

**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.**





Estd.: 1972  
NAAC Reaccredited 'A' grade

# MANIBEN NANAVATI WOMEN'S COLLEGE

( Affiliated to S. N. D. T. Women's University)

BEST COLLEGE 2018-2019 Awarded by SNDT Women's University, Mumbai.

TAPIBEN CHHAGANLAL LAJI VALIA JUNIOR COLLEGE  
DR. BHANUBEN NANAVATI CAREER DEVELOPMENT CENTRE

A Gujarati Linguistic Minority Institution



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# MANIBEN NANAVATI WOMEN'S COLLEGE

## GUIDELINES

1. The minimum working hours for a full time degree college teacher is at least 5.30 hours daily.
2. For U.G. teachers, all P.G. teaching, Internship, Extension and Research Activities to be carried out after 1.00 pm only.
3. If a faculty member needs to come late or leave early, prior special permission must be taken from the Head of Department (HOD) as well as Supervisor. In case the Supervisor is absent, permission has to be taken from the Principal. Kindly enter the details of the same in the record book with the Supervisor.
4. It may be noted that the supervisor and Principal have the authority to refuse this permission.
5. Please note that teachers may be required to work beyond the official timings for college activities. If so, HODs and Teachers in-charge of committees are requested to inform their colleagues in advance.
6. A photo identification card is issued to all employees.
7. In June, the details of the investments one is going to make should be given in writing to the Principal.
8. At the end of March, one should submit proofs of the investment documents directly to the office Accountant.
9. A teacher is entitled to 15 days Casual Leave in a calendar year. Part time teachers are entitled to 7 days Casual Leave.
10. A teacher is entitled to maximum of 30 days of Duty Leave which includes on duty, seminar/conference participation, examination work or any assigned work by University as per UGC norms.
11. Permission for casual leave should be obtained at least one day before the day from which casual leave is required. Permission must be taken from the HOD and the supervisor (or Principal). Planned leave should be applied a week in advance.
12. The employee cannot take more than 3 days casual leave at a time.
13. Any teacher intending to attending a Seminar/Workshop/Talk/Any Event/Refresher Course/Orientation Course must obtain prior permission before applying for the same. He/She should inform the Head and Supervisor about the intention of applying for the same. A written Application seeking permission should be sent to the Principal marking copies to Head and Supervisor.
14. Duty Leaves for the same will be granted depending upon the urgency and requirement of the faculty member for the institutional work.

15. A report of the activity for the DL taken has to be submitted to the Supervisor within 2 days. A photo of the activity if possible should be given to IQAC co-ordinator.

16. LEAVE CARDS must be filled and signed by the concerned HOD and Supervisor within one week from the date of joining duty. The leave cards are kept with the Supervisor. Kindly update your LEAVE CARDS immediately after resuming your duties.

17. Rules for 'Duty Leave':

- Written applications along with the Invitation Letter/ Acceptance of Paper etc. must be submitted to the PRINCIPAL, for approval of leave prior to attending the seminar, conference etc.

- 1 International Seminar (3 + 4 = 7)

- 1 National Seminar (2 + 4 = 6)

The actual distance of the destination from Mumbai will be considered before granting the leave for the number of days of travel before and after the event.

18. Copy of Invitation Letter, Acceptance of Paper, Details & Proof of Travel, Report (One Page) and Certificate to be submitted to the Supervisor within one week of re-joining.

19. 'On Duty Leave' means any work done for Department, College or University BOS/Academic Council/ Faculty Meeting, Paper Setting, Examination, Syllabus Workshops, Yuva Mahotsav, Vigilance, Tours & Visits/ Picnics, Ph.D. Viva, School initiative, Any other (discretion of the Principal).

20. A 10 days SICK LEAVE is granted. Teachers have to fill a sick leave form and a medical Certificate from a recognized, qualified medical practitioner must be attached to the form.

21. Do not use Laptop & Mobile Phones for personal work during lectures.

22. Kindly avoid taking lectures during Recess timings.

23. Please take a written note and appointment letter from the student seeking tie concession for employment and/ or other personal reasons. If any student fails to submit a written note and appointment letter she will be considered as Defaulter Student.

