

## **6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc**

The Governing Body is responsible for policy making and verifying the reports through the Secretary. The decision-making procedures are made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC Cell, Anti-ragging Cell etc., as per the university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation.

There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the departmental system and participative decision-making process are in practice.

### ***Service Rules:***

The institution follows the service rules prescribed by the UGC, Government of Maharashtra and University of Mumbai. The teaching and administrative staff have the benefits of PF, DCPS, Casual Leaves, Earned Leaves, Sick Leaves and Maternity leaves etc.

### **Recruitment:**

Recruitment takes place in accordance with the norms of the UGC, Government of Maharashtra and the University of Mumbai. A body comprising of Chairperson of Governing Body, Joint Director or the Nominee of the Joint Director of the Higher Education Department of Government of Maharashtra, Nominee of Vice-Chancellor of the University of Mumbai, Nominee of Special Cell, Principal, HoD and subject experts nominated by the University of Mumbai decide the worthiness of the faculty member on the basis of his/her performance in the interview.

Similarly, recruitment of administrative staff takes place in accordance with the rules framed by Government of Maharashtra time to time.

### **Promotional policies:**

Promotional policies for teaching staff are implemented as per the provisions of UGC Regulations, 2010. Promotional policies for administrative staff are implemented as per the Standard Code, 1984, amended in 2016/ Civil Services Code of Government of Maharashtra.

### **Grievance Redressal Mechanism:**

The members of the faculty, administrative staff or supporting staff can voice their grievances related to:

- matters affecting themselves as individuals and
- matters affecting their personal dealings or relationship with other staff members of the college or students.

If other remedies within the faculty, staff, department or other similar area have been exhausted, the member of the staff may raise the matter with the Head of the department or similar authority.

If the staff member is dissatisfied with the result of approach as mentioned above or if the grievance directly concerns the Head of the department, the staff member may directly approach the Principal for the redressal of his/her grievance.

If the Principal feels that the grievance is trivial or invalid, he/she takes no action upon it.

If he/she feels otherwise, considering the nature of grievance, he shall inform the appropriate grievance committee and takes the action accordingly.