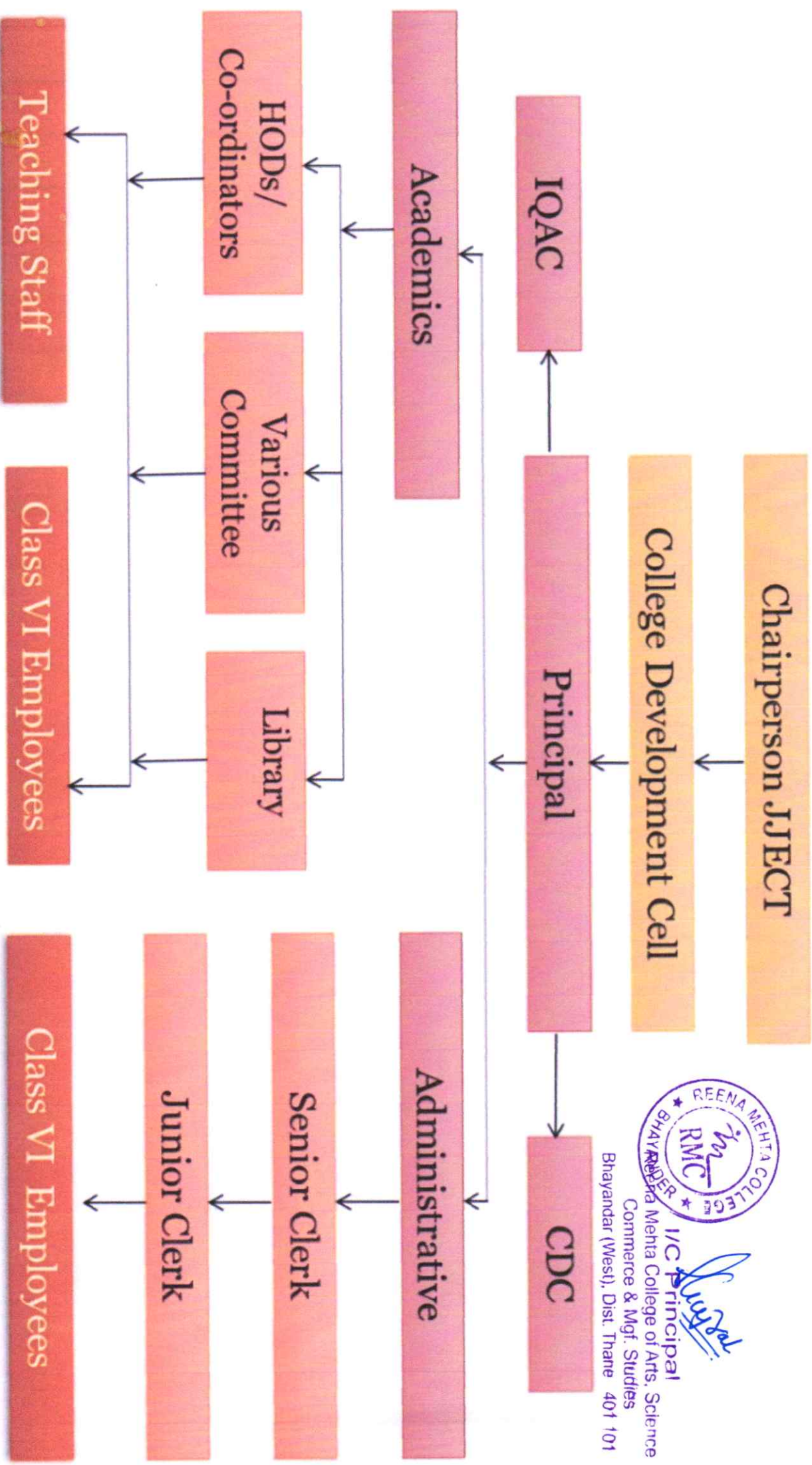
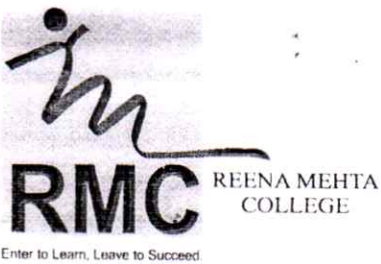


Organogram of the Institution



Principal
I/C Principal
Reena Mehta College of Arts, Science
Commerce & Mgt. Studies
Bhayandar (West), Dist. Thane 401 101



Jeevan Jyot Educational Charitable Trust (Regd.)

REENA MEHTA COLLEGE

of Arts, Science, Commerce & Management Studies

(Affiliated to University of Mumbai)

(Gujarati Minority)

ISO Certified (9001:2015)

Enter to Learn, Leave to Succeed

NAAC - Accrediated (B) Grade (CGPA 2.41)

REF. NO. RMC/2244/2020-2021

DATE: 03/06/2021

To,
The Deputy Registrar,
Affiliation Section,
Mumbai.



SUB: - Report of "College Development Committee" For A.Y 2019-2020 & A.Y 2020-2021.

Respected Sir,

As per the circular of Mumbai University No Aff./ICC/ (2018-2019)/4/0f 2018 to constitute the College Development Committee as per section 97 of the Maharashtra Public Universities Act, 2016 our college has formed the committee for the same.

Please find here with the attached documents of College Development Committee and report for academic Year 2019-2020 & 2020-2021.

Thanking You

Yours Faithfully



Principal

Reena Mehta College
Dr. (Mrs.) Satinder Kaur Gujral
Arts, Science, Commerce & Mgt. Studies
Bhayander (West),
Thane - 401101.

S. No. 574/5, Near Fly-over Bridge, 150 Feet Road, Near Maxus Mall, Bhayandar (W), Dist. Thane - 401 101.

Tel. : 28176264 / 66 / 68 • Fax : 2818 9661

Email : enquiry@rmc.edu.in www.rmc.edu.in

ACADEMIC Year 2020-2021

College Development Committee

The CDC is constituted as per provisions of Sec 97 of Mumbai Universities Act, 2016. The members hold office for a term of 5 years. Any vacancy being filled as per the provisions of the Act. The CDC meets at least 4 times in a year.

Functions of CDC:

- It prepares the overall Development Plan of the College.
- It decides the Academic Calendar: the teaching programs (new & existing), workload & requirement of teachers, non-teaching staff.
- It frames a smooth admission procedure as per norms;
- It gives recommendations to the management to encourage and strengthen research culture, consultancy and extension activities, academic collaborations, use of ICT in teaching learning, training facility to staff.
- It recommends management for approval of the Annual financial statements & Budget.
- It decides the welfare schemes of the College for staff & students, other events like Annual Day, Sports Day, and Inter collegiate events, Seminar/Conferences etc. and also the prizes / awards to be given.
- It reviews the various reports, viz., IQAC & NAAC report, statutory audit report, Local Inquiry report & suggests suitable action.
- It recommends appropriate steps regarding the discipline, safety and security issues of the college.
- It prepares & submits the Annual report of the College to the management & University.
- Perform such other duties as may be entrusted by the management and the University.




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College Development Committee Members

1	Mrs. Reena. N. Mehta	Chairperson of Management
2	Mr. Narendra S Mehta	Member (Nominee of Trust)
3	Mr. Sunny. N. Mehta	Member (Director)
4	Dr.(Mrs.) Satinder Kaur Gujral	Member Secretary (Principal)
5	Dr. Jitendra Ahirekar	Member Education
6	Mr. Amit C Gupta	Member-Head of Department
7	Mrs Sonal Jain	Member – Teaching Staff
8	Mr. Mahesh Ghanekar	Member- Rep. of Non-Teaching Staff
9	Mrs. .Rinkle Solanki	Member- Rep. of Teaching Staff
10	Mr. Rakesh Kapoor	Member-Industry Representative
11	Mrs. Nirmala Vora	Member Nominated
12	Mrs. Vaishali Kothiya	IQAC Co-coordinator
13	Miss. Nishi Kapoor	Member –Nominee of Student Council
14	Mr. Kamal Mathur	Member –Nominee of Student Council




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College Development Committee Meeting

Minutes of the Meeting conducted on 19th September, 2020 (online meeting)

A meeting of all the members of the college Development Committee (CDC) was held on 19th Sept 2020 at 11.30 am (online Platform.)

Members Present:

1	Mrs. Reena. N. Mehta	Chairperson of Management
2	Mr. Narendra S Mehta	Member (Nominee of Trust)
3	Mr. Sunny. N. Mehta	Member (Director)
4	Dr. (Mrs.) Satinder Kaur Gujral	Member Secretary (Principal)
5	Dr. Jitendra Aherkar	Member Education
6	Mr. Amit Gupta	Member-Head of Department
7	Mrs. Sonal Jain	Member – Teaching Staff
8	Mr. Mahesh Ghanekar	Member- Rep. of Non-Teaching Staff
9	Mrs. Rinkle Solanki	Member- Rep. of Teaching Staff
10	Mr. Rakesh Kapoor	Member-Industry Representative
11	Mrs. Nirmala Vora	Member Nominated
12	Mrs. Vaishali Kothiya	IQAC Co-coordinator
13	Miss. Nishi Kapoor	Member –Nominee of Student Council
14	Mr. Kamal Mathur	Member –Nominee of Student Council




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The minutes of the meeting are as follows;

01	Confirmation of the minutes of the previous meeting	Read and confirmed
02	To consider and finalize the Action Plan of IQAC Workshop on IPR Placement training Student Increasing the number of Research Conference. To upload all the activities on You-Tube To Sign MOU for Faculty exchange programme.	-----
03	To approve the Academic Calendar of the year 2020-2021	Approved and being implemented
04	To present the financial statement of the year 2019-2020 and present the budget for their academic year 2020-2021	Approved and being implemented
05	To consider AAA report and plan for the implementation of recommendations.	<ul style="list-style-type: none"> • Departmental Action Plans submitted by the IQAC in the beginning of the academic year and being worked out by departments. • Workshop for IPR. • FDP for faculties for five days (GAD) • Workshop on stress management. • Seminar for career Guidance for students. • Guest lectures for Third year students.
06	Any other matter with the permission of the chair.	It was resolved that the salaries of the faculty working on clock Hour Basis




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		will be released very 10 th day of next month.
07	To review the suggestions given by Prospective Plan Committee.	Discussed the suggestions given and decided to implement in the current year.
08	Discussed on-line lectures conducted and problem faced by students and faculties.	Suggestions given by the members and decided to implement the same.
09	To discuss on audits to be conducted.	Decided to conduct Green Audit and Gender Audit.

The meeting was ended with the vote of thanks to chair and all the members present in the meeting.

Dr. Satinder Kaur Gujral
(Member Secretary, CDC)



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REF. NO. _____

DATE : 19/06/18

MINUTES OF THE MEETING

The Prospective Plan Committee meeting was held on 18th June, 2018 at 12:00 pm, Monday in Conference room. The Convenor read out the agenda for the meeting as follows:

1. Discussion on Prospective Plan for the Academic Year 2018-19.
2. Any other matter with permission.


The principal welcomed all the members for the meeting.

The Minutes of the meeting are as follows:

1. Discussed and decided to increase the capacity of Computer Lab.
2. Discussed and finalised to introduce with PG Programme in Commerce.
3. Discussed and decided to make Improvement in infrastructure & increase the number of classrooms to accommodate the new courses.
4. Discussed and decided to conduct more extension activities specially with respect to women of society.


Dr. Satinder Kaur Gujral
Member




Dr. Jitendra Ahrekar
Convenor




I/C Principal
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REF. NO. _____

DATE : 20/6/19

MINUTES OF THE MEETING


The Prospective Plan Committee meeting was held on 18th June, 2019 at 12:00 pm, Tuesday in Conference room. The Convenor read out the agenda for the meeting as follows:

1. Discussion on Prospective Plan for the Academic Year 2019-20.
2. Any other matter with permission.

The principal welcomed all the members for the meeting.

The Minutes of the meeting are as follows:

1. Discussed and decided to take Initiatives to encourage faculties to publish the research paper in UGC CARE List to promote Quality Research papers.
2. Discussed and decided to Organise and conduct Seminar/Workshop/programs on Gender Equality as initiative by IQAC.
3. Discussed and decided to conduct Faculty Development Program for the Teaching as well as Non-Teaching Staff.
4. Discussed and decided to initiate Online feedback system to make the feedback process streamlined.
5. Discussed and decided to conduct more Departmental Activities for the students.
6. Discussed and decided to inculcate E-Learning in the curriculum to make the learning more effective.


Dr. Satinder Kaur Gujral
Member


Dr. Jitendra Aherkar
Convener




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ISO Certified (9001:2015)



AAC - Accredited (B) Grade (CGPA 2.41)

NO. _____

DATE : 19/8/20

MINUTES OF THE MEETING

The Prospective Plan Committee meeting was held on 17th August, 2020 at 12:00 pm, Monday in Conference room. The Convenor read out the agenda for the meeting as follows:

1. Discussion on Prospective Plan for the Academic Year 2020-21.
2. Any other matter with permission.

The principal welcomed all the members for the meeting.

The Minutes of the meeting are as follows:

1. Discussed and decided to apply for BSc, BSc Data Science and BSc (Hospitality Studies).
2. Discussed and decided to start with Language Lab for UG & PG students.
3. Discussed and decided to arrange more Skill Based Programmes for students.
4. Discussed and decided to introduce & implement complete ERP solution for Administration, Finance and Accounts, Student Admission and Support, Examination.
5. Improvement in infrastructure to accommodate the new courses.
6. Discussed and decided to introduce organised system of performance appraisal system.
7. Discussed and decided to Expand Library facility and keep separate libraries for traditional & Self-Financed courses.

Dr. Satinder Kaur Gujral

Member

Dr. Jitendra Aherkar

Convener



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Reena Mehta College of Arts, Science
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REF. NO. _____

DATE : 23/6/21

MINUTES OF THE MEETING

The Prospective Plan Committee meeting was held on 22nd June 2021 at 12:00 pm, Tuesday in Conference room. The Convenor read out the agenda for the meeting as follows:

1. Discussion on Prospective Plan for the Academic Year 2021-22.
2. Any other matter with permission.

The principal welcomed all the members for the meeting.

The Minutes of the meeting are as follows:

1. Discussed and decided to conduct Covid vaccination drive for all the students & faculties of the college.
2. Discussed and decided to Introduce Faculty and Student Exchange program.
3. Discussed and decided to Introduce skill enhancement programs.
4. Discussed and decided to continue with the further process as the Proposal accepted by Mumbai university for Research centre.
5. Discussed and decided to Apply for more Interdisciplinary programs.
6. Discussed and decided to change the admission software and introduce complete ERP solution.
7. Discussed and decided to introduce software to be in continuous & improved linkage with alumni students.
8. Discussed and decided to introduce Entrepreneurship Cell and Incubation Centre.
9. Discussed and decided to make arrangement for playground to facilitate sports activities.



Dr. Satinder Kaur Gujral

Member



Dr. Jitendra Aherkar

Convenor



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6.2.1: Proof of completion of Perspective Plans

Perspective (with the year)	ATR (year)
1. Increased the capacity of the Computer plan (2018)	2018-2019
2. Introduce with PG Programme in Commerce (2018)	2019-20
3. Improve infrastructure & increase the number of classrooms to accommodate the new courses. (2018)	2019
4. Extension activities especially with respect to women of society. (2018)	March 2021
5. Encourage the faculties to publish the research paper in the UGC CARE list to promote Quality Research papers. (2019)	2020
6. Seminars/Workshops/Programs on Gender Equality an initiative by IQAC. (2019)	20th August 2019
7. FDP for the teaching & non-teaching staff. (2019)	15th February 2021
8. Initiate an Online feedback system to make the feedback process streamlined. (2019)	2019
9. Departmental activities for the students. (2019)	2020
10. Inculcate E-Learning in the curriculum to make the learning more effective. (2019)	2020
11. Apply for BSc., B.Sc Data Science, and B.Sc (Hospitality studies) (2020)	2021-2022
12. Start with a language lab for UG & PG students. (2020)	2021-22
13. Arrange more Skill Based Programmes for students. (2020)	5th April 2022- 12th April 2022
14. Implement a complete ERP solution for Administration, Finance and Accounts, Student Admission and Support, and Examination. (2020)	2020
15. Infrastructure to accommodate the new courses. (2020)	2021
16. Introduced an organized system of performance appraisal system. (2020)	2020
17. Expand Library facility and keep separate libraries for traditional & self-financed courses (2020)	2020-21
18. Conduct Covid Vaccination drive for all the students & faculties of the colleges.	2021



[Signature]
I/C Principal
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JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

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of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

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Section 2 (f) of the UGC Act 1956

19. Introduce faculty and student exchange programs.	2020
20. Apply for more inter-disciplinary programs.	Since 2018
21. Change the admission software and introduce a complete ERP solution.	2021-22
22. Introduce software to be in continuous & improved linkage with alumni students.	2021
23. Introduce Entrepreneurship Cell and Incubation Centre	2021-22
24. Make arrangements for playgrounds to facilitate sports activities.	In the process




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◆ Increased the capacity of the Computer plan (2018)



J. K. Jadhav
I/C Principal
Reena Mehta College of Arts, Science
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Bhayandar (West), Dist. Thane 401 101

2. Introduce with P.G. Programme in Commerce.

महाराष्ट्र शासन

विभागीय सहसंचालक, उच्च शिक्षण, कोकण विभाग, पनवेल.

शासकीय अध्यापक महाविद्यालय परिसर, पनवेल, जि. रायगड - ४१० २०६.

ई-मेल पत्ता :- jdhe.pnvl-mah@gov.in Webside :- http://jdhepanvel.org दूरध्वनी व फॅक्स नंबर (०२२) २७४५३८२०

जा.क्र.विसस/उशि/कोविप/मशि/अतिरिक्त तुकडी/२०१९/ 1439

दिनांक : २५/०६/२०१९

प्रमाणपत्र

प्रमाणित करण्यांत येते की, के. जीवनज्योत एज्युकेशन चॅरीटेबल ट्रस्टचे, रिणा मेहता कॉलेज ऑफ कॉमर्स अँड मॅनेजमेंट स्टडीज स. लं. ५७४/५, फ्लाय ओव्हर ब्रिज, १५० फीट रोड, मॅक्सस मॉल समोर, भायंदर(प), जि. ठाणे ४०१ १०१ येथे. शासन निर्णय क्रमांक : मान्यता २०१९/(१४१/१९)/मशि-४, दिनांक : १५ जून, २०१९ [अ. क्र. ४] नुसार शैक्षणिक वर्ष २०१९-२० पासून एम. कॉम. (बिझनेस मॅनेजमेंट) (०-६०) एम. कॉम. (ई-कॉमर्स) (०-६०) एम. कॉम. (अॅडव्हान्स अकॉउंटन्सी) (०-६०) या नवीन अभ्यासक्रम/विषय, अति. तुकड्या आणि विद्याशाखांना उपरोक्त शासकीय मंजूरी आदेशातील अटी व शर्तीना अनुसरून कायम विना अनुदानित तत्वावर सुरू करण्यास परवानगी देण्यांत आलेली आहे. शासन आदेशातील अटी व शर्तीप्रमाणे संस्था/ महाविद्यालयाकडून रू. १००/- च्या भारतीय गैरन्यायिक मुद्रां पेंपरवर उपरोक्त अभ्यासक्रम चालविण्यासाठी शासनाकडून भविष्यात कोणत्याही परिस्थितीत अनुदानाची मागणी केली जाणार नाही, असे हमीपत्र महाविद्यालयाकडून/ संस्थेकडून दिनांक - १८.०६.२०१९ अन्वये शासन निर्देशाप्रमाणे या कार्यालयाकडे सादर केलेले आहे.

"महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम - २०१६" अंतर्गत तरतुदीनुसार मर्यादित विद्यार्थी प्रवेश तसेच प्रवेशित विद्यार्थी संख्येच्या बिगंतवारीसह नियतकालिक आढावा, नॅक अॅक्रिडिअशन बाबत करावयाची कार्यवाही आणि विद्यापीठ अनुदान आयोगाच्या मार्गदर्शक तत्वानुसार शैक्षणिक अर्हताधारक अध्यापक वर्ग आणि अर्हताधारक व अनुभवी शिक्षकेतर कर्मचारी वर्ग नियुक्त करणे तसेच कर्मचाऱ्यांच्या वेतनाच्या अनुषंगाने उद्भवणाऱ्या तक्रारी व न्यायालयीन प्रकरणे यांविषयीचे उत्तरदायित्व स्विकारणे, आवश्यक त्या भौतिक सोयी-सुविधांची निर्मिती करणे व तपासणी दरम्यान निदर्शनास आलेल्या त्रुटींची पुर्तता करणे या अटीच्या अधिन राहून शासन मंजूरी आदेशातील मार्गदर्शक सूचना व प्रचलित नियमानुसार विद्यापीठाने या संस्थेच्या / महाविद्यालयाच्या वर उल्लेखित नवीन महाविद्यालय/ विषय/ तुकडी/ विद्याशाखा/ अभ्यासक्रमासाठी पुढील संलग्नकरण्याची प्रक्रिया सुरू करण्यास या कार्यालयाची हरकत नाही.



(डॉ. सुरेश धामणस्कर)

विभागीय सहसंचालक,

उच्च शिक्षण, कोकण विभाग, पनवेल.

स्थळ :- पनवेल

दिनांक :- २५/०६/२०१९.

प्रत :-

१. कुलसचिव, मुंबई विद्यापीठ, फोर्ट, मुंबई - ३२ / एस.एन.डी.टी. महिला विद्यापीठ, चर्चगेट, मुंबई - २० यांना सूचित करण्यात येते की; विद्यापीठांनी त्यांच्या संलग्नकरणात येत असलेल्या या महाविद्यालयाच्या वरील मंजूरी मिळालेल्या अभ्यासक्रमांचे / विद्याशाखांचे विद्यार्थी शैक्षणिक शुल्क, विद्यार्थ्यांना पुरविण्यात येणाऱ्या भौतिक सुविधा, पात्रताधारक अध्यापक वर्ग व तत्सम स्वरूपाच्या आवश्यक असणारे बाबी व इमारत, वर्ग खोल्या, पुरेशी आसन व्यवस्था उ. बाबी पूर्ण करण्याच्या सूचना, तसेच बार कौन्सिल ऑफ इंडिया, एन.सी.टी.ई / ए.आय.सी.टी.ई., नॅक यांचेकडील ना- हरकत प्रमाणपत्र तात्काळ प्राप्त करण्याच्या सूचना पन्शुचः उपरोक्त संस्थेच्या निदर्शनास आणून द्याव्यात.

उपरोक्त मान्यता नवीन महाविद्यालय/ अभ्यासक्रम/ विद्याशाखा/ विषय/ तुकड्या सुरू करण्यात आलेल्या महाविद्यालयांनी ज्यांची स्थापना होऊन ५ वर्षे झाली आहेत त्यांनी एक वर्षात व ज्यांची ५ वर्षे झालेली नाहीत त्यांची ५ वर्षे पूर्ण होताच एक वर्षात नॅक अॅक्रिडिअशन प्राप्त करून घ्यावे व ते या कालावधीत न मिळविल्यास सदर विद्याशाखा मान्यता आपोआप रद्द होईल. तसेच शासन निर्णयानुसार कळविण्यात आल्याप्रमाणे शासनाने दिलेल्या अटी व शर्ती यांचे पालन होते किंवा नाही याबाबत खात्री करून संलग्नकरणाचा अहवाल शासनास व संचालनालयास पाठवून केलेल्या कार्यवाहीची प्रत या कार्यालयास पाठवावी.




I/C Principal
Reena Mehta College of Arts, Science
Commerce & Mgt. Studies
Bhayandar (West), Dist. Thane 401 101

University of Mumbai



AFFILIATION SECTION

No. Aff/ICD/2019-20/ 754
26 June, 2019.

To,
✓ The Principal,
Jeevan Jyot Educational Charitable Trust's,
Reena Mehta college of Commerce & Management Studies,
S. No 574/5, Near Fly-Over Bridge,
150 feet road, Geeta Nagar,
Bhayander (W), Dist-Thane- 401 101.

Sub:- Permission for Extension of Affiliation for (1) New Course and (2) Additional Division from the academic year 2019-20.

- Ref:- १) शासन आदेश क्र. मान्यता २०१९/(१४१/१९)/मशि-४, दिनांक १५ जून, २०१९.
२) शासन आदेश क्र. मान्यता २०१९/(१३४/१९)/मशि-४, दिनांक १५ जून, २०१९
३) Director of Higher Education Letter No. विससं/उशि/कोविप/मशि/ अतिरिक्त तुकडी/२०१९/१४३९ दिनांक २५ जून, २०१९.
४) Director of Higher Education Letter No. विससं/उशि/कोविप/मशि/ अतिरिक्त तुकडी/२०१९/१४४० दिनांक २५ जून, २०१९.

Madam/Sir,

This has reference to your application for Extension of Affiliation for (1) New Course of M. Com. (Business Management (0-60), M. Com. (E-Commerce) (0-60), M. Com. (Advanced Accountancy) (0-60) and (2) Additional Division of Bachelor of Commerce (B.Com.) (one additional division), Bachelor of Management Studies (B.M.S.) (one additional division), B.Com (Accounting & Finance) (one additional division) and B. Com. (Banking & Insurance) (one additional division) degree courses from the academic year 2019-20.

In this connection, I am to inform you that the Higher and Technical Education Department, Government of Maharashtra, vide शासन आदेश क्र. मान्यता २०१९/(१४१/१९)/मशि-४, दिनांक १५ जून, २०१९ आणि मान्यता २०१९/(१३४/१९)/मशि-४, दिनांक १५ जून, २०१९ has given the permission for Extension of Affiliation for (1) New Course of M. Com. (Business Management (0-60), M. Com. (E-Commerce) (0-60), M. Com. (Advanced Accountancy) (0-60) and (2) Additional Division of Bachelor of Commerce (B.Com.) (one additional division), Bachelor of Management Studies (B.M.S.) (one additional division), B.Com (Accounting & Finance) (one additional division) and B. Com. (Banking & Insurance) (one additional division) degree courses from the academic year 2019-20 under the provisions of Maharashtra Public Universities Act, 2016 under Section 109, subject to terms and condition laid down in the above order.



2/-

[Signature]
I/C Principal
Reena Mehta College of Arts, Science
Commerce & Mgf. Studies
Bhayandar (West), Dist. Thane 401 101

University of Mumbai



College Affiliations &
Development Department
No. Aff/ICD/2021-22/ 318
09th July, 2021.

To,
The Principal,
Jeevan Joyt Educational Charitable Trust's
Reena Mehta college of Commerce Management Studies,
S. No 574/5, Near Fly-Over Bridge,
150 feet road, Geeta Nagar,
Bhayander (W),
Thane- 401 101.

Sub:- Permission for Extension of New Course a from the academic year 2021-22.

Ref:- १) शासन आदेश क्र. एनजीसी २०२१/(१०५/२१)/मशि-४, दिनांक १५ जून, २०२१.
२) महाराष्ट्र शासन, विभागीय सहसंचालक, उच्च शिक्षण, कोकण विभाग यांचे प्रमाणपत्र. विससं/
उशि/कोविप/मशि/२०२१/१२९६, दिनांक ३० जून, २०२१.

Sir/ Madam,


This has reference to your letter No. RMC/2303/2021-22, dated 30th June, 2021 requesting Extension of New Courses of (1) B. Sc. (0-120) (2) B. Sc. (Hospitality Studies) (0-60) & (3) B. Sc. (Data Science) (0-60) from the academic year 2021-22.

In this connection, I am to inform you that the Higher and Technical Education Department, Government of Maharashtra, vide एनजीसी २०२१/(१०५/२१)/मशि-४, दिनांक १५ जून, २०२१ has given the permission for New Courses of (1) B. Sc. (0-120) (2) B. Sc. (Hospitality Studies) (0-60) & (3) B. Sc. (Data Science) (0-60) from the academic year 2021-22 **on permanently non granted basis** under the provisions of Maharashtra Public Universities Act, 2016 under Section 109, subject to terms and condition laid down in the above order.

I am therefore, directed to inform you that your college has been granted permission for Extension of New Courses of (1) B. Sc. (0-120) (2) B. Sc. (Hospitality Studies) (0-60) & (3) B. Sc. (Data Science) (0-60) from the academic year 2021-22 **on permanently non granted basis** on the conditions mentioned below by the aforesaid Government Resolution, Rules & Regulations and directions issued by the University from time to time, and subject to the condition that the decision of academic council on the report of Local Inquiry Committee to be appointed by the University.

महाविद्यालयाने कोणत्याही परिस्थितीत मंजूर प्रवेश क्षमतेपेक्षा जास्त प्रवेश देऊ नयेत.




2/-
I/C Principal
Reena Mehta College of Arts, Science
Commerce & Mgf. Studies
Bhayandar (West), Dist. Thane 401 101

शैक्षणिक वर्ष २०१९-२० :

अस्तित्वात असलेल्या महाविद्यालयांमध्ये
नवीन अभ्यासक्रम/ विषय, अति. तुकड्या, आणि
विद्याशाखांना मान्यता देणेबाबत.

महाराष्ट्र शासन
उच्च व तंत्र शिक्षण विभाग
शासन आदेश क्रमांक मान्यता २०१९/(१४१/१९)/मशि-४
मंत्रालय विस्तार भवन, मुंबई ४०००३२
दिनांक: १५ जून, २०१९.

संदर्भ : शासन निर्णय क्र. एनजीसी-२०१७/(२०८/१७)/मशि-४, दि. १३.०९.२०१७.

शासन आदेश

महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील कलम १०९ आणि संदर्भाधीन शासन निर्णयान्वये विहित केलेल्या कार्यपद्धतीनुसार राज्यातील अकृषि विद्यापीठांनी शैक्षणिक वर्ष २०१९-२० साठी नवीन अभ्यासक्रम/ विषय, अति. तुकड्या आणि विद्याशाखांचे प्रस्ताव मान्यतेसाठी शासनाकडे सादर केले आहेत. सदर प्रस्तावांची संदर्भाधीन शासन निर्णयान्वये विहित केलेल्या निकषांनुसार छाननी करण्यात आली. विद्यापीठांच्या शिफारशीच्या अनुषंगाने शासन स्तरावर केलेली छाननीनुसार पात्र ठरलेल्या प्रस्तावांना महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील कलम १०९ (४) (घ) खालील परंतुकान्वये शासनास प्राप्त अधिकारानुसार अस्तित्वात असलेल्या महाविद्यालयात पुढील विवरणात नमूद केल्यानुसार नवीन अभ्यासक्रम/ विषय, अति. तुकड्या आणि विद्याशाखांना खालील अटी व शर्तीच्या अधिन राहून कायम विना अनुदान तत्वावर मंजूरी देण्यात येत आहे.

अ.क्र.	क्रमांक	संस्थेचे/महाविद्यालयाचे नाव	प्रस्तावित नवीन अभ्यासक्रम/ तुकडी/ विद्याशाखा
१	२	३	४
अतिरिक्त तुकडी			
मुंबई विद्यापीठ, मुंबई			
१	१	ठाकूर एज्युकेशनल ट्रस्ट चे ठाकूर रामनारायण कॉलेज ऑफ लॉ, दहिसर (पू.), मुंबई -४०० ०६८.	विधी (३ वर्ष) (६०-१२०) विधी (५ वर्ष) (६०-१२०)
२	२	श्री. हरी एज्युकेशनल ट्रस्टचे सेंट रॉक डिग्री कॉलेज ऑफ लॉ. एम.एम.सी. स्कुल बिल्डींग, एक्सर तलाव, बोरीवली मुंबई ४०००९२	विधी (३ वर्ष) (६०-१२०) विधी (५ वर्ष) (६०-१२०)
३	३.	सेंट विल्फ्रेड एज्युकेशन सोसायटीचे सेंट विल्फ्रेड कॉलेज ऑफ लॉ. शेंडूग टोल नाक्याजवळ, जूना मुंबई पुणे हाय-वे, ता. पनवेल, जि. रायगड	विधी (३ वर्ष) (१२०-१८०) विधी (५ वर्ष) (१२०-१८०)




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अ.क्र.	क्रमांक	संस्थेचे/महाविद्यालयाचे नाव	प्रस्तावित नवीन अभ्यासक्रम/ तुकडी/ विद्याशाखा
१	२	३	४
नविन अभ्यासक्रम			
मुंबई विद्यापीठ, मुंबई			
४	१	कमळगोरी हिरु पाटील शिक्षण संस्थेचे सदगुरु वामनबाबा आर्टस, कॉमर्स अँड सायन्स कॉलेज प्लॉट नं.२९, सेक्टर-११, तळोजा, ता.पनवेल, जि. रायगड	एम.कॉम (अॅडव्हान्स अकॉउंटन्सी) (०-६०)
५	२	चेंबूर कर्नाटका संघाचे चेंबूर कर्नाटका कॉलेज ऑफ लॉ, विद्यासागर, घाटला, चेंबूर, मुंबई	एल.एल.एम.
६	३	मुंब्रा शिक्षण प्रसारक मंडळाचे जी.आर. कॉलेज ऑफ आर्ट, सायन्स, कॉमर्स, कल्याण शिळ रोड, सोनारपाडा, डोंबिवली (प.), ठाणे ४२१२०४	बी. एस्सी. (कॉम्प्युटर सायन्स) (०-६०)
७	४	जीवन ज्योत एज्युकेशन चॅरिटेबल ट्रस्टचे, रीणा मेहता कॉलेज ऑफ कॉमर्स अँड मॅनेजमेंट स्टडीज स. लं. ५४७/५, फ्लाय ओव्हर ब्रीज, १५० फीट रोड, मॅक्सस मॉल समोर, भायंदर (प.) जि. ठाणे ४०१ १०१	एम.कॉम. (विझनेस मॅनेजमेंट) (०-६०) एम.कॉम. (ई- कॉमर्स) (०-६०) एम.कॉम (अॅडव्हान्स अकॉउंटन्सी) (०-६०)
८	५	शिवतेज आरोग्य सेवा संस्थेचे सिद्धयोग विधी महाविद्यालय, ता. खेड, जि. रत्नागिरी. ४१५७०९	विधी (३ वर्ष) (०-६०)
९	६	श्री. ज्ञानराज माऊली शिक्षण सेवा मंडळाचे अचिहर्स कॉलेज ऑफ कॉमर्स अँड मॅनेजमेंट (नाईट कॉलेज), जयभगवान टॉवर, मुरलीघर आळी, टिळक चौक, परनाका, कल्याण (प.) जि. ठाणे ४२१३०१	एम.कॉम (अॅडव्हान्स अकॉउंटन्सी) (०-६०)
१०	७	ठाकूर एज्युकेशनल ट्रस्ट चे ठाकूर रामनारायण कॉलेज ऑफ लॉ, दहिसर (प.), मुंबई -४०० ०६८.	एल.एल. एम.
स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड			
११	१	श्री. हरिहर प्रतिष्ठाण संचलित गोविंदलाल कन्हैयालाल जोशी रात्र वाणिज्य महाविद्यालय, लातूर	एम.कॉम.
विद्याशाखा			
मुंबई विद्यापीठ, मुंबई			
१२	१	श्री. ज्ञानराज माऊली शिक्षण सेवा मंडळाचे अचिहर्स कॉलेज ऑफ कॉमर्स अँड मॅनेजमेंट (नाईट कॉलेज), जयभगवान टॉवर, मुरलीघर आळी, टिळक चौक, परनाका, कल्याण (प.) जि. ठाणे ४२१३०१	बी.एम.एम.(०-६०) बी.एस्सी. (आय.टी.) (०-६०)