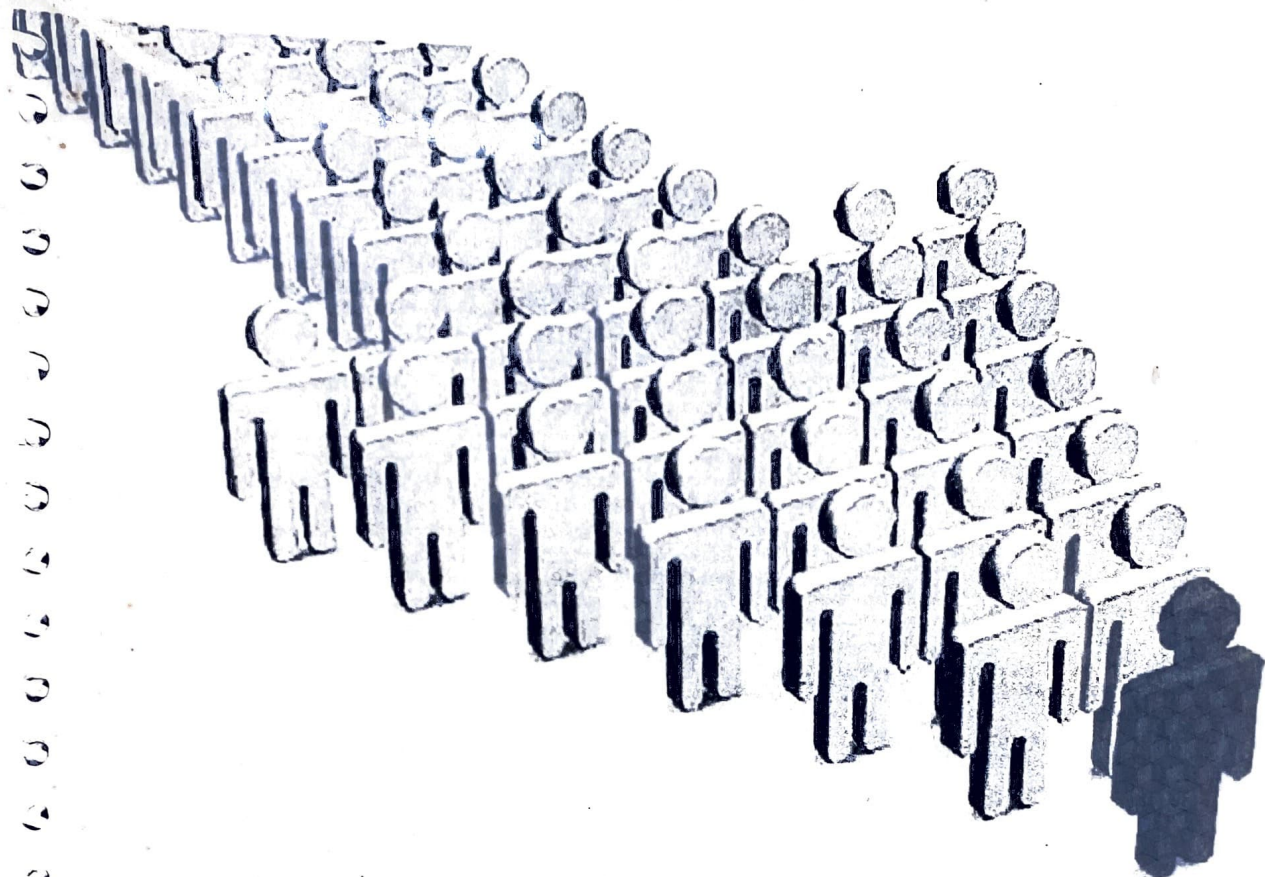
24. Please inform other colleagues about any event organized especially if it involves student missing lectures.

25. For further details regarding rules kindly read the manual. (Kept with the Supervisor)

26. Three late marks (after 7.30 am) will be considered as 1 CL.

27. Teachers are expected to understand the importance of the institutional growth and development as the top most priority.





**MNWC FACULTY  
MANUAL**



## PERSONAL PRODUCTIVITY LOG (PPL) :

A Personal Productivity Log is given to every staff member. It comprises of a manual of 250 pages (180 teaching days + other working days) in which the teachers are expected to record the daily work they have done related to both teaching and other co-curricular and extra-curricular activities. The objective is to record the utilization of the 5 hours of work time and strengthen the implementation of the Teaching Plans.

