



IBSAR[®] **School of Law**

Criteria 2

2.4: Teacher Profile and Quality

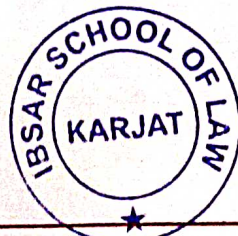
2.4.4. Measures taken by the institution for faculty retention



TEACHER'S POLICY

IBSAR School of Law, Karjat plans internal and external evaluation in academic calendar for every year. For smooth functioning of the Institute, the college has established an examination committee, which includes principal, teachers, office staff and technical experts. Examination planning for the academic year is prepared in advance and it is communicated to all the concerned. The mechanism of assessment is transparent and robust. Examination and assessment mechanism is also characterized by regular frequency and innovation.

- **Examination and assessment planning in academic calendar:**
- **Examination committee and its function:**
Examination committee conducts meetings regarding exams and plans according to the university academic calendar. They do exam related activities.
- **Declaration of examination schedule:**
Examination department takes meetings and prepares a time table of the exam every five years and makes proper schedules according to the exam in advance.
- **Question Papers:**
The work of the examination committee is to keep question papers confidential after receiving from university. They kept these question papers in a confidential envelope to maintain secrecy.
Question papers are prepared by institutional level teachers for internal exams and for university exams university patterns are followed.
- **Hall tickets and seating arrangement:**
For internal exam hall tickets are prepared by the college examination committee internally and distributed before one week of exam and for university exam examination committee download and print the hall ticket before university exam and distribute to students. Examination committee also makes the seating arrangement according to the list of students which includes Name of the student, seat no, PRN No, subject name, etc.



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- **Assessment:**

Assessment is done confidentially by qualified teachers in a confidential and fair manner.

- **Declaration of Result:**

After the assessment results are declared in a timely manner.

- **Exam related Grievances:**

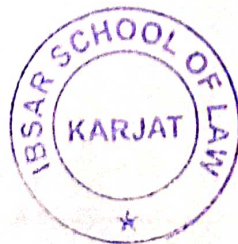
All internal issues are solved by the institutional level and Board related to the examination committee.

- **Statutory guidelines related to examination:**

All the rules and regulations sent by affiliating universities are strictly followed. The rules and regulations and evaluation methods are followed and discussed in statutory bodies.

- **Documents:**

Five years timetable
Examination committee info
Seating arrangement
Attendance sheet



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STAFF WELFARE COMMITTEE

The Staff Welfare Committee is established in the College to work for the benefit and welfare of the Teaching and Non-Teaching staff and provides a channel to interact with each other.

CONSTITUTION OF STAFF WELFARE COMMITTEE

Sr. No	Name	Designation
1.	Dr. M.L. Monga Executive Director	Chairperson
2.	Adv. Vinita Pundir Campus Director	Member
3.	Mr. Avinash Nigudkar Assistant Registrar	Office Staff Member
4.	Mr. Pratik Dandekar PRO	Office Staff Member

OBJECTIVES

The objectives of the Committee as follows;

- To ensure favourable working environment and foster good relationships among the staff members
- To arrange for regular meeting with the staff members
- To coordinate for benevolent facilities for the staff members
- To plan for general welfare activities for teaching and non-teaching staff



