



NES RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE

Bhandup (W), Mumbai 400 078



A BOOK ON WORKING SYSTEM OF THE INSTITUTION

INDEX

Sr.No	Contents	Page No
1.	About the Parent Body and its Founder Awards & Accolades of NES & its Founder Introduction of the Director Unique events conducted by the Parent Body	1-5
2.	About us Awards & Accolades Vision & Mission of the College Organizational Chart Courses Offered College Song	6-12
3	Starting of the Institution Arrival and dispersal of Students Recess Team/ Floor Management	13-15
4.	Duties and Responsibilities <ul style="list-style-type: none"> • HOI • Vice –Principal • HOD • Class Teacher • Teacher • Librarian 	16-27
5.	Academics <ul style="list-style-type: none"> ❖ Subject departments and heads functioning ❖ Teaching, Learning and Evaluation System ❖ Modern Teaching Methods Council ❖ Lesson Observation ❖ Modern Revision Methods ❖ Subject Fest ❖ Subject Museum ❖ Evaluation/Testing Methods ❖ Remedial Teaching ❖ Adoption System 	28-43
6.	Library	44-49

7.	Laboratory	50-53
9.	Administration <ul style="list-style-type: none"> ❖ Workload calculation, Time table preparation, Staff requirement and Recruitment ❖ Different Committees for College Functioning ❖ Working of College Office ❖ Filing Department ❖ Dispatch Department ❖ Inward Register/Outward Register ❖ Guidelines for Maintenance of Records ❖ Preserving Records ❖ Feedback system ❖ Suggestion box ❖ I-Card for Students, Staff & Parents ❖ Unique Features ❖ Important Institutional Records 	54-102
8	Infrastructure & Facilities <ul style="list-style-type: none"> • Botanical / Medicinal Garden • Medical Centre • Safety and Security Measures • Facilities • Disciplinary Norms 	103-114
9	Managements Requirements & Records	115-124

SPECIMEN OF FORMS AND FORMATS

Sr. No.	Contents	Page No
1.	Feedback forms:	
	a) From students about a teacher	125
	b) From students about the Library	126
	c) From students about the college	127-128
	d) From parents about the college	129-130
	e) From parents about Parental Workshop	131
2.	Lesson Observation	132
3.	Department Working System	133 - 135
4.	a) Monthly Attendance Defaulters' list	136
	b) Latecomer's Record	137
5.	Syllabus Completion Form	138
6.	Monthly Report	
	a) By HOD / In-charge/Convenor	139
	b) System Management (by Principal)	140 to 144
7.	Supervision Duties Allotment	145
8.	Supervision Instructions	144
9.	Internal Audit Report (AAC)	145
10.	Floor Management Daily Report	146
11.	Gate Pass Format	
	a) For Students	147
	b) For staff	148
	c) For materials to be carried outside	149
12.	Visitor's Pass	150
13.	Format for Reporting an Incident	151
14.	Stationery Requisition Slip	152
15.	Claim for Conveyance	153
16.	Daily Report of attendance of Staff & Students	154
17.	Stock List (Sample)	
	a) Class Room	155
	b) Laboratories	156

18.	Safety Instructions in Laboratories (Sample)	157
19.	Important Numbers for Emergency	158
20.	Letter Formats	159 to 168
21.	Handbook Format	169
22.	Log Book Format	170
23.	Lesson Plan Format	171
24.	Career Advancement Scheme Proforma	172 to 175
25.	Counselor Format	176
26.	Mentoring Format	177

ABOUT THE PARENT BODY-NATIONAL EDUCATION SOCIETY (NES) & ITS FOUNDER - Dr. R.VARADARAJAN

Dr. R. Varadarajan founded NES in 1963 with a tiny school of seven students. Today, under his able leadership; NES-SVB Education Group has bloomed into a bouquet of 69 Educational Institutions providing quality education to nearly 48,000 students with teaching faculty of more than 1200.

Dr.R.Varadarajan, along with his dedicated team, has tirelessly worked for providing educational opportunities to all aspirants, especially to the under privileged, resulting in nearly 100% results and merit ranks consecutively over the years in all Board & University Examinations.

The Group has its institutions in 6 educational complexes located at Bhandup (2), Mulund, Dharavi, Dombivli and Dawdi (Thane) providing education from pre-primary to post- graduation levels and even Ph.D. These institutions offer education in Arts, Science, Commerce, Management, Teacher's Education, Pharmacy Education, Computer Education, Information Technology and also CAIE and IB Curriculum besides Maharashtra State Board and ICSE Curriculum. Special Institutions for providing education to handicapped children with special impediments have also been set up (NES School for Hearing Impaired).NES also has a Medical Center and a National Center for Research & Development in Education, Science and Technology.

In pursuance of its value based mission, the National Education Society and its founder have achieved the following honours / accolades / awards.

1992 : 'Best Principal' Award by Rotary International

1994 : 'Outstanding Educationist' Award by Governor of Tamil Nadu & Pondicherry

1994 : Recognition of National Education Society as Exemplary Institution by the Governor of Maharashtra.

1995 : National Award for 'Best Teacher' by the President of India

1995 : 'Vidya Jyot' Award by Parthasarthy International Academy

1996 : 'Dronacharya' Award by Deputy Chief Minister, Government of Maharashtra

1996 : 'Rashtriya Ratan' Award by the Global Economic Council

- 1997 :** ‘Netaji Centenary’ Award as ‘Best Educationist’ by Dr. Anita Bose Pfaff, daughter of Netaji Subhash Chandra Bose.
- 2002 :** ‘Messiah of Education’ Award by Speaker of Lok-Sabha
- 2002 :** ISO 9001:2000 certification by International Assessment Authority on National Education Society and all its institutions.
- 2004 :** Award of grade ‘A’ to NES Ratnam College of Arts, Science & Commerce by the National Assessment and Accreditation Council of the University Grants Commission, New Delhi.
- 2006:** Recognition of its Founder and his two Education Trusts viz National Educational Society & Saraswathi Vidya Bhavan as ‘Education Leader’ by the Asia-famed Magazine ‘Education World’.
- 2007:** IMC Ramakrishna Bajaj National Quality Award for excellence in education to NES and all its institutions.
- 2008:** NES International School Mumbai, certified as one of the top ranking institutions in India by CIE.
- 2009:** World School status awarded to NES International School, Mumbai by International Baccalaureate Organization, Geneva.
- 2009:** Triple British Honour-First for India from British Institute for Learning and Development, UK.
- British Fellowship to Founder
 - British Quality Mark to NES & SVB Group
 - Corporate Membership to NES & SVB Group
- 2009:** NES International School Mumbai ranked as the Best School in North-East Mumbai as per the survey by ‘Hindustan Times’.
- 2011:** Award of grade ‘A’ once again to NES Ratnam College of Arts, Science & Commerce by the National Assessment and Accreditation Council of the University Grants Commission, New Delhi.
- 2011:** Founder was honoured at the House of Commons, U.K. by Senior Statesmen, British Parliament.
- 2013:** Founder was honoured by the Consulate General of the Republic of South Africa on the 19th Freedom day of the Republic of South Africa.
- 2014:** Municipal School at Lower Parel entrusted to NES under Public Private Partnership Project for quality education & school upgradation under NES Brand (First of its kind by Government of Maharashtra)
- 2016:** Lifetime Achievement Award by the Education World, Asia famed magazine New Delhi

2016: Adi Sankaracharya Lifetime Achievement Award by Kanchi Kamakoti Peetham, Chennai.

2017: Times Icon Award by the Times of India group.

2017: Asia's Educational Leader Award **2017** conferred by the Economics Times and presented by the Malaysian Govt. at Kuala Lumpur, Malaysia.

And the journey continues.

Dr. BALASUBRAMANIAN V, DIRECTOR, NES-SVB GROUP OF INSTITUTIONS

Dr. Balasubramanian. V. the Director of NES and SVB Group of 69 educational institutions. As a people-oriented person, he has driven the group's growth and popularity to greater heights working alongside the group's Founder-President for the last 26 years. He has a Doctor of Business Administration degree, specializing in Marketing, from Walden University, USA. In 2014, Walden University conferred on him the Commitment to Social Change Scholarship. He obtained his Masters in Business Administration degree from University of Wales, UK.

Some of his major initiatives in the group have been the setting up of professional college projects like SVB's College of Pharmacy (1998) and SVB's Saraswathi College of Education and Research (2004) at Dombivli (East), Dist. Thane. The NES National Public School (2003) and NES International School Mumbai – IB World School (2005), both established under his leadership, are ranked among the most prestigious schools in Mumbai. In 2009, Hindustan Times ranked NES International School as the No. 1 School in North Mumbai. The Times of India ranked NES International School at No. 3 among Internationals schools in the entire Mumbai Metropolitan area for the last 3 consecutive years. The Economic Times has adjudged the NES International School as 'Best School Brand 2015-18'. In March 2017, Education World magazine profiled Dr. Balasubramanian .V as one of the 33 young rising stars in education sector in India.

Most recently, Education Today Magazine in February 2018 has profiled him as one among the Top 50 leading visionaries in the field of education in India. As a social entrepreneur, he is committed to social change through education. The NES School for Hearing Impaired and the SVB's U.M. Thevar School at Dharavi, Mumbai are the corporate social responsibility initiatives of the Group, which he closely oversees. His latest social initiative is managing the MCGM Parel English School, a first-of-its-kind partnership between the public and private sectors for providing education to the less privileged in Mumbai.

UNIQUE EVENTS CONDUCTED BY NES & SVB GROUP

- The Group has set up NES Space Exploration Centre at its Mulund Education Complex for the benefit of students of the country and this unique centre was inaugurated by Capt. Jon McBride, Astronaut from NASA, USA on 5th Dec, 2012.

- The Group hosted World Peace Congress by and for the students of schools in India and abroad on 11th & 12th of January, 2013,—a first of its kind initiative at school students' level, which is destined to impact the entire world.

- To keep students abreast of the latest development & research in the fields of Science & Technology, the group celebrates National Science Day, on 28th February, with great fervor. Various competitions are conducted for students and eminent scientists are invited as judges & also as resource persons to conduct workshops.

OPENING OF NEW INSTITUTIONS (NEW PROJECTS OF 2014-15 & 2015-16)

- National Education Society's Vocational Training Centre, Mulund
- Saraswathi Vidhya Bhavan's Vocational Training Centre , Dharavi
- Saraswathi Vidhya Bhavan's Vocational Training Centre, Dombivli
- NES International School Dombivli
- MCGM's NES Parel English School

ABOUT US

Way back in 1983, access to higher education was a dream to many residing in this backward suburb of Mumbai. In order to make this dream of locals a reality, the visionary management of National Education Society set up Ratnam College of Arts, Science and Commerce in 1983.

Within a short span of time, the Institution has carved a niche for itself. Because of its strong belief that quality education is a process by which students' character and personality are developed at par with academic excellence, the institution is painstakingly making efforts to work towards setting and maintaining quality standards with conviction.

The quality in teaching-learning process and emphasis on infusing values in students are amply reflected in regular functioning of the Institution. These efforts have borne fruits by making the students competent and responsible citizens and also good human beings.

The College is Permanently Affiliated to University of Mumbai and has also been included under 2F & 12B of UGC Act. These are indicative of the institution's commitment to improving quality of education with zeal and enthusiasm.

Strong emphasis on all facets of discipline and academic excellence which are the essence of higher education ensure that students contribute effectively towards national development. The students are carefully groomed to become smart, qualified and conscientious citizens through all its processes. The graduates from the institution are empowered with academic degrees and qualities of good citizens.

Distinctly better performance of our students in comparison with average performance of students at the Final University Examinations strongly endorses the quality of our teaching-learning process. Ratnamites are endowed with all-round growth and well-groomed personality through various enrichment activities to be reckoned as assets by the society.

The Institution strongly believes in not only sustaining quality but also enhancing it in order to achieve its vision.

In recognition of efforts taken by the college, amply reflected in all forms of outcomes, the college has received the following awards & accolades

1. The College was the first educational institution, in Maharashtra, to receive the ISO 9001:2000 certification in 2002.
2. The National Assessment and Accreditation Council certified the College as 'A' grade institution in 2004 and reaffirmed the status in 2011 and again in July, 2017.
3. The initiatives taken by the College towards community development, especially in Bhandup, were rewarded when the Municipal Corporation of Greater Mumbai renamed Bhattipada Road of Bhandup (W) as NES Ratnam College Marg in 2006.
4. In 2007, the College received the IMC Ramakrishna Bajaj National Quality Award for Excellence in Education as a constituent institution of the Parent Body, NES, which again was the first of its kind in the education category.
5. The College is the proud recipient of the British Quality Mark conferred by the British Institute for Learning and Development, U.K, in 2009; a rare honour for an educational institution in India.
6. The Institution was a recipient of Best College Award in the urban area by the University of Mumbai for the academic year 2013-14.
7. In the year 2016-17, the Institution was selected for Star College Scheme of the Department of Biotechnology, Ministry of Science & Technology, and Govt. of India. Five Departments of Science Faculty received grants under the DBT Scheme for a period of three years from 2017-18 to 2019-20.
8. In the year 2016-17, the college received Arogya World Healthy Workplace Award (Gold) from Arogya World-India Trust.

VISION

To become an autonomous institution this will be a trend -
setter in higher education having strong national and
international linkages

MISSION

The College aims at inclusive education with
emphasis on holistic development of the students by
providing quality education and preparing them to
contribute to social development

MOTTO

Learn, Live and Lead



N. E. S. RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE



COMPRISING MULTI FACULTY UNDER GRADUATE / POST GRADUATE / DOCTORAL PROGRAMMES

REMODELLING PROJECT - 2020

INSTITUTIONAL ORGANIZATIONAL CHART

Dr. R. Varadarajan

Founder- President, NES- SVB Group of Institutions

Dr. Balasubramanian V

Director, NES- SVB Group of Institutions

Board of Trustees

College Development Committee

Dr. Mary Vimochana

Principal

Dr. Vinita Dhulia

Vice Principal

Dr. Lata Swaminathan

Vice Principal

FIVE INSTITUTIONAL WINGS

ACADEMIC WING
Dr. Jayashree S.

MANAGEMENT WING
Dr. Sangeeta Roy

ADMINISTRATIVE WING
Mr. Ashok Poojari

DEVELOPMENT WING
Dr. Sunita Chahar

FINANCE WING
Mrs. Karthiyaini S.

A Prime Unit of NES-SVB Group of 69 Institutions &
A Unit of H. H. Jagadguru Sankaracharya Vidya Nagar, Dombivli (East)

PROGRAMMES OFFERED

Undergraduate (Affiliated to University of Mumbai):

Sr. No.	Name	Year of Starting
1.	B.A.	1983
2.	B.Sc.	1983
3.	B.Com.	1984
4.	BMS	2001
5.	B.Sc. (Comp. Sc.)	2001
6.	B.Com. (B & I)	2006
7.	B.Sc. (IT)	2016
8.	B.Com. (A&F)	2016

Postgraduate (Affiliated to University of Mumbai):

Sr. No.	Name	Year of Starting
1.	M.Sc. (Physics)	1998
2.	M.Com.	2003
3.	M.Sc. (Analytical Chemistry)	2016

Ph.D

Sr. No.	Subject	Year of Starting
1.	Botany	2015
2.	Physics	2019

Certificate Courses (Approved by University of Mumbai):

Sr. No.	Name	Year of Starting
1.	Conversational English	2005
2.	Tourism and Travel Management	2005
3.	Microprocessor and Microcontrollers	2012
4.	Instrumental Analytical Techniques	2012
5.	Nutrition and Dietetics	2012
6.	Stock Market Operations	2013
7.	Retail Management	2016

OTHERS:

YCMOU (Yashwantrao Chavan Maharashtra Open University) Courses

Sr. No.	Name	Year of Starting
1.	Preparatory Education Programme (English & Marathi Medium)	2003
2.	B.COM	2003
3.	MBA	2004
4.	B.A	2013

COLLEGE SONG

Salil Saday Jyotirmay hein charo aur uday,
Nit nutan jeevan ka sangam Ratnam hai Ratnam (2)

Prem Bhakti Ka , Dev Shakti Ka, (2)
Ratnam De Adhyan,
Rashtra Bhakti mein, Tyag Bhav mein, Ratnam ke hein Gum,
Jeevan ke path mein ye De bal
Aaaa.....
Jeevan ke path mein ye de Bal,
AAj Kal Har pal,(2)

Salil Saday Jyotirmay Hein Charon Aur Uday....

Ratnam Sab Ki , Man ki Abhilasha,
Taleem Hai Jeevan, Ratnam Ki Bhasha(2)
Naam Ratnam Charon Aur Hei,
Aaaa.....

Naam Ratnam Charon Aur Hei,
Aaj Kal har Pal (2)
Salil Saday Jyotirmay Hein Charon Aur Uday....

STARTING OF THE INSTITUTION

- Cleanliness of the premises
- Monitoring arrival of the students
- Checking of I- Cards, Dress Code
- Checking of late comers - By Arrival Team *
- Ringing the Bell
- Prayer – Students to be kept ready by the Prayer Committee
- National Anthem
- Announcement about day's activity / instructions to students etc.
- Commencement of Lectures / Practical
- Rounds – to check up whether all lectures/ practicals have commenced on time.

ARRIVAL AND DISPERSAL TEAM

Duty of the Arrival Team

- To monitor the arrival of students
- To check I-Cards & Dress Code
- To keep ready the Latecomer's Register
- Take signatures of the latecomers in Latecomer's Register and to take action as decided against late comers.
- Identify frequent latecomers & arrange for meeting with their parents.

Duty of the Dispersal Team

- To monitor students leaving the premises after the lectures / practicals – ensure smooth & orderly dispersal
- To ensure that those students who want to visit library, common room are directed to go there.
- To ensure that students do not unnecessarily loiter in the college premises.
- Students should not wait for long near the complex canteen.
- To be vigilant especially just outside the complex gate.

Duty of the Recess Team

- To take rounds so as to maintain required level of discipline during recess
- To see that there is no damage caused to the college property
- To ensure that students do not get physical (involve in fighting) when they are free – avoid any untoward incident
- To ensure that girls and boys interact separately
- To direct them towards classroom / laboratory etc. as soon as recess is over

Floor Management System

To monitor

- The movement of students, parents, visitors especially during recess & dispersal of students
- Progress of lectures, tutorials, practicals etc.
- Cleanliness of the floor
- Breakage/ damage, if any
- Repairs / Maintenance, if required

DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES OF THE HEAD OF THE INSTITUTION (SOP)

The Head of the Institution has diverse & significant administrative responsibilities which comprise of duties to be carried out on Daily, Weekly and Monthly basis.

DAILY WORK:

To check

- Conduct of Classes / Tests / Examinations
- Muster / Late Muster
- Attendance of Students / Staff
- Late comer's Register (of students).
- Counter Collection Register
- Petty Cash Register
- Inward Letters etc.
- Day-to-day compliance of circulars etc. received from University / Government / Management etc.

WEEKLY WORK

- Checking of Handbooks and Log Books
- Holding Weekly Meetings.
- Checking of repair / maintenance required & carrying out the same.

MONTHLY WORK

- Leave Register
- Salary Related Records
- Monthly Attendance Register along with Daily Attendance Register.
- Defaulters' List
- Intimation to Parents / Meeting with Parents.

- Students' Minor Default Register
- Monthly Drive Reports
- Monthly Reports from Department / Committees
- Monthly Syllabus Completion Report
- Sending Monthly Compliance Report to the Management

ROUTINE WORK

† General in Nature:

- ✦ Lesson Observation
- ✦ Collection of Feedback
- ✦ Analysis of Feedback
- ✦ Actions taken on Feedback
- ✦ Action taken on Suggestions/ Complaints (received through Suggestion Box)

† Specific in Nature

- ✦ Salary Bill
- ✦ Board / University Examination Forms-to be sent on time.
- ✦ Staff Approval
- ✦ Payment of statutory deduction like P.Tax, Income Tax,TDS etc to the concerned authorities.
- ✦ Sending student related information to the University/Jt. Director/ Director.
- ✦ Sending statistical information to University, Director's/ Jt. Director's & UGC office.

A. Maintenance of Records and updating them from time to time

- a) Staff Related
- b) Students Related
- c) Accounts & Administration Related
- d) Department Related
- e) Meetings Related

a) Staff Related

- ✦ Personal Files
- ✦ Service Books
- ✦ Staff Approval
- ✦ Muster / Late Muster
- ✦ Leave Register
- ✦ Confidential Report
- ✦ Lesson Observation Report
- ✦ Lesson Plan / Log Book/Handbook

b) Students Related

- ✦ Admission Files
- ✦ Attendance Register (Daily, Monthly)
- ✦ Consolidated Attendance Defaulters Record -Semester-wise.
- ✦ Students' Information Register.
- ✦ Minor Default Register
- ✦ Examination Record
- ✦ General Register

c) Accounts & Administration Related

- ✦ Counter Collection Register
- ✦ Petty Cash Register
- ✦ Salary Register (Individual / Consolidated)
- ✦ Cheque Inward / Outward Register
- ✦ Suppliers' Register
- ✦ Statutory Payments Register – Income Tax, Professional Tax, PF etc.,
- ✦ Dead Stock Register
- ✦ Stationary Register
- ✦ Inward & Outward Registers
- ✦ Bill Register

d) Department Related.

- ✦ Stock Register
- ✦ Purchase Register
- ✦ Practical Attendance Register
- ✦ Breakage Register

e) Meetings Related

- ✦ Conduct of College Committee Meetings like CDC, JCC at regular intervals.
- ✦ Conduct of PTA Meetings
- ✦ Maintenance of Minutes of Meetings
- ✦ Follow-up of the decisions taken

B. Plan the Activities for the year as per the Annual Theme

C. Ensure implementation of Ideas/Suggestions given by Management from

Time to Time.

