people to assume community responsibilities.
5. To encourage all segments of society, irrespective of caste, creed, religion or economic situation to cooperate on long-term development.

Activities:
1. Anandam
2. Awareness about Organ Donation
3. Blood Donation Camps
4. Health Checkup
5. Tree Plantation
6. Aids Awareness

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7. Education Programmes for under privileged children
8. Career Counseling
9. Creating Awareness About Educational
10. Opportunities
11. Women's Programme
12. Health & Social Awareness
13. Nutrition
14. Swachch Bharat Mission
15. Digital India Programme
16. Animal Shelter
17. Activities organized by NSS and NCC

The proposed list is only indicative. The outreach programmes may include anything and everything that can help the rural poor in the upliftment of their social and economic status.

The functions and responsibilities of different functionarieswill be as under:

1. Principal: The Principal of the College will implement the decisions taken in the Outreach Committee Meetings and follow the directions issued by the Outreach Committee and the Secretary of St. Wilfred's Education Society from time to time. The Principal shall take all those steps which are necessary for the smooth conduct of the programme.

2. Outreach Committee: The Outreach Committee of the College Outreach Programmes will act as the chief executive committee and will frame policies, approve

3. Students: Students will be associated and motivated to spread the College Outreach Programmes to their respective areas of residences under the supervision of the teachers concerned and under the guidance of the College Coordinator.

4. Financial Arrangements: Secretary of St. Wilfred's Education Society is the final Authority in taking the financial decisions. The implementation of the above scheme will not involve a substantial amount of funds. However, an arrangement needs to be done for the travel expenses and other petty expenses.

Blood Donation and Health Camps
Each year, the NSS and Red Cross Associations organize blood donation camps when blood is donated to non-profit organizations/blood banks like----blood bank etc. Annual health camps are also conducted for the benefit of the community besides the students and staff. The students of NSS wings also participate in pulse polio drives by offering their voluntary services.

Awareness Promotion Campaigns
The students regularly participate and conduct awareness promotion rallies, campaigns and activities on the

programmes, issue instructions, pass financial budgets,
INSTITUTIONAL SOCIAL RESPONSIBILITY POLICY

Objectives of ISR Cell:
1. To Inculcate Social awareness, values and environmentally responsible behavior amongst students.
2. To nurture students as citizens with moral, ethical and social values so as to provide service to the society through activities and discharge their obligations towards the society.

Functions of ISR Cell:
1. To create awareness among students and staff towards ourresponsibility for societal development.
2. To arrange training/awareness programs for unprivileged schoolchildren, Orphanage, Old homage, etc.
3. To develop need based educational projects for unprivileged school students, Orphanage, Old homage, etc.
4. To organize training /awareness programs, social projects inassociation with social organization, clubs.
5. To undertake activities, schemes for village development.
6. To plan and execute projects for physically challenged persons.
7. Visits to well-known NGO's, such as Disha Foundation, Positive Women Network of Mumbai, Vatsalya, Bal Sansar Sanstha, etc in Mumbai (Maharashtra).
8. To arrange seminars/lectures by social workers for our ISR cell faculty and students.
Community Service:

following themes: Evils of Drunken Driving, AIDS Awareness, Non- compliance with Traffic Rules, Anti-sexual Abuse, Female Infanticide, Gandhian Values etc. Some of these rallies are conducted on days of national importance such as Gandhi Jayanti, Independence Day, Ambedkar Jayanti, Republic Day etc. to sensitize studnts, staff and neighboring communities.

Besides these initiatives, the institutions also fulfill their social responsibility through the following change-making practices:

1. Rainwater harvesting.
2. E-waste and hazardous waste management.
3. An active Green Audit Committee that monitors and takesinitiatives to support energy conservation.
4. Observing Energy Conservation Day on the 4th Saturday ofevery month.

<mark>**GRIEVANCE REDRESSAL POLICY**</mark>

A systematic mechanism for the redressal of students' grievances is functioning in the college. If the student has any grievance on non-academic issues, she/he may approach the Teacher in-charge/Department Head/ Dean of Student Services. If it doesn't get resolved there, the

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matter may be reported to the Principal who refers it to the grievance redressal cell, constituted as follows:

1. Principal
2. Vice Principal
3. Grievance and Redressal Coordinator
4. HODs concerned
5. Senior faculty
6. Woman representative
7. Student representative
8. Management representative

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college

1. Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student- Student relationship and Student-teacher relationship etc.
2. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
3. A Suggestion / complaint Box is installed in front of the Administrative Block or on the prominent places in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics /Administration in the College.
4. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
5. Advising All the Students to refrain from inciting Students against other Students, teachers and College administration. Advising all staff to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
6. Grievances related to behavior of stakeholders.

Scope of the grievances:
Grievances may be related to any of the following matters:
1. **Academic Matters** – Issues related to assessment, attendance, regular subject classes syllabus, and time table etc.
2. **Financial Matter** – Issues related to charging of fees, office. For filling out the forms, the clerk first prepare

schedule showing the date to visit a particular class. On the given date the clerk goes to the class and gets the forms filled. Forms are filled in an online portal provided by the University. Any offline work is done after form filling.

Help the students to solve grievances related to university exam form. Main grievances such as not finding subjects belonging to a back log while filling online exam form or extension of date due to breakdown of server or interchanging of subjects are students about the procedure followed or the schedule of rechecking Copy viewing

scholarships and payments.
3. **Administration Matters** – Issues related to infrastructure, basic amenities, sanitation, transport or victimization.
4. **Library matters:** Issue and return of books, photocopy, and university question papers.
5. **Accommodation matters:** Related to hostels.
6. **Examination related matters**: Marks, and other examination related matters like duplicate mark sheet (DMC), transfer certificate, conduct certificate and other examination related matters and university question papers etc.
- Help to the students to solve grievances related to university exam form: Main grievances such as not finding subjects belonging to back log while filling online exam form, not finding the elective subject as per given choice, overlapping of exam dates, or extension of date due to breakdown of server or interchanging of subjects are taken care by faculty/staff by conveying the same to the university authority and conveying feedback to the students.
- Guidance to the students about oral and theory exam schedule and pattern: Specific grievances addressed on a need to know basis.

Guidance to the students about university exam results:

- Guidance to the students about rechecking and re-evaluation process: Faculty members guide the students about the procedure / schedule of rechecking and re-evaluation process. As per its system, the university provides photocopies of the answer papers. Students take this copy to the concerned teacher where he/she goes through the same and guides whether the answers are worthy of re-evaluation, rechecking or redressal.
- Mechanism to deal with examination related grievances is transparent, time bound and efficient.
- Time bound display of all notices related to university exams both theory and practical.

Help to the students for university exams form filling:

The college has deputed a dedicated clerk to look after all activities related to university exam work. Exam forms are filled in a particular departmental class room to avoid the inconvenience of students having to come all the way to the

taken care by faculty/staff by conveying the same to the university authority and conveying feedback to the students.

Guidance to the students about oral and theory exam schedule and pattern:
Schedule is displayed on different notice boards/ College website. Specific grievances addressed on a need to know basis. **Guidance to the students about rechecking, copy viewing and re-evaluation process:** Faculty members/ Committee members guide the

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process and re-evaluation process as per University of Mumbai (UOM) guidelines & procedure.

Roles and Responsibilities:

Grievance Redressal Committee (GRC) is constituted for the redressal of the complaints reported by the student/parent/employee of the college with the following objectives:

1. To provide the students access to immediate, hassle free resource to have their grievances

2. To uphold the dignity of the college by promoting cordial Student-Student/ Student-Teacher/Teacher-Teacher.

3. To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or

4. To ensure a fair, impartial and consistent way for redressal of various complaints lodged by the grievant.

Grievance redressal mechanism:

The grievances shall be redressed depending on the nature of the grievance.

1. The Grievances are invited through suggestion boxes provided in each floor of the building.

2. Department level counseling is offered where the matter can be resolved

3. Grievances pertaining to academic and internal evaluation shall be redressed at Individual/faculty /HOD/ Principal level.

4. For other grievances that require review shall be redressed by receiving written and signed applications.

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

Redressal of Grievances:

1. The grievances are redressed at the earliest by issuing warning letters, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

2. All the grievances concerning women harassment and ragging shall be dealt by the respective Committees as perthe prescribed procedures.

10. To do all such acts and deeds and things as are incidental to andas the association deems appropriate in attainment of its aims and objectives.

TRAINING AND PLACEMENT POLICY

Selection of Companies

Companies will be invited and scheduled by the Placement Cell on the basis of the following Parameters:

1. Job profile and growth prospects.

2. The package being offered by the company.

3. Past record of recruitment.

4. Feedback from the Alumni regarding the company.

Appeal:

- The applicant shall have the right to file an appeal to the Secretary of St.Wilfred's Education Society within 15 days from the date of the written communication of recommendations of the GRC.

- The applicant shall send written communication to the college conveying his desire to file an appeal to the Secretary. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Secretary shall within a reasonable time decide the Final decision would be communicated to the applicant by the college.

ALUMINI POLICY

1. To bring all the old students of St. Wilfred's College of Law under one vibrant forum for exchange of experience andknowledge and develop a strong network among themselves for bonding and fellowship and their career advancement.

2. To establish a forum to preserve the memories, associations and traditions of the institution.

3. To maintain a database containing information such as name, permanent address, mobile number and mail id, years of study, qualifications and present occupation of members of the Association

4. To encourage, foster and promote close relations between thecollege and its Alumni for the growth of the institution in the areas of industry interaction, admissions, internships and placement.

5. To make optimum use of alumni expertise to conduct Alumni student knowledge exchange programs like professional lectures, FDPs, training programs, conferences etc.

6. To organize and promote get-togethers, sport and cultural activities and competitions.

7. To help and encourage outstanding students among the alumni for pursuing higher studies.

8. To enlist the interest and services of alumni in strengthening and improving the infrastructural facilities of the Institution.

9. To receive/raise/collect donations, funds and other receipts for the fulfilment of the aims and objectives of theAssociation, to utilize such funds in such manner as the Executive Committee may consider necessary

The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. Training and Placement Cell provides 100% placement assistance to all the registered students as per the norms provided here.

