



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)

Ref. No. : VESCL /

Date : _____

7.1.10. Supporting Documents

Sr no.	Description
1.	Turnitin Software Invoice
2.	General Rules
3.	Terms & Conditions for Teaching / Non-teaching Staff appointed on contract/Ad-hoc/temporary basis.
4.	Terms & Conditions for Teaching / Non-teaching Staff appointed on Regular basis.
5.	Computer Lab Rules displayed in the institution.
6.	Library Rules displayed in the institution.
7.	Geo-tagged photos of Anti-ragging posters displayed in institution.




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



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)

TURNITIN INVOICE



Turnitin India Private Limited
Floor: 16
Max Towers, Sector - 16B
Noida UP 201301
India
GSTIN: 09AAGCT1132P1Z1
PAN: AAGCT1132P

TAX INVOICE

Date: 8/25/2023
Invoice No: IN-TIN-01702
Purchase Order No: 019/2023-2024
Due Date: 09/24/2023
Payment Terms: Net 30
Service Start: 8/21/2023
Service End: 8/20/2024

Bill To:		Account Manager:	
Vivekanand Education Society Institute of Management Studies & Research 405/407, Hashu Advani Memorial Complex, Collector's Colony, Chembur Mumbai Maharashtra 400 074 India 27AAATV2239C1ZP Customer's VAT ID/TIN: Customer Number: CN-339240		Mohanish Bhadange mbhadange@turnitin.com	

Product Name	Product Description	Unit Price	Quantity	Amount
TES-GROWTH-RAMP	Turnitin Feedback Studio: Originality Checking and Feedback	INR 6,22,751.00	1	INR 6,22,751.00
Subtotal				INR 6,22,751.00
CGST - 0%				INR 0.00
SGST - 0%				INR 0.00
IGST - IN 18%				INR 1,12,095.18
UTGST - 0%				INR 0.00
Total				INR 7,34,846.18

SAC code 998439

Please refer to the quote and/or proforma invoice for details of quantity and descriptions of services provided.
Invoice is system generated and thus does not need a signature
Make your cheque payable to: Turnitin India Private Limited

Name / Cheque Payable To:	Turnitin India Private Limited (formerly known as "Turnitin India Education Private Limited") 16th and 17th Floor, Max Towers Sector-16B, Noida Uttar Pradesh, 201301 India

General Rules

College Discipline



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



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)

The institution attaches the utmost importance to discipline and character building. The students are required to strictly abide by the following rules.

A) Students shall abide by any general or special rules made by the College authorities in regard to the conduct of the students both in and outside the College and the decision of the College Authorities shall be final. Parents and Guardians are also presumed to have agreed to these rules when their wards join the College. (See the instructions on the Admission Forms, the notices put up from time to time etc.

B) Students should in their own interest read the College notices, including notices containing rules placed on the Notice Boards from time to time. It shall be the duty of each student to scan all the notice-boards daily.

Use of cell phones is strictly prohibited. Students found using cell phones in class are liable to be fined.

C) Students shall attend all classes, tutorials, seminars, practicals and college examinations. Students remaining absent shall submit leave note signed by their parents/guardians stating reasons for their absenteeism. Absenteeism on medical grounds should be supported by a medical certificate of candidate only. Medical ground of relatives will not be considered. In all cases, absenteeism over three days should be immediately brought to the notice of the Principal.

D) In case of loss of I Card, student can obtain special permission for 3 days from the Principal for entering the College premises. Thereafter, student can obtain duplicate I-card on payment of Rs. 200/- by making application to the Principal.

The use of I-Card (Original / Duplicate) without the signature and seal of the principal is invalid and fine will be charged as decided by the authority. Usage of Xerox Copy of I-Card is not allowed. Students, who are not regular students but have taken admission provisionally, can get Ex-Students I-Cards on payment of Rs. 200/- as membership fees and Rs. 200/- for library card in case they desire to take advantage of the Library





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)

Facility. Entry of Ex-Students in the library is permitted only after 2 pm on working days.

E) Students must carry I-cards on their persons or produce/present identity cards for inspection or verification when demanded by any college staff. Refusal to produce I-card for inspection amounts to indiscipline and will be punishable.

F) Students shall be in classes in time. Late comers may not be allowed to enter the classes.

G) Students will not go for job, or work or business or private coaching during the college hours. If anyone misses the lectures/practicals for that reason, his/her admission is liable to be canceled immediately.