- ✦ Monthly Prize Distribution
- ✦ 3-Tier Training Programme
- ✦ Floor Management System
- ✦ Book on Standard Operating Practices
- ✦ Teaching Handbook subject wise
- ✦ Academic Fest

D. Plan for some development work. Always work towards taking the institution to the next higher level.

E. Ensure 100% discipline among staff and students.

‡ AIM AT ACADEMIC EXCELLENCE THROUGH THE FOLLOWING STEPS:

- ✦ Delivery of the curriculum by teachers in learner centric ways, involving Students in curriculum related group discussions, debates, seminar presentations, etc.

- ✦ Introducing need based courses at regular intervals.
- ✦ Motivating teachers to acquire higher qualification and undertake research work.
- ✦ Organizing inter collegiate workshops for effective implementation of revised syllabi and for generating constructive suggestions towards continuous improvement of the curriculum
- ✦ Encouraging / Deputing teachers to attend workshops/ seminars organized by Board of Studies and other institutions regarding implementation of syllabi and enrichment of knowledge – especially curriculum related
- ✦ Arranging curriculum related guest lectures by academic peers
- ✦ Conducting Training Programmes for Students, Staff & Parents
- ✦ Encouraging use of ICT extensively in teaching
- ✦ Upholding the name and reputation of the Institution

F. PREPARE CHECK-LIST OF PENDING WORKS AND ATTENDING TO THEM.

RESPONSIBILITIES OF VICE PRINCIPAL

The Vice-Principal is expected to:

- Supervise the functioning of Junior College
- Ensure Annual Plan is prepared for Junior College.
- Work towards improvement in academic results at HSC Examinations.
- See that the prescribed syllabus is delivered in all classes as per the Time Table.
- Monitor the delivery of syllabus.
- Encourage staff to introduce innovative methods of teaching and use of technology in the delivery of syllabus.
- Ensure that required resources are available in the department for delivery of lectures.
- Ensure activities are organized for the holistic development of students.
- Ensure that the necessary circulars/ notices regarding academic and co-curricular activities of the departments are brought out by Heads / In charges.
- Conduct Weekend workshop with departments having one / two staff members.
- Form Committees and assign duties to individual staff.
- Take necessary corrective / preventive measures as and when required and ensure continual improvement.
- Conduct Lesson observation. Collect Feedback from students & analyse.
- Introduce new courses.
- To assist Principal in functioning of college as per requirement, on daily, weekly & monthly basis.

RESPONSIBILITIES OF HEADS OF THE DEPARTMENTS (SOP)

The Heads of the Departments are required to:

- Work towards improvement in the academic results of the department, aim at 100% passing results.
- Procure the latest syllabus and divide it among the faculty members of the department.
- Confirm that the prescribed syllabus is delivered in all classes & proper & adequate revision is undertaken.
- Monitor the delivery of syllabus.
- Introduce innovative methods of teaching and use of technology in the delivery of syllabus.
- Ensure that required resources are available in the department for delivery of lectures.
- Plan & execute Remedial teaching for underperforming students.
- Organize activities for the holistic development of students.
- Bring out necessary circulars/ notices regarding academic and co-curricular activities of the department.
- Prepare the department's Annual Calendar.
- Conduct Weekend Workshop where well prepared notes are presented/ discussed.
- Set up a reference library in the department.
- Ensure research work is carried out by staff & students.
- Maintain the following records of the department:
 - ✦ Department Information Register
 - ✦ Handbooks of Teaching Faculty
 - ✦ Log Books
 - ✦ Weekend Workshop Details
 - ✦ Remedial Class records and Mentoring Register
 - ✦ Attendance Register
 - ✦ Syllabus Record
 - ✦ Record of Enrichment Activities
 - ✦ Department Reports (Monthly and Annually)
 - ✦ Results
 - ✦ Resource Record for the Subject (Subject Museum)
 - ✦ Modern Teaching Methods and Record of the Use of ICT tools

- Ensure labs (Science Faculty) are well maintained and equipped to conduct practicals for students of all classes.
 - Dispose old records when not required (Fix retention time of various records) after following the prescribed norms.
 - Ensure staff members are sent for training as and when required.
 - Assign duties to individual staff.
 - Take necessary corrective/ preventive measures as and when required and ensure continual improvement.
 - Submit monthly report, term report detailing all information as required.
 - Conduct Academic Festival twice in a year
1. Academic Talent Parade / Academic Fest – Diverse & creative expressions of subject topics studied in the classrooms leads to better understanding amongst the student community. Accordingly activity based teaching in all class rooms are conducted. Lessons are revised based on activities, where students take the initiative. The Academic Festival demonstrates such abilities amongst students..
- It is conducted twice a year, enabling students to display their gifted talents.
 - Proper planning is done before hand.
 - Syllabus is completed well in advance so that through ATP revision is conducted effectively in all subjects.
 - It is conducted Class wise/Department Wise
 - Students are assembled in the auditorium / Open place/Classroom / A.V. Room
 - Parents are also invited.
 - Following methods are used for revision--
 - Dramatization / Seminar Contest
 - Role Play
 - Quiz
 - Group discussion
 - CAT Lessons
 - Power Point Presentation
 - Subject Teacher should see that all students actively participate in ATP.
 - Revision method should be activity based.
 - Detained students are given extra care, to improve their academic performance.
 - Quiz, Seminar, CAT lessons contest to be conducted.
 - Winners to be awarded with a Certificate of Appreciation during the Monthly Prize Distribution.

RESPONSIBILITIES OF CLASS TEACHERS (SOP)

- ✦ To maintain a proper attendance record of the students of their class. Both the Attendance Registers (Daily & Monthly) must be maintained neatly and correctly. Students must not have access to Monthly Attendance Register – all details are to be written by class teacher.
- ✦ To maintain a proper record of latecomers and ensure that it is properly reflected in the Daily & Monthly Attendance Registers.
- ✦ To maintain a proper record of the skippers, if any, in the Daily Attendance Register.
- ✦ To send letters to the parents of long absentee students, after 3 days of absenteeism – to be strictly followed.
- ✦ To submit the duly completed Attendance Registers to the Convenor, Attendance Committee & then to the Principal on the last day of every month, without fail.
- ✦ To submit the defaulters' list to the Attendance Committee on the last day of every month (in the given format) and follow up the matter as required.
- ✦ To be overall responsible for the discipline of the class.
- ✦ To encourage the students of their class to participate in extracurricular/co-curricular activities.
- ✦ To keep the Students' Information registers up-to-date with all relevant information.
- ✦ To regularly counsel students through frequent interactions so that students possess positive attitude and refrain from destructive acts/derogatory comments etc.
- ✦ To arrange for Monthly Prize Distribution function without reminders.
- ✦ To execute the monthly drives, as announced by the Students' Council and submit a report at the end of the month to the undersigned.
- ✦ To undertake any other responsibility that may be assigned from time to time.
- ✦ **Note:** Monthly Attendance Register, Marks of Tests / Assignments must be filled in by the teacher only and not by students.

RESPONSIBILITIES OF FACULTY MEMBERS (SOP)

Teachers are expected to:

- Work towards improvement in the academic results of the department along with the HOD.
- Ensure the latest syllabus is followed and lectures are delivered in a planned manner, as per the lesson plan.
- Ensure adequate revision is undertaken of the portion taught.
- Conduct Remedial Teaching for underperforming students.
- Introduce innovative methods of teaching and use of technology in the delivery of syllabus.
- Organize departmental activities along with HOD for holistic development of the students.
- Carry out research work.
- Encourage and help students in carrying out research work.
- Maintain all records of the department along with the HOD & also one's own records.
- Ensure labs (Science Faculty) are well maintained and equipped to conduct practicals for students of all classes.
- Contribute towards overall development of the department and also of the institution.
- Prepare a Handbook for each subject and paper.

LIBRARIAN

Key Accountability: Library Management

The Librarian is overall in charge and is expected to:

- Supervise routine activities
- Consult and communicate with Head of the Institute about issues/policies related to the library
- Organize meetings with Library Committee members as Convener of Library Committee for overall library development
- Maintain and upgrade Library Software
- Renew Annual maintenance contracts such as Rodent, Xerox Machine, Computer Hardware
- Assist in college and library website
- Prepare reports related to audit and inspections by government bodies and local managing committees.
- Submit Yearly Stock Verification report to Head of the Institution at the end of the academic year
- Motivate and train library staff for quality performance and self-development
- Ensure optimum utilization of available resources and delegation of work for effective library management

Key Accountability: Collection Development

- Allocate budget to each department for yearly purchases of required quantity of books and journals
- Acquire library collection in terms of print and digital format according to specifications given by governing institute (University/Parent Body)
- Maintain relations with book suppliers for timely purchase of library material
- Arrange smooth supply of library cards, book pockets, date slips and book cards required for technical processing of library material
- Guide staff in technical processing of newly arrived books/journals
- Classify books and other library material such as maps, thesis, dissertations, research projects

- Ensure updates and renewal of on-line databases and other digital material

Key Accountability: Services to Users (Students and Staff)

- Enlighten freshers about functions/rules and regulations related to library
- Apprise students about various facilities available for them like book bank scheme, scholarship to needy students, reading room, internet facility, reference material, photocopy, question papers, inter library loan etc.
- Establish good relations with teaching staff for optimum utilization of library resources
- Encourage students to participate in library activities
- Circulate various instructions related to library on a timely basis
- Act as mediator between information and users and help them to find exact resources for their academic requirements

ACADEMICS

01. SUBJECT DEPARTMENTS AND FUNCTIONING

Functions of the Heads of the Departments

- The Head of the Department should be a role model to the faculty in academics and research. She is selected by the management on rotational basis.
- The Head of the Department must demonstrate generosity and willingness to render extra service to the department and the institution; must possess minimum of 5 years of teaching experience with leadership skills.
- Term of office is 3 year. It can be extended up to 5 years based on the need
- Effectiveness and Efficiency: The Head of the Department should monitor the academic and administrative affairs of their discipline and lead the members of the department towards realizing the mission and vision of the institution.
 - ✚ The Head of the Department is responsible for allotting the workload for teaching and non- teaching staff in consultation with the Principal and the Secretary of the college.
 - ✚ The Head is responsible for coordinating with the members of the department for academic planning, administrative and academic audit of the department and implementation of academic policies approved by the Principal.
 - ✚ The head conducts departmental meetings of the staff periodically and records it in the department minutes book.
 - ✚ The Head of the Department should encourage faculty members to update their knowledge by attending seminars/workshops/conferences, presenting research papers in conferences within and outside the country, publishing papers in quality journals, authoring books.
 - ✚ The Head of the Department should arrange for feedback from students and parents on quality-related department processes.
 - ✚ The workload of the faculty who are involved in administrative activities of the institution has to be allotted by the head of the department in consultation with the Principal.
 - ✚ The Head of the Department should encourage the faculty to apply for projects and Patent rights/ Intellectual Property Rights.

FACULTY OF ARTS

DEPARTMENT	HEAD OF THE DEPT	IN CHARGE OF THE DEPT
ECONOMICS	Dr. Mary Vimochana	
HISTORY	Dr. R. Vijayalakshmi	
POLITICAL SCIENCE	Dr. Sangeeta Roy	
MARATHI	Dr. Akanksha Gawade	
SOCIOLOGY	Dr. Jennifer Coutinho	
ENGLISH	Ms. Sumali Bose	

FACULTY OF SCIENCE

DEPARTMENT	HEAD OF THE DEPT.	IN CHARGE OF THE DEPT.
PHYSICS	Dr. Vinita Dhulia	
CHEMISTRY		Dr. Phebe Kingsly
MATHS	Ms. Veena Bhakta	
BOTANY	Dr. Sunita Chahar	
ZOOLOGY	Dr. Jayashree Sasangan	
COMPUTER SCIENCE		Mrs. Arti. D
INFORMATION TECHNOLOGY	Dr. Vinita Dhulia	Ms. Rajini T

FACULTY OF COMMERCE

DEPARTMENT	HEAD /IN CHARGE OF THE DEPT.	IN CHARGE OF THE DEPT.
COMMERCE	Dr. Lata Swaminathan	
ACCOUNTANCY	Mr. Ashok Poojary	

SELF – FINANCE COURSES

DEPARTMENT	HEAD OF THE DEPT.	IN CHARGE OF THE DEPT
BMS	Ms. Riya Rupani	Mrs. Jisha Alwin
BBI	Ms. Riya Rupani	
M.COM.	Mr. Rajiv Mishra	
BAF	Dr. Lata Swaminathan	Ms. Kiran Ghosh

 Enclosed Performa of Departmental Working System (1)

02. TEACHING, LEARNING AND EVALUATION

The teaching learning process is given a lot of importance and is one of the strengths of the College. Pedagogy as a science has existed since ancient times and teachers have been refining teaching methods since then.

From teacher explaining a topic and students taking notes to use of technology in the classroom has given education a thrust where old ideas are approached in new ways.

1. Teaching and learning process

- Every teacher prepares a lesson plan before the beginning of the semester; maintains a log book to confirm if the teaching is moving as per plan. A hand book is also maintained detailing the teaching methods and resources used.
- The delivery of the curriculum is tailored to include many learner centric approaches such as seminars, group discussions, quizzes, crosswords, debates, field trips & industrial visits, mock sessions, book reviews, film screening, role plays, simulations and role plays, exhibitions etc. These activities enrich the learning experience of students. Lectures by Experts are also arranged.
- Besides the above, every department has its own club which conducts co-curricular activities at intra as well as intercollegiate levels.
- In order to give the students, benefit of an additional qualification, many departments have introduced add on university approved certificate courses namely:
 - Conversational English (English Department)
 - Tourism and Travel Management (History Department)
 - Microprocessor and Microcontrollers (Physics Department)
 - Instrumental Analytical Techniques (Chemistry Department)
 - Nutrition and Dietetics (Botany / Zoology Department)
 - Stock Market Operations (Commerce Department)
- Departments possess LCD projector, OHP and adequate library resources to make teaching learning more effective.
- Further each class room has a display board which is made use of to put up any academic display, along with other notices etc.

- Every department head is provided with a computer and printer to be used for academic as well as administrative purposes to improve quality of teaching-learning process. Faculty members share best teaching practices on a regular basis.
- For helping below average learners, teachers conduct remedial coaching
- Each teacher adopts a few below average learners to monitor their progress and mentor them.
- The high performing students are also constantly motivated and challenged to enhance performance so that they achieve good academic results.
- A lot of emphasis is given to revision and teachers use various techniques like solving past question papers, revision tests, quizzes, discussions etc. to ensure that the syllabus is well brushed up before the students take the exam.
- At the end of each semester, teachers fill a syllabus completion form to confirm the same. This aids in monitoring the effective completion of syllabus and ensure that sufficient time is devoted for revision.
- Teachers also encourage collaborative learning amongst students where the academically strong students coach the weaker ones. Not only with learning the curriculum, such collaborative practices are also encouraged with respect to making presentations and other class activities. This has been found very effective in enhancing student learning.
- The IQAC also conducts regular lesson observation by senior members to monitor the teaching learning process
- The AAC audits the various documents maintained by the department with respect to the teaching-learning process.
- There is feedback system of the teachers taken from the final year students to assess the quality of teaching learning process.

2. Evaluation

- There is continuous evaluation of students through internal as well external assessments.
- As per the new CBSGS of Mumbai University, internal assessment of 25 marks is part of Foundation Course in every semester.

- These 25 marks are divided into 20 marks for test and 5 marks for attendance, class participation, discipline and behavior.
- At the end of the semester, students take a 75 marks exam based on the entire syllabus covered during the semester.
- The results of each semester are declared during open days where the parents along with the student meet the class in-charges and get a holistic feedback about their wards.

3. Result Declaration & Open Day

Semester end results are declared with an Open Day where parents are shown the results and they are also intimated about the general conduct of their ward.

03. MODERN TEACHING METHODS COUNCIL

The Council keeps abreast of the modern methods of teaching and conveys the same to the teaching staff so that they implement them in their regular teaching activity. This group organizes demonstrations, talks and workshops on modern ways of teaching

Responsibilities:

- To supervise the teaching-learning process and to stress quality management
- To implement scientific methods for improving the teaching-learning process through surveys, experiments and action researches.
- The supervisors have to encourage constructive and critical thinking among teachers.
- To check handbooks of teachers
- To implement new innovative techniques
- To organize Subject Fests

Modern teaching methods are student centric in nature which provide opportunities to students to play an active and participatory role in learning through

- ✦ Peer Group teaching/learning
- ✦ Inquiry Based
- ✦ Case Study/Discussion
- ✦ Brain Storming
- ✦ Role Plays
- ✦ Dramatization
- ✦ Debates/ Seminars
- ✦ Field Trips
- ✦ Web Resources

It is a successful teaching technique in which small teams, each with students of different levels of ability, use variety of learning activities to improve their understanding of a subject.

- Group Projects
- Survey

Presentations

✦ Inquiry Based

Inquiry-based learning basically is

- By posing questions,
- By posing problems or scenarios

It principally develops thinking skills.

✦ Case Study / Discussion

- Case-based learning can be used across many disciplines, where collections of validated cases are possible.
- The discussion of these cases enables students to apply their learning and develop their critical-thinking skills through interactions and expression of multiple viewpoints.

✦ Brain storming

- A group activity that is designed to generate a large number of ideas for the solution of a problem.
- Helps students to benefit from others' ideas and to help each other

✦ Dramatization & role Play

- It provides direct involvement in learning on the part of all students
- It improves their language usage, communicating/speaking and listening skills.
- Students use their own imagination thus improving their creativeness.

✦ Field Trips/Study Tours

Study/Field trips offer an opportunity to perform hands-on learning. Benefits of such a trip are

- Interest-driven learning
- A more holistic, integrated assimilation of knowledge
- Stimulation of curiosity

✦ Debates/ Seminars

Helps to improve Communication Skills

✦ Web Resources

Use of web resources to supplement teaching that includes

- Videos
- Open course ware from different Universities
- Open Educational resources
- Streaming of talks by eminent personalities
- Academic resources by SWAYAM, NPTEL etc.

Other resources used in teaching of STEM

✦ CAS-Computer Algebra System to make learning an interactive experience by using software like

- MAPLE
- MATHEMATICA
- MatLab
- GeoGebra
- Maxima
- SPSS

TECHNOLOGY BASED TEACHING AND UP GRADATION DEPARTMENT

The College has a technology room that works for the development of technologies for teaching and learning. Following are some platforms used for the purpose:

- Google class room
- Google meet
- Moodle
- Zoom lectures

04. LESSON OBSERVATION

The objectives of lesson observation are:

1. To monitor the implementation of appropriate teaching strategies to achieve curriculum objectives
2. To identify strengths and weaknesses of faculty
3. To make suggestions to help them improve their teaching skills
4. To identify training needs in faculty

Procedure:

The IQAC appoints lesson observers for various departments. These members randomly visit classes in progress with respect to the teacher whose lesson has to be observed. After observing the lesson, a detailed report is submitted to the Principal. The Principal then calls the individual faculty and hands over the lesson observation report and explains the content and suggests ways of improving. After 3 months the faculty's lesson is again observed to find if she has improved.

Importance of Lesson observation

Lesson observation instills a sense of accountability amongst the faculty which in turn brings about quality consciousness amongst the faculty. It helps to improve the teaching - learning process and also identifies best practices in teaching which can be benchmarked for quality improvement.

 Enclosed Performa (2)

05. MODERN REVISION METHODS

Revision is also a method to test the retention ability of the students and also enables the teacher to capture the level of understanding of the learners. It is a step undertaken after the completion of each module/unit and also after completion of the entire syllabus. Revision methods are basically drawn through the compatibility factor of the teacher and the learner as it is also a tool to encourage good feedback on the topic taught. Some of the revision tools are:

- Seminar on the topic/or a subtopic
- Debate on crucial issues (Humanities)
- Case study (Business law)
- Identifying similar genres (Advertising, Mass Media, Human Resource management)
- Preparing a Chronology/Timeline Chart (History)
- Mind map
- Collaborative Learning
- Crosswords, Puzzles, Quiz
- Group Discussions
- Mock sessions
- Solving past question papers

06.SUBJECT FEST

The Subject fest is one of the special features of NES Ratnam College of Arts, Science & Commerce and provides an opportunity for the student community to not only display their novel talents but also to develop their creative and critical thinking.

Subject Fest is conducted by every department in each Term. The objective of this fest is to give a platform to students to exhibit their academic learning in a creative way. This also proves to be an effective revision tool which helps students to prepare for their forthcoming exams.

Knowledge Exhibition is a central feature of the fest. Exhibitions make available an ideal platform to reduce the gap between the technology in today's world and the common man in India. Exhibition helps young minds to broaden their vision and to update their scientific knowledge

Ideate (through idea labs) is to ignite new ideas from across the students to alter and revolutionize the present-day situation in India. An idea is the foundation of all achievements.

Syllabus-oriented **Role play** is another attractive feature of the subject fests. Interesting skits that make difficult concepts simpler are performed.

Stand to Express initiative can be introduced by way of debate, elocution and extempore on current and subject related topics.

The Lecture Series can also be one of the most distinguished and enlightening parts of the fest.

Apart from the above, students use creative methods like skits, court/board room acts, fashion shows, quiz, treasure hunts etc to communicate important concepts and terms from their syllabus.

This fest is conducted class wise and subject wise, thereby giving opportunity to large number of students to participate in it and increase their confidence levels and to achieve holistic development.