Placement Procedure for Companies:

- Companies are invited through e-mail and phone calls. A hard copy of the Brochure is also sent for the same purpose.

- Companies interested in recruiting SWCL students must fill up the Job Announcement Form (Response Sheet), indicating that they have accepted the Policy and the

placement procedure adopted by the Placement Cell. Information gathered through the medium of the Response Sheet is as follows:

  a. The declaration of a compensation package.

  b. Confirmation of campus visit, and preferred dates.

  c. The procedure to be followed during the campus recruitment drive.

  d. The Job Profile(s) & designation(s) offered.

● The company/organization should confirm or negotiate their dates with the Cell.

● Pre-placement talks are held at the College during which the companies shall make presentations about their operations and job profile(s) offered.

● The company is required to furnish the final list of selected students soon after the completion of the selection procedure, on the company's letterhead, duly signed. We register a job against the selected students and thereafter they may or may not be allowed to appear for other companies' interviews, as per the Placement Policy.

5. A student once selected by a company is not eligible to appear for any more placement opportunities.

6. In general, all eligible interested students are expected to appear for all the selection processes (On & Off campus). However, an eligible student may withdraw from the placements drive not more than two times on his/her own with prior intimation and approval. Students who are absent beyond two drives will be disqualified for the campus placements.

7. Selected students shall strive to improve their academic and professional competency till they join the company. Further, after the completion of the graduation, the notification of the on boarding process shall be at the discretion of the organization/company.

8. Selected students shall be obliged to honor the offer given by the organization/company to sustain the relationship of SWPG with the companies. All the selected students shall give an undertaking to the college.

9. Placed students either through TPO or otherwise (i.e. self) have to inform TPO for records.

10. On the date of interview/placement (s) students have to be formally dressed with ID Card.

11. Placement of any student is not a claim/right. SWPG shall provide an open platform to all the eligible students as per SWPG placement Guidelines.

Offer of a Job:

1. The company shall provide the offer letters to the Cell and not directly to the students.

2. When the Cell receives an offer letter from a company for a student, it shall communicate the same to him/her.

3. The Cell shall also declare a time period within which a student would have to inform the Cell regarding his/her decision on the offer. If he/she fails to do so, it shall be assumed that the offer has been rejected by him/her.

4. At max, a student can have only two job offers and thereafter is considered out of the campus placement process.

5. When a student receives a second offer, i.e., in the case of up gradation, then the previous offer automatically stands

● The company shall send or hand over the offer letter only to the Placement Office/Officer within a set time-frame and with mutual understanding.

Eligibility Criterion for Students:

1. To be eligible for placement, a student must maintain a minimum academic attendance of 75% in all the years up to the campus visit of a company.

2. Student should get an aggregate of 60% & above throughout from SSC onwards. Student should not have any backlog in any Subjects.

3. Student should secure a minimum of 60% score in internal marks and soft skill training and mentoring conducted in the college.

4. Students shall attend the recruitment process in the dress code specified for placements and maintain punctuality at stages of the selection process.

rejected.

6. If a student participates in the placement process of a company, then he/she cannot leave it in between. If such a case arises, then it will be deemed as a rejection of the offer and the student is out of the campus placement process.

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Our Recruiters:
- HDFC Bank
- Bajaj Finserv
- DSP Reality
- ICICI Bank
- AU Small Finance
- KIP Restructuring And Insolvency Professionals LLP
- Nirvaana Construction Company
- Fultron finance bank
- Global Care Foundation
- One Rera / Rera Vision
- universal solicitorr Private LTD
- Suraj Estate Developers Limited

SEXUAL HARASSMENT POLICY FOR STUDENTS AND STAFF

The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & others vs. the State of Maharashtra & others*) stated that every instance of sexual harassment is a violation of "Fundamental Rights" under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) has stated that sexually harassing behaviour "needs to be eliminated as there is no compromise on such violations". The Supreme Court further reiterated that sexual harassment "is a violation of the fundamental right to gender equality and the right to life and liberty".

St. Wilfred's College of Law, under the Management of St. Wilfred's Education Society, shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of "Fundamental Rights" under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful. The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013 is implemented in its entirety.

1. To fulfil the directive of the Supreme Court, the sexual harassment of women at workplace Act 2013 and the Mumbai City , College in respect of implementing a policy against
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow- up procedures.
4. To provide an environment free of gender-based discrimination.

5. To ensure equal access of all facilities and participation in activities of the college
6. To create a secure physical and social environment which will deter acts of sexual harassment

Definition of Sexual Harassment
For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:
1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Jurisdiction
1. The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:
2. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
3. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
4. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Composition of the Anti – Sexual Harassment Committee

1. The Committee shall be headed by a senior woman faculty of the college and shall be designated as the "**Chairperson**".
2. The committee shall have two senior women teaching faculty members, at least one senior male teaching faculty member, at least one woman administrative staff and one woman class – IV staff. The committee shall have three nominated girl student representatives.
3. The committee shall have Principal and one nominated person from the management, the St. Wilfred's Education Society as its members. sexual harassment in the institution.

4. The committee shall include, subject to acceptance, the Inspector of Police of the jurisdictional police station, namely the Panvel Police Station, Mumbai (Maharashtra).
5. The committee shall include a parent of a girl student of the college.

Powers of the Committee

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.

2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.

3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.

4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.

5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
   The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

Functions of the Committee Preventive Steps

It will be the Endeavour of the committee:

1. To facilitate a safe environment that is free of sexual harassment;

2. To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities

Remedial Steps

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.

2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.

3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.

4. To seek medical, police and legal intervention with the consent
   of the complainant.

5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desired.
   Procedure to be followed by the Committee

1. The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.

2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.

3. The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint / allegations within a period of four
   (4) days from such direction or such other time period as the Committee may decide.

4. Each party shall be provided with a copy of the written statement(s) submitted by the other.

5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue exparte.

6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

11. The Committee shall make all endeavors to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.

12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offense by the accused person, this shall be specifically mentioned in the Committee's report.

13. If, in the course of the proceedings before it, the Committee is satisfied that *a prima facie* case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, the request of the complainant or otherwise, disciplinary action

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could be initiated in the form of:-

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies
7. Denial of re-employment/re-admission
8. Stopping of increments / promotion/denying admissionticket
9. Reverting, demotion
10. Suspension
11. Dismissal

14. If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

15. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

INDUSTRIAL VISIT POLICY

1. Industrial visit should be organized for students every year for all the disciplines. The purpose of the visit was to enhance practical stimulation and let students have an overview of the working culture. Students should have the exposure for technical skills for all the sectors. They should learn innovation, creativity, teamwork and resourcefulness.

2. The major objective to visit the industry was to give an essence to students so as to how an industry works and how things are managed. The value of soft skills like team management, time management, working efficiency, etc. was realized by students as without these skills running an industry of such kind is not possible.

3. Industrial visits help the students to gain hands-on experience of how industry operations are executed.

4. Industrial visit Bridge the gap between classroom theoretical training and practical learning in a real-life environment.

5. It provides an opportunity for students to ask questions related to their area of interest.

6. Students are able to identify their prospective area of worklike marketing, finance, logistics, etc.

7. This also gives students a platform to enhance their interpersonal skills.

8. It makes the students capable of critical thinking.

9. Industry visits provide opportunity for active/interactive learning experiences.

10. College gives the opportunities to the students to learn about latest technology/trends through industrial trainings.

INTERNSHIP POLICY

Mode of execution under this category is governed by rules and regulations of ED cell.

Internship Duration
The internship is an important part of the curriculum. The structure and durations of the Internship may vary, it is normal for a minimum duration to be at least four weeks during the final Year of graduation and post-graduation program In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the college.

Internship Execution Procedure:
The T&P cell will arrange internships for students in industries/organization as per UGC and affiliating College guidelines. The following general procedure shall be adopted for execution of internship:

1. Request Letter/ Email from the office of Training & Placement cell of the college shall be sent to the industry to allot different slots.

2. Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. The industry will be requested to allot a mentor/supervisor for communication between supervisor and students.

3. Students on joining Training at the concerned Industry / Organization will submit the Joining Report/Letters / Emailto Principal and Head of Department.

4. Students will undergo internship at the concerned Industry / Organization. The mentor/supervisor shall evaluate the performance of students once/twice by visiting the Industry/Organization or through video conferencing and Evaluation Report of the students will be submitted to the Head of Department through Internship Coordinator.

5. Students will submit internship report in the format provided by the college after completion of internship along with certificate obtained from the industry.

6. List of students who have completed their internship successfully will be issued by ED Cell to the office of concern department.

Guidelines for students

1. The internship is an important part of the curriculum.
2. Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
3. All students should compulsorily follow the rules and regulations as laid by industry.
4. Every student should take prior permissions from concerned industrial authority if they want to use any drawing

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5. Students should follow all ethical practices and SOP of industry.
6. Students have to take necessary health and safety precautions as laid by the industry.
7. Students should contact his /her academic guide from college on a weekly basis to communicate the progress.
8. Each student has to prepare an internship report in consultation with the academic guide.

Internship Report:

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact
Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor and Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

● Originality.
● Adequacy and purposeful write-up.
● Organization, format, drawings, sketches, style, language etc.
● Variety and relevance of learning experience.
● Practical applications, relationships with basic theory and concepts taught in the course.

WORKSHOP POLICY

The workshop policy of the College aims for the Development of the Students in order to prepare them for the contemporary world.