H) Students shall not bring with them unauthorized persons into the college premises.

I) Students shall take proper care of all college property. Any damage done to the property of the college by disfiguring walls, rooms, windows and fittings or breaking the furniture and such things is a breach of discipline and will be punishable. As such damage done to the college property will have to be made good by the concerned class students. The students shall not throw papers or any other material which makes the premises dirty. Students shall take eatables inside the canteen only. Anyone found eating outside the canteen will be liable to punishment.

J) The Students should come decently dressed to the college. Informal dresses will not be permitted in the college premises.

K) Boys - Full Pant / jeans with shirt /T-shirt with sleeves. Boys should cut their hair short.

L) Girls_ Salwar Kameez / or jeans / pants / long skirts with tops / T-shirts with sleeves.

Shorts & Bermudas are not permitted in the College. Girls shall tie their hair.





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)

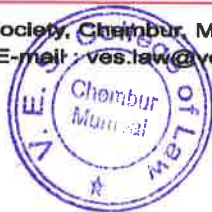
- M) For violation of dress code there will be a fine of Rs. 100/-.
- N) Associations/Organization will be formed only after the prior/ permission of the principal.
- O) Collecting funds for any purpose is strictly prohibited unless scrutinized and permitted by the Principal.
- P) No meeting, demonstration, party or picnic will be permitted without the permission of the Principal.
- Q) For inviting a person to preside/address/participate in association/organization/visits etc. prior permission of the Principal is necessary.
- R) Subjects/topics selected for debates/lectures/seminars etc. must have the previous approval of the Principal.
- S) No information about the college can be communicated to outsider without the permission of the Principal.

Ragging

According to Maharashtra Prohibition of Ragging Act, 1999 any act of ragging is prohibited and therefore it is a punishable offence. The College may suspend or dismiss the student from the College for such an act. Even for cases regarding Sexual Harassment College will take appropriate action as per rules. At the time of admission, student has to submit online affidavit as per rule. www.antiragging.in and the print of the affidavit should be attached the admission form. (Format of Affidavit-Annexure - I & by the Parents - Annexure - II).

Attendance

Normally 100% attendance of the student is expected, but it can be condoned up to a maximum of 25% covering student's sickness and other absence. As per University





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)

Rules if the student fails to attend the college for 75% of actual working days, the term will not be granted to them and he / she will not be allowed to appear in the examination.

- Late comers will not be allowed in the classes.
- Bunking classes is not allowed.
- Student has to submit medical certificate if absent for more than two days.

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

1. 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.



Mathanale
I/C PRINCIPAL

Sindhi Society, Chembur, Mumbai - 400 071
Mob. No : 85919 83684 • E-mail : ves.law@ves.ac.in / veslaw09@rediffmail.com
V.E.S. College of Law
Sindhi Society, Chembur, Mumbai



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)

- 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 Term or Emoluments etc. during the tenure of contract.

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





VIVEKANAND EDUCATION SOCIETY'S *College of Law*

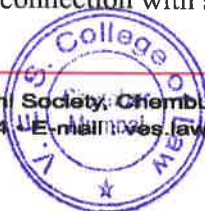
(Affiliated to University of Mumbai, Approved by BCI & Recognised by Govt. of Maharashtra)
Accredited 'B+' Grade with CGPA 2.72 by NAAC (1st Cycle)

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 & entitle 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 in this 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 shall be borne by

Sindhi Society, Chembur, Mumbai - 400 071.

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



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



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)

the employee. However, female employee 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





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)

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 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. LEAVE:

- (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.



Sindhi Society, Chembur, Mumbai - 400 071.
Mob. No : 85919 83684 • E-mail : ves.law@ves.ac.in / veslaw09@rediffmail.com

[Signature]
I/C PRINCIPAL
V.E.S. College of Law
Sindhi Society, Chembur, Mumbai



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)

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 the dress code will be saree or salwar kameez with sleeves and dupatta. The dress code should be such that it should not result in any kind of absence.
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
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.

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

Sindhi Society, Chembur, Mumbai - 400 071.
Mob. No : 85919 83684 • E-mail : ves.law@ves.ac.in / veslaw09@rediffmail.com



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



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)

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 violets 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.





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)

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.
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.





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)

- 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.
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



M. A. H. A. L. E.
I/C PRINCIPAL



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)

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.



Athenale
I/C PRINCIPAL



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)

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





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)

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.

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.

- a. Adverse entry in the personal record or Censure
- b. Fine
- c. Withholding of Increment(s) or Promotion including increment with or without cumulative effect for a specified period.
- d. 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.
- e. Reduction to a post in the lower Pay scale or to a lower stage of increments in the own pay scale.
- f. Compulsory retirement





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)

- g. Termination of service
 - h. 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.
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





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)

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 the department's Notice Board/ common notice board will amount to the receipt of the same by the employee personally.
28. In case an employee absences from duty for ten consecutive days without any reasonable cause or if he proceed on leave without obtaining prior permission or overstay 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
30. Directly or indirectly in the Publication of such books/works.
31. 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.





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)

32. 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.
33. 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.





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)

e) Vacation to Teaching Staff only – After completion of Probation period, as per the guidelines / directions of the University.

34. 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.

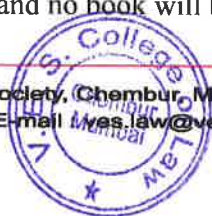
Library rules

These library rules are displayed on the institutions official website -

<https://veslawlibrary.wixsite.com/ves-college-of-law/copy-of-about-us>

General Rules

- Every student must possess his/her Library card while making use of the Library and produce the same to the Library Staff on entering the Library.
- Complete Silence must be maintained in the Library. Any student who is found causing any sort of disturbance (talking, discussing etc.) in the Library is liable to be debarred from the Library facilities by the Librarian.
- Membership card is non-transferable. Students must not lend their Readers Ticket to any other student to borrow books from the Library. Library facilities will be suspended for students misusing cards.
- In case a student loses his/her Reader's Ticket then the student should apply for a Duplicate card on the prescribed form available at the Library Counter. Rs. 50/- will be charged for issuing the Duplicate Reader's Ticket.
- Students are strictly prohibited to use their Mobile Phones in the Library, yet if caught using Mobile Phone will be confiscated for 1 week & penalty of Rs. 500/- will be levied.
- The College Leaving Certificate or Transfer Certificate will be issued to students only after he/she has returned all the Library books.
- If any book is taken outside without the permission of the Librarian then a non compliance charge of Rs. 20/- will be charged and no book will be issued to him/her in future.





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)

Issue-Return Rules

- Students can get the book issued for the period of 7 days including the day of issue.
- Re-issue of the book will be based on the demand of a particular book.
- Periodicals and Bound volumes of journals will be issued for current reading only.
- When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Library staff before leaving the counter. On returning the books if pages are found missing the last borrower of the book shall be held accountable for the missing pages and penalty will be levied accordingly.

Rules for Fine

- Library Fine after the due date Re. 5/- per day
- In the event of damage of any kind, the last reader will be liable to compensate for damage.
- In case a Reader loses a book he/she should replace the 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.

Computer Lab Rules and Regulations displayed in the college.




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



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)





VIVEKANAND EDUCATION SOCIETY COLLEGE OF LAW


(Affiliated to University of Mumbai, Approved by BCI & Recognized by Govt. Maharashtra)


Computer Lab Rules & Regulations

- Every 'User' must submit his/her ID Card at the Circulation Counter before entering the Computer Lab. (except Teaching/Non-Teaching Staff).
- Each 'Student' is allowed to have an access for 1 hour only. The time-limit can be extended if the Librarian permits.
- Users are requested to put their cell phones on vibrate mode. Please attend your calls outside.
- No duplicate or pirated Software(s) shall be allowed in the Computer Lab.
- Users are strictly prohibited from modifying or deleting any important files, installation of any software or settings in the computer.
- Unauthorized copying and/or installing of unauthorized software is not permitted. This may be a violation of copyright laws.
- Students found Internet surfing or chatting for personal reasons may be asked to leave. Preference is given to students doing coursework over those engaged in personal computer usage.
- Eating and/or drinking beverages (except water) inside the computer labs is strictly prohibited.
- Before leaving the lab, users must close all programs positively and keep the desktop blank.
- In case of theft / destruction of the computers or peripherals, double the cost of the lost will be charged from the student/user.
- 'DO NOT' leave your personal belongings at the computer. User is responsible for items.

**27.4°C**

 **Saturday, December 14, 2024, 16:04:22**

 **1, Sindhi Society, Chembur, Mumbai, Maharashtra
400071, India**



Library Rules and Regulations displayed in the college.



