



Since 1962

VIVEKANAND EDUCATION SOCIETY'S

College of Law

(Affiliated to University of Mumbai, Approved by BCI & Recognised by Govt. of Maharashtra)
Accredited 'B+' Grade with CGPA 2.72 by NAAC (1st Cycle)

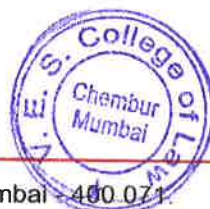
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Date : _____

List Of Supporting Documents for 6.2.2.

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

Sr. No,	Document
1	Appointment and Service Rules for Teaching
2	Appointment and Service Rules for Non-Teaching
3	Use of Infrastructure
4	Admission
5	Attendance Concession
6	Railway Concession
7	Final Placement
8	Internship
9	Library
10	VES Network Policy
11	VES Social Media Policy
12	Research
13	Gender
14	Persons with Disability
15	Environmental Policy
16	Alumni Engagement



W. Phorall
I/C PRINCIPAL
V.E.S. College of Law
Sindhi Society, Chembur, Mumbai

Sindhi Society, Chembur, Mumbai - 400 071.

Mob. No : 85919 83684 • E-mail : ves.law@ves.ac.in / veslaw09@rediffmail.com



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TERMS & CONDITIONS FOR TEACHING/NON-TEACHING STAFF APPOINTED ON CONTRACT / ADHOC / TEMPORARY BASIS

Society may modify these 'Terms & Conditions' to individual staff members on contract basis with such amendments as may be deemed fit for case to case and from time to time.

1.
 - a) The person can be appointed on a CONTRACT/ ADHOC/ TEMPORARY basis for the initial period as indicated in the appointment letter. However, the contract may be renewed from time to time under terms & conditions as may be mutually agreed.
 - b) During the contract period, the individual shall receive the CONSOLIDATED salary as per the terms of the contract. NO OTHER ALLOWANCES e.g. HRA, DA etc. will be paid.
 - c) A person working on contract / Adhoc basis will NOT be entitled for any benefits like Gratuity, encashment of leave, etc.
 - d) Services of the person(s) on Contract/Adhoc/Temporary basis may be dispensed with earlier than the stipulated period without assigning any reason therefor by giving one month's notice or one month's pay in lieu of notice period or proportionate pay for short notice & vice-versa as per the terms of the contract.
 - e) Teaching staff cannot be relieved from duty during an ongoing academic term.
 - f) No leave is permissible during the notice period.
2. An employee on Contract/Adhoc/Temporary basis cannot request for change of Terms or Emoluments etc. during the tenure of contract.


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3. He/she will not be entitled to any benefits/privileges available to the regular employees of the institute except mentioned in this contract.
4. The management shall take such action as it deem fit in the case of an employee on Contract/Adhoc/Temporary basis who in its opinion is found incapable of performing such work as he may be reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the society or incompatible with due fulfillment of conditions of contract or employment either express or implied. However, he shall be given the opportunity of being heard before any action is taken.
5. A person on Contract/Adhoc/Temporary basis is reminded about Police Act, 1951, Section No. 116 & 117 w.r.t. Smoking, Pan/ Tobacco chewing, Eating Tobacco and other similar habits either within the premises or in the vicinity of Institute area.
6. Employees on Contract/Adhoc/Temporary basis shall during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the Institution, under whom they may be placed and shall make themselves in all respects, generally useful to the Institution. They shall not do anything which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institution and shall not on their own account or otherwise directly or indirectly carry on or be concerned in any trade or business or undertake work or take an active part in any public activity or employment whatsoever without having first obtained the written permission of the Society.
7. The engagement on contract/Adhoc/Temporary basis will not confer any right or entitlement for claiming absorption against any regular vacancy and when it occurs it will be decided on the basis of relative merit of the eligible & entitled applicants only, as per rules.
8. An employee on Contract/Adhoc/Temporary basis shall not absent himself from his duties without first having obtained the permission of the Departmental Head or Head of the Institution on his behalf and in the case of ill-health without producing such Medical Certificate as may be demanded by the authorities.
9. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioners of its choice. The opinion of such medical practitioners shall be binding upon the parties. Expenses required to be incurred in connection with such medical examination

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shall be borne by the employee. However, female employees shall not be required to subject herself for medical examination before a male medical practitioner without her consent.

10. Every employee on Contract/Adhoc/Temporary basis shall carry out such duties pertaining to the Institution as may be assigned to him from time to time including duties connected with extra-curricular activities such as supervision of physical exercises, games and sports, work connected with the library and co-operative societies, ceremonial functions etc.
11. In the case of in-subordination, neglect of duty or misconduct, it shall be open to the management to dispense with the services of an employee on Contract/Adhoc/Temporary basis without notice.
12. All such acts as given below shall be considered as 'Misconduct'.

(a) Going on a strike without fourteen days' advance notice in writing or abetting, inciting, instigating or illegal striking work or acting in furtherance thereof. (b) Obstructing staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass Institution authorities. (c) Not working in the best interest of students and of institution. (d) Taking or giving bribes or any illegal gratifications. (e) Late attendance on three or more occasions within a month (f) disclosing to any unauthorized person any confidential information with regard to the societies or any other Institution's affairs thereof which may come into the possession of the employee in the course of his / her duties or suppression of any relevant information whether before or after joining the duties. (f) Unauthorized possession of any property of the establishment; misappropriation of institutional property, or commission of act of theft, fraud or embezzlement of funds. (g) Taking any loans from any students or their parents. (h) Indulging in any activity or any act of commission or omission which brings society or any of its Institutions in disrepute. (i) Defaming others (j) moral turpitude (k) unfair examination practices. (l) Absenteeism from duty without a just cause and reason. (m) Insubordination (n) Engaging in gainful pursuits without the written sanction of the management / Head. (o) Any action or omission that would directly or indirectly impact adversely on the institution or trust. (p) Refusal / Neglect, disregard, disobedience at work (q) Dishonesty, indiscipline, interference in work (r) furnishing false /incorrect information regarding Qualification, Experience, age in respect of appointment/ enhancement in

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emoluments (s) spreading rumor(s) (t) Drunkenness, riotous / disorderly /indecent behavior. (u) Not observing the code of conduct in letter and spirit. (v) Refusal to accept any communication, memorandum or chargesheet. (w) Bringing or attempting to bring any influence to bear upon any matter in respect of service.

NOTE: Any act or omission which is committed on not less than three occasions in a year shall be considered as "Habitual"

13. LEAVES:

- (i) **Casual Leave:** 8 days per year but normally not more than 1 day in a month to be sanctioned.
- (ii) **Privilege Leave:** 15 days in a year
- (iii) **Medical leave:** full pay 10 days in a year.
- (iv) **Maternity Leave:** After completion of 1 year service on half pay and after completion of 2 years on full pay for two children.
- (v) **Leave without Pay:** Leave without pay may be granted by the management to any employee at the convenience of the society, if applied for well in advance.
- (vi) **Part-time Service staff not on Time-Scale of pay** will not be entitled for any type of leave.

- 14. Every employee's personality should be tuned with the Aims & Objects of Society by having sober habits, outlooks, dress etc. For male employee western formals will be the dress code and for female members dress code will be saree or salwar kameez with sleeves and dupatta. The dress code should be such that it should not result to any kind of absence appearance.
- 15. No staff member will enter in any direct correspondence with any Agency/Body with which he/she is connected through the Institute. Action will be taken against those who knowingly or unknowingly disregard the above instructions.
- 16. Staff members will accept the mode of payment by cheque/direct transfer to Bank of society's choice/cash as deemed fit from time to time.
- 17. Staff members will not give the college/institution's address for personal correspondence without the prior permission of the management. Otherwise, it will be concluded that staff members do not have address in Bombay.

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18. The management will not be responsible for any minor/major injury caused to any employee, due to any reason within the premises of the institution.
19. Concerned Staff member may please bring to the notice of the Principal/ Head two weeks before the expiry of the contract / Adhoc period.

Please return one copy of the Terms & Conditions, duly signed.

Principal

I have received the letter about engagement of my service along with conditions mentioned therein and I declare that I agree to abide by the terms and conditions mentioned therein.

NAME AND SIGNATURE OF THE ON CONTRACT/ON ADHOC OR
TEMPORARY BASIS EMPLOYED EMPLOYEE:

M. H. Mahale
I/C PRINCIPAL
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Sindhi Society, Chembur, Mumbai





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TERMS & CONDITIONS FOR TEACHING/NON-TEACHING STAFF APPOINTED ON REGULAR BASIS

The Society may apply these 'Terms & Conditions' to individual Teaching/Non-Teaching staff with such amendments as may be deemed fit for case to case and from time to time.

1. Teaching/Non-Teaching employee is appointed in the Scale/on lump sum /consolidated payment as agreed upon at the time of appointment. The appointment will be initially ADHOC/ PROBATIONARY/ TEMPORARY as mentioned in the appointment letter. The appointment will be confirmed at the end of period subject to satisfactory performance of the duties entrusted, based on reports from superiors, reporting authority / HOD. Non issue of letter from the management at the end of Adhoc/Probationary/Temporary period, should not be taken as extension of Adhoc/Probationary/Temporary service & any employee doing so will be on individuals own risk & cost. The individual employee will continue to be on probation / temporary unless confirmed in writing by the Governing body of the institute.
However services can be terminated immediately if he/she violates the general discipline and acts in a manner which may spoil the Academic & Disciplinary atmosphere of the Institute.
2. No employee will ordinarily be made permanent unless he/she has completed TWO YEARS of service and after getting approval of Competent Authority.
3. A person shall become permanent employee only when his/her appointment as a Permanent Employee is approved by the Society and an order is issued to him/her in writing accordingly.
4. Every employee shall retire on completion of 58/60 years of age (Non-Teaching/Teaching) as applicable irrespective of service, unless his/her period of Service is extended for such period & on such terms as the competent Authority considers proper.
5. No annual increment can be claimed as a matter of right. The increment will depend upon the quality of work and the conduct of the Individual and various other factors as the management may consider appropriate in its sole discretion.

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6. The management shall take such action, as it deems fit in case of a permanent employee who in its opinion is found Incapable of performing such work as he/she may be reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the society or incompatible with due fulfillment of conditions of contract of employment either express or implied. However, he/she shall be given the opportunity of being heard before any action is taken.
7. A permanent employee shall serve the society in any of the Institutes of the society at any place and in whatever capacity, he/she may be asked to serve from time to time, provided his/her salary and other service conditions shall not be adversely affected without his consent.
8. Service of Permanent Employee may be dispensed with by the society by giving Three (3) months notice or Three months pay in lieu of notice period or proportionate pay for short of notice period. Conversely, in case, a permanent employee wants to leave the service of the society, he/she shall give three months notice in writing to the authorities or in lieu of such notice an amount equivalent to three months pay or proportionate pay for short of notice period. The probationer may leave the services after giving one months' notice or as per the terms and conditions of his/her appointment on probation. However, Society reserves the right either to accept the pay or demand for actual service during the notice period.
 - a) No teaching staff can be relieved from duty during an ongoing academic term.
 - b) No leave is permissible during the notice period.
 - c) In case of promotion, by virtue of seniority and/or by recommendation of Dept. Head, if there is insubordination or disobedience of instructions/unsatisfactory performance, management reserves the right to revert back to original position/designation with relevant pay scale, before the promotion.
9. All teaching/Non-teaching staff shall during the period of his/her service, employ himself/herself honestly and efficiently under the orders/instructions of the Head of the Institute. They shall not do anything which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institute and shall not on their own account or otherwise directly or indirectly be concerned in any trade or business or undertake an active part in any public activity or employment whatever, without having first obtained the written permission of the society.