1. Personality Development
2. Study Smarter, Not Longer
3. Bulking up Your Notes
4. Learning Online
5. Time Management
6. Writing Well
7. Presentation Skills
8. Training Your Brain
9. Finance Management
10. Managing Your Sleep
11. Stress and Wellness
12. Bouncing Back
13. Team Work
14. Pushing Past Procrastination
15. Focus and Concentration

CONFERENCE/SEMINAR POLICY

St. Wilfred's College of Law encourages

There are many benefits which one gets from attending these first being confidence then networking, information and motivation.
1. As we know that confidence is very important for everyone at each stage of life, which somewhere a science student (who has not taken part in any stage activity or any debate but has a good academic record) lacks as he or she did not have many opportunities to speak in front of audience. So, by attending these types of seminars and conferences and interacting with the leaders of their field or by presenting a poster in conference boosts up the confidence of a student which helps him or her during an interview.
2. Networking is an important part of any individual life. In workshops students and teachers from different institutions take part. Meeting new people and making new friends can help the student to take guidance and encourage new way of thinking. If a student wants to continue his or her career in scientific research, then meeting people related to it in conferences can be very beneficial as there are many scientists who attend these conferences.
3. A student pursuing post-graduation and wants to do a PhD can learn about the recent studies going in their respective field and can explore new areas of research which will help him or her to choose their topic for research and moreover they come to know about good laboratories and institution that they would like to work in future. By learning about new topics and meeting leaders in their field, students feel encouraged and motivated.
4. Listening to any prominent personality in any seminar or workshop helps the student to gain information about their way of work or how things take place. It helps to know about professional institutions and new discoveries in their field.
5. Presenting a poster in a conference helps the student to gain soft skills which will be valuable in their academic career. Poster making by a graduate or postgraduate student helps them to explore science at a deeper level. Presenting a poster helps the student to build their skills that will be useful in future.

An individual, who can sometimes lose motivation and excitement to study or work, should definitely attend a conference or workshop related to his/her subject. This will lead to higher productivity and fulfillment of their goals.

VALUE-ADDED COURSES POLICY

Value-Added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equip the students with essential skills to succeed in life.

Objectives:
1. To provide students an understanding of the expectations of students to attend Seminars, workshops and conferences as they industry.hold great importance in the life of a student. They are platforms
2. To improve employability skills of students. Not only to learn new aspects, others perspectives and latest
3. To bridge the skill gaps and make students industry ready. information, but also a good way of networking.

4. To provide an opportunity to students develop their inter- disciplinary skills.
5. To mould students as job providers rather than job seekers.

Guidelines for conducting Value Added Courses:
1. Value Added Course is not mandatory to qualify for any program.
2. It is a teacher assisted learning course open to all students without any additional fee.
3. Classes for VAC will be conducted during the RESERVED Time Slot in a week or beyond the regular class hours.
4. The value added courses may also be conducted during weekends / vacation periods.
5. A student will be permitted to register only one Value Added Course in a year.
6. The students may be allowed to take value added courses offered by other departments after obtaining permission from HOD of the Department offering the course.

Duration and Venue:
1. The duration of value added course should not be less than 30 hours.
2. Venue would be as per the instructions of the Principal of the college.

Attendance:
1. Each faculty handling a course shall be responsible for the maintenance of Attendance and Assessment.
2. Record for candidates who have registered for the course.
3. The Record shall contain details of the students' attendance, marks obtained in the Internal Assessment Tests.
4. Assignments, Seminars, etc. conducted.

Course Completion:
1. Learners will get a certificate after they have registered for, written the exam and successfully passed.
2. The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.

LIBRARY POLICY

The College Library is equipped with over 3000 educational and recreational books as well as other multimedia resources for both, the students and staff, to access. The spacious, airy library has been designed to foster an interest in books and is intended to offer every child the opportunity to explore and develop his or her individual interests. It often becomes a hub for all projects done by the students. The library uses an integrated management system that ensures efficient day-to- day running, circulation and inventory management.

Working hours on working days 9:00 a.m. to 5:00 p.m.

Rules and Regulation:
1. Show your Identity card whenever you visit the Library.
2. Write your name in the register / scan your I-card at the counter while entering in the library
3. This ID Card is lost, new ID Card will be issued on payment of

4. Library books issued only on his/herself Library card.
5. Library books will be issued only as per schedule.
6. One book for one week only can be renewed.
7. Students should return their book in a given time period.
8. Two books will be issued for third year / post graduate students only.
9. In case loss of books double the price of the book lost will be recovered as penalty.
10. The loss of the ID card should be immediately reported to the principal in writing.
11. Take proper care of all library resources.
12. Any personal belongings are not permitted into the library.
13. Eatables are not allowed inside the library & reading hall.
14. Silence to be maintained.
15. Use of mobile phones is strictly prohibited in the library.
16. Eatables are not allowed inside the library.
17. No library material will be issued on someone else's ID Card.
18. Take proper care of all library resources.

Issue, Return and Renewal Books:
1. Students are permitted to borrow only 1 book for a period of one week
2. Book may be renewed unless requested by another person or if the patron has overdue books
3. A fine of Rs.30/- will be levied for every day beyond the due date.
4. All books borrowed by students have to be returned before any vacation.
5. Failure to return the issued library book before the end of February will entail the student as not being eligible to take the final examinations.
6. Issue of books will cease 10 days prior to any long holidays.

PARENTS TEACHERS ASSOCIATION POLICY

1. Principal of the college is the president of the committee.
2. The Parent Teacher Association (PTA) is a living organization of parents of all students of college and the teaching faculty.
3. It provides a common forum for interaction of parents and teachers so as to improve academic standards, maintain discipline and facilitate overall development of the College.
4. The parent-teacher groups support the college, teachers and encourage parent involvement in the activities of the institution.
5. The PTA Executive Council meets at regular intervals and the annual general body meets once in a year and 'open - houses' are conducted every year.
6. The executive body is entrusted to plan, execute and take necessary decisions for the overall development of the students and college.

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COMPETITION CLASSES

1. SWCL provides free Competition Classes & Free Coaching Classes for Govt. Exam to save Time & Money of the Students.

2. Free Preparation / Best Coaching for Civil Services CAT, RAS special cell for Competitive Exams the Competitor has been special cell for Competitive Exams the Competitor has been established.

3. The college has appointed additional faculty for Maths, Reasoning, and General Knowledge, English (Written and Spoken) and for Personality Development (Special resource persons for drama, dance and interview preparations.

4. The syllabus, notes and question banks are prepared and reviewed for these programmes every year.

5. Competition classes are held for two hours every day.

6. A test schedule is prepared and MCQs-tests are given on OMR sheets.

7. Results through OMR machines are displayed on the same day or the following day.

8. The teachers discuss the least attempted questions in the classes and provide additional academic guidance on these issues.

9. Thus an enriched environment for competition is generated in the college from July to November every year and then our utmost focus is strengthened on the College syllabus from December to February.

10. Summer classes are arranged for the students who are preparing for various competitions e.g. Civil Services CAT, RAS special cell (Foundation), etc. from July to November for all the three years of Under Graduation courses: BLS., LLB.etc.

MAINTENANCE POLICY

The Maintenance policy of the College aims to ensure effective maintenance, handling, and management of various amenities and resources, including infrastructure, computers, classrooms, equipment and laboratories etc.

Objectives:

1. **Maintenance of Physical Facilities:** The maintenance of the physical facilities such as classrooms laboratories, machinery, auditorium, playground, building, hostel and canteen, electricity, and plumbing is looked after. The additions and renovations to physical facilities have to be made through the corresponding committees.

2. **Campus Cleaning**: The cleaning and gardening staff are in charge of keeping the campus (including classrooms, laboratories, and playground) clean.

3. **IT infrastructure / Computer Facilities:** Maintenance and up-gradation of the IT infrastructure is done by the Maintenance Committee with the help of the Computer Science Department of the College. The committee ensures that all departments are empowered with the latest ICT tools.

4. **Sports Facilities**: To monitor the ground and equipment of sports in collaboration with the physical education department of the college.

5. **Laboratory Facilities** The laboratory equipment is maintained by the concerned department staff and technicians. All the procured instruments are maintained in the stock register for the concerned department.

6. **Library Facilities:** The library committee maintains the existing books and takes a decision about buying new books as per allocation of funds and demand of the books provided by the departments through HoDs. Major decisions regarding the purchase of books are taken by the respective committee in consultation with the chief librarian of the college. Sufficient staff is engaged in the library for proper functioning and maintenance.

The College has a well-organized and systematic mechanism to maintain the physical, academic, and support facilities. The IQAC designs a committee list in consultation with the college administration. Each committee is headed by the convener to build morale, trust, efficiency, synergy, and a spirit of unity

Administration:

1. The maintenance committee shall be appointed by the principal to look after all the maintenance related activities of the college with assistance from other staff.

2. The systems maintenance section is headed by a Professor who shall be responsible for maintaining computer and ICT facilities.

Maintenance Procedure:

1. Any problem that occurs in a department is represented to the Maintenance Coordinator through a letter/mail.

2. The supervisor deputes a skilled person/technician to attend to the specific problem.

3. The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the maintenance section or central store through proper request.

4. If the material needs to be procured from outside, permission must be obtained from the purchase committee on recommendation of maintenance supervisor.

5. Annual stock verification is conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained.

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6. While purchasing any new equipment, the terms of Annual Maintenance Contract (AMC) are also taken into consideration before deciding the purchase.

PURCHASE AND PROCURMENT POLICY

Procurement Services helps all departments of the college procure equipment, furnishings, supplies, and services.

Modes and Procedure of Procurement:

1. Purchase without quotation
2. Purchase by Local Purchase Committee by market survey
3. Purchase under rate contract
4. Purchase by obtaining bids (Tenders)

Objectives:

1. To ensure right item of requisite quality available at right place in right time and quantity and ensure the procurement/purchase at a right price following the laid down administrative and accounting procedures.
2. To define procedures including authority and responsibilities thereof in such a way that will facilitate the purchasing authority.
3. To purchase materials for the College's use within the sanctioned budget most economically and keeping guard of quality and delivery schedules.
4. To ensure proper delegation of responsibility and accountability so as to bring in required efficiency, economy and transparency in procurement.
5. To maintain constant touch with the market condition and explore possibilities of identifying new sources of supply at competitive rates.
6. To ensure equitable treatment of suppliers and promotion of competition in procurement.
7. To process the suppliers bills promptly to ensure correct and timely payment.
8. To maintain the records of all procurements that shall be subject to audit.
9. To ensure provisioning of goods and services as per the requirement of the user.

Functions:

1. The Secretary of St. Wilfred's Education Society is the final authority in all the purchase and procurement decisions.
2. This Committee shall act for purchase of articles in bulk subject to the rules regarding delegation of financial powers in force.
3. The requirements of various departments received by the General Branch shall be consolidated and placed before the Committee for scrutiny.
4. The Committee will then recommend for calling of quotations or for negotiations as it may deem fit.

5. In order to expedite supplies or to ensure the quality and standard of goods, the Committee shall have the power to allot the supply of articles to any agency by negotiations, i.e. calling tenders or without it, if the circumstances so require, even at higher than the lowest tendered rates.
6. The Committee or any member or members authorized by it shall inspect the articles supplied and would approve the same.
7. In the event of disagreement in the Purchase Committee, the matter will be referred to the Secretary of St. Wilfred's Education Society for final decision.
8. This Committee may also consider such other matters relating to purchases as may be referred to it by the Secretary of St.Wilfred's Education Society.
9. The Secretary of St. Wilfred's Education Society may also appoint an Ad hoc purchase Committee.
10. A file shall be maintained to preserve the quotations along with the ranking analysis.
    The accountant will present the stock requisition request to the administrator to procure the necessary materials for office purposes. It is also his duty to keep the stock register.

FACULTY POLICIES

Appointment and Recruitment Policy

The St. Wilfred's College Law has an orderly process for recruiting and appointing faculty. It offers faculty appointments on the basis of educational qualifications, experience, teaching ability, scholarship, and personal and professional integrity.
Each academic year, projected faculty needs are established and communicated by the College Deans to the Vice President for Academic Affairs and the President

St. Wilfred's College of Law is an Equal Employment Opportunity institution, and as such, encourages applications from all qualified candidates, regardless of race, colour, religion, sex, sexual orientation, sexual identity, gender, gender expression, or gender identity, age, national origin, ancestry, citizenship, disability, gender related status, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other protected characteristic as established by law.

Procedures/Guidelines

Full-Time Faculty Recruitment and Appointment Procedures/ Part-Time & Special Appointment Faculty Recruitment and Appointment:

The following is intended to provide standard procedures for the recruitment and appointment of faculty. This process should be followed for the hiring of all full-time faculty members.

General Guidelines

The recruitment process begins after approval for the faculty position has been obtained from the HR and the Principal of the college is premised on the following assumptions:

1. The Appointing Authority shall be the Chairman of the College.
2. Hiring decisions should reflect student needs, College and academic program development, and fiscal responsibility.
3. The process should be completed in an expeditious manner.
4. Confidentiality is essential at all phases of the search process and after the search is completed.
5. The first appointment in the case of regular faculty shall be on the scale / pay range with a probationary period of one year.
6. At the time of joining on probation, the faculty member shall undergo a one week's induction program conducted by the institution.
7. The Performance of all new regular faculty members shall be reviewed at six-month intervals during the period of probation, and those found not suitable shall be terminated either during the probation period or at the end of probation.
8. On satisfactory completion of probation as assessed and decided by the management, the staff member shall be regularized.
9. The frequency of formal performance review for regular faculty shall be once 3 months.
10. Appointment of retired persons shall be on contract basis and on a consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.
11. All newly appointed faculty are required to submit a joining letter at the time of joining, and will have to submit his/her original certificates of age and qualifications to the college office for verification and return.
12. A faculty member who acquires a doctoral degree, while serving the college shall be considered for three increments from the date on which the Provisional Degree Certificate of his/her higher degree is submitted to the college office.

Qualification for Appointment of Faculty

CADRE	QUALIFICATION	EXPERIENCE
Assistant Professor	For LLB with first class or equivalent Desirable: NET,CLET	0 to 3 Years
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline	Minimum of 5 years of experience in Teaching/research/ industry of which 2 years post PhD experience is desirable.
Professor	Same as that of Associate Professor. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching /research / industrial experience of which at least 5 years should be at the level of Associate Professor. Or Minimum of 13 years of experience in teaching and/ or Research and/or Research and /or Industry. In case of research experience, good academic record and books/research paper publications/Intellectual Property Rights (IPR)/patents record shall be required as deemed fit by the expert members of the Selection committee.

Note.

1. The experience mentioned should be after acquiring the basic academic qualification for the respective post.
2. The minimum academic qualifications to all posts shall be as per the UGC norms.
3. All degrees i.e. Bachelors', Masters' and Doctoral shall be from a College recognized by UGC. Candidates shall present an equivalence certificate from Association of Indian Universities (AIU)/ AICTE/ UGC for any degree which is not recognized by UGC.

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Manpower Planning:

Manpower planning has to be carried out every year in the month of May. This has to be done by considering the faculty workloads in each department. The workload for the faculty as per UGC norm is in which   direct teaching learning contact hours is as follows:

Assistant Professor – 16 hours   Associate Professor/Professor – 14 hours

A relaxation of two hours in the workload may, however, be given to Professors/HODs who are actively involved in administration and extension activities.

A minimum of 6 hours per week may have to be allotted to a teacher who is actively involved in research The teaching learning process include direct contact hours of the prescribed period as above and is the bounden responsibility of the faculty to guide the students for seminar project/ Mini-project and other co curricular activities as per the direction of the Principal.

1. The laboratory works are divided among the two faculty members for 30 students in a batch and the workload is taken as 0.5 times table hour for individual faculty.

2. No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on contract basis for that period, based on need.

3. Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

Identifying and Interviewing Candidates

1. The applicable search committee, in consultation with the applicable College Principal, will evaluate applicants and determine those who will be invited for an interview.

2. References and background checks will be completed for all candidates selected for a formal interview.

3. As appropriate, candidates for faculty appointments will be asked to teach, demonstrate clinical procedures, etc.

4. During the interview process, the candidate will be notified that any job offer is contingent upon successful completion of background and reference checks, as well as verification and approval of academic or alternative qualification credentials. Moreover, notice of the availability of the Lynn College annual security report will be provided to the interviewee if the position was advertised.

Final Decision Making and Hiring

1. After all the final candidates are interviewed and evaluated, the HR will meet to make recommendations to the Principal of the college.

2. The Principal will share these recommendations with the Secretary of St. Wilfred's Education Society.

3. The HR manager will negotiate the final salary and other job-related issues with the candidate.

4. The HR Department will draft the contract.

5. HR Manager, the College Principal, and Secretary of St. Wilfred's Education Society will receive copies of the signed contract.

LEAVE POLICY

General Rules

1. All Staff members are required to do punching for attendance before 9.00 a.m. and punch- out after 4.00 p.m. from Mondays to Saturdays, unless otherwise specified.

2. In respect of those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.

3. For all kinds leave are to be applied and submitted to the Principal through the Head of the Department.

4. Leave shall be availed only with the prior approval of the concerned Department Head except in unavoidable circumstances like sickness, unforeseen need or emergencies.

5. Where prior clearance could not be availed due to unforeseen circumstances, leave application shall be submitted at the earliest on resuming duty.

6. Before proceeding on leave, faculty members are required to arrange their work schedule for the period of leave in consultation with the HOD / Principal.

7. All leave application forms duly recommended by the concerned Dept. Head /Authority shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.

8. Absence on days of Strike or special holidays declared by government from time to time shall be treated as leave, and a leave application shall be submitted by concerned staff.

9. The Approving Authority for all leave shall be the Principal.

10. Any unavailed eligible leave during a calendar year cannot be carried over to the subsequent year.

11. Processing and administration of leave shall be as per procedure laid down by the Management

12. The days of absence without written approval and / or days of approved leave in excess of permitted and available leave will be treated as leave on loss of pay.

13. Salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of day's loss of pay leave taken during the month. For this purpose total salary shall include all allowances, if any, paid on a monthly basis as part of the salary.

14. Any absence not supported with an approved leave application form and / or note recommended by the HOD will be treated as unauthorized leave and salary deduction will be effected for such days.

Teaching and Non- Teaching staff

1. As per the norms minimum 25 working and 10 teaching days are required. In view of this, leave rules are being framed as given below.

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2. No leave shall be claimed as a matter of right by an employee. The Principal / Management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Principal for approval.

3. The academic year starts from 1st July of a calendar year to the 30th June of next calendar year.

4. No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.

5. Leave accounts shall be maintained for each employee by the Principal Office (H.R Office). Leave status can be ascertained by the employee from the HR Office.

Kinds of Leaves Admissible To Faculty Staff
Casual Leave

1. Casual Leave is intended to meet urgent, personal requirements / circumstances.

2. Maximum of 12 days during a year at the rate of 1 per month.

3. Application for leave is ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of Principal.

Block Leave/ Vacation Leave

1. For faculty members joining during a calendar year block leave shall be calculated proportionately for that year.

2. Block leave has to be availed during the months of May/June as decided / directed by the Principal/Principal.

3. Block leave not availed during the months of May / June of that year shall lapse, unless specifically approved by the Principal / Principal for availing later in that year.

4. Block Leave cannot be combined with other leave.

Medical/Sick Leave

1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave will not be permissible. However, the Competent Authority will examine the seriousness of incidence and his/her decision will be final.

2. Five (05) days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital, Medical leave if not availed will be accumulated for three years up to the max. Of 15 (Fifteen). Therefore, the number of medical leaves accumulated, at a given point of time, will not exceed 15 (Fifteen).

3. The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.

4. Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

5. Conduct of classes on hartals, restricted holidays etc will be

Maternity Leave

All regular female teaching staff is eligible for maternity benefit subject to the following conditions:

1. She should have satisfactorily completed one year probationary period and also completed one year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any, taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.

2. Maternity benefit is applicable to female employees only for their first and second delivery.

3. Maternity benefit shall be limited to a maximum of 180 (one eighty) days.

4. Leave for Maternity shall not commence earlier than 15 days prior to delivery (childbirth) / miscarriage.

5. Maternity benefit (equal to 90 days salary) shall be paid one month after the employee rejoins duty after her delivery / miscarriage.

6. Maternity benefits shall not be applicable for abortion.

7. Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.

