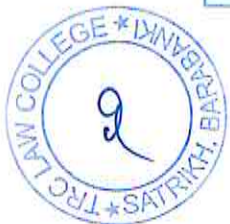
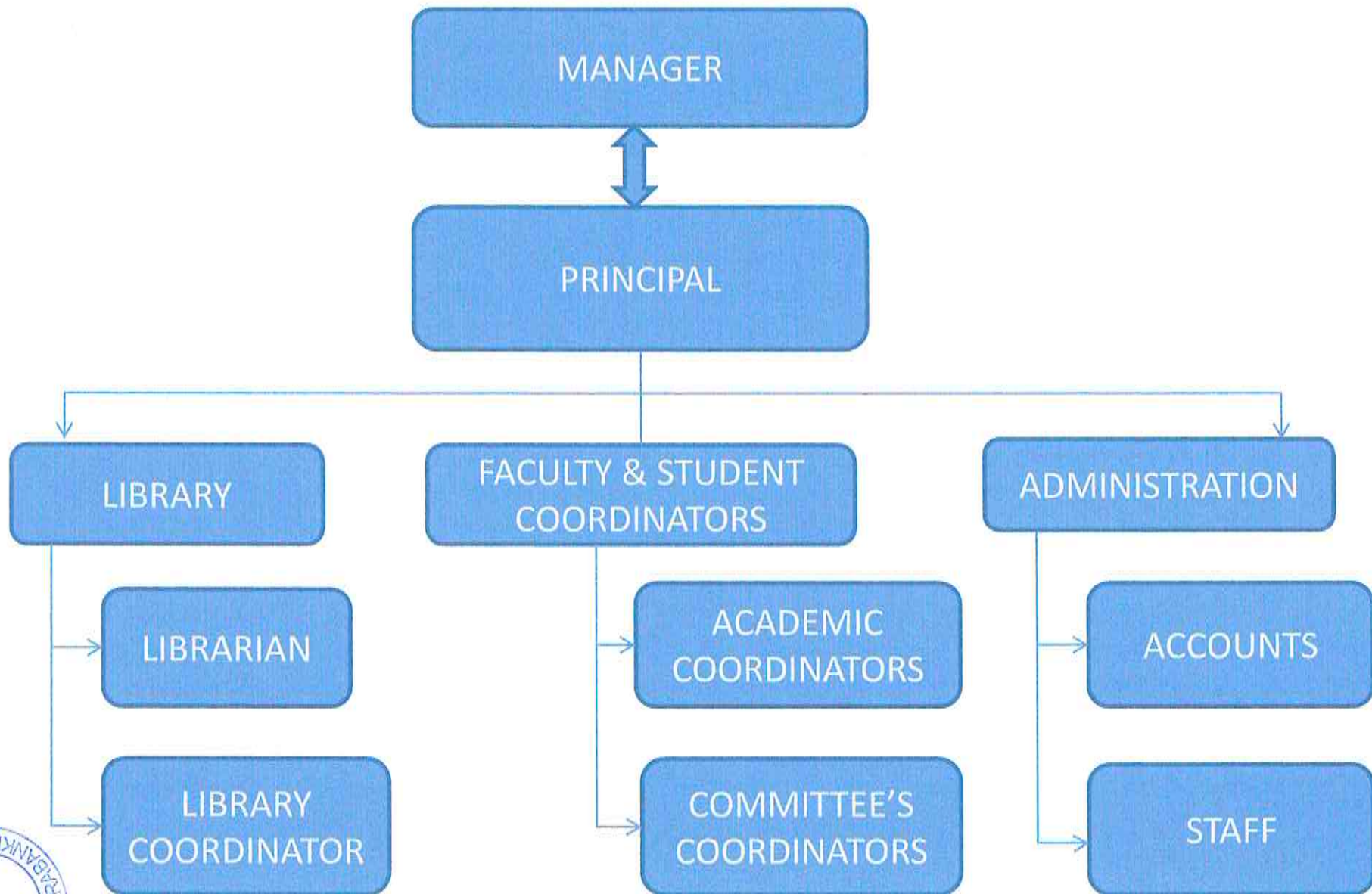