पृष्ठ ४ पैकी २




 I/C Principal
 Reena Mehta College of Arts, Science
 Commerce & Mgt. Studies
 Bhayandar (West), Dist. Thane 401 101

अ.क्र.	क्रमांक	संस्थेचे/महाविद्यालयाचे नाव	प्रस्तावित नवीन अभ्यासक्रम/ तुकडी/ विद्याशाखा
१	२	३	४
एस.एन.डी.टी. महिला विद्यापीठ, मुंबई			
१३	१	मातोश्री पार्वतीबाई महिला कला महाविद्यालय, गंगापूर जि. औरंगाबाद	वाणिज्य व विज्ञान

२. अटी व शर्ती :-

१. अस्तित्वात असलेल्या ज्या महाविद्यालयात नवीन अभ्यासक्रम/ विषय, अति. तुकड्या आणि विद्याशाखा मंजूर करण्यात आलेल्या आहेत, त्या महाविद्यालयाने त्यांच्या विभागीय सहसंचालकांकडे ते भविष्यात कोणत्याही परिस्थितीत अनुदानाची मागणी करणार नाहीत असे हमीपत्र रु. १००/- च्या नॉन ज्युडीशियल स्टॅप पेपरवर सादर करावे.
 २. महाविद्यालयाने हमीपत्र सादर केल्याशिवाय किंवा तसे विभागीय सहसंचालकांचे प्रमाणपत्र प्राप्त झाल्याशिवाय संबंधित विद्यापीठाने संलग्नतेची प्रक्रिया सुरु करू नये.
 ३. महाविद्यालयांनी, संबंधित विद्यापीठाने विहित केलेल्या निकषांनुसार व विद्यापीठ अनुदान आयोगाने विहित केलेल्या शैक्षणिक पात्रतेनुसार अध्यापक / कर्मचारी वर्ग नेमणे आवश्यक असून, इतर सर्व आवश्यक पायाभूत सोयी उपलब्ध कराव्यात व त्याची खात्री विभागीय सहसंचालकांनी ३० ऑगस्ट पर्यंत करावी आणि तदनंतरच उपरोक्त अट क्र. २ मधील प्रमाणपत्र विद्यापीठास द्यावे.
 ४. महाविद्यालयाने कोणत्याही परिस्थितीत मंजूर प्रवेश क्षमतेपेक्षा जास्त प्रवेश देऊ नयेत.
 ५. विद्यापीठ अनुदान आयोगाच्या (ऑफिलिएशन ऑफ कॉलेजस बाय युनिव्हर्सिटीज) रेग्युलेशन २००९ मध्ये महाविद्यालयांना संलग्नीकरण देण्याबाबत विहित निकषांची पूर्तता केल्याशिवाय संबंधित महाविद्यालयांतील नवीन अभ्यासक्रम/ विषय, अति. तुकड्या आणि विद्याशाखांना संलग्नीकरण देण्याची कार्यवाही विद्यापीठाने करू नये.
 ६. संबंधित विद्यापीठांनी, वरील विवरणपत्रातील महाविद्यालयांनी प्रकरणपरत्वे नॅक मुल्यांकन/ पुनर्मुल्यांकन करून घेण्यासाठी पाठपुरावा करावा.
३. विद्यापीठांनी संलग्नीकरण देण्याबाबत आवश्यक असलेली पुढील कार्यवाही करण्यापूर्वी शासन मान्यता आदेशांचे अवलोकन केल्याशिवाय व विभागीय सहसंचालकाचे अट क्रमांक २ मधील प्रमाणपत्र मिळाल्याशिवाय संलग्नता देण्याची प्रक्रिया सुरु करू नये. विद्यापीठांनी संलग्नतेबाबतचा पूर्तता अहवाल संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे व संबंधित विभागीय सहसंचालक, उच्च शिक्षण यांना पाठवावा.
४. संबंधित विद्यापीठांनी व विभागीय सहसंचालकांनी मंजूर करण्यात आलेल्या अतिरिक्त तुकड्यांचा नियतकालिक आढावा घेऊन सदर अतिरिक्त तुकड्यांमध्ये मंजूर विद्यार्थी संख्येच्या ५०% किंवा त्यापेक्षा कमी विद्यार्थी दिसून आल्यास सदर अतिरिक्त तुकड्यांची मान्यता रद्द समजून तसे शासन व विद्यापीठाच्या माहितीने विभागीय सहसंचालकांनी आदेश काढावेत. मा. उच्च न्यायालयाच्या नागपूर खंडपीठ, नागपूर येथे दाखल झालेल्या याचिका क्रमांक २४४६/२०१३ व २४४८/२०१३ मध्ये

पृष्ठ ४ पैकी ३



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उपस्थित केलेल्या बाबी विचारात घेता या अटी संदर्भात आवश्यक ती कार्यवाही करण्याची जबाबदारी संबंधित विद्यापीठ व विभागीय सहसंचालक यांची राहिल.

सदर शासन आदेश महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०१९०६१५१२१७१८२७०८ असा आहे. हा आदेश डिजिटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

**Dattatray Vasantrao
kharke**

Digitally signed by Dattatray Vasantrao Kharke
DN: cn=, o=Government of Maharashtra, ou=Higher And Technical
Education Department, postalCode=400032, st=Maharashtra,
2.5.4.20=d5988808eb5ed37ae09d78ff05921827123426ec3977a747
6478ce183bed79d, cn=Dattatray Vasantrao Kharke
Date: 2019.06.17 18:31:14 +05'30'

(द.व. खारके)

कक्ष अधिकारी, महाराष्ट्र शासन

प्रत,

- १) कुलसचिव, सर्व अकृषी विद्यापीठे, महाराष्ट्र राज्य.
- २) संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे.
- ३) सर्व विभागीय सहसंचालक, उच्च शिक्षण, महाराष्ट्र राज्य.
- ४) संबंधित संस्था, (विद्यापीठामार्फत)
- ५) निवड नस्ती (मशि-४)




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♦ Improve infrastructure & increase the number of classrooms to accommodate the new courses. (2018)



2017-18



2018-19




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2020-21



Principal
I/C Principal
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Commerce & Mgt. Studies
Bhayandar (West), Dist. Thane 401 101



[Handwritten Signature]
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◆ Extension activities especially with respect to women of society. (2018)

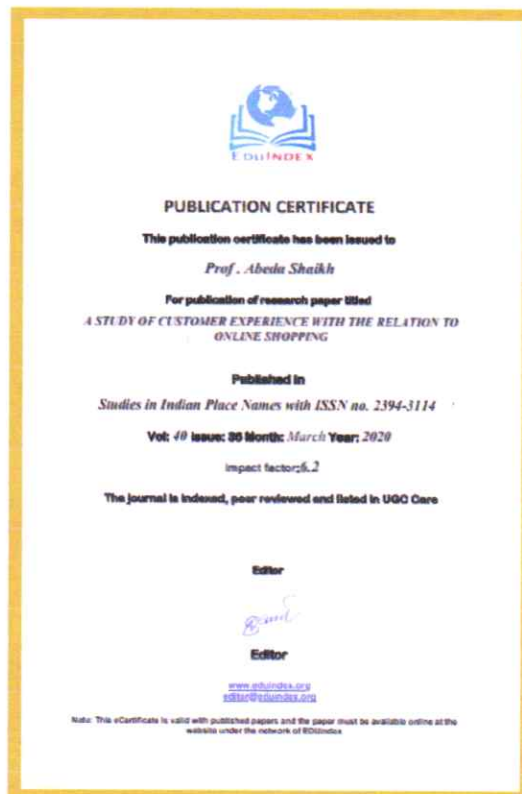
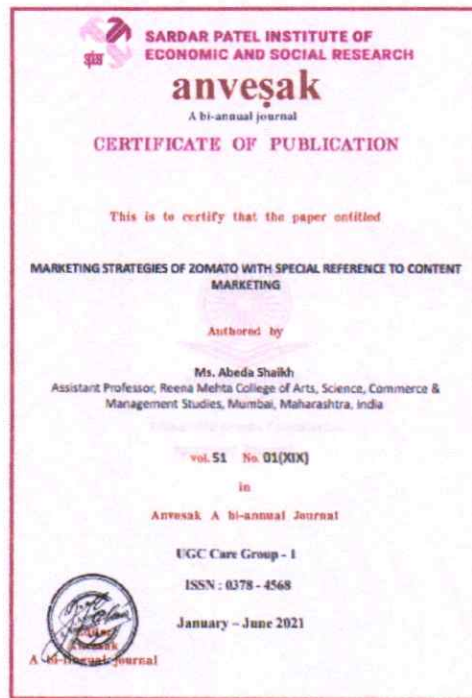




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◆ Encourage the faculties to publish the research paper in the UGC CARE list to promote Quality Research papers. (2019)




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◆ Seminars/Workshops/Programs on Gender Equality an initiative by IQAC. (2019)

Jeevan Jyoti Educational Charitable Trust
RMC Reena Mehta College of Arts, Science, Commerce
& Management Studies
(Affiliated to University of Mumbai)

Internal Quality Assurance Cell
Organizes

Faculty Development Programme
on
Intellectual Property Rights
&
Gender Equality

20th August (10:30 AM - 12:30PM)

Venue
Reena Mehta College Auditorium
150ft Road, Nr. Fly Over, Bhayander (W) Thane - 401101

Resource Person

Session I (Intellectual Property Rights) Prof. Sheetal Kumar Setia	Session II (Gender Equality) Dr. Swati Rautela
--	--

Contact Person
Mrs. Urmila Chauhan - 8108341953
Miss. Amruta Pawar - 9004746521

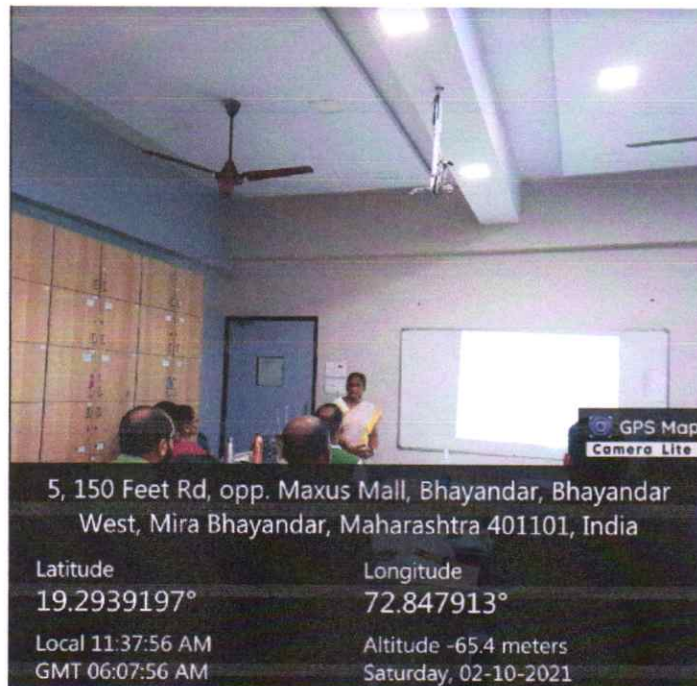
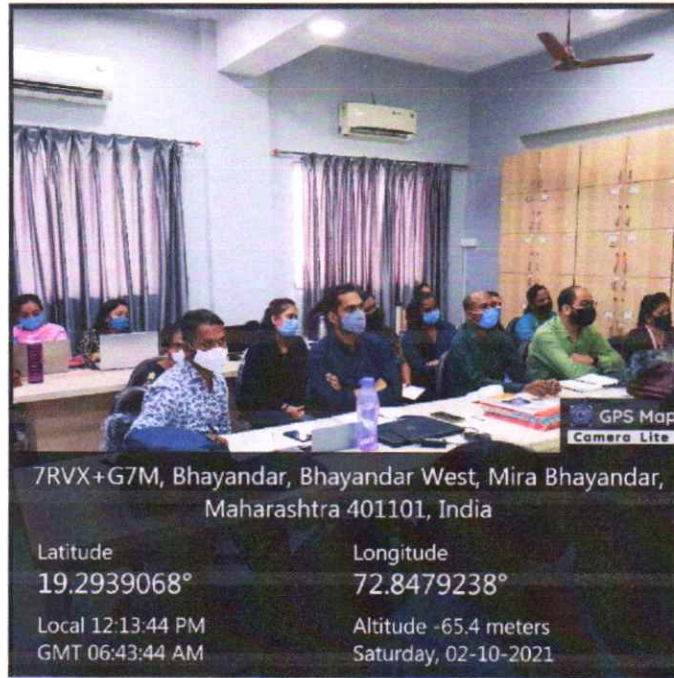
Registration Fess for Faculties - 150/-
Registration Fess for Students - 100/-

Last date of Registration 18th August, 2019



Swati
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◆ FDP for the teaching & non-teaching staff.




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◆ Initiate an Online feedback system to streamline the feedback process. (2019)



Jeevan-Jyot Educational Charitable Trust
Reena Mehta College of Arts, Commerce, Science & Management Studies
(Affiliated to University of Mumbai, NAAC Accredited, ISO 9001:2015 Certified, Recognised by U.G.C. under section 2(F) of the U.G.C. Act)

Home | About Us | Courses | Student's Corner | NAAC | Committees | Alumni | Activities | Feedback | NIRF | Research | Library

Notice forums offline recruitment drive on 29-06-2022* *Revised NAAC Institutional Accreditation Report (ISSR) - 2021

Student Feedback

Teacher Feedback

Alumni Feedback

Employer Feedback

Student Satisfaction Survey



Student Login page

Enter Email id :

Enter Password :




Teacher Login page

Enter Email id :

Enter Password :




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◆ Departmental activities for the students. (2019)

JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST
REENA MEHTA COLLEGE
of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES
Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority
Section 2 (f) of the UGC Act 1956

Bachelor of Management Studies (BMS)
Presents
Webinar on;
Decoding Union Budget 2022-2023
Resource Person: **Mr. Akash Deshmukh**
Date: 11th February, 2022
Time: 12 P.M. Onwards

Ms. Sonal Jain
HOD BMS

Dr. (Mrs) Satinder Kaur Gujral
I/C Principal



Satinder Kaur Gujral
I/C Principal
Reena Mehta College of Arts, Science
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Bhayandar (West), Dist. Thane 401 101

◆ Inculcate E-Learning in the curriculum to make the learning more effective. (2019)

ferences.pdf Open with Google Docs

COMMITTEES AND CONFERENCES

Committees

The Committees are the association of organizational people who come together to analyze, investigate and discuss the issues of concern and reach to the final conclusion. The committees are usually formed at different levels in the organization.

The major purpose behind the use of the committee is to pool the knowledge and experience of each member such that effective decision is made.

Types of Committees


On the basis of time

1. Standing Committee :

Committee with a continued existence. committees generally are standing on a continuing basis. Budget and finance

Page 1 / 15

What is Meeting ?



Meaning:

- A meeting is coming together of a number of persons at a certain time and place for discussion.
- Defined in a different way, it is a gathering together of two or more persons in order to discuss matters of common concern, in order to arrive at a decision.
- These are held in order to discuss, collaborate joint projects, for ideas, solve problems collectively and to arrive at

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Shubay
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महाराष्ट्र शासन

विभागीय सहसंचालक, उच्च शिक्षण, कोकण विभाग, पनवेल.

शासकीय अध्यापक महाविद्यालय परिसर, पनवेल, जि. रायगड - ४१० २०६.

ई-मेल पत्ता :- jdhe.pnvl-mah@gov.in Website :- http://jdhepanvel.org दूरध्वनी व फॅक्स नंबर (०२२) २७४५३८२०

जा.क्र.विससं/उशि/कोविप/मशि/२०२१/ 1296

दिनांक :- २२/०६/२०२१

30/6/2021

प्रति,

अध्यक्ष/सचिव/प्राचार्य,

जीवनज्योत एज्युकेशन चॅरीटेबल ट्रस्टचे,

रीणा मेहता कॉलेज ऑफ कॉमर्स अँड मॅनेजमेंट स्टडीज एस नं ५७४/५,

फ्लाय ओवर ब्रिज, १५० फिट रोड, भाईंदर, जि ठाणे.

विषय :- नवीन अभ्यासक्रम/विषय/विशेषस्तर विषय, अतिरिक्त तुकडी, नविन विद्याशाखांना संलग्नीकरीता प्रमाणपत्र मिळणेबाबत...

संदर्भ :- १. शासन आदेश क्रमांक : एनजीसी २०२१/(१०५/२१)/मशि-४, दिनांक :- १५ जून, २०२१.

२. शासन आदेश क्र. एनजीसी २०१७/(२०८/१७)/मशि-४, दि. १३/०९/२०१७.

३. आपले पत्र क्र. RMC/२२८३/२०२१-२२, दि. २१/०६/२०२१.

उपरोक्त विषयाबाबतच्या संदर्भीय क्र. १ च्या शासन आदेशान्वये आपल्या महाविद्यालयास शैक्षणिक वर्ष २०२१-२२ पासून नवीन अभ्यासक्रम १) बी.एस्सी (०-१२०) २) बी. एस्सी (हॉस्पिटॅलिटी स्टडीज) (०-६०) ३) बी. एस्सी (डेटा सायन्स) (०-६०) यां नविन अभ्यासक्रमास मंजूरी देण्यात आलेली आहे. सदर नविन अभ्यासक्रमास खालील अटी व शर्तीची पूर्तता करण्याच्या अधीन राहून प्रमाणपत्र निर्गमित करण्यात येत आहे.

१. शासन निर्णय दि. १३ सप्टेंबर, २०१७ मधील निकषांची पूर्तता करण्याची जबाबदारी संस्था/महाविद्यालय यांची राहिल.

