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1.	PPI-PC/2008-1	11 July 2008	Regarding redesignation of the Child Rights Cell as "Child Rights and Development Studies Department (CRDS)"
2.	PPI-PC/2008-2	11 July 2008	Part 1: Establishment and Terms of Reference of the Local Advisory Committee for academic programmes of YASHADA Part 2: Local Advisory Committee for Academic Programmes of Child Rights and Development Studies Department (CRDS) of YASHADA
3.	PPI-PC/2008-3	18 August 2008	Establishment of YASHADA Academic Council – Amendment
4.	PPI-PC/2008-4	19 December 2009	ऐनवेळी प्रस्तावित केलेल्या पुरस्कृत कार्यक्रमाच्या कार्यवाहीबाबत

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2008-1
Dated	11 July 2008
Empowered Authority	Director General, YASHADA
Subject	Redesignation of the Child Rights Cell at YASHADA as “Child Rights and Development Studies Department (CRDS)”
Reference	Meetings of Faculty and Academic Council during 2007-2008 and 2008-2009.
Circulated for Information to :	ADG (A), All Directors and OICs, YASHADA
Effective from	11 July 2008

The Child Rights Cell (CRC) at YASHADA has been appreciated for enabling capacity-building, research and policy advocacy towards elimination of child labour in Maharashtra and in other States in India.

The Academy has established the Post Graduate Diploma in Child Labour (PGDCL) and associated certificate courses in affiliation with the University of Pune. These academic training programmes are being coordinated by the CRC at YASHADA.

It is essential that the planning, coordination, administration and management of the various academic training programmes by departments at YASHADA are in consonance with the terminology and administrative practices within universities and contribute towards the long-term development goals of the Academy. Key Departments/ Centres/ Cells / Units at YASHADA will be redesignated in this regard as appropriate.

The Child Rights Cell at YASHADA is now redesignated as “Child Rights and Development Studies Department (CRDS)”.

The officer-in-charge of CRC will now be designated as “Head of Department (HoD)”.

The Faculty-Coordinator of the academic programmes affiliated to University –linked studies will also be designated as “Principal” if so required by the University.

With effect from date of issue.

Sd/-
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2008-2
Dated	11 July 2008
Empowered Authority	Director General, YASHADA
Subject	Part 1: Establishment and Terms of Reference of the Local Advisory Committee for academic programmes of YASHADA Part 2: Local Advisory Committee for Academic Programmes of Child Rights and Development Studies Department (CRDS) of YASHADA
Reference	Affiliation requirements under Maharashtra Universities Act, 1994 (as modified upto the 8 th August 2003)
Circulated for Information to :	ADG (A), All Directors and OICs, YASHADA
Effective from	11 July 2008

Part 1: Establishment and Terms of Reference of the Local Advisory Committee for academic programmes of YASHADA

01. One of the requirements of the Maharashtra Universities Act, 1994 (as modified upto the 8th August 2003) is the “Local Managing or Advisory Committee of an affiliated college” *vide* Section 85 of the Act.
02. Considering (a) the mandate of the Act, and the (b) management structure within the Academy, the “Local Advisory Committee” is now established within the aegis of the Executive Committee of the Academy.
03. The composition of the “Local Advisory Committee” as required by the Act is provided in Column 1 of the table at Part 2 of the policy circular.
04. The names of the individual members and their respective designations within the Academy for the required members of the “Local Advisory Committee” are provided in Column 2 of the table at Part 2 of the policy circular.
05. The Terms of Reference (ToR) of the Local Advisory Committee of the various academic programmes of YASHADA are established as specified in the Maharashtra Universities Act, 1994 (as modified upto the 8th August 2003). The ToR is as follows –
 - (a) **Section 85. (3):** The Local Advisory Committee shall meet at least twice a year.
 - (b) **Section 85. (4):** Members elected or nominated shall have a term of five years. If any vacancy occurs in the office of such member, the vacancy shall be filled

within three months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office if the vacancy had not occurred.

(c) **Section 85. (5):** The powers and duties of the Local Advisory Committee shall be to, -

1. prepare the budget and financial statements,
2. recommend to the management the creation of the teaching and other posts,
3. determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college,
4. make recommendations to the management for the improvement of the standard of teaching in the college,
5. formulate proposals of new expenditure not provided for in the college budget,
6. advise the principal regarding the intake capacity of various classes, preparation of time-tables, distribution of the available teaching workload and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time,
7. consider and make recommendations on the report of the local inquiry committee, if any,
8. prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management, the Management Council of the university and to the concerned Director,
9. perform such other duties and exercise such other powers as may be entrusted by the management and the university.