Governing Body Organogram



PRINCIPAL
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INSTITUTIONAL ORGANOGRAM





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Leave Policy

(For Employees those who are on probation period)

1. One Leave per month is allowed total i.e. 12 for a year (January to December). Leave is cumulative within a year only.
2. Leave shall be non-cumulative and non-cashable and will automatically lapse at the close of every calendar year.
3. Obtaining leave over phone is privileged for only two times in a six month period after that will be treated as LWP. Leave format duly signed by the Principal should be submitted within next 24 Hrs. of obtaining such leave otherwise leave will be treated as LWP.
4. Short Leave (maximum for 1 hour) is permitted for 04 times in a calendar year.
5. Leave shall be obtained with information to Principal/ College Administration and a leave format is to be submitted to the college office duly signed by the Principal. Leave should be sanctioned by Principal and approved by the Management.

Types of Leave:

a) Casual Leave:

- i) Casual leave is intended to meet special or unforeseen circumstances. Ordinarily prior permission of the department head shall be obtained before taking such leave other than an unexpected/unforeseen exigency.
- ii) An employee shall be eligible for seven casual leave each calendar year i.e January to December. This leave may not be taken for more than two days at a time.
- iii) Public holidays and Sunday may be prefixed or suffixed to such leave in such a way as such leave exceed four days at any one time, it shall be treated as privilege leave/sick leave/leave on loss of pay, as the case may be for the entire period at the discretion of the Management. Casual leave shall not be granted in combination with any other kind of leave.
- iv) Casual leave shall be non-cumulative/non cashable and will lapse automatically at the close of every calendar year.
- v) Casual leave cannot be taken on intervening day between the weekly off and festival off.





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- vi) Casual leave can be applied for half-day not more than 4 times in a calendar year.

Sick Leave:

- i) An employee shall be eligible for leave on pro-rata basis up to a maximum of seven days.
- ii) Sick leave for two days and more shall be granted only on production of a medical certificate from a registered medical practitioner.
- iii) In case medical certificate is obtained from a registered medical practitioner for sickness lasting for more than 5 days, the institute may ask for endorsement by the medicals officer of its choice with a declaration that he is fit to resume normal duties, failing which sick leave will not be granted.
- iv) The management will have rights to curb sick leave obtained on false grounds.
- v) The sick leave can be accumulated up to a maximum of 60 days but is not cashable.

Earned Leave:

- i) Every employee who has worked for a period of one year shall be eligible for 11 days earned leaves. Earned leave can be taken in combination with the sick leave but not with casual leave.
- ii) Earned leave can be availed in a maximum of three installments.
- iii) Earned leave shall be planned in advance of at least 7 days.
- iv) Earned leave will lapse automatically at the close of every calendar year.

Compensatory Off:

- i) Compensatory off a rest day given to employees whenever they are called upon to work on a holiday or during any time of a period of eight hours other than the scheduled hours of work.
- ii) Compensatory off shall be availed within a month from a month the date of which it becomes due to employee.
- iii) If the employee request compensatory off but the institute is unable to allow compensatory off within two month his extra work hours shall be paid as overtime. The overtime hours have to be authorized by the head of department with appropriate justification and assessment of the work/result achieved during such work period.



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Leave on Loss of Pay:

- i) Leave on loss of pay may be purely at the discretion of the management and shall be granted to an employee when no other leave is due and the employee has taken permission well in advance and did not over stay sanctioned leave or abstained.
- ii) Except in exceptional circumstances, the duration of leave on loss of pay shall not exceed 15 days on any occasion for which special sanction has to be obtained from the management.
- iii) The head of department in consultation with the administrator may grant such leave in combination with or in continuation of leave of any kind but for casual leave admissible to the employee.
- iv) No pay and allowances are admissible during the period of such leave.

General procedure for availing leave:

- i) An employee who desires to obtain leave/absence shall apply in writing to the head of department through the immediate supervisor.
- ii) Leave should be applied 2 days before the date from which the leave is to commence, except in urgent cases or unforeseen circumstances, including illness.
- iii) Any employee desiring to extend leave in excess of any period granted should apply to the head of department, prior to the expiry of the leave already granted.
- iv) If, for some valid reasons, permission cannot be obtained the employees shall make an application in writing to the head of department before the expiry of original period of leave sanctioned and the HoD shall immediately on receipt of such application inform the employee in writing to the address recorded by him whether or not the extension of leave application applied for has been sanctioned and if so, for what period it has been sanctioned.
- v) Leave of any kind cannot be claimed as a matter of right. When the exigencies leave of any kind is reserved by the authority empowered to grant it.
- vi) An employee who overstays his leave (except under circumstances beyond his control for which he should after satisfactory explanation) shall not be paid for the period that he overstays and shall further tender himself liable to such disciplinary action as the management may think fit to impose.



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- vii) An employee shall before proceeding on leave intimate to the sanctioned authority informed of any change, in the address previously furnished whenever a change takes place.
- viii) Leave will not be granted under suspension or when disciplinary proceeding re pending.
- ix) When an employee remains absent for duty for a continuous period of more than 8 days without prior intimation or sanction, employee loses lie on employment and will be removed from the roll of the institute.
- x) An employee on leave may be recalled for duty by the department head whenever the institution deems fit to do so.
- xi) Leave during notice period: the resigned employee, serving notice period shall not be eligible to any type of leave. Active service during such period is mandatory.




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Mentor Mentee Policy

Introduction:

Mentor Mentee policy is meant for development i.e. Educational, Personal and Emotional support of students which they need to achieve their goals. For Educational Institutions Mentoring will be act two levels:

- 1) Teacher to Student
- 2) Student to Student

Aims & Objective:

The aim of this policy is to identify the standard of the students and to intervene such mechanism in order to improve the performance of to improve the performance of the weak students. The ultimate objectives are to achieve such desired result.

- 1) To motivate students for achieving their goals by improving their academic performance.
- 2) To give information about the courses such as value added courses, skill development courses etc.
- 3) To encourage the Mentee for improvement in academics and generate interest in extracurricular and co-curricular activities.

Elements of Policy:

Under this policy certain elements are as follows:

- 1) To find out and identify the weak students.
- 2) Identification of useful mechanism.
- 3) Focus and realization of desired outcome and post mentoring development of students.

To find out and identify the weak students:

It can be done by selecting students who secured less than 55% in the semester or having back paper(s) in any subject or in the case of Re-admission.




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Identification of useful mechanism:

In order to aid such students identified as weak students the useful mechanism will be:

- a) Student Centered intervention
- b) Teacher Centered intervention
- c) Institution Centered intervention

Focus and realization of desired outcome and post mentoring development of students:

It shall be checked by:

- a) Comparing the performance of semester exam with previous results.
- b) By evaluating and observing the involvement of students in various academic and non-academic activities of curriculum for all round development.

Mandatory Provision of Policy:

- 1) Mentor Mentee report shall be submitted by concerned Mentor by each academic year.
- 2) Group of weak students have to be identified by the academic coordinator from each semester and group will not include more than 10 students.
- 3) Appointment of Mentors by the Principal to bridge the gap between learning skill and students performance.
- 4) Appointed faculty shall prepared a schedule by choosing required mechanism and shall have a meeting with students every month.