07. SUBJECT MUSEUM

The Subject Museum is the brain child of our Founder President Dr.R.Varadarajan that is fast gaining popularity amongst NES & SVB group of institutions.

Museums provide learning situations different from formal classroom condition.

1. Learning in museum is a spontaneous process, an exhilarating personal experience for the students
2. Museum provides open communication of ideas, concepts and information involving exploration and discovery.
3. Museums are home for 3A's: the authentic, the aesthetic and the accessible. The authenticity as revealed by real objects and phenomena exhibited in museums communicates with a powerful clarity to students. Museums are compelling ecstatic environments: they engage the senses, stimulate, inspire and sometimes even overwhelm. A museum makes the past, the present and the imagined accessible to the students.
4. The frequent visits of students to museum, not only supplement their classroom teachings, but also create a love of beauty in many forms: this can even lead to a wider understanding and sometimes create specialized interest for the future.

The Museum of Zoology at Ratnam College is focused on the collection of Aquatic/ marine animals. The collections are comprised of Invertebrates and vertebrates' specimens, which include Poriferan sponges, corals, Molluscan shells, Echinodermata skeletons and reptilian exoskeletons, which continue to be the focus of teaching and research for all NES – SVB and outside students.

Political Charts: These are the charts prepared on variety of issues by students over the years to display the issues of concern to India and the world

Constitution of India (replica of the Manuscript): This can be taken from the internet or can also be brought and shown to students from the University of Mumbai, Fort library. It is a unique piece of artifact and painstaking work which every student of Indian politics should see once in a life time.

Archived Legislative Debates: These are available on the internet archive website and can be used for research on old pre-British reports and official letters.

08. TESTING METHODS/ EVALUATION METHODS

Evaluation and Testing is a critical step in the learning process. It determines whether or not the course's learning objectives have been met. A learning objective is what students should know or be able to do by the time a lesson is completed. It affects many facets of education, including student grades, placement, and advancement as well as curriculum, instructional needs, and funding.

The department heads ensure that the evaluation and testing is carried out periodically so as to secure better learning and results. Following are some methods adopted for the purpose:

- Open Book Test
- Key Points Test
- Quiz/General Knowledge Test
- What's the Good Word? (Language test type)
- Film Review (Understanding the rationale and the relative component of the film/documentary with the topic)
- Closed Book Test (objective or essay type)
- Group Discussion/Team project on the topic
- Solving old question papers

09. REMEDIAL TEACHING

- 1) Meant for students whose performance in tests / examinations are below the minimum required level raising doubts about their ability to clear the Final Examination.
- 2) For effective Remedial teaching size of the group ideally should be 5 or less than that.
- 3) Remedial Teaching is tailored to the basic learning needs of the student.
- 4) It may be of following nature:
 - i. Explaining again the topics / modules not understood by the student.
 - ii. Since preparing for 100% of the syllabus may not be possible for such students, they are assisted in selective learning which will enable them at least to pass or score moderately good marks.
 - iii. Engaging them in supervised study.
 - iv. Ensuring that they jot down important points of the answers they are preparing in a note book.
 - v. Giving more writing practice with time limit as applicable in examination.
 - vi. Conducting oral tests by making them repeat the main points of answers
- 5) A pre-prepared schedule is necessary for conducting Remedial Teaching.
- 6) Students are instructed to follow the given schedule.
- 7) Since Remedial Teaching is additional teaching / guidance it must be conducted outside the regular time-table unless there is a free period in between.
- 8) Feedback must be given to students about the tests conducted, written or oral.
- 9) Periodic meetings must be arranged with student/teacher/parent & HOD.
- 10) Progress of the student after Remedial Teaching must be monitored.

10. ADOPTION SYSTEM FOR WEAK STUDENTS (OF THIRD YEAR)

- Students are identified at the start of the academic year based on their performance in the Semester End examinations.
- Depending on the number of students, they are evenly distributed among teacher mentors.
- Concerned teacher monitors the performance of the allotted student in all subjects.
- The teacher also interacts with the parent of the adopted students from time to time.
- The teacher in-charge has to ensure improved performance of adopted students in every exam thus enabling the students to pass University examination with good marks.
- Academic volunteers are appointed by the class teachers from amongst the bright students to help the underperforming students in planning and conducting their studies.

11. LIBRARY

LIBRARY OPERATION / WORKING METHODS

The Library works as an information resource center housed within the college. The role of library is to provide students and teachers with access to a wide range of resources in support to curriculum.

College library consists of print and digital material mostly of Books, Periodicals, Maps, Bound Volumes of Journals and CD collection.\

Collection Development Policy

According to the number of students in each course, yearly budget is prepared for purchase of material. Practically it is observed that equal proportion is given to all types of collection and requirements. By and large 10:1 (students: books) ratio is maintained while purchasing text books.

Selection Method

Recommendations are welcomed for purchase of reference material from staff members and students.

Text books are purchased as per University of Mumbai guidelines.

Periodicals are selected to support teaching, learning and research activities in the fields of various subjects, such as commerce, literature, management, economics, science, information technology and general knowledge.

Access to other libraries

Access to physical collection in other libraries is made possible and regulated by borrowing schemes. Currently, the following libraries are accessible to students/faculties

- a. Inflibnet- N-list
- b. British Council Library: my library membership
- c. Bombay Natural History Society
- d. American Information and Resource Center

Stock Maintenance

Stock Checking

At the end of the academic year physical stock verification is carried out. It helps to know exact number of library collection excluding missing and discarded stock. Old News Papers are sold at regular intervals and most referred /research specific back dated volumes of periodicals are preserved with accession numbers.

Circulation Policy

Access Timings

Library is accessible to all as per following timings.

Monday to Saturday : 8.30am to 7.00pm (Reading Room)

Monday to Friday : 9.00am to 6.00pm (Circulation)

Users have open access facility to some of the collections in the library.

Issue / Return of Books

For students: One book for four days. After due date fine of Re. 2/- per day is charged.

For Teachers: Ten books at a time for a period of:

180 days- for permanent staff and 30 days – for temporary staff

Users can issue periodicals and CD collection but use of reference material is strictly restricted to reading room.

Library Automation

Library uses “LIBSUITE” software for:

Accession Register

Catalogue

Circulation

Search queries: OPAC

Record Maintenance

The Following files and registers are maintained for daily/monthly/yearly records-

- † Syllabus for all courses
- † Senior College Bills
- † Junior College Bills
- † Book Bank Details
- † Printing /Stationary
- † Audio-visual aids
- † Newspapers/Periodicals subscription
- † NAAC details
- † Library Statistics
- † Recommendations/Approvals for text books, reference books etc.
- † Scholar's cards and Best User of the library on monthly basis

Registers

- † Fine Collection
- † Reading Room use
- † Stock Checking Reports
- † Accession Register
- † Bill Forwarding/outward
- † Audio-visual circulation register

To ensure most advantageous academic use of library by users, focusing students in particular, library has developed certain practices which are helping them to know their library.

Orientation for 1st year students at the beginning of academic year

Scholar's card (additional) for meritorious students

Best user-every month (certificate is given at the prize distribution function)

- Open access (limited)
- Ex-student's membership
- Thematic Book Display
- Inter library loan
- Book Exhibitions

GENERAL INSTRUCTIONS TO ALL STUDENTS IN THE LIBRARY

- Deposit your belongings along with Identity card / Reader's ticket at the counter of reading room.
- Maintain silence and discipline in the Library.
- Do not change the order of books on the shelves / cupboards. After referring to the books, leave them on the nearest trolley or return them to Library staff.
- Books / Journals can be borrowed from the reading room counter.
- Handle the books carefully and do not mutilate in any way while using.
- The Reference books are not allowed to be taken out of the Library.
- Strict action will be taken against those found mishandling or damaging reading materials.
- The Library Reading room furniture should be used in proper manner. Do not write or stick anything on the tables or chairs or other furniture.
- Chairs need to be kept in order. At the time of leaving the Library, they should be put back in their places.
- Eatables are not allowed in the Library.
- Please switch off the lights and fans at the time of leaving the Library.

LIBRARY RULES

- Books and Journals can be borrowed only on production of Readers' ticket or the college Identity Card. The Reader's ticket / Identity card is given back on return of the book or Journal.
- In case of misuse of the Reader's ticket, the holder of the ticket will be held responsible.
- If, by any chance, the Reader's ticket is lost, the Library must be informed immediately and a fresh ticket can be obtained on payment of Rs.50/-
- The Reader's ticket is not transferable.
- Books should be returned on due date, failing which a fine of Rs. 2/- will be charged per day including holidays and Sundays.
- Books borrowed under the Book Bank Scheme should be returned immediately on the completion of the final examination.
- No student shall write or damage or make any mark on any book, journal or other materials belonging to the Library.

Designation: Library Assistant / Library Clerk

Key Accountability: Library Management

- Support the Librarian in managing routine library work
- Assist the Librarian in preparation of stock verification report
- Provide required information for preparation of various reports
- Extend help for circulation counter whenever required
- Organize documentation related to purchase of library material
- Maintain dead stock register and keep it updated
- Monitor maintenance and repairs in the library

Key Accountability: Collection Development

- Organize Approval forms/Demand Forms/ Suggestion Forms related to collection and bring it to the notice of the Librarian
- Provide teaching staff with publishers' catalogue for recommendations related to purchases
- Establish contacts with publishers and suppliers
- Update catalogue records of new arrivals (books/periodicals) in library software
- Support the Librarian in updating fresher's record (Students/Staff) in the library software at the beginning of academic year

Key Accountability: Services to Users (Students and Staff)

- Help the Librarian in preparing various circulars related to library activities

- Ensure the smooth functioning of reading room facility and maintenance of discipline in the library

Designation: Library Attendant

Key Accountability: Library Management

- Keep library clean on a regular basis
- Stack library material as per classification on a daily basis
- Update Notice Board Circulars as per instructions
- Maintain various registers and files as per guidelines
- Document current news clippings and other important matters day wise
- Act as a bridge between users and the Librarian for reference services

Key Accountability: Collection Development

- Accomplish technical processing of New Arrivals after cataloguing
- Display current journals and magazines on a regular basis (weekly/monthly/yearly)
- Execute work related to stock verification
- Circulate various relevant circulars in classes and among staff

Key Accountability: Services to Users (Students and Staff)

- Look after circulation counter as per the schedule and help students to select proper books and other sources required for study purpose
- Help in identifying needy students to whom books bank/scholarships can be offered
- Any work assigned by higher authority

12. WORKING SYSTEM OF LABORATORIES

BROAD AREAS:

- I. Academic
- II. Administrative

I. Academic (Conduct of Practicals):-

The following documents are maintained.

- a) Syllabus prescribed by the University.
- b) Time table as per University Guidelines.
- c) Practical workload distribution amongst staff.
- d) Staff in-charge for each class to stream line the following:

(Encl: List of Files & Registers maintained)

Planning:

Macro Level:

- Planning to complete the total number of experiments in the time / periods available.
- Lab requirement for the same.

Micro Level:

- Decide the number of experiments to be floated in each set. (Ensure that not more than two students are made to work on one experiment. Accordingly increase the number of experiments or number of sets of each experiment.)
- Keep the write up of each experiment ready.
- Intimate the students about the set of experiments to be floated in advance so that students enter the lab with pre requisites like Aim, Apparatus, Formulae, Procedure etc. entered in the journal and also be prepared with the basic theory about the experiment.)
- Train the students to complete the day's work in time and take teacher's signature on the same day.

- If for any reason, the student is unable to complete the work, department stamp with teacher's signature is taken by the students.
- Instruct the students to enter the lab with complete work of the previous day.
- Conduct repetition cycle at the end of each set to ensure that every student has completed the experiment floated in each set.
- Hold revision practicals before the conduct of Practical Examination.
- At the end of the term, staff-in-charge of a class divides the students in equal number under guidance of a staff for certification of journals. The staff in charge for the certification checks the journal of each student to ensure that the student has completed the required experiments and then certifies.
- The Head then certifies the journal further ensuring that the student has fulfilled every requirement and is not a defaulter of any kind.

ADMINISTRATIVE:

I. LABORATORY REQUIREMENTS

a) (MAJOR APPARATUS / INSTRUMENTS / CHEMICALS Etc.)

Based on the syllabi and the number of students, it is ensured that Components / Apparatus/Chemical etc. are available in the lab.

In case Apparatus/Chemical/Specimen is required to be purchased, three quotations are obtained and the data is sent with the comparative study & remark to the Internal Purchase Committee for recommendation and then forwarded to the Central Purchase Committee at the corporate office for final approval.

b) Purchase of consumables (components/chemicals in lesser quantity/ fresh specimens etc.)

A stock (some minimum quantity) is maintained. As per the daily requirement, components chemicals /fresh specimens are used. If the available stock falls below the minimum limit, purchases are made on the recommendation of the Head of the Department.

II. PURCHASE OF JOURNALS:

Three quotations are invited and the order of journals is given to the party with the minimum quotation. Order is placed by the end of the academic year for the next academic year.

III. MAINTENANCE OF LABORATORY:

- a. Inhouse calibration is done for instruments.
- b. Minor faults are repaired in the lab.
- c. Service person is called for repair of major faults.
- d. Instruments which cannot be repaired are registered under condemned stock & resolution is passed before disposing them off.

IV. BREAKAGE RECORDS:

If any apparatus is broken during the course of the experiment or otherwise, a record of the same is maintained. The total breakage for the year is calculated based on the record and the breakage charges are calculated as

Total breakage amount ÷ Total number of students.

V. STOCK:

a. DEAD STOCK:

It lists all the furniture & fixtures in the lab.

b. OTHER STOCK:-

- The Stock Register reflects the date of purchase of Apparatus / Instrument/Chemicals and the number/quantity available as on date.
- The stock is physically verified once a year.
- Each instrument / apparatus is labeled & numbered.

DUTIES OF LABORATORY ASSISTANTS: (SOP)

- a. To assist students and teachers in conducting practicals and experiments.
- b. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
- c. To assist the In- charge of Laboratory in purchase and procurement of laboratory materials.
- d. To supervise the work of laboratory attendants working under him.
- e. To assist the In -charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- f. To report breakages / losses in laboratory, to his superiors.
- g. To report to In charge of laboratory about misbehavior inside the laboratory, if any.

- h. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants, at the end of the day.
- i. To attend to such other duties as may be specially brought to his notice with the approval of the Head of the Department.

DUTIES OF LABORATORY ATTENDANTS: (SOP)

- a. To clean the laboratory and keep laboratory materials including apparatus and equipments in the allotted spaces.
- b. To render physical assistance to students, teachers and other laboratory staff in the movement of laboratory equipment, instruments, chemicals and other materials within and outside the laboratory.
- c. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- d. To render physical assistance to students and teachers in conducting practicals and experiments.
- e. To report loss of laboratory equipment and other materials to his superiors.
- f. To open and lock cupboards, doors, windows and gates of laboratory.
- g. To attend to delivery of letters connected with laboratory and its staff.
- h. To attend to such other duties as are assigned to him by the laboratory staff, with the approval of In charge of the Laboratory.

13. ADMINISTRATION:

WORKLOAD DISTRIBUTION & TIME TABLE

As per the University Ordinance, the number of lectures prescribed is distributed amongst the staff of the department.

A committee is formed faculty-wise to frame the time table to ensure that there is no clash amongst the lectures of different departments. Based on this general time table & workload distribution, lectures are allotted amongst the staff of individual departments.

PROCEDURE FOR APPOINTMENT

In case of a vacancy, in aided division, following steps are followed:

- An application in the prescribed format for NOC is made to the office of the Joint Director.
- After receipt of NOC from the office of the Joint Director, a draft advertisement is prepared and sent to the University for its approval.
- After receiving the draft advertisement approved by the University, advertisement is released in national newspapers to invite applications from eligible candidates.
- Date of interview is fixed taking into consideration minimum number of days after the last date of receipt of applications.
- Interview Panel (Selection Committee) is constituted as per the norms prescribed by UGC /University.
- Candidates are intimated about the date of interview well in advance.
- Interviews are held on the scheduled date.
- Appointments are made by the Selection Committee based on the performance of the candidates.

DIFFERENT COMMITTEES FOR THE FUNCTIONING OF COLLEGE

Mandatory Committees

- IQAC (Internal Quality Assurance Cell)
- College Development Council(CDC)
- Attendance Committee
- Admission Committee
- Committee of Liaison Officers For Reserved Category Students
- Disaster Management Cell
- Examination Committee
- Library Committee
- Students' Council
- Unfair Means Inquiry Committee
- Women Development Cell
- Anti-Ragging Committee
- Internal Complaint Committee

Non-Mandatory Committees

- AAC(Academic and Administrative Committee)
- Alumni Committee
- Cultural Forum
- Discipline Committee
- Entrepreneurship Cell
- Gymkhana Committee
- Magazine Committee
- L.L.E (Lifelong Learning and Extension)
- N.S.S. (National Service Scheme)
- Placement Cell
- Prayer Committee
- Prize Committee
- Research Committee
- Web-Site Committee

Mandatory Committees

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RESPONSIBILITIES

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure.

Objectives:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

IQAC shall evolve mechanisms and procedures for

- a. Timely, efficient and progressive performance of academic, administrative and financial tasks;
- b. Equitable access to and affordability of academic programmes for various sections of society;
- c. Optimization and integration of modern methods of teaching and learning;
- d. The credibility of evaluation procedures;
- e. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- f. Sharing of research findings and networking with other institutions in India and abroad.

Some of the functions expected of the IQAC are:

- a. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

- c. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d. Dissemination of information on various quality parameters of higher education;
- e. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f. Documentation of the various programmes/activities leading to quality improvement;
- g. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i. Development of Quality Culture in the institution;
- j. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- k. Lesson Observation

IQAC will facilitate / contribute to

- a. Heightened level of clarity and focus in institutional functioning towards quality enhancement; Internalization of quality culture;
- b. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c. Provide a sound basis for decision-making to improve institutional functioning;
- d. Act as a dynamic system for quality changes in HEIs;
- e. Build an organized methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units, a few teachers, a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers

3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator/Director of the IQAC

COLLEGE DEVELOPMENT COMMITTEE

As per the Maharashtra Public University Act 2016 CDC should be formed by every affiliated College.

Composition of Committee

- Chairperson of the management or his nominee ex-officio Chairperson;
- Secretary of the management or his nominee;
- One head of department, to be nominated by the principal or the head of the institution;
- Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
- Coordinator, Internal Quality Assurance Committee of the college;
- President and Secretary of the College Students' Council;
- Principal of the college or head of the institution – Member – Secretary.

Meeting:

The College Development Committee shall meet at least four times in a year.

Term:

- Elected and Nominated members shall have a term of five years from the date of election or nomination.

Norms for Filling of Vacancy

- If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed

shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

Duties and Responsibilities of College Development Committee

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities;
- Decide about the overall teaching programmes or annual calendar of the college;
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- Frame suitable admissions procedure for different programmes by following the statutory norms;
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;
- Recommend the distribution of different prizes, medals and awards to the students.

- Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university

Notice Period: To be send 15 days in advance

WORKING OF ATTENDANCE COMMITTEE

Objectives:

1. To ensure that the students maintain the required level of attendance as per The University of Mumbai norms and ordinances
2. To induct class in charges as class mentors to facilitate smooth functioning between students and the attendance committee
3. To orient, motivate and guide students to ensure they attend all lectures, practicals, tutorials on a regular basi
4. To get accurate information about students not having required attendance on monthly basis and follow up with them through personal warning
5. To ensure that the class in charge sends all the necessary letters to the parents (warning/ meeting/ long absenteeism) and also schedule parents' meeting with members of the Attendance Committee.
6. To ensure that the class in charges maintain the attendance records of each and every students on a daily basis (manually and online)
7. To display Defaulters' Name List on the Attendance Notice Board on a monthly basis
8. To ensure that the class in charges keep track of all the students with weak attendance along with proper evidences like medical certificates, travel tickets, etc.(case by case)
9. To submit details of defaulting students at the end of each term to the Principal with due recommendations for condoning the attendance deficit or actions to be taken on a case to case basis in consultation with class in charges and communicate the decision taken to Exam Committee/HOD

Responsibilities of Attendance Committee

- ✦ To ensure that attendance for every month is maintained properly through daily attendance register and monthly attendance register
- ✦ To collect information regarding students with less than 75% attendance in theory/practicals from class in charges and display faculty wise consolidated list.
- ✦ To inform students about the university rules and the need for adhering to the minimum attendance requirement.
- ✦ To send letters to the parents of the students with less than minimum attendance requirement whenever required. This is done with the purpose of creating an ambience at home where parents take measures to inculcate regularity in their wards.
- ✦ Attendance Defaulters' Register is maintained for each faculty, in which the list of defaulters are recorded every month and the details such as Name, Class, Roll no, nature of default, percentage of attendance, reasons for the default, undertaking by the student and the parent are recorded.
- ✦ Undertakings from students are taken to make them realise the importance of attendance.
- ✦ Medical certificates are also kept as record by class in charges and are submitted to attendance committee at the time of decision making by the Principal at the end of the term.
- ✦ When needed the parents and students meet the Principal along with attendance committee members to make them realize the repercussions of not following university norms (**the Ordinance 0.6086 of the University of Mumbai**)

ADMISSION COMMITTEE

- Admissions to all classes start immediately after the declaration of results of the relevant Board/College/University Examinations.
- Candidates seeking admission have to apply through a duly filled in online admission form available at the college website (www.ratnamcollege.edu.in) and submit the same at the College office. A copy of the statement of marks obtained by them at the previous examination should be attached with the application form.
- Candidates are also required to fill in online registration form as announced by the University of Mumbai.
- Mere eligibility and submission of application form do not entitle the candidates to get admission.
- All admissions are valid only for one academic year and will require renewal by application in subsequent years.

WORKING OF SPECIAL CELL



Objectives:

1. To help College authorities to implement, monitor and evaluate continuously the reservation policy in colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India
2. To take follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC for reserved category students.



Working and functions of Special Cell:

1. To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
2. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policies by the Commission.
3. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, scholarships and other similar matters in Universities/Colleges.
4. To monitor the working of the remedial coaching scheme in the college.

5. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.

6. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.

✦ Liason

Officers:

1. Mrs. Nutan Lokhande
2. Dr. Kiran B. Upar

DISASTER MANAGEMENT

Need of Disaster Management Plan

Ensure the safety of students and staff during emergencies. It is necessary to know how to identify hazards in the institution, how to manage the hazards and how to mitigate the effects through planning and effective response.

Composition of the Disaster Management Cell

- Principal
- Convenor and Members of the Disaster Management Cell
- College NSS Unit Programme Officers.
- 2 Student representatives from each class.

Duties and Responsibilities

- Disaster Preparedness Programme
- Sensitisation and Preparation of an Institution Safety Plan.
- Skilled human resources (teachers and students having knowledge of First Aid, Rescue and Evacuation) to be listed.
- Provide Material Resources such as stretcher, fire extinguishers, ladders, thick ropes, torch, First Aid Box, Open space in the College.
- Organize Posters, Creative Writing Competition, Essays, Slogans, etc to create awareness on Disaster Management.
- Organize Fire safety drills with the help of fire safety personnel.
- Conduct Mock drill on Disaster Management and Fire Safety training programme for members of Disaster Management Cell and other staff members of the institution.
- Organize First aid, search, and rescue through linkages with Fire Brigade, Health officials and Civil Defense and Home Guards.

- The Evacuation Route Chart needs to be drawn and safe places in the college where the students and staff members can take shelter need to be identified.
- Assist in organization of the Evacuation Drills for various hazards.
- Various exit routes by arrows on the map should be displayed.

WORKING SYSTEM OF EXAMINATION COMMITTEE

In the present Credit Based Semester and Grading System of Examination introduced with effect from the academic year 2011-12, the conduct of various examinations is a continuous process. The following are the examinations held in an academic year.

- Additional Examinations of Semesters II and IV of the previous academic year.
- Annual ATKT Examination for 100 marks and 3 hours' duration for ex-students (to be discontinued from 2015)
- Regular and ATKT Semester I and III Examinations.
- Semester V Preliminary Examinations.
- Regular and ATKT Semester II and IV Examinations.
- Additional and ATKT Examinations of Semester I and III.
- Preliminary Examination of Semester VI.

In order to cope with the increasing requirements of the new system of examinations software was procured.

The examination work is categorized as follows:

○ Pre-examination work:

- Preparation of list of students admitted in the academic year and allotment of seat numbers.
- Preparation of list of students appearing for ATKT examination based on the result of previous exams.
- Notices/Circulars for students/Teaching and Nonteaching staff pertaining to all aspects of conduct of examinations.
- Sitting with the vendor to modify the programme whenever university changes rules regarding examination and promotion.
- Preparation of list of students appearing for Additional and ATKT examinations based on the result of previous exam to be given to office for exam fee collection.
- Preparation of Time Table for examinations.

- Tagging of students who have paid the fees in the programme.
- Preparation and distribution of hall tickets of regular, additional and ATKT students.
- Preparation of seating arrangement, attendance sheets, mark sheets, seat number labels, supervisor's reports, supervision duties for teaching staff and duties to be allotted to non-teaching staff (understudy supervisors and block peons)
- Checking stationery requirements for conduct of examination and placing orders for the same after following the prescribed procedure.
- Collection of multiple sets of typed question papers and keeping one set ready for taking required number of copies.
- Making arrangements for Centralized Assessment Programme (CAP).
- Overall supervision and making necessary arrangements for the smooth conduct of exams.

○ Examination work:

- Keeping sufficient number of question papers for room /block wise distribution after thorough checking.
- Maintaining sufficient number of duly stamped main answer sheets and supplements and supervisor's report for room wise distribution.
- Maintaining supervision registers.
- Making announcement regarding unfair means and other exam related matters.
- Dealing with unfair means cases when reported and forwarding all the cases to Principal for further enquiry by Unfair Means Enquiry Committee.
- Taking rounds in all the blocks to ensure smooth conduct of examination and to ensure that supervisors are vigilant in their supervision, which is done by the chairperson and senior supervisors.
- Checking supervisor's report, rectifying errors if any and maintaining absentee record.
- Giving information of absentees to the Principal and the concerned class teacher.
- Collecting answer papers and supervising their proper packing and arrangement in CAP room.
- Ensuring the smooth conduct of CAP which starts from first day of examination and maintaining register for keeping track of assessment.

- Announcing the date of declaration of results before the last examination.

○ Post Examination work:

- Data entry of marks in the programme.
- Making arrangement for moderation of papers wherever applicable.
- Implementing changes due to moderation in the data base.
- Cross checking data entry.
- Preparing consolidated mark sheets and finalizing the result with Principal.
- Preparing final individual mark sheets and consolidated result sheets.
- Cross checking individual mark sheets and keeping them class wise with the list of students to be given to class teachers on the day of result declaration.

All examination related work is carried out by a Committee appointed by Principal as per Statute 483 of University of Mumbai Act consisting of minimum five Senior Faculty Members, with one member being designated as a Chairperson.

The committee also has five junior members who are allotted various responsibilities. The pattern of distribution of work is attached as appendix. In addition senior non-teaching staff members are also part of Examination Committee to help in conduct of examinations and a sample of circular specifying the pattern of distribution of their work is also attached as appendix.

Duties of the Senior Supervisor

Senior supervisors are instructed to note the following during supervision in the forthcoming Semester examinations.

- Report daily at 7.30 am
- In case of unavailability on any day you are required to inform the Chairperson well in advance.
- Ensure that absentees are properly marked by the supervisors. Enter the same in the absentee register without fail
- Tally the signatures of the students and make a note of the number of answer papers on the report.
- Check for possession of hall tickets by the candidates in the block.
- Remind the candidates to write complete and correct seat numbers on the answer book.

- Check the packing of papers by non-teaching staff and ensure that seating arrangement is completed
- Attend to unfair means, if any, of your respective rooms.
- Take rounds during examination.

Duties of the Understudy

- Taking copies of question papers (in the presence of a Senior Exam Committee members)
- Keeping date wise required no. of copies of question papers.
- Maintaining block wise stationery, supervisor's reports, attendance sheets on a daily basis
- In-charge for packing of bundles of Commerce.
- Assist in Moderation work.

Duties of the Block Peon

- In-charge for packing of bundles
- To oversee seating arrangement in rooms
- Ensuring that all the blocks get sufficient and timely stationery
- To ring the bell as per the timings.
- To issue receipt for fine collection for coming without hall ticket and writing wrong seat numbers.
- In-charge of CAP(Centralized Assessment Programme)

WORKING SYSTEM OF UNFAIR MEANS INQUIRY COMMITTEE

The Committee comprises at least five senior faculty members with one member as the Convener. Moreover, these members must be different from the Examination Committee members.

The College conducts various examinations on behalf of the University of Mumbai which include Semester I / II / III / IV (CBSGS) for all FY & SY classes and also TY preliminary examinations for B.A / B.Sc / B.Com/BMS, BBI and BAF classes.

The examination committee takes measures to avoid adoption of unfair means during the examination by making announcements on the public address system/internal vigilance squad.

Still, if a junior supervisor finds any candidate adopting unfair means during the examination, the case is dealt with as follows:

- The case is brought to the notice of the Chief Conductor/ Senior Supervisor. A report to this effect is submitted by the Junior Supervisor.
- The Senior Supervisor prepares a report along with an undertaking from the candidate.
- The reports made by the supervisors on all such cases are then forwarded to Principal by the Chairperson of the Exam Committee.
- Then Principal forwards all the cases to the Convener of Unfair Means Inquiry Committee, with a deadline for conducting the inquiry & submitting the report.
- After scrutinizing the cases a schedule is prepared for the conduct of enquiry meetings by the committee.
- A letter to this effect is sent to the Parent / Guardian of the candidate regarding the scheduled date and time of the meeting.
- The meeting is chaired by the Convener, Unfair Means Enquiry Committee and attended by a minimum of two other members of the Committee, the Parent / Guardian and the candidate.
- Statement of the student is recorded in presence of his/her parent and the committee members.
- The Committee prepares minutes of the Inquiry Meeting for each of these cases detailing about the name, seat number of the candidate, the subject in which unfair means is adopted, name of the examination and the decisions taken by the Committee and this report is signed by the Convener and the members of the Committee who attended the meeting, the Parent / Guardian of the candidate and the candidate.
- If the candidate is found guilty of adoption of any kind of unfair means, he / she is penalized as per the university norms in consultation with principal as mentioned below.
 - Annulment of the paper in which unfair means have been adopted.
 - Annulment of the entire examination if the candidate is repeatedly adopting unfair means.
 - A penalty of Rs 300/- per paper/course.
- Finally a consolidated report of the meetings conducted is prepared and submitted to the Principal who in turn forwards it to the Chairperson of the Exam Committee.

WORKING RULES FOR INTERNAL COMPLAINTS COMMITTEE

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.

In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:

- a. A written apology
- b. Warning
- c. Reprimand or censure
- d. Withholding of promotion
- e. Withholding of pay rise or increments
- f. Undergoing a counselling session
- g. Carrying out of community service
- h. Terminating the respondent from service
- i. Any other punishment according to the service rules applicable to the respondent

Provided further that the ICC for the reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that

the circumstances were such which prevented the woman from filing a complaint within the said period.

2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.
As an interim measure, ICC may recommend
 - a) The transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
 - b) Grant leave to the aggrieved woman up to a period of three months or :
 - c) Restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
 - d) Grant such other relief to the aggrieved woman as the case may require.
4. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
5. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.

LIBRARY COMMITTEE

Responsibilities

- 1) To formulate policies and procedures for efficient library use
- 2) To help Librarian in submitting annual report and stock verification report to authorities
- 3) To assist librarian in formulating annual library budget and purchases related to library
- 4) To support for digitization and modernization of Library
- 5) To guide Librarian in functioning of routine library work
- 6) To develop measures for enhancing readership

Students' Council

Responsibilities

1. To plan and design activities/events for overall development of students in relation to career, academics, soft skills, administrative capacities, leadership and other life skills
2. To communicate with faculties and other staff regarding student's related problems and solutions out of it.
3. To promote in-house scholarships, govt scholarships and private scholarships for meritorious, economically backward and reserve category students.
4. To promote cultural values through various activities of national interests, social interests and festivals and to guide students in organizing these events/activities on their own.
5. To nurture students in meaningful /purpose-oriented work for overall development which will lead them towards becoming good citizens, human beings in a democratic way.

ANTI RAGGING COMMITTEE

An Anti Ragging Committee has been set up as per the guidelines of Maharashtra Prohibition of Ragging Act, 1999 and the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009

The main objective of the committee:

1. To prevent ragging in institution/campus and enforce protocol, steps to safe guard the newly admitted students.
2. Students should be aware of the legal consequences of ragging and misconduct.
3. As per the Directions of UGC/MHRD online undertaking was done by the Students and their parents /Guardian by filling up the compliance at WWW.antiragging.in in order to curb the menace of ragging in higher educational Institution.
4. Students were also made to submit their online undertaking with a hard copy signed by the Students and their parents. A Separate file has been maintained in the College office for the same.
5. Posters , Rules and regulations of Anti ragging are put up in and around the College area like Notice Board, Departments, Common room to generate awareness amongst Students on Anti Ragging.

WOMEN DEVELOPMENT CELL

As per the guidelines of the Vice-Chancellor of University of Mumbai, the College has introduced a Women Development Cell with the main aim to look into the grievances of the women, both staff members (teaching and non-teaching) as well as students and provide guidance and help to them. So that they are not subjected to gender-specific discrimination or sexual harassment and ensure that their fundamental rights (provided by the Constitution of India) are not violated.

OBJECTIVES:

- To create awareness amongst students about the problems faced by women of all strata due to gender issues.
- To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
- To disseminate knowledge about rights and laws related to women.
- To enhance the self- esteem and self- confidence of girl students, women faculty and staff in the college.

- To assert the importance of spiritual, economic, social, racial and gender equality.
- To highlight the importance of health and hygiene.
- To organize seminars, workshops, guest Lectures, Poster Competitions relating to
 - a. Entrepreneurship in collaboration with nationalized bank to start-up small business for the development.
 - b. Martial Arts – the most effective methods of self - defense techniques are conducted exclusively for girl students.
 - c. Guest lecture and poster competitions based on gender sensitization topics and also to evaluate the competitions conducted in this field.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non teaching women staff of the College.

Facilities offered by College:

- The aim and objective of the cell is displayed in the college notice board.
- A lady counsellor is available for personal counselling.
- There is suggestion/complaint box outside Principal's office for all stakeholders to give their suggestions for improvement in all areas.
- The College authorities have an open door policy. The Principal and Vice Principal are available whenever the student approaches them. The college is very prompt in acting on any such complaint by students. Proper enquiry is conducted with the help of anti- ragging cell, WDC. Generally Matter is resolved by counselling. If need be parents are informed and counselled.
- Concerned teachers are also informed about these cases so that they can also help the students. The security staff and other non-teaching staff are also sensitized about such issues. They are observant and intervene in such matters to prevent them.

2. Special facilities for female staff and students:

- Round the clock security at gate.
- Neat, clean, airy staff room and girls' common room for female staff members and girl students.
- The College premises, laboratories and corridors are under video surveillance equipped with CCTV cameras
- Availability of doctor in emergency.
- Special medical camp to detect anemia, Thallesemia followed by counseling.
- In case of illness taking the students to doctor / dropping home.

Composition of the committee

Chairperson: Principal

Convener: Female staff

Two members from teaching and non teaching

- 1 Female staff
- 1 Male Staff

Non - Mandatory Committees

RESPONSIBILITIES OF CONVENERS & MEMBERS OF COMMITTEES (SOP)

CONVENER

- Make an Annual Plan for the activities to be conducted during the year.
- Plan the conduct of activities of the committee in consultation with the members and as per the requirement of the institution/ expectation of the management.
- Conduct meetings and allocate the work to individual member.
- Ensure that the planned activities are conducted, without cancelling.
- Ensure that there is maximum participation & quality in the activities organized.
- Circulars and notices are brought out time to time regarding the conduct of activities.
- Monitor the conduct of activities.
- Introduce new ideas/ new events wherever possible.
- Activities to be organized for holistic development of the students.
- Arrange coaching/ training as & when required.
- Maintain all records of the committee.
- Monthly/ Term Reports to be prepared and submitted. Photographic evidences must be available.

MEMBERS

- Participate in planning the activities of the committee along with other members and the convener as per the requirement of the institution/ expectation of the management.
- Attend meetings and carry out the allotted work.
- Take initiative to introduce new ideas/ new events wherever possible.
- Activities to be organized for holistic development of the students.
- Help in maintaining all the records of the committee.
- Help in coaching/ training the participants.
- Try and fix a Budget for the activities to be conducted during the year

MANAGEMENT COLLEGE DEVELOPMENT COMMITTEE (MCDC)

This Committee is specifically set up by the Management to support in the College administration. Members of the MCDC are:

Dr.Sunita Chahar
Mrs.Sangeeta Roy
Dr.Rebecca
Mrs.Jisha

MCDC is the implementation board that executes and monitors the development plans at the departmental levels to ensure that all departments progress and contribute to the quality enhancement as per the guidelines laid by the Management.

- Speakers Club has been introduced under the initiative of the Management.
- Magazines are taken out by some departments.
- Work is allotted to all the MCDC members for college administration
- Support is rendered by all as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEE (AAC)

RESPONSIBILITIES OF AAC

The Academic and Administrative Committee (AAC) has been set up with the following objectives:

1. To strengthen the link between the Management and the College
2. To execute and monitor implementation of Management's ideas to ensure academic and administrative growth and development

Responsibilities

- To support various Departments / Committees in the conduct of inter-collegiate academic workshops/ Seminars / Conferences etc.
- To assist in the administration of the college through:
 - Conduct of internal audit of departments and of various other sections of the college.
 - Smooth implementation of new administrative techniques.
 - Ensuring smooth conduct of college inspection by external agencies.

- To conduct three tier training comprising:
 - Students Training
 - Staff Training
 - Parents Training
- To conduct PTA Meetings.

RESEARCH COMMITTEE

It was set up in 2011-12 after the 2nd NAAC. The Chairperson along with the members undertakes the following tasks:

- Inform faculty about last dates for application for various Minor Research Projects under University of Mumbai and UGC-
- Promote research mindedness in students by encouraging their participation in research festivals like Avishkar Research Festival of University of Mumbai and others.
 - ▮ Towards this the Committee ensures that students are given adequate guidance and support by respective subject teachers
 - ▮ Students are encouraged to attend workshops organized in different colleges for mentoring on selection of topics and presentation.
- The Research committee also identifies sources of research grants for various projects from government and private organizations and informs faculty members so that they apply and take benefit of the same.

THE DISCIPLINE COMMITTEE

WORKING SYSTEM :

‘Discipline is the key to successes. With this motto, we inculcate and maintain discipline among students of our college. As discipline is one of the core values, for ensuring enforcement of discipline a committee consisting of five members from various faculties are formed.

The duties of the committee are to keep a check on

- Late coming
- Students without Identity Card or wearing damaged I-Card.
- Minor disputes among students within the college.
- Indiscipline during college functions.

- Use of mobile phones within the college premises, in prohibited areas.

The committee also conducts

- Surprise checks in the classroom of I-Card, Dress Code.
- In case of serious matters of indiscipline reported, letter is sent to the parents informing about the matter. An inquiry is conducted by the committee in presence of the student and the parent. Minutes of the meeting are written and signature is taken of all present for the meeting. Report about the same is submitted to the Principal and action is taken based on the recommendations of the committee.
- Counselling the students and communicating with parents through meetings.
- Strict enforcement of the above discourages repeated offences and helps in maintaining the overall discipline of the college.

ENTREPRENEURSHIP CELL (2018)

OBJECTIVES:

1. To orient student towards entrepreneurship and promote it
2. To inculcate the entrepreneurship spirit through mentoring sessions, meets etc.
3. Identify students with the entrepreneurial abilities and mentor them
4. Motivate students to develop their own start-ups
5. To guide/ mentor students to formulate proposal for their business idea
6. Understand the process and procedure involved in setting up a business
7. Know the sources of help and support available for entrepreneurship
8. Identify the brightest & feasible ideas and give them the platform for Startup
9. To foster entrepreneurial thinking, promote business knowledge and instill confidence in every student.

WORKING:

1. Official Email id: ecell.ratnam@gmail.com / ecell@ratnamcollege.edu.in
2. Identify students under following business category:
Food / Non Food / Family Business / Startups
3. All the Food / Non Food category students should try putting stalls (canopy) atleast 5 times in the academic year
4. Photographic Evidence, Feedback & Cost-Benefit Analysis should be documented
5. Members should proactively attend all the startup events/ e-cell events/conclaves happening around Mumbai
6. Members should proactively send students to all the startup events/ e-cell events/conclaves happening around.
7. Start identifying innovators/ startups and build contacts (mission startup fest 2021)
8. Identify Business Mentors / Enablers/ Incubators/Investors/ Banks/ Govt Bodies
9. Try building contacts with Mentors / Enablers/ Incubators/Investors/ Banks / Govt Bodies
- 10.Ensure some sessions with the above for students
- 11.Share e-cell core student members' list, ensure constant contact with the student coordinators
12. Identify sponsors, prepare the draft letter and send student teams to get sponsorship

PRIZE COMMITTEE

DUTIES AND RESPONSIBILITIES

- Monthly prize distribution of the college.
- Arrange the certificates, medals and prizes for all the competition held by the committees of the college.
- Prize distribution for the inter collegiate competitions.
- Make the prize list of the Award winners of the academic and extra-curricular activities of the college.
- Review and select the award winners from the applications sent by the students for the best outgoing student, the best NSS volunteers, the best LLE

- Place the orders for certificates, medals & trophies whenever needed.
- Inform and confirm the attendance of the prize winners whenever needed.
- Prepare letters for the sponsors and students for the Annual Day and see to that it reaches in time.
- Frame the guidelines for various awards.
- Take care of the absentee prizes and ensure it reaches them.
- Settle the bills and accounts with the suppliers with the consent of Principal.
- Recommend the college administration for special awards and remove award categories that are no longer appropriate.
- Conduct committee meetings for the members of the committee whenever there is prize distribution function.

WORKING SYSTEM OF THE PLACEMENT CELL

Placement Cell is active throughout the year.

1. In the beginning of the year the Placement Cell arranges lectures / seminars on Career prospects in various fields. The students are provided with information about the growth and opportunities available in new and existing companies.
2. The Placement Cell members help the students from FY and SY classes as well to get part time jobs, if they are in need, and internships and make them aware of the importance of sustained good performance in both FY and SY classes since some companies insist on this and not only the TY results.
3. Placement Cell then arranges for training programme for students to guide them with the interview techniques and prepare themselves for the recruitment drive.
4. Every year reputed companies like TCS, Godrej, Wipro, Syntel, Patni visit our campus to recruit our students and they give very good feedback about our students who are already working with them. The current employees of these companies act as ambassadors for Ratnam College.

The following procedure is adopted by Placement Cell:

- (i) When companies approach the college details about recruitment and eligibility criteria are made known to the students through notices and posters and displayed in placement notice board.
- (ii) Students interested in being part of recruitment drive are required to register themselves.

- (iii) Based on the registration the company is intimated about tentative number of interested candidates and is invited to visit the campus for recruitment.
 - (iv) Students are informed of the interview date and dress code
 - (v) On the date of recruitment the company's HR team visits our college campus and makes presentations giving details about the company profile, nature of job and package and other details.
 - (vi) After the presentation interested students take an aptitude test and are required to go ahead with further rounds like technical round and HR round. They are not permitted to leave in between the process

 - (vii) The list of selected students is displayed and the students are given offer letter/ letter of intent on the same day
5. Agencies also visit to recruit on behalf of their employers and the same procedure is followed.
 6. Alumni and Ex-students play an important role in offering job opportunities to our college students.

WORKING SYSTEM OF THE NATIONAL SERVICE SCHEME (NSS) UNIT

As per the guidelines given by the Central NSS Unit, University of Mumbai,
No of Units Allotted: 3

Total sanctioned strength: 300 volunteers.

Different activities carried out during the year.

1. Orientation program and address by the Principal.
2. Area based activities like Malaria Awareness, AIDS Awareness, Publicity on Gender Justice and Women Empowerment, Save Energy, Save Girl Child, Mera vote-mera haq, clean water and safe water drive.
3. Tree plantation at various places.
4. Independence Day parade by NSS volunteers.
5. NSS day celebration with poster competition, rangoli competition and slogan writing competition on 24th January.
6. Yuva Diwas is celebrated on 12th January.
7. Selection of volunteers for State Republic Day or National Republic Day parade.

8. Selection of volunteers for Utkarsh, intercollegiate competition.
9. Fund raising through sale of national flags prepared by handicapped children.
10. Sending volunteers for Sadhbhavna divas at Gateway of India on 2nd October.
11. Celebration of Yuva divas on 12th January.
12. Sending volunteers to attend Vyasan mukthi program at oval ground Mumbai on 1st October.
13. Tree plantation program on World Environment Day at University's Kalina campus.
14. Assisting in all major college programs
15. During the year 2013-14 a few selected colleges' NSS volunteers had an opportunity to be part of a live T.V program(SAAM T.V- Marathi channel) discussing some important social issues. Ratnam NSS Volunteers were invited to be part of the same.
16. On successful completion of 120 hours of voluntary service during one academic year, a student is entitled to get ten grace marks.

WORKING SYSTEM OF THE LIFE LONG LEARNING & EXTENSION (LLE) UNIT

The Students participating in Extension work under LLE are entitled to the benefit of ten grace marks on the satisfactory completion of 120 hours of work under various Extension work projects during one academic year.

Extension Work Projects

As per the guidance of Department of LLE of the University of Mumbai, the student volunteer enrolled in LLE can take up any one project for entitlement of the benefit of ten grace marks under Ordinance 229-A.

- Annapurna Yojna Project (APY)
- Career Project (CP)
- Information Technology Project (ITP)
- Industry Orientation Project (IOP)
- NIOS
- Population Education Club (PEC)
- Survey of Women's Status (SWS)

Extension Work Student Manager

One Extension Student has to be selected as Manager for every 25 students to assist the Extension work teacher in implementation of the Projects in the college.

Field Co-ordinator

The University LLE department appoints the Field Co-ordinator to assist and supervise the training program during the First and Second terms, to carry out

field visits to the colleges and the community along with the Extension work teacher, student manager and student volunteers.

Udaan Festival

In the month of January or February, University LLE department organizes festivals in different Zones by conducting Street Play and Poster Making competitions with 20 students per college participating and the remaining students writing essays on topics given by DLLE University of Mumbai.

WORKING SYSTEM OF THE CULTURAL FORUM

The Cultural Forum of our college was established in the year 1983 with the aim of promoting holistic development of the student community and to make them excel not just in the field of academics but also in cultural activities. The forum provides a platform for students to exhibit their talents in performing arts, fine arts and literary arts.

The activities of the forum start in the month of July every year beginning with the inauguration on the occasion of University Foundation Day. This is followed by the Talent Search Week involving a large gamut of competitions covering nail art and culinary skills followed by the Talent Parade where students are judged for their performances by renowned judges from the field of dance, music and fine arts. Prize winning students are later encouraged to participate in intercollegiate and university level cultural fests, where they outshine others by securing prizes in several activities.

For the students to experience event management skills, the college hosts a 2 day intercollegiate fest named MANTRA every year in the month of December. MANTRA today has successfully carved a niche for itself in the city of Mumbai.

We have been receiving entries from outside the state of Maharashtra.

The yearlong activities are concluded with the Annual Day and Prize Distribution function held every year in the month of January. The students of the college put up a colorful performance and enthrall the audience by their melodious singing, vibrant dances, glamorous fashion show and skits based on themes.

The Cultural Forum is the most popular and vibrant forum of the college. It provides the students avenues to showcase their talents and thus creates a strong bonding of the students with the college.

WORKING SYSTEM OF THE GYMKHANA COMMITTEE

The Gymkhana Committee consists of Teaching staff, Students' representatives from each class and Physical Instructors of the college. The responsibilities of the Gymkhana Committee are:

- To promote participation of students in sports at the College and University level
- To engage in day to day planning and execution of sports events within the college and also arrange for coaching students in various sports. Coaches are appointed for various games like volleyball, Cricket etc. Kabbadi, Teakwando and Karate training is given by P.T. staff.
- To short list students to be deputed for various intercollegiate competitions.
- To make available the required stock of sports materials/items.
Take care of the Ratnam Band Troupe.
- Conduct intra-collegiate tournaments for boys & girls separately for indoor & outdoor games with proper planning.
- The records maintained by the committee are:
 - Stock Register
 - Gymkhana Reports (Monthly /Term /Annual)
 - Attendance Register
 - Interclass events File
 - Intercollegiate events File
 - Annual Sports Meet Record

13.1. WORKING SYSTEM ACCOUNTS AND ADMINISTRATION

DUTIES & RESPONSIBILITIES OF NON-TEACHING STAFF

RESPONSIBILITIES-OFFICE SUPERINTENDENT

- To check and follow up letters received from the Government / U.G.C / Office of the Director of Education / Office of Jt. Director of Education, Mumbai Region/ University etc.
- To draft notes and independently deal with routine cases, draft notes with reference to relevant rules, regulations, precedence and implications etc. for special cases and submit to higher office and give interim replies.
- To scrutinize notes / cases submitted by the lower staff, put his own remarks / suggestions, if any, and submit the same to the higher authorities.
- To attend meetings, issue notices of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up action.
- To supervise the work of subordinate staff in the form of periodic monitoring of the work carried out by the staff.
- To attend to such work as may be given to them by the higher authorities.
- To handle all staff related matters.
- To ensure timely compliance of all instructions / information to be given to various statutory authorities.
- To render required assistance to other staff to meet the task related deadlines.

RESPONSIBILITIES OF HEAD CLERK

- To ensure the prompt dispatch of letters.
- To arrange filing of papers and arrange files in order, year-wise and subject-wise.
- To scrutinize notes / cases submitted by the lower staff, add remarks / suggestions, if any, and submit the same to the Superintendent.
- To maintain calendar of periodical returns for incoming and outgoing, separately.
- To attend to such other work that may be assigned to them with the approval of the concerned higher authority.
- To handle all accounts related works.
- To ensure timely compliance of all accounts related matters – daily weekly, monthly, quarterly & annually.

- To prepare salary bills & ensure submission to the office of Jt. Director of aided staff on time.
- To prepare salary & ensure payment of salary to staff.

RESPONSIBILITIES OF SENIOR / JUNIOR CLERK

- To enter the mail and letters and inter-departmental correspondence / files etc. Letters / documents etc. addressed to the officer by name will be received by the officers themselves or through P.As / Secretaries.
- To acknowledge letters received.
- To submit dispatch Register to the Section Officer daily, dispatch and watch every entry in the register bearing the initials of the recipients of letter / documents etc.
- To prepare the list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
- To send relevant extracts or any part of a receipt, through Section officer / Superintendent to the Section, branch concerned for remarks and / or necessary action.
- To open and maintain registers/ new file(s),note-book(s), do copying work / rubber stamping and attend to all types of administrative / clerical works.
- To attend to all student related matters – fee collection, issue of certificates, examination related matters etc. through counters.
- To attend to students belonging to reserved categories regarding their free ship / scholarship matter.
- To Maintain General Register (G.R) of Students admitted.
- To provide all student related information as & when required.

MAINTENANCE OF RECORDS AND UPDATING THEM FROM TIME TO TIME.

- i. Staff Related
- ii. Students Related
- iii. Accounts & Administration Related
- iv. Department Related
- v. Meetings Related

i) Staff Related.

- a. Personal Files
- b. Service Books
- c. Staff Approval
- d. Muster / Late Muster
- e. Leave Register
- f. Confidential Report
- g. Lesson Observation Report
- h. Lesson Plan / Log Book

ii) Students Related.

- a. Admission Files
- b. Attendance Register (Daily, Monthly)
- c. Consolidated Attendance Defaulters' Record -Semester-wise.
- d. Students' Information Register.
- e. Minor Default Register
- f. Examination Record
- g. General Register

iii) Accounts & Administration Related

- a. Counter Collection Register
- b. Petty Cash Register
- c. Salary Register (Individual / Consolidated)
- d. Cheque Inward / Outward Register
- e. Suppliers' Register

f. Statutory Payments Register – Income Tax, Professional Tax, PF etc., g.

Dead Stock Register

h. Stationary Register

i. Inward & Outward Registers j.

Bill Register

iv) Department Related.

a. Stock Register

b. Purchase Register

c. Practical Attendance Register d.

Breakage Register

v) Meetings Related Records

a. Conduct of College Committee Meetings like CDC, JCC at regular intervals. b.

Conduct of PTA Meetings

c. Maintenance of Minutes of the Meetings d.

Follow-up of the decisions taken.

**13.1.2. FILING
DEPARTMENT**

Filing should be in some order in each section/department eg. in the library, in the

laboratories, in the subject departments, in the office, in the HOI's Office,.

In the office, filing order can be class-wise Admission Forms, Class-wise Result Details, Students' Applications File, Fee related files – class-wise, File for different notices brought out for students, File for correspondences with different authorities regarding students. Similarly filing system for staff also has to have some order as per the subject

Accounts related files also will have the same order

All files must have labels with brief details and no. Similarly, all Registers should have details and nos. mentioned on the labels.

- There should be a master list available for each category like student related, staff related, accounts related. Whenever any notice/circular/letter etc. is typed it has to be ensured that copies are kept as Specimen as well as for Master File. However, for confidential letters etc, there is no need to keep copies in the Specimen File or in the Master File. Original plus O/C for acknowledgement are sufficient.
- Master List should have some blank space at the end of each category to enter new files/registers prepared.

13.1.3 DISPATCH DEPARTMENT

- The duty of dispatching all letters etc. should be assigned to a designated person.
- The designated person should maintain a Register called Dispatch Register/ Outward Register. The Register should have columns like Date on the letter/Date of dispatch/ Brief details/ Sent to/ sent by courier/ Speed post/HD/ Acknowledgement/proof of delivery should be properly filed.

Receipt of the same must be monitored. There should not be any delay in dispatching a letter once it is handed over for dispatching. If for any reason, there is a delay, the reason has to be mentioned in the 'Remark Column' in the Register.

- The letters which come back, after dispatching, must be filed separately in a file after informing the HOI and here again, it has to be mentioned in the "Remark Column" in the Register.

INWARD REGISTER

- a) One Clerk should be responsible for maintaining this important Register
- b) All correspondences (mail, letters etc.) received should be Inwarded (with an Inward Stamp) and written in the Register
- c) Inward Stamp should have details like Date of Receipt , Forwarded to & sign of Inward Clerk

Inward Register should have columns like

Date of receipt	Received from/sent by	Mode of receipt like HD/Courier/Regd AD	Brief Content	Forwarded to	Remark

Inward Register, along with mails/letters received and duly stamped should be given to HOI for necessary action. After HOI mentions the course of action on the mails/letters, accordingly these have to be handed over to the concerned person and his/her signature with date has to be obtained in the Register

13.1.4. STANDARD GUIDELINES FOR MAINTENANCE OF RECORDS MAINTENANCE OF OLD RECORDS:

- Old records must be placed under lock & key.
- We should preserve the old records as per the rules of the Education Board, University, Statutory Authorities etc. i.e the number of years it has to be kept preserved
- The old records must be checked periodically so as to avoid damage to it.
- Old Records key must be handled by HOI.
- Old Records must be scanned & scanned copies must be used, when required to be produced. Original records must not be touched as they has to be preserved lifelong
- Old records must be placed in an area which is fireproof and away from water & termites.

13.1.5 . PRESERVING RECORDS-DURATION

As per the University ordinance O. 5049 (18), the answer papers of the examinations i.e. answer books / assignments / projects etc. shall be **preserved** for a period of six months from the date of declaration of the results of the concerned examination.

Sr. No.	List of Record	Year of Preservation
1	Exam related records and files*	Permanent
2	Attendance Register	Permanent
3	Marksheet File	Permanent
4	Fees Register	Permanent
5	Key Register	Permanent
6	Department Information Register	Yearly
7	General Register (GR)	Permanent
8	Muster/Late Muster	Permanent
9	Leave Record	Yearly
10	Stationary Issue Register	Yearly
11	Stock Register	Permanent
12	Dead Stock Register	Permanent
13	Achievement Register	Permanent
14	Laboratory Sock Register	Permanent
15	Personal Files	Permanent
17	Service Book	Permanent, For Staff who have left, it can be maintained separately
18	Confidential Report	Permanent
19	Inward/Outward Register	Permanent
20	Leaving Certificate	5 years
21	Admission Form	Permanent
22	PTA Meetings Record	Permanent
23	CDC Records	Permanent
24	Permission letters from University	Permanent
25	Purchase Committee Records	Permanent
26	Circular Files of Management	10 years
27	Circulars of University	Yearly – imp GR to be filed separately
28	Building Details	Yearly – imp GR to be filed separately
29	Books of Accounts	Permanent

13.1.6. FEEDBACK SYSTEM

The College believes in having a 360-degree feedback system as part of the Quality Management System.

- Students
- Teaching & Non-Teaching Staff
- Parents
- Alumni
- Vendors

Feedback is taken for all events and processes like teaching-learning, training etc. At the end of the academic year, feedback is taken from final year students of all classes as regards the College facilities and teaching learning process. This feedback is then used to improve the process. After the hosting of events by various departments like Talenteaux, Mantra, Manzil, Sci-Trek, Zero Gravity etc feedback is taken from participants. Feedback is also taken from teaching and non-teaching staff to understand their experience of being a part of the institution. This feedback covers, work environment, processes and facilities provided by the College. Feedback is also taken from parents to solicit their opinions and suggestions about the College for its improved functioning. Feedback is also taken from vendors to understand their experience of being associated with the College. Alumni also give their feedback to suggest ways to enhance quality.

13.1.7. SUGGESTION BOX

- Suggestion box is kept outside the Principals Office.
 - Opened periodically
- Action are taken, if needed
- Suggestion papers are filed and kept safe

13.1.8. I-CARD FOR STUDENTS &STAFF

Every Bonafide student will obtain an identity card carrying their latest photograph and bearing the signature of the Principal. It is the duty of the student to collect the identity card issued by the College at the beginning of the first term. It is compulsory for students to wear the identity card when they are in the College premises and to produce it whenever demanded by the teaching / non- teaching staff.

In case of loss/damage of identity card, it should be reported to the college office

immediately. Duplicate identity card must be obtained by paying an amount of Rs. 100/-.

13.1.9. I-CARD FOR PARENTS

Parents and Guardians will be issued I-card which they have to bring along with them whenever they come to the College for any purpose. I-Cards are issued to one parent per student from each class. In the beginning of the year with the coordinated efforts of the class-in-charge and head of the institution.

13.2. UNIQUE FEATURES

A. Annual Theme

Every year, at the beginning of the academic year, Management of NES-SVB Group announces the Annual Theme based on the recent and current issues and the important aspects in the field of Education.

For the year 2019-20, the Annual Theme is “Forging ahead for the zenith of excellence deploying the latest emerging technologies for up gradation in every field”

All activities planned and conducted during the year based on the Annual Theme

B. Collection of Feedback

- From students about teachers
- From students about College
- From Parents about College
- From Participants about Seminar / Training programme organized
- From Parents about the Parental workshop.

Statistical analysis of the data is done and corrective measures are taken, if required.

C. Parent Teacher Association (PTA)

Though not mandatory, Parent Teacher Association (PTA) was formed as College is of the view that Parents are important stakeholders and can contribute effectively towards the development **of the College**.

- In the Parental Workshop parents are informed about the working system of the College & its achievements, norms of discipline, code of conduct of students, evaluation systems, and activities planned for students.
- Parents are then informed that they can contribute towards quality improvement by participating in activities - like arranging Resource Persons
/ Experts for talks & workshops, Cultural & other events.
- Minimum 2 meetings are conducted in a year of PTA & effective Resolutions are made through the meetings

D. Open day to declare results.

The College conducts its examinations in two semesters and the results of the same are declared after organizing an Open Day where the parents of the students from all the classes are invited to come and collect the results

- The results are handed over to the parents only and results are given to only those students accompanied by parents.
- The problems and difficulties of the parents are also heard and

accordingly attended to.

E. Following are the departmental publications, other than the College Magazine ‘RATNAMITE’, with students on the editorial board.

- Chem News Letter : ‘Ignite’
- The annual magazine of B.Com (B&I) Department: ‘The B & I Buzz’
- The annual magazine of Management Studies Department: ‘Dossier’
- The annual bulletin of the Commerce Department: ‘Pathfinders’
- The Research Journal by Arts & Commerce Departments - ‘Epignosis’
- The annual bulletin of the MCom Department ‘Mirrage’

F. Theme based Monthly Drives

To impart value based education and to ensure that our students are groomed to become responsible and conscientious citizens of tomorrow, the college has implemented the concept of theme-based Monthly Drive. At the beginning of the academic year, themes for all the months are announced.

Based on the theme of a month, various activities are planned and organized by the students like Poster presentation, Group discussion and community based activities etc. under the guidance of Students’ Council

& class-teacher. A report is prepared at the end of the month containing

brief details of activities carried out during the month and submitted to the HEAD OF THE Institution.

to Principal duly signed by Class Representatives , Class-teacher and Students’ - Council Member.

Eg. For June – ‘Go Green’
 For July – Healthy Body
 For August – The Nations Pride

G. 3 – Tier training programme.

For Students

- Orientation Programme
- Training in
 - Personality Development
 - Evaluation system of the University
 - Placement Interviews
 - Communication Skills
 - Regular & Specific Training Programmes

Following training Programmes are arranged

- Training Programme on **New Examination System** was held for FY classes. Students were familiarized with the Semester System and Credit Based Grade System applicable during the course of the academic year through Power Point Presentation by the Chairperson, Examination Committee.
- Training Programme was organized for B.Sc. and B.A. students on the topic “*How to achieve Academic and Professional success*”
- Following training Programmes were organized with the help of In-house Resource Persons .
 - ‘Verbal Communication Skills
 - ‘Academic & Professional Growth for Banking & Insurance sector’
 - ‘Self-Motivation’
 - ‘Personality Development’
 - ‘NCFM Certification’
 - ‘Interview Skills and Techniques’

- 'Need for Higher Studies
- 'Contribution of research to future economic and social development'

For Staff

Induction Training for new entrants

Training by eminent resource persons on topics like 'Prospects of Research with UG Curriculum, 'Teacher Sensitivity'. 'Proper use of Computer & its Peripherals, etc.

Training on changing examination & evaluation systems

For Parents

Workshop on Effective Parenting by eminent speakers

Workshop on examination & evaluation system

Workshop on working system of the college - broad guidelines – by inhouse resource persons.

H. Monthly Prize Distribution Function

The main objective of organizing this function is to encourage students to participate with interest, with preparation in all activities conducted in the College throughout the year for their holistic development.

Knowing very well that at the end of the month he/she is going to be honoured in front of his/her classmates for his/her noteworthy performance, students take keen interest in doing things in the best possible manner. Even that encourages the student to be regular and punctual so that he/she does not miss out on any participation.

This even makes the students who were earlier non-participants, non-performers, to bring out their latent talents through participation.

Moreover this function is totally organized by student-leaders under the guidance of class- teachers and thus promotes their organizational skills.

13.3. IMPORTANT INSTITUTIONAL RECORDS

The Institution maintains the following records:

- Land record to be available in the institution - 7/12 and Property Card and Map layout
- Permission order from BMC/ University
- Index No.
- Recognition No.
- Pan Card of Institution.
- Details of first year starting of the Institution

Note:

- * **All original permission records are kept in corporate office.**
- * **The same to be scanned and stored in a folder and in email folder.**

I. MUSTER / LATE MUSTER

- Name to be written completely as per the document submitted by the staff (School L.C. / Gazette copy) in every month.
- Qualifications, Date of appointment, Designation, FT / PT / CHB etc. should be written correctly every month.
- Staff must sign neatly and in proper place correctly, daily with time-in and time-out.
- Late Muster must be signed by the staff reporting late.
- At the end of the day H.O.I. must check the Muster, make necessary entries like late, leave, absent etc. and initial at the end of each page.
- At the end of the month all details regarding leave, loss of pay, no. of late marks (verified from late muster/Biometric Machine's printout) etc. should be mentioned against each staff.
- In case of change in name in the middle of service (through publication in Gazette) name should be changed in the Muster with reference to Gazette.
- Use of whitener must be avoided.

II. SERVICE BOOKS

- Entries must be correctly made at all relevant places.
- Signature of the staff must be taken at the required places.
- Head of the institution must sign at the required places.
- To be updated time to time on yearly basis.
- Change of Residential Address to be incorporated when staff gives application with proper evidence.
- Change of name must be incorporated after the same is published in Gazette. (Copy of the Gazette has to be kept at the end of the Service Book).
- Copy of School L.C. (Proof of Date of Birth) also has to be kept at the end.
- One Passport size photograph has to be kept on the first page at the RHS top corner.
- Service books are required to be maintained in duplicate.
- Use of whitener is to be strictly avoided in Service Book.

III. LEAVE REGISTER

- At the beginning of the year / academic year credit leave as per the type / & no. of leave available.
- Update it whenever leave is availed i.e. properly debit.
- Balance leave available to be correctly calculated.
- Loss of pay leave also must be correctly recorded in the Leave Register & also in Service Book (in red)
- All Leave applications must be properly filed- supporting entry in Leave Register.
- Signature of Head of the Institution has to be taken against each entry made in the Leave Register.

IV. MUSTER RECORD FILE

Classify the Records as per the type

Under each type list the Records maintained by the institution (indicating clearly whether it is a File or Register – you may list all Files & all Registers separately).

- Staff related
- Student related
- Institution related
- Accounts related

1. STAFF RELATED

- Muster (Current & Old)
- Personal Files
- Service Books
- Leave Register
- Leave Applications' File
- Ordinance / Circulars' File relevant for Staff
- Confidential Report File
- Training Register
- Committees formed for the year File
- Individual duties allotted to each staff File

2. STUDENT RELATED

- Admission Files (class-wise / year-wise)
- G.R.
- List of students (year wise) with classifications like
 - Boys / Girls
 - Reserved category students (SC,ST,NT,DT,OBC,SBC)
 - Differently able students
 - Linguistic Minority students (Tamil)
 - Other minority students (Muslim, Catholic, Parsi, Jain, Boudh)
 - List of Students given provisional admission on eligibility basis.
- Details of students availing freeship / scholarship category-wise (Register / File)
- Caste Verification File
- Results – year wise – class wise
- L.C. Book / Bonafide Certificate Book
- Circulars / Ordinances received related to students (File)
- Students' Welfare Activities Register, if any.
- Specimen letters file
- Admission Cancellation Record (Register)
- Statistical information sent to various statutory authorities.
- Counter Collection Register.

3. INSTITUTION / OFFICE RELATED

- Information Register
- Achievement Register
- Key Register
- Inward Register
- Outward Register
- Year-wise affiliation related till permanent affiliation has been received.
- Building File
- Property Register
- Statistical Information sent to different statutory authorities like Univ./Govt/UGC/ Director's Office
- Teaching Aid (e.g. LCD, Laptop, OHP) Register.

4. ACCOUNTS RELATED

- Advance Register
- Account-wise Bank Files
- Account –wise Voucher Files
- Annual Maintenance Contact File
- Audited Statements File
- Auditors' Correspondence File
- Balance sheet Files
- Bank Statement Files
- Bill Register
- Bank Correspondence File
- Correspondence Files with different statutory authorities related to Accounts (like payment of affiliation fees, registration fees)
- Cheque Inward Register
- Cheque Outward Register

- Consolidated Salary Register
- Dead Stock Register
- Daily Fees Collection Register / File
- Fees / Deposits Refund Register
- Fee Structure File
- Fixed Deposit File
- Form No.16 / 16A File
- Individual Salary Register
- Income Tax Deduction Register
- Issue of Uniforms / Aprons etc. Register
- Investment by staff for Income Tax Purpose File
- Insurance Policy File
- LMC / School Committee / JCC Budget File
- P.F Register
- P.Tax Register
- Petty Cash Register
- P.Tax / Income Tax / P.F. Challan File
- Parties' Correspondence File
- Quarterly Report (submitted to Management) File
- Quotation File
- Revenue Stamp Money Collection Register
- Salary Statement File
- Telephone, Electricity Bill File

14. INFRASTRUCTURE & FACILITIES AVAILABLE:

14.1. BOTANICAL GARDEN/ MEDICINAL GARDEN

The garden in N.E.S Ratnam College has been developed from aesthetic point of view. In fact, it's a landscape garden. However, some of the ornamentals which have medicinal value are also planted to create awareness among the students.

There are trees like Cannon ball tree, Neem tree, Guava tree, Coconut tree, Mango tree, Custard apple tree, Indian laburnum tree, Taman tree which have medicinal uses.

There are some shrubs which are ornamentals and have medicinal uses also like Periwinkle, Shoe flower, Adulsa, Lantana, Curryleaf .

Some herbs which have been planted as ornamentals and have medicinal properties are Indian Asparagus, Lemon grass, Turmeric, Jatropha, Betel leaf, Carom, Bryophyllum, Brahmi, Aloe, Touch me not.

14.2. MEDICAL CENTRE

The College, with strength of almost 2000 staff and students, has a medical centre with a wheel chair and Doctor and nurse facilities

14.3. MAINTENANCE OF INFRASTRUCTURE

- Regular repairs / painting
- AMC for all items like:
 - Termite treatment (entire building)
 - Rodent treatment (Library)
 - Softwares
 - Computers / Printers
 - Air conditioners
 - Water coolers
 - Water purifiers
 - Xerox machines
 - Fire extinguishers
 - CCTV camera
 - EPBAX system
- Cleaning of water cooler, overhead water tank periodically
- Discarding the items which cannot be repaired, after following proper procedure
- Purchase of items as & when required after following the proper procedure.

14.4. SAFETY & SECURITY MEASURES

14.4.1. Safety Measures

I. Fire Extinguishers are placed at the following locations:

Sr. No	Floor	Location	Capacity
1	Basement	Office	2 Kg. (BC)
2	Basement	Computer Lab-I	2 Kg. (BC)
3	Basement	Computer Lab-I	2 Kg. (BC)
4	Basement	Corridor (Near Office)	3.2kg (DCP)
5	Basement	Girls' Common Room	2 Kg. (DCP)
6	First	Chemistry Lab-I	5 Kg. (DCP)
7	First	Physics Lab-I	5 Kg. (DCP)
8	First	Physics Lab-II	5 Kg. (DCP)
9	First	Zoology Lab	2 Kg. (DCP)
10	Second	Chemistry Lab-II	2 Kg. (DCP)
11	Second	Staff Room	5 Kg. (DCP)
12	Second	Corridor (Near Botany Lab)	5 Kg. (DCP)
13	Third	Library	5 Kg. (DCP)
14	Third	Computer Lab-II	2 Kg. (DCP)

N.B: i) Training is being organized, regarding 'How to use it', for staff.

ii) AMC is there for refilling of cylinders on expiry.

CCTV Cameras are installed at the following locations.

Ground Floor / Basement

College Entrance
Office
Computer Lab I
Class Rooms: G3, G6 & G7
Boys' Common Room
Corridor Covering from Office to Boys' Common Room
HODs' Cabin

First Floor

Outside Principal's Office
Corridor overseeing Physics & Chemistry Labs.
Chemistry Lab I
Physics Lab I
Exam Control Room
Physics Lab II
Zoology Lab

Second Floor

Chemistry Lab II
Staff Room
Class Rooms: 22, 23, 25 & 26
Second Floor Corridor

Third Floor

Library (with separate monitor & 4 cameras)
Corridor overseeing Library & Mathematics Department
Computer Lab II
Class Rooms: 34, 38 & 39
Third Floor Corridor

- AMC is there for maintenance of these cameras.

First Aid Boxes are placed at the following locations

Sr. No	Place	Location
1	Office	Ground Floor
2	Boys' Common Room	Ground Floor
3	Zoology Lab	First Floor
4	Physics Lab-I	First Floor
5	Physics Lab-II	First Floor
6	Chemistry Lab-I	First Floor
7	Chemistry Lab - II	Second Floor
8	Staff Room	Second Floor
9	Botany Lab	Second Floor
10	Library	Third Floor
11	Computer Lab-II	Third Floor

- i. Refilling of these boxes is done by Dr. Meenakshi K. of Zoology Department as & when required.
- ii. Key is kept with Incharge / HOD
- iii. A mobile First Aid box is kept ready in the Office in case of emergency.

14.4.2. Security Measures

1. Class-rooms' locks are opened at 6.55am.
2. Girls' washroom on the 3rd floor is locked after 4.00 pm since lectures held in 3rd floor classrooms mostly get over by this time.
3. Floor Management System is functional.
4. Terrace grill gate is kept locked always.
5. Dispersal Team has been formed to monitor dispersal of students not only inside but also outside the complex gate.
6. Safety & Security Committee has been formed

Committee members regularly go on rounds especially at the end of the day to check whether classrooms, grill gate etc have been locked. The Committee is also responsible for emergency medical attention, if required by any.

7. Electrician, exclusively for Ratnam College, is available to attend to regular maintenance as well as emergency electrical requirements, besides the one appointed for the entire complex.

14.5. FACILITIES

14.5.1. COUNSELOR

College counsellor plays a very important role for college students. Counsellor has responsibilities as follows:

1. To help students to manage and overcome emotional and mental issues.
2. To guide students for career options this will help them to build a career as per their interest and capabilities.
3. To communicate with class teachers / subject teachers regarding students' understanding capacities and behaviour patterns.
4. To students by developing a healthy working and academic environment where they can freely express their emotions and remain positive.
5. To help build a strong association among teachers, students and parents for benefit of society.

14.5.2. GYMNASIUM

A well-equipped gymnasium is available within campus for students as well as faculty.

Gym instructor is appointed for the benefit of the students.

14.5.3. Playground and Canopy Space for students:

There is a playground facility available for the conduct of sports activities, and big events where large audience is expected and for the conduct of rehearsals for sports activities. It is well maintained with fencing.

Canopy space for students is aptly maintained to suit the college goers and the space is used for meetings and also rehearsals for small programmes.

14.5.4. Badminton and Basket Ball court: The College has badminton and basket ball court behind the college for students interested in these sports with coaches provided during major sports events at the intercollegiate and University levels.

14.5.5. Air Conditioned Auditorium: The Complex has an Auditorium with a seating capacity for approximately 450-500 people. It hosts several important programmes and events throughout the year.

14.5.6. Common Room for boys and girls: As the college working schedule begins at 7.10 am and ends only in the evening, the students need space for

rest and recreation through indoor sports. In view of this the college has Girls Common Room and a Boys Common Room with carom Board, Table Tennis, Chess and also teacher in charges for the same.

14.5.7. Audio Visual Room: The activities & events at the department level and also for meetings with Management, staff and student groups are conducted in the Audio-Visual room in the ground floor of the college building. The same is also used by other institutions in the complex premises. It has a seating capacity of around 80-85 individuals.

14.4.8. Technology Room: The room has got the following facilities:

- LAN facility for all the CCTV and LCD TV installed at the college entrance
- Smart Board
- LCD Projector

14.5.9. Display Board: There are display boards in almost every floor of the college to intimate the staff and students about upcoming activities

14.5.10. Conference Room:

Conference room plays a very important role in connecting people in a dedicated space which allows them to work together toward common goals. The College has a well-equipped conference room with big-screen TV and other materials.

14.5.11. Fire alarm and fire Extinguisher

This has been done for the safety and security of the students and the entire staff. Regular FIRE DRILLS are conducted to ensure that every one in the College is aware of handling fire emergencies.

14. 5.12. SMS System

To inform parents about his ward remaining absent
To inform parents about Open Day/ Parental Workshop

14.6. STAFF & STUDENT WELFARE ACTIVITIES

14.6.1. Students' Welfare

- Counseling support
- Book Bank scheme
- Students' Endowment Fund -
 - Merit –cum–mean scholarship
 - Medical expenses reimbursement in some cases
- Tie –up with Central Hospital, Bhandup (W)
- Placement interviews
- Thalassemia (minor) checkup for students and counseling by doctors for those detected positive.
- Personality Development Programmes / Other skill based training programmes.
- Gymnasium facility.
- Free coaching for Karate, Kabaddi, Volley ball, Cricket and Taekwondo
- Health checkup

14.6.2. Staff Welfare

- Support & encouragement for upgrading qualification
- Support & encouragement to carry out research work
- Tie-up with Central Hospital, Bhandup (W)
- Well furnished, air-conditioned staff room with microwave oven, newspapers etc.
- Advance from salary, especially for non-teaching staff, if requested
- Deputing non-teaching staff for training
- Deputing non-teaching staff to participate in intercollegiate workshops/competitions.

14.7. DISCIPLINARY NORMS

Discipline is important in every walk of life especially in educational institutions. In order to maintain harmony in different aspects of the functioning of the institution, certain disciplinary norms are followed:

Reporting Time:

The lectures for I session commence at 7.10 AM and for II session at 11.10 AM.

Name of the student who arrives after commencement of lectures is entered in the Late Comer's Register. Students who report later than twenty minutes are sent back home (by Arrival Team). Frequent late comers' parents are called. For every 3 days' late coming 1 day's attendance is deducted.

Reporting time for the teaching staff is 7.00AM for the I Session & 11.00AM for the II session.

Teaching Staff of Science Faculty having practicals in the morning a (7.10 AM or 8.00AM) are required to report 10 minutes before commencement of the practical.

Staff who report late sign in the later muster.

Staff who report late in a month on 3 or more occasions lose either one day's leave or pay.

Daily Attendance of Students (Manual & Computerized):

Lecture wise attendance of students is recorded in the Daily Attendance Register. It helps in identifying the late comers and also the skippers for the day, if any. A student who is a skipper is marked absent for the entire day. A student who is late for three days loses attendance for one day.

At the end of the day the attendance is also marked in the software. At the end of the month attendance defaulters' list is generated & also the letters to the parents, as the case may be, are generated. (Specimen copies attached).

Attendance Defaulters' lists are displayed on the Notice Board on or before the 5th day of the next month.

a) Disciplinary Norms for Students

*** Regularity/Punctuality**

- Students to take prior permission for leave.
- Action is taken against absentees.
- Letters are sent to the parents of absentees.
- Monthly Defaulters list is displayed on the Notice Board.
- Letters are sent to parents of attendance defaulters.
- Meeting is conducted with students (attendance defaulters) and their parents
- Action is taken against latecomers.
- Minimum 75% attendance is required to appear for examination.
- Attendance condoned only on genuine grounds (as given by University), with resolution.

*** Dress Code**

- Decent; befitting the environment of an educational institution.
- No Tee-shirts.

* No **Mobile Phones** within College premises.

Steps taken:

- ✦ Display of norms related to use of mobile phone mentioning the prohibited areas.
- ✦ Fine system for using mobile phone in prohibited areas.
- ✦ Fine is collected after conducting an inquiry with parents.

- * No Entry without **I-cards**.
- * In case of student/ students alleged to have been involved in indiscipline conduct, Discipline Committee conducts inquiry with the student/ parent and appropriate action is taken. Students are even suspended for a time period. Minor Default Register is maintained by the committee.

b Disciplinary Norms for Staff

‡ **Regularity / Punctuality**

- Leave with prior permission.
- If absent, sanction of leave to be decided by authorities.
- If three days late, one day LOP or deduction of one CL.
- In case of excess leave – LOP
- CL – proportionately divided throughout the year.
- Biometric Attendance.
- Late muster is maintained.

‡ **Dress Code:**

Decent; befitting the environment of an educational institution.

- ‡ **Teachers** are required to engage lectures on time, complete the syllabus in allotted time, submit Syllabus Completion Form & to not use Mobile phones in Class and Laboratory.
- ‡ They should act in compliance with the circulars brought out from time to time.
- ‡ Question papers must be prepared & submitted on time. Assessment of answer books must be completed on time. Actions are taken against non compliance.
- ‡ I-Card must be used.

- ‡ **Non-teaching staff** are required to complete the allotted work on time. Use of Mobiles phones should be restricted during working hours. They must comply with the circulars brought out from to time.
- ‡ **Uniform for non-teaching staff** (2 sets in a year) Enter in a Register and take signature
- ‡ **Lab-coat** for Lab-staff: Enter in a Register and take signature
- ‡ Staff are required to take Gate Pass for going out during duty hours.
- ‡ For availing leave on duty – either full day or half day- proper application along with supporting document to be submitted.
- ‡ **Notes/ Memos** are issued to staff as & when required. An entry to this effect is made in the confidential report.

CODE OF CONDUCT FOR STUDENTS

- Be Regular and Punctual in attending College.
- Wear Identity Card while in the College.
- Follow the Dress Code.
- Do not use mobile phone in prohibited areas. (Classrooms, Library, Laboratories, Corridors and Staircases)
- Do not damage / destroy college property.
- Do not get involved in any kind of fight or clash.
- Possess good habits, manners and good character.
- Believe in hard work to achieve success.
- Be a conscientious citizen, and be sensitive towards needs of fellow beings.

Gate Pass should be collected by

- Staff going out of the premise during working hour
- Students going out before completing the day's schedule
- Materials/Equipments/Scrap taken out of the premise

Pass for Visitors

Visiting hours

Parents and Visitors: 11AM to 2.00 P

15. MANAGEMENT'S REQUIREMENTS AND RECORDS

- Annual Plan of the College:
 - Academic Plan
 - Academic plan comprises information like reopening of the college, examination related, cultural, sports and other activities
 - Departmental Activities Plan
 - 3 tier training schedule
 - PTA/CDC Meetings
- Annual Plan of Subject Departments
- **Parents meeting class-wise** – twice in a year (beside PTA)(preferably in July and Jan/Feb)
- **Orientation Programme** for First Year students – Address by President
- **Monthly Report of Students to Parents**

Monthly Report comprising of all required details is to be sent to the parent of each student by the class-teacher at the end of every month. Parents sign is to be obtained at the Open Day.

- **College Internal Audit Department (to be carried out every month)**

Internal Audit guidelines of:

1. Classrooms' checking

- a. Cleanliness
- b. Furniture and Fixtures – adequacy as per students' strength, conditions etc.
- c. Arrangements for using Audio-Visual aids
- d. Displays – appropriateness and correctness of all displays including display of Stock List.
- e. Availability of Dustbin inside the classroom
- f. Conditions of electrical fittings
- g. Availability of locks on the door
- h. Display of Code of Conduct for students

Display of some value-based instructions like” Switch Off lights, fans etc. while leaving the classroom”, “DO NOT LITTER’ , ‘USE DUSTBIN”ETC.

Laboratories' checking

Broad areas –

(i.)Academic

(ii) Administrative

Academics:

- Practical time-table for each year
- Distribution of Practical work load
- Allotment of duties to overall lab in-charge and practical in-charge of each year
- Details of experiments to be conducted for each year
- To check the no. of experiments actually conducted
- To check the provisions made in terms of requirement of apparatus, chemicals etc. to conduct the practicals
- Availability of write-up on each experiment in the laboratory
- To check whether entry in the Journal is regularly checked by the teacher in-charge of the practical
- To check whether repetition practicals have been conducted after completing 1 set of experiments by all the students
- To check whether revision practicals are conducted before practical exam
- To check whether HOD has certified the Journal after it has been certified by the teacher in-charge

Administrative

- Purchase details/documents of Chemicals, Apparatus & Journals
- Maintenance of the laboratory
 - o Minor repairs to be done by lab staff
 - o Service Engineer to be called for major repairs (to check whether AMC is given)
- Instruments which are beyond repair can be disposed of after passing

proper resolution in the minutes of the meeting of the department and mentioning it in the Stock Register/Dead Stock Register

- Breakage related records
- Stock Register, Purchase Register, Dead Stock Register
- Stock Checking/ Verification Record
 - Stock has to be physically verified atleast once in a year
- Each instrument/apparatus is to be labelled (with make, date of purchase etc.) and numbered

Checking of Gymkhana, Common Rooms, Gymnasium, LLE Office etc.

- Records Maintained
- Furniture and Fixtures
- Displays
- Electrical Fittings
- Usage of these by the students

Internal Audit of Records maintained by class-teacher

- a. Attendance Register – to be marked regularly and submitted at the end of the month to the HOI
- b. Record of late-comers , long absentees
- c. History of students
- d. Minor Default Register for students
- e. Letters sent to parents for various kinds of indiscipline including late-coming and long absenteeism – follow-up action taken report.
- f. Attendance defaulters' list prepared at the end of every month
- g. Monthly Drive details
- h. Monthly Prize Distribution Function details
- i. Record of fee arrear of students and follow-up details .

Internal Audit Team should also check the following :

1. Implementation of 3-tier training programme – for students, staff and parents
2. Implementation of the Annual Theme announced by the Management
3. Feedback Collection System from different stake-holders – analysis and actions taken

4. History of Institution – Register
5. Land/Building related documents
6. Preserving the original documents
7. Property Register
8. Whether monthly report/quarterly report are regularly submitted to the Management
9. Whether the institution has adequate insurance policies for the building premise, labs , library etc. against fire, burglary, natural calamities etc.