End of Part 1

**Part 2: Local Advisory Committee for Academic Programmes of
Child Rights and Development Studies Department (CRDS) of YASHADA**

06. This policy circular is specific to the requirements of the academic programmes to be offered by the Child Rights and Development Studies Department (CRDS) of YASHADA. Policy circulars for composition and establishment of the Local Advisory Committee for other academic programmes affiliated to universities will be issued as appropriate.

07. Composition and members of the Local Advisory Committee for academic programmes offered by the CRDS at YASHADA

Serial Number as per 85 (1)	Composition of the Local Advisory Committee as specified in Section 85 (1) of the Act	Serial Number	Members of the Local Advisory Committee
(a)	President or Chairman of the Management (or his nominee) – Chairman	(1)	Mr. V. Ramani, IAS Director General, YASHADA and Chairperson, Executive Committee. (Ex-Officio)
(g)	One representative of the Management	(2)	Mr. Ashwani Kumar, IAS Additional Director General, Administration - (Ex-Officio)
(b)	Secretary of the Management or his nominee	(3)	Dr. Bharat Bhushan Dean (Academic) and Secretary, YASHADA - (Ex-Officio)
(c`)	Three local members representing different fields of the area, nominated by the management	(4)	Dr. (Ms.) Sudha Kothari Member, Executive Committee YASHADA (Co-terminus with membership in the Executive Committee of YASHADA)
		(5)	Dr. M. Ghare Member, Executive Committee YASHADA (Co-terminus with membership in the Executive Committee of YASHADA)

Serial Number as per 85 (1)	Composition of the Local Advisory Committee as specified in Section 85 (1) of the Act	Serial Number	Members of the Local Advisory Committee
		(6)	Mr. Sharad Joshi Member, Executive Committee YASHADA (Co-terminus with membership in the Executive Committee of YASHADA)
(d)	Three teachers, elected by the teachers of the college or institution	(7)	Mr. Sumedh Gurjar Additional Director, Research and Documentation Centre, YASHADA
		(8)	Mr. Shashikant Waidande Assistant Professor, CRDS, YASHADA
		(9)	Ms. Bharati Chavan Research Officer, CRDS, YASHADA (Co-terminus with tenure at YASHADA)
(e)	one non-teaching employee, elected by the non-teaching employees of the college or institution	(10)	Mr. Vinay Kulkarni Research Assistant, CRDS, YASHADA
(f)	Principal (as) Member-Secretary	(11)	Dr. Minal Naravane, Associate Professor, and HoD, Child Rights and Development Studies Department, YASHADA

08. With effect from date of issue.

Sd/-
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2008-3
Dated	August 18, 2008
Empowered Authority	Director General, YASHADA
Subject	Establishment of YASHADA Academic Council - Amendment
Reference	Policy Circular No. PPI-PC/2007-18 dated 24 August 2007.
Circulated for information to	All ADGs, Directors and OICs, YASHADA
Effective Date	August 18, 2008

Amendment

1. The YASHADA Academic Council will consist of the following members, namely –
 - (1) Director General, YASHADA – Chairperson
 - (2) Additional Director General (Administration) and Director, SIUD & CPG
 - (3) Additional Director General and Director, SIRD
 - (4) Dean (Academic) & OIC, CED
 - (5) Director (Research)
 - (6) Financial Advisor
 - (7) Registrar
2. Dean (Academic) will be the Convenor of the Academic Council.
3. The YASHADA Academic Council will continue to meet on a bi-monthly basis.
4. OICs/ HoDs and Coordinators of University-linked academic programmes and Certificate Courses would be ex-officio invitees, as and when appropriate.

Sd/-
(V Ramani)
Director General,
YASHADA

यशदा धोरण परिपत्रक

धोरण परिपत्रक क्रमांक	PPI-PC/ 2008-4
दिनांक	१९ डिसेंबर २००८
विषय	ऐनवेळी प्रस्तावित केलेल्या पुरस्कृत कार्यक्रमाच्या कार्यवाहीबाबत
संदर्भ	यशदा विद्यापरिषद बैठकीचे दि. २४ सप्टेंबर २००७ रोजीचे कार्यवृत्त मुद्दा क्रