ANAND COMMERCE COLLEGE

(Managed by Shri Ramkrishna Seva Mandal)
Opp. Town Hall. ANAND – 388 001. Gujarat State, India.
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NAAC RE-ACCREDITED 'B++' GRADE

Dr.V.M.Vanar
Principal

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HANDBOOK

- RULES AND REGULATIONS

- POLICIES

- APPOINTMENT PROCEDURES

- SERVICE RULES

Contents

Chapter No.	Particulars
Chapter 1	Introduction
Chapter 2	The Mandal
Chapter 3	The Officers /Trustees of the Mandal
Chapter 4	The College
Chapter 5	Dissemination of Responsibilities of College
Chapter 6	The Academic System of the College
Chapter 7	College's Ability to Sustain Its Finances
Chapter 8	Selection and Appointment

Chapter 1

Introduction

In 1954–1955, Shri Ramkrishna Sevsa Mandal was founded. The Shri Ramkrishna Seva Mandal (SRKSM) is a public trust and a recognized society. An educational trust called Shri Ramkrishna Seva Mandal has institutions from primary to research level education, as well as a significant legal and socio-economic impact on the nearby rural area.

The Thrust area of all Mandal activities would be as under

The catalyst in this process of creating a setting to advance knowledge and develop a vibrant, aggressive personality would be Shri Ramkrishna Seva Mandal.

When Sri Ramakrishna Seva Mandal first began, it offered free legal counsel to locals in the rural areas around. Sri Ramakrishna Seva Mandal proved to be a blessing for the ordinary man in the early post-independence age when appropriate legal assistance was difficult to obtain through its free legal guidance.

We are motivated by a value system that emphasizes that in addition to legal and professional skills, our students should work toward values like a humane, ethical approach built on commitment, honesty, and social justice, as well as natural openness, which are necessary to foster in the current context of our country.

This shall be everyone at Shri Ramkrishna Seva Mandal's commitment and guiding concept. Our trust will work tirelessly to foster an environment that encourages greater learning, personality growth, and moral principles.

In the SRKSM logo, the rising sun represents power, growth, health, and the circle of life while also symbolising the removal of darkness from the planet. The human chain represents the SRKSM's motto, "Bahujan hitay Bahujan sukhay," meaning "Devotion to mankind." meaning to consider the well-being and pleasure of all people. Additionally, it shows togetherness, inclusivity, and solidarity. Since then, the trust has taken part in numerous diverse socially beneficial activities. Due to its charitable endeavours, SRKSM has gained respect and a place in people's heart in this region.

Chapter 2

About the Mandal

"Shri Ramkrishna Seva Mandal (SRKSM)" was founded in 1954–1955 and is a registered organisation and public trust. Under the capable direction of the late Shri Gordhanbhai Patel, affectionately the trust was established with the enthusiastic support of the prominent residents and leading businessmen of this region. In addition to being an educational trust that provided institutions from primary to research level education, it also had a significant medical and socio-economic impact on the rural areas nearby.

Shri Gordhanbhai Patel and Shri Natvarlal Dave, the founding trustees of the Mandal, held the most favoured opinion, which was that the development of an independent India and its villages could only be effected by well trained personnel. So creating an academic institution was of utmost importance. In this environment, Shri Ramkrishna Seva Mandal took the lead in establishing Anand Arts College in March 1963. The first college at Anand was established as a result of this progress. Under the banner of Shri Ramkrishna Seva Mandal, number of institutions, ranging from kindergarten to graduate and post-graduate programmes, was founded gradually and successfully.

Shri Ramkrishna Seva Mandal currently oversees about 28 academic institutions, ranging from K.G. to P.G. schools of excellence, with effectiveness and efficiency while keeping up with the ever-changing demands of the modern educational environment.

The Honorary Secretary, Mrs. Jyotsnaben K. Patel, first lady Engineer of Sardar Patel University, is an inspiration in and of herself, and her constant willingness to lend a hand by exhibiting dynamic leadership serves as a motivating factor for growth and development.

Under the honourable and inspiring leadership of Shri Kiritbhai J. Patel, a trustee, we feel that the institute's vision can be best realized. He is actively involved in the growth and development of the organisation in general and of initiative in particular.

The reputation of SRKSM has grown significantly over the past Sixty-eight years as a result of his selfless work, commitment to the cause of education, and adherence to his philosophy. As a result, it benefits students from Anand and the nearby villages. Due to the officials' distinctive strategy, even students from all over Gujarat are drawn to enroll at Shri RKSM's institutes. A very good infrastructure has been set up to support high-quality education since the office holders are sensitive to the requirements of the modern educational environment.

Chapter 3
The Officers / Trustees of the Mandal

The following shall be the officers of the Mandal, namely

- The President
- The Vice President
- The Honorary Secretary
- The Executive Trustee
- The Members
- Such other Member officers/ Principal in the service at the affiliated grant-in-aid Institutions of the Mandal.

The Mandal's governing body will have the authority to implement each and every decision for the Mandal and the institutions it oversees.

Constitution of Governing Body Members of SRKSM

Sr. No.	Name of the members of the society / Trust	Designation in the society / Trust
1.	Shri Hemantbhai Jayantbhai Patel	President
2.	Smt. Jyotsnaben Kiritkumar Patel	Hon. Secretary
3.	Shri Kaushikbhai Jayantilal Doshi	Vice-President
4.	Shri Parixitbhai Kritkumar Patel	Joint Secretary
5.	Shri Kiritkumar Jashbhai Patel	Member
6.	Shri Ashokbhai Harmanbhai Patel	Member
7.	Smt. Toshaben R. Patel	Member
8.	Smt. Binduben K. Doshi	Member
9.	Shri Naineshkumar C. Patel	Member
10.	Smt. Nitaben N. Patel	Member

Power and Duties of Governing Body

The duties of the Governing Body are:

a) to maintain discipline and control to confirm, to give increment, to dismiss, discharge or remove any one in the service of the Society.

b) to make all the appointments, to direct retirements, to give promotions, to grant leave and to award punishments to the staff.

c) to sanction, the rate of fees for various articles and to fix amount of deposit. To fix fees. Charges and frame rules for provident funds, leave rules.

d) to sanction annual Budget.

e) to fix date for nomination and for election of members of the G. B. and frame rules for election of the G.B.

f) to fix date for nomination and for election of 'G. B.' and frame rules for election of G. B. and to appoint election officers.

g) to appropriate the current funds of the Society.

h) to sign loans and scholarships.

i) to purchase, take or lease or hire otherwise acquire any movable or immovable property or any rights or privileges necessary or convenient for the purpose of the Society.

j) to conduct, alter, improve, manage, develop or to keep in repairs any building required for the Society.

k) to invest the funds of the Society in such securities as may from time to time be determined, to borrow or raise money on lands, buildings, pro-notes, mortgage or charge on the Society's property movable or immovable

l) to appoint auditors.

m) to purchase, hold sell, exchange, mortgage, lease and to make any arrangement of properties of any kind of the society.

n) to collect, receive, money, clothes grains or any other articles from people as charities and distribute to the poor or deserving peoples suffering from poverty natural calamities such as flood, famine, fire or riots

o) to accept educational trust funds of Rs. 500 and above for the diffusion of useful knowledge.

p) to borrow or raise money in such manner as the Society may think fit

q) to lend, invest or otherwise employ money belonging to or entrusted to the Society upon securities or shares and deposit money with Bankers as approved by the Governing Body.

r) to accept time deposits, gifts and donations either in cash or in articles with a view to achieve any of the objects of Society.

Governing Body Meeting

Every year, the Governing Body will hold at least two meeting as per Rules and Regulation of SRKSM bye laws to make decisions about Mandal activates.

Chapter 4

About the College

Anand Commerce College (ACC) was established under Shri Ram Krishna Seva Mandal trust in June 15, 1970. The founder of Shri Ramkrishna Seva Mandal, Late Dr. G. S. Patel popularly known as "Vakil Saheb", was a man of foresight and realized the need of a Commerce College for the people of Charotar area who possess inborn acumen for Business.

B.Com. degree programme in specialization of Accounts and Auditing (both in English and Gujarati medium), BBA degree programme in specialization of Marketing, Finance, and HRM (English medium), BCA degree programme in specialization of Computer Applications (self financed, English medium), Certificate Course in English and Diploma in General Insurance are offered by the college.

All faculties of the college are well qualified as per UGC Norms.

College also has NSS, NCC, and Personality Development Programme for overall development of the students. Parent-teachers meetings, student counseling, thalassemia check-up, and blood donation camps etc. are also involved as paramount activities in the academic year.

College also runs well equipped Computer Centre since 1988 and SCOPE (Computer & English Laboratory) with PG Diploma & Certificate courses in Computer programming, English and General Insurance.

College is housed in a three-storied building with elegant appearance. The building is well equipped with spacious classrooms, comfortable desks, glass boards, tables and podiums as required. Each classroom is well-ventilated with ceiling fans and windows for air circulation. The premises have lush green lawn and tiled pavement for movement. Parking facility is provided for girl students, boy students and staff members separately. Clean and cool filtered water is provided keeping in mind the health of students.

In tune with the times the infrastructure facilities and amenities are updated to suit requirement. Teaching work is backed by technology at this college. To exploit technological means, we have installed audio-visual laboratory, computer laboratory, overhead projectors, multimedia projector, Public Announcement system with microphones and speakers in each classroom. These means enhance the teaching power as well as grasping power of the teachers and learners respectively.

Our Vision

To inspire and to prepare every student to be passionate lifelong learner and productive investment participant in the local and global community.

Our Mission

To develop human resources to discover and disseminate knowledge to extend knowledge and its application beyond the boundaries and stimulate society by developing in student heightened intellectual, culture and human sensitivities, professional and technological expertise and a sense of purpose.

Our Aim

To obtain the techniques of commerce and management to suit the needs of corporate world. To equip individuals with necessary suits to identify personal areas for development. To communicate efficiently 8. various facets of human society. To enhance facets of human society. To enhance individual capacity meet the real challenges of practical fields.

Governing Committee:

For smooth running of the college work the governing committee is formed with various duties and powers to handle the routine affairs of the institution. From the approval of Governing body of SRKSM and with the recommendation of the Principal, the Governing Committee is constituted.

Constitution of Governing Committee of the College:

SR.NO.	NAME OF THE PERSON	DESIGNATION
1.	Shri Hemant bhai J. Patel, SRKSM. Former member of Bar Council of Gujarat	Chairperson
2.	Smt. Jyotsna ben K. Patel , Hon. Secretary	Members from trust
3.	Shri Parixit bhai K. Patel , Jt. Secretary	Members from the Region nominated by the Trust
4.	Dr. Vijaysinh M. Vanar, Principal , Anand Commerce College	Member Secretary-Principal of Anand Commerce College
5.	Mr. Devang B. Trivedi, NAAC Coordinator	NAAC Co-ordinator
6.	Mr. Ram Nandan Singh, Advocate Gujarat High Court	Legal Advisor
7.	1. Dr. Ashutosh K. Yagnik 2. Mr. T. N. Chaudhari	Two Faculty members

Functions:

1. To ensure the operation of the Institute as per general guidelines of UGC.
2. To introduce newer programs at the institute as per need of hour
3. To make recommendations on the planning and monitoring activities of the institution.
4. To determine the teaching requirement to maintain quality of teaching.
5. To appoint staff as per the requirements of Institution.
6. To form various cell essential for the smooth functioning of the institute and to achieve vision of the institute.
7. To facilitate and ensure financial viability of the Institute through budget approval.
8. To monitor faculty development, training and placement and industry-institute interaction activities and suggest remedial measures
9. To review academic, administration, innovation and research activities, student related matters, financial matter and staff related matter to devise various policies and obtain approval and decision on various norms and policy of the Institute
10. To consider and approve the annual report and the annual budget of the institute every year.

Courses:

Anand Commerce College offers various Under Graduate Programmes as follow:

Programme Level	Name of the Course / Programme	Duration	Entry Qualification as Per UGC
Under - graduate	B. Com	3 years (Six Semesters)	10+2
	B.B.A.	3 years (Six Semesters)	10+2
	B.C.A.	3 years (Six Semesters)	10+2
	B. Voc	3 years (Six Semesters)	10+2
Diploma	Diploma in Banking & Operation Management	1 year	10+2

The details of above programme are as follows:

Programme Outcomes (POs) For B COM:

PO No.	Upon completion of B.Com. Degree programme, the graduates will be able to:
PO1	Students will be ready for employment in functional areas like Accounting, Costing. Management Accounting, Auditing, Taxation, Banking, Insurance and soon.
PO2	He will acquire the knowledge and skill for Decision making, Problem solving and will make them competent to establish and run the business efficiently and effectively.
PO3	Capability of the students to make decisions at personal & professional level will increase after completion of this course.
PO4	Students will be equipped to deal with the business realities of today and prepares them to drive and face the challenges of tomorrow
PO5	Program will help the students to cultivate Entrepreneurial Mind set and Skills

Programme Outcomes (POs) For BBA:

PO No.	Upon completion of BBA Degree programme, the graduates will be able to:
PO1	To understand business functions and management practices leading to development of business acumen among students.
PO2	To develop critical and analytical thinking abilities.
PO3	To improve Communication and interpersonal skills.
PO4	To develop social sensitivity and ethical considerations leading to sustainable business practices.
PO5	To demonstrate global perspective and entrepreneurship acumen
PO6	To get exposure of industrial world through company visits and interaction with experts
PO7	To get exposure and guidance for appearing in competitive examinations in management such as CAT, GMAT etc.

Programme Outcomes (POs) For BCA:

PO No.	Upon completion of BCA Degree programme, the graduates will be able to:
PO1	Equip students with the latest technology, tools and applications in IT and to meet the ever-growing requirement of IT professionals
PO2	Develop computer Programmes using functional Programming and object-oriented Programming paradigms; apply techniques of software validation and reliability analysis to the development of computer Programmes
PO3	Provide sound academic base for an advanced career in Computer Applications, develop conceptual grounding in computer usage and introduce the organization of a computer and its principal components
PO4	Gain knowledge of algorithms and their role in computer science; identify fundamental structured Programming techniques; utilize important data structures and associated algorithms in the development of computer Programmes
PO5	Demonstrate the critical thinking and communication skills; create awareness of public health hazards and environmental policies; assure the dignity of the individual and the unity and integrity of the nation

Programme Outcomes (POs) For B VOC:

PO No.	Upon completion of B VOC Degree programme, the graduates will be able to:
PO1	Develop a strong foundation in financial literacy, including an understanding of banking products, investment instruments, and financial markets.
PO2	Expertise in the practical implementation of transactions within the Money Market.
PO3	Stay updated on market trends, economic indicators, and financial news to make informed decisions in the financial services sector.
PO4	Understanding statistical tools and techniques, as well as the principles and policies of banking, is essential.
PO5	Exhibit managerial competencies in organizing and coordinating activities within the vocational context.

Chapter 5

Dissemination of Responsibilities of College

Under the direction of the Principal, the college governance process, which includes academic, research, co-curricular, and extracurricular activities, is carried out. As instructed by the Governing Body, the Principal seeks advice, direction, and permission from Hon. Sec of SRKSM to ensure the College runs smoothly.

The Organogram shows that several Heads have been designated for specific tasks, and each Head is in charge of Programme and Courses. Each one contributes significantly to the general administration, finances, teaching, research, and placement activities from the top to the bottom. The Heads of various committees have been given authority to plan, formulate policies, make significant decisions, and carry them out in the institution's best interests. Students, employers, alumni, and other external stakeholders are also represented on a number of committees so that they can offer their input, suggestions, and comments. This aids in putting participative management into practice. The Governing Body attends to all of the College demands in accordance with the situation and the needs of the community. They collaborate in advance the College's goals and objectives, such as enhancing research and consultancy capabilities, launching new, highly sought-after courses, ensuring excellent student placements, offering staff and student development programmes, recognizing merit rankers, awarding scholarships, etc. In the best interests of the students and the College, every decision is made together. The faculties are given ample resources for knowledge and qualification advancement, which benefits the students. There are excellent IT and library resources available for both employees and students. The administrative staff is responsible for ensuring that all student-related activities, including admission, accounts, finance, record keeping, and maintenance, run smoothly in order to achieve and accomplish operational and strategic goals. The code of professional ethics is followed by all parties. Each department strives to advance academic achievement in accordance with the College's vision and mission. As a result, by delegating tasks and contributing to institutional growth, each stakeholder focuses on promoting the development of the College.

Designated Board of Studies of Sardar Patel University and its instructions, Rules and decisions are followed by the College.

Chapter 6

The Academic System of the College

A. Feedback System

The institute has streamlined feedback mechanism functional in the best benefit of staff, student and institute. Internal components of the feedback mechanism are,

1) Availability of suggestion box.
2) Through mentors during mentoring session.
3) Online/written feedback system
4) Functional students' cell
5) Parents' Teachers meeting
6) Open session

The IQAC prepares and verifies feedback forms, collects and analyses input. Principal and faculty make decisions at the meeting regarding the study of the feedback, its interpretation, and corrective measures. On the overall curriculum, teachers, and other general facets of the Institute, suggestions are gathered from the students. During the Feedback Analysis Meeting and Grievance Redressal Cell, their recommendations and complaints are handled.

B. Student Identity-Card

First year B COM/BBA/BCA/B VOC students are issued his / her student Identity-Card from College's Library within one month of his / her enrolment.

C. University Examination Form

Students fill out a university examination form and pay the required fees prior to the final exam. After that College verifies and forwards these examination forms to University.

D. Academic Degrees and Other Awards

Students of College receive their degrees based on their individual achievement over the whole academic semester or year by Sardar Patel University. During Convocation Day, Sardar Patel University awards gold medals to deserving students, branch and course winners. Sardar Patel University's specified rules regarding backlog and detention are followed by the College.

E. Scholarships

SC/ST/ OBC & Minority eligible students are getting the benefit of scholarship from the Gujarat State Government. All eligible students fill their scholarship form and submit to the college. College after verifying these forms forwards to concern department.

F. Statutes, regulations, and ordinances

College's Governing Committee shall have the authority to create, amend, and carry out the College's Rules. The Governing Body has granted the Hon. Secretary of SRKSM the authority for the urgent permission when necessary, which is brought before the Governing Body for approval in the following meeting. The Member Secretary of the Governing Body and the Principal will be in charge of carrying out all the activities. The Principal and the members of the appointed committees will create and implement the rules and regulations that fall under their authority.

Chapter 7

Financial System of College

A. Budget preparation and approval

College draught its recommended budgets for the upcoming academic year in the month of January of each academic year. It is thoroughly discussed with Principal during the Governing Committee meeting, produced by the accounts department. This budget is tabled to Governing Body for its initial approval. If any changes are necessary throughout the year, this again brought to the Governing Body for approval. The Principal is responsible for carrying out the approved budget after receiving it.

B. Monitoring, reporting, and reason for deviation of budget use

The Principal reviews and discusses the budget utilization during Governing Committee meetings. Each month, the Account Head independently present to Principal the budget use. In cases of underutilization or overutilization, the appropriate rationale is provided.

C. Annual Accounts and Estimates

The college's yearly accounts (Balance Sheet and Income and Expenditure Statement) are prepared in accordance with the applicable provisions of Income Tax Laws and Rules, Government of India, as well as the standards set forth by Shri Ramkrishna Seva Mandal, among other statutory bodies. The IQAC also regularly audits normal financial operations.

The Governing body also performs an internal financial audit, and a chartered accountant chosen by SRKSM conducts a financial audit in accordance with Indian income tax laws and regulations.

D. Annual Report

In every year an Annual Report prepared by the College under the guidance of the Principal and present it to Governing Body. This report comprises results of courses, detail of activities, staff achievements or other matters related to college performance. Every years Annual Meeting of Governing Body this report is placed.

Chapter 8
Selection and Appointment

As the Anand Commerce College is Grant-in-aid College. The teaching and non-teaching staff and their salary are provided by the Government of Gujarat. The selection of Grant-in-aid faculty is carried out by the Office of Commissioner of Higher Education of Gujarat. The SRKSM also is part of selection committee for the appointment of teaching and non-teaching staff. The promotion, increments and service are done by the Government of Gujarat.

Beside Grant-in-aid staff College requires more staff members. For this Self-finance staff the Governing Body has efficient mechanism for this. A faculty member will be chosen by the committee compressing university nominee, expert etc. based on the standards and guidelines provided by UGC.

Rules and guidelines for the appointment of teaching members

- The recruitment of faculty is a systematic procedure including merit-based selection and recruitment consultants.
- Posting job openings in local and/or national newspapers in accordance with university requirements.
- The candidate must provide their most recent resume, a set of photocopies of all pertinent documents, and a covering letter.
- The obtained resumes are analysed, and qualified candidates are short listed.
- After consulting with the panel's faculty members, the principal and NAAC coordinator take decision, and the candidates are called for the personal interview.
- The interview is conducted by the University Selection Committee.
- Candidates selected by the selection committee are appointed for the said post.

Through timely appraisals and/or promotions to higher designations in accordance with UGC standards, the institute also retains faculty and other staff members who meet the required qualifications, expertise, and abilities. Staff members who fits in it as per merit are given permission and resources for higher education.

PROBATION

The employee must serve a minimum of 24 (two years) months on probation after joining the Institute. The management of the Institute reserves the right to further extend this period at its own discretion. At the conclusion of the probationary term, if the College has not communicated in this regard, the appointment will be presumed to have been confirmed.

Rules for appointment of non-teaching staff members

Applications are requested via advertisements in regional publications and are received by the Institute's official email. After screening, candidates are contacted for interviews, and the selection process is carried out based on the candidate's experience and skills. The committee that the principal appointed conducts the interview, and the principal ultimately approves the applicant they have chosen. The Institute provides an appointment letter.

After entering the institute, the chosen candidate will serve a two-year (24-month) probationary period. This time frame may be extended further at the sole discretion of the Governing Body. At the conclusion of the probationary term, if the College has not communicated in this regard, the appointment will be presumed to have been confirmed.

Scales of Salaries for Teaching Faculty Members

Scales of Salaries for teaching faculty members are paid according to the regulations of the Gujarat government, Shri Ram Krishna Seva Mandal, and the Anand Commerce College. According to the current principles of Income Tax Laws and Rules, Government of India, The Institute shall have the ability to deduct tax at source.

Scales of Salaries for Non-Teaching members

As per the Government and SRKSM non-teaching staff are paid salary. The Institute shall have the right to deduct tax at source, as per the prevailing guidelines of Income tax Laws and rules, Government of India.