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10. Teaching/Non-teaching staff shall not absent himself / herself from duties without first having obtained the permission of the Department Head/Management or Head of the Institute in this behalf and in the case of ill-health without producing such medical certificate as may be demanded by the authority.
11. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioner of its choice. Opinion of such medical practitioner shall be binding upon the parties. Expenses required to be incurred in connection with such medical examination shall be borne by the employee. However, female employee shall not be required to subject herself for medical examination before a male medical practitioner without her consent.
12. Every teaching/Non-teaching staff shall carry out such duties pertaining to the Institution as may be assigned to him / her from time to time, including duties connected with extracurricular activities such as supervision of physical exercise, games and sports, works connected with the library and co-operative societies, ceremonial functions etc.
13. The appointment being full-time does not permit the employee to engage himself/herself for any other gainful, economic activity at workplace and or outside for any business, Consultancy, professional, tutorial and/or such other outside work, either with or without remuneration, without the Express sanction of the management.
14. The employee shall not engage himself/herself in any private tuition, group tuition or coaching classes for which a fee / remuneration is charged either within or outside the precincts of the institute of working.
15. Attending any conference, Training Programmes/ courses/ workshops, refresher courses etc. will require Prior approval of the Head of the institution subject to following policy guidelines about maximum number of events to be attended per year; giving lecture/conducting seminar on the topic to other employees and depositing of any study material received with the office of the institute.
16. For pursuing higher studies/qualification improvement by Employee Prior approval of the management and compliance of the requirements as per policy guidelines thereunder needs to be completed by the concerned employee immediately on receipt of the approval.

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17. Every staff in the course of his/her duties shall not disobey, disregard or willfully default in carrying out any lawful instructions, reasonable orders or directions given by any person or body having authority to do so.
18. In the case of insubordination, neglect of duty or misconduct it shall be open to the management to dispense with the Services of an employee without notice.
19. Failure to conform to the norms mentioned in these terms & conditions and all such acts, as stated in this clause shall be construed as "Misconduct". Going on a strike without fourteen days advance notice in writing or abetting, inciting, instigating or illegal striking work or acting in furtherance thereof. (a) Obstructing staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass Institution authorities. (b) Not working in the best interest of students and of institution. (c) Taking or giving bribes or any illegal gratifications. (d) Late attendance on three or more occasions within a month (e) disclosing to any unauthorized person any confidential information with regard to the society's or any other Institution's affairs thereof which may come into the possession of the employee in the course of his / her duties or suppression of any relevant information whether before or after joining the duties. (f) Unauthorized possession of any property of the establishment; misappropriation institutions property, or commission of act of theft, fraud or embezzlement of funds. (g) Taking any loans from any students or their parents. (h) Indulging in any activity or any act of commission or omission which brings the society or any of its Institutions in disrepute, (i) defaming others (j) moral turpitude (k) unfair examination practice (l) absenteeism from duty without a just cause and reason. (m) Insubordination (n) Engaging in gainful pursuits without the written sanction of the management / Head. (o) Any action or omission that would directly or indirectly, impact adversely the institution or trust. (p) Refusal / Neglect, disregard, disobedience at work (q) Dishonesty, indiscipline, interference in work (r) furnishing false /incorrect information regarding Qualification, Experience, age in respect of appointment/ promotion/ placement (s) spreading rumor(s) (t) Drunkenness, riotous / disorderly /indecent behavior. (u) Approaching court of law in any matter related to service or employment without exhausting available remedies and without proper intimation to the head /management. (v) Not observing the code of conduct in letter and spirit. (w) Refusal to accept any communication, memorandum or chargesheet. (x) Bringing or attempting to bring any influence to bear upon any matter in respect of service.

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20. An Employee is liable to any of the following Punishments on being found guilty of misconduct; who commits a breach of any rule(s) or who knowingly does any detrimental to the interest of the institute / students/ society; or in violation of the instructions or acts in a manner subversive of discipline; or is guilty of any other act of misconduct or misbehavior, depending upon the severity of misconduct and his/her past record.
- Adverse entry in the personal record or Censure
 - Fine
 - Withholding of Increment(s) or Promotion including increment with or without cumulative effect for a specified period.
 - Recovery from pay or such other amounts as may be due to his of the whole or part of any pecuniary loss caused to the institute by negligence or breach of order.
 - Reduction to a post in the lower Pay scale or to at lower stage of increments in the own pay scale.
 - Compulsory retirement
 - Termination of service
 - Dismissal/ Removal from the service of the institute /society.
21. Every employee's personality should be tuned with the Aims & Objects of Society by having sober habits, outlooks, dress etc. For male employees' western formals, dark trousers & light colour full sleeve shirts and for female employees' dress code will be saree with blouse with sleeves or salwar Kameez with knee length kameez with sleeves and dupatta. The dress code should be such that it does not result to any kind of obscene appearance.
22. Smoking or consumption of intoxicating drinks and drugs are strictly prohibited. Other similar habits e.g. chewing of pan and or tobacco are strictly prohibited within the premises and in the vicinity of the premises of institute.
23. No staff member (teaching or non-teaching) will enter in any direct correspondence with any Agency/Body with which he/she is connected through the Institute. No employee will enter in to any monetary transaction with any student or his parents or guardians and shall not misuse his position for personal gains. No employee will conduct himself in such a manner that he may have to incur debt beyond his means. Action will be taken against those who knowingly or unknowingly disregard the above instructions.

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24. Staff members will accept the mode of payment by cheque/direct transfer to Bank of society's choice/cash as deemed fit from time to time.
25. Staff Member will not give the college/institution's address for personal correspondence without the prior permission of the Management. Otherwise it will be concluded that the staff member do not have address in Mumbai. In case of change of residential address during course of employment shall be essentially required to intimate new address in writing to the Principal or any other officer, authorized, within 3 days from such change and shall also get the change so effected & recorded in personal file.
26. It will be presumed and be binding on staff that any communication sent by registered post/ by courier services/ by e-mail to the last known address as per records, is received by the staff.
27. Any communication, letter, memorandum, chargesheet etc. displayed on department's Notice Board/ common notice board will amount to the receipt of the same by the employee personally.
28. In case employee absences from duty for ten consecutive days without any reasonable cause or if he proceed on leave without obtaining prior permission or overstays the sanctioned leave, the management will be within its right to draw a presumption that he has abandoned the employment on his own accord without making reference to him / her.
29. The employee will neither prepare any book or books or paper including guest papers for the purpose of publications without prior permission of the Governing Body/ Managing Committee of the college/Institution nor he/she will assist anybody either Directly or indirectly in the Publication of such books/works.
30. He / She will conform to all rules and regulations either existing or amended or extended from time to time in the institute and shall carry out all other lawful orders, instructions of the Governing body/ Managing committee/ Principal/ Head of the Department or any superior authority assigned to him in connection with the day to day work or to discharge his duties.


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31. He/she shall not practice or incite any student to practice casteism, communalism or cause and or incite to be caused any other person to damage the physical / intellectual property of institute or encourage or incite any student, teacher or any other member of the staff to spread rumor(s) about / against any other employee verbally or in writing or behave in a dis-orderly manner in the premises of the institute / society; or organize or attend any meeting during the working hours except when he / she is required or permitted by the governing body/ managing committee /Principal/ Appropriate authority to do so.
32. **LEAVE:** Leave cannot be claimed as a matter of right and when exigencies so demand, leave may be refused, cancelled or revoked by the authority empowered to sanction the leave
- a) **Casual Leave:** (for both Teaching/Non-teaching) – 8 days per year. Normally not more than 3 days casual leave is to be sanctioned at any one occasion.
 - b) **Privilege Leave:** 30 days per year. 15 days each will be credited on 1st January & 1st July every year, subject to EOL during previous half year, if any. On satisfactory completion of probation period and after regularization, vacation entitled employees will be entitled for vacation as per the rules, instead of privilege leave.
 - c) **Medical Leave:** on full pay for 10 days for both Teaching & Non-teaching staff; 5 days each will be credited on 1st January and 1st July every year, subject to EOL during respective previous half year.
 - d) **Maternity Leave:** (for both Teaching/Non-teaching) – upto 180 days, on completion of 1 year service – on half pay and on Completion of 2 years' service on full pay for two children.
 - e) **Vacation** to Teaching Staff only – After completion of Probation period, as per the guidelines / directions of the University.

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33. The management will not be responsible for any minor/major injury caused to any person, due to any reason, within the premises of the institution. One and all are advised to get covered by a suitable insurance scheme to avoid future complications.

Please read the Terms & Conditions carefully and return one copy of the same duly signed as stated below:

DrVarsha Athavale)
(I/C-Principal)

I have received the letter of appointment along with conditions mentioned therein and I declare that I agree to abide by the terms and conditioned mentioned therein.

NAME AND SIGNATURE OF THE EMPLOYEE:

Varsha Athavale
I/C PRINCIPAL
V.E.S. College of Law
Sindhi Society, Chembur, Mumbai

