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Government of Maharashtra

ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE & COMMERCE

(Affiliated to University of Mumbai)

Jogeshwari Station Road, Jogeshwari - East, Mumbai - 400 060

Email: principaliyc@rediffmail.com

Website: www.ismailyusufcollege.in

MANUAL OF POLICIES



Government of Maharashtra
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QUALITY POLICY ON RESEARCH

Quality Policy on Research

The College endeavours to provide global level infrastructure for creating Centre of Excellence in promoting and developing research culture in all streams in the College.



GPS Map Camera



Mumbai, Maharashtra, India

4VM3+CMR, Ismail College Camps, Natwar Nagar, Jogeshwari East, Mumbai, Maharashtra 400060, India

Lat 19.133529°

Long 72.85377°

20/08/24 02:48 PM GMT +05:30




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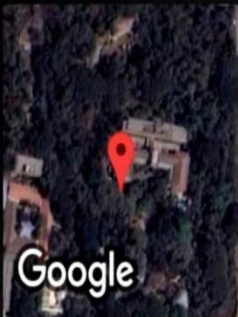
QUALITY POLICY ON ACADEMICS

Quality Policy on Academics

The College endeavours to achieve the highest standards of academics in all three streams, viz. Arts, Science and Commerce, which should be reflected in every action of the Students of the College.



GPS Map Camera



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4VM3+CMR, Ismail College Camps, Natwar Nagar, Jogeshwari East, Mumbai, Maharashtra 400060, India

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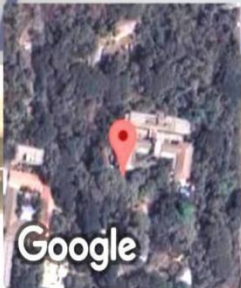
QUALITY POLICY of IQAC

Internal Quality Assurance Cell (IQAC)

*"To Maintain, Improve and Enhance Quality Standards
in every activity and action of the Institution
is OUR QUALITY POLICY"*



GPS Map Camera



Mumbai, Maharashtra, India

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ADMISSION POLICY

Government of Maharashtra Ismail Yusuf College of Arts Science & Commerce, follows a clear and equitable Admission Policy to ensure a fair selection process. The policy outlines criteria for eligibility, including academic qualifications and entrance requirements, and details the application procedure, deadlines, and necessary documentation. It emphasizes transparency and merit-based selection, with provisions for reservation categories as per government regulations. The policy aims to provide equal opportunity for all applicants while maintaining high academic standards. Regular updates and guidance are provided to assist prospective students through the admission process, ensuring a smooth and accessible entry into the college.

Title	Links
Admission Committee List	VIEW
Admission Schedule	VIEW
Admission Process	VIEW
Prospectus	VIEW




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ADMINISTRATIVE POLICY

'The College is dedicated to achieving administrative excellence by implementing efficient, transparent, and innovative management practices that support effective governance, streamline operations, and continuously improve all administrative functions.'

To streamline administrative functions, enhance operational efficiency, and ensure transparent and accountable processes through the effective use of various digital platforms and government portals. This policy applies to all administrative and academic staff involved in the use of digital platforms, including ERP Master Soft, GEM, SEVARTH, MahaPAR for SPARROW, MKCL/SAMARTH, email, E-Maha Tender, PFMS, iPASS for DPC, KOSHAHINI, BEAMS, and BILL PORTAL.

Title	Links
Administrative Policy	VIEW




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Anti Ragging, Discipline & Attendance Policy

Government of Maharashtra Ismail Yusuf College Arts Science & Commerce, upholds strict Anti-Ragging, Discipline, and Attendance policies to foster a respectful and conducive learning environment. The Anti-Ragging policy strictly prohibits any form of ragging and includes preventive measures and disciplinary actions against offenders. The Discipline policy enforces a code of conduct, ensuring that students adhere to academic and behavioral standards. The Attendance policy mandates regular attendance, emphasizing its importance for academic success. Students are required to maintain a minimum attendance percentage, with absences subject to approval and penalties to encourage consistent participation and engagement in their studies.

Title	Links
Anti Ragging Committee	VIEW
Discipline Committee	VIEW
Attendance Committee	VIEW
Rules Related to Anti Ragging, Discipline & Attendance Policy	VIEW




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Career Guidance & Placement Policy

Government of Maharashtra Ismail Yusuf College Arts Science & Commerce, provides robust Career Guidance and Placement services to support student success. The college offers personalized career counseling, pre-placement training, and workshops on resume building and interview skills. It facilitates campus recruitment drives and builds industry connections to enhance job opportunities. The policy includes monitoring placement statistics and gathering feedback to refine services continually. Additionally, the college leverages its alumni network for mentorship and career advice, ensuring students are well-prepared for the job market and aligned with current industry demands.