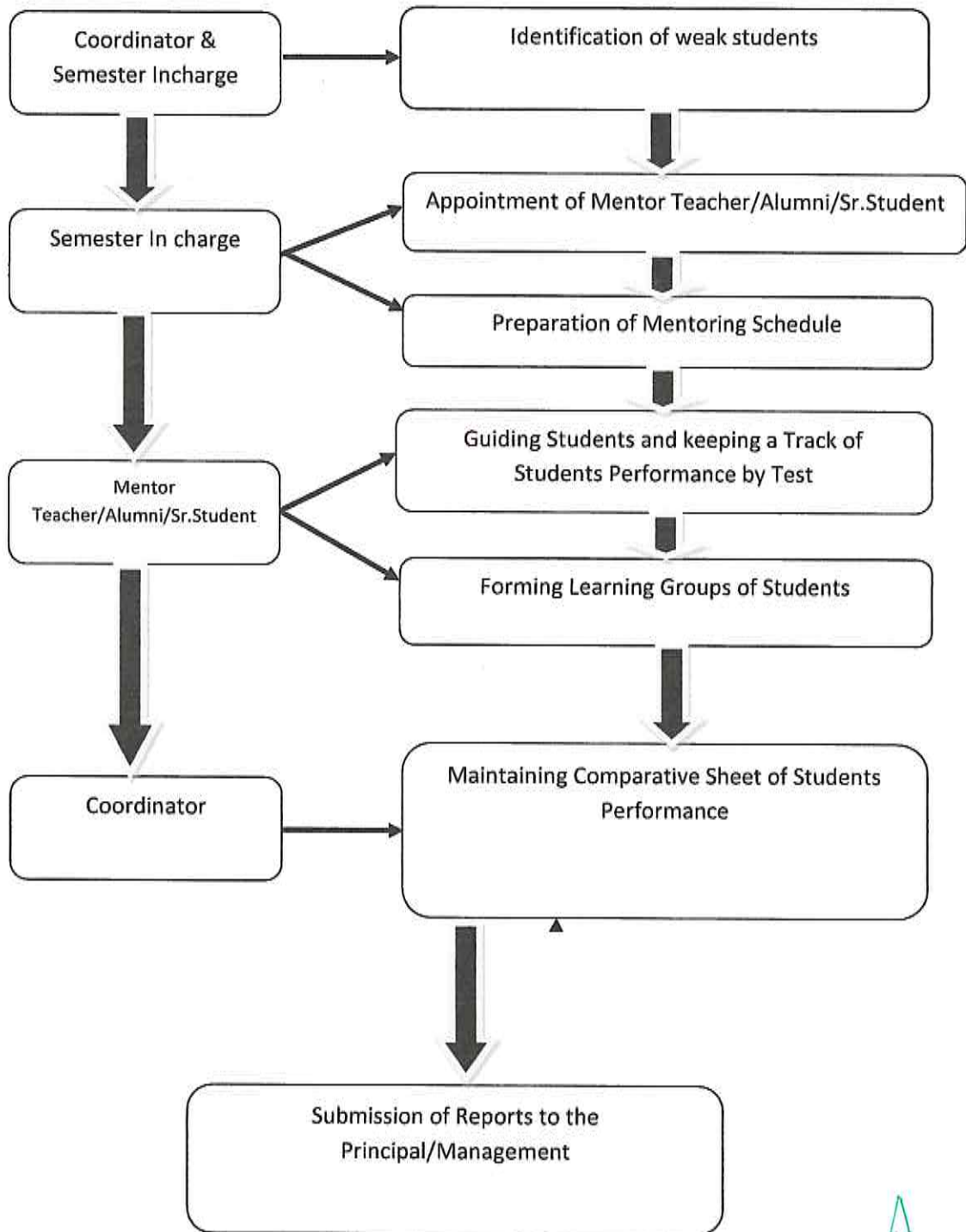



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Academic and Research Support Policy

Purpose and Scope:

This Academic and Research Support Policy is meant, to create and provide an atmosphere in which the research related to socio legal aspect can be done and to enable healthy interaction between faculty, students and industry to promote research, academics and practical knowledge for enhancement of the quality of teaching and learning.

This policy will provide a platform to all the beneficiaries like faculty and students to excel in field of academics and practice.

