

FORMAT OF PROPOSAL
(Activity / Program / Workshop / Seminar / FDP / Training etc.)

A Proposal on

- Convener/Coordinator/In-Charge:
- Organised by:
- Objectives:
- Topic / Theme:
- Tentative Dates & Duration:
- Schedule / Time:
- Mode of program/activity (Offline/Online)/ Place:
- Faculty / Guest invited & topic:
- Fee, if any:
- Expenses, if any:

No.	Particular	Amount

- Committee/Team Members:
- Logistic requirements (Room/Hall/Sitting arrangements/Computer-Projector/Mic system/ Banner/Photo/Press News etc.):
- Mechanism for feedback:
- Certificates to participants:
- Any other specific details:

Date:

Name & Sign



Guidelines- Working From Home (Teaching Staff)

From the SESSION 2021-22

COVID-19 Pandemic (and intermittent Lock Downs since March 2020 till date) has enforced 360-degree change in Working Pattern as well as planning & execution of Curricular & Co-curricular Activities. It has not only challenged the existing norms but also made us adapt to the 'New Normal'. For a year, all the Teaching Staff of the College have 'Worked from Home' for a significant period and the same will probably be continued in the coming Session. Hence, IQAC of the College suggests following guidelines to be followed by Teaching Staff during **Work from Home** mode-

1. Teaching Staff shall remain at Headquarter though working from home.
2. They should seek prior permission from the Head of the Institution before moving away from the head-quarter and discretion of the Principal will remain final.
3. Working Hours (as decided & informed by Head of the Institution) will be strictly followed by all the Teaching Staff while working from home as well as days to visit campus.
2. Teaching Workload and responsibility other College Departments / IQAC Cells/ Criterion Committees or any assigned duty will be taken care of without any change or delay.
4. If any of the Teaching Staff Members wish to take off from the work should inform the Head of the Department as well as Head of Institution in writing (in person or through e-mail).
5. If any of the Teaching Staff Members wish to take up any other assignments from other institutes / NGOs / Social-Corporate organisations (like Guest Lecture, Workshop, Social Activity) which shall happen during working hours / on working days, then one should seek prior permission from Head of Institution in writing (in person or through e-mail).

6. Telephonic Communication & WhatsApp is a widely accepted and most-practiced mode of communication while working from home. Though it is the easiest way for individual or group communications, it continues round the clock for the entire day and till late evening.

Hence, it shall be mandatory for all the Teaching Staff Members to follow the decorum for formal communication. No other means can replace official forms of communication i.e., Application, Notices and other official formats. All sort of permissions (from the Head of the Institution) will be sought through a written application (written and scanned) sent to College Mail ID (sbmm1961@gmail.com, copy to his/her personal mail id), Superintendent / Accountant will be addressed through College Mail ID.

Any communication with IQAC will be addressed to IQAC's Official Mail ID (iqacsbmm@gmail.com). Rest official communications to HODs, Colleagues shall be addressed to their personal mail ID. If any of the Teaching Staff Members is more comfortable with WhatsApp, it can be used as a secondary means of communication, but communication through mail will remain mandatory for all. No official communication which is not formally written and just a WhatsApp or personal message will be entertained for official purposes. only Informal Communications or reminders for work deadlines or submissions is acceptable through WhatsApp or personal message.

Teaching Staff shall call Head of the Institution, Vice-Principal, IQAC Coordinator, and HODs in office timings only. Anything which is urgent and needs immediate action before next day's office time shall be first communicated through mail & WhatsApp to the concerned person and if remains unattended then can be communicated through phone call even if it is late evening / early morning to avoid further consequences. This will help in marking out work-life time zones and personal space.

7. As working from home limits us from communicating with Authorities and colleagues in person, it sometimes can delay or slow down the pace of work. It creates scope for miscommunication and also challenges the effectiveness and efficiency of the work to be done. Hence, it is advised Administration would conduct online meetings twice a

week or as and when necessary to delegate the work assignments and related follow up.

8. Teaching Staff Members will maintain a record of their classes, academic duties as well other assignments by college or university and are supposed to submit when asked by the Head of the Institution / Vice-Principal.

9. These guidelines will be mandatory for all the Teaching Staff and any change in these guidelines can be done by the Head of the Institution.

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