

SNDT Women's University

Shreemati Nathibai Damodar Thackersey Women's University



NAAC – SSR

CRITERION VI

SUPPORTING DOCUMENTS for

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.

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 following are the supporting documents attached for the below mentioned points.

Sr.No.	Contents	Page No.
1.	Management Council Resolution for Headship by Rotation	3
2.	Links for University Authorities	6
3.	Anti-Ragging Act	7
4.	Leave Rules	10

1. Management Council Resolution for Headship by Rotation

Management Council
23.04.2018

Agenda Item No. 2

To consider the matters, if any, arising out of the earlier proceedings.

2.2 Mgt.C. Item No.27 of 27.03.2017

To consider the matter of defining norms for rotation of Headship of Post Graduate Department Heads of University.

Information / Discussion

Defining the norms for appointment of Heads of University Department. Hon'ble Vice Chancellor gives brief information to House: There are advantages and disadvantages of Head ship. The post of Head of the Department for three years. Those are senior most become head of the department for 3 years after that next faculty member can be Head of the Department for another three years. After three years of Head ship faculty members can focus on his /her research work. Details of norms can be taken from Mumbai University, was placed before the Academic Council at its meeting held on 7th June 2016 wherein the following resolution was passed:

Resolved that, the committee consist of following members be appointed to frame the norms for appointment of Post Graduate Department Heads of University:

- 1) Three Heads of Department
- 2) Three Principals of Conducted Colleges.
- 3) Three faculty members.
- 4) One Sr. Member be the Convenor of this committee.

It was further resolved that the above said committee will submit the report to the House".

Accordingly, the following committee was constituted:

The Registrar, SNTD WU, Dr. S. P Badgajar
Dr. Anuradha Sovani, Head, Department of Psychology, Mumbai
Dr. Aruna Dubhashi, Head, Department of Marathi, Mumbai
Dr. Rashmi Hasmnis, Head, Department of Commerce, Pune.
Dr. Nancy Fernandes, Principal, L.T. College of Nursing
Dr. Anand Jumle, Principal, SNTD Arts and Commerce College, Pune
Dr. Asha Patil, Department of Adult and Continuing Education
Dr. Meera Desai, Department of Extension Education.
Dr. Meena Kute, (gave suggestions in writing since she was away)
Dr. Sunil Ramteke (concurred with decisions since he could not be present)

The report of the committee constituted for defining the norms related to the rotation of headship in Post Graduate Departments of the University was placed at the Academic Council at its meeting held on 16th December 2016 for consideration and the following resolution was passed:

**Management Council
23.04.2018**

"Resolved that the report of the committee constituted for defining the norms related to rotation of headship in Post Graduate Departments of the University be approved and implemented from academic year 2017-18.

The said matter is placed before the House for defining norms for rotation of Headship of Post Graduate Department Heads of University.

Further resolved that, Sr. PG teacher appointed in the University Department need to have 3 consecutive years of teaching experience rather than 5 years as in norms for rotation as in Head of the Department".

The matter of implementing the same norms is placed before the House for consideration.

RESOLUTION passed in Management Council meeting held on 27.03.2018

RESOLVED that, the Rotation of Headship be implemented from the academic year 2018-19.

RESOLVED that, the norms related to rotation of Headship be re-scrutinized by the members and the same to be placed in the next Management Council for final decision.

RESOLUTION passed in Management Council meeting held on 23.04.2018

RESOLVED, that the norms related to the rotation of Headship/appointment of Head of the University Departments be accepted and implemented.

RESOLVED further that, the Vice-Chancellor be authorized to take decision on 1) the date of implementation of the said norms and 2) on the appointment of University Heads of Departments.



(Dr. Meena Kute)
Registrar (Addl.Charge)

Management Council
23.04.2018

Resolved that the report of the committee constituted for defining the norms related to rotation of headship in Post Graduate Departments of the University be approved and implemented from academic year 2017-18.

The said matter is placed before the House for defining norms for rotation of Headship of Post Graduate Department Heads of University.

Further resolved that, Sr. PG teacher appointed in the University Department need to have 3 consecutive years of teaching experience rather than 5 years as in norms for rotation as in Head of the Department".