Aim of the Policy:

This policy aims to provide support for development of research culture in and off the campus and promote the abilities among the teacher and the students for legal research.

Objectives:

The main objectives are as follows:

- a) To ensure the research quality
- b) To promote the standard of research with ethics and integrity of research
- c) To inform about the appropriate research opportunities
- d) To create and awareness and education related to intellectual property rights
- e) To encourage the faculty and the students for publication and various academics activities
- f) To establish and maintain the associations and collaborations including MoU for providing better research opportunities and funding option



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Grievance Redressal Policy

Introduction:

This policy is meant for addressing and resolving grievances and protecting the rights of students and faculty members.

Aim:

This policy aims to redressal of all the grievances arising within the campus and protects all the statutory rights and obligations by establishing a grievance redressal mechanism through the following bodies:

- a) Anti-Ragging Cell and
- b) Women's Cell

The following acts will be covered under the definition of Grievances:

- 1) Harassments or victimization of any students or Faculty Members
- 2) Complaints of all allegations of discrimination of students from SC/ST/OBC/Women/Minority
- 3) Complaints of Ragging with any students

Procedure for Grievance Redressal:

As per the statutory obligation online and the offline facility has been provided so that anyone can lodge his/her complaint the committee may have personal interaction if required. The above-mentioned constituted committees shall send the report to the management and the final decision and action will be taken by the Management Committee.




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Guest Lecture Policy

Introduction:

TRC Law College aims at providing all round and comprehensive knowledge of all the subjects to the students. The theoretical knowledge of the subject is given by classroom teaching but the practical knowledge and the application of the subject sometimes remain a grey area which is supposed to be fulfilled by lectures of Experts or subject specialists because in legal education theory and practical aspects both are having the same weightage.

Aim:

This policy aims to enrich the education and knowledge through the inclusion of specialized and expert knowledge of any prominent person in the Legal field which is generally not available in-house.

Who can be Guest Speaker:

Any person can be called as Guest Speaker if fulfill the following Qualification:

- He must be a person of eminence
- Maybe a Senior Academic or
- Maybe a Senior Practitioner
- Must be an Expert in a particular field or a person of prominence in the legal field

Mode of Teaching:

The policy of Guest lectures will supplement classroom teaching through online and offline modes to enrich the knowledge of our students with emerging trends and practices.

Honorarium:

The Guest Speaker will be paid Rupees 1000/- to 2000/- per hour depending on his qualification and experience. Rail (Three Tier) / Road (AC Taxi) expenditure will be reimbursed. Air Travel shall be considered only in exceptional cases.



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Norms of Guest Lectures:

The timing of the Lecture should not clash with any other activity of the institution and it should be attended by a maximum number of students and faculty members who can attend and benefit from the lecture.

The minimum time for the lecture depends on the topic and subject of lecture but it would not be more than 90 Minutes in one session.

Actions by the Host Institution:

Obtain the approval of the principal on the proforma along with the resume of the speaker at least a week in advance.

The institution will maintain a Data Bank of good Speakers/ Academicians from nearby Universities/ NNLUs and the reputed affiliated college of recognized universities.

The institution will ensure the attendance of the audience and their feedback which will be submitted to the academic coordinators in the next three days.

Conclusion:

The Guest Lectures are very crucial in the process of acquisition of knowledge. A Guest Lecture gives students a better opportunity to learn about any explicit topic in a way gets them involved and actively join in teaching learning and gives them a new spark to shine.




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Inter Office Memo for Purchase Committee

Constitution of Purchase Committee:

A purchase Committee has been constituted to look after all the purchase amounting the Rupees Two Thousand and above.

The Committee shall consist of the following Members:

1. Store In-Charge: The principal of the College will be Ex- Officio Members of this Committee.
2. Representative from Account Office: The Account in charge of the college will be Ex.-Officio Member.
3. Technical Member: The principal will nominate a person having Technical Knowledge as a Member of Purchase Committee for a session, he will be requested to join when the request to purchase such item will made to the committee.
4. Member to be appointed by the principal.

The above mentioned committee will observe the request of purchase of Item's quality, quantity, price etc. before forwarding it to the authority for sanction.

The quotation will be invited for purchase from minimum of three vendors and the store in charge will demand quotations from all the suppliers and vendors and verify the prices by online store also.

All the Purchase request shall be submitted according to the flow chart attached with this Inter Office Memo.



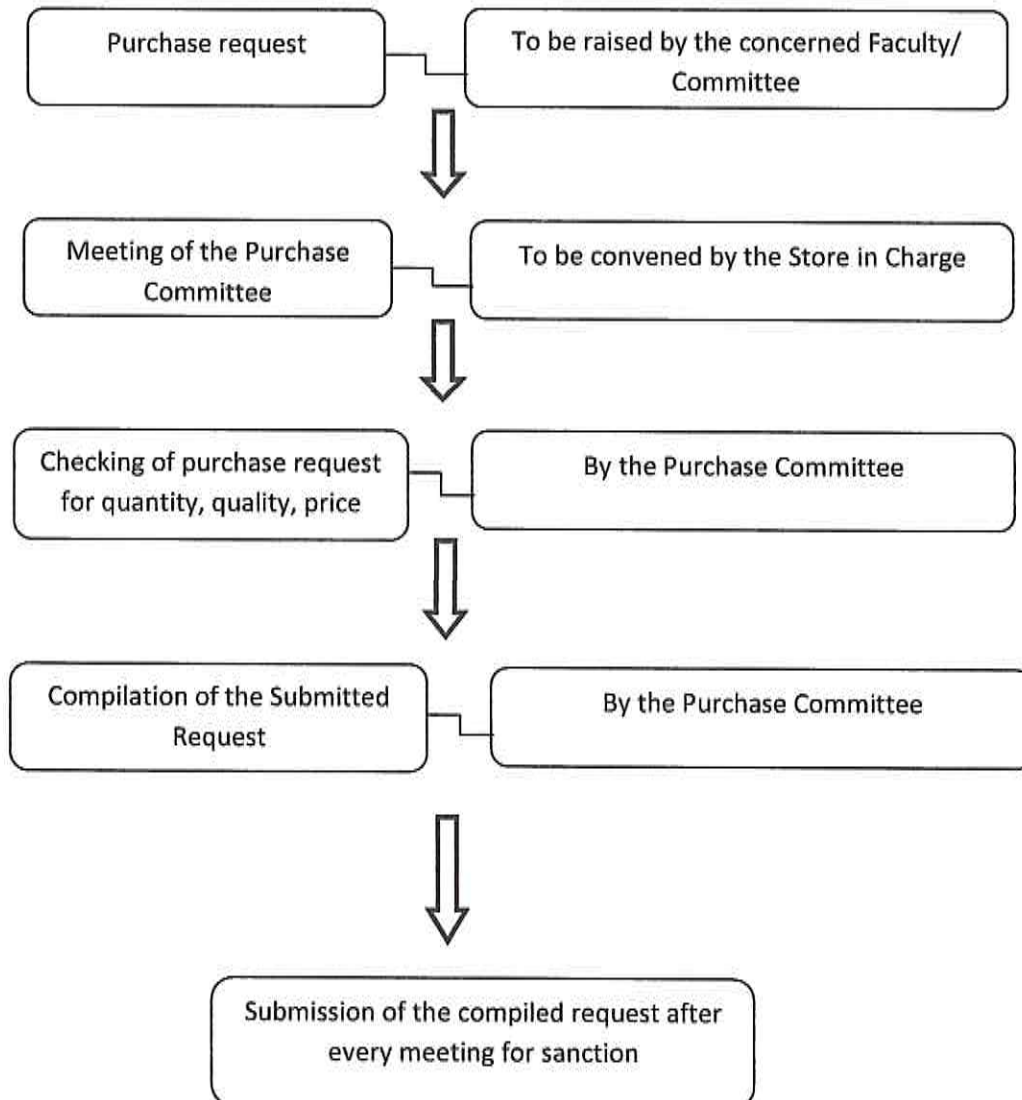

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Flowchart to submit purchase request



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Policy for TA & DA

Introduction:

Whenever the faculty members and the staff of the college proceed to any place for official work the expenses born by them in the course of completion of work will be reimbursed to them on a case basis.