8. Leave taken for Maternity purposes cannot be combined with study leave/duty leave/ block leave etc.

OD/ DL

1. OD – Official Duty: An employee who has gone for official work, assigned by the Principal / Principal in the interest of College will be treated as on official duty.

2. DL- Duty Leave may be granted to the Teaching Faculty for:
   ❖ Attending one conference / seminar / workshop in an academic year.
   ❖ Delivering lectures at other Colleges or Universities on invitation.
   ❖ Ph.D. dissertation of other Universities/ institutions.

3. Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely effected by the absence of the concerned person. The forwarding authority shall ensure alternative arrangements made before forwarding the application for such purposes.

Other Leave / Holidays

1. All public holidays, and Sundays are holidays for all faculty members.

2. Holidays declared by the Government (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.

3. However, skeleton services would be provided by the non-teaching staff in the college office except on Sundays.

4. Hartals, restricted holidays, district holidays etc will not be working days for the faculty members and it will be compensated later.

decided by the management on a case-by-case basis based on attendance.

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6. Absence on days of hartal or special holidays declared by the government from time to time shall be treated as leave, and an online leave application shall be submitted by concerned faculty member.

7. The compensatory working day in lieu of hartal or strike will be at the discretion of the management.

8. In special circumstances, the management reserves the right to convert a holiday into a working day.

Special Cases Late Attendance:
Late Attendance

If the total duration of late punch-in (after 8.30 a.m.), or early punch-out (before 4.30 p.m.) exceeds 60 minutes (one hour) in a month, it will be treated as half-day casual leave and if it exceeds 3 ½ hours it will be treated as full days' leave. However, the number of late punch-in and early punch-out will be limited to a total of 5 per month for this calculation. Beyond five instances in a month each late punch-in or early punch- out will be treated as half-day/one-day leave as the case may be. If CL is not available, it will be treated as LOP.

Forgot to punch

In cases of 'Forgot to punch', the staff member is required to submit the hard copy of the request, giving reasons, if any, and recommended by the HOD, to the Principal on the very next working day and his decision shall be final. Such instances shall not be repeated unless there was official duty or circumstances that caused it. This can be availed only once in an academic year. All other cases will be considered as leave.

Compensatory Off

1. Compensatory Off can be availed of by staff members against duty performed on a holiday.

2. Compensatory Off will not be granted for any external duty for which extra remuneration is paid.

3. No Compensatory Off shall be granted for normal extra work done in SWES, as it is part of one's duty.

4. In cases of special classes on a holiday, half day Compensatory Off can be availed of against a minimum of 3 hours duty, and 1 day off against a minimum of 5 hours duty.

5. Compensatory Off shall be taken within one month of extra duty.

RESIGNATION POLICY

1. Staff members are expected to give advance notice of 3 months/ 3 months' pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.

2. Staff members should desist from leaving the job while the semester is in progress.

3. The management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.

4. Staff members, who wish to get relieved of their duties, are required to get the No-Dues Form signed by the HODs and other authorities mentioned therein, before they are issued the Relieving Order.

GENERAL RULES
Exit Policy

1. The age of superannuation for the teaching, technical and non-teaching staff is as per the Maharashtra Government norm.

2. If the management desires, in case of shortage of expertise, a faculty member beyond the superannuation age, can be reappointed on contract basis for a period of one year or more at the discretion of management.

3. SWES Management has the right to terminate the service of a staff member by giving notice of 3 months / 3 months' pay in lieu of notice if his/ her performance / conduct are not satisfactory.

RESEARCH, CONSULTANCY AND EXTENSION POLICY
Rationale for the Policy:

1. Need for upholding policy guidelines for undertaking research internally and externally

2. Promoting opportunities for staff and students to undertake minor and major research projects, consultancy services and extension activities with Government Funding Agencies and from the Industries/non-governmental Organizations/academic

3. Significant changes in the policies of major funding agencies both in government and private sector.

4. The challenges posed by the need for Higher Educational Institutions benchmark and standards.

Research, Consultancy and Extension policy objectives:

1. To establish a framework for quality research

2. To develop and sustain research and publication culture

3. To develop mechanism for research funds mobilization and budgeting

4. To improve infrastructure in teaching and research

5. To implement research findings

6. To establish links with local and international partner institutions

7. To develop mechanisms to undertake consultancy activities and extensions services

Strategies for Research:

These purposeful activities shall ensure St. Wilfred'sCollege of Law to realize the objectives of research, consultancyand extension activities: -

1. To promote the role of SWCL as a primary source of research through exchange programmes and strong university- industry linkages.

2. To utilize the skills of Faculty of SWCL to undertake all forms of research that contributes to the advancement of knowledge, cultural and social development, preservation of the environment and economic growth by employing qualified researchers.

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3. To develop portfolios of research that are of country, national and international relevance by training research teams on proposal developments and dissemination of research findings at country and national level.

4. To maintain cohesive plans and effective management policies and practices that foster excellence, support individual projects and thematic research, encourage interfaculty research co-operation, and ensure the highest ethical standards and quality in research and creative work through seminars and workshops.

5. To work to increase external funding and support for research and creative work through publicity and writing proposals for funding

6. To protect, develop and exploit the intellectual property developed in SWPG by implementing the IPR policy.

7. To promote research- based learning and enhance scholarship by reviewing the curriculum.

8. To place a high priority on excellence in research and innovation through recognition and reward systems.

9. To increase admission of staff and students through marketing and provision of scholarships.

10. To promote research teams and collaborative partnerships with other research institutions, public agencies and the private sector, at the county level, national level and internationally through linkages and extension.

Members of research, consultancy and extension services:
- Secretary SWES
- Principal
- The Research Director
- Convener of Research committee
- Coordinator of Research Committee
- Members of Research committee

Functions:

1. Research Development and review of a research policy and operational procedures which shall assist in setting out research priorities

2. Facilitating funding for research;

3. Establishing research priorities and agenda;

4. Providing capacity building and monitoring research projects;

5. Promotion of quality publication of Sacred Heart College journals

6. Organization of Seminars/workshops/conferences on various areas including

7. Intellectual Property Rights. Research forum for the bright students of all the departments

Extension:

1. Needs Assessment Surveys

2. Plan and Execute Lab to land Intervention Projects

3. Conscientization programs on Science, Humanities, Commerce and Computer Application

4. Academic Field trips

5. Trade Fairs and Exhibitions

6. Networking with national and international resources (Govt., Corporate and NGOs)

7. Dissemination of knowledge to neighborhood

8. Organization of Seminars, workshops and conferences

Research and Extension Committee:

This shall comprise representatives drawn from researchers in departments and Directors of Research and Extension. The board shall be chaired by the Principal. Its functions shall be:

1. To evaluate applications for research projects from Faculty and Students.

2. To encourage research activities between departments and across disciplines (multidisciplinary research activities).

3. To establish discipline specific research and extension guidelines.

4. To take initiative for external funding.

5. To monitor and evaluate research activities.

6. To review country and national calls for submission of research proposals, scholarships.

7. To provide information and direction to staff seeking funds from external donors.

8. To identify and alert researchers on international funding opportunities.

9. To identify newsworthy research items and to produce regular copies for distribution to the media and potential donors.

10. To guide staff in drawing up consultancy contracts.

11. To bid for consultancy services.

12. To sign MoUs with government, corporate, research centers, Incubation centers, NGOs and Academic Institutions.

13. Ensure the protection of SWPG intellectual property rights.

14. Establish a media subcommittee of R&D for communications and publicity.

15. Facilitate capacity building among staff involved in research.

16. Support the development of viable research projectproposals.

17. Create, develop and sustain a conducive environment for research

1. **Funding for research and extension:** St. Wilfred's College shall operate a St. Wilfred's College of Law Research Fund and ensure that significant amount of fund is annually set aside for various research activities. The final decision making authority is Secretary of St. Wilfred's Education Society.

2. **Purchasing of Equipment:** All research equipment unless supplied by the donor, shall be purchased following the St. Wilfred's College of Law procedure/guidelines set by the funding agency.

3. **Ownership of Equipment**: All equipment and consumables purchased through research grants shall become the property of St. Wilfred's College of Law the department of the applicant upon completion of the project.

4. **Repairs:** All repairs on equipment shall be undertaken by the project until the end of the project.

RESEARCH PROMOTION SCHEME

Learning to LEARN, learning to SERVE, learning to EXCEL, learning to do, learning to live together constitute the fundamentals of any good education. The advent of the 21st century ushered in paradigmatic changes and shifts in our concept and practice of education in general. The driving force behind these changes is the knowledge power which is the power to create and innovate usable and exploitable scientific information for providing new, cheaper, efficient and sustainable solutions for the needs of mankind. To facilitate and motivate research interest among the faculty, the management has decided to announce some research promotion schemes.

How to bring out the findings?

Findings/results of a research work can be shared with the community by:

(1) attending conferences (2) presenting in conferences (3) publishing in research journals/books/ monographs/ periodicals/conference proceedings, and (4) obtaining patents Classification of journal should be on a universally accepted criteria, i.e. Based on SCI/SCOPUS Visibility and accessibility of the reprint has to be ensured by DOI /CITESEER X /Reviews.

Procedures

To attend a conference: A request with the confirmation letter from the organizers of the conference has to be submitted to the Principal. After looking at the nature of the conference and other details will submit the recommendation to the Principal and the Principal will forward the recommendation with his comments to the Chairman. The Chairman will take the final decision. Management will bear 50% of the conference registration fee of a conference subject to a maximum of Rs 1000/ in an academic year.

To present a paper in a Conference

A request with the acceptance letter from the organizers and full paper for presentation in the conference has to be submitted to the Principal. After looking at the nature of the conference, presentation, quality of paper and other details, will submit the recommendation to the Principal. The Principal will forward the recommendation to the Secretary with his comments. The final approval/ decision will be taken by the Secretary.

Management will bear 50% of the conference registration fee subject to a maximum of Rs. 1000/ for a conference in an academic year on submission of the paper presentation certificate from the organizers. If co-authors, a total of Rs. 1000/- shall be given for all the authors together. This can be considered only if the paper is published in conference proceedings with ISBN. For other publications: The author(s) has to submit the reprint to the Management through the Principal. Principal will forward the recommendation to the Secretary. The Secretary will take the final decision.

