



JAYAWANT SHIKSHAN PRASARAK MANDAL'S

JAYAWANTRAO SAWANT COMMERCE AND SCIENCE COLLEGE

Sr.No. 58, Handewadi Road, Satavnagar, Hadapsar, Pune-411028.

Phone-7722045403/9175954032



PROF. DR. T.J. SAWANT
B.E, (Elect.), PGDM, Ph.D,
FOUNDER SECRETARY

Email Id:-principal@jspmjscocs.edu.in Website: www.jspmjscocs.edu.in

Approved by Govt. of Maharashtra and Affiliated to SPPU, Pune-07.

College Code: PU/PN/CS/485/2018

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M.Com. MBA, Ph.D,
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6.2. Strategy Development and Deployment

6.2.1. The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures



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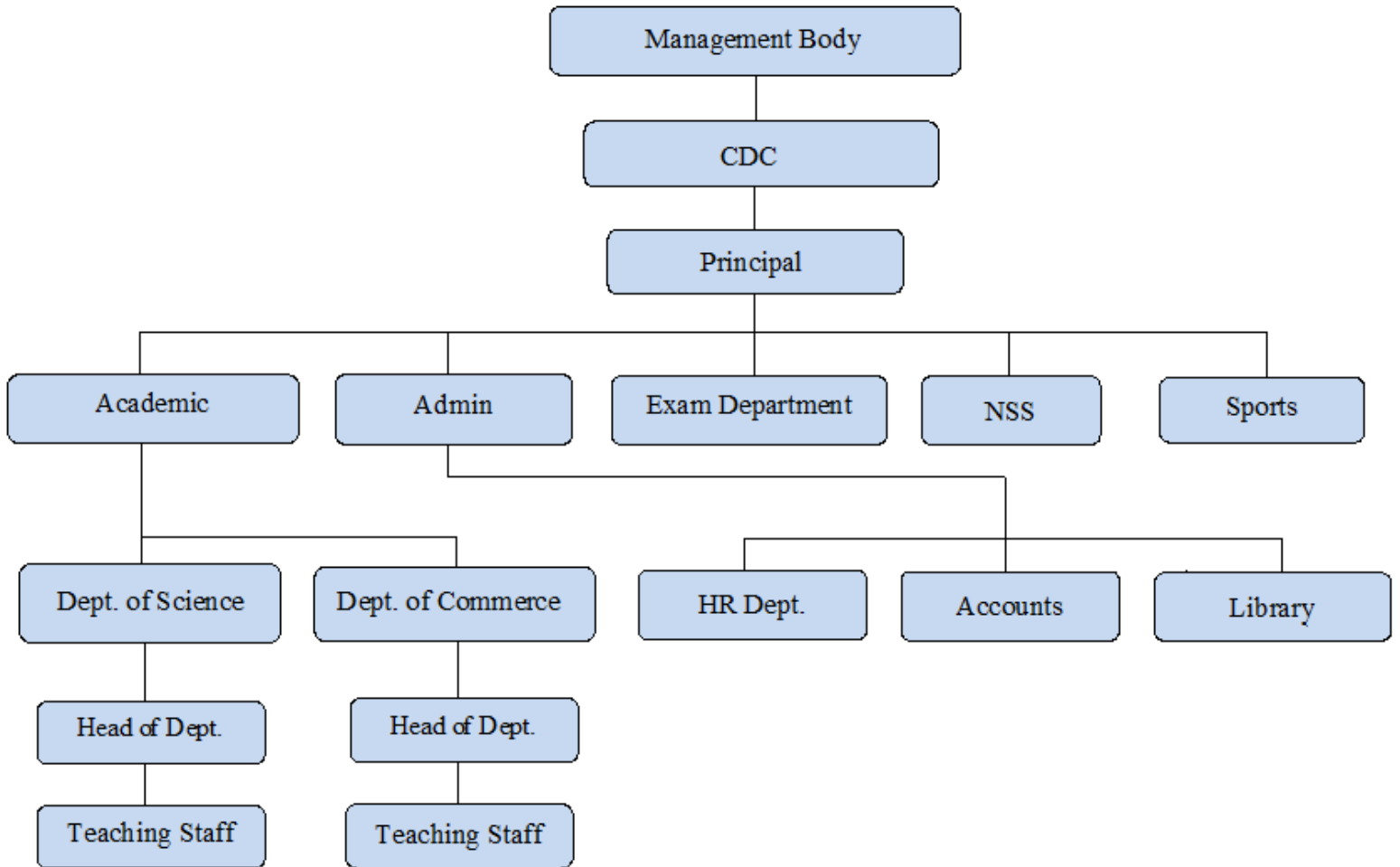