The matter of implementing the same norms is placed before the House for consideration.

RESOLUTION passed in Management Council meeting held on 27.03.2018

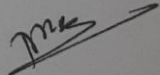
RESOLVED that, the Rotation of Headship be implemented from the academic year 2018-19.

RESOLVED that, the norms related to rotation of Headship be re-scrutinized by the members and the same to be placed in the next Management Council for final decision.

RESOLUTION passed in Management Council meeting held on 23.04.2018

RESOLVED, that the norms related to the rotation of Headship/appointment of Head of the University Departments be accepted and implemented.

RESOLVED further that, the Vice-Chancellor be authorized to take decision on 1) the date of implementation of the said norms and 2) on the appointment of University Heads of Departments.


(Dr. Meena Kute)
Registrar (Addl.Charge)

2. Links for University Authorities and Committees

University Authorities

<https://sndt.ac.in/statutory-officers/university-authorities>

Standing Committee

<https://sndt.ac.in/pdf/downloads/university-bodies/2018/list-of-members-of-the-standing-committee.pdf>

Grievance Committee

<https://sndt.ac.in/pdf/downloads/university-bodies/2018/list-of-members-of-the-grievances-committee.pdf>

Purchase Committee

<https://www.sndt.ac.in/search/node?keys=purchase+committee>

3. Anti-Ragging Act

महाराष्ट्र शासन
शिक्षण संचालनालय, (उच्च शिक्षण)
महाराष्ट्र राज्य, मध्यवर्ती इमारत पुणे- ४११ ००१

Web : www.dhepune.gov.in E-Mail : mavi.dhepune@gov.in
फोन नं. ०२०/२६१२२११९/२६०५१५१२, २६१३०६२७, २६१२४६३९ फॅक्स नं. ०२०/२६११११५३
क्र.: उशिर्स/मावि-१/विद्यार्थीनी-सुरक्षा/२०२१/ by 6 दिनांक- ११/२०२२

कालमर्यादीत

21 JAN 2022

प्रति,

१. कुलसचिव,
सर्व अकृषी विद्यापीठे- महाराष्ट्र राज्य.
२. सर्व विभागीय सहसंचालक,
उच्च शिक्षण, महाराष्ट्र राज्य.
३. प्राचार्य/संचालक,
सर्व शासकीय महाविद्यालये/संस्था,
उच्च शिक्षण, महाराष्ट्र राज्य.

विषय: राज्यातील सर्व विद्यापीठे व महाविद्यालये परिसरात विद्यार्थीनींवर होणा-या
छेडछाडीच्या घटनेच्या अनुषंगाने हा परिसर छेडछाड मुक्त तसेच सायबर
गुन्हे मुक्त करण्याबाबत.

संदर्भ: शासनपत्र क्र.: बैठक-२०२२/प्र.क्र.२७/विशि.३ दि. २०.१.२०२२


मा. उप सभापती, महाराष्ट्र विधानपरिषद यांच्या अध्यक्षतेखाली तसेच मा. मंत्री, उच्च व तंत्र
शिक्षण यांच्या उपस्थितीत उपरोक्त विषयाबाबत दि. २०.१.२०२२ रोजी सर्व विद्यापीठांचे कुलगुरू/
कुलसचिव व संबंधितांची बैठक आयोजित करण्यात आली होती. सदर बैठकीत प्राप्त निर्देशानुसार सर्व
विद्यापीठे व महाविद्यालयांमध्ये महिला तक्रार निवारण समिती स्थापन करणे व छेडछाडीच्या गुन्हांच्या
अनुषंगाने खाली नमुद मुद्याप्रमाणे शासनास माहिती सादर करणेस उक्त संदर्भीय शासन पत्रान्वये
कळविले आहे. तरी खाली नमुद मुद्याची माहिती दि. २५.१.२०२२ पर्यंत या संचालनालयास सादर
करण्यात यावी.