Internal Audit of Department should comprise of checking:

- i. Department’s annual plan/calendar
- ii. Syllabus file and total workload of the Department as prescribed.
- iii. Distribution of workload among the staff members
- iv. Departmental time-table
- v. Lesson plan and Handbook of each staff
- vi. Record of innovative teaching methods used/technology used in teaching, revision and testing.
- vii. Departmental Library details
- viii. History of the Department - Register
- ix. Record of research work carried out by staff and students.
- x. Faculty Development Record
- xi. Stock Register
- xii. Dead Stock Register
- xiii. Practical details – year-wise
- xiv. Practical Attendance

Register xv. Breakage Record

(point nos.xi – xv : mostly applicable for Science Dept.)

xvi. Purchase Register

xvii. Work allotment to Individual staff of the Department

xviii. Lesson Observation Report

xix. Action taken report on the Feedback received

xx. Record of Extra Class/ Remedial Class/Extra Coaching/Adoption

System xxi. Minutes of Meeting of the Department

xxii. Copies of Reports – Monthly, Term-wise, Annual submitted to HOI

Internal Audit of Committee should check the following :

- Annual Plan / Calendar
- Record with photographic evidences of the activities conducted
- Record of planning and execution – minutes of meeting
- Record of distribution of work among its members
- Activities conducted in line with the Annual Theme – Report
- Stock Register of the materials available with the Committee
- Copies of Reports – monthly, term-wise, annual submitted to HOI
- Details of new ideas / events used/ conducted
- Record of deputing students in interschool/inter-collegiate level competitions
- Record of Prizes won/Appreciation received by students

Internal Audit of College Office

A. Student related

- o General Register
- o Admission Files
- o Class-wise students' list
- o Bonafide Certificate Book, LC Book
- o Record of issue of Transcript, Special Certificate, Duplicate I Card
/Library Card
- o Result Copy etc.,
- o Details of information related to students sent to different statutory authorities as well as to Management.
- o Fee payment details
- o Counter Collection Register
- o No.of students appearing/ appeared for different examinations

- o No. of students who have cancelled admissions during the year
 - o No.of students who have applied for LC for next year

B. Staff related

- o Personal File
- o Service Book
- o Leave Register
- o Muster/Late Muster

- Leave Applications File
- Confidential Reports

C. Auditing of Account related record

- Preparation of salary statement along with all necessary enclosures as required by the
 - Management
 - Crediting the salary in the bank after completing the entire procedures including
 - Management's approval.
 - Making statutory payments to different authorities, as required, like P.Tax,P.F., Income Tax, TDS etc.
- Cheque Inward Register
- Cheque Outward Register
- Counter Collection Register – for payments received for Bonafide Certificate, Duplicate I card/ Library Card, Railway Concession Form, Photocopy of answer book, revaluation etc..
- Status of auditing of accounts by statutory auditors
- Checking the Bill Register
- Checking application file for refund of fees/ deposit etc. by students and reimbursement by staff
- Salary Registers – Consolidated and Individual
- Other Registers maintained for Income Tax, P.Tax and PF Deduction
- Refund Register for cancellation of admission , refund of deposit after completion of the course
 - Dead Stock Register
 - Advance Register

- ❑ Other Registers /Files related to pay fixation etc. (for aided divisions)
- ❑ All these records need to be checked for whether these are complete, up-to-date and whether these are checked and initiated by the HOI at the end of every month
- ❑ For Example : Salary Register should have the signature of the staff on Revenue Stamp, as applicable, after salary is credited.
- ❑ Muster should have all kinds of leave sanctioned, LWP balance CL mentioned at the end of every month. Complete name, designation , date of joining , qualification etc. should be written in the Muster. Seniority , designation etc. should be taken Care Of While Writing The Names In The Muster.

MANAGEMENT AUDIT DEPARTMENT (On-going preparation for Management Audit) Management Audit to be carried out twice in a year (August & January)

EXTERNAL INSPECTION DEPARTMENT (Local Inquiry Committee of University of Mumbai, PCI, AICTE, DTE, MSBTE etc.)`

- ❑ This Department should keep all the records pertaining to inspection by each of the Statutory Authorities in separate cupboards. Even the Management's Audit requirements are to be kept in separate cupboards.
- ❑ This Department is also to arrange mock inspection by the Management Team before the actual inspection to be carried out by any of the Statutory Authorities.

KEY MANAGEMENT

Key Board/Key Issue Register/ Key Box/Key Register

Guidelines followed

- ❑ Standard procedure of taking the key out/ keeping the key in the Key Board, after entering in the Register
- ❑ One set of duplicate keys to be kept in the Key Box (under lock & key) – under the custody of HOI
- ❑ Details of keys to be written in the Key Register (to be kept in the custody of HOI)

DIGITALIZATION OF RECORDS – Old and new – important ones

- Record to be scanned
- Captions, details to be written
- To be given in a pen-drive to the Corporate Office
- All land/ building/institution/course and programme related document

Publicity Department /Public Relations Department

- This Department is to be responsible for strengthening the relation with media/ other agencies through whom the name & fame of the institution can be highlighted.
- Write-up for pre-event, post event to be kept ready to be handed over to the media personnel for publishing

Publication Department

- This Department is responsible for quality publications of all kinds , bought out by the Institution like Prospectus, School Calendar, Communication Book, Newsletters, Events-Brouchers etc.
- All publications should be out on time and must be error free and must have appropriate content.

Maintenance of Minor Default Register for staff

Minor Default Register for Staff is maintained for the HOI. Signature is taken in the Register by calling the concerned staff against the entry made in the Register.

Numbering of Assets

- a. Number allotted to each type of furniture/fixtures/equipment is to be written Room

No. Wise Floor-wise in a Register

- b. Person responsible for numbering must sign on each page with date after completing the work.
- c. New purchase/addition to be written with date thereafter

Purchase System– As given by Management to be known and strictly followed

Budget

- Based on the expected income, budget, at least for major headings of expenditure, needs to be prepared in the beginning of the academic year
- Expected income is to be calculated according to no. of students admitted and the rate of fees.

Major headings for budgetary allocation are :

- Stationeries
- Printing
- Functions & Festivals
- Repairs Maintenance
- Purchases etc.

For Seminar /Conferences etc where grants from UGC or other Funding Agencies are received, besides some sponsorship amount, advertisement amount, registration fees expenses should be ideally limited to these income, taken together.

Muster List of

Old Records with location

Current Records with location

Management's Circular Register

As per the instruction, Management Circulars are attended to within 24 hours. A Register for Management Circular is also maintained with a proper Index and a brief content of the Circular. Follow-up action taken report is pasted in the Register.

Monthly Report to Management

At the end of every month a report in a specific format is sent to the Management.

Quarterly Report to Management

At the end of every quarter, a report is sent to the Management in a specific format.

APPENDIX – I (a)

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE, BHANDUP (W)

Student's Feedback about a Teacher

Class/ Div. _____

Roll No. _____

Name of the student _____

Please rate the teacher on the following attributes using the 4 -point scale shown:

4.00 **3.00** **2.00** **1.50** **0.0**

A	B	C	D
↓	↓	↓	↓
Very Good	Good	Satisfactory	Unsatisfactory

Name of the Teacher: _____

Subject/ Paper taught: _____

Parameters	A V. Good	B Good	C Satisfactory	D Unsatisfactory
1) Knowledge of the Subject.				
2) Communication Skills.				
3) Preparation for lectures/ tutorials/ practicals.				
4) Delivery of lecture.				
5) Ability to generate interest in the Subject.				
6) Extra relevant information given, as & when required.				
7) Response to students' queries.				
8) Maintenance of discipline in the Classroom.				
9) Regularity & punctuality in engaging lectures/ tutorials/ practicals.				
10) Accessibility of the teacher in and out of the class.				

APPENDIX – I (b)
N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE, BHANDUP (W)

FEEDBACK OF STUDENTS ABOUT LIBRARY

Name: _____
 Class/Div _____ Roll No: _____

- Did you like open access for text /reference book collection in library Yes / No
- Name the newspapers you usually read in the library:-
 1) _____ 2) _____ 3) _____
 4) _____ 5) _____ 6) _____
- Name the Journals/Magazine you usually read in the library:-
 1) _____ 2) _____ 3) _____
 4) _____ 5) _____ 6) _____
- The library staff is _____ (helpful/ somewhat helpful/not helpful)
- Are you using OPAC to search library books? Yes / No
 If yes then you select which search criteria- global / author / title/ subject/media
- Do you know about following library amenities – (tick mark at appropriate place)

Sr. No.	Particulars	Yes	No
1	Reference Collection		
2	Journals		
3	Syllabus File		
4	New Arrivals		
5	Question Papers		
6	Library Orientation		
7	Thematic Book Display		
8	Book Exhibitions		
9	Book Bank Scheme		
10	Inter-Library Loan		

11	Scholar's Card		
12	Ex-Student's Membership		
13	Display of Career counseling-information		

- Write down feasible suggestions, if any, to improve your college library

Signature: _____

Date: _____

APPENDIX – I (c)

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE, BHANDUP (W)

STUDENT'S FEED BACK ABOUT THE COLLEGE ACADEMIC YEAR

CLASS / DIV : _____

ROLL NO : _____

Enter an appropriate no from each of the following list in each of the space (___) provided.

--

Excellent:10 Very Good : 08 Good : 06 Average : 04 Not Satisfactory :
02

--

How do you rate your college in:

I ACADEMICS:

a) Quality of teaching in the class-room

b) Use of teaching aids in the classroom

c) Completion of syllabus & revision on time.

d) Additional Coaching and Guidance provided whenever required.

II LIBRARY FACILITIES

a) Availability of the Reference Books.

b) Availability of Text Books.

c) Reading Room facilities, including open access system.

d) Support rendered by the Library Staff.

III LAB FACILITIES (**Only for Science Students**)

a) Equipment / apparatus provided in the lab.

b) Conduct of Practicals.

c) Support rendered by the Lab Staff.

IV EXTRA CURRICULAR ACTIVITIES:

a) GYMKHANA:

i) Facilities provided for Indoor Games.

ii) Facilities provided for Outdoor Games.

iii) Coaching / Guidance arranged by the college for various sports.

b) CULTURAL /OTHER ACTIVITIES

Opportunities provided for –
Inter-Collegiate Activities.

Intra-Collegiate Activities.

V OTHER FACILITIES

a) Soft Skill development Courses

b) Campus Recruitment / Placement Interviews

c) Counsellor

d) Infra structure

e) College Office

f) Canteen

APPENDIX – I (d)

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE, BHANDUP (W)
PARENT’S FEEDBACK ABOUT THE COLLEGE ACADEMIC YEAR

.....

1.a. Name of the ward: -----

b. Class/Div :-----

2. Name of the Parent:-----

3. Educational Qualification of

a) Father----- b) Mother:-----

Enter an appropriate number from the following list in each of the space(-----) provided.

Excellent: 10 V.Good :08 Good:06 Average:04 Not satisfactory : 02

--Feedback can be based on your own experience/ information received through your ward.

I. Academics:

1. Teaching

- Quality of Teaching :-----
- Conduct of Lectures/Practicals/Revision:-----
- Conduct of student centric academic activities -----

2. Evaluation Process:

- Conduct of Tests/Assignments:-----
- Conduct of Open Day for declaration of Semester-End Exams:-----

II. Discipline

- Regularity:-----
- Punctuality:-----
- Dress Code:-----
- Restriction on use of Mobile in the college premise:-----

III. Administration:

- Infrastructure:-----
- Library facility:-----
- Laboratory:-----
- Canteen:-----
- College Office:-----

IV. Others

Activities for students

- Co-Curricular(NSS/LLE):-----
- Extra Curricular(Sports/Cultural):-----

Your overall opinion about the college

APPENDIX – I(e)

NES RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE

PARENTAL WORKSHOP - FEEDBACK FORM

NAME OF RESOURCE PERSON:

SESSION ON:

<u>Sr.No</u>	<u>Category</u>	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>
1	Content				
2	Communication Skills				
3	Methods Used				
4	Interaction held				
5	Usefulness				

CLASS:

Roll no.

Topic : Effective Parenting

Put √ in the appropriate Column

Suggestion if any :

APPENDIX – II

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

LESSON OBSERVATION REPORT

Name of the teacher : -----

Class : ----- Div. ----- Date : -----

Subject : ----- Topic : -----

-

SR. NO.	OBSERVATIONS	REMARKS
1	Subject Content	
2	Teaching method used	
3	Teaching aids used	
4	Black board work	
5	Presentation of topic by teacher (Enthusiasm on part of the teacher)	
6	Students' involvement in teaching	
7	Class Control	
8	Possession of Point register / note book by students	
9	Communication Skill / Clarity in expression	
10	Summing up of the portion taught	

Suggestions:

--

Lesson Observed by :

Name :

Signature

APPENDIX III

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

Working System of Subject Departments

1. OBJECTIVES OF THE DEPARTMENT:

2. STANDARD OPERATING PROCEDURES SOP

RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT:

RESPONSIBILITIES OF EACH OF THE FACULTY MEMBER OF THE DEPARTMENT :

3. FACULTY PROFILE

Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors		
Asst. Professors		

Faculty profile with name, qualification, designation, specialization

Name	Qualification	Designation	Specialization	Years of experience	Ph.D./ M.Phil students guided last 4 years

Faculty as committee members

Name	Committee	Capacity
		Member
		Convener
		Etc.....

4. SYLLABUS DISTRIBUTION AND WORKLOAD

Name of the Staff	Class taught	Paper taught	No. of lectures

5. STUDENT ENROLMENT(Last Three years)

Class	2017-18	2018-19	2019-20
FY			
SY			
TY			

6. ACADEMIC RESOURCES

- ⌚ Modern Teaching Methods
- Handbooks
- Lesson plan
- Monthly syllabus
- Logbook
- ⌚ Evaluation Methods
- Revision
- Periodical tests etc
- ⌚ Revision Methods
- ⌚ Use of ICT
- ⌚ Remedial Teaching
- ⌚ Advanced Learners
- ⌚ Mentoring / counseling of students

7. ACADEMIC SCHEDULE

- ⌚ Plan of the dept.
- ⌚ Timetable
- ⌚ Revision schedule/plan/.....
- ⌚ Examinations
- ⌚ Periodical Tests
- ⌚ Student Seminar
- ⌚ Academic fest
- ⌚ Project work
- ⌚ Practical schedule/conduct etc.....
- ⌚ Etc.....

8. WORKING SYSTEM

- ⌚ Before the reopening of the academic year
- ⌚ During the academic year
- ⌚ At the end of the academic year

Note: Science Faculty should mention purchase of journals/equipments/chemicals

9. STUDENTS' ENRICHMENT ACTIVITIES

10. ANY OTHER

- **Career Guidance(if any)**

APPENDIX IV(a)

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

ATTENDANCE (MONTHLY) DEFAULTERS' REPORT

MONTHLY REPORT OF DEFAULTERS IN ATTENDANCE IN -----

(THEORY / TUTORIAL / PRACTICAL)

CLASS : ----- DIVISION : ----- TERM (I / II) -----

-

ATTENDANCE AS ON : -----

A) DETAILS OF DEFAULTER IN ATTENDANCE: -----

TOTAL NO. OF WORKING DAYS: -----

Sr. No.	Name	Roll No.	Address & Contact No.	No. of days Present	% of Attendance	Reason for default and action taken by Class-in-charge	Remarks by Attendance Committee

APPENDIX IV(b)**N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)**
Latecomer's Record

Class	Total Strength	Roll no. of absentees	Roll no. of Late comers
F.Y.B.A.			
S.Y.B.A.			
T.Y.B.A.			
F.Y.B.SC			
S.Y.B.SC			
T.Y.B.SC			
F.Y.B.COM [A]			
F.Y.B.COM [B]			
S.Y.B.COM [A]			
S.Y.B.COM [B]			
T.Y.B.COM [A]			
T.Y.B.COM [B]			
F.Y.B.M.S			
S.Y.B.M.S			
T.Y.B.M.S.			
F.Y.B.B.I			
S.Y.B.B.I			
T.Y.B.B.I			

Principal

APPENDIX V

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

SYLLABUS COMPLETION FORM

Date :

To
The Principal,
N.E.S Ratnam College,
Bhandup (w), Mumbai-78.

Madam,

I, -----Asso. Prof. / Asst. Prof. / lecturer in -----
-have handled the following subject / paper during the I term II term of this academic
year ----- I hereby confirm that I have completed the syllabus
prescribed as per the details given below.

Class handle d	Subje ct / Paper Taugh t	Portion Prescribe d for the term / semester	Whether complete d fully	Date of completi on of syllabus	Revision taken with brief details

The above information is correct.

Sign of HOD

(Signature of the Staff)

APPENDIX - VI (a)

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

MONTHLY REPORT (BY HOD / INCHARGE)

DEPARTMENT:

MONTH:

DATE OF REPORT:

NAME & DESIGNATION OF
THE REPORTING AUTHORITY:

<u>Sr.No.</u>	<u>Details</u>
1.	Academic activities conducted :
2.	Computer Aided Teaching / Activity based teaching conducted:
3.	Conduct of Weekend workshops/meetings:
4.	New Ideas introduced :
5.	Research Work carried out by staff :
6.	Guided students for research work :
7.	Best Students & Weak students Coaching:
8.	<u>Meetings held</u>
9.	Follow up action on the meeting :
10.	On-duty leave details of staff with purpose mentioned :
11.	Records Maintenance :
12.	Guided students for participation in inter-collegiate competition/s :
13.	Activities conducted
14.	Special Mention, if any.

Sign of Head of the Department

APPENDIX - VI (b)

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

SYSTEM MANAGEMENT

MONTHLY REPORT

Name of the Institution :

Month : _____

Name & Designation of Reporting Authority :

Sr. No.	Particulars	Report on Compliance
1	Fee Arrears (List to be enclosed)	
2	Discipline Student Staff Parent	
3	Leave: Staff (Consolidated report to be submitted)	
4	Late coming: (Consolidated report to submitted)	
5	Conduct of PTA / JCC / LMC / AAC / IQAC / STAFF Meetings.	
6	Correspondence with patents regarding. Absentees Late coming Any other default of students.	
7	Audio-visual period / computer aided teaching (Time-table to be submitted)	
8	Maintenance of registers: Muster / Late Muster Class Attendance Register	

	<p>Students' minor / major default register. Monthly Syllabus Register Class Administration Register. Achievement Register Academic Volunteers Register</p>	
9	<p>Conduct of Special Classes: Health Education Classes. Handwriting Classes English Speaking Classes BCDC Classes (Report to be submitted by in-charge of each class)</p>	
10	<p>Monthly Drive: Monthly drive for the month Monthly prize distribution</p>	
11	<p>Workshops: Weekend workshop Monthly Syllabus Workshop with model lesson. (Report to be submitted by H.O.D of each Dept. relating to weekend workshop and monthly syllabus workshop)</p>	
12	<p>Annual Theme (Report on special activities carried out based on Annual Theme)</p>	
13	<p>Training Programme Staff Students Parents</p>	
14	<p>Review of Teaching – Learning Process. Lesson Observation Class Inspection Completion of Syllabus Updation and Maintenance of handbook Composition details</p>	
15	<p>Research Work / New Ideas Suggested by Staff Suggested by Students Suggested by Parents</p>	
16	<p>Feedback from mechanism Students Staff Parents</p>	

	(Consolidated report to be submitted)	
17	Audit Mechanism Internal Audit Education Board / University Audit Management Audit	
18	Competitions / Celebrations National days / Festivals. (Report on competition conducted for that particular month)	
19	Special achievements of the institutions (Report on achievement of student / staff for that particular month)	
20	Problems faced by Staff Students Complaints / Suggestion received from parents.	
21	Repairs and maintenance required (The HOI has to attach quotations to carry out the Repairs and Maintenance required)	
22	Pending bills if any (HOI has to suggest as to which bills are to be cleared on priority basis)	
23	General Requirements (if any)	
24	Records Maintenance	
25	Monthly plan for the next month	
26	Sports activity carried out and sports plan for the next month	

APPENDIX – VII
Supervision Duties Allotment



National Education Society's
RATNAM COLLEGE OF
ARTS, SCIENCE AND COMMERCE
Bhandup (w), MUMBAI-400 078.
SUPERVISION DUTIES

I / II / III / IV / V / VI, Regular / ATKT / Prelim Examination, Year -----

Allotted to _____

N.B. : Confirm the examination session time carefully from the Exam Time Table.

In addition to the number of turns of supervision allotted to you, you are also required to report on -----
----- for the Substitution Supervision.

Day & Date of Supervision	Session	Block	Room No.
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

You are requested to adhere to the following guidelines / instructions carefully.

Report **half an hour** before commencement of Examination to the control room & **15 minutes** before to the allotted block.

Sign the answer sheets in **RED ink ONLY**.

Ensure that students write their complete seat numbers & hall tickets are duly signed by you.

Be vigilant against use of unfair means during examinations.

Report any unfair means immediately to the exam committee and issue a new supplement to the candidate after confiscating the original answer sheet and copy material.

Chairperson,

Examination Committee

Principal

APPENDIX – VIII

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

Instructions to Supervisors

- Supervisors should report half an hour before the exam begins to the Exam Control room
- Should instruct students/candidates appearing for the Examination to keep all their belongings (text book note books, etc) outside the Examination Hall
- Should instruct the students about the consequences of malpractices in the examination & should ask the students to keep any written materials outside the Examination Hall. No mobile phone or any digital device should be allowed inside the exam hall .
- Should check the student's pockets / Compass Boxes/ Pouches etc.
- Should distribute the answer papers to the students. Students should be instructed to write all the required information (Exam/ Roll -No, /Std, Div,/Date,/Subject /Hall No. etc.) on the space provided in the answer sheet.
- Should sign the answer paper with date on the space provided with Red pen.
- Must strictly adhere to the time schedule & conduct the Examination smoothly.
- Must be alert so as to ensure that no malpractice take place in the Examination Hall
- Should take the attendance of students.
- While signing the answer paper Hall Invigilator should check the Examination slip (Hall ticket) & the possession of I.card.
- If there are students without Exam Slip/ Hall ticket & card, such students should be sent to the higher Authorities /Officials for further action.
- Students found cheating during the Examination must be reprimanded & suitable action should be taken against them, to ensure fairness in the Examination System.
- Should take rounds in the Examination Hall during the Examination. She/He should be very strict & alert so that no student takes undue advantage.
- At the stroke of bell given for the collection of answer sheets, supervisor should collect the answer papers & arrange them according to the Roll number & Std.
- Should take all the answer paper bundles to the staff Room and personally handover the same to the concerned Class Teachers.
- Teachers must avoid taking leave during Examinations.