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



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)



VIVEKANAND EDUCATION SOCIETY COLLEGE OF LAW

(Affiliated to University of Mumbai, Approved by BCI & Recognized by Govt. Maharashtra)

Library Rules & Regulations

- Every Reader/Borrower Student/must possess his/her Library card while making use of the library and produce the same to the Library Staff before entering the library.
- Complete Silence must be maintained in the library. Any student who is found, causing any sort of disturbance (talking, discussing etc.) in the library is liable to be debarred from the library facilities by the Library Head.
- The College-Leaving Certificate or Transfer Certificate shall be issued to student only after he/she has returned all the library books.
- Membership card is non-transferable. Students must not lend their Readers Ticket to any other student to borrow books from the library. All the library facilities shall be suspended for student for any kind of misuse of the library card.
- Students are strictly prohibited to use their Mobile Phones in the Library, yet if caught using Mobile Phone shall be immediately confiscated for 1 week and penalty of Rs. 500/- shall be levied.
- Periodicals and Bound volumes of journals will be issued for current reading only.
- In the event of damage of any kind, the last reader shall be liable to compensate for the damage.
- In case, a student loses his/her Reader's Ticket, then the Student Must apply for a Duplicate Card immediately at the Library Counter. Rs. 50/- will be charged for issuing the Duplicate Reader's Ticket.
- Students can get the book, issued for the period of 7 days including the date of issue. Re-issue of the book will be based on the demand of a particular book. 1. Library fine after the due date is Rs. 5/- per day.
- If any book is taken outside without the permission of the Librarian, then a non-compliance charge of Rs. 20/- will be charged and no book will be issued to him/her in future.
- When books are issued, students should check the pages of the issued books and if pages are found missing, they should report same to the library staff before leaving the counter. On returning the books, if the pages are found missing, the last borrower of the book shall be held accountable for the missing pages and penalty shall be levied accordingly.



27.4°C

🕒 Saturday, December 14, 2024, 16:05:52

📍 1, Sindhi Society, Chembur, Mumbai, Maharashtra
400071, India



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



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)

VIVEKANAND EDUCATION SOCIETY College of Law

BE A FRIEND NOT A BULLY

WHAT IS RAGGING?
Any Act resulting in:

- 1) Mental/Physical/Sexual Abuse
- 2) Verbal Abuse
- 3) Indecent Behaviour
- 4) Crime
- 5) Intimidation/Wrongful Restraint
- 6) Undermining Human Dignity
- 7) Financial Exploitation/Extortion
- 8) Use of Force

A STUDENT INDULGING IN RAGGING CAN BE:

- 1) Expelled from the institution
- 2) Banned from the hostel
- 3) His/Her scholarship can be withdrawn
- 4) Debarred from Examinations
- 5) Denied admission to any Institution
- 6) Prosecuted for criminal action
- 7) Faced action of institution filing FIR with local police against those who rag/abet ragging

KINDNESS IS OUR SUPERPOWER!
TOGETHER, WE CAN STAND UP AGAINST RAGGING AND MAKE OUR WORLD A SAFER, MORE INCLUSIVE PLACE

GPS Map Camera

Mumbai, Maharashtra, India
1, Sindhi Society, Chembur, Mumbai, Maharashtra 400071, India
Lat 19.047999° Long 72.890452°
07/12/24 06:20 PM GMT +05:30

DON'T RAG, JUST INTERACT

RAGGING IS A CRIME AND IS PUNISHABLE

Are you being ragged?

Join hands to make your campus ragging-free

GPS Map Camera

Mumbai, Maharashtra, India
1, Sindhi Society, Chembur, Mumbai, Maharashtra 400071, India
Lat 19.047999° Long 72.890452°
07/12/24 06:22 PM GMT +05:30

CLASSROOM REMINDERS

- #1 Maintaining respect is of utmost importance
- #2 Communicate with kindness & avoid raising your voice
- #3 Extend assistance and support to your classmates
- #4 Maintain cleanliness in the classroom & refrain from littering
- #5 Save energy by switching off lights, A.C. & fans when not in use

GPS Map Camera

Mumbai, Maharashtra, India
1, Sindhi Society, Chembur, Mumbai, Maharashtra 400071, India
Lat 19.047999° Long 72.890452°
07/12/24 06:16 PM GMT +05:30

Sindhi Society, Chembur, Mumbai - 400 071.
Mob. No : 85919 83684 • E-mail : ves.law@ves.ac.in / veslaw09@rediffmail.com

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