Honorarium for Research Projects

An honorarium of Rs. 1000/- per month subject to a maximum of Rs.12000/- per annum will be granted to the faculty member who is the Principal Investigator of a research project funded by national agencies like UGC, AICTE, CSIR, DST, DRDO, ISRO, DAE, etc.

Consultancy Projects

Suitable incentive not exceeding 25 % of the total consultancy amount will be granted to the person who takes the consultancy project from an industry/research organization based on the recommendation of the Head of the Department.

Other Norms

1. Number of faculty members participating in a conference shall not exceed 50% of the sanctioned strength of the department in a year.
2. Number of faculty members participating in a conference at a time shall not exceed 15% of the sanctioned strength of the department.
3. A faculty member shall not be permitted to attend/ present a paper in a conference more than two times in a year.
4. Publications/Patents should be in the name of St. Wilfred's College of Law and the rewards/benefit should be properly acknowledged by the authors.
5. For multiple authors, 50% of the incentive will be given to the first author and the remaining 50% will be divided between others. Management has the right to review/ modify the scheme at any time.

Financial Incentive for research publications

Teachers are encouraged to publish research work in reputed journals and are considered for financial assistance. For providing financial incentive to published work the research journals are classified into six categories:

Type of research journal	Quality	Type of article	Support* (Rs)
Indexed journals	Impact Factor** above 10	Full paper (not abstracts)	10,000/-
Indexed journals	Impact Factor** between 5 and 10	Full paper (not abstracts)	5,000/-
Indexed journals	Impact Factor between 3 and 5	Full paper (not abstracts)	3,000
Indexed journals	Impact Factor between 2 and 3	Full paper (not abstracts)	2,000
Indexed journals	Impact Factor between 1 and 2	Full paper (not abstracts)	1,000
Referred journals	International (Scopus)	Full paper (not abstracts)	500

* Not applicable, if research allowance for the project is
*Impact factor is based SCI,
http://ip-science.thomsonreuters.com/

Teachers have to submit a request in the specified format along with a copy of the published research paper (reprint) as documentary evidence through the HOD to the Principal for sanctioning the amount. The contributors of the articles have to submit along with the application the latest Impact factor of the Journal, from reliable sources. National/International journals are identified by the structure of the editorial board and the contribution of articles (members/articles from more than three countries). Documentary proof of reference should be submitted along with the application. The financial incentive is provided only to the corresponding author (or the first author, if the corresponding author's name is not mentioned) who is a regular/confirmed faculty of SWPG. Proof of correspondence/communication from the editor/referee should be submitted along with the application. All journals should have ISSN numbers from national or international centres. Maximum of four publications in a year will be eligible for financial incentive.

Organizing International and National Level Seminars/ Conferences/ Workshops:
Each department has to organize one International and National conference every year with recognized academic associations/academic bodies.

1. Seminar and Workshop: Each dept. has to organize one International and National seminar every year, activities to be organized in collaboration with recognized academic associations/academic bodies, academic/professional institutions, associations of business/industry, voluntary organizations, NGOs and registered societies/trusts may be encouraged. In case of collaboration, a letter from the academic association/ academic body or academic/professional institution, association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, may be furnished with the application to the college principal with all the details.
2. All the budget approval decisions would be taken by the Secretary of St. Wilfred's Education Society.

POLICY GUIDELINES FOR FACULTIES PURSUING Ph. D/HIGHER EDUCATION

Faculties without PhD are encouraged to pursue and complete their PhD by providing study leave with salary benefits. Encouraging faculty members to pursue Post-Doctoral research, national collaborative, and international collaborative research projects and fellowships by providing study leave to spend their time in research activities.

The following guidelines have been created in accordance with St. Wilfred's College of Law policies.

Staff Members-Teaching who are on a permanent basis and are on probation will be eligible for financial support under the following circumstances:

1. Attending or participating in seminars, symposia, conferenceworkshops, refresher courses, and course works of PhD programmes, book publications, and training workshops in India and abroad.

2. If the faculty member takes a leave or leaves for his or her Phd Research work for e.g. Course work, DRC, Pre-submission Viva, Final viva etc. it would be considered as Paid leave but in order to avail that Faculty member has to submit necessary proof of documents one week prior.
3. Seed money for research projects, particularly those with a social impact.
4. Financial assistance is available, and faculty members are encouraged to attend workshops, trainings, and refresher programmes in order to assist them for their Research work.
5. The faculty member must have completed his or her probation in order to be eligible for grants to participate in international conferences seminars, symposia, conference workshops, refresher courses, and course works of PhD programmes.
6. After probation, faculty members are encouraged to apply for UGC grants and other funding agencies with the Principal's approval.
7. The faculty has to sign a 1-year employment contract with St Wilfred's college in order to receive grant from the college.

Note:
1. The Research Advisory Committee (RAC) scrutinizes the applications for their relevance and need.
2. If there are multiple applicants from the same department, the principal's decision is final.
3. If the allocated UGC funds are fully utilized, the institution will provide monetary assistance in the above-mentioned conditions using Special Earmarked funds from Management.

All the financial aid decisions will be made by the secretary of St. Wilfred's Education Society after discussion with the Principal of St. Wilfred's College of Law

FINANCIAL POLICY

The financial policy is evolved by the college for optimum use of resources for the achievement of various objectives of the college in accordance with the Vision and Mission and trust deed of the college. A financial policy is an important document that outlines the guidelines and procedures for managing the financial resources of a college. The following are some of the key elements that should be included in a college's financial policy:

Objectives:
The financial policy of the college intends to achieve the following objectives:
1. Prudent and effective management of financial resources.
2. Honesty and transparency in all aspects of financial management and financial reporting.
3. To comply with the legal requirements of various Acts.
4. Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
5. To present report to the management, donors, stake holders, beneficiaries and to the government.
6. To execute project according to the terms of conditions of the donor and to achieve the goal of the project.

7. To ensure desirable standards of accountability and credibility of the college in the use of funds entrusted to it.
8. To deliver maximum benefits at minimal cost.
9. To practice standard according practices in the management of financial resources.

Overview of the Policy:
A financial policy is an important document that outlines the guidelines and procedures for managing the financial resources of a college. The following are some of the key elements that should be included in a college's financial policy:

1. **Budgeting:** To outline the process for developing and approving the annual budget, including the roles and responsibilities of key stakeholders, such as the college Chairman and Secretary of St. Wilfred's Education Society, the board of trustees, and the finance department. The policy should also establish guidelines for monitoring and reporting on budget performance throughout the year. Colleges typically develop and maintain an annual budget that outlines how the institution's financial resources will be allocated to various departments and programs.

2. **Accounting and Financial Reporting:** To establish guidelines for the maintenance of accurate financial records and the preparation of financial statements, including the roles and responsibilities of key stakeholders. The policy should also specify the frequency and format of financial reporting to the board of trustees and other stakeholders.

3. **Tuition and fees:** To establish policies regarding tuition and fee structures, including how much students are expe•cted to pay, when payments are due, and what happens if payments are not made.

4. **Financial aid:** To develop policies and procedures for awarding financial aid to eligible students, this may include scholarships, grants, loans, and work-study programs.

5. **Investments:** To manage the college's investment portfolio, this may include guidelines for risk management and investment diversification.

6. **Procurement:** To establish policies and procedures for purchasing goods and services, including competitive bidding processes and rules for ethical conduct.

7. **Cash Management:** To outline the procedures for managing the college's cash flow, including the management of cash reserves, the processing of cash receipts and disbursements, and the management of short-term investments. The policy should also establish guidelines for the management of credit and debit card transactions.

8. **Investments:** To outline the college's investment strategy and guidelines for the management of investment portfolios, including the roles and responsibilities of key stakeholders. The policy should also establish guidelines for monitoring and reporting on investment performance.

9. **Debt Management:** To outline the college's approach to debt management, including guidelines for the issuance of bonds and other debt instruments, the management of debt service payments, and the management of credit ratings.

10. **Risk Management:** To establish guidelines for the management of financial risk, including the identification and assessment of financial risks, the development of risk mitigation strategies, and the management of insurance policies.

11. **Compliance:** To establish guidelines for compliance with relevant laws, regulations, and accounting standards, including guidelines for the preparation of tax returns and other financial filings.

Procedure:
1. **Income:** The income of the college consists of voluntary contributions, honorarium and project funds from within India.

2. **Project Funds:** Funds given to the college for a definite cause, budget specific and for a specific period are project funds. The college utilizes the funds for the given purpose adhering to the budget approved.

3. **Income other than project funds:** Any other income other than project funds is income of the college which is administered by the college for various activities of the college e.g. fees received by the students.

4. **Receipts:** A separate printed receipt shall be issued to students for the fees against their subjects.

5. **Project based Accounting:** St. Wilfred's College of Law shall maintain a separate set of cashbook and ledger, records and documents for each project.

6. **Expenditures:** The college's maintains a system in which daily financial transactions are appropriately authorized, recorded and documented. The system is computerized using standard software.

7. **Vouchers:** The processing of payment includes a vouchering system.
Each transaction is entered into the financial system while bills and vouchers are filed separately. Each voucher should be supported by proof of payment such as bills, invoices, and receipts. The procedure of financial transactions should be communicated to project staff.

The Process/procedure for Co-curricular spending shall be as follows:
1. Budget preparation with signature of the HOD, one Faculty member, and the internal auditor. If activity is undertaken primarily with students' initiative then they need to sign as well. The budget should clearly mention the number of participants and tentative registration amount to be collected.

2. The signed budget is then approved by the Principal and forwarded to the Secretary of St. Wilfred's Education Society. The internal auditor has to keep a copy of the approved budget.

3. Post expenditure all genuine bills have to be submitted along with the income and expenditure format to the internal auditor within three working days of completion of the event. The statement (Format) must have the signatures of the HOD, Faculty Member and the Principal.

4. The list of participants paying registration amount, along with their phone numbers, has to be attached with the above bills.

5. The approval of any **out of the ordinary/budgeted** expenditure has to be attached and submitted along with the bills.