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- Transit van for faculty



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- Sanitizer machine



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- **Staff room**



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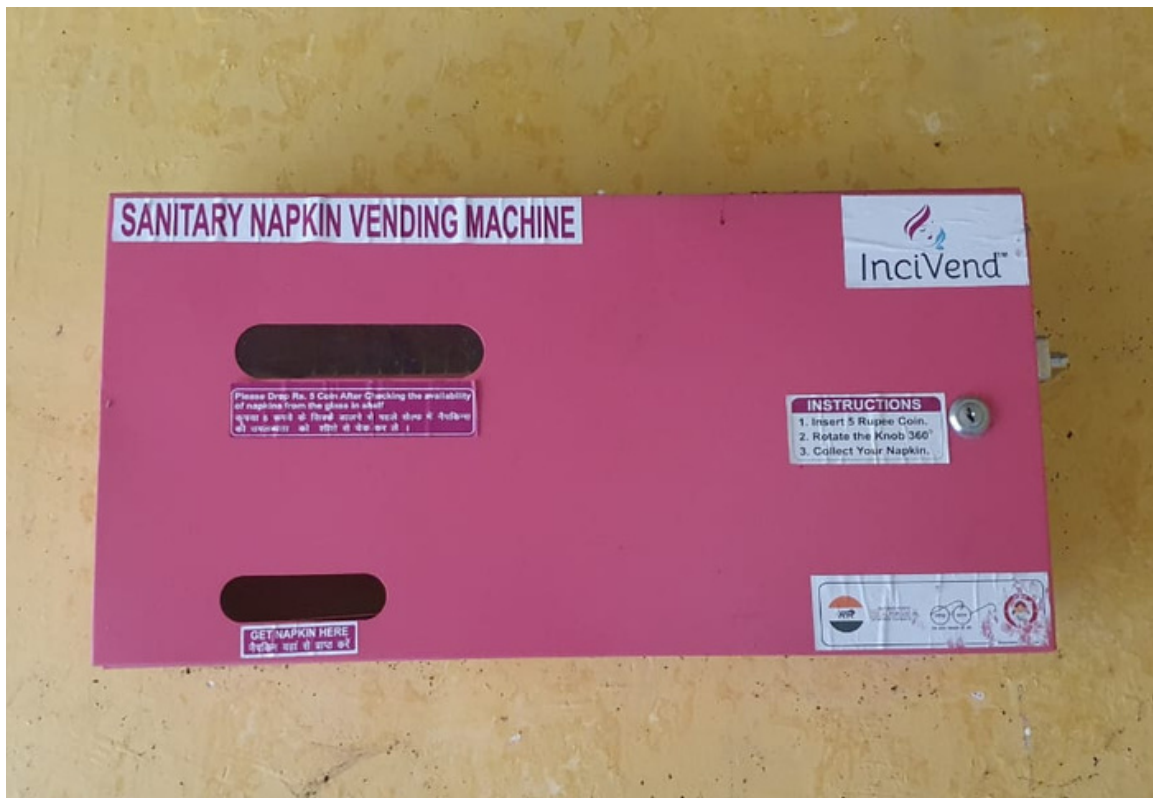
- Meeting (Conference)



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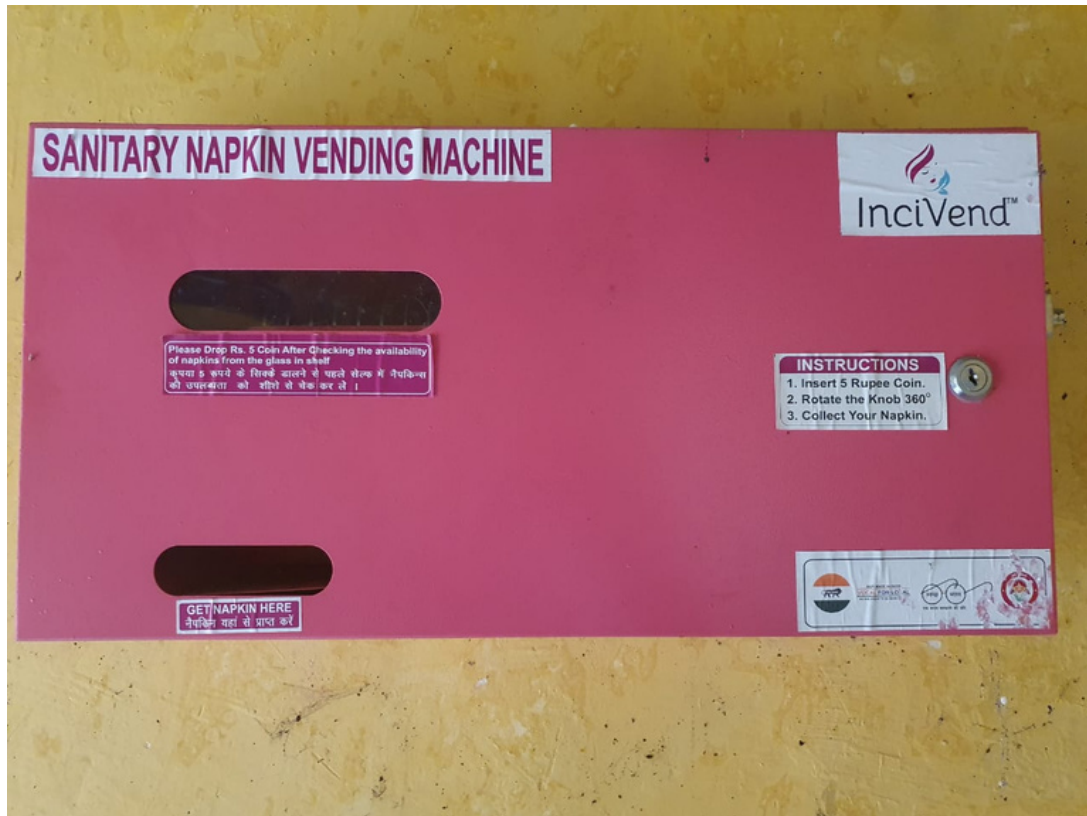
- Sanitary napkins vending machine



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- Sanitary napkins vending machine



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- **Breastfeeding room**



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- **Breastfeeding room**



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