Title	Links
Career Guidance & Placement Committee	VIEW
Competitive Examination and Career Counseling	VIEW




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Co and Extra-curricular Engagement Activities Policy

Government of Maharashtra Ismail Yusuf College Arts Science & Commerce, promotes a holistic development approach through its Co-curricular and Extra-curricular Engagement Activities Policy. This policy encourages student participation in a range of activities beyond academics, including sports, cultural events, and clubs. It aims to enhance students' leadership, teamwork, and creative skills. The college supports various student-led initiatives and organizations, providing resources and platforms for involvement. Regular events, workshops, and competitions are organized to foster personal growth and community engagement, ensuring a well-rounded educational experience that complements academic learning.

Title	Links
Co and Extra-curricular Committee List	VIEW
Prospectus exhibit Co and Extra-curricular Engagement Activities Policy	VIEW




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Endowment and Scholarship Policy

Government of Maharashtra Ismail Yusuf College Arts Science & Commerce, has a robust Endowment and Scholarship Policy to support and reward students. The policy provides financial assistance through various scholarships and endowment funds based on merit, need, and specific criteria set by donors. It aims to ensure that deserving students have access to quality education regardless of financial constraints. The college regularly updates and administers these scholarships, ensuring transparent eligibility criteria and application processes. This policy underscores the institution's commitment to fostering academic excellence and supporting students' educational pursuits.

Title	Links
Scholarship Committee	VIEW
Scholarship Schemes	VIEW
Prospectus Showing Endowment and Scholarship Policy	VIEW




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Examination Policy

Government of Maharashtra Ismail Yusuf College Arts Science & Commerce, adheres to a comprehensive Examination SOP Policy to ensure fair and efficient assessment procedures. This policy outlines the standardized processes for conducting examinations, including scheduling, conducting, and evaluating exams. It emphasizes adherence to academic integrity, proper conduct during exams, and transparent grading practices. Students are provided clear guidelines on exam rules, including eligibility, conduct, and grievance redressal mechanisms. The policy aims to uphold academic standards and ensure that the examination process is conducted smoothly and impartially, contributing to a fair evaluation of student performance.

Title	Links
Examination Policy	VIEW
Examination Policy (University of Mumbai)	VIEW
General Ordinance	VIEW
Circular For Disabled Students	VIEW




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Gender Equity Policy

Our college believes in social responsibility and transformation by striving to promote equity. It provides a supportive working and learning environment for learners of all genders. The policy aims at fostering an atmosphere in which unlawful discrimination and harassment are not tolerated and where all learners irrespective of their gender or other identities are encouraged to achieve their full potential. The college adopts a range of measures to prevent gender-based discrimination and adopts flexible and inclusive provisions for learners and staff. The college encourages a higher ratio of women fraternity and learners.

Title	Link
Gender Equity Policy	VIEW




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Information Communication Technology Policy

The Information and Communication Technology (ICT) Policy of Ismail Yusuf College of Arts, Science, and Commerce, underscores the college's unwavering commitment to integrating technology into all sections of education and administration. This policy serves as a cornerstone in the college's efforts to foster a digitally empowered learning environment where students and faculty can thrive. The policy mandates the responsible use of ICT resources, promoting ethical behavior, safeguarding data, and ensuring compliance with legal standards. It also emphasizes the importance of continuous training and development, enabling faculty, staff, and students to harness the full potential of modern technology. Through these measures, Ismail Yusuf College aims to cultivate a dynamic, secure, and forward-thinking academic environment that aligns with the goals of the Government of Maharashtra.

Title	Link
ICT Policy Statement	VIEW




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Library Policy

Government of Maharashtra, Ismail Yusuf College of Arts, Science & Commerce maintains a comprehensive Library Policy to support academic excellence and research. The policy governs the use of library resources, including borrowing procedures, access to digital and physical materials, and utilization of study spaces. It ensures that library services are accessible to all students and staff, promotes responsible use of resources, and enforces guidelines for late returns and damage. Regular updates and cataloging of resources are conducted to keep the library current. The policy aims to provide a conducive environment for learning and research, supporting the college's educational objectives.

Title	Links
Library Policy	VIEW
Prospectus highlighting Library Rules	VIEW




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Unfair Means Policy

Government of Maharashtra, Ismail Yusuf College of Arts Science & Commerce, enforces a strict Unfair Means Policy to uphold academic integrity. This policy strictly prohibits cheating, plagiarism, and any form of dishonesty during examinations and assignments. It outlines the procedures for identifying and reporting incidents of misconduct, and specifies the penalties for violations, which may include suspension or expulsion. The policy aims to maintain a fair and ethical academic environment by ensuring that all students adhere to high standards of honesty and integrity in their scholarly work. Regular awareness programs are conducted to reinforce the importance of academic ethics.

Title	Links
Unfair Means Policy	VIEW
Prevention of Unfair Means Practices as per Prospectus	VIEW




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Environmental Policy

Government of Maharashtra, Ismail Yusuf College of Arts Science & Commerce, implements an Environmental Policy to promote sustainability and environmental responsibilities. The college integrates environmental awareness into the curriculum and organizes activities to engage students and staff in sustainability efforts. This policy aims to foster a culture of environmental responsibility and ensure that the college contributes positively to ecological preservation and sustainability.

Title	Links
Environmental Policy	VIEW
Success Story	VIEW




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Code of Conduct

Government of Maharashtra, Ismail Yusuf College of Arts Science & Commerce, enforces a Code of Conduct to ensure a respectful and disciplined academic environment. This code outlines expected behaviors for students and staff, including adherence to academic integrity, respectful interaction, and compliance with institutional policies. It addresses issues such as punctuality, dress code, and appropriate use of facilities. Violations of the code may lead to disciplinary actions, including warnings, fines, or suspension. The policy aims to maintain a professional and supportive atmosphere, promoting a culture of mutual respect and responsibility within the college community.

Title	Links
Code of Conduct For Staff	VIEW
Code of Conduct For Students	VIEW




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Recruitment Policy

Government of Maharashtra, Ismail Yusuf College of Arts Science & Commerce, adheres to a transparent and merit-based Recruitment Policy. This policy ensures that hiring for academic and non-academic positions is conducted fairly and equitably. It outlines the procedures for job postings, application processes, and selection criteria, emphasizing qualifications, experience, and suitability for the role. The policy includes rigorous screening, interviews, and evaluation processes to identify the best candidates. It aims to attract and retain qualified individuals while promoting diversity and equal opportunity in the recruitment process, aligning with the college's commitment to excellence and integrity. The college hires CHB (College Hourly Basis) and contract teachers for vacant positions through walk-in interviews, with contracts lasting for 11 months. These teachers serve as core faculty members.

Title	Links
Recruitment Policy	VIEW




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Social Media Policy

Government of Maharashtra, Ismail Yusuf College of Arts Science & Commerce, implements a Social Media Policy to guide responsible online behavior. The policy addresses the use of social media by students and staff, emphasizing professionalism, respect, and adherence to institutional values. It prohibits sharing sensitive or confidential information and outlines consequences for posts that may harm the college's reputation. The policy encourages positive engagement and proper representation of the college's interests. It aims to foster a respectful online community while safeguarding the institution's image and ensuring that social media use aligns with the college's standards and ethical guidelines.

Title	Links
Social Media Policy	VIEW




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Appraisal Policy

Performance appraisals of faculty and staff are conducted through the MahaPAR - SPARROW system to ensure standardization and transparency. Government of Maharashtra, Ismail Yusuf College of Arts Science & Commerce, implements a structured Appraisal Policy to evaluate staff performance effectively. The policy outlines a transparent process for regular performance reviews, focusing on achievements, goal attainment, and areas for improvement. The policy aims to support professional development, recognize contributions, and identify training needs. By aligning performance with institutional goals, the policy ensures fair evaluations and provides a basis for promotions and fostering a culture of continuous improvement and excellence.

Governments Institutions have a well-defined and structured appraisal system. The appraisal forms are to be filled, reported, reviewed and preserved as per the Government of Maharashtra GR CFR 1210/P.K. 47/2010/13 dated 1st November 2011. After 2022-23, appraisal of teaching staff is done on Online mode. The electronic Annual Performance Appraisal Report (SPARROW) is an online system based on the comprehensive performance appraisal dossier that is maintained for each member of the Service by the Maharashtra State Government. The aim of this system is to facilitate the electronic filling of Performance Appraisal Report (PAR) by Teaching Staff in a way that is not only user friendly but also allows to fill from anywhere anytime as per their convenience. Similar convenience is available to the officers at different Stages in the workflow hierarchy of filling and submission process. The system is reduces delays in submission of completely filled PARs. All staff members get gov.in email ID's to log on to the MAHA-PAR-SARROW online appraisal system. Principal verifies, validates and submit the form in the capacity of Reporting officer. These forms are then forwarded to Directorate Office by the system and the Director further verifies these forms in the capacity of Reviewing Officer.

Appraisal forms contains all important information related to teaching, learning, evaluation, results, administrative responsibilities, achievements, difficulties encountered and future plans of the faculty members. These CR are very important at the time of CAS and for any additional administrative responsibility in government.

Appraisal forms for non teaching staff (Class II and III) are verified and validated by Principal in the capacity of Reporting Officer. Joint Director, Higher Education is the Reviewing Officer for the same.

Title	Links
Sparrow	VIEW
MCR	VIEW




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E-Governance Policy

To streamline administrative functions and ensure transparency, all staff must use designated digital platforms such as ERP Master Soft, SEVARTH, GEM, PFMS, and others. Systems like MahaPAR for performance appraisals, MKCL/SAMARTH for admissions, and E-Maha Tender for procurement are mandatory. Official communication should occur via Gov.in email accounts, and all billing through the BILL PORTAL. Data must be accurate, secure, and backed up regularly. Compliance with these digital tools is required, and non-compliance may lead to disciplinary action. This policy aims to enhance efficiency and accountability in administrative and academic processes.

Title	Link
E-Governance- Policy	VIEW




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