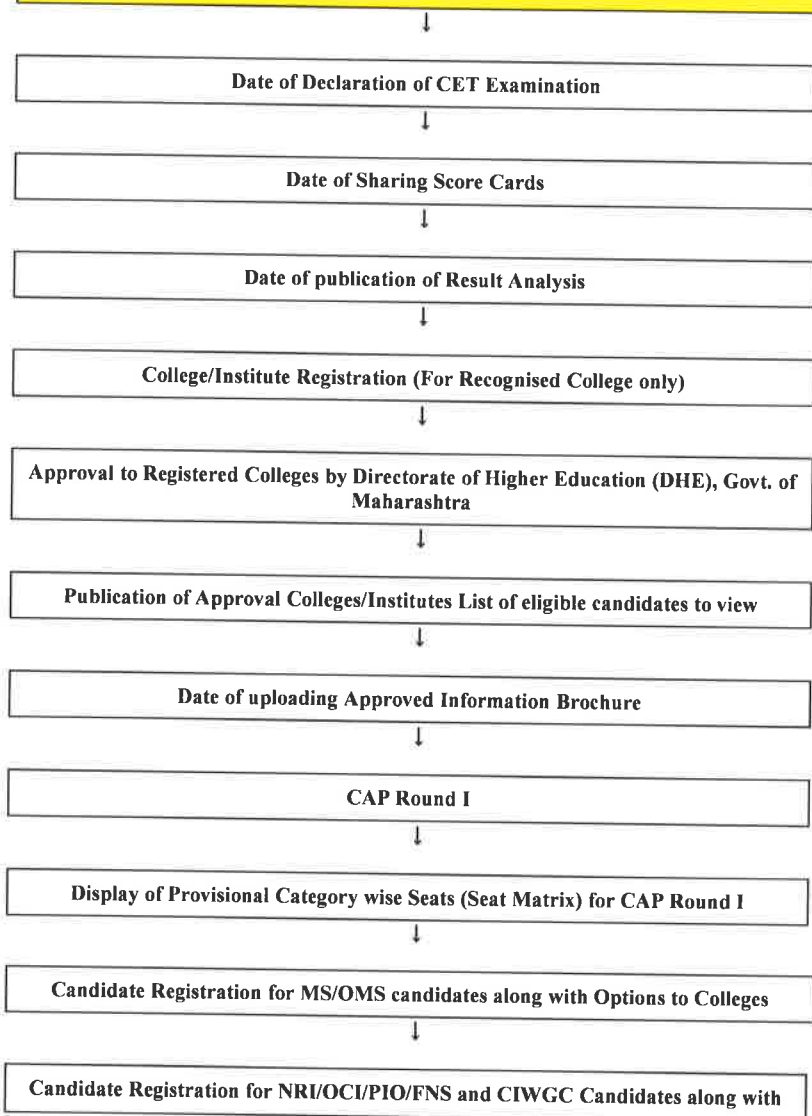




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STATE CET CELL ADMISSION PROCESS FOR FIRST YEAR ADMISSION



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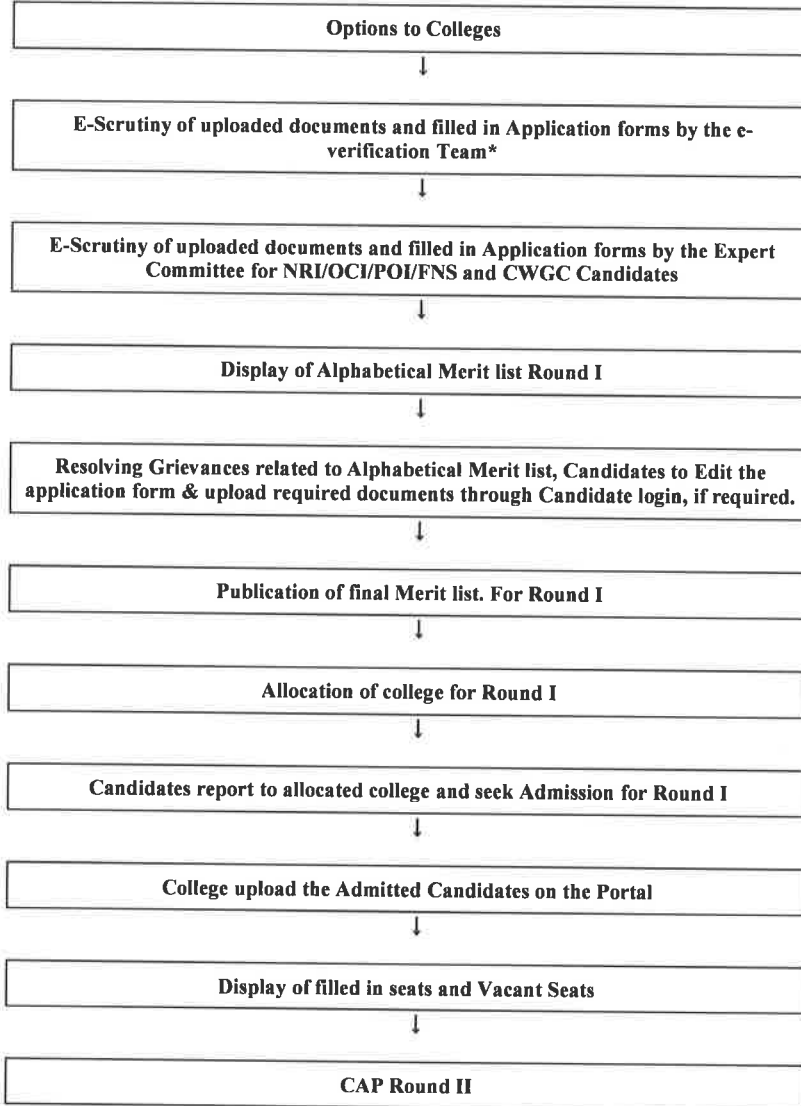


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Accredited 'B+' Grade with CGPA 2.72 by NAAC (1st Cycle)



Sindhi Society, Chembur, Mumbai - 400 071.
Mob. No : 86919 83684 • E-mail : ves.law@ves.ac.in / veslaw09@rediffmail.com



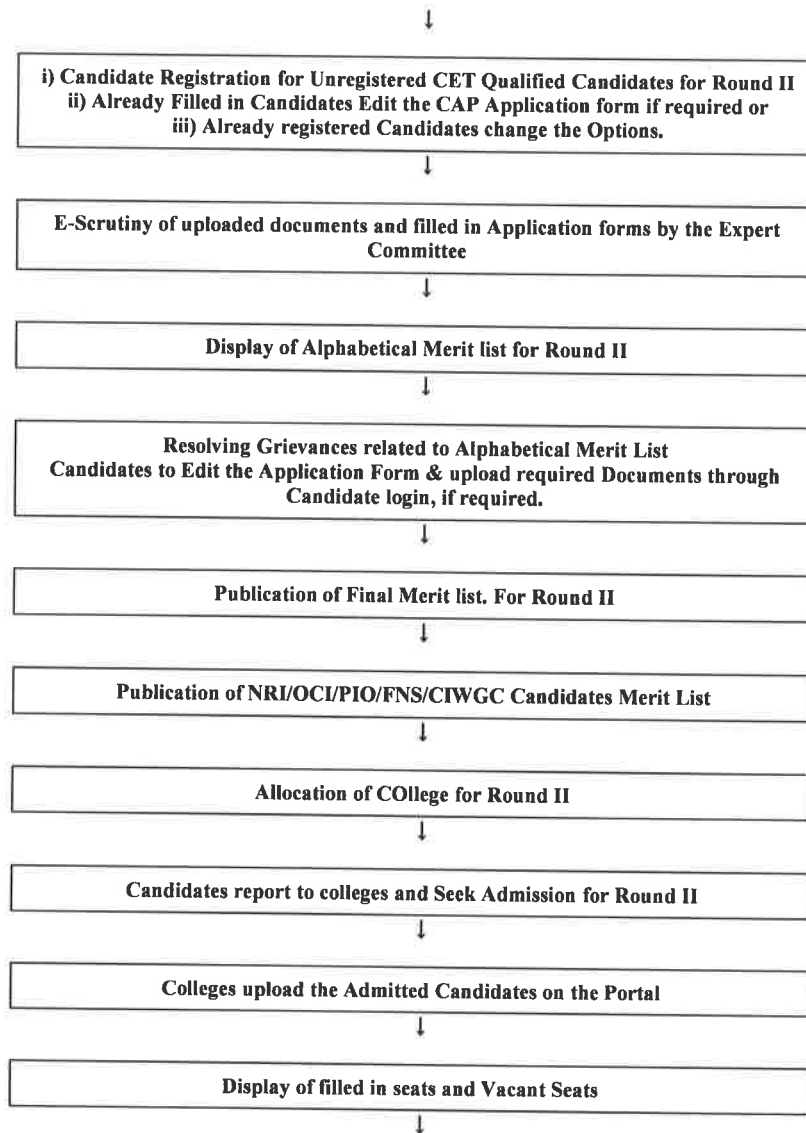
M. Phorale
I/C PRINCIPAL
V.E.S. College of Law
Sindhi Society, Chembur, Mumbai



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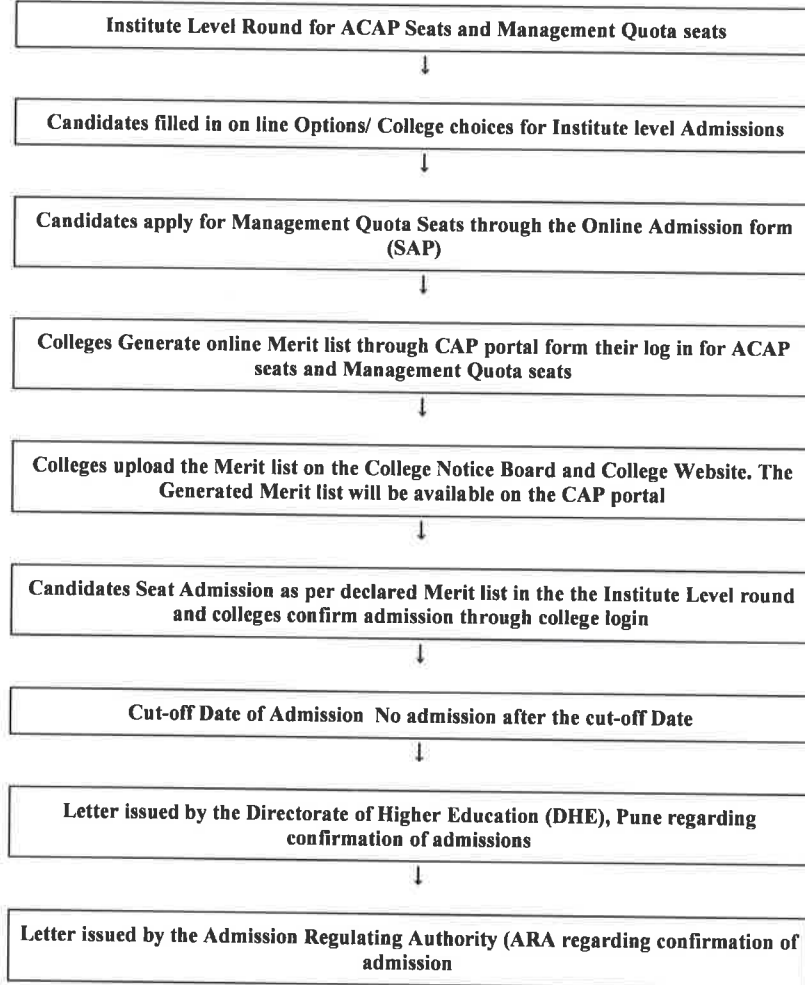
W. Athavale
I/C PRINCIPAL
V.E.S. College of Law
Sindhi Society, Chembur, Mumbai



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Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for LL.B.-3Yrs Admissions 2023-24



Welcome, 24059

Logout

- Dashboard
- Important Note
- ABA Menu
 - Pay ABA Processing Fee
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 - Upload DHE / ABA Discrepancy Documents
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 - Allotment Report
 - Composite Admission Report
 - College Summary

Dashboard

Welcome to CAP Application for LL.B.-3Yrs Admissions 2023-24

User Login ID : 24059
IP Address : 193.197.221.172/Firefox/Windows 10/N
User Type : College
Current Login Time : 03/12/2024 12:20:23 PM
User Name : VIVEKANAND EDUCATION SOCIETY COLLEGE OF LAW
Previous login Time : 24/07/2024 12:18:07 PM

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ABA Verification Status

Sr. No.	Status	Total
1.	Total Intakes (Including FWS, ABA)	180
2.	Total Candidates Admitted	180
3.	Total Candidates After Admission Documents Uploaded (Fully)	180
4.	Total Candidates After Admission Documents Uploaded (Partially)	0
5.	Total Candidates After Admission Documents Not Uploaded	0
6.	ABA Processing Fee	₹ 20,000/- (paid)
7.	Total Candidates Sent for Approval to DHE	180
8.	Total Candidates Not Sent for Approval to DHE	0
9.	Total Candidates Approved by DHE	180
10.	Total Candidates Rejected by DHE	0
11.	Total Candidates Pending for Approval by DHE	0
12.	Total Candidates Approved by ABA	180
13.	Total Candidates Rejected by ABA	0
14.	Total Candidates Pending for Approval by ABA	0

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Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for LL.B - 3Yrs Admissions 2023-24

CSIT

Application 2023-24

Registration No.	Submitted Candidates List for Upward Declaration	Registration Status	Registration Status
1	08800074 SHREE CHANDRA DEVI	Not Uploaded	Not Uploaded
2	03200130 SHREE CHANDRA DEVI	Not Uploaded	Not Uploaded
3	03200132 SHREE CHANDRA DEVI	Not Uploaded	Not Uploaded
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Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for LLB (Five Year Integrated Course) Admissions 2023-24



Welcome, 24046

Logout

Dashboard

Important Files

ABA Menu

Pay ABA Processing Fee

Send Candidates for Approval

Upload DHE / ABA Rectification Documents

Send Rejected Candidates for Approval

Print ABA Submission Form

Print DHE Approval Letter

After Admission

Upload Admitted Candidate Documents

After Admission Document Upload Status Report

Print Menu

Print Admission Letter

Print Admission Cancellation Letter

Print Admission Rejection Letter

Print Allotment Letter

Admission Menu (CAP)

Edit Admitted Candidate

Dashboard

Welcome to CAP Application for LLB (Five Year Integrated Course) Admissions 2023-24

User Login ID : 24046

User Type : College

User Name : VIVEKANAND EDUCATION SOCIETY COLLEGE OF LAW

IP Address : 103.157.221.170(Firefox/Windows 10/x)

Current Login Time : 23/12/2023 12:31:41 PM

Previous Login Time : 23/12/2023 6:28:10 PM

ARA Verification Status

Sr. No.	Status	Total
1	Total Intake (Including EWS, JAT)	120
2	Total Candidates Admitted	110
3	Total Candidates After Admission Documents Uploaded (Fully)	110
4	Total Candidates After Admission Documents Uploaded (Partially)	0
5	Total Candidates After Admission Documents Not Uploaded	0
6	ABA Processing Fee	₹ 20,000/- (Paid)
7	Total Candidates Sent for Approval To DHE	110
8	Total Candidates Not Sent for Approval To DHE	0
9	Total Candidates Approved by DHE	110
10	Total Candidates Rejected by DHE	0
11	Total Candidates Pending for Approval by DHE	0
12	Total Candidates Approved by ABA	110
13	Total Candidates Rejected by ABA	0

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Sindhi Society, Chembur, Mumbai - 400 071.
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Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for LLB (Five Year Integrated Course) Admissions 2023-24



Welcome, 24046

Logout

Dashboard	Admitted Candidate List for Upload Documents				
<div>Important Fee</div> <div>ARA Fee</div> <div>Pay ARA Processing Fee</div> <div>Send Candidates for Approval</div> <div>Upload DHE / ARA Discrepancy Documents</div> <div>Send Rejected Candidates for Approval</div> <div>Print ARA Submission Form</div> <div>Print DHE Approval Letter</div>	Sr. No.	Application ID	Candidate Name	Document Upload Status	Upload Documents
	1.	LS23000048	HATE DHIRUV MANOJ	Fully Uploaded	Approved by DHE
	2.	LS23000046	AYARE SHARVABH MAHESH	Fully Uploaded	Approved by DHE
	3.	LS23000072	MEHTA AASTHA DHANESH	Fully Uploaded	Approved by DHE
	4.	LS23000248	YASH SOLANKI	Fully Uploaded	Approved by DHE
	5.	LS23000263	HEGDE SAATVIKAA VINAY	Fully Uploaded	Approved by DHE
	6.	LS23000258	MISHRA KARTIK DEVIPRAKASH	Fully Uploaded	Approved by DHE
	7.	LS23000262	SHAY SAKESH SAMIR	Fully Uploaded	Approved by DHE
	8.	LS23000293	THAKUR SHLOK SUMIL	Fully Uploaded	Approved by DHE
	9.	LS23000392	MAHAWALAR MANASVI RAMU	Fully Uploaded	Approved by DHE
<div>After Admission</div> <div>Upload Admitted Candidate Documents</div> <div>After Admission Document Upload Status Report</div> <div>Print Menu</div> <div>Print Admission Letter</div> <div>Print Admission Cancellation Letter</div> <div>Print Admission Rejection Letter</div> <div>Print Allotment Letter</div>	10.	LS23000404	THEJASWANTH PERIARAJ SUDHAKARAN	Fully Uploaded	Approved by DHE
	11.	LS23000547	SHYAM/SHEKHAR SATYANARAYAN DEVA	Fully Uploaded	Approved by DHE
	12.	LS23000622	NARAYAN VINITA AMAR	Fully Uploaded	Approved by DHE
	13.	LS23000669	BADE SWAYAM SANTOSH	Fully Uploaded	Approved by DHE
	14.	LS23000663	PARAB AARYAN DEEPAK	Fully Uploaded	Approved by DHE
	15.	LS23000975	SHETYE SAURABH MAHESH	Fully Uploaded	Approved by DHE
	16.	LS23010044	DAMLE DEVANSH HIMAD	Fully Uploaded	Approved by DHE
	17.	LS23010189	MAHAR RITA SUNIL	Fully Uploaded	Approved by DHE
	18.	LS23010264	DEEPA VIJAY TALSAMA	Fully Uploaded	Approved by DHE
	19.	LS23010362	SHIRAN KANAL	Fully Uploaded	Approved by DHE
<div>Admission Menu</div> <div>Print Menu</div> <div>Edit Admitted Candidate</div>	20.	LS23010171	RAJAK ANBODAEVI SHIVRAM	Fully Uploaded	Approved by DHE

with approval
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Sindhi Society, Chembur, Mumbai

Sindhi Society, Chembur, Mumbai - 400 071.
Mob. No : 85919 63684 • E-mail : ves.law@ves.ac.in / veslaw09@rediffmail.com

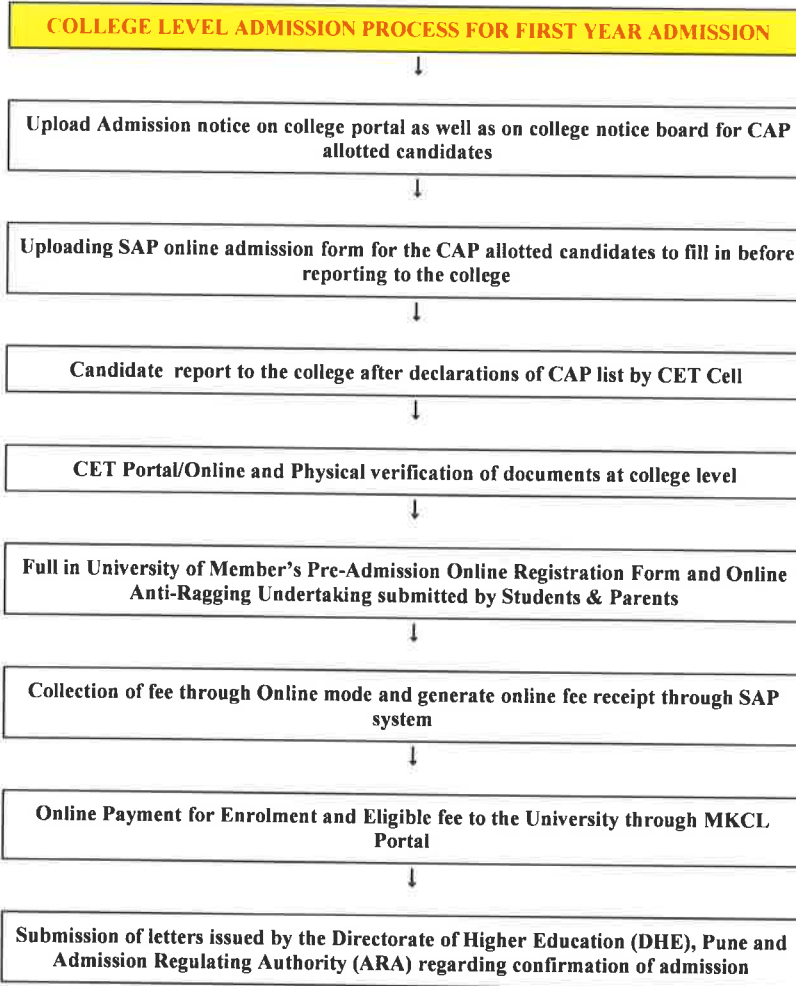




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Issuance of PRN No. by the University to the students

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Attendance Policy for Sports / Competition Participation

1. Objective

The objective of this policy is to:

- Encourage students to actively participate in sports/Competition while maintaining their academic performance.
- Provide attendance benefits for students representing the college at various levels of sports/ other competitions.
- Ensure fair practices and compliance with university norms regarding attendance requirements.

2. Applicability

This policy applies to students participating in the following categories:

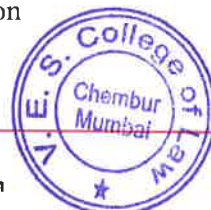
- Intra-Collegiate Event : Events organized within the college.
- Inter-Collegiate Event : Competitions between colleges at the institutional level.
- University Sports: Events conducted by the affiliating university.
- State-Level Sports/Competition: Competitions conducted at the state level.
- National-Level Sports/Competition: Recognized national tournaments, including official state representation.

3. Attendance Rules for Sports/Competition Participation

1. Attendance Concession for Sports Events/ Other competitions
 - Students participating in inter-collegiate, university, state, or national tournaments / other competition are eligible for attendance concessions for the missed academic days.
 - Intra-collegiate events: Up to 1-2 days of attendance concession per event.
 - Inter-collegiate and university events: Attendance benefit for the entire duration of the tournament/ competitions plus one preparation day.
 - State and National events: Attendance for the tournament/ competition duration plus travel days is granted.

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2. Minimum Attendance Requirements After Concessions
 - Even after availing attendance concessions, students must maintain at least 75% attendance in each subject as per university regulations.
 - In cases where students are unable to meet attendance requirements due to prolonged participation, make-up classes or special assessments may be provided.
3. Documentation and Approval Process
 - Prior Approval: Students must submit a written application for participation, duly signed by the Sports Coordinator/ Committee Incharge Teacher and Principal
 - Attendance Request Form: A separate form indicating the event details, duration, and expected absence must be submitted at least 5 days in advance.
 - Proof of Participation: After the event, students must submit relevant certificates or official documentation to claim attendance benefits.
4. Communication with Faculty
 - The Sports Coordinator/ Incharge committee teacher will inform concerned faculty members about students' participation and expected absences.
 - Students are expected to catch up on missed lectures and assignments as soon as possible.

4. Attendance Policy for Long-Term Sports/ Competition Participation (University/State/National Level)

1. Extended Leave for Representing the College/State/Nation
 - Students participating in national-level tournaments/ Competition or state selections may apply for academic leave, which will be approved by the Principal in consultation with the Sports Committee/Faculty Incharge teacher.
 - Special consideration will be provided if the tournament extends beyond 10 academic days.
2. Academic Adjustments
 - If students miss internal assessments or examinations, they may be eligible for re-exams or assignments on request.
 - Project submission deadlines may be extended for students representing the college at state or national levels

5. Code of Conduct During Sports Participation

- Students must maintain discipline and sportsmanship throughout the event and abide by the rules of the respective tournament.

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- Any misconduct or violation of rules during sports events may lead to disciplinary action, including the withdrawal of attendance concessions.

6. Grievance Redressal Mechanism

- If students face any issues regarding attendance benefits or academic support, they can report the matter to the Sports Coordinator/Incharge Teacher or Principal.
- The College Grievance Redressal Cell (CGRC) will address complaints related to attendance or faculty coordination.

7. Summary of Attendance Concession

Sports Event/ Competition	Concession Provided	Remarks
Intra-Collegiate	Up to 2 days	Only for active participants and event organizers.
Inter-Collegiate	Entire tournament/Competition + 1 preparation day	Subject to prior approval.
University Level	Tournament/Competition duration + travel days	Proof of participation required.
State Level	Tournament/Competition duration + travel days	Academic support to be arranged if needed.
National Level	Tournament/Competition travel + preparation days	Special consideration for extended absences.

This attendance policy ensures that students pursuing sports are given adequate support and flexibility while maintaining academic standards. The college encourages students to balance their passion for sports/competition with their academic commitments to promote holistic development.

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RAILWAY CONCESSION

Any student can apply for railway concession from Residence to College

Railway Concession form is available on the college office

Girl students are permitted for **free** concession of second class monthly period

Students need to fill in the form and submit the form at college counter

Check previous concession certificate expiry date & certificate number

Prepare the railway concession certificate

Certify the certificate by the Principal

Railway concession certificate is issued on the next working day but not later than 2 working days

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VIVEKANAND EDUCATION SOCIETY'S

College of Law

(Affiliated to University of Mumbai, Approved by BCI & Recognised by Govt. of Maharashtra)
Accredited 'B+' Grade with CGPA 2.72 by NAAC (1st Cycle)

COPY OF ISSUED FORM

To,
The Principal,
VES College of Law,
Mumbai-400 071.

Date: _____

Madam,

I the undersigned student of this college & an applicant for Railway LOCAL Journey Season Ticket Concession Ticket
Concession Certificate give the following particulars.

Full Name Mr./Miss/Mrs. _____
(Block Letters)

Class: _____ Roll No. _____ Date of Birth: _____ Age: _____ Months: _____

Period: (Monthly/Quarterly): _____ Class: _____

Railway: Western/Central: _____ From: _____ to: _____

Date of Expiry: (Previous Pass): _____ Pass No. _____

- # the concession certificate will #
- # be issued after three days of #
- # The Receipt or the application #
- # please receipt of the application#

Residential Address

Signature of Student

M. A. Thengale
I/C PRINCIPAL
V.E.S. College of Law
Sindhi Society, Chembur, Mumbai





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Placement Guidelines

1. Objective

The primary objective of the placement process is to provide students with the opportunity to secure internships, projects, or full-time employment with reputable companies, while also helping organizations identify talented graduates for their workforce.