The policy provides provisions for TA, DA, and other entitlements like placement, seminar, other official work, etc.

Entitlement:

The journey may be performed by Air, Rail, or Road. The TA and DA entitlements of an employee will be based following criteria:

Group	Travel Entitlement
Principal & Vice-Principal	A.C 2 Tier
Associate Professor and person with responsibilities	A.C 3 Tier
Assistant Professor, Senior Lecturer, Lecturers	A.C 3 Tier
Staff	Sleeper

Journey by Road:

Group	Travel Entitlement	Road Mileage, in case of travel by own car
Principal and Vice-Principal	A.C. Taxi	Rs. 8.00 per Km.
Associate Professor and person with responsibilities	A.C. Taxi	Rs. 8.00 per Km.
Assistant Professor, Senior Lecturer, Lecturers	A.C. Taxi	Rs. 8.00 per Km.
All other Group	As per actual bus fare or shared taxi	

The journey between residence/place of stay and railway station/airport/bus stand/taxi stand etc.

- i) Faculty & equivalents: Taxi or Rs. 8/- per Km (For travel by personal car)
- ii) Staff Members: Auto rickshaw or Rs. 5/- per Km.



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Local conveyance at the outstation: Taxi for faculties/equivalents and auto rickshaw for others.

Entitlement for Stay:

An employee traveling outside Barabanki (for more than 200 Km. one way) will be entitled to lodging and DA. The rates will depend on the class of city (A, B, or C as classified by the central government) as given below:

Group	Lodging (Rs. Per day)			D.A. (Rs. Per day)		
	City Class-A	City Class-B	All Cities other classes A & B	City Class-A	City Class-B	All Cities other classes A & B
Principal, Vice-Principal	2000	1500	1000	750	500	400
Associate Professor & Person with Responsibilities	1500	1000	700	600	400	300
Assistant Professor, Senior Lecturer, and Lecturers	1000	800	600	500	300	250
Staff	800	500	400	450	350	200

Procedure for Payment:

- All approvals must be taken in advance through the proper channel.
- All the bills shall be settled within 10 days of return by the production of supporting bills duly countersigned by the Manager/Principal.




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Student Promotion Policy for sports & Co curricular activities

1. Selection Process:-
 - i) Attendance : Minimum class attendance 70%
 - ii) Back Paper : No back paper in previous exam
 - iii) Academic & Sport Coordinator & Semester Incharge: Selection of Students
2. For encouraging the participation of students in extracurricular & Co-Curricular activity, the college shall bear 100% registration fee for the events. The fooding charges and concessional rail fair will be borne by the students.
3. As far as provision of college dress for participation in sports events is concerned, the college will provide dresses to the students.
4. All the coordinator are requested to convey the policy to the students.



(Principal)

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RULES & REGULATIONS OF LIBRARY



Strict silence and discipline must be maintained in the library.

Any kind of edible things, sleeping and making noise are strictly prohibited in the library.

Use of Cell Phones is not allowed in the Library & Mobile must be on silent mode to avoid the disturbance.

Always ensure to fill the details of incoming and outgoing in the entry register at library entrance.

Keep your belongings outside the Library.

No material from the library should be taken out without the permission of Librarian.

Reference section books are not allowed to issue.

Check the books at the time of issue, in case of any damage please inform the librarian.

Book must be returned within 14 Days from the date of issue.

In case of lost or damage of books, replacement of book has to be made by the user.

The book should be returned within the stipulated time otherwise the fine will be imposed @Rs 2.00 per day.

Always maintain rule and regulations of the Library.