Workload of Faculty members

Principal and NAAC Coordinator finalize the workload of each faculty members for every academic session as per the norms of UGC.

SERVICE CONDITIONS FOR STAFF
WORKING HOURS

Each employee must work during the College regular hours and complete any tasks that are occasionally allocated to them by the Institute's management, in accordance with Institute policy. However, due to the demands of their jobs, they could occasionally be forced to work longer hours. They will not be allowed to pay any additional compensation, allowances, or other benefits in relation of the agreement.

ATTENDANCE REGISTER AND MOVEMENT REGISTER

The staff has to sign in the attendance register daily for in and out time. Any changes pertaining to leaves done during the course of time must be considered by all the employees. For timing and deduction in the leave related regulations, Principal has authority to take final decision on case to case basis if required for the same.

The staff has to report in the movement register, exit time and entry time with clear duly signed,

for any Institutional work or personal work during college hours. It must be availed after permission from the concerned authority. Entry in the register should be neat, clean and in good hand writing. The Principal has the ability to make the ultimate judgement on a case-by-case basis on the timing and deduction in the leave-related regulations, if necessary.

When performing institutional work or personal work during college hours, the staff must record the exit time and entry time in the movement register with unambiguous, properly signed entries. It can only be used with the relevant authority's authorization. Each entry in the register ought to be legible and written neatly.

LEAVE RULES

No one has the right to request a leave of absence. Leave must be granted in accordance with operational requirements. The authority has the right to deny or revoke leave at any moment if necessary. The Principal or SRKSM has the power to approve leave. Employees are entitled to leave in accordance with Institute policy, as it may be revised from time to time. According to Institute regulation, leave must be pre-approved by a duly authorized superior of the College. The services may be terminated without prior warning or justification if any staff is absent from work for a continuous period of seven working days without authorization, including any extensions or overstays of granted leaves.

RETIREMENT

Teaching staff

Subject to the continuance in employment till such age, and their remaining mentally and physically fit, as determined by medical examination, employee shall be required to demit their position upon attaining the age of 62 (Sixty-two) years, or as per the prevailing rules of the Institute at the time. They may be required to demit office earlier if they are found to mentally or physically unfit, as determined by medical examination.

Non-teaching staff

Subject to the continuance in employment till such age, and their remaining mentally and physically fit, as determined by medical examination, employee shall be required to demit their position upon attaining the age of 60 (Sixty) years, or as per the prevailing rules of the Institute at the time. They may be required to demit office earlier if they are found to be mentally or physically unfit, as determined by medical examination.

TERMINATION

Non-teaching personnel

One month's notice is required before quitting the position for technicians and workers who have been verified by the Institute. Three months' notice is required for employees whose employment status has been verified by SRKSM, and it cannot end in the middle of a semester. If the

employee's performance is deemed to fall short of expectations, they may be fired with due notice.

No leave may be taken during the notice period, and no leave may be offset by a deficiency in the notice period.

The No Objection Certificate from library, account head and Principal must be submitted by the employee following resignation, retirement, termination, or interruption of services in order to complete the relieving procedure.

Teaching staff

The employee may be terminated after three months prior notice, if the performance of the employee is not found to be as per expectations. Every Teaching and special case faculty member who are in scale salary basis and who have completed two years of confirmed service with the institute are required to follow the steps required by Sardar Patel University for releasing.

The aforementioned appointment may be cancelled during the probationary period by any party with 30 (thirty) days' notice. The appointment may be cancelled by either party with three months' notice after the confirmation of services, or with equivalent gross compensation in place of the notice period. However, the notice period must never end in the middle of the academic year, whether it is during the probationary period or after confirmation. No leave may be taken during the notice period, and no leave may be offset by a deficiency in the notice period. Regardless of anything to the contrary specified herein, the Institute shall have the right to immediately terminate the appointment without providing any sort of notice or payment in place of notice if any of the following occurs:

a) Any conviction for a criminal offence in a court of law

b) Any act of dishonesty, misconduct, disobedience, insubordination, impoliteness, intemperance, contravention of the Institute's policies, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on the part of one employee, or the violation of any of the terms, conditions, and stipulations contained herein.