2. Composition

The placement process typically involves the following key stakeholders:

- Placement Cell/Committee: Faculty members and student representatives who coordinate with recruiters.
- Placement Officer: A faculty member responsible for managing placement activities.
- Recruiting Companies: Firms that offer internships or job opportunities to students.
- Students: Final-year students eligible to participate in the placement drive.
- Alumni & Mentors: Former students or industry professionals who provide career guidance and workshops.

3. Placement Process

The placement process typically follows these stages:

1. Pre-Placement Talks (PPTs): Companies present details about job roles, salary, and career growth opportunities.
2. Registration for Placement Drive: Students submit their applications for company-specific drives.
3. Aptitude Tests/Online Assessments: Companies may conduct written tests to shortlist candidates.
4. Group Discussions (GD): Some companies organize group discussions to evaluate communication and teamwork.
5. Technical & HR Interviews: Final selection involves technical and HR interviews.
6. Offer Letters and Final Selection: Selected candidates receive offer letters from the companies.

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4. Eligibility Criteria for Registration

- Attendance Record: Minimum attendance percentage as per University of Mumbai guidelines
- Disciplinary Record: Students with any disciplinary actions against them may not be eligible.
- No Pending Backlogs: All academic requirements must be completed before registering for placements.
- Course Completion Requirement: Only final-year students may register for full-time placements, while earlier-year students may be eligible for internships.

5. Placement Rules

- Application Rules: Students can apply for multiple companies, but once they accept an offer, they must withdraw from other selection processes.
- One Job Offer Policy: In some institutions, students are allowed only one job offer to ensure equal opportunities for all.
- Response Time: Students must confirm acceptance of offers within a specified time limit (usually 1-2 weeks).
- Offer Withdrawal: If a student fails to join the company after accepting the offer, it will reflect in their placement record.

6. Code of Conduct

- Punctuality: Students must report on time for all placement-related activities (PPTs, tests, interviews).
- Professionalism: Students are expected to be courteous and respectful to recruiters and staff.
- Dress Code: Formal attire is mandatory for all placement-related activities.
- Communication: Students must regularly check emails and official communication channels for updates.
- Integrity: Any false information or misrepresentation in the resume or application will lead to disqualification.
- Withdrawal Policy: If a student wishes to withdraw from the process for any reason, they must inform the placement officer promptly.

8. Grievance Redressal

- Reporting Issues: Students can report any grievances related to the placement process to the Placement Officer or a designated faculty member.
- Feedback Mechanism: After the placement process, students are encouraged to provide feedback to improve future placements.

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9. Disclaimer

- Policy Changes: The institution reserves the right to make changes to the placement policy as needed.
- Non-Guaranteed Placement: While the institution provides opportunities, placement is not guaranteed and depends on students' performance.

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INTERNSHIP GUIDELINE

1. Objective

The legal internship program aims to:

- Provide practical exposure to the legal profession by working with law firms, courts, advocates, companies, or NGOs.
- Help students understand the application of legal theories in real-world scenarios.
- Develop research, drafting, case analysis, and client interaction skills.
- Enhance professional ethics and work habits essential to legal practice.
- Fulfilled internship requirements for academic credits as part of the law curriculum.

2. Internship Process

Internship Opportunities

- **Law students may intern with:**
 - Law firms
 - Senior Advocates / Judges
 - Corporate legal departments
 - Non-governmental organizations (NGOs)
 - Public Sector Units (PSUs)
 - Government organizations or legal aid cells

Application Process

1. **Announcement:** Internship opportunities are shared by the Internship Cell or available through direct applications to legal offices.
2. **Registration:** Students register with the institution's internship cell and apply to the respective legal organization.
3. **Documentation:** Students submit CVs, cover letters, writing samples, and other required documents.
4. **Selection Process:** Law firms and advocates may conduct interviews, screening tests, or shortlist applications based on students' academic performance and experience.
5. **Offer and Acceptance:** Once selected, the student must formally accept the internship offer within the stipulated time.

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6. Internship Letter: An internship confirmation letter from the organization outlines the terms, duration, and expectations.

3. Duration and Structure of Legal Internships

- Recommended Duration: Each internship should last between 4 weeks, depending on the firm's or advocate's requirements.

4. Rules and Policies for Law Internships

Eligibility Criteria

- A minimum credit/percentage (as per University guidelines) is required for placement in certain firms.
- No pending backlogs at the time of application.

Attendance and Leave Policy

- Internship is allowed only after college hours as per BCI Notification 2014.

Code of Conduct

1. Professionalism and Ethics

- Interns must adhere to professional conduct and follow workplace confidentiality rules.
- Interns must not disclose any sensitive information without prior authorization.

2. Punctuality and Accountability

- Students must report to the workplace or court on time and complete assigned tasks promptly.
- Any form of misconduct or failure to meet deadlines may result in disciplinary action.

3. Courtroom Etiquette

- When interning with courts or advocates, interns must follow courtroom protocols, including wearing appropriate attire (black and white formals).

4. Research and Documentation

- Interns are required to assist in legal research, drafting, case analysis, or any other assignments assigned by mentors.
- Plagiarism in any research work is strictly prohibited and will result in academic penalties.

Signature
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5. Evaluation Criteria

- Internships may fulfil Bar Council requirements.
- The evaluation may be based on:
 - Attendance and punctuality
 - Quality of research and assignments
 - Internship report and feedback from the employer
 - Work ethics and behavior during the internship period.

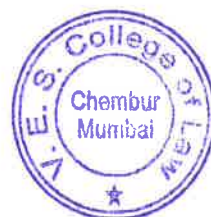
6. Grievance Redressal Mechanism

- If interns face any issues or grievances during the internship (e.g., harassment, unfair treatment), they must report the matter to the Internship Cell or their faculty supervisor.
- The institution will work with the employer to resolve disputes in a timely manner.
- In cases of misconduct by the intern, the internship may be terminated following a fair inquiry.

7. Withdrawal and Replacement Policy

- Withdrawal: If an intern needs to withdraw due to unavoidable circumstances, they must inform the Internship Cell and the employer immediately.
- Replacement: The Internship Cell may assist in finding a replacement internship if the withdrawal is due to valid reasons.

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LIBRARY POLICY

Collection Development Policy

- **Purpose:** Collection Development Policy provides guidelines to the to conduct the process of selection and acquisition of selected material to build library's collection.
- **Selection Criteria:** While selecting, library takes into Consideration
 - ☐ University of Mumbai and BCI norms,
 - ☐ Funds available, and
 - ☐ Books already available on the same subject.
 - ☐ It also considers general reference needs of the user.
 - ☐ It makes use of circulation record to find out the books in more demand.
 - ☐ Library also selects material from the brochures/websites of various publishers and book sellers, web opac of other libraries, bibliographies, and based on the syllabi from the university
 - ☐ Library also selects material using other two modes where
 - a. In the first mode, being aware about the books from the sources such as web, faculty members send their requisitions to the library in the prescribed requisition form and the library decides the suppliers who are best suited to supply the books.
 - b. In the other mode suppliers show copies of their books to the faculty members and the faculty members recommend some of those books for procurement by the library.

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- **Collection:** VES College of law library procures library material i.e. books, periodicals, bound volumes, reference sources to support the curriculum and satisfy academic and research needs of its user community.
- **User Community:** Students, faculty and staff of the VES College of Law.

Circulation Policy

Sr. No.	Particulars
1	Membership rules
2	Circulation rules for Staff
3	Circulation rules for Students
4	Fine rules
5	Rules for Damages and Loss
6	Renewals
7	Recall
8	Overdue notices/Reminders
9	Library Clearance

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Description

- **Membership rules:** Membership of the library is open to all the students, faculty and staff of the VES College of Law.
- **Circulation rules for Staff:**

Type		Duration
Books	Home issue allowed	5 Books-1 Semester
Journals	For current reading only (Home issue not allowed)	-
Bound Volumes	For current reading only (Home issue not allowed)	-
Magazines	For current reading only (Home issue not allowed)	-

- **Circulation rules for Students:**

Type		Duration
Books	Home issue allowed	1 Week-1 Book
Journals	For current reading only (Home issue not allowed)	-
Bound Volumes	For current reading only (Home issue not allowed)	-
Magazines	For current reading only (Home issue not allowed)	-

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- Circulation of library books through phone or email is not allowed.
- All the library users (students, faculty & staff) are required to physically visit the library for issue-return of books.
- Fine rules:

Fine after the due date Rs.5/- per day

- **Rules for Damages and Loss:** In case a Reader loses a book he/she should replace the book with current edition of the lost book. In case the book cannot be replaced; the current price of the book and an additional charge of Rs. 50/- as processing charges will have to be paid.
- **Renewals:** The user may want to retain or keep the book after the due date. In such a case, he or she can get the loan period extended on or before the due date as stamped on the due date slip.

The library staff will extend the loan period provided the book has not been reserved by any other user.

The users are also told that they will have to return the book as soon as another reader needs it.

- **Recall:** If a library book currently checked out to a reader is urgently needed by another user, the library staff may ask the reader (to whom it is checked out) to return the book. The library may send a recall notice to the borrower and the book has to be returned by the new due date specified in the notice.

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- **Overdue notices/Reminders:** If a document is not returned or renewed by its due date borrowers may receive phone or email notices from the library informing them of the overdue date.
These notices are courtesy notices and borrowers should not expect a reminder every time they keep the book past due date.
- **Library Clearance:** At the end of the academic year all the students are required to return the borrowed books to the library to get his / her result from the college office after completion of the course.

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Ref No. VES/IT/115/2024

VES NETWORK POLICY

1. Internet Bandwidth Optimization and Commercial Policy

1.1 Introduction

This Network Policy outlines the guidelines and rules governing the use of the network infrastructure and resources at Vivekanand Education Society. The purpose of this policy is to ensure the availability, security, and efficient use of the institute's network while promoting responsible and ethical behaviour among its users.

1.2 Rationale:

VES has subscribed a 300 Mbps leased line from B-Primo telecommunications pvt. Ltd. and another 300 Mbps leased line from Intech Online pvt. Ltd. as a buffer, both with load balance redundancy to maintain 99.9% uptime.

This policy is established to ensure efficient internet bandwidth utilization and responsible activities while adhering to VES's network regulations and policies.

1.3 Internet Bandwidth Optimization:

The regulations mentioned in this Internet usage policy are applicable for VES CAMPUS and any breach of the policy can be addressed by the Central IT Department, who will oversee the Internet utilization occurring on the network, through a user-friendly interface. Moreover, Central IT Department will govern the division of speed and control the bandwidth in real-time across VES Campuses based on requirement.

1.4 Network Access:

- Authorized Users: Internet facility can be accessed by the faculty, staff members, students and other authorized personnel using Lan/ Wi-Fi connectivity.
- Guest Access: Guest access will be provided on a limited basis, with approval from the IT department. Guests must adhere to this network policy.

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1.5 Bandwidth Allocation:

The Central IT Team has prioritized bandwidth allocation based on usage including online classes, research activities, and administrative functions.

1.6 Content Filtering:

Content filtering solutions have been utilized to restrict access to non-educational & unauthorized, cyber threat websites and applications.

1.7 Regular Monitoring:

IT Team will continuously monitor network performance and bandwidth utilization to identify and resolve issues promptly.

1.8 Educational and Research Purposes:

The network must primarily be used for educational and research-related activities. Non-educational and non-work-related use should be kept to a minimum.

1.9 Infrastructure Upgrade:

The IT team will ensure regular audits to consider network infrastructure upgrades to accommodate increasing bandwidth demands.

1.10 Prohibited Activities:

Users are strictly prohibited from engaging in activities such as:

- ✓ Unauthorized access to systems or data.
- ✓ Distributing or accessing illegal content.
- ✓ Malicious activities, including hacking, spreading malware, or engaging in phishing attempts.
- ✓ Excessive bandwidth consumption that negatively impacts network performance.
- ✓ Any activities that violate local, state, or federal laws.