२. विद्यापीठ अनुदान आयोगाच्या मार्गदर्शक तत्वानुसार शैक्षणिक अर्हताधारक अध्यापक वर्ग आणि अर्हताधारक व अनुभवी शिक्षकेतर कर्मचारी वर्ग नियुक्त करणे तसेच कर्मचाऱ्यांच्या वेतनाच्या अनुषंगाने उद्भवणाऱ्या तक्रारी व न्यायालयीन प्रकरणे यांविषयीचे उत्तरदायित्व स्विकारणे, विद्यार्थ्यांना पुरविण्यात येणाऱ्या आवश्यक त्या भौतिक सोयी-सुविधा अंशतः अपूर्ण असल्यास नवीन अभ्यासक्रम/विषय/विशेषस्तर विषय, अतिरिक्त तुकडी, नविन विद्याशाखा सुरु होण्यापूर्वी करण्याबाबतची जबाबदारी संस्था/महाविद्यालय यांची राहिल.


(डॉ. संजय जगताप)

विभागीय सहसंचालक,

उच्च शिक्षण, कोकण विभाग, पनवेल

प्रत :- कुलसचिव, मुंबई विद्यापीठ, मुंबई -३२ यांना माहितीस्तव व योग्य त्या पुढील कार्यवाहीस्तव सादर.




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I am further to inform you that if you start the above mentioned New Courses from the academic year 2021-22, please make an application for continuation and Natural growth of affiliation for the Second year of the said faculty in the prescribed form as per Circular No. Aff.Recog./ICC/2012-13/17 dated 24th August, 2012 and make the payment of affiliation fees in the name of the Finance and Accounts Officer, University of Mumbai. A copy of the circular No. Aff./Recog.I/ 189 of 2008 dated 17th May, 2008 is attached herewith for your information.

A copy of the University Circular No. Aff.Recog.II/49, dated 4th February, 1987 regarding 0.2802 preventing the colleges and the Managements of the colleges from accepting donation or capitation fee for admission of student in the colleges is enclosed herewith for your perusal and information.

Yours faithfully,



(Deepak Wasave)
Deputy Registrar

College Affiliations & Development Department



I/C Principal
Reena Mehta College of Arts, Science
Commerce & Mgf. Studies
Bhayandar (West), Dist. Thane 401 101

महाराष्ट्र शासन

विभागीय सहसंचालक, उच्च शिक्षण, कोकण विभाग, पनवेल.

शासकीय अध्यापक महाविद्यालय परिसर, पनवेल, जि. रायगड - ४१० २०६.

ई-मेल पत्ता :- jdhe.pnvl-mah@gov.in Website :- http://jdhepanvel.org दूरध्वनी व फॅक्स नंबर (०२२) २७४५३८२०

जा.क्र.विसस/उशि/कोविप/मशि/२०२१/ 1296

दिनांक : 30/06/2021

प्रमाणपत्र

प्रमाणित करण्यांत येते की, जीवनज्योत एज्युकेशन चॅरीटेबल ट्रस्टचे रीणा मेहता कॉलेज ऑफ कॉमर्स अँड मॅनेजमेंट स्टडीज एस नं ५७४/५, फ्लाय ओवर ब्रिज, १५० फिट रोड, भाईदर, जि ठाणे या अस्तित्वात असलेल्या महाविद्यालयांमध्ये शैक्षणिक वर्ष २०२१-२२ पासून शासन आदेश क्रमांक : एनजीसी २०२१/(१०५/२१)/मशि-४, दिनांक :- १५ जून, २०२१ [अ. क्र. ११] नुसार नवीन अभ्यासक्रम १) बी.एस्सी (०-१२०) २) बी. एस्सी (हॉस्पिटॅलिटी स्टडीज) (०-६०) ३) बी. एस्सी (डेटा सायन्स) (०-६०) या नवीन अभ्यासक्रमास उपरोक्त शासन मंजूरी आदेशातील अटी व शर्तीना अनुसरून कायम विना अनुदानित तत्वावर सुरू करण्यास परवानगी देण्यांत आलेली आहे. शासन आदेशातील अटी व शर्तीप्रमाणे संस्था/ महाविद्यालयाकडून रु. १००/- च्या भारतीय गैरन्यायिक मुद्रांक पेपरवर उपरोक्त अभ्यासक्रम चालविण्यासाठी शासनाकडून भविष्यात कोणत्याही परिस्थितीत अनुदानाची मागणी केली जाणार नाही, असे हमीपत्र महाविद्यालयाकडून/संस्थेकडून दिनांक- २१.०६.२०२१ अन्वये शासन निर्देशाप्रमाणे या कार्यालयाकडे सादर केलेले आहे.

"महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम - २०१६" अंतर्गत तरतुदीनुसार मर्यादित विद्यार्थी प्रवेश तसेच प्रवेशित विद्यार्थी संख्येच्या बिगंतवारीसह नियतकालिक आढावा, नॅक अॅक्रिडिअशन बाबत करावयाची कार्यवाही आणि विद्यापीठ अनुदान आयोगाच्या मार्गदर्शक तत्वानुसार शैक्षणिक अर्हताधारक अध्यापक वर्ग आणि अर्हताधारक व अनुभवी शिक्षकेतर कर्मचारी वर्ग नियुक्त करणे तसेच कर्मचाऱ्यांच्या वेतनाच्या अनुषंगाने उद्भवणाऱ्या तक्रारी व न्यायालयीन प्रकरणे यांविषयीचे उत्तरदायित्व स्विकारणे, आवश्यक त्या भौतिक सोयी-सुविधांची निर्मिती करणे व तपासणी दरम्यान निदर्शनास आलेल्या त्रुटींची पुर्तता करणे या अटींच्या अधिन राहून शासन मंजूरी आदेशातील मार्गदर्शक सूचना व प्रचलित नियमानुसार विद्यापीठाने या संस्थेच्या / महाविद्यालयाच्या वर उल्लेखित नवीन महाविद्यालय/ विषय/ तुकडी/ विद्याशाखा/ अभ्यासक्रमासाठी पुढील संलग्नकरण्याची प्रक्रिया सुरू करण्यास या कार्यालयाची हरकत नाही.

(डॉ. संजय जगन्नाथ)

विभागीय सहसंचालक,
उच्च शिक्षण, कोकण विभाग, पनवेल.

स्थळ :- पनवेल

दिनांक :- 30/06/2021.

प्रत :-

१. कुलसचिव, मुंबई विद्यापीठ, फोर्ट, मुंबई -३२ / एस.एन.डी.टी. महिला विद्यापीठ, चर्चगेट, मुंबई - २० यांना सूचित करण्यात येते की, विद्यापीठांनी त्यांच्या संलग्नकरणात येत असलेल्या या महाविद्यालयाच्या वरील मंजूरी मिळालेल्या अभ्यासक्रमांचे / विद्याशाखांचे विहित शैक्षणिक शुल्क, विद्यार्थ्यांना पुरविण्यात येणाऱ्या भौतिक सुविधा, पात्रताधारक अध्यापक वर्ग व तत्सम स्वरूपाच्या आवश्यक असणाऱ्या बाबी व इमारत, वर्ग खोल्या, पुरेशी आसन व्यवस्था उ. बाबी पूर्ण करण्याच्या सूचना, तसेच शासन निर्णय २ सप्टेंबर, २०१३ मधील निकषांची पुर्तता करण्याची जबाबदारी संस्था/महाविद्यालय यांची राहिल, याबाबत उपरोक्त संस्थेच्या निदर्शनास आणून द्याव्यात.

उपरोक्त मान्यता नवीन महाविद्यालय/ अभ्यासक्रम/ विद्याशाखा/ विषय/ तुकड्या सुरू करण्यात आलेल्या महाविद्यालयांनी ज्यांची स्थापना होऊन ५ वर्षे झाली आहेत त्यांनी एक वर्षात व ज्यांची ५ वर्षे झालेली नाहीत त्यांची ५ वर्षे पूर्ण होताच एक वर्षात नॅक अॅक्रिडिअशन प्राप्त करून घ्यावे व ते या कालावधीत न मिळविल्यास सदर विद्याशाखा मान्यता आपोआप रद्द होईल. तसेच शासन निर्णयानुसार कळविण्यात आल्याप्रमाणे शासनाने दिलेल्या अटी व शर्ती यांचे पालन होते किंवा नाही याबाबत खात्री करून संलग्नकरणाचा अहवाल शासनास व संचालनालयास पाठवून केलेल्या कार्यवाहीची प्रत या कार्यालयास पाठवावी.



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महाराष्ट्र शासन

विभागीय सहसंचालक, उच्च शिक्षण, कोकण विभाग, पनवेल.

शासकीय अभ्यासक महाविद्यालय परिसर, पनवेल, जि. रायगड - ४१७ १०६.

ई-मेल पत्ता :- jdhe.pnvl-mah@gov.in Website :- http://jdhepanvel.org दूरध्वनी व फॅक्स नंबर (०२२) २०४५३८२०

आ.क्र.विसस/उश/कोविप/मांश/२०२१/१२५६

दिनांक : २२/०६/२०२१

प्रति,

अध्यक्ष/सचिव/प्राचार्य,

जीवनज्योत एज्युकेशन चॅरीटेबल ट्रस्टचे,

रीणा मेहता कॉलेज ऑफ कॉमर्स अँड मॅनेजमेंट स्टडीज एस नं ५७४/५,

पत्नाय ओवर ब्रिज, १५० फिट रोड, भाईंदर, जि ठाणे.

विषय :- नवीन अभ्यासक्रम/विषय/विशेषस्तर विषय, अतिरिक्त तुकडी, नविन विद्याशाखांना संलग्नीकरीता प्रमाणपत्र मिळणेबाबत...

संदर्भ :- १. शासन आदेश क्रमांक : एनजीसी २०२१/(१०५/२१)/मांश-४, दिनांक :- १५ जून, २०२१.
२. शासन आदेश क्र. एनजीसी २०१७/(२०८/१७)/मांश-४, दि. १३/०९/२०१७.
३. आपले पत्र क्र. RMC/२२८३/२०२१-२२, दि. २१/०६/२०२१.

उपरोक्त विषयाबाबतच्या संदर्भीय क्र. १ च्या शासन आदेशान्वये आपल्या महाविद्यालयास शैक्षणिक वर्ष २०२१-२२ पासून नवीन अभ्यासक्रम १) बी.एस्सी (०-१२०) २) बी. एस्सी (हॉस्पिटॅलिटी स्टडीज) (०-६०) ३) बी. एस्सी (डेटा सायन्स) (०-६०) या नविन अभ्यासक्रमास मंजूरी देण्यात आलेली आहे. मंदर नविन अभ्यासक्रमास खालील अटी व शर्तीची पूर्तता करण्याच्या अधीन राहून प्रमाणपत्र निर्गमन करण्यात येत आहे.

१. शासन निर्णय दि. १३ सप्टेंबर, २०१७ मधील निकषांची पूर्तता करण्याची जबाबदारी संस्था/महाविद्यालय यांची राहिल.
२. विद्यापीठ अनुदान आयोगाच्या मार्गदर्शक तत्वानुसार शैक्षणिक अहंताधारक अध्यापक वर्ग आणि अहंताधारक व अनुभवी शिक्षकेतर कर्मचारी वर्ग नियुक्त करणे तसेच कर्मचाऱ्यांच्या वेतनाच्या अनुषंगाने उद्भवणाऱ्या तक्रारी व न्यायालयीन प्रकरणे यांविषयीचे उत्तरदायित्व स्विकारणे, विद्यार्थ्यांना पुरविण्यात येणाऱ्या आवश्यक त्या भौतिक सोयी-सुविधा अंशतः अपुण असल्यास नवीन अभ्यासक्रम/विषय/विशेषस्तर विषय, अतिरिक्त तुकडी, नविन विद्याशाखा सुरु होण्यापुर्वी करण्याबाबतची जबाबदारी संस्था/महाविद्यालय यांची राहिल.

file
RMC
not for

(Signature)
(डॉ. संजय जगताप)

विभागीय सहसंचालक,

उच्च शिक्षण, कोकण विभाग, पनवेल

प्रत :- कुलसचिव, मुंबई विद्यापीठ, मुंबई - ३२ यांना माहितीस्तव व योग्य त्या पुरविले कार्यवाहीस्तव सादर



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५.	सेंट अनॉल्ड एज्युकेशन ट्रस्टचे सेंट अनॉल्ड रात्र डिग्री कॉलेज ऑफ कला आणि वाणिज्य, महाकाली केव्हस रोड, अंधेरी (पू), मुंबई- ४०० ०९३	नविन अभ्यासक्रम १) बी. एम. एस. (०-६०) २) बी. कॉम (अकाउंटिंग अँड फायनान्स) (०-६०) ३) बी. एस्सी (इन्फोरमेशन टेक्नॉलॉजी) (०-६०)
६.	राजस्थान संमेलनचे लाढीदेवी रामधर महेश्वरी नाईट कॉलेज ऑफ कॉमर्स, आर एस कॅम्पस, एस व्ही रोड, मालाड (प), मुंबई- ४०० ०६४	नविन अभ्यासक्रम एम. कॉम (अॅडवॉन्स अकाउंटन्सी) (०-६०)
७.	निर्मल एज्युकेशन सोसायटीचे निर्मल डिग्री कॉलेज ऑफ कॉमर्स, ४था मजला, बी एम सी स्कूल बिल्डींग, एम जी रोड, बोरा कॉलनी जवळ, कांदिवली (प), मुंबई- ४०० ०६७	नविन अभ्यासक्रम १) बी. एम. एस. (०-६०) २) बी. कॉम (अकाउंटिंग अँड फायनान्स) (०-६०) ३) एम कॉम (०-६०)
८.	ज्ञानवर्धिनी संस्थेचे सोनूभाउ बसवंत कला व वाणिज्य महाविद्यालय नगिनभाई वासा मार्ग, सरवली रोड, शहापूर, जि ठाणे- ४२१ ६०१	नविन अभ्यासक्रम १) एम. कॉम. (अॅडवॉन्स अकाउंटन्सी) (०-६०) २) एम एस्सी (आय.टी.) (०-२०)
९.	विद्या प्रसारक मंडळ किन्हवली संचालित कला, वाणिज्य व विज्ञान महाविद्यालय मु. पो. किन्हवली, ता. शहापूर, जि. ठाणे	नविन अभ्यासक्रम १) एम. ए. (हिंदी) (०-६०) २) एम. ए. (इंग्रजी) (०-६०) ३) एम. ए. (इकोनॉमिक्स) (०-६०) ४) एम. ए. (मराठी) (०-६०) ५) एम. ए. (इतिहास) (०-६०) ६) एम. कॉम. (अॅडवॉन्स अकाउंटन्सी) (०-६०) ७) एम. एस्सी (ऑरगॅनिक केमिस्ट्री) (०-२०)
१०.	तुलसी शिक्षण प्रसारक मंडळाचे उज्वल नाईट कॉलेज ऑफ आर्ट्स, कॉमर्स अँड सायन्स छत्रपती शिवाजी स्कूल कॅम्पस, कुर्ला कॅम्प, रवींद्रनाथ टागोर मार्ग, हनुमान मंदिर जवळ, उल्हासनगर - ४, ता. उल्हासनगर, जि. ठाणे	नविन अभ्यासक्रम १) बी. एम. एस. (०-६०) २) बी. कॉम (अकाउंटिंग अँड फायनान्स) (०-६०)
११.	जीवनज्योत एज्युकेशन चॅरीटेबल ट्रस्टचे रीणा मेहता कॉलेज ऑफ कॉमर्स अँड मॅनेजमेंट स्टडीज एस नं ५७४/५, फ्लाय ओवर ब्रिज, १५० फिट रोड, भाईंदर, जि ठाणे	नविन अभ्यासक्रम १) बी. एस्सी (०-१२०) २) बी. एस्सी (हॉस्पिटॅलिटी स्टडीज) (०-६०) ३) बी. एस्सी (डेटा सायन्स) (०-६०)
१२.	शेट टी. जे. एज्युकेशन सोसायटीचे शेट नानजीभाई खिमजीभाई ठक्कर ठाणेवाला कॉलेज ऑफ कॉमर्स अँड शेट जयंतीलाल त्रिभुवनदास ठाणेवाला कॉलेज ऑफ आर्ट्स अँड सायन्स सी. के. पी. सभागृहाजवळ, खारकर आळी, ठाणे	नविन अभ्यासक्रम १) बी. एम. एम. (०-६०) २) एम. कॉम (बिझनेस मॅनेजमेंट) (०-६०)
१३.	विद्या प्रसारक मंडळाचे के. जी. जोशी आणि एन. जी. बेडेकर वाणिज्य महाविद्यालय चेंदाणी बंदर रोड, ठाणे- ४०० ६०१	नविन अभ्यासक्रम १) एम. ए. (सायकोलॉजी) (०-६०) २) एम. ए. (इतिहास) (०-६०) ३) एम. ए. (एंटरटेन्मेंट मिडीया अँड अॅडव्हर्टायझिंग) (०-६०)



पृष्ठ ४२ पैकी २

शैक्षणिक वर्ष २०२१-२२ अस्तित्वात असलेल्या
महाविद्यालयांमध्ये नवीन अभ्यासक्रम/ विषय/
विशेषस्तर विषय, अतिरिक्त तुकडी, नवीन
विद्याशाखांना मान्यता देणेबाबत.

महाराष्ट्र शासन
उच्च व तंत्र शिक्षण विभाग
शासन आदेश क्रमांक : एनजीसी २०२१/(१०५/२१)/मशि-४
मंत्रालय विस्तार भवन, मुंबई ४०० ०३२
दिनांक: १५ जून, २०२१.

संदर्भ : उच्च व तंत्रशिक्षण विभाग, शासन निर्णय क्र. एनजीसी-२०१७/(२०८/१७)/मशि-४,
दि. १३.०९.२०१७.