१. महिला तक्रार निवारण समिती किती महाविद्यालयांमध्ये स्थापन केली आहे?
२. विद्यार्थीनींच्या छेडछाडीच्या संदर्भात विद्यापीठ व महाविद्यालयीन परिसरात मागील दोन वर्षात
किती गुन्हांची नोंद झालेली आहे?
३. या गुन्हांची सद्यस्थिती?
४. किती गुन्हे निकाली निघाले आहेत?
५. छेडछाडीच्या घटना व सायबर गुन्हे होऊ नये म्हणून करण्यात येत असलेल्या उपाययोजना.
प्रत्येक विद्यापीठ व महाविद्यालयामध्ये महिला तक्रार निवारण समिती स्थापन करण्याबाबत
यापुर्वीही सूचना देण्यात आलेल्या आहेत. तरीही काही महाविद्यालयांमध्ये अद्याप महिला तक्रार निवारण

समितीची स्थापन केलेली नसल्यास त्यांना तात्काळ समिती स्थापन करण्याबाबत विभागीय सहसंचालक कार्यालयांकडून संबंधितांना सूचना देण्यात याव्यात.

सर्व अकृषी विद्यापीठे व विभागीय सहसंचालक यांनी उपरोक्त प्रश्नांबाबतची मुद्देसूद माहिती दिनांक २५.२.२०२२ पर्यंत सादर करणे अनिवार्य आहे. विभागीय सहसंचालक कार्यालयांकडून महाविद्यालयांना माहिती या संचालनालयास पाठविण्याबाबत कळविण्यात येऊ नये. आपल्या कार्यक्षेत्रातील सर्व संलग्नित (शासकीय/अशासकीय अनुदानित/विनाअनुदानित महाविद्यालये) महाविद्यालयांची माहिती आपल्या स्तरावर संकलित करून विभागीय सहसंचालक कार्यालयाचा एकत्रित अहवाल सादर करावा. सादर माहिती या संचालनालयाच्या mavi.dhepune@nic.in या ई-मेल आय.डी. वर सादर करण्यात यावी.

प्रस्तूत प्रकरणी शासनास यशाशिघ्र अहवाल सादर करावयाचा असल्याने कृपया प्रथम प्राधान्याने कार्यवाही करण्यात यावी.


(डॉ. प्रकाश बच्छाव)
शिक्षण सहसंचालक
उच्च शिक्षण संचालनालय
महाराष्ट्र राज्य, पुणे -१.

प्रत: मा.अजित म. बाविस्कर- उप सचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई यांना संदर्भाकित पत्राच्या अनुषंगाने माहितीस्तव सादर.



महाराष्ट्र शासन

उच्च व तंत्र शिक्षण विभाग, मंत्रालय विस्तार, कक्ष क्र. ४२२,
चौथा मजला, मादाम कामा मार्ग, हुतात्मा राजगुरु चौक, मुंबई - ३२.

क्र. बैठक-२०२२/प्र. क्र. २७/विशि-३

दि. २०/०१/२०२२

प्रति,

संचालक, उच्च शिक्षण संचालनालय, पुणे,
संचालक, तंत्र शिक्षण संचालनालय, मुंबई,
संचालक, कला संचालनालय, मुंबई.

विषय : राज्यातील सर्व विद्यापीठे व महाविद्यालये परिसरात विद्यार्थीनींवर होणाऱ्या
छेडछाडीच्या घटनेच्या अनुषंगाने हा परिसर छेडछाड मुक्त तसेच, सायबर गुन्हे
मुक्त करण्याबाबत.

महोदय,

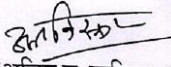
मा. उप सभापती, महाराष्ट्र विधानपरिषद यांच्या अध्यक्षतेखाली तसेच मा. मंत्री, उच्च व तंत्र शिक्षण
यांच्या उपस्थितीत वरील विषयासंदर्भात दि. २०/०१/२०२२ रोजी सर्व विद्यापीठांचे कुलगुरु/कुलसचिव व
संबंधितांची बैठक आयोजित करण्यात आली होती. सदर बैठकीत प्राप्त निर्देशानुसार सर्व विद्यापीठे व
महाविद्यालयांकडून महिला तक्रार निवारण समिती स्थापन करणे व छेडछाडीच्या गुन्हाच्या अनुषंगाने
खालीलप्रमाणे माहिती गोळा करून शासनास सादर करण्यात यावी.