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1.11 Illegal activities under local, state, and National laws

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- Any activity that is illegal is a violation of VES IT policy. Alleged violations will be referred to the campus IT Head. In addition, offenders will be investigated and/or prosecuted by the appropriate local, state, or national authorities.
- Using, transmitting, viewing, or searching for obscene and pornographic materials.
- Seeking inappropriate, offensive, vulgar, suggestive, abusive, harassing, belligerent, threatening, defamatory actions or misleading language and materials.
- Revealing other person's personal information, or accessing, transmitting, receiving, or seeking unauthorized and confidential information.
- Making availability of any materials, whose possession or distribution is illegal.
- Circulating/Broadcasting hate mails, message/announcements or images intended to harm or humiliate others, discrimination, or individual attacks on others, or expressing animus towards any person or group by any reason (contest, colour, religion, national origin, gender, sexual orientation, or disability) is prohibited.

2.0. Network Security

- 2.1. Antivirus and Security Updates: All devices connected to the network are up-to-date with antivirus software.
- 2.2 Firewall and Intrusion Detection: The Central IT department has deployed firewall (SOPHOS) and intrusion detection systems to protect the network. Users should not attempt to bypass or disable these security measures. (Refer Annexure 1)
- 2.3 VLAN Configuration: All VES institutes are connected in FIBER GIGALAN, but there is a network VLAN whose partitions are established institute and department wise like printers, servers and they are shared across VES.
- 2.4 Reporting Violations: Users should immediately report any suspected security incidents or policy violations to the IT department.

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3.0 Commercial Policy

3.1 Periodical review and update is done by the Central IT Team for the commercial policy to adapt to changing circumstances, regulations, and VES's evolving needs.

3.2 Policy Updates: The Central IT Team reserves the right to update this policy as needed. Users will be notified of any changes.

3.3 Details of the Internet Plan at VES:

Name of Institute: Vivekanand Education Society Institute of Technology

Internet Plan: 600 Mbps

Yearly Amount: Rs. 9,39,334/- (Exclusive of GST)

3.4 Internet charges:

Internet charges are billed to VES head office, which then allocates charges to all institutes based on their bandwidth requirements and utilization.

By using the network at Vivekanand Education Society, users agree to comply with this network policy. Failure to adhere to these guidelines may result in sanctions, including loss of network access and other disciplinary actions.

Authorized Signatory

Ms. Megha Purohit

Head- Digital & IT



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ANNEXURE 1

FIREWALL POLICY

PURPOSE

To ensure a common set of firewall configurations across the Vivekanand Education Society to maximize their protection and detection capabilities in support of the security of the Organization. Firewalls provide a valuable protection and detection capability for the organization when properly configured, managed, and monitored.

INTRODUCTION

Students, Teaching and Non - Teaching Staff, Management and visiting Guests and Research Fellowship Members of Vivekanand Education Society availing computing, networking, and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system and protect the privacy and work of students and faculty.

APPLIES TO

Students, Teaching and Non - Teaching Staff, Management and visiting Guests and Research Fellowship Members are authorized to use the computing, networking, and other IT facilities for academic purposes as long as such use does not violate any law or any university policy. This policy applies to those who have responsibility for controlling or configuring firewalls.

POLICY STATEMENT

The VES operates in a highly flexible and adaptive security environment to meet its academic, research, and administrative missions. While the ability to adapt to meet the ever-changing needs of the Organization is important, oversight and reporting of firewall activities are critical to the successful protection and operation of the Campus environment. The following firewall requirements must be met:

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FIREWALL CONFIGURATION STANDARDS

All firewalls must be properly maintained from a hardware and software perspective. This includes proper lifecycle planning for End of Life and End of Support software/hardware and regular review (at least annually) of firewall rulesets.

All dedicated firewalls used in production must follow the Organization firewall management standard, which includes the ability to review currently configured firewall rules across the organization, identification of shadow or redundant rules and rules in conflict, and standardization of device/object names.

GENERAL RULES

1. The VES prohibits its users from gaining or enabling unauthorized access to forbidden IT resources on the VES network. Any such attempt will not only be the violation of Organization Policy but may also violate national and international cyber laws, provisions under The Information Technology Act of India and infringe the principals of National Cyber Security Policy and subject the user to both civil and criminal liability. However, the VES reserves all the rights to access and analyze the IT resource and Information for any legal and/ or institutionally provisioned operation, on its own or through its affiliates.
2. The VES prohibits its users from sending, viewing, or downloading fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or University policy. Therefore, user's inhibitive discretion is solicited where a category of certain content could be doubtful e.g., when such content is received through eMail etc. As a generalized policy, any contribution towards the destruction or distortion of congenial academic or work environments is prohibited.
3. Users must not violate various IPR and copyright law(s), and licensing policies as associated with copyrighted materials and software. Any unlawful file- sharing, use of any form of illegal or pirated or unlicensed software, on the Organization's IT resources (including individually owned IT resources being used under Institutional IT privileges) is strictly prohibited and any such act shall constitute a violation of the University policy.

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4. Users are expected to take proper care of equipment and are expected to report any malfunction to the staff on duty or to the in-charge of the facility. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
5. Violations of policy will be treated as academic misconduct, misdemeanour, or indiscipline as appropriate. Depending upon the nature of the violation, the VES Central IT team may take an action.

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Vivekanand Education Society

(Reg. No. F - 1029 BOM.)

Ref no. VES/IT/120/2024

Social Media Policy for Vivekanand Education Society (VES) Schools and Institutes

1. Purpose This policy establishes guidelines for the appropriate use of social media platforms by staff, students, and associated stakeholders of VES schools and institutes. It aims to ensure responsible communication that aligns with the values and mission of VES while fostering a positive online presence.

2. Scope This policy applies to all employees, students and stakeholders associated with VES who engage in social media activities that reference the organization, its schools, or its institutes.

3. General Principles

- **Integrity and Professionalism:** Ensure all social media interactions uphold the dignity and reputation of VES.
- **Transparency:** Be honest and transparent when posting on behalf of VES.
- **Respect:** Avoid content that is offensive, discriminatory, or defamatory.
- **Compliance:** Adhere to all applicable laws, including copyright, data privacy, & intellectual property laws.

4. Guidelines for Staff for Official Accounts:

- Only authorized personnel may operate official VES social media accounts.
- Content must be aligned with VES's branding, tonality and communication strategy.
- All posts should be pre-approved by the HOD'S, Principals and the Digital Head.

5. Social Media Training

- Periodic training sessions will be conducted for staff to ensure understanding of this policy, adherence to social media guidelines, and awareness of emerging trends and technologies.
- Training will include best practices, content creation strategies, and compliance with laws and VES values.

6. Account Monitoring

- The central digital team will conduct periodic audits of all official social media accounts to ensure compliance with this policy.
- Audits will include reviewing content for adherence to guidelines, identifying inactive or duplicate accounts, and suggesting improvements for engagement.
- Any non-compliance will be addressed with the concerned staff or institute for immediate rectification.

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Vivekanand Education Society

(Reg. No. F - 1029 BOM.)

7. Approval Process for Social Media Content


1. Each institute must submit its social media posts (text, images, videos) by email to the central digital team at digital.it@ves.ac.in at least 5 days before the intended posting date. Submissions should include captions, hashtags, and any other relevant information
2. The central digital team will review the submitted content for compliance with VES's guidelines, brand consistency, and alignment with guidelines. Feedback, if any, will be provided within 1-2 days of submission.
3. If the content meets all guidelines, you will receive formal approval to proceed with posting. If revisions are needed, adjust the content according to the feedback and resubmit it for final approval.

8. Guidelines for Social Media Content

When creating content, please adhere to the following guidelines:

- Ensure all visuals use the VES logo, colors, and fonts. (PFB details of the logo font, colors and design)
Font Style - Handel Gothic Regular, Color Codes: af2a30, e8b909
- Do not post images that are blurred or geo-tagged
- Ensure that all posts match the social media dimensions required for posting (Post size 1080x1080 (1:1), Reel Size 1920 x1080 - Ratio 9:16)
- Please ensure that when multiple logos (such as those of sponsors, committees, etc.) are included in posts, the VES logo is given greater prominence. The other logos should be displayed at a smaller size.
- Appropriate content that aligns with the brand image and conveys the correct message should be posted
- Use of appropriate music, creatives, and text if any
- Double-check all facts, figures, and statements for accuracy. Ensure that educational content is up-to-date and relevant.
- Each institute must have only 1 single Social Media page on each platform.
- Multiple pages for departments, committees, events, etc. should be avoided at all costs as this causes a lack of credibility and filters engagement.
- All existing pages apart from the Official Page must be deactivated immediately.
- Institutes are encouraged to reach out to the Central Team for help with content creation, filtering, designing, etc. when required with prior discussion.

If you have any questions or need further assistance with the submission process, please do not hesitate to contact the central digital team.


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9. Guidelines for Personal Accounts:

- Employees must not share confidential or proprietary information.
- Avoid expressing personal views on sensitive topics that may be misconstrued as the views of VES.
- Use disclaimers when expressing personal opinions, e.g., "Views are my own and not those of VES."

10. Engagement:

- Respond to queries and comments in a professional manner.
- Avoid engaging in arguments or controversial discussions.

11. Guidelines for Students


- Students are encouraged to positively contribute to VES's social media presence.
- Avoid posting inappropriate content that may harm the reputation of VES.
- Do not impersonate VES or its official representatives.

12. Content Management

- Ensure all posts are accurate and well researched.
- Use appropriate language and visuals that reflect VES's mission.
- Avoid posting:
 - Personal attacks or harassment.
 - Misinformation or unverified claims.
 - Politically or religiously sensitive content.

13. Privacy and Confidentiality

- Do not share personal information of staff, students, or stakeholders without consent.
- Images of minors must have parental consent before being shared.
- Secure sensitive organizational information always.


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14. Crisis Management

- During emergencies, only designated spokespeople may post updates after preapprovals from the central digital team.
- Avoid speculating or sharing unverified information.
- Direct all media inquiries to the official communication team.

15. Escalation Process

- In case of a social media crisis or emergency, immediately inform the central digital team.
- The team will escalate the matter to the relevant authorities, including the Head of Digital & IT, for prompt action.
- Refrain from making public statements or posts without explicit approval.

16. Violations

- Non-compliance with this policy may result in disciplinary action, including removal of posting privileges, suspension, or termination, depending on the severity of the violation.

17. Review and Updates

- This policy will be reviewed annually or as needed to adapt to new social media trends and challenges.

Acknowledgment All stakeholders must acknowledge receipt and understanding of this policy. By using social media in association with VES, users agree to comply with these guidelines.



Authorized Signatory
Ms. Megha Purohit
Head- Digital & IT

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Research promotion policy

Purpose and Responsibilities:

The research policy of VES College of Law aims to create an intense culture of scholarly inquiry among students and faculty, fostering academic excellence and advancing legal knowledge. This policy governs rigorous research activities within the institution, ensuring integrity, ethical standards, and scholarly rigor.

The Research Committee of VES College of Law plays a pivotal role in promoting and overseeing scholarly research activities within the institution. The committee is tasked with ensuring adherence to ethical standards, fostering a robust research culture among students and faculty, and enhancing the overall academic reputation of the college.

1. Policy Formulation and Review:

- o The committee is responsible for formulating and periodically reviewing the research policy of VES College of Law. This includes ensuring that the policy aligns with current academic standards, promotes integrity in research practices, and supports the advancement of legal scholarship.

2. Grant and Funding Allocation:

- o The committee oversees the allocation of research grants and funding to faculty members and students. It evaluates research proposals, allocates resources based on merit and relevance, and ensures transparency in the distribution of funds.

3. Research Proposal Evaluation:

- o Faculty and student research proposals are reviewed and evaluated by the committee to assess their scholarly merit, feasibility, and alignment with the college's research priorities. Feedback and recommendations are provided to enhance the quality and impact of proposed research projects.



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4. Ethics Oversight:

- o Ensuring compliance with ethical standards in research is a key responsibility of the committee. It provides guidance on ethical considerations, reviews protocols for research involving human subjects or sensitive data, and ensures adherence to legal and ethical guidelines.