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1. Administrative Setup



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2. Appointments, Service Rules and Procedures

JSPM Service Rule

The college is affiliated to SPPU Pune so it follows all the rules and academic calendar of the university in running different programmes in the college. All staff is oriented about the Administrative and Service Manual available in the institution. Faculties are educated about conditions of service, roles and responsibilities, discharge of duties, increments, kinds of leave, code of conduct, incentive for attending Faculty Development Program, incentive for achieving academic excellence and others.

2.1 REPORTING FOR DUTIES ON TIME:

- 1) Institute working hours is, from 8.30 AM to 4:30 PM. However, those who have academic, administrative, examination or any other such work shall follow any other timing as directed by Administrator/ HOD/ Principal.
- 2) A six day working schedule from Monday to Saturday is followed except first and Third Saturdays. Classes are scheduled from 8.30 AM to 3.30 PM.
- 3) All members of the staff shall be at their workplace 10 minutes in advance (offices, classrooms, Labs etc.) at least 5 minutes before their reporting time.
- 4) Anyone coming late / leaving early for more than 15 minutes on 3 occasions in a month may be considered as Casual Leave.
- 5) Anyone needing to go out of the College premises during working hours shall seek necessary permission from HOD/Principal and register his/her absence (i.e. OUT and IN timing Register kept at gate).
- 6) Staff members shall compulsorily wear College ID while in the institute premises.



- 7) Staff members shall submit their investment details to the Account Section before 7th June each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
- 8) Faculty shall ensure that discipline is maintained in the classroom, labs and institute premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal.
- 9) Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
- 10) All members of staff are expected to present themselves in decent attire.
- 11) Faculty shall communicate to each other and with students only in English.
- 12) Staff members may arrange meeting of any kind with permission/request to HOD/Principal/Management only.

2.2 THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY:

2.2.1 General:

- a) The Faculty Member should come to the college at least 10 minutes before the Commencement of classes and should leave the college not earlier than 30 minutes after the end of the last hour.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c) The work load of the teacher should not be less than 40 hours a week, of which teaching contact hours should be at least as follows as per AICTE norms:
- d) The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.



- e) Faculty Members are expected to update their knowledge by attending Seminars/workshops/ conference, after obtaining necessary permission from the Principal/Management.
- f) Faculty Members should attempt to publish text books, research papers in reputed International journals/ Indian Journals / Conferences.
- g) The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

2.2.2 IN DEPARTMENT:

- a) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- b) The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.
- c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- d) Every Faculty Member should maintain student's attendance records and the absentee's roll number should be noted every day in the attendance book as soon as the classes/laboratory hours are over.
- e) Whenever a faculty member intends to take leave, the faculty member should get the leave Sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In case of emergency, the HOD and teacher must be informed with appropriate alternate arrangements suggested.



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- f) The faculty member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- g) The Teacher must update the course file regularly and put up for inspection by AMC/HOD/Principal as the case may be.
- h) To give counseling to the students if needed.
- i) To bring the student's misbehavior in the class to the knowledge of the Class Teacher/HOD/ Principal.
- j) To carry out the administrative works of the department given by the HOD




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SPPU Service Rule:

College Principal

A. Eligibility:

- i. Ph.D. degree;
- ii. Professor/ Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education;
- iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- iv. A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure:

A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these Rules.

I. Assistant Professor in Universities and Colleges

Eligibility (A or B):

A.

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be. Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:



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- The Ph.D. degree of the candidate has been awarded in regular mode only;
- The Ph.D. thesis has been evaluated by at least two examiners;
- An open Ph.D. viva voce of the candidate has been conducted;
- The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/AICTE/ICSSR or any similar agency.

OR

B.

A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- Studied under a noted/reputed traditional Master(s)/Artist(s);
- Has been 'A' grade artist of AIR/Doordarshan;
- Has the ability to explain, with logical reasoning the subject concerned; and
- Has adequate knowledge to teach theory with illustrations in the discipline concerned.




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