शासन आदेश

महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील कलम १०९ आणि संदर्भाधीन दि.१३.०९.२०१७ च्या शासन निर्णयान्वये विहित केलेल्या कार्यपद्धतीनुसार राज्यातील अकृषि विद्यापीठांनी शैक्षणिक वर्ष २०२१-२२ साठी नवीन अभ्यासक्रम/ विषय/ विशेषस्तर विषय, अतिरिक्त तुकडी, नवीन विद्याशाखांचे प्रस्ताव मान्यतेसाठी शासनाकडे सादर केले आहेत. सदर प्रस्तावांची संदर्भाधीन शासन निर्णयान्वये विहित केलेल्या निकषांनुसार छाननी करण्यात आली. विद्यापीठांच्या शिफारशीच्या अनुषंगाने शासन स्तरावर केलेली छाननीनुसार पात्र ठरलेल्या प्रस्तावांना महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील कलम १०९ (४) (घ) व त्याखालील परंतुकान्वये शासनास प्राप्त अधिकारानुसार त्या महाविद्यालयाच्या परिसरातील उच्च शिक्षणाची मागणी व शैक्षणिक निकड लक्षात घेता अस्तित्वात असलेल्या महाविद्यालयात पुढील विवरणपत्रात नमूद केल्यानुसार नवीन अभ्यासक्रम/ विषय/ विशेषस्तर विषय, अतिरिक्त तुकडी, नवीन विद्याशाखांना खालील अटी व शर्तीच्या अधिन राहून कायम विनाअनुदान तत्वावर मंजूरी देण्यात येत आहे.

विवरणपत्र-अ

क्र.	संस्थेचे/ महाविद्यालयाचे नाव	प्रस्तावित नवीन अभ्यासक्रम/ विषय
१	२	३
	मुंबई विद्यापीठ, मुंबई	
१.	नवनीत एज्युकेशन सोसायटीचे नवनीत कॉलेज ऑफ कॉमर्स अँड सायन्स ग्लोडरलेन म्युन्सिपल शाळा इमारत, बेलासिस पूल, रेल्वे स्टेशनच्या समोर, मुंबई सेंट्रल- ४०० ००८	नविन अभ्यासक्रम १) एम कॉम (बिझनेस मॅनेजमेंट) (०-६०) २) एम कॉम (अॅडव्हान्स अकॉउंटन्सी) (०-६०) ३) एम एस्सी (इन्फॉर्मेशन टेक्नॉलॉजी) (०-२०)
२.	नॅशनल एज्युकेशन सोसायटीचे रत्नम कला, विज्ञान आणि वाणिज्य महाविद्यालय एनईएस कॉम्प्लेक्स, भांडूप (प), मुंबई- ४०० ०७८	नविन अभ्यासक्रम १) सर्टीफिकेट कोर्स इन डॉक्युमेंटरी फिल्म मेकिंग २) एम कॉम (बिझनेस मॅनेजमेंट) (०-६०)
३.	चेंबूर कर्नाटका संघाचे चेंबूर कर्नाटका कॉलेज ऑफ लॉ विद्यासागर, घाटला, चेंबूर, मुंबई- ४०० ०७१	नविन अभ्यासक्रम १) पोस्ट ग्रॅज्युएट डिप्लोमा कोर्स इन सायबर लॉ २) पोस्ट ग्रॅज्युएट डिप्लोमा कोर्स इन ह्युमन राईट्स अँड लॉ
४.	ओशिवरा लेबर मेमोरीयल चॅरिटेबल ट्रस्टचे के.एच.एम.डब्ल्यु कॉलेज ऑफ कॉमर्स रेलिफ रोड,ओशिवरा, जोगेश्वरी (प) मुंबई ४००१०२	नविन अभ्यासक्रम बी.कॉम. (अकॉउंटिंग अँड फायनान्स (०-६०) एम. कॉम. (बिझनेस मॅनेजमेंट) (०-६०)

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३.	पाटपन्हाळे एज्युकेशन सोसायटीचे पाटपन्हाळे कला, वाणिज्य व विज्ञान महाविद्यालय मु.पो. पाटपन्हाळे, ता. गूहागर, जि. रत्नागिरी- ४१५ ७२४	नवीन विद्याशाखा बी. एस्सी. (०-१२०)
सावित्रीबाई फुले पुणे विद्यापीठ, पुणे		
४.	जनसेवा फाउंडेशनचे कला व वाणिज्य महाविद्यालय, शेंडी, तालुका अकोले, जिल्हा अहमदनगर	विज्ञान व तंत्रज्ञान विद्याशाखा - बी. एस्सी. -
५.	तुळजाभवानी एज्युकेशन सोसायटीचे श्री सप्तशृंगी आर्ट्स अँड कॉमर्स कॉलेज, डांगसाँदाणे, तालुका बागलाण, जिल्हा नाशिक	विज्ञान व तंत्रज्ञान विद्याशाखा - बी. एस्सी. -
६.	मराठा विद्या प्रसारक समाजाचे कला व वाणिज्य महाविद्यालय, वडनेर भैरव, तालुका चांदवड, जिल्हा नाशिक	विज्ञान व तंत्रज्ञान विद्याशाखा - बी. एस्सी. -
७.	जोग एज्युकेशनल ट्रस्टचे पी जोग कॉलेज ऑफ सायन्स अँड कॉमर्स, मयूर कॉलनी, कोथरुड, तालुका पुणे (महानगर पालिका हद्द), जिल्हा पुणे	विज्ञान व तंत्रज्ञान विद्याशाखा - बी. एस्सी. मानवविज्ञान विद्याशाखा - बी. ए.
८.	क्रिएटिव्ह एज्युकेशनल फाउंडेशनचे स्वराज कॉलेज ऑफ कॉमर्स, बिल्डिंग नं. ६००, गुरुदत्त हौसिंग सोसायटी, पुणे - सातारा रोड, खुशबू हॉटेलच्या मागे, बालाजीनगर, धनकवडी, तालुका पुणे (महानगर पालिका हद्द), जिल्हा पुणे	विज्ञान व तंत्रज्ञान विद्याशाखा - बी. एस्सी. मानवविज्ञान विद्याशाखा - बी. ए.
श्रीमती नाथीबाई दामोदर ठाकरसी विद्यापीठ		
९.	देवगिरी प्रतिष्ठाण, तुलसी कॉलेज ऑफ फॅशन डिझाईन, संत ज्ञानेश्वर नगर, गर्हमेंट आयआयटी समोर ता. जि. बीड ४३१ १२२ जिल्हा : बीड	नवीन विद्याशाखा वाणिज्य बी. एस्सी. फॅशन अँड अॅपेरल डिझाईन
१०.	श्री. भैरवनाथ शिक्षण व सेवाभावी संस्था, श्री. भैरवनाथ डीएमएलटी कॉलेज, कोरोची- इचलकरंजी जिल्हा: कोल्हापुर	नवीन विद्याशाखा बी. कॉम बी.एस्सी . सी.एल.एस

२. अटी व शर्ती :-

- उपरोक्त तक्त्यामध्ये ज्या अनुदानित महाविद्यालयांना नवीन अभ्यासक्रम/ विषय/ विशेषस्तर विषय, अतिरिक्त तुकडी, नवीन विद्याशाखा मंजूर करण्यात आलेल्या आहेत त्या कायम विनाअनुदान तत्वावरील असल्याने सदर मान्यतेच्या अनुषंगाने अशा महाविद्यालयांना अनुदान तत्त्वावर शिक्षक व शिक्षकेतर कर्मचा-यांची मागणी करता येणार नाही.
- उपरोक्त प्रमाणे ज्या महाविद्यालयांना नवीन अभ्यासक्रम/ विषय/ विशेषस्तर विषय, अतिरिक्त तुकडी, नवीन विद्याशाखा मंजूर करण्यात आलेल्या आहेत, त्या महाविद्यालयांनी त्यांच्या विभागीय सहसंचालकांकडे ते भविष्यात कोणत्याही परिस्थितीत अनुदानाची मागणी करणार नाहीत असे हमीपत्र रु. १००/- च्या नॉन ज्युडीशियल स्टॅम्प पेपरवर सादर करावे.
- महाविद्यालयाने हमीपत्र सादर केल्याशिवाय किंवा तसे विभागीय सहसंचालकांचे प्रमाणपत्र प्राप्त झाल्याशिवाय संबंधित विद्यापीठाने संलग्नतेची प्रक्रिया सुरु करू नये.
- महाविद्यालयांनी, संबंधित विद्यापीठाने विहित केलेल्या निकषांनुसार व विद्यापीठ अनुदान आयोगाने विहित केलेल्या शैक्षणिक पात्रतेनुसार अभ्यासक/ कर्मचारी वर्ग नेमणे आवश्यक असून, इतर सर्व




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पृष्ठ ४२ पैकी ४०

- ३) मा. मंत्री (उच्च व तंत्र शिक्षण) यांचे खाजगी सचिव, मंत्रालय, मुंबई
- ४) मा. राज्यमंत्री (उच्च व तंत्र शिक्षण) यांचे खाजगी सचिव, मंत्रालय, मुंबई
- ३) सर्व विभागीय सहसंचालक, उच्च शिक्षण, महाराष्ट्र राज्य.
- ४) संबंधित संस्था, (विद्यापीठामार्फत)
- ५) निवड नस्ती (मशि-४).




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◆ Implement a complete ERP solution for Administration, Finance and Accounts, Student Admission and Support, and Examination. (2020)



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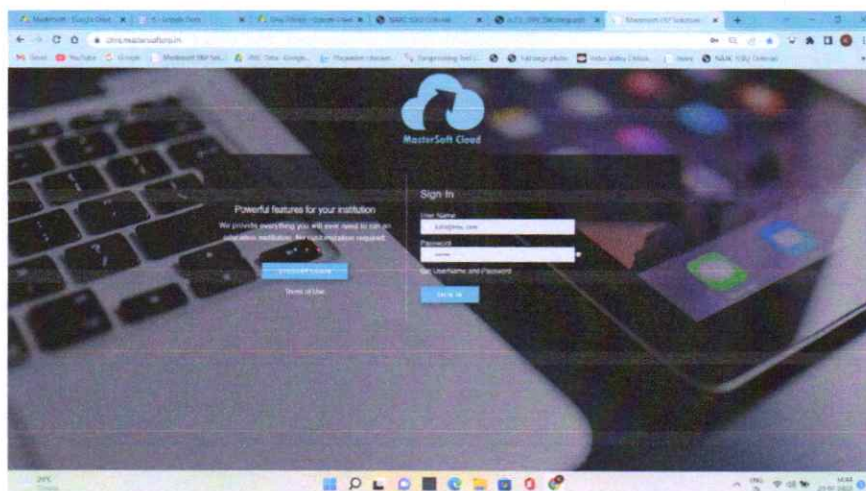
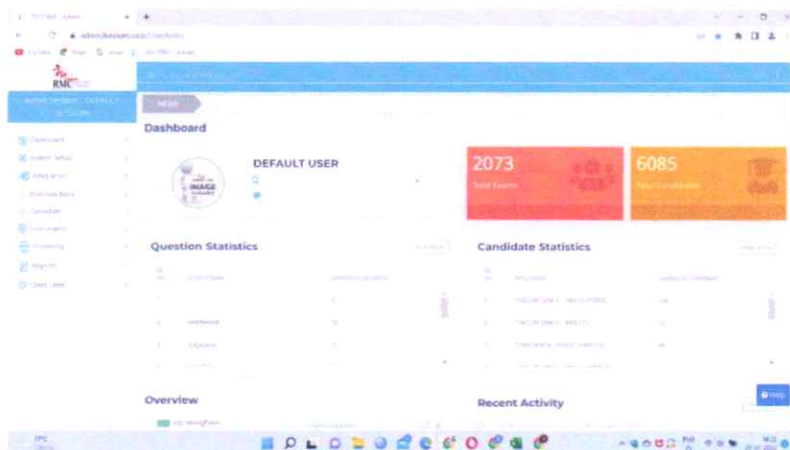
Username

Password

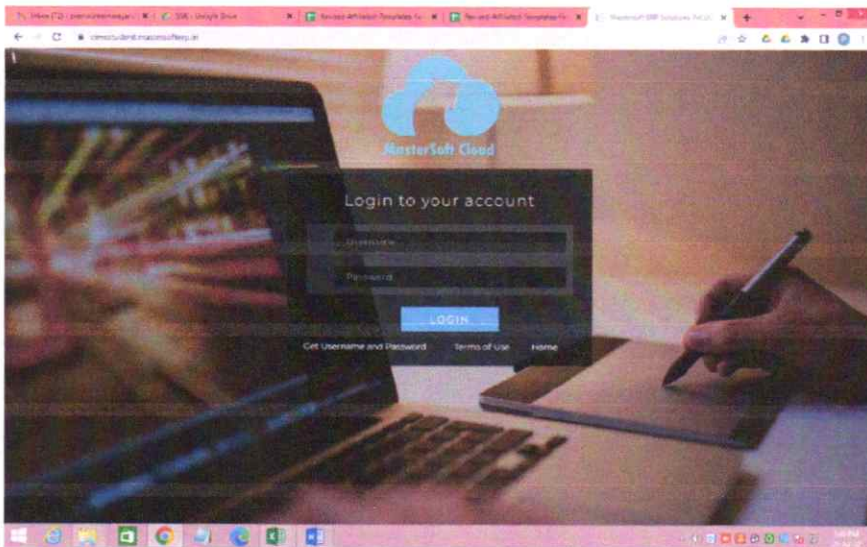
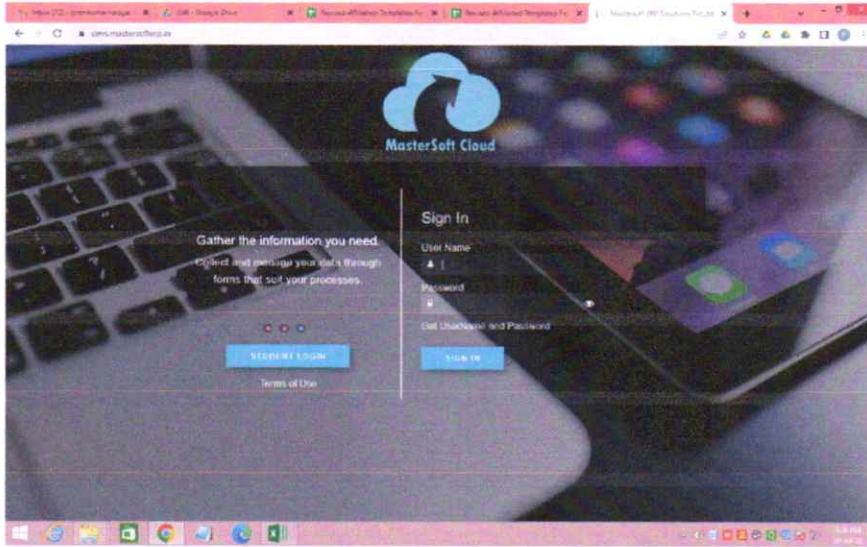
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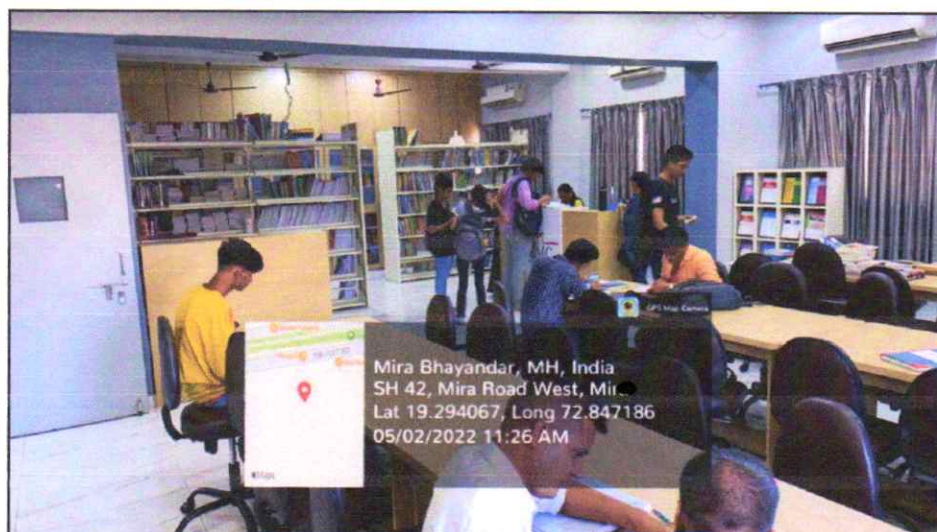
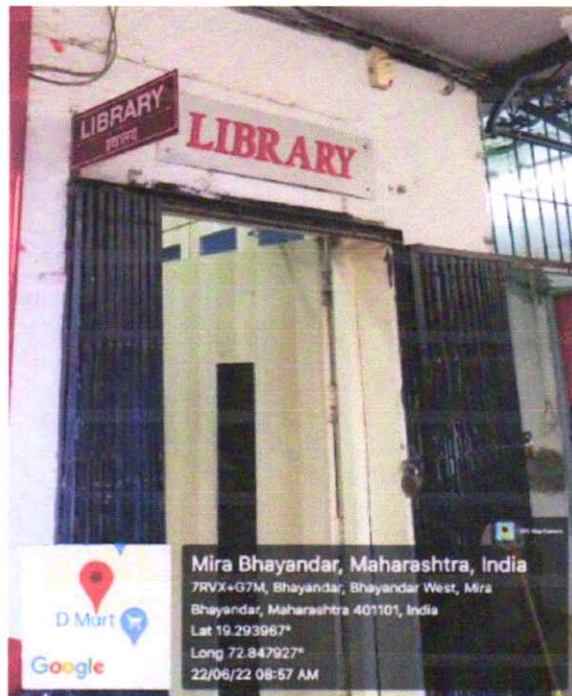
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◆ Infrastructure to accommodate the new courses. (2020)



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◆ Expand Library facility and keep separate libraries for traditional & self-financed courses (2020)



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◆ Conduct Covid Vaccination drive for all the students & faculties of the colleges.