6. The internal auditor verifies the bills and finally submits it to the accounts department keeping a copy in the auditor's file.

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7. The above to be followed for expenditures incurred through **students' contribution only**, as well.

8. No deviation of the above mentioned process in order to maintain a proper record for future reference and audit.

Method of Payment: Payment by Cash Voucher

All expenditure shall be paid by Cash Voucher except in the case of extra-ordinary situations where banking is difficult. Maximum utilization of Cash Voucher is recommended. Each Department Director may apply for cash payments in the vouchers requisition format to the Administrator. For National Seminar/Conference minimum amount of 1000/ and maximum upto 3000/ per year shall be allotted. For International Seminar/Conference minimum amount of 3000/ and maximum upto 5000/ per year shall be allotted. The administrator keeps in hand cash for day-to-day transactions. Cash in hand should not exceed the limit of Rs. 5.000/-.

Travel and other advance policy

To each Department Heads, advances are provided for organizing any National, International Seminar/Conference/Workshops only with the consent of Honorary Secretary Dr. Keshav Badaya

Consolidated Salary Register:

A consolidated Salary register is maintained where payments to staff by way of salary is recorded by the end of every month. All Salary Payments shall be paid by cheque. However, a separate salary register is maintained for projects of local funds such as Government

Balance sheet:

1. **Assets:** All immovable assets such as land, building etc, are purchased in the name of the college by the administrator/Director with the approval of the Governing Body. Other movable and physical assets such as furniture, equipments, and computer related assets etc. below Rs.50000/- are purchased in the name of the college with the approval of the purchase committee of the college. If it costs beyond Rs.50000/- its purchase will have to be approved by the governing Body.

2. **Listing of Assets:** A Fixed Asset Register is maintained to record the Purchase, Disposal and movement of assets. The assets shall be numbered. The fixed Asset register book is maintained.

3. **Use of Assets:** Assets of the organization should be utilized to achieve the objectives of the college. A log book is maintained for the use of vehicles.

4. **Depreciation:** Depreciation shall be provided under Written down Value method as per the rates stipulated under the Income Tax rules from time to time.

5. **Liabilities:** Whenever funds are not available credit purchase shall be avoided.

6. **Planning and budgeting:** A consolidated general budget is prepared annually. It is sent to the governing body for approval. The past experience and actual expenditure is kept in mind when preparing the budget.

7. **Authorization of financial transactions:** The Secretary of St. Wilfred's Education Society shall authorize all the payments by signing the voucher as a sign of approval.

8. **A consolidated Rough Cash Book:** The Accounts Department maintains a consolidated rough cash book where the receipt and payments of cash is recorded.

9. **Monthly Reporting:** Account wise monthly Receipts and Payments account is printed. A consolidated monthly return is prepared and sent to the Governing Body by 12th of every month.

10. **Project fund reporting:** Project wise preparation of reports of funds showing the receipt, utilization, balance and percentage of balance and reasons for variations are prepared every month. The Project Coordinator regularly reports to the project committee as per the project execution plan which may be quarterly or by annual.

11. **Budget Control:** Budget comparison report shall be reviewed on a monthly basis by Principal of St. Wilfred's college of Law

12. **Vehicle and stock control** Vehicle Log book shall be maintained for all the vehicles of the college and shall be verified by the Accounts Dept. on a weekly basis. Stock book is to be maintained for the purchase of office related materials. It is to be verified by the Accounts Dept.

13. **Linking Activity and Financial Report:** Programme Linked Financial Report shall be prepared on a quarterly basis and the same shall be monitored for the activity variance and budget variance.

14. **Statutory audit:** The Annual audit of accounts of the college is normally done before the month of June every year.

GENDER EQUITY POLICY

Guidelines for Gender Champions: Gender socialization of both boys and girls begins early, and it is important to initiate change processes at a young age to shape attitudes and transform behaviors. Schools and colleges play a major role in this regard, because students spend large amounts of time engaged with peers in such settings. Creating positive social norms in educational institutions that value girls and their rights is important to improve the well-being of girls and achieve long-term and sustainable social change. India is home to around 232 million individuals aged 15-24 years, who account for 19.15% of the country's population. Engaging with these young boys and girls is crucial to help them critically assess notions of masculinity and question prevailing gender inequities. We need to tap into the goodness and sense of justice of these young boys and girls, and give them tools for maintaining those gifts as they encounter people and experiences that are different from their own. We need to engage with these boys and girls to challenge and shift gender norms that contribute to girls and women having less worth, opportunities and decision-making ability than boys and men.

In order to promote gender equality, guaranteed by Article 15 of the Indian Constitution, we need to change the mode of interaction at all levels - home. school, workplace and so on. To increase the outreach for creating an environment that fosters equal treatment, Government of India envisages endangerment of Gender Champions in all schools and colleges across the country. Gender Champions can be both boys and girls above 16 years of age enrolled in educational institutions. It is a joint initiative of the Ministry of women and Child Development and Ministry of Human Resource Development.

Vision: Gender Champions are envisaged as responsible leaders who will facilitate an enabling environment where Girls are treated with dignity and respect They will strengthen the

potential of young girls and boys to advocate for gender equality and monitor progress towards gender justice.

Objective: The broad mandate of a Gender Champion is to provide an integrated and interdisciplinary approach to understanding the social and cultural constructions of gender that shape the experiences of women and men in society. The aim is to make the young boys and girls gender sensitive and create positive social norms that value the girls and their rights.

Roles and Responsibilities of a Gender Champion

1. Provide overall guidance to the peer group in integrating /mainstreaming gender in all activities of the Institution in the form of focused group discussions, debates, poster competitions etc.
2. Engage a variety of stakeholders from the school, college, civil society organizations, women's groups and media in gender mainstreaming activities.
3. Identify gaps in school college's activities vis-d-vis gender, and make recommendations on how to address these gaps, e.g., observe classrooms to detect bias in interactions
4. Promote Gender Champion Club in their educational institutions and undertake innovative activities, like creating a website or blog on gender equity and regularly writing an equity column on issues on, e.g. untold stories of extraordinary men and women who changed lives of women and girls, about enabling legislations, government schemes or about finding a new Gender Champion in his/ her educational institution, or competitions to analyse greeting cards from gender perspective, organize film fest on gender equity etc.
5. Organize awareness programmes on various gender issues including legislations to influence behaviour change. This could be facilitated through workshops' theme based plays, films, painting competition, etc.
6. Organize the school annual function or the college fest on theme of gender equality and women's empowerment and encourage students to sign up and express their support for gender justice and equality in attractively designed Gender Champion booths.
7. Organize exposure visits to various public service institutions at the village, block, district and city level (public health centres, hospitals, post offices, banks, police stations, block office, SDM/DM office to facilitate knowledge about gender issues as they affect diverse populations.
8. Popularize phone numbers of such services as police helpline, women helpline, hospitals among students.
9. Arrange for providing necessary Life skill education and information/guidance about existing public services to their fellow students.
10. Demonstrate knowledge of important Government schemes, events, legislation, and court rulings which has a major impact on the treatment and experiences of diverse groups.
11. Document best practices to measure the extent of behaviour change and display the same through exhibitions, fests, annual magazines etc.

Eligibility Criteria

1. Gender Champions can be both boys and girls above l6 years of age

2. Should be enrolled in and regularly attending school or college.
3. She/he must have secured minimum of 50% marks or equivalent grade in the annual examination/school leaving certificate.
4. Excellent oral, written, and presentation skills.
5. Should have demonstrated leadership qualities
6. Excellent understanding of the socio-cultural issues and prevailing gender norms and practices.

Selection

The students shall be selected by the Head of the Institution in consultation with the student representatives as Gender Champions on the basis of their intelligence, decisiveness and honesty, which are absolutely essential qualities of a leader. The selection decision will also be based on whether the candidate

1. Engages him/her in visible and hands-on initiatives to reduce gender disparities and has organizational skills, including the ability to manage priorities,
2. Makes continuous and substantive time investments in mentoring his/her peers,
3. Easily recognizable by students/peers as a supporter of gender equality and
4. Experience in the field of gender equality, and an in-depth understanding of key issues and debates.
5. Head of the Institution will put up the guidelines/eligibility criteria in the notice board of all schools and colleges across the country.
6. Applications from interested Gender Champions shall be invited giving time of at least one month.
7. Applications shall be received by the Office of the Head of the institution.
8. Short Listing of eligible candidates will be done by the Screening Committee formed by the Principal/Head of institution. The Screening Committee will have among others, two student representatives. Also at least one member should be a woman or a lady teacher, to be co-opted by the Committee.
9. After verification of the credentials of the shortlisted candidates, the incumbent can be called by the Principal/Head of the institution (heading the Screening Committee for screening/interview and selection.
10. The Principal will issue the Gender Champion Badge and the selection letter to the best candidate/s.

Annual Activity Calendar
The Gender Champions along with the nodal teachers appointed for facilitating them will draw up an Annual Activity Calendar meant for the students of that educational institution. Activities may be planned for any two days in a week. The Activity Calendar will be based on the roles and responsibilities of the Gender Champion mentioned above.

Term of the Gender Champion
The term of the Gender Champion shall initially be for a period of one year and extendable for I or more years as may be decided by the Head of the Institution. The Gender Champion will receive a certificate of appreciation from the

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Head of the institution for his/her committed efforts on successful completion of activities towards promoting gender equality.

Training

It is envisaged that a formal training programme shall be organized to equip and empower the Gender Champions. This shall include IEC material pertaining to information about gender stereotypes, various forms of gender based discrimination, gender equity and equality, legislations, life skills etc. Training programmes will be organized by the schools/colleges with inputs from experts. The method of training will be participatory and interactive to enable the Gender Champions further sensitize students, peer group in schools/colleges and family members on gender issues.

The Ministry of Women and Child Development will be designing a model training module on sensitizing Gender Champions on gender issues.

Monitoring and Reporting

The Head of the institution will maintain a list of Gender Champions with their contact details and verification status. The school/college will also keep a record of efforts/initiatives undertaken by the Gender Champions. At the end of each quarter, Gender Champions will prepare and submit a report to the nodal teachers, on the implementation of activities related to gender equity. The report will be based on the Gender Champions daily diary. The quarterly report will be submitted in a pre-designed format with suitable enclosures as required.