HIGHER STUDIES

Teaching staff

Without the express written consent of the Principal, the employee will not enroll in any additional coursework, a Ph.D. programme, or engage in any other commercial or professional activity on a full- or part-time basis in any type of job, profession, or business, either independently or in collaboration with others.

PROFESSIONAL CODE OF ETHICSCONFIDENTIALITY

They must uphold the confidentiality and secrecy of all information given to them or given to them in the course of their job. By accepting employment with the Institute, individuals agree that all information they learn while working there is confidential and belongs to the Institute, not to

them personally. They must make sure that none of the Institute's original or copies of software, documents, or files in electronic or digital form (such as those on diskettes, tapes, drives, CDs, etc.), which are its property, are removed from the Institute's premises for any reason, unless express prior permission is granted by an appropriately authorised superior of the Institute.

Unless alternative instructions have been received from a duly authorised superior of the Institute, they must also make sure that all originals and copies of documents or portions of documents (of any nature), which they remove from the Institute's premises for work purposes, are returned to the Institute's premises. In any case, upon terminating their use of the Institute's services, they are required to return all originals and copies of documents or portions of documents (in whatever form and of whatever character) in their control to the Institute's premises. If they violate this condition, they risk being fired immediately and facing legal repercussions for criminal misconduct from both their current employer and any potential future employers.

Teaching staff

As a teacher by profession, the employee accepts the obligation to conduct himself/herself at all times in line with the highest standards of the teaching profession, aiming for quality and excellence in work and conduct, with no unpleasant habits, thereby gaining the respect of students, colleagues, and all internal and external stakeholders. They must act as role models for the pupils they teach, encouraging them to improve their moral, mental, and physical health as well as their whole personalities rather than just teaching them what they should know. They need to encourage their students to pursue lifelong learning.

Non- Teaching staff

The non-teaching employee will adhere to college discipline and will behave in accordance with any instructions given from time to time by the principal or SRKSM. Please keep all information connected to the Institute and the Trust completely secure and secret. They will make sure that all of the teaching staff, students, and parents get along.

Duties & Responsibilities of College Committee Co-ordinators

1) To plan Activities to be conducted during the Academic year.
2) To Instruct, Co-ordinate & Monitor the Activities Planned.
3) To organize Meetings with the other members of the committee for smooth functioning of events.
4) To Prepare reports of events conducted & Submit to higher authorities in time.
5) To give coverage to the activities in social media.
6) Entrusted the responsibilities among the members.
7) Monitor the arrangements to be done for any activities to be conducted under Co-ordinatorship.
8) Set up a mechanism to collect data.
9) To take prior permission from the principal before planning the events.
10) To Reports the authority after successfully completion of the events.
11) To take guidance from the authority as and when required.

Role of IQAC Coordinator

- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

Functions

a) Development and application of quality benchmarks;

b) Setting parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all the stakeholders;

e) Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles;

f) Documentation of various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;

h) Development and maintenance of institutional database through MIS for the purpose of

maintaining and enhancing institutional quality;

i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Code of Conduct of IQAC Coordinator

- IQAC Coordinator is responsible for development and application of quality benchmarks. He/She is responsible for setting parameters for various academic and administrative activities of the institution.

- It is the duty of IQAC Coordinator to disseminate information on various quality parameters of higher education.

- IQAC Coordinator has to coordinate the quality-related activities of the institution and set mechanism for the documentation of the various programmes / activities leading to quality improvement

- It is the duty of IQAC Coordinator to prepare of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

- IQAC Coordinator has to ensure the timely and efficient execution of the decisions of IQAC committee.

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