

The College at the time of admission issue Prospectus to students and the General Rules and Rules pertaining to Examinations are displayed on the College Website.

GENERAL RULES AND REGULATIONS

EXAMINATION

- The examination for each semester will be for a total of 600 marks with six subjects heads.
- Each subject head will carry 100 marks consisting of internal exam (25 marks) and external exam (75 marks)
- Standard of passing for each subject and overall in the faculty of Arts/Commerce will be 35%.
- The minimum marks to qualify for passing in internal exam will be 09 and the minimum marks to qualify for passing in external exam will be 26.
- Students who fail to secure the minimum marks of 09 in a subject head in the internal exam will not qualify to take the external examination of 75 marks in that subject head at the end of the semester.

A.T.K.T.

Not more than 40% heads of passing will be carried forward. If the number comes to a fraction less than 0.5; it will be rounded off to the immediate lower digit, if the number is 0.5 or more, it will be rounded off to the next immediate higher digit. For example 2.48 will become 2 and 2.5 or 2.51 will become 3. For example, if the total number of papers in semester I and II put together is 12 then, a student can be allowed to keep terms in 5 or less than 5 papers. ATKT rule is applicable at the U.G.

STANDARDS FOR AWARDING GRACE MARKS

For each semester exam a maximum of 1% of the total marks of that Semester can be given as grace marks for passing in the subject head. These marks can be given all in one subject or spread across all subjects. For example, if the total semester is for 600 marks then, a maximum of 6 marks grace can be given in the total.

ADMISSION TO VARIOUS SEMESTERS WILL BE AS FOLLOWS:

- Admission from 1st to 2nd Semester will be automatic, regardless of the number of subject heads in which a student may have failed.
- Admission to 3rd Semester (from 2nd Sem.) is given provided a student is not failing in more than 40% of subject heads in 1st & 2nd Semester taken together.
- Admission from 3rd to 4th Semester is automatic.
- The students who are failing in 20% or less than 20% of the subjects total taken together of (I, II, III & IV Semester) are allowed to keep term (i.e. A.T.K.T.) and permitted / eligible to admission for Vth / VIth Semester in the faculty of B.A. and B.Com. examinations.
- Admission from 5th to 6th Semester is automatic.

OTHER RULES AND REGULATIONS

- Students need to wear their **Identity Cards** while in the college campus.
- Student shall take proper care of all college property.
- Cleanliness in the campus should be maintained by all students
- Students should attend classes on Time.
- If the student is found involved in ragging, action will be taken against her **as per the 'Maharashtra Prohibition of Ragging Act 1999'**.

RULES REGARDING ATTENDANCE

75% attendance is compulsory for all regular students in each semester, failing which the student will not be eligible to appear for the external examination of each semester.

RULES REGARDING REFUND OF FEES

- Payment of fees is considered as confirmation of admission.
- 80% of the tuition fee will be refunded if student leaves the college within a fortnight of the opening of the college.
- 50% of the tuition fees will be refunded in case of a students who leave the college after 15 days of the confirmation of her admission to college, but within 30 days from the date of the opening of the college.
- Fees other than tuition fees will be not refunded.
- Full fees will be refunded to students who are admitted provisionally pending the issue of certificate of eligibility but who are later declared ineligible for admission by the University, after deducting Rs. 5/- as incidental charges.
- In all cases of refund offees, the decision of the Principal of the College shall be final.

RULES OF RESERVATION:

While giving admission to students the following reservation rules will apply.

Legal Reservation :

- Scheduled Castes and Scheduled Castes converts to Buddhism : 13%
- Scheduled Tribe : 7%
- De-notified Tribes (A) : 3%
- Nomadic Tribes (B) : 2.5%
- Nomadic Tribes (C) : 3.5%
- Nomadic Tribes (0) : 2%
- Other Backward Classes : 19%

TOTAL : 50%

Social Reservations:

Among the 50% seats for open category and 50% seats for reserved category, some seats as shown below will be reserved for following types of candidates (Internal Reservation).

- Candidates having a certificate from civil surgeon that the candidate is Physically Handicapped and deformity is 40% but is able to complete the course - 3%.
- Daughter / Wife of person in active / retired military service - 2%
- One additional seat in each division for Kashmiri migrant.