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**Mahatma Gandhi National Council of Rural Education Department
of Higher Education, Ministry of Education, Govt. of India**

Organises Workshop on
Psychological Support for Covid-19 Pandemic Situation

on 8th July 2021
4.00pm to 5.30pm

Meeting Platform
Google Meet

Hon. Jayshree Jani
(Speaker)
Resource Person
MGNCRE, Ministry of Education
Government of India

Prof. Nilesh A. Dubey
Co-ordinator - N.S.S

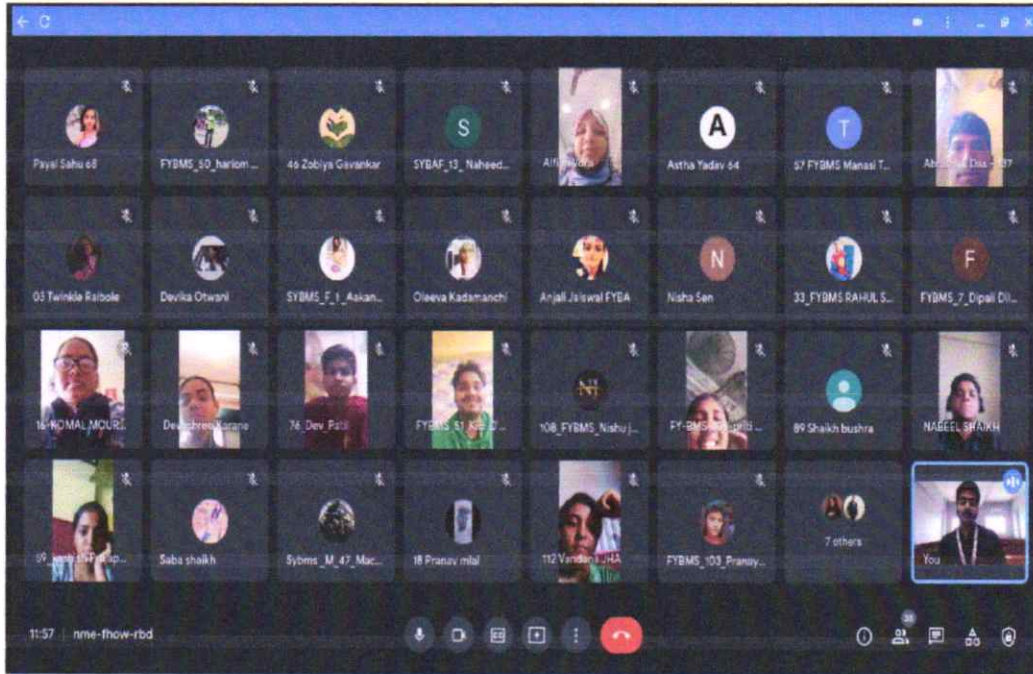
Dr. Satinder Kaur Gujral
Principal

Mrs. Vaishali Kothiyar
IQAC Co-ordinator



Satinder
I/C Principal
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◆ Introduce faculty and student exchange programs



Satinder Kaur Gujral
 I/C Principal
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◆ Introduce skill enhancement programs.



◆ Continue with the other process as Mumbai University accepts the Proposal for the research center.




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◆ Apply for more inter-disciplinary programs.



Course Structure:

First Year

First Semester: 7 papers

- 1.1 Accounting & Financial Management - I
- 1.2 Commerce - I
- 1.3 Business Economics - I
- 1.4 Business Communications - I
- 1.5 Endowment Studies - I
- 1.6 Foundation Course - I
- 1.7 Mathematics & Statistical Techniques - I

Second Year

Third Semester: 7 papers

- 3.1 Accounting & Financial Management - III
- 3.2 Financial Accounting & Auditing - IV
- 3.3 Introduction to Management Accounting
- 3.3 Commerce - III
- 3.4 Business Economics - III
- 3.5 Advertising - I
- 3.6 Foundation Course - III
- 3.7 Business Law - I

Third Year

Fifth Semester: 6 papers

- 5.1 Financial Accounting & Auditing - VII
- Financial Accounting
- 5.2 Financial Accounting & Auditing - VIII
- Cost Accounting
- 5.3 Commerce - V
- 5.4 Taxation
- 5.5 Business Economics - V
- 5.6 Applied Computer (Test)
- 6.0 Expert Marketing - I
- or
- 6.0 Computer System and Applications - I

Second Semester: 7 papers

- 2.1 Accounting & Financial Management - II
- 2.2 Commerce - II
- 2.3 Business Economics - II
- 2.4 Business Communications - II
- 2.5 Endowment Studies - II
- 2.6 Foundation Course - II
- 2.7 Mathematics & Statistical Techniques - II

Fourth Semester: 7 papers

- 4.1 Accounting & Financial Management - IV
- 4.2 Financial Accounting & Auditing - VI
- 4.3 Commerce - IV
- 4.4 Business Economics - IV
- 4.5 Advertising - II
- 4.6 Foundation Course - IV
- 4.7 Business Law - II

Sixth Semester: 6 papers

- 6.1 Financial Accounting & Auditing - IX
- Financial Accounting
- 6.2 Financial Accounting & Auditing - X
- Auditing & Costing Accounting
- 6.3 Commerce - VI
- 6.4 Taxation
- 6.5 Business Economics - VI
- 6.6 Audit/Computer (Test)
- 6.0 Expert Marketing - II
- or
- 6.0 Computer System and Application - II

20

Course Structure:

First Year

First Semester

- 1.1 Foundation of Human Skills - I
- 1.2 Introduction to Financial Accounting
- 1.3 Business Law
- 1.4 Business Statistics
- 1.5 Business Communication - I
- 1.6 Business Economics
- 1.7 Foundation Course - I

Second Year

Third Semester

- 3.1 IT in Management - I
- 3.2 Business Planning & Entrepreneurial Management
- 3.3 Accounting for Managerial Decisions
- 3.4 Foundation Course - III
- 3.5 Strategic Management

Any ONE Elective (Finance/HR/Marketing)

Finance:

- 3.6 Introduction to Cost Accounting
- 3.7 Corporate Finance

Marketing:

- 3.6 Consumer Behavior
- 3.7 Advertising

Human Resource:

- 3.6 Recruitment & Selection
- 3.7 Motivation & Leadership

Third Year

Fifth Semester

Compulsory Papers

- 5.1 Logistics and Supply Management
- 5.2 Corporate Communication & Public Relations

Any ONE Elective (Finance/HR/Marketing)

Finance:

- 5.2 Investment Analysis & Portfolio Management
- 5.4 Commodity & Derivative Market
- 5.5 Wealth Management
- 5.6 Financial Accounting

Marketing:

- 5.3 Service Marketing
- 5.4 E-Commerce & Digital Marketing
- 5.5 Sales & Distribution Management
- 5.6 Customer Relationship Management

Human Resource:

- 5.3 Finance for HR Professional & Compensation Management
- 5.4 Strategic HR Management and HR Policies
- 5.5 Performance Management & Career Planning
- 5.6 Industrial Relations

Second Semester

- 2.1 Business Environment
- 2.2 Industrial Law
- 2.3 Principles of Management
- 2.4 Business Mathematics
- 2.5 Business Communication - II
- 2.6 Principles of Marketing
- 2.7 Foundation Course - II

Fourth Semester

- 4.1 IT in Management - II
- 4.2 Business Research Method
- 4.3 Business Economics - II
- 4.4 Production & Total Quality Management
- 4.5 Foundation Course - IV

Any one Elective (Finance/HR/Marketing)

Finance:

- 4.6 Auditing
- 4.7 Strategic Cost Management

Marketing:

- 4.6 Integrated Marketing Communication
- 4.7 Rural Marketing

Human Resource:

- 4.6 Training & Development in HRM
- 4.7 Change Management

Sixth Semester

Compulsory Papers

- 6.1 Operation Research
- 6.2 Project Work - I (Research Based Book)

Any ONE Elective (Finance/HR/Marketing)

Finance:

- 6.3 Strategic Financial Management
- 6.4 International Finance
- 6.5 Innovative Finance Service
- 6.6 Project Management

Marketing:

- 6.3 Brand Management
- 6.4 Retail Management
- 6.5 International Marketing
- 6.6 Media Planning & Management

Human Resource:

- 6.3 HRM in Global Perspective
- 6.4 Organizational Development
- 6.5 HRM in Service Sector Management
- 6.6 Workforce Diversity



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◆ Introduce software to be in continuous & improved linkage with alumni students.



Join/Login RMCAA
Alumni Network

CONNECT WITH FACEBOOK

CONNECT WITH GOOGLE

CONNECT WITH LINKEDIN

OR

Phone No. / Email

Welcome to the Alumni Community!

Reena Mehta College of Commerce and Management studies with Jeevan Jyoti as its parent body was established in the year 2003 by the founder and chairperson Mrs.Reena Mehta.At present the college conduct Bachelor of Commerce (Bcom), Bachelor of Arts (B.A), Bachelor of Banking and Insurance (B.B.I), Bachelor in Accounting and Finance (BAF), Bachelors of Mass Media (BMM), Bachelors of Science in Information Technology (BSc I.T) and Bachelors of Management Studies (BMS) Courses. All the courses taught are affiliated to University of Mumbai. Reena Mehta College concentrates on the path of providing "Holistic" and "Quality" education to individual children.

Alumni Finder

Connect with Alumni Community
Find:

~ Your Batchmates

~ Alumni in your City



Reena Mehta College of Arts, Science, Commerce & Management Studies

SIGN UP / LOGIN

NEWS & STORIES EVENTS BATCHMATES FIND ALUMNI CAREERS ABOUT

Filters

Enter Keyword

Search by Role

Year of Joining

Year of Graduation

Division/Departm...

Course/Degree

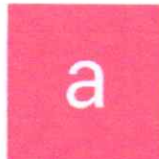
Current Location

1661 Members in community

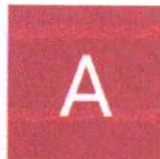
All Profiles



71 Pooja Tak
Alumni, Class of 2022
Bachelor of Management



a a
Alumni, Class of 2022
Bachelors of Commerce



Aabid Anwar Patel
Alumni, Class of 2022
Bachelor of Management



Aadi Pandey
Alumni, Class of 2020
Bachelors of Commerce



Need Help?




J. Kulkarni

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◆ Introduce Entrepreneurship Cell and Incubation Centre

EST. 1997 JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST'S
REENA MEHTA COLLEGE
OF ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES
Affiliated to University of Mumbai NSAC Accredited ISO 9001:2015 Gujarat Lingarika Minority
SECTION 2 (F) OF THE UGC ACT 1956



 **Welcome Geniuses**
for
The Inauguration Of

ENTREPRENEURSHIP CELL
&
INCUBATION CENTRE
(AN IQAC INITIATIVE)

On 22nd February 2022
11.00 am onwards


 **Startup** 



VENUE : RMC AUDITORIUM
Reena Mehta College Of Arts, Science, Commerce & Management Studies.

Reena Mehta College
Arts, Science, Commerce & Management Students
Entrepreneurship Cell & Incubation Centre

START EARLY
START NOW


SPEAKER
GAURAV MISHRA
SPECIALIST, HUMAN RESOURCE MANAGEMENT

 **IT'S NOT ABOUT IDEAS**
IT'S ABOUT MAKING IDEAS HAPPEN 

18th July 2022
TIME - 10:30 am




I/C Principal
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Standard Operating Procedure(SOP)

Academic Process

Scope

- Student related academic activities and curriculum implementation.
- Faculty related academic activities and procedures.
- Monitoring effective delivery of knowledge to students.

Objectives

- To ensure students and faculty have interactive sessions.
- To maintain pertinent records in prescribed form & predetermined time.
- To undertake day to day activities for proper functioning of the Institute with applicable statutory and regulatory requirements.
- To identify, record and manage areas of risk concerning the various operations and impacting the academic tasks.

Academic Process

Faculty related

➤ Allocation of Subject

- Subjects have been allotted to the faculties as per their academic expertise and area of interest by the program coordinators.

➤ Announcement of the Lecture timetable and syllabus

- Lecture Time Table is to be prepared considering the availability of the resources.
- Syllabus of all the available courses is followed as prescribed by the University of Mumbai.

➤ Submission of Teaching Plan

- Faculties need to submit their Teaching plan of their respective subject.
- Individual meetings of each faculty with the Principal to discuss the Teaching plan and teaching requirements.

➤ Preparing of Faculty Log-book

- Faculties are maintaining their Log Book which includes the details of the topic and lectures covered.

➤ Maintaining Student's Attendance record

- Faculties take students' attendance and maintain attendance sheets of their respective subjects.
- Faculties submit their respective subject attendance sheet to the course coordinators for analysis of the student's attendance record.



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➤ **Preparation of Student Defaulter list**

- Attendance sheet of all subjects is checked by the coordinators.
- Defaulter list is prepared as per University Norms.
- Submit the list of student defaulters to the principal for analysis.
- Parents are intimidated by sending letters.

Curriculum Implementation

Student related Activities

➤ **Guest lecture of the industry experts for the student**

- Arrange sessions of industry experts for students on general and special topics.
- As per the convenience of the guest speaker, schedule the guest lecture.

➤ **Industrial Visit (I.V)**

- Committee members finalize the location for Industrial Visits.
- Committee sends the indent to the principal for approval.
- After Approval, the committee finalizes with the Tour Operator.
- After finalization with the tour Operator, the details are shared with students for further process.

Co-Curricular & Extra Curricular Activities

➤ **Formation of Committees**

- Different committee exists for the smooth functioning of the college activities.

➤ **Name of the Committees**

- Cultural, Sports, Discipline, Magazine, Library, NSS, Student Council, Women's Development Cell, Women's Harassment Cell, Anti-Ragging.

➤ **Committee Head**

- Committees are headed by in-charge/convenor.

➤ **Selection of Student's Committee Head**

- Administrative office announces the application for selection of Student's Committee's Head.
- Interested students apply for the position.
- Students are called for an interview for selection procedure.
- The Faculty - Head of the Committee finalizes the members for each committee.




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Evaluation and Feedback

- Half Yearly (Semester wise) cross-college feedback is taken from students for assessing the effectiveness of teaching, teaching strategies, methods and techniques.
- Documentation and maintenance of feedback related information.



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Standard Operating Procedure for Administration

Purpose of Standard Operating Procedure

- To understand and support the various activities and processes under the Administrative Department by providing quality education services to the students and other stakeholders.
- To establish and maintain the documentation of Administration process that meets the requirements of all the stakeholders.

Scope of the Standard Operating Procedure

- Admissions of Students through admission process as per the norms
- Approvals from Mumbai University
- Teachers appointments
- Academic Administration
- General Administration
- Accreditation of the Institute and its courses from University of Mumbai.

Areas of SOP's

- College Affiliation
- Student Admission
- Admission confirmation process at University Portal
- ATKT Examination form process at University Portal
- Lower examination marks updation process at University portal
- Transfer certificate process at University portal
- Student Service/s (NOC / Bonafide / Recommendation Letter/Transcript)

Process of Online Affiliation at University Portal

- Go to <https://affiliation.muonline.org.in>
- Login with Login ID, Password, Captcha
- Select respective Academic Year
- Update College Information, Teaching Staff, Academic Information, Approval Post details etc.
- After update the information "submit to University"
- Check all the programme details, course details and do the relevant payment of Affiliation Fee.
- After completion of payment of Affiliation Fee do the "Extension/New College Affiliation" process



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Admission Process for First Year Students

- Displaying notice for the sale of application and acceptance as per the University of Mumbai admission schedule
- Filling of online enrolment form at the University of Mumbai portal <https://mumoa.digitaluniversity.ac> by student
- Declaration of merit list on the basis of applications received, as per the schedule given by University of Mumbai
- Filling of final admission form (at College Admission ERP system-Master Software) of the College students those entered in the merit list.
- Verification of online enrolment form, admission form, eligibility criteria and documents.
- Checking of students original documents for the authentication and admission requirement as per norms of University of Mumbai
- Provide provisional admission to the students by collecting applicable fees and relevant documents.

Admission Process for Second Year and Third Year In-house Students

- Filling of online enrolment form at the University of Mumbai portal <https://mumoa.digitaluniversity.ac> by student those complete the eligibility criteria for Second Year and Third Year admissions as per University norms
- Filling of final admission form (at College Admission ERP system-Master Software) of the College students those entered in the merit list.
- Checking of admission form and documents for the authentication and admission requirement as per norms of University of Mumbai
- Provide admission to the students by collecting applicable fees and relevant documents.

Admission confirmation Process at University Portal :

Step-I : Confirmation of admission at University online portal

- Go to <https://mum.digitaluniversity.ac>
- Click "College login" and enter username and password and relevant OTP provided
- Click "Switch to OA"
- Click Application Submit / Confirm
- Select Programme from the screen
- Enter Admission Form Number (*Application No. on Online University Form provided by student*)
- Click "Proceed" button after checking the name of student
- Click "Submit" button after checking the details
- Click "Confirm" button after checking the details



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Step-II : Fee Entry at University online portal

- Go to <https://mum.digitaluniversity.ac>
- Click "College login" and enter username and password and relevant OTP provided
- Click "Switch to OA"
- Click Fee Entry
- Enter Admission Form No. ((Application No. on Online University Form provided by student) and click search
- Check student name
- Enter **College Application Number, Roll No., Division, Select fee category**
- Click "Save" button

Step-III: Registration at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Click "College login" and enter username and password and relevant OTP provided
- Click "Switch to OA"
- Click "Submit to Registration"
- Check status "Total Admission", "Submitted Till Date", "Ready for Submission" etc. etc.
- Click "Proceed" button

Step-IV: Process for Invoice (Making payment at University)

Step-I :

- Go to <https://mum.digitaluniversity.ac>
- Select Invoice
- Click Generate Invoices
- Then Admission Invoices (For Admission) and Click "Submit" button
- Select "courses name" and then click "Process" button

Step-II :

- Select "make invoice payment" option from the Menu
- Then Select Invoice and "Proceed"
- Select Academic Year and "Submit"
- Then Course Selection and "Proceed"



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Step-III :

- Select "Confirm/Print Mandate" option from the Menu
- Select **Print/Receipt Mandate**
- **Fill the required information with the signature of Authority in the Printed Mandate**
- **Then submit to the Concerned Bank for the Payment and collect the counter foil**

Process of Inwarding of Examination Form at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select "Pre Examination"
- Select Inward Exam Form and Click "Inward"
- Then follow the procedure like -select faculty-select course-select branch-select course part-select course part term etc.etc. Then "Proceed"

Process of Lower Examination Marks updating at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select "Post Examination" from the menu
- Click "Results"
- Then select "Course Wise Result Entry"

Process of Third Year Examination Marks updating at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select "Assessment Data Entry"
- Select "Data Entry"
- Select "Marks Entry against Seat No."