- 1) महिला तक्रार निवारण समिती किती महाविद्यालयांमध्ये स्थापन केली आहे
- 2) विद्यार्थीनींच्या छेडछाडीसंदर्भात विद्यापीठ व महाविद्यालयीन परिसरात मागील दोन वर्षात किती
गुन्हांची नोंद झालेली आहे
- 3) या गुन्हांची सद्यस्थिती
- 4) किती गुन्हे निकाली निघाले
- 5) छेडछाडीच्या घटना व सायबर गुन्हे होऊ नये म्हणून करण्यात येत असलेल्या उपाययोजना

महिला तक्रार निवारण समिती स्थापन करण्याबाबत यापूर्वी सूचना दिलेल्या आहेत. तथापि अशी
समिती स्थापन झाली नसल्यास त्या लवकरात लवकर स्थापन करण्याबाबत संबंधितांना सूचना देण्यात
याव्या.

वरीलप्रमाणे एकत्रित माहिती कृपया तात्काळ शासनास सादर करण्यात यावी.

आपला,


(अजित म. बाविस्कर)

उप सचिव, उच्च व तंत्र शिक्षण विभाग,
महाराष्ट्र शासन

			FOR PERMENENT WOMEN EMPLOYEES
8	<u>SPECIAL LEAVE</u> MATERNITY LEAVE		1) Eligible upto two children, 2) Maximum 180 days, with salary
	MISCARRIAGE LEAVE	45 Days in entire service	1) Upto two children should be alive
	ADOPTION LEAVE	90 days or Until the adopted child is three years old	1) If adopted from a government recognized orphanage 2) Legal Documents available 3) Ones in service
9	SPECIAL DISABILITY LEAVE	Not more than 24 months	1) Injury sustained in the proper performance of the duties of the post 2) LEAVE SALARY A) For first 120 days - equal to accrued E.L B) equal to leave on half pay for the remaining period
10	T.B. Leave	01 year	1) First accrued leave with balance on account, then Tuberculosis leave up to a limit of one year - then extraordinary leave on medical advice, all types of leave are limited to 03 years
11	CHILD CARE LEAVE	180 days till the child completed 18 years of age	1) Upto two children should be alive 2) Maximum 2 months in a year 3) Leave avail in four steps. 4) After completion of one year's active service 5) Leave may be sanction, if E.L. / H.P.L. in credit of the employee. 6) Leave may sanction in combination with E.L., HPL and Maternity Leave.

ELIGIBILITY OF LEAVE (NON TEACHING)

Sr. No.	Types of Leave	Sanction Leave	Remarks
1	EARNED LEAVE	30 Days in a year Accumulate Maximum 300 days upto retirement	1) Credit on 1 st day of Jan and July (15 days each)
2	CASUAL LEAVE	8 Days in a year	
3	HALF PAY LEAVE	20 HPL in a year	1) Credit on 1 st day of Jan and July (10 HPL each)
4	COMMUTED LEAVE (SICK LEAVE)		2) No limit in accumulation of leave
5			Medical Certificate required, it to be HPL (Half Pay Commuted to full pay) Without Medical Certificate
6	LEAVE NOT DUE	360 Days in entire service (subject to approval from Management Council)	1) 60 days suffix to Maternity Leave 2) 90 days for Higher Studies 3) 14 days for Vipashana -- With full salary
7	LEAVE WITHOUT PAY	Maximum 05 years to permanent employees	1) If there is no E.L. and HPL in his/her credit Leave not due is admissible 2) 90 days without medical certificate 3) Maximum 180 days with production of Medical certificate 4) On accumulate of leave not due will be debited from accumulated leave.
			1) Admissible if no any leave to his/her credit or when employee demands the same. 2) After 1 years service – Cancer, Mental deceases upto 12 month 3) After 1 years service - T.B., Paralyzes – upto 18 months 4) After 03 years service – For higher study – upto 24 months.

00000000