- **Handbook of Teaching and**

- **Non-Teaching Staff of the College**

- **And their Professional Duties cum Ethics**

- **Organization, Functions and Duties**

- The Principal of the College is the Administrative and Academic Head of L.J.N.J. College and exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his/her control. There are:

- 1. Associate Professors
- 2. Assistant Professors
- 3. Librarian
- 4. Office Superintendent
- 5. Head Clerk
- 6. Senior Clerk
- 7. Junior Clerk
- 8. Library Attendants
- 9. Peons

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- **II. The Powers & Duties of officers & Employees**

- **1. POWERS OF PRINCIPAL**

- Subject to the supervision and general control of the SNDT Women's University, Mumbai and the Government of Maharashtra, the Principal as an administrative and academic Head of the College shall be responsible for:
 - a) The Academic growth of the College.
 - b) The teaching, research and extension programmes of the College.
 - c) The assisting in planning and implementation of academic programmes such as seminars

- etc. for enhancing the academic competence of the Faculty Members.
- d) The admission of the students and maintenance of discipline of the College.
- e) The management of the College library, Computer rooms etc.
- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the College.
- h) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) The observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the SNDT Women's University, Mumbai from time to time, especially as under the Statutes for Autonomy.
- j) The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The Assessing of reports of teachers and maintenance of service books and of other records of the College.
- l) Any other work relating to the College as may be assigned by the competent Authority
- from time to time.
- **2. TEACHERS AND THEIR RESPONSIBILITIES - Teachers are expected to:**
 - a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
 - b. Manage their private affairs in a manner consistent with the dignity of the profession.
 - c. Make professional growth continuous through study and research.
 - d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
 - e. Maintain active membership of professional organizations and strive to improve education and their profession through them.
 - f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
 - g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in

appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and;

- h. Participate in extension, co-curricular and extra-curricular activities including community service.

• **3. TEACHERS AND THE STUDENTS – Teachers are expected to:**

- a. Respect the right and dignity of the student in expressing his / her opinion.
- b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- c. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- e. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace.
- f. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- g. Pay attention to only the attainments of the student in the assessment of merit.
- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- i. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

• **4. TEACHERS AND COLLEAGUES – Teachers are expected to:**

- a. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.
- c. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

• **5. TEACHERS AND AUTHORITIES - Teachers are expected to:**

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- b. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- c. Co-operate in the formulation of policies of the institution and accept offices.
- d. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- e. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- f. Give and expect due notice before a change of position is made.
- g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.
- **6. TEACHERS AND NON-TEACHING STAFF:**
- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the institution.
- **7. TEACHERS AND GUARDIANS:**
- a. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- **8. TEACHERS AND SOCIETY**
- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.

- c. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- d. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

- **Non-Teaching Staff Handbook**

- **Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules.**

- **1. Superintendent:**

- a. The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- b. He shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
- c. He shall issue Memos and reprimands of erring employees. He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action, in case the same employee shows no improvement.
- d. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.

- e. He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- f. He shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- g. The Superintendent shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.
- h. The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
- i. He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
- j. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- k. The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the Registrar or the Principal.
- l. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.
- **2. Head Clerk:**
 - a. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar or the Superintendent.
 - b. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.

- c. He shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
- d. He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- e. He shall train the members of his department and provide guidance to all.
- f. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the Registrar with clear and specific comments.
- g. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- h. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
- i. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
- j. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying indisposed
- off.
- k. He shall submit notes or drafts for approval of the authorities through the Superintendent.
- l. He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- m. He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
- n. He shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.
- o. If the post of Accountant does not exist in the College the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.

- p. He shall attend to any other work assigned to him from time to time by the Higher Authorities.
- **3. All other non-teaching staff:**
- The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.
- **4. Librarian:**
- The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:
 - 1. Planning new services for the Library.
 - 2. Making rules for the Library.
 - 3. Acquisitions and Gift books selection.
 - 4. Classification.
 - 5. Catalogue entries – checking & keywords.
 - 6. Software for Library.
 - 7. Library Committee.
 - 8. Correspondence.
 - 9. Signatory for all bills, correspondence notices.
 - 10. HRD special issues.
 - 11. Maintaining Discipline in Library.
 - 12. Replacement of Library books lost.
 - 13. Assigning work to the Library Staff.
 - 14. Weeding out.
 - 15. Reference to teachers, students, visitors.
 - 16. Reports to be submitted to Auditors, UGC/IQAC, and Principal.
 - 17. Library Annual Report.
 - 18. Library Orientation Lectures & Tours.
 - 19. Honours in Library Science.
 - 20. Training Staff.
- **5. Library Attendants:**
- a. Issue / Return of books
- b. Writing statistics of issue / return
- c. Label pasting (Spine, Book & Barcode)
- d. Shelving of Books & dusting
- e. Shelving of Journals