Process of Name correction at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select "Student Profile"
- Select "Add Profile Correction Request"
- Enter PRN NO and click "Search" and do the required correction and get the Printout of correction and submit the same to the concerned Department (Enrolment / Eligibility)



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Process of cancellation of Invoice at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select Invoice
- Select "Cancel Invoice"
- Search Invoice Number OR Mandate Number
- Click "View Invoice"
- Select the required option (Student Name OR Course name wherever required)
- Click "Cancel Invoice"

Transfer certificate process at University portal

OFFLINE Process (Student responsibility)

- Submit a written application along with the Transfer Certificate application form from the Institution where the student is taking admission for the further studies.
- Get the application and documents verified from the respective Office Staff / Officials / Head of the Institution
- Make the required payment at the cash counter and submit to the respective office counter.

(Staff responsibility)

- Check the Application, documents, Fee payment then make the Offline TC

(Online Process)

- Go to <https://mum.digitaluniversity.ac>
- Click "Admission"
- Click "Transfer Student"
- Click "Mark Student as Transfer"
- Enter PRN No and "Search"
- Click on Print Transfer Certificate

Process of Transcript

- Collect the prescribed form for Transcript by the student from the Office counter and submit the same duly filled along with the copies of all successful mark sheets which the student completed through our College.
- Get the signature of Principal in the Application
- Make the required fee payment in the cash counter and submit the application to the respective counter
- Transcript will be issued after one week of working days



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GREEN POLICY

The College recognizes the need to function all year round in a manner which minimizes its harmful environmental impact.

The College Policy is based on three pillars.

- **Environmental sustainability:** The Green Policy must ensure sustainability of the environment.
- **Economic viability:** Economic viability options should be considered in the implementation of the Green Policy.
- **Social acceptance:** Social acceptance is a key to the success of the Green Policy and therefore, the social context of the community, faculty and students must be taken into consideration in the Green Policy.

To this end the College will:

1. Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse.

The College therefore commits to:

- Reduce the absolute amount of waste that it produces from college kitchens and staff offices.
- Compost, or cause to be composted, all organic waste.
- Recycle or safely dispose of white goods, computers and electrical appliances.
- Use reusable resources and containers and avoid unnecessary packaging where possible.
- purchase recycled resources where these are both suitable and available.
- Provide sufficient, accessible and well-publicized collection points for recyclable waste, with responsibility for recycling clearly allocated.
- Make specific arrangements for events, such as cultural Events, internal and external seminars and conferences, where significant recyclable waste is likely to be produced, in order to both minimize the waste produced and maximize what is recycled/reused.
- Promote reuse of items and waste recycling among staff, students and conference guests through training, posters and environmental incentives.
- Dispose all waste, whether solid or otherwise, in a scientific manner and ensure that it is not released directly to the environment.

2. Reduce energy consumption, especially of energy derived from fossil fuels, in all college property.

The College therefore commits to:




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- Give preference to the most energy efficient and environmentally sound appliances available, this includes using energy-saving light bulbs.
- Provide energy efficient heating systems, with adjustable controls for individual heating appliances wherever possible, and ensure that comprehensible instructions are available to staff and students on the use of heating controls.
- Encourage staff, students and conference guests to save energy through visible reminders, incentives and information to increase awareness. This particularly concerns turning off electrical appliances when not in use.
- Conduct switch off drills at regular intervals.
- Ensures that all electronic and electrical equipment, such as computers, are switched off when not in use, and is generally configured in power saving mode when such an option is available.

3. Ensure that improvements, purchases and developments are environmentally sound.

The College therefore commits to:

- Seek and act upon professional advice in order to minimize the adverse environmental impact of any new developments and exceed government regulatory requirements. This includes efficient heating and water systems, appropriate space for recycling, and the use of recycled and/or sustainable building materials where possible.
- Purchase efficient and environmentally sound appliances and consider replacing old stock with 'greener', more efficient alternatives.

4. Minimize consumption of water.

The College therefore commits to:

- Repair sources of water leakage, such as dripping taps and showers as quickly as possible.
- Install appliances which reduce water consumption.
- Encourage a decrease in water usage among staff, students and conference guests.
- Using an efficient and hygienic water storage mechanism is to minimize the loss of water during storage.
- Minimize wastage of water and use of electricity during water filtration process, if used, such as RO filtration process and ensure that the equipments used for such usage, are regularly serviced, and the wastage of water is not below the industry average for such equipments used in similar capacity.

5. Minimize the use of chemical pollutants both in college by students and staff, and in college premises.

The College therefore commits to:




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- Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment, i.e. are biodegradable and non-toxic, even where this exceeds the Control of Substances Hazardous to Health (COSHH) regulations.
- Dispose the chemical waste generated from the laboratories in a scientific manner.
- Reducing the practice of burning plastic and other material that emit harmful gas on burning is prevented in the campus.

6. Ensure that the students and faculties are encouraged to plant trees in the campus.

The College therefore commits to:

- Establish a Garden in the campus.
- Encourage the faculties and students to plant trees in the garden.
- Reviews periodically the list of trees planted in the garden periodically.

6. Ensure that environmental awareness is created.

The College therefore commits to:

- Conduct environmental awareness workshops as a part of the program.
- Conduct events such as planting trees to spread environmental awareness among the students.
- Create awareness of environmental sustainability and take actions to ensure environmental sustainability.
- Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community service

7. Ensure that the buildings conform to green standards.

The College therefore commits to:

- Review architecture of existing buildings and review ways, in consultation with experts, to reduce usage of energy for such buildings, offering greatest efficiency for energy and water usage, and reducing carbon emission.

9. Ensure that the Green Policy is enacted, enforced and reviewed.

The College therefore commits to:

- Establish a College Green Club that will hold responsibility for the enactment, enforcement and review of the Green Policy. The Green Club shall be the source of advice and guidance to staff and students on how to implement this Policy.
- Ensure that the Green Club will review the Green Policy on an annual basis, and will monitor progress and set measurable targets wherever possible.



[Signature]
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- Require that every staff and student member recognizes their responsibility to ensure that the commitments in the Green Policy are properly put into practice.
- Ensure that a Green Audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.




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POLICY TOWARD SOCIAL COMMITMENT

1.0 Introduction

The College Policy toward Social Commitment is based on three pillars.

1. Academic commitment

The College must ensure equal access to learning opportunities for students coming from all academic backgrounds.

2. Economic commitment

Commitment Policy must provide the privilege of higher education to students from all economic backgrounds.

3. Social commitment

Commitment Policy must provide the privilege of higher education to students from all social backgrounds.

This policy is designed to ensure that the College develops a comprehensive approach to meeting the needs of all students, including those who may encounter barriers to learning in whatever form. It also aims at fostering amongst college students an appreciation of the differences between individuals be it through gender, race, disability or age and the notion of supporting each other, regardless of these differences through College life.

2.0 Scope

This policy will apply to the the College management, staff, students, and others associated with it.

3.0 Principles

3.1 The College is committed to providing appropriate access to learning opportunities for all those who are able to benefit from them. These opportunities must however be delivered within the constraints of available resources and meet any necessary statutory requirements.




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3.2 The College will offer as wide a range of programs as possible, with clear progression routes between them and effective articulation with the opportunities offered by other providers such as Universities, providing coherent learning pathways.

3.3 The College recognizes all learners as individuals and will as far as possible meet the specific needs of each individual through clear pre-entry guidance, on-going specific and general academic guidance, pre-exit guidance, and a range of other forms of support such as finance and counselling.

3.4 The College is committed to maximising skills for work, skills for life and skills for work through implementation of curriculum for excellence and the of the four capacities of responsible citizen, effective contributor, successful learner and confident individual.

3.5 The College will develop individual's key or core skills such as IT, Communication and Numeracy. A process of core skills screening and resultant actions (if required) will be used to achieve this.

3.6 The College recognizes that for some individual students the nature of their learning need is such that dedicated provision is necessary as a prelude to progression to other provision. The College will provide effective pre-entry guidance to ensure that each individual student is placed on a course which matches his/her individual needs, abilities and aspirations and allows appropriate progression to maximize potential.

3.7 The College recognizes that there are individuals with particular individual learning needs who require additional support or special arrangements, and is committed wherever possible to providing the required support and arrangements, so that all individuals can be included as fully as possible in opportunities that the College can offer. The resources of the College's Knowledge Resource Centre will be deployed to provide the necessary support, within the constraints of funding and statutory requirements.

3.8 The College will invite students to identify any additional learning requirements at the time of application/booking, and/or when they enrol, will additionally take action to respond to needs identified by staff or by students after they have commenced their courses.




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3.9 To ensure smooth transition and effective articulation between the College and other providers, the College will maintain close liaison with external agencies involved in provision for, or representation of, students with additional learning requirements.

3.10 The College recognizes its responsibility in terms of offering access to learning opportunities to fragile learners and those who would not normally engage with education, employment or training.

3.11 The College recognizes its wider community role and will offer a portfolio of courses that meets the needs of students in their local area.

3.12 In recognition of the needs of employers the College will offer a portfolio of work-based courses that meet immediate employment needs.

3.13 The College recognizes the potential in the use of technology to break down barriers to learning opportunities and will continue to develop practical strategies to optimize this within given funding constraints.

3.14 All College staff will be offered relevant development opportunities around commitment and where these necessarily underpin particular roles, this development will be mandatory.

4.0 Implementation

4.1 Strategic responsibility for commitment rests with the Principal.

4.2 Responsibility for strategic planning for commitment across the curriculum and student support lies with the Principal

4.3 Responsibility for the development of coherent curriculum pathways lies with the Principal.

4.4 Responsibility for comprehensive arrangements for supporting students with additional support requirements rests with the Principal.

4.5 Responsibility for ensuring staff to understand their duties with regard to students with disabilities, through appropriate training and development, rests with the IQAC Coordinator.




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4.6 Responsibility for overseeing provision and support services to ensure they are appropriate and effective rests with the teacher mentors.

5.0 Admissions

On-line Admission is provided exclusively on the basis of merit, although the reservation policies of the government are strictly followed. All the notices, instructions, Admission forms, Merit Lists are available in college website.

6.0 Support for Learners

All students will have an entitlement to appropriate learner support and will receive full details of how to access these services during their induction.

7.0 Physical Access to College Campuses

The college management will review, on an annual basis, physical access to and within the College, to ensure continued compliance with legislative requirements.

8.0 Students with Additional Support Requirements

The College will encourage the integration of students with additional support requirements. As part of a wider commitment to equal opportunities the College is committed to promoting and improving opportunities for students and staff with disabilities to enable them to achieve their potential. This policy applies to any present or potential student or member of staff who has additional needs arising from a disability, for example, through sensory or physical impairment, medical or mental health conditions or specific learning difficulties.

9.0 Accessing the Curriculum is the aim of the institution.

The College will provide opportunities for flexible and online learning.

10. Equality of Opportunity in Accessing the Curriculum

The College will provide opportunities for flexible learning.

11. Financial Support for Students




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The application process for financial support will not discriminate against any students or groups. Decisions for the granting of the support will be made according to the relevant guidance received annually from the sanctioned authority.

12. Staff Recruitment

The actual Recruitment and Recruitment policy of the college is designed to prevent any discrimination of any groups. The College has a policy of open and fair recruitment.

13. Publicity, Marketing and Curriculum Materials

All publicity and marketing materials will be designed to be free from bias and to include positive imagery. This will apply equally to all devised curriculum materials used to support the learning & teaching process.

14. Harassment, Discrimination and Bullying (HDB)

The college is committed to provide an environment free from harassment, discrimination or bullying and will ensure that policies exist to ensure that everyone is treated with respect and dignity. Such behavior will be dealt with through the Colleges disciplinary procedures and, in serious cases, may result in offenders being expelled or dismissed.



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QUALITY ASSURANCE AND IMPROVEMENT POLICY

1. POLICY STATEMENT

The College is committed to a policy of continuous quality assurance leading to quality improvement. This means robust, accurate and on-going self- assessment which leads to real improvement in the quality of provision and learner experience and success. The self-assessment process is a grass root upwards process which involves the whole College community. Self-assessment is validated through

1. The function of Internal Quality Assurance Cell
2. Annual quality Assurance Report submitted to NAAC
3. Perspective and Strategic Plan (PASP)
4. Review meetings held by key groups such as various subcommittees of the Teachers, students, different Cells, Alumni Association etc.

External peer evaluation of College Quality Assurance processes also takes place.

2. POLICY SCOPE

The purpose of this policy is to establish guidance regarding key aims and actions relating to college quality assurance procedures.

3. POLICY AIMS

3.1 The College aims to have robust and accurate self-assessment which leads to real improvement.

To achieve this we must:

- Create staff confidence in the self-assessment process.
- Expect all staff and members of the College community, including Governing Body members and students, to contribute to self-assessment and to quality improvement.
- Operate within a coherent quality cycle which is published in the Quality Assurance and Improvement Handbook.
- Use external peer evaluation of college reports and processes to assist quality improvement.

3.2 The College aims to be outstanding in all areas of college business. To achieve this, we must:

- Provide opportunities for all staff to develop outstanding practice. Analyse the capabilities of our staff through observation feedback, learner and parent voice feedback and other ways and provide the appropriate professional development to




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ensure they have the skills necessary to deliver outstanding practice. For teachers this will focus on the skills to deliver inspirational teaching and learning.

- Analyse all staff SARs (Self-Appraisal reports) and identify staff development needs in order to form a year's programme to cater to the Career Advancement requirements of the Teaching staff.
- Share good practice across the College, in all areas of college business, through a variety of mechanisms.
- Establish the aspiration for outstanding teaching and learning.
- Challenge satisfactory and less than satisfactory performance through Self-Assessment Report and Action Plan Review meetings, other opportunities.
- Recognize and celebrate outstanding performance of all staff.

3.3 The College aims to enable outstanding success for all of our learners.

3.4 The College aims to provide accurate and formative assessment and verification. To achieve this we must:

- Have accurate formative assessment which informs learners how to successfully achieve their summative assessments.

3.5 The College aims to carry out rigorous action planning and monitoring. To achieve this, we must:

- Devise action plans that will achieve year on year improvement.
- Rigorously monitor quality improvement plans and targets through Review meetings.
- Inform all staff, including senior management and governors on the on-going monitoring of quality improvements.

3.6 The College aims to achieve very high satisfaction for all of our learners, parents, staff and other stakeholders. To achieve this, we must:

- Learn from and act upon learners', parents', staff and other stakeholders' comments in surveys and forums to improve their experience.
- Ensure these surveys are available in alternative formats and on the College website as appropriate in order to maximise response rates.



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JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST



**REENA MEHTA COLLEGE OF ARTS, SCIENCE, COMMERCE AND
MANAGEMENT STUDIES**




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HR POLICY

CODE OF CONDUCT

As an employee: You should keep in mind some constants that are the foundation of our success – past, present and future. There are six things that glue us together in pursuit of our college. These are Integrity, Quality, Innovation, Specialization, Respect and Results.

- **Integrity**
Without integrity, nothing else matters. This means doing what we say we will do... internally and externally... in all cases.
- **Quality**
Going the extra mile in each of your endeavours and heading towards our vision leader in responsible management education and business focused research.
- **Innovation**
This has been a hallmark of our history and is the lifeblood of our future. We possess a great deal of intellectual capital, which we must leverage to innovative approaches for our students by maximizing their learning value-add from entry to exit and to use it further in the competitive marketplace. Our culture is of continuous improvement and total quality that encourages creativity and innovation
- **Specialization**
The dictionary defines specialization as the distinctive mark of quality, of service excellence.
- **Respect**
We must respect and support all those we can come in contact with and operate in a professional manner.
- **Results**
The greatest challenge will be to make something happen for your student that is positive and lasting, something that creates value. In the final analysis, achievement of results for the students, within the boundaries of our value system, is what matters most in our college.

Conduct Rules

Every staff member shall, at all times, maintain absolute integrity, decorum of conduct devotion and commitment to duty. He/she should carry out the orders and act accordingly to the instructions of his/her superiors so far as his/her official duties are concerned. He / she shall do nothing which is unbecoming of a staff member of the College. Further, he/she shall not do any act, which is prejudicial to the interest of the College.

Disciplinary Rules

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:




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Minor Misconduct

- Negligence or failure to perform assigned duties.
- Unauthorized absence.
- Habitual late/irregular attendance.
- Habitual indebtedness, insolvency.
- Smoking within premises.
- Disorderly conduct.

Major Misconduct

- Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining College.
- Taking/giving bribe.
- Dishonesty; theft, fraud or damage concerning any business/documents/property of college.
- Drunkenness, riotous or indecent or disorderly behaviour.
- Gambling within premises of colleges.
- Wilful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication.
- Commission of any act which amounts to a criminal offence or involving moral turpitude.
- Unauthorized communication of any official document/information of college.
- Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with college.
- Conviction by court of law; sexual harassment; threatening or intimidating other employees.
- Possession of illegal/unauthorized weapons or firearms.
- Engaging in business other than that of the organization.
- Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of college.
- Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline.
- Being found in possession of or attempting to punch another employee's attendance.
- Deliberately spreading false information or rumours.
- Refusal to accept any communication or warning in writing, etc.
- Unauthorized absence beyond 10 days.