5. Promotion of Collaborative Research:

- o The committee promotes collaborative research initiatives among faculty members and encourages interdisciplinary collaborations. It facilitates networking opportunities, research partnerships, and joint projects that contribute to the advancement of legal knowledge and academic excellence.

6. Professional Development and Training:

- o Organizing workshops, seminars, and training sessions for students and faculty members to enhance research skills, methodologies, and scholarly writing is another crucial function of the committee. These initiatives aim to foster a culture of continuous learning and research excellence.

7. Recognition and Awards:

- o Recognizing and rewarding outstanding research contributions by faculty and students is facilitated by the committee. It identifies candidates for awards, honors, and accolades based on the quality, impact, and significance of their research achievements.

8. Research Policy Dissemination:

- o The committee ensures that the research policy of VES College of Law is effectively communicated to all stakeholders, including faculty, students, and administrative staff. It facilitates awareness and understanding of research guidelines, procedures, and opportunities available within the institution.



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Composition:

The Research Committee comprises distinguished in charge faculties-2 and other faculty members including two student coordinators representing various legal disciplines, appointed by the Principal in consultation with academic administrators. The committee members bring expertise in research methodologies, ethics, funding, and academic leadership.

Meetings and Operation:

The Research Committee meets regularly to discuss and deliberate on matters related to research policy, grant allocation, proposal evaluation, ethical considerations, and professional development initiatives. Decisions are made through consensus-building and informed discussions aimed at enhancing the research ecosystem of VES College of Law.

Implementation Strategy:

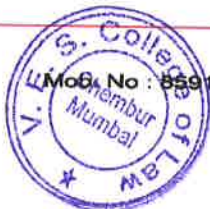
For Students:

1. Encouragement and Support:

- o VES College of Law mandates all students to actively engage in research activities throughout their academic journey. Research is integral and compulsory for all students, encompassing dissertations, projects, moot court preparations, and publications.

2. Access to Cutting-Edge Resources:

- o The college guarantees students access to cutting-edge resources, including books in libraries, comprehensive online databases catering to faculty of law like SSC online, and specialized research materials, facilitating advanced research endeavors.



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3. Faculty Mentorship and Supervision:

- o Each student embarking on research shall be meticulously supervised and mentored by a designated faculty member with profound expertise in the subject area, ensuring academic rigor, adherence to ethical standards, and the attainment of exemplary research outcomes.

4. Ethical Research Practices:

- o Students should rigorously adhere to the highest ethical standards in conducting research, upholding integrity, honesty, and respect for the rights and dignity of all stakeholders involved.

5. Publication and Prestigious Recognition:

- o VES College of Law demands students to strive for publication in prestigious legal journals and presentation at esteemed national and international conferences, earning recognition and acclaim for their significant scholarly contributions.

6. Compensation and Distinguished Awards:

- o Exceptional student researchers are granted prestigious awards and substantial financial compensation in acknowledgment of their remarkable contributions to legal scholarships. Such rewards and recognitions will be granted based on the impact and significance of their research findings.

7. Intensive Feedback Mechanism:

- o Continuous, rigorous feedback sessions will be conducted to meticulously evaluate and refine the progress of student research, offering constructive critique and guidance to ensure relentless academic improvement.

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For Faculty:

1. Dedicated Research Time and Unwavering Support:

- o Faculty members are allocated dedicated research time and unwavering institutional support to engage in ground-breaking research activities. This includes access to substantial research funding, proficient research assistants, and cutting-edge research facilities.

2. Registration Fee for Faculty:

- o Faculty members undertaking research projects are given the opportunity to avail registration fee if they publish their research work in a journal having a impact factor of above 7 pointers, if it is peer reviewed and journal has ISSN/ISBN number.
- o Faculty members who engage in extensive research and achieve recognition at the national or international level are awarded during the annual function.

3. Promotion of Collaborative Research Endeavors:

- o The college fervently advocates for and promotes collaborative research initiatives among faculty members, encouraging interdisciplinary research collaborations that substantially contribute to the advancement of legal scholarship and societal progress.

4. Incentives for Prolific Publication and Eminence:

- o Faculty members who excel in prolific publication, secure substantial research grants, or significantly contribute to pioneering legal scholarship are eligible for substantial monetary compensation, distinguished research stipends, and prestigious awards, thereby recognizing and nurturing their relentless dedication to advancing legal knowledge.



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5. Mentorship of Student Researchers:

- o Faculty members are required to passionately mentor and guide student researchers, imparting their profound knowledge of research methodologies, comprehensive literature review techniques, and unwavering commitment to ethical research conduct, thereby fostering the holistic academic development of students.

6. Ensuring Research Integrity and Ethical Propriety:

- o Faculty members are mandated to uphold the highest standards of research integrity, ensuring that all research activities are conducted with absolute honesty, transparency, and adherence to intellectual property rights and ethical guidelines.

7. Rigorous Review and Progressive Enhancement of Research Policies:

- o The research policy will undergo comprehensive, periodic review and progressive enhancement by a distinguished committee comprising faculty members and esteemed academic administrators to ensure its relentless relevance, effectiveness, and alignment with the evolving academic and scholarly landscape.

Conclusion:

The Research Committee of VES College of Law plays a pivotal role in fostering a vibrant research culture, supporting scholarly endeavors, and ensuring ethical integrity in research practices. By promoting collaboration, providing resources, and recognizing excellence, the committee contributes to the advancement of legal scholarship and the academic mission of the institution.



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GENDER SENSITIZATION & NON-DISCRIMINATION POLICY

Introduction

VES College of Law is committed to fostering an environment of equality, inclusivity, and respect for all individuals. Addressing gender inequality and discrimination is central to our mission. Our Gender Sensitization Policy is designed to create a safe and supportive environment for students, staff, and faculty by promoting gender equity and combating any form of gender-based discrimination or harassment.

In accordance with UGC guidelines and legal frameworks, this policy outlines our dedication to gender equity and provides a structured approach to achieving a respectful and equitable environment for all members of our community.

Definition of Terms

- **Gender:** Refers to the social and cultural attributes, relationships, and opportunities associated with being male or female.
- **Employee:** Includes all current staff members, whether permanent, full-time, part-time, or contractual.
- **Student:** Refers to any individual registered at the College for academic purposes.
- **Equity:** Fair and equal treatment for all individuals based on their needs, without gender bias.

Objectives of the Policy

The objectives of the Gender Sensitization Policy at VES College of Law are to:

1. Uphold the national commitment to gender equality.



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2. Prevent and address any violations of gender-based rights and promote the empowerment of all genders.
3. Foster a gender-sensitive environment that respects diversity.
4. Ensure equal opportunities for all without discrimination.
5. Develop mechanisms for the prevention and redressal of gender-based violence and discrimination.
6. Implement the policy effectively and uphold its principles in all aspects of college life.

Scope of the Policy

This policy applies to all members of the college community, including students, staff, and faculty, and covers:

- Membership in committees and leadership roles.
- Leave policies and admissions processes.
- Curriculum design, evaluation, and participation in events.
- Access to facilities, resources, and training opportunities.
- Awareness and outreach programs related to gender issues.

Implementation and Actions

Counselling and Support:

VES College of Law is dedicated to providing comprehensive counselling services to support students and staff in addressing gender-related issues. This includes confidential counselling sessions, workshops, and seminars designed to offer guidance and support. The college will ensure that professional support is available to help individuals navigate and resolve any gender-based challenges they may face. We also conduct seminars on mental health

well-being.



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Committees and Meetings:

To effectively address gender discrimination and promote equity, the college has established and maintain active anti-ragging and women's development cell which aid in grievance redressal. These committees will hold regular meetings to monitor, evaluate, and ensure the proper implementation of gender equity initiatives. Their responsibilities will include reviewing complaints, assessing the effectiveness of policies, and making recommendations for improvement.

The institution has constituted A Women's Development Cell and Internal Complaints Committee.

Training and Workshops:

The college will organize and facilitate a range of training programs and workshops aimed at increasing awareness and promoting gender equality. This includes self-defence training for female students and staff, seminars on gender sensitization, and workshops focused on preventing violence and discrimination. These programs will be conducted at least twice a year and will involve expert facilitators to ensure high-quality, impactful sessions.

Events and Celebrations:

Recognizing and celebrating key events is integral to promoting gender awareness. VES College of Law commemorates International Women's Day each year, highlighting achievements, discussing challenges, and fostering a culture of respect and inclusion. In addition to this, the college will host annual gender awareness programs to engage the community in discussions about gender equity and sensitization.

Infrastructure and Facilities:

The college is committed to ensuring that gender-specific needs are addressed through appropriate infrastructure and facilities. This includes providing dedicated spaces and



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resources for female students and staff, ensuring that campus development and renovations consider gender-specific requirements, and creating a welcoming environment for all. The college also has CCTV coverage all over the campus including parking areas, classrooms, corridors etc.

Disciplinary Action:

VES College of Law takes all incidents of gender-based discrimination or harassment seriously. Any member of the college community found to be in violation of this policy will be subject to disciplinary action. This action may include, but is not limited to, formal warnings, mandatory sensitivity training, suspension, or termination of employment or enrollment. Disciplinary procedures will be conducted in accordance with the college's existing rules and regulations, ensuring due process and fairness. The college is committed to addressing complaints swiftly and effectively, and any retaliation against individuals who report violations or participate in investigations will not be tolerated.

Contact Information:

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Contact –8591983684.



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Institutional Policy for Inclusion of Persons with Disabilities (PwD)

Preamble: VES Law College is committed to creating an inclusive and accessible environment for all students, faculty, staff, and visitors, including persons with disabilities. This policy aims to ensure that individuals with disabilities have equal opportunities to participate in academic, social, and extracurricular activities. The college adheres to the principles of equality, dignity, and respect for diversity, in line with the Rights of Persons with Disabilities Act, 2016.

1. Objectives:

- To provide an inclusive, barrier-free environment for persons with disabilities (PwD) in all aspects of academic, administrative, and extracurricular activities.
- To comply with legal standards, including the Rights of Persons with Disabilities Act, 2016, and ensure accessibility, accommodation, and support for PwD.
- To foster awareness and sensitivity among the college community about the needs and rights of PwD.

2. Infrastructure and Accessibility:

- 2.1. Wheelchair Accessibility:
 - a. The college has installed wheelchair-accessible platforms and ramps in key areas, including entrances, corridors, and lecture halls. These platforms allow easy movement within the college for individuals using wheelchairs.
 - a. Classrooms, libraries, and common areas are designed to accommodate wheelchair users with sufficient space for free movement.
- 2.2. Accessible Signage and Communication:



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- a. Braille Signage is installed in lifts to assist visually impaired individuals. Lift numbers and floor indicators are provided in Braille to ensure independent navigation.
- a. Visual and Auditory Aids: In addition to Braille signage, audio indicators in elevators provide verbal announcements of floors for the visually impaired. Similarly, visual indicators (lights) signal lift movements for hearing-impaired individuals.
- 2.3. Accessible Washrooms:
 - a. Dedicated, gender-inclusive, and wheelchair-accessible washrooms are provided on every floor of the college building to ensure easy access for individuals with mobility challenges.
 - a. Washrooms are equipped with handrails and low sinks to ensure that persons with disabilities can use the facilities independently.
3. Academic Support and Accommodation:
 - 3.1. Examination Accommodations:
 - a. Reasonable accommodations in the examination process will be provided for students with disabilities. This includes extended time for exams, separate seating arrangements and use of scribes.
4. Counselling and Support Services:
 - 4.1. Disability Counselling:
 - a. The college offers counselling services tailored to students with disabilities. These services are aimed at addressing academic, personal, and psychological needs, helping students cope with challenges, and ensuring their well-being.
 - 4.2. Peer Support Programs:



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- a. Peer support programs will be introduced to encourage students to assist and support their peers with disabilities. This promotes a spirit of inclusivity and teamwork within the student community.

5. Awareness and Sensitization:

● 5.1. Sensitization Programs:

- a. The college will organize regular sensitization programs and workshops for students, faculty, and staff to raise awareness about disability rights, accessibility, and inclusivity.
- a. These workshops` will cover topics such as understanding different types of disabilities, addressing biases, and fostering an inclusive mindset.