- f. Summer cleaning
- g. Physical Verification of Books
- h. Any other work assigned by the Librarian from time to time
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- **III. The Procedure followed in decision-making process including channels of Supervision and accountability**
- All academic and administrative decisions are taken by the Principal in consultation with the Vice-Principals and Academic Council and ratified by the Management Board & Academic Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College.
- The decision process as outlined in the University Statutes on Autonomy is followed.
- **IV. The norms set for the discharge of functions**
- The norms set by the Autonomous College as ratified by the Management Board of the College for the discharge of functions are followed. These norms are displayed on the website of the College and in its handbook as far as they pertain to the students and general public.
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- **V. The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:**
- The Principal and staff working in the College under him are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher and Technical Education, Government of Maharashtra, Maharashtra Civil Service Rules and directions issued by the University of Mumbai.
- The Following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules.
 - 1. Salary Register
 - 2. Dead Stock Register
 - 3. General Register
 - 4. Consolidated Annual Results
 - 5. Admission Forms
 - 6. Student Term Books
 - 7. Cash Book

- 8. Book Accession Register
- 9. Return Book Register
- 10. Daily Reference Book Register
- 11. Prof. Issue-Return Book Register
- 12. Periodical / Journal Register
- 13. Donated Books Accession Register

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• **VI. A Statement of Categories and documents that are held or under control:**

- 1. Salary Register
- 2. Dead Stock Register
- 3. General Register
- 4. Consolidated Annual Results
- 5. Admission Forms
- 6. Student Term Books
- 7. Cash Book
- 8. Book Accession Register

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• **VII. The Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the formulation of policy or implementation thereof:**

- 1. A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website
- www.ljnjcollege.in
- There is also an email I.D. of the College
- 025ljnjcollege@gmail.com where clarifications on various College educational programmes are responded to.
- 2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

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• **VIII. A Statement of the Boards, Councils, Committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

- For administrative and academic work of College following Boards/Committees are formed:
 - 1. College Development Committee
 - 2. The Internal Quality Assurance Cell (IQAC)
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- **XI. The budget allocated to each agency, indicating the particulars of all plans proposed, expenditures and reports of disbursements made:**
 - The budget allocation is decided in Management Committee meetings every year.
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- **XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**
 - There are no subsidies received by the College. Government Scholarships to Backward Group students are processed through the college and disbursed directly to the students.
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- **XIII. Particulars of recipients of concessions permit of authorization:**
 - As per the Central Government norms our students are eligible for travel concessions by local trains and hence Railway Travel Concession forms are issued to students on a monthly/quarterly basis.
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- **XIV. Details in respect of the information available to or held or reduced in an electronic form.**
 - L.J.N.J. College has an official website. For further information log on to www.ljnncollege.in Information about the College, various courses, admissions, fee structure, hostel accommodation etc. is available on the College website.
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- **XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room if maintained for public use:**
 - 1. Working Hours Monday to Saturday
 - From 9.30 a.m. to 5.30 p.m.
 - 2. Weekly holidays Sunday
 - 3. Library Time 08.00 a.m. to 06.00 p.m.

- 4. Website www.ljnjcollege.in
- 5. Telephone No. : 022-26169565

The Institutional Core Values of the College

Commitment

1. The college is committed towards its mission and vision.
2. We are committed to the students' education and needs of the stakeholders.
3. We are also committed to improve the teaching, learning and evaluation processes.

Respect

1. We respect the discussions with Parents through Parent teachers Association.
2. We welcome the views expressed by the stakeholders in regard to Syllabus and students progression.
3. We process the applications; suggestions received by the stakeholders and try to solve their issues if any with stipulated time.
4. We promote trust among the stake holders by following rules and regulations.
5. We recognize and support employee and student contributions.

Excellence

1. We try to have continuous improvement.
2. We encourage creativity, innovation, and social responsibility among the students.
3. We promote research activities among teachers and students.
4. We acknowledge and appreciate the achievements of the students and teachers.
5. We decentralize the decision-making at the level of implementation.
6. We encourage interdepartmental collaboration within and outside college.

Accountability

1. We take responsibility of students, teachers and overall development of the institution.
2. We continuously evaluate and improve our systems and policies.
3. We communicate to the stakeholders of our goals and objectives time to time.
4. We take that the policies of government in social and fiscal areas are responsibility of the college and try to promote and execute the same.

Gender Equity

1. We try to admit all the girl students in the various programmes and Courses.
2. We promote the extra-curricular activities in relations to gender Sensitization.
3. We organize the self defense training for the girl students.
4. We encourage our students for the Sports and Dance and provide coaching for the same.
5. We organize the health awareness Lectures/Workshops for the students.