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DO's AND DONT's

A few general rules and principles an employee of RMC is expected to remain mindful of:

Always


Conducts himself/herself in accordance with the highest, ethical standards, remembering that the definition of a Professional, that we like best, is that of a person who places the students' interest above considerations of personal financial gain.

- Is neatly dressed and groomed.
- Is pleasant, tactful and considerate in manner, remembering to lead rather than drive people.
- Is on schedule and requests assistance, when falling behind is anticipated.
- Is always quick to respond to students queries or messages.
- Remembers that the students' ultimate benefit is more important than his/her possible interim annoyance.
- Stays out of politics and tries to put himself/herself in the other person's place when exist differences of opinion.
- Professional and business email etiquette and responsibility are expected of all faculty and staff members.
- Internal communication between employees is strictly for internal use and must not be forwarded /shared with persons outside.
- Also, when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis.

Never

- Promises more than he/she expects to be able to deliver
- Lies or misrepresents anything, either to students, subordinates or superiors
- Acts on primary reactions, always considers the consequences of any stand or action, checks himself/herself when necessary
- Fails to communicate weekly in writing with superior and designated, other recipients of weekly reports
- Criticizes surroundings, local habits, foods
- Gets involved in political arguments, national or international, or such controversial topics as race and religion
- Criticizes others in a non-constructive way or in the presence of third parties
- Faculty and staff cannot enter into any contract or agreement on behalf of the College without a specific written authorization from either the Trustee or the Vice Chancellor of the College. Any such contract or agreement signed will be null and void and the College will not be responsible for the consequences. In this regard the College reserves its right to initiate appropriate legal action against the concerned persons.




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MENTORING

RMC follows an intensive mentoring program for all its students. The faculty is actively involved in a personalized mentoring process for students. Each faculty is assigned the role of a mentor and is expected to counsel, maintain discipline and motivate their mentees (students). The mentoring process works at three levels-personal, academic and for the professional development of the students.

The roles and responsibilities of the mentors broadly include:

- Ensuring overall integration of the student with the program –academically and psychologically.
- Counselling and motivating the students.
- Managing discipline and conduct related issues of the assigned students.
- Counselling the students to ensure adherence to attendance norms and be responsible for their self-learning.
- Ensuring personal and professional development of mentee.
- Mentoring second year students with special attention on their preparation for the placements.
- Upon announcement of pre-placement talks and interviews, mentors should make sure they spend time with their mentees in order to enable them to understand themselves better and be better prepared for the interviews.
- Keeping in touch with placement managers to be able to guide mentees effectively.

NEW HIRE ORIENTATION

On the Day of Joining The list of actions to be executed on the day of joining the College, is as follows:

1. Joining Documents: A copy of the following documents/ certificates are required to be submitted on the day of Joining:
 - Appointment letter.
 - Joining report.
 - Birth certificate.
 - Educational certificates from Class XII onwards.
 - Experience certificates from first job onwards.
 - Salary certificate from where you were last employed and a copy of your last salary slip.
 - Relieving certificate from the last organizations that you have worked prior to joining RMC. In case relieving letter is taking some times you may submit a copy resignation letter duly acknowledged by the previous employer.
 - In case of PF transfer: relevant forms including, family declaration forms, nomination form and Declaration of Address etc.




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2. Employee ID: You will be issued a unique employment identification number which will be used for all RMC processes and communication.
3. Seating arrangement: The HOD will help you with the seating arrangement on the day of joining.
4. College Excel Accounts, Bio-metric records, Library Accounts, Email ID, Website profile: These would be created on the day of joining.
5. Mentor allocation: On the day of your joining, you will be appointed to a mentor who is an existing employee/HOD assigned to help answer your questions and share with the understanding of organizational practices. They also can help to introduce the new hire to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and have lunch with them during their Induction.
6. All new employees go through an orientation program that is designed to assist them in adjusting to their jobs and work environment and to instil a positive work attitude and motivation at the onset.
7. As part of your orientation, you would attend 3 classes of a senior faculty from the College and would be assisted to conduct the next 3 classes.

NON-COMPETITION & COPYRIGHT

Non-Competition

- a) During the course of the employment with RMC, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and/or its associated entities.
- b) On resignation or termination, you shall not for a period of one year, either as an employee or in any other capacity directly or indirectly manage, render, advise or perform services to or for any other person and/or organization which is engaged in a business directly competitive to the business of RMC or any of its associated entities and/or is located in any geographical location wherein RMC and/or any of its associated entities are carrying on business.


Non-Solicitation

For all times to come, following your termination/resignation you shall not solicit or induce any person who is an employee of RMC college and/or any of its associated entities to leave their employment with RMC college and/or any of its associated entities.

Dispute Resolution

In case of any dispute, difference or claim arising out of or in relation to the contract of employment, the parties shall make their best attempts to settle the dispute amicably by referring the same to the Chairman of RMC who shall try and resolve the matter.




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In the event, no amicable resolution of the dispute is arrived at between the parties, then the dispute shall be referred to Arbitration by a sole Arbitrator. The Arbitrator shall be appointed by RMC and the Arbitration proceedings will be subject to the jurisdiction of the Courts only.

Copyright Clause

All copy right able future work done by you during your course of employment with RMC college shall be the property of RMC college. The future work created by you should be factually accurate and lawful and should not infringe the copyright, proprietary or personal rights of others. You would be solely responsible and accountable for such unlawful activity and further agree to indemnify RMC college against any legal action that may be initiated against it in respect of any infringement with respect to the aforesaid work.

With respect to the above, you will also assign the copyright, without any consideration, in and to the future work that is created by you during the course of employment to RMC college by executing an assignment deed in its favour and will have no claims in and to the same whatsoever.

You will not distribute at any time, future work that is created by you during the course of employment for educational, personal, commercial, non-commercial or any other purpose whatsoever without taking prior permission from RMC college.

General

Any article that may be written by you independently during the course of your employment with RMC college shall not be sent for publication (commercial/non-commercial or in any other manner) to any third party without obtaining prior written consent of RMC college.

WORKING HOURS

Working Days and Working Hours

As per the guidelines of UGC on Examinations and Academic Calendar for the universities, institute shall follow a 6-day week. Depending on exigencies, the College may remain open on Sundays/holidays as well. All employees are supposed to be available at all time for official duties. On week days, the working hours for the College shall be from 07:30 AM to 2.00 PM. The faculty is expected to take the classes as scheduled by the Department. Delay/Rescheduling in classes is not accepted.

Lunch Break

Lunch Break will be for 30 minutes.




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Login System

You will be required to log in your presence in the biometric attendance system and log out when you leave the office.

In case, you are on tour, or on outside duty or have to leave for any work during the office hours, you are required to inform the HR/Administration along with approval from competent authority.

Movement of the premises

A staff member, who is required to go out on official duty, shall inform the HR/Administration about the Out Door Duty which has been duly approved by the competent authority

Late Arrival

All Staff members must be punctual at work. Any employee, who is late beyond 15 minutes after his / her schedule time, will be treated as late comer. For three late comings, half day/CL would be deducted and for Four late comings, a full day CL would be deducted. This is cumulative and not in a month.

PROBATION AND CONFIRMATION POLICY

Objective

To provide the newly joined employees' clear guidelines on the terms and conditions of probation and how and when do they would get confirmed.

All newly appointed employees will be on Probation for 3 months from the date of their appointment. During this period your performance will be reviewed and on completion of 3 months, there would be an evaluation done. You will know of the evaluation through a formal feedback session.

On satisfactory performance during the Probation period, your services will be continued. In the event of unsatisfactory performance, behaviour or attitude, you will be either counselled to improve your performance and the probation period would be extended or your services may be terminated depending on the circumstances. If there is no improvement at the end of the extended probation period, you may either be counselled again and another extension may be given or the management will terminate your services. The period of probation may be extended up to another 3 months, at the sole discretion of the Management on evaluation of your performance; such extension of probation period shall be informed in writing.




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HOLIDAY LIST

Restricted Holidays –

All staff/faculty members who have completed three months service at RMC are allowed to take any two of the listed Restricted Holidays in a year, depending upon the necessity of the person concerned. Those who are interested to avail RH should apply 30 days in advance and get IT approved by the principal.

Gazetted Holiday

There are 9 declared holidays in a year.

Serial No.	Holiday
1.	Republic Day
2.	Holi
3.	Id-Ul-Zuha
4.	Independence Day
5.	Gandhi Jayanti
6.	Dussehra
7.	Diwali
8.	Guru Nanak's Birthday
9.	Christmas

Note: Leave is earned by duty or services and cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non-adherence to this will tantamount to misconduct and will be seriously viewed. Faculty Members may not avail Earned Leaves during teaching session.

FACULTY LEAVES & ABSENCE

General Conditions

- Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave year is from 1st June to 30th June of the next year. In case of the exigencies of work, it will be open to the Competent Authority to refuse, postpone, revoke or reduce leave of any description.
- During the period of leave, staff members shall not take up or accept any employment or work either on remuneration or without remuneration.
- During the period of suspension, staff members shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave.



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- Sundays and or/ holidays as may be declared by college, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- Combination of leave: Sick Leave/Emergency Leave cannot be availed of in conjunction with any other kind of leave/holidays.
- Before proceeding on any kind of leave, staff members shall intimate to the Competent Authority his/her address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff members have got the extension of leave sanctioned (by Competent Authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the staff members from obtaining prior sanction for overstay. Over-stay of leave beyond 10 days without proper sanction can call for disciplinary action.
- National, Regional and Declared Holidays will be decided in December each year for every calendar year.
- On resignation from the service of the College, if the employee has taken any Earned Leaves or Emergency Leaves/Sick Leaves.

Sick Leave / Emergency Leave

- All Staff members and Faculty members who are on 6-day track will be granted sick leave/emergency leave for a maximum period of 12 days i. e. 6 Sick Leave and 6 Emergency Leave during the leave year. Staff members who are appointed during the course of the year shall be entitled to it on pro-rata basis. Faculty members who are on 5 days' track are entitled to 5 Emergency Leave and 5 Sick Leave, those on 4 days' track are entitled to 4 Emergency Leave & 4 Sick Leave and those on 3-day track are entitled to 3 Emergency Leave and 3.
- Sick Leave. For availing Sick Leave, all employees (Staff/Faculty Associates/Faculty) are to submit valid medical certificate.
- Sick leave/Emergency leave remaining un-availed will lapse at the end of the leave year.
- For availing sick leave, the employee has to submit a medical certificate issued by a registered medical practitioner having minimum MBBS qualification. In case the medical certificate tendered in lieu of the sick leave is not valid, the same shall be treated as cancelled and will be subject to deduction of salary and in such cases strict disciplinary action including termination of services can be taken place.
- Sick Leaves/Emergency Leaves may also be availed for diagnostic purposes; however, prior approval must be taken and a certificate must be submitted for the same.




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Earned Leave (EL)

EL will be credited to the leave account of employees after one year of service. EL credited to the individual's account will be from the date of joining to 30th June and thereafter with respect to each year, i.e., on 1st July to following 30th June.

Maternity Leave (ML)

This is applicable to all female staff who have completed one year of continuous service and have attended at least 80 days in office. ML may be granted to a female faculty / staff member for first two surviving children. A maximum period of six months of ML may be sanctioned to all such employees with pay. Under the Maternity Benefit (Amendment) Act, 2017, this benefit could be availed for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post child birth. For availing ML, they have to submit a medical advice letter from a qualified doctor. All relevant Govt regulations would be applicable with respect to ML, however, prior approval of Management would have to be taken for availing the same.

The faculty/staff member will have to necessarily join back to duty on completion of Maternity Leaves; however, in case of medical exceptions a certificate may be submitted for the extension of leave which may be granted on its merits.

Leave without Pay (LWP)

In case of a staff members whose SL/EL has been exhausted or taken in excess of the entitlement or who has extended leave without informing the authorities of the College, those excess leave taken will be treated as leave without pay (LWP), if approved ex post facto by the management. If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

Study Leave

- A study leave/extended/deputation for a maximum period of two years may be available on recommendation of the Director only after the faculty members has completed at least five years of continuous service at the Institute. However, in some cases faculty with lesser years of continuous services with RMC may be considered.
- Eligibility of study leave would be assessed on how this leave would improve the intellectual capital of the institute.
- Should be applied 30 days in advance in the beginning or end of academic year.
- During the period of study leave the faculty member will not be entitled to draw any salary. He will also not be automatically entitled for promotion as a result of his receiving any advanced degree during the course of his study leave. Also, while calculating the total length of service, the time taken on a study/sabbatical leave shall not be counted and that employee shall not claim any allowance or any other



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benefit, promotion, increments, gratuity, LTA etc. for the period of their study/ sabbatical leave."

- During the period of study leave, the faculty will not engage in any gainful employment in other organization and an employee will have to sign an undertaking binding them to the terms of such leave.
- After completing the study leave, re-joining of the faculty will always depend upon the availability of vacant position in the concerned department.

Leave Applicable for Contractual Employees

Contractual employees will be entitled to 6 Sick Leaves and 6 Emergency Leaves that is 12 leaves in a year and the 9 declared holidays (Gazetted, festival etc) and 2 restricted holidays. Contractual employees will be entitled to 12 Earned Leaves only after their contract is renewed after completion of 1 year.

IT POLICY FOR EMPLOYEES

• INTERNET / EMAIL

1. The institute's computers, computer files, e-mail accounts, internet access and the software furnished to employees are the institutes' property and are meant for official work.
2. The institute specifically prohibits the use of computers, handhelds and electronic communication, including internet access in ways that are disruptive, offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-colour jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business.
3. Employees are not to access the internet to visit any websites that contain pornographic content, any discriminatory message, or one that disparages any group.
4. Employees are not to use computers, laptops, tablets or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. E-mail and Internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.
5. Computers, e-mail usage and internet traffic may be monitored by the Institute as and when required.
6. Employees of the institute are permitted to use their e-mail or internet accounts only for official communication. Sending group e-mails like of festive greetings, initiating or partaking in unauthorized or inappropriate discussions, sending e-mails with large attachments, or forwarding chain mails, etc., is strictly prohibited.




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- **SOFTWARE**

Illegal duplication of software or violation of copyright laws by the copying or sharing of software, installing of pirated or unauthorized software or the distribution of copyrighted material, downloading of non-work related or objectionable files is strictly forbidden.

- An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee.
- Access may be provided to employees for subscribed online software and resources. All data contained therein is property of the University and therefore may not be misused, communicated, handed over or passed on in any format and through any medium to anyone other than for whom it is intended by the University.

EXIT POLICY

Objective

To provide guidelines to be followed when the employee leaves the company either due to Resignation or Termination. This is to ensure that both parties have all issues tied to mutual satisfaction in a fair manner.

Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof. On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.


Resignation

All employees whether confirmed or not, will not resign from the services of the Institute in the middle of the academic session. However, management may use its discretion in case of representation of extreme unavoidable circumstances by the departing employee. During non-teaching period all employees are required to give one month's notice or salary in lieu of notice period. An employee who has put in service for a period of less than six months shall be entitled to salary up to the last day of the previous month, in case of his/her resignation by the 7th of the month.

Faculty Members

All faculty members are liable to give two months' notice or two month's salaries in lieu of notice period in the middle of the academic session. All faculty staff is required to give notice on leaving the institute.




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Placement/Registrar Sect/Admission Staff

Placement/Registrar Sect/Admission staff work in tandem with the academic functions of the Institute and are the integral part of the academic development of the students. Hence, if they resign from the services of the Institute in the middle of the academic session, they are liable to give two months' notice or two month's salaries in lieu of notice period. All Placement/Registrar Sect/Admission staff is required to give notice on leaving the institute.

PROCESS FOR RESIGNATION

The mail /letter has to be sent to the principal. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by institute. All departing employees are required to handover his/her assigned responsibilities to the designated person and get a confirmation from him/her that all job responsibilities have been handed over to the satisfaction of the HOD. During the notice period the employee will help to complete all formalities including exit interview, handing over the no dues certificate and PF withdrawal forms. The HR/Administration will help in procuring the No Dues Certificate. On receipt of No Dues Certificate, the full and final settlement of account would be prepared. Final payment cheque shall be issued along with Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can either collect the cheque or it can be posted to the address as mentioned by them.

Please note once the duly completed no dues certificate reaches the office it will take 15 days to clear the account.

RETIREMENT

Staff shall retire from service of the institute on attaining the age of superannuation fixed at 58 years. However, the retirement age may be changed from time-to-time by the management. To determine age of retirement, the official record of age available with the institution shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

IN CASE OF LONG UNSANCTIONED LEAVE

You will be considered to have voluntarily abandoned the service of the organization if you fail to report for duty, either after 5 days from the date of expiry of your sanctioned leave, or you are absent for a period of 5 consecutive days or more without sanction or if you turn up to re-join duty after an unauthorized absence of more than 5 days and are unable to explain your absence to the satisfaction of the organization.

RETURN OF RMC PROPERTY




I/C Principal
Reena Mehta College of Arts, Science
Commerce & Mgt. Studies
Bhayandar (West), Dist. Thane 401 101



You shall promptly upon the termination of your employment, deliver institute's equipment and belongings (laptop, books, visiting cards etc.), correspondence and all other documents, papers and records in whatever form, including but not limited to, electronically held data containing or referring to any client, proprietary or confidential information concerning the business of the Firm and of any of its Clients which may have been prepared by you or have come into your possession, custody or control in the course of your employment. You shall not keep any copies of these items.

No copy (printed or digital) of any document or proposals or report or contacts database can be made by the departing employee. Any violation of the institute's intellectual property ownership or rights will be taken very seriously and legal action may be initiated against such employees who are found to have taken any organization document or file or presentation or any other official records.

ISSUE OF NO OBJECTION CERTIFICATE/ RECOMMENDATION & RELIEVING LETTER

Any employee requiring such letter/s / NOC, may forward their request to their HOD, who may forward recommendation of such letters to HR/Administration.

The HR/Administration team will issue such letters to the respective employee in its standard format.




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