APPENDIX – IX

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

BHANDUP (W), MUMBAI-400 078

INTERNAL AUDIT REPORT ACADEMIC YEAR

DEPARTMENT	STAFF IN-CHARGE	AUDITOR	DATE

Observations:

Suggestions:

INTERNAL AUDITOR

AUDITEE

APPENDIX – X

**N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)
FLOOR MANAGEMENT REPORT**

FLOOR: -----

Date: -----

Put ✓ wherever applicable

1) Rooms cleaned:

ROOM NOS.	REMARKS	
	YES	NO
11- Chemistry Lab		
12- Physics Lab		
13- Vice Principal's Office		
14- Principal's Office		
16- Examination Room		
17- M.Sc (Physics Lab)		
18- Zoology Lab		
19- Class Room		
Corridor		
Staircase		

2) Toilet cleaned : Yes / No, Time of checking : -----

3) Notice boards have relevant / current circulars / posters : Yes / No.

4) All classes were engaged. Yes / No,

5) Other Information (like damage, indiscipline etc.) :

Repairs / Maintenance required, if any,

Signature of Floor in-charge staff

APPENDIX – XI (a)



**N.E.S. RATNAM COLLEGE OF
ARTS, SCIENCE AND COMMERCE
BHANDUP (W), MUMBAI-400 078.**

GATE PASS FOR STUDENTS

No.

Date:-----

Name of the Student :-----

Class :----- Div. ----- Roll No. -----

Purpose : -----
(Brief details) -----

Time out : ----- Time in : -----

Sign. of Student

Sign. of Staff

APPENDIX – XI (b)



**N.E.S. RATNAM COLLEGE
OF ARTS, SCIENCE AND COMMERCE**
NES Complex, NHS Marg, Bhandup (w), MUMBAI-400 078.

GATE PASS FOR OUTDOOR WORK

Sr. No.

Date:

Name of the Staff : -----

Designation : ----- Dept. -----

Tel. No. : ----- Mobile No. -----

Purpose : -----

(Brief details) -----

Time out : ----- Time in : -----

Signature of Staff

Sign. of Sanctioning Authority
(Principal / HOD / Librarian /In-Charge)
Superintendent / Head Clerk)

APPENDIX –XI (c)



**N.E.S. RATNAM COLLEGE OF
ARTS, SCIENCE AND COMMERCE
BHANDUP (W), MUMBAI-400 078.**

GATE PASS

(For taking materials out of the college gate)

Date:-----

Please allow Mr. / Ms.----- of
M/s. ----- to carry the following items.

Purpose : -----

Permitted by -----

Section / Head of Dept.

PRINCIPAL

APPENDIX – XII



**N.E.S. RATNAM COLLEGE OF
ARTS, SCIENCE AND COMMERCE**
NES Complex, NHS Marg, Bhandup (W), MUMBAI-400 078.

VISITOR'S PASS

Sr. No. 001

Date:

Name : -----

Designation : -----

Tel. No. : -----Mobile No. -----

Purpose : -----

Appointment / Work with Mr. / Ms. -----

In Office / Laboratory / Library / Others (Pl. Specify) -----

Prior Appointment Obtained : Yes / No.

Time in :

Time out :

Signature of the visitor

Signature of the person visited

APPENDIX – XIII

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

FORMAT FOR REPORTING AN INCIDENT

(Must be submitted on the same day by
the person witnessing any untoward incident)

Brief details of incident

Date : ----- Time: ----- Place : -----
-

No of students involved : -----

Details of students involved :

Name	Class	Div.	Roll Nos.

Action taken, if any

Signature of the staff

N.B.: Do not hide any incident especially the one which may have an impact on the reputation of the Institution.

APPENDIX – XIV

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

STATIONERY REQUISITION SLIP

Please sanction the following stationery required for Office / Library / Laboratory for the purpose of ----- as per the details given below:

SR. NO	ITEMS	QUANTITY

Requested by :

Approved by Principal

Dept. / Section

APPENDIX – XV

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

CLAIM FOR CONVEYANCE

Name : -----

Purpose : -----

--

--

Details of claim for conveyance :

From ----- To -----

--

Mode of conveyance

Requested by:

Checked by :

Principal :

APPENDIX – XVI

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

DAILY REPORT OF ATTENDANCE

(Staff and Students)

Date :

The President,
N.E.S.

Respected Sir,

We are submitting herewith the daily attendance report of our college as under:

STAFF :

Total Staff	Staff on Approved Leave/Off	Unauthorised absentee/s	Name of the unauthorised absentee/s.	Name of the Late Comers
1	2	3	4	5
<u>Teaching Staff</u>				
Total				
<u>Non Teaching Staff</u>				
Aided				
Un Aided				
Total				

APPENDIX – XVII (a)
N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

STOCK LIST

ROOM NUMBER : G 3

FLOOR : GROUND

<i>SR.NO</i>	<i>ITEM</i>	<i>QUANTITY</i>
1	BLACK BOARD	01
2	CEILING FAN	03
3	DESK	26
4	DUSTBIN	01
5	SPEAKER	01
6	TABLE	01
7	TEACHER'S CHAIR	01
8	TUBE LIGHT (SINGLE)	07

IMPORTANT NOTES:

- Do not destroy any of the class room property.
- Do not remove or damage stock list.
- Any change in stock list is to be intimated to the office.

Prepared by :

Checked by :

Class teachers

Student Representatives

1. -----
2. -----
3. -----

1. -----
2. -----
3. -----

Date:

Principal

APPENDIX – XVII (b)
N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

STOCK LIST
Computer Lab – I
(IT Lab)

ROOM NUMBER : G2

FLOOR : GROUND

SR.NO	ITEM	QUANTITY
1	A.C	2
2	Air Cooler	1
3	CCTV Camera	1
4	Ceiling Fan	5
5	Certificate Frame	1
6	Computer	16
7	Display Board	2
8	Dustbin (Plastic)	1
9	Fire Extinguisher	2
10	Notice Board	1
11	Platform	1
12	Power Safe Batteries	8
13	Printer	1
14	Rotating Chair (for students)	36
15	Scanner	1
16	Steel Cupboard	1
17	Teacher's Table	1
18	Telephone	1
19	Tube Light (Single)	14
20	Wall Clock	1
21	White Board	1
22	Wooden glass cabinet	1
23	Wooden Rack	2
24	Wooden shoe Rack	1

Prepared by :

Checked by :

Staff in-charge

Date:

Principal

APPENDIX – XVIII

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

Department of Chemistry

General Instruction to Students

DOs

- Be punctual.
- Deposit your I-card with the lab staff.
- Always wear apron and safety glasses in the laboratory.
- Be attentive when instructions are given.
- Wash apparatus before and after practical.
- Keep your table neat and clean.
- Use chemicals in small quantities.
- Replace the reagent bottles in their proper place after use.
- Report breakage to the lab staff.
- Be aware of all safety measure.

DON'Ts

- Do not wear synthetic clothing.
- Do not wear full sleeve shirt.
- Do not get distracted while performing the experiment.
- Do not throw any solid waste in the sink.
- Do not keep the water taps and gas taps open when not in use.
- Do not misuse and waste chemicals.
- Do not touch chemicals with bare hands.
- Do not interchange stoppers of reagent bottles.
- Do not meddle with electronic instruments.

Appendix XIX

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

Important Numbers for Emergency

II. Important Numbers For Emergency Have Been Displayed At Prominent

Locations

Fire Brigade (Bhandup)	-	25331600
Police Station (Bhandup)	-	25780944
Police	-	100
Ambulance	-	103

DOCTORS

- Dr. K. Ratnakar Shetty - 9820030022
- Dr. Merin J. Rajan - 9322949655

HOSPITAL

CENTRAL HEALTH HOME	-	21664001
(with Ambulance service)		21664002
		21664003

CHEMIST

SHIVKRUPA MEDICALS	-	25951347
Disaster Management – Mantralaya	-	22027990, 22024243

Letter Formats

APPENDIX – XX (i)

LETTER FORMAT TO INVITE THE CHIEF GUEST FOR THE ANNUAL DAY AND PRIZE DISTRIBUTION FUNCTION

Ref.No

Date

Respected Sir,

We take pleasure in informing you that NES Ratnam College of Arts, Science & Commerce, established in the year 1983, by now have become one of the premier educational institutions in the city of Mumbai. The college is known for its emphasis on discipline and academic excellence.

In a short span of 30 years, the college has carved a niche for itself for the excellent results at the University Examinations along with its emphasis on personality grooming of every student.

We have arranged our Annual Day cum Prize Distribution Function on----- at our NES Complex at Bhandup (W). The function will include display of Cultural talents of students primarily through dance & music and also felicitating the students for their achievements in academics as well as in extra-curricular activities.

We take this opportunity to invite you to be the Chief Guest for this function. We would be honoured if you would kindly accept our invitation. Your gracious presence and blessings will go a long way towards motivating our students to excel further.

We look forward to receive your kind consent, enabling us to proceed with arrangements

With warm regards,

Sincerely yours,

Principal

APPENDIX – XX (ii)

LETTER EXPRESSING GRATITUDE TO THE JUDGES OF MANTRA

Ref. No.: NES/RC/

Date :

Dar Sir/ Madam,

This is to express our sincere thanks to you for having spared your valuable time today that is to be with us as a member of Jury for our 'MANTRA'.

We hope you have enjoyed the time spent with us and also the interaction you had with the participants and also with the other students of the college.

We sincerely wish in future too you will join us in our endeavours of this kind.

Thanking you once again

Principal

APPENDIX – XX (iii)

**LETTER INVITING SPEAKER/RESOURCE PERSON TO CONDUCT
PARENTAL WORKSHOP**

Ref.No.: NES/RC/

Date

Dear Sir,

We take pleasure in informing you that the National Education Society's Ratnam College of Arts, Science & Commerce is one of the premier educational institutions in the city of Mumbai. The college is known for its emphasis on discipline and academic excellence. In a short span of 34 years, the college has carved a niche for itself for the excellent results at the Board and University Exams along with its emphasis on personality grooming of every student.

We, at Ratnam College strongly believe that non teaching staff members are an important stakeholder whose contributions to the development of the college cannot be undermined. We are happy to inform you that our college is organizing an intercollegiate fest "UNMESH" for non-teaching staff of colleges on, -----This fest has a combination of work related workshop and cultural events for the participants in order to strike a balance between professional and personal advancement.

We take this opportunity to invite you to conduct a workshop titled "Impacting Stakeholders - Effective Communication, Team Working and Attitude" scheduled from----- We enclose herewith the brochure of the fest for your perusal.

We are sure participants of the workshop will be immensely benefited.

Thanking you,

Yours sincerely,

Principal

APPENDIX – XX (iv)

Date :

Dear Sir,

We wish to express our sincere thanks to you for your participation in the National Conference on 'Fungi in Agriculture' as Chief Guest of Inaugural Function organised by the Botany Department of our college in collaboration with MSI-Mumbai Unit on

I am sure delegates of the conference have been benefited immensely from your talk.

In fact, your contribution has given a new dimension to the conference creating a new height in the field of Fungal Research.

I sincerely hope in future too, you will join us in all our endeavours, of this kind.

Yours truly

Principal

APPENDIX – XX (v)

Ref. No.:

Date :

Dear Sir,

I take this opportunity to express our sincere thanks to you for conducting the workshop on “Impacting Stakeholders - Effective Communication, Team Working and Attitude” for the non-teaching staff of different colleges. I also wish to inform you that your session was extremely stimulating.

I am sure all those who attended have been benefited immensely and have now gained new insights.

I hope you also have enjoyed the interaction you had with them.

I sincerely hope in future too, you will co-operate with us in our endeavours of this kind.

Yours truly,

Principal

APPENDIX – XX (vi)

UNDERTAKING

DATE

FROM :

SRI / SMT / KUM. _____

To

The President,

Respected Sir,

I have received the letter of appointment and the conditions mentioned therein and I commit that I agree to abide by the terms and conditions mentioned therein.

Name of the section where appointed :

Designation :

Letter of appointment No. and date :

NAME AND SIGNATURE OF THE EMPLOYEE

APPENDIX – XX (vii)

Date:

To,
The Founder-President
NES-SVB Group of Institutions

Respected Sir,

SUB : JOINING REPORT

I acknowledge with thanks the receipt of your appointment order No.
dated _____, giving me an opportunity to serve in the college as Principal.

I hereby accept the offer of appointment and the terms and conditions of service issued to me and that are in force and I also agree to accept such other conditions of services that would be issued by the Government / University and the Management of the college from time to time.

I submit herewith the copies of my certificates for your records.

I have joined duty from as per the order issued to me.

Thanking you,

Yours faithfully

(Signature)

Name :

Address :

APPENDIX – XX (viii)

Ref. No :

Date :

Sir/ Madam,

With reference to your application dated _____ for the post of lecturer in _____ in our college and the subsequent interview you had with us, the Governing Body is pleased to inform you that you have been appointed as a Full-Time lecturer in our college, w.e.f. _____. You shall be paid a consolidated monthly salary of Rs. _____.-/ (Rupees _____).

Your appointment is purely temporary upto _____ or the end of the current academic year whichever is earlier.

Your services will be governed by the provisions of Statutory Authorities as applicable to Self Financed Programme and also by the rules of the Governing Body framed from time to time

Please let us have your letter of acceptance of these terms and conditions at the earliest.

In case you accept the appointment you shall have to submit discharge certificate from your present employer, if any, at the time of joining the duties.

Please acknowledge the receipt of this Appointment letter.

Yours faithfully

President,
N.E.S. MANAGEMENT

P.S.: This appointment letter is subject to the availability of a requisite number of students and workload in the Department for the year. If there is no workload in your department, this appointment letter will be treated as cancelled.

APPENDIX – XX (ix)

Sir/ Madam,

With reference to your application dated _____ We are pleased to inform you that you hereby appointed to the post of Lab. Attendant in the college on a starting pay of Rs. _____ p.m. in the time - scale of pay of Rs. _____ w.e.f.

Your appointment is on probation up to _____, subject During the period of probation, your services are likely to be discontinued by giving one month's notice on either side.

After the completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereof from concerned head of the section / unit.

Your appointment shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your satisfactory completion of the probation period.

Your services will be governed by the provisions of the Mumbai University Act 1994 and the statutes including Manuals, Ordinances, Regulations and Rules of the university for the time being in force and the Maharashtra Non - Agricultural Universities and Affiliated Colleges Standard Code (Terms and Conditions of Service of non - teaching employee), Rules 1984 and / or the Rules of the Governing Body not inconsistent with the Acts, Statutes, Ordinances, Regulations and Rules of the University.

You will be entitled to receive the allowances as per rules prevailing at present and as may be revised from time to time.

If your acceptance is not received up to _____ your appointment is liable to be cancelled / withdrawn.

In case you are accepting the appointment, you shall have to submit the discharge certificate from your present employer, if any, and will have to give an undertaking agreement in the prescribed form

(enclosed) before joining the duties.

Yours faithfully,

PRESIDENT

N.E.S. MANAGEMENT

APPENDIX – XX (x)

Ref. No:

Date :

Sir/Madam,

With reference to your application dated Nil for the post of lecturer in _____ in our Degree College/Jr.College, please make it convenient, to call on the Selection Committee for an interview on, at a.m./ p.m.

Please bring with you, your testimonials, in original, for our perusal and return.

Yours faithfully,

SECRETARY

N.E.S

Appendix XXI

Handbook Format

Sub: _____ Title of the Paper : _____ Year : I/II/III/IVSem : _____

1. Syllabus (to be covered in the Semester) – to be kept in the beginning
2. Total No. of Units/Chapters/ Modules : _____
3. Total no. of period (lectures) prescribed to cover the entire syllabus : _____
Then it has to be Unit-wise
- 4.

Unit	Title	Sub-topics
1		i. ii. iii.

5. No. of lectures allotted for this Unit
6. Divide the lectures among the sub-topics as per the weightage
7. Teaching Methods – Introduction, Explanation, Derivation, Diagram, Examples, Summing-up etc. ,as applicable, using different methods.
8. Use of Technology/Audio-Visual Aids : _____
9. Students' Activities –
 - i. In teaching : _____
 - ii. In revision : _____
10. Main points – for students to write in Point Register
11. Assignments for students (to check whether they have understood)
12. Probable Questions which can be asked in the examination
13. Model Answers
14. List of References : Books/Journals
15. Notes

NB : Point Nos. 4 -15 will be repeated for the remaining units

Appendix XXII

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

Log Book Format

CLASS	No. of lectures expected		No of lectures engaged		Topics/ Units covered
	Lectures	Tutorial/ Practical	Lectures	Tutorial/ Practical	

Administrative Work/ Committee Work

Any other relevant Information

WEEKLY SUMMARY*

No. of Lectures expected	No. of Lectures engaged	No. of Practical/Tutorial expected	No. of Practical / Tutorial engaged	Extra/ Compensation	Total

Sign of HOD / In Charge :
IQAC Convenor:

Appendix XXIII

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

Lesson Plan Format

Lesson Plan for the Academic Year 2020-21

Name of the Teacher:

Name of the Department:

Class: _____ Semester: _____ Paper _____ Total No of Lectures
allotted: _____

Date	Unit No	Title of the Topic	Details of the topic	No. lectures	Teaching methods	Revision Method/Student Activity	Testing Methods	Reference books

Sign of the HOD
PRINCIPAL

Sign of

Appendix XXIV
N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

**PROFORMA FOR ACADEMIC PERFORMANCE INDICATORS
DEVELOPED BY THE UGC.**

SECTION I: GENERAL

Sr. No.	Particulars	
1	Name (in BLOCK letters)	
2.	Father's Name /Mother's Name	
3.	University Department / College	
4.	Current Designation, Pay Band & Grade Pay	Designation:- :- Grade Pay:- :-
5.	Date of Promotion	
6.	Which position and grade pay are you an applicant under CAS?	Position:- Grade Pay:-
7.	Date of Eligibility for Promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	

14.	Permanent Address (with pin code)	
15.	Telephone No.	Land Line:- Mobile No:-
16	Email	

SECTION B:

CATEGORY I. PROCUREMENT, ORGANISATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
1.1	Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the University department/college with the required inputs for preparing reports manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc (Maximum Score 40 points)	40		
1.2	Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFIS, CCTV), development of library management tools (software), intranet management. (Maximum Score: 30 points)	30		
1.3	Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. (maximum Score: 25 points)	25		
1.4	User Awareness and Instruction programmes (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc. (Maximum score: 20 points)	20		
1.5	Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms. (Maximum Score: 10 points)	10		
	Maximum Score	125		
	Minimum API Required	75		
	Total Score			

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
1	Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels) (Maximum score: 20 points)	20		
2	Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. (Maximum score: 15 points)	15		
3	Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles not covered in category III below). (Maximum score: 15 points)	15		
	Maximum Score	50		
	Minimum API Required	15		
	Total Score			

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
A	RESEARCH PUBLICATION (JOURNALS)			
B	RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS OTHER THAN REFEREED JOURNAL ARTICLES)			
C	RESEARCH PROJECT			
D	RESEARCH GUIDANCE			
E	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
	TOTAL SCORE			
	MINIMUM API REQUIRED			
	TOTAL SCORE			

I certify that the information provided is correct as per records available with the university /college and/or documents enclosed along with the duly filled PBAS proforma.

Place & Date

Signature of the Applicant with Designation.

Observations and remarks of the Head / Senior most staff of the Department.

Date

Signature of HOD / Senior most teacher of the Department

Observation and remark of the Principal.

Date:

Signature of Principal

Observation and remark of the Chairperson of the Selection Committee.

Date:

Signature of the Chairperson of the Screening cum Evaluation

Committee or Selection Committee and also members of the Committee

Appendix-XXV

Format for Counsellor

Name of Student–

Class

Address –

Date of first Counsellor

Contact Number –Email Address–

Reasons for Meeting the counselor–

1. ***Academic and Career Related Issues*** – confusion about subject choice / goal setting / difficulties with studying – reading and writing skills / performance or exam anxiety / worries about the appropriate career option, etc.
2. ***Personal Issues*** – inferiority feeling / low self-confidence / problem with the concentration, self blaming / guilt, difficulties in controlling anger / financial worries, etc.
3. ***Family Issues***–Conflicts with siblings or parents/high expectations/criticism/rejection
4. ***Social Issues***–communication difficulties/difficulties in maintaining relations with others/teasing/rejection
5. ***Health Issues*** – Any Physical problem specify

Brief Description of the case–

Behavioural Observation (To be filled by the Counsellor)-

Suggestions Given –

Appendix- XXVI

N.E.S. RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE, BHANDUP (W)

Mentoring Record Sheet

2020-21

Mentor Name: _____
(Teacher)

Designation: _____

Details of Student

Mentee Name: _____
(Student)

Class: _____

Address: _____

Contact No.: _____

Email: _____

Parent Name: _____

Contact details: _____

GOAL SETTING & ACTION PLANNING

Goals:	Set by Student	Reviewed by Teacher	Actions Required
Academic Goals			
Career Goals			

Signature of Teacher:

Signature of Student

**N.E.S. Complex, NHS Marg,
Bhandup (W), Mumbai-400078,
Tel. No. : 022-25951381
email Id :
ratnam_college@rediffmail.com
nesrc@ratnamcollege.edu.in
Website :
www.ratnamcollege.edu.in**