The PPL will be distributed by the IQAC coordinator on the opening day of the new academic year. This log has to be maintained carefully. It is built on the philosophy of self-monitoring and accountability. However, periodic random checks may be made by the Principal. The PPL should be kept with the teacher throughout his / her service in the college

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## PERFORMANCE EVALUATION

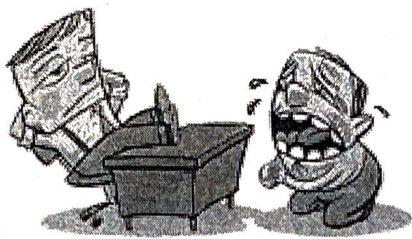


Ongoing communication is an integral part of the teacher – Principal relationship. To assist this communication, the college has a formal, written, performance evaluation program, and an effort is made to complete a performance evaluation for each teacher every year.

Please collect a copy of the Performance Evaluation Book (also known as the Self Appraisal Book (SAB) ) from the principal.

The SAB has to be submitted to the Supervisor on or before the 10<sup>th</sup> of April every year. The Supervisor will submit all the SABs to the Principal on the 11<sup>th</sup> of April. The Principal will return the SABs, with her remarks, by the 30<sup>th</sup> of April.

The Principal may meet each teacher personally to discuss his/her performance.



## CAREER ADVANCEMENT

A teacher who joins as a lecturer gradually advances, after completion of a stipulated number of years provided he / she fulfills other conditions, to a senior lecturer and a selection grade lecturer / a designated reader.

All the teachers are expected to complete one orientation course and three refresher courses (total four) at various stages of their career. For more details regarding career advancement, kindly contact the Principal. Exemption is given to teachers who are Ph.Ds (1 orientation and 2 refresher courses)

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## UNSATISFACTORY WORK PERFORMANCE OR CONDUCT



Within the Department and Committee : If a teacher's work performance or conduct does not meet acceptable standards the HOD and Committee-in-charge should, except in cases involving serious misconduct, follow a process of progressive counseling and discipline.

The purpose of this process is to help the teacher understand the problem and expectations, and to focus attention on ways in which performance and/or conduct can be improved.

It is hoped that most problems may be solved at this level.

It is difficult to set specific fixed steps for each potential situation but the process may include oral and/or written counseling. The appropriate "starting point" and combination depends upon the situation.



## EMPLOYEE PROBLEM – SOLVING PROCESS

### Level One :

When people work together, conflicts or dissatisfactions may sometimes arise.

The following are some of the methods to assist problem solving.

- The Suggestion Box can be used for suggestions to reduce infrastructural problems.
- If there is any work – related problem or interpersonal issue it is best to bring it to the attention of the person or persons most directly involved with the problem as soon as possible. Most problems can be resolved through direct communication between the parties.
- It is important to have one to one communication. At least 5 to 6 attempts should be made to resolve the issues before moving the next level. Appointments should be made mutually to discuss the issue privately.

### Level Two:

- In case, the issue is not resolved the supervision may be approached. The supervisor and the concerned person or persons may approach the IQAC committee to assist in defining concerns and examining alternative approaches for resolving the problem.
- The Local Management Committee (LMC) is another body which can be approached for solving problems that affect all the staff members. The Supervisor and two elected members represent the staff in the Local Management Committee. The LMC meets twice a year, once in April and once in June.

### Level Three:

Approaching the principal.

When issues have not been resolved through Levels 1 and 2, the Grievance Process may be used.

Grievance is a formal written allegation submitted in writing by teachers / students / Administration Staff who have been adversely affected by a violation, misinterpretation or misapplication of the terms of any contract. Once the grievance process is initiated both parties must follow strict time guidelines. It is a mechanism to handle grievance of staff & students.

Please note that the Grievance Process should be used only after all attempts at Level one and two have failed.



It may also be noted that strict confidentiality has to be maintained at all the levels. As far as possible, privacy should be maintained. It is the underlying issue / conflict / behaviour that is of interest and not the personalities involved.

The objective of the 3 level process is to help solve problems without major intervention from the higher authorities. It does not in any way cut off direct channels of communication with the Principal. The Principal will refer the cases back to the appointment level if she deems it fit

The Grievance Process is as follows :

A letter giving full details of the grievance has to be submitted to the Principal. The Principal will convene a meeting of the Grievance Redressal Cell to discuss and resolve the grievance. Care will be taken that all the persons concerned are given a chance to represent their point of view so that suitable and just measures can be taken to redress the grievance.

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