Assessment and Evaluation

On the basis of the quarterly progress reports, each Gender Champion will be assessed according to his/her level of proficiency and accomplishment. These quarterly reports willbe assessed at the end of his/her tenure to measure his/her performance. The Gender Champions will be awarded with a certificate of appreciation from the Head of the Institution for his/her committed efforts towards promoting gender equality.

GOVERNING BODY

Governing Body: The Governing Body is constituted as per UGC norms, and its members are drawn from diverse spheres including academia, industry and research. The Governing Body provides timely advice and guidance to the administration, in line with the institution's vision, monitors the academic performance, as well as the performance management of the faculty, and the financial performance of the organization. It is also vested with the responsibility for approving and amending institutional principles, policies, and procedures.

ACADEMIC COUNCIL

The Academic Council, the erstwhile HOD committee, advises the principal on academic policies, coordinates academic activities, and acts as a platform for discussing matters which require institution-wide consideration and consensus such as the rules and regulations, new facilities for the institutions, implementing College guidelines, academic curriculum and disciplinary measures. The members

of the academic council are,

The functions, responsibilities, and areas of authority of the Academic Council:

1. Recommends on academic policies related to teaching-learning, internal evaluation and examinations so as to improve the academic standards.
2. Provide a platform for discussing ongoing and future academic activities, and their coordination.
3. Bring to notice of all the departments, matters which require institution-wide consideration and consensus, including the code of conduct and other rules and regulations framed from time to time.
4. Conduct deliberations on the facilities in the institutions for promotion of research, participation in conferences, seminars, faculty development programs, paper publications; award of scholarships, awards etc.
5. Nominate staff to various academic, extra/co-curricular bodies and committees.
6. Discuss measures for enforcing discipline, including suspension/dismissal of students from the institution as recommended by the disciplinary action committee.
7. Disseminate decisions pertaining to institution policies and operations to all.

FREQUENCY OF GOVERNING BODY, AND ACADEMIC COUNCIL

Sno.	Committee Name	Frequency of meeting
1	Governing Body	Once in a year
2	Academic Council	Twice in a month and on urgency

Functions of Key Academic & Administrative Positions:

The functions of various key positions are depicted in Table below:

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Position	Functions
Chairman	To look after the overall development of college • Mobilize external resources to strengthen the college • Plan & provide for necessary facilities / equipment for development. • Instill confidence and devotion in every member of the college
Secretary	He is also the Chairperson of the Governing Body of the College and the College Development Committee. His key role is to promote and help institutionalize the college vision and mission, whose three core values are professional innovation, personal integration and social inclusion. He apportions Management seats for admissions, based on guiding criteria. In consultation with the Chairperson and Treasurer of the Society and the Principal, he gives final approval to the budget of the college.
Principal	• Define the delegation of responsibilities in various positions in the organization • Ensure periodic monitoring & evaluation of various processes & sub- processes • Execute quality policy and objectives • Prepare annual budget • Conduct periodic meetings of various bodies such as Governing Body, Academic Council, PTA Executive Committee and various other committees, Library Committee, Student Grievance Redressal Committee, Grievance Redressal Committee for faculty/ Staff and Anti Ragging Committee etc. • Public relations • Resource Generation through research • Prepare and execute academic calendar • Oversee the teaching-learning process • Carry out result analysis and suggest corrective measures to • Initiate supplementary teaching measures • Formation of student council • Student health care • Student orientation • Quality Assurance Cell •Establish, implement and maintain quality management system • Initiate recruitment process • Maintain minutes of meeting (all) • New proposals • Identifying training needs of staff • Notify the staff about various staff development programs • Arrange staff development programs. • Monitoring of lectures and practical • Student's feedback • Co-ordinate the activities of class teachers

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Administrative Office	Administrate day to day activities of the Institution • Maintain up-to-date master documents with history of revision. • Oversee Staff Attendance System & Maintain the monthly attendance report • Manage accounts and finance • Collection, refund and reconciliation of College Fee • Calculation, verification and finalization of Staff salary • All correspondence and Liaison work with the Income Tax Department. • All correspondence and Liaison work with various Banking and other Financial Institutions. • Fund Management and Investments. • Submission of quarterly TDS e-filing to Income Tax Department. • Liaison work with Internal and External Audit Teams. • Staff Recruitment and development • Preparing Budget • Office Administration • Annual College budget • Faculty personal files • College roster • Transport • Collective attendance of students •Publicity of events Correspondences with College
Head of Departments (HOD)	Responsible for efficient functioning of the Department/Centre with reference to its goals and objectives- conduct the department in a professional manner. • Develop and schedule the activities of the department for the academic year- preparation of departmental calendar. • Ensure judicious class/job allocation to the faculty members. • Ensure that all faculty members complete their role responsibilities in a timely manner. • Ensure leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost. • Ensure a harmonious working environment to nurture a healthy academic community and assist in resolving differences. • Review and approval of all relevant records of concerned faculty members by HOD. • Periodic independent review of faculty performance individually and suggest remedial tips • Initiate opportunities and avenues for developing faculty knowledge and capability. Ensure that each faculty member takes turns to present a recent article from a leading

	international journal to his fellow colleagues in the department at least once in a month. • Encourage regular academic discussions for subject exposure among the relevant faculties in and outside the department, to facilitate knowledge sharing and updating. • Identify and arrange specialist lectures for different subjects in consultation with the concerned faculty. • Inspect concerned department classes at least once in a semester. • Maintain overall student discipline in the department as per college policy and guideline with regard to attendance, uniform, attitude, conduct, assignment completion etc. • Resolve difficulties faced by the students, academic and non-academic, in due consultation with the class teacher and referring essential cases to the Counselor, with a discrete note of reference. • Take all efforts from the department side for enhancing employability and placement readiness of the students in the department. • Ensure that there is an interaction with expert team and departmental faculty members and students at least once in a month for the final year students. • Convene regular faculty meetings to assess and review the progress of planned activities. • Convene class committee meetings to get students feedback on teaching. • Conduct pre-examination and post examination reviews with the Faculty members concerned with regard to quality of questions, answers, rectification measures etc. to improve the student performance/results. • Comply with the reporting requirements and submissions as may be specified. • Finalization of the workload/allotment and timetable for the next semester immediately on completion of the current semester. • Develop proposals for improved teaching methods, curriculum enhancement, new academic programs of practical significance etc. • Prepare and monitor the time and cost budgets for the department. • Inspect concerned classrooms at least once in a semester. • Prepare and submit half yearly feedback about the staff members to the Principal as per the students evaluation form. • Convene meetings as per the regulations.
Training and Placement Cell	Arrange campus interviews • Student Training and Placement • Maintenance list of companies offering jobs / career opportunities for the students • Maintain records of the placements by various companies chronologically. • Department wise list of students placed are to be maintained. • Organization of special

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	programs for career guidance. • Maintain records of students placed, off-campus, with the list of companies.		PSOs. PAC has to closely monitor the attainment of POs, PEOs, and PSOs and corrective measures if required to be taken in consultation. The CO-PO mapping, question paper scrutiny and other processes as per Outcome Based Education (OBE) is monitored by the PAC. PAC has to meet two times minimum in each year.
Internal Quality Assurance Cell	IQAC consists of various Head of the departments, Head of the Institution, Management Representative, Faculty and Student Representatives, Industry Representative, Professional Body Member, Public Representative, Alumni Representative and Administrative Cell Representative. The Committee is responsible to monitor and evaluate the Outcome Based Education practices and procedures followed in the Institution. The Committee has to oversee the overall academic activities of the Institution and evaluate the attainment of Vision and Mission of the College. This committee has to conduct the Internal Audit of all the department's academic activities for each semester and support the external audit conducted by the College. The activities of the committee are coordinated by the IQAC Coordinator, a senior faculty nominated by the Head of the Institution with the concurrence of the Management. The Committee has to meet twice in an year (minimum) or at any frequency as desired for the smooth functioning of the College.	Student Council	The student council acts as an interface between the students and the Management. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The student council provides scope to contribute in the development of student's leadership skills, program planning and volunteering. The student council also undertakes the responsibility of bringing out the annual college magazine. The set of objectives for the council shall be: • To promote an environment conducive to educational, social and personal development. • To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council. • To represent the views of the students on matters of general concern. • However, in no case/situation Student Council shall not and cannot influence/force/alter the decision-making procedure of the administrative officials /management. The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the students in an academic year.
Department Advisory Board (DAB)	The DAB consists of the Head of the department and the representatives of key stakeholders - Students, Faculty, Principal, Representatives of Management, Alumni, Industry and Eminent Academicians. The DAB, chaired by the Head of the Department, receives the report of the Programme Assessment Committee and monitors the progress of the Programme. Plan and recommends the future plan of the department, a strategic approach to attain the Vision and Mission of the Department. • DAB discusses current and future issues related to programs. • Develops and recommends new or revised Programme Educational Objectives • DAB should meet at least once in a year to review the programs.	PTA Executive Committee	The Parent Teacher Association (PTA) is a living organization of parents of all students of college and the teaching faculty. It provides a common forum for interaction of parents and teachers so as to improve academic standards, maintain discipline and facilitate overall development of the College. The parent-teacher groups support the college, teachers and encourage parent involvement in the activities of the institution. The PTA Executive Council meets at regular intervals and the annual general body meets once in a year and 'open - houses' are conducted every year. Principal of the college is the president of the committee The executive body is entrusted to plan, execute and take necessary decisions for the overall development of the students and college.
Programme Assessment Committee (PAC)	Programme Assessment Committee consists of Programme Coordinator, Module Coordinator and faculty representatives. PAC gives inputs and takes advices from the Department Advisory Board on Vision, Mission, PEOs, POs &PSOs and other departmental activities. Chaired by the Head of the Department, the committee interacts with students, Course Coordinators, Module Coordinators and outside/community and agencies to facilitate attainment of PEOs, POs and		

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