● 5.2. Community Engagement:

- a. VES Law College will engage with external organizations, NGOs, and advocacy groups focused on disability rights to conduct guest lectures, outreach programs, and awareness campaigns.
- a. The college will also participate in events like World Disability Day to demonstrate its commitment to inclusion and to raise awareness about the rights of persons with disabilities.

6. Monitoring and Evaluation:

- a. The college will review the implementation of this policy. The committee will assess the effectiveness of infrastructure, accommodations, and support services for PwD.

7. Legal Compliance:

- a. The college will comply with all national and state-level disability legislation, including the Rights of Persons with Disabilities Act, 2016, and follow best practices in ensuring accessibility and inclusion.

8. Continuous Improvement:



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- a. The college is committed to continuous improvement in disability inclusion. Annual reviews of the physical infrastructure, academic accommodations, and policies will be conducted, with feedback from persons with disabilities.
- a. The institution will allocate appropriate resources and budgets for maintaining and enhancing accessibility infrastructure and services.





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ENVIRONMENTAL POLICY OF VES COLLEGE OF LAW.

Preamble: VES Law College is committed to fostering a sustainable and eco-friendly environment on campus. The Environmental Policy seeks to create a culture of environmental awareness and responsibility among students, staff, and stakeholders, with the goal of minimizing the college's ecological footprint while promoting sustainability in all its operations.

1. Objectives:

- To integrate environmental sustainability into all aspects of college life, including education, research, administration, and community engagement.
- To reduce the environmental impact of the college's activities through waste reduction, energy efficiency, resource conservation, and eco-friendly practices.
- To comply with relevant environmental legislation and continuously monitor and improve the environmental performance of the institution.

2. Sustainable Campus Initiatives:

● 2.1. Energy Conservation:

- Implement energy-saving measures, including energy-efficient lighting (e.g., LED), appliances, and HVAC systems across campus buildings.
- Promote the use of renewable energy, such as solar power, by installing solar panels on campus rooftops and integrating solar water heaters in hostels or common areas.
- Encourage students and staff to switch off electrical appliances when not in use and raise awareness through energy-saving campaigns.



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● 2.2. Water Conservation:

- Harvest rainwater by setting up rainwater harvesting systems in campus utilize the collected water for gardening and non-potable uses.
- Regularly monitor water usage to prevent leakage and wastage and promote water conservation awareness through workshops and signage across the campus.

● 2.3. Waste Management:

- Implement a comprehensive waste management system that segregates waste at source into wet waste and dry waste categories.
- Set up composting units on campus to manage organic waste from canteens and gardens, with the aim of using the compost for the college's green spaces.
- Minimize the use of single-use plastics by encouraging alternatives like reusable containers and providing water refill stations to reduce bottled water usage.

● 2.4. Green Campus Development:

- Increase green cover on campus by planting and maintaining trees, shrubs, and native plants that support local biodiversity and create shaded areas for students.
- Design and maintain eco-friendly landscaping with drought-resistant plants, reducing the need for excess water use.
- Promote the use of bicycles, electric vehicles, and carpooling among students and staff to reduce the carbon footprint associated with commuting. Provide dedicated bicycle parking and install electric vehicle charging stations where feasible.



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3. Environmental Education and Awareness:

• 3.1. Environmental Curriculum:

- Integrate environmental studies into the academic curriculum, ensuring students learn about the legal and social dimensions of environmental protection, sustainability, and climate change.
- Encourage students to engage in environmental research, particularly in the areas of environmental law, sustainable development goals (SDGs), and legal frameworks for climate action.

• 3.2. Environmental Clubs and Activities:

- Establish an environmental club or committee responsible for organizing sustainability-related events, workshops, and competitions such as eco-runs, tree-planting drives, and waste recycling campaigns.
- Collaborate with environmental organizations to offer students internships and volunteer opportunities to participate in environmental conservation projects.

• 3.3. Awareness Campaigns:

- Conduct awareness campaigns across the college community on key environmental issues such as climate change, water and energy conservation, waste management, and reducing carbon footprints.
- Observe important environmental days such as World Environment Day, Earth Day, and Energy Conservation Day, involving students and staff in activities like seminars, clean-up drives, and exhibitions.

4. Compliance and Continuous Improvement:

• 4.1. Compliance with Legislation:

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- Ensure that all environmental activities comply with national and local environmental regulations, including waste management laws, pollution control, and biodiversity protection.
- **4.2. Environmental Monitoring and Reporting:**
 - Develop and implement an annual environmental monitoring system to track progress in achieving sustainability goals, and publish the results in an Environmental Sustainability Report to be shared with stakeholders.
 - Establish key performance indicators (KPIs) related to resource usage, waste reduction, and sustainability initiatives to guide the college's environmental strategies.
- The policy will be revised as needed, based on feedback from audits, community engagement activities, and changes in legal requirements, ensuring the college continues to move towards a more sustainable and environmentally responsible future.



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SOP for ALUMNI ENGAGEMENT

Standard Operating Procedure (SOP) for Alumni Engagement

1. Purpose

The purpose of this SOP is to define a structured process for engaging and maintaining meaningful relationships with alumni to foster continuous support, participation, and collaboration with the institution.

2. Scope

This SOP applies to the alumni relations office, college administration, faculty, and other stakeholders involved in alumni-related activities and communication.

3. Alumni Engagement Goals

- Strengthen alumni relationships with the institution.
- Encourage alumni participation in academic and non-academic events.
- Facilitate networking opportunities for students and alumni.
- Develop strategic partnerships with alumni.
- Track alumni achievements for recognition and institutional growth.

4. Alumni Database Management

- Data Collection:
 - Collect accurate alumni information at the time of graduation.
 - Update contact details regularly through surveys, forms, and events.
- Data Privacy:
 - Ensure all alumni data is stored securely, adhering to relevant privacy policies.
 - Use alumni data only for official communication and engagement purposes.

5. Communication Strategy

- Channels of Communication:
 - Emails, social media, and institutional websites.
 - Dedicated alumni portals or apps for real-time interaction.
- Frequency:
 - Frequent event invitations.
- Tone and Content: Messages should be professional, relevant, and personalized.





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6. Alumni Events and Programs

- Types of Events:
 - Annual alumni meet, homecoming events, reunions, and guest lectures.
 - Webinars, panel discussions, and mentorship programs.
- Planning and Coordination:
 - Define a timeline for event planning (6-8 months for major events).
 - Coordinate with relevant departments and faculty members.

7. Alumni Recognition and Awards

- Develop a system to recognize outstanding alumni (e.g., awards for professional achievements, community service, or contributions to the college).
- Highlight alumni achievements through social media, and official events.

8. Mentorship and Career Support Programs

- Mentorship Programs:
 - Pair alumni with current students for career guidance, internships, and networking.
 - Create feedback loops to assess the effectiveness of mentorship.
- Alumni Networking Opportunities:
 - Host industry-specific networking events.
 - Establish LinkedIn groups or discussion forums for continuous interaction.

9. Fundraising and Alumni Giving Programs

- Campaign Planning:
 - Plan donation drives (e.g., scholarships, infrastructure development) with specific targets and timelines.
- Acknowledgment:
 - Recognize donors through events, newsletters, and plaques.
 - Provide transparent reports on how funds are used.

10. Feedback and Alumni Surveys

- Send annual surveys to gather feedback on alumni satisfaction and expectations.
- Use survey insights to enhance alumni programs and services.

11. Roles and Responsibilities

- Alumni Relations Faculty: Responsible for managing alumni communication, events, and database updates.
- Faculty and Department Heads: Coordinate with alumni for guest lectures and mentorship programs.





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- IT Team: Maintain the alumni portal and ensure data security via VES Central IT team.

12. Budget and Resource Allocation

- Define budget for alumni events, communication, and campaigns.

13. Review and Updates

- Frequency of Review: Review the SOP annually or as needed to align with institutional goals.
- Responsibility: Alumni Relations Faculty or designated committee to oversee the review process.

This SOP serves as a framework for fostering long-term alumni relationships that benefit both the institution and its graduates. Regular engagement with alumni can enhance the college's reputation, support student development, and open new avenues for growth.



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ALUMNI REGISTRATION CERTIFICATE:



नॉदणीचे प्रमाणपत्र
(संस्था नॉदणी अधिनियम, १८६०)
(१८६० चा अधिनियम २१)

नॉदणी क्रमांक : गृहमुंबई/१००१५८०/२०२४

याद्वारे असे प्रमाणित करण्यात येते की, विवेकानंद एज्युकेशन सोसायटीस कॉलेज ऑफ लॉ ऑल्युम्नी असोसिएशन चेंबूर

खालील तारखेस संस्था नॉदणी अधिनियम, १८६० (सन १८६० चा अधिनियम २१) अन्वये योग्यरीत्या नॉदणी करण्यात आली.

तारीख 25 September 2024 रोजी माझ्या सहीनिशी दिले.

Certificate of Registration
(The Societies Registration Act, 1860)
(Act XXI of 1860)

Registration Number: Greater Mu/0001580/2024

It is certified that, VIVEKANAND EDUCATION SOCIETY'S COLLEGE OF LAW ALUMNI ASSOCIATION CHEMBUR has this day been duly registered under the Societies Registration Act, 1860 (XXI of 1860)

Given under my hand this 25 Day of September 2024.

**RANI AMOL
ADGULWAR**

(Digitally signed by RANI AMOL ADGULWAR
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Assistant Registrar of Society,
सहायक संस्था निबंधक
ग्रेटर मुंबई विभाग, मुंबई

Greater Mumbai Region





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Uses Of Infrastructure : Policies

1. Infrastructure Maintenance Policy

- Regular Inspection and Repairs
 - Conduct weekly inspections of classrooms, libraries, computer labs, moot courts, and common areas to identify maintenance needs.
 - Establish a system for prompt reporting and resolution of infrastructure issues.
- Annual Maintenance Contracts (AMC)
 - Secure AMCs for essential equipment such as projectors, computers, air conditioning units, and elevators to ensure uninterrupted service.
- Safety and Compliance
 - Ensure all infrastructure complies with fire safety, electrical, and health regulations.
 - Perform regular fire drills and maintain emergency exits and signage.

2. Utilization Policy

- Optimized Use of Classrooms and Moot Court Rooms
 - Maintain a schedule to optimize the use of lecture halls, seminar rooms, and moot courts for both academic and extracurricular activities.
 - Ensure that moot courts are available for practice, competitions, and workshops without conflicting with regular classes.
- Library and E-Resources Usage Policy
 - Ensure extended hours of operation for the library during exam periods & events participants at National Level. .
 - Provide access to digital resources, including e-books, legal databases, and research tools, with proper monitoring.


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3. Technology and IT Infrastructure Policy

- Regular Software and Hardware Upgrades
 - Maintain up-to-date software licenses for legal research databases and academic tools.
 - Ensure Wi-Fi coverage across the campus and maintain cybersecurity protocols to protect digital infrastructure.
 - Use of authentic licences for software.
- IT Lab and Equipment Use Guidelines
 - Establish guidelines for the proper use of computers and printers in IT labs.
 - Schedule workshops and training sessions to familiarize students with relevant legal software and research tools.

4. Cleanliness and Environmental Policy

- Sanitation and Waste Management
 - Maintain cleanliness of classrooms, libraries, moot courts, and washrooms through daily cleaning schedules.
 - Implement waste segregation and recycling practices.
- Eco-Friendly Initiatives
 - Promote energy conservation by using energy-efficient appliances and turning off equipment when not in use.
 - Encourage the use of eco-friendly materials for events and workshops.
 - 'NO PLASTIC' Policy in college premises.

5. Security and Access Policy

- Campus Security Measures
 - Install CCTV cameras at key locations to ensure campus security.
 - Employ security personnel for 24/7 surveillance and monitoring of campus premises.
- Access Control for Facilities
 - Restrict access to critical areas such as IT labs, faculty rooms, and storage areas.
 - Issue ID cards to students, faculty, and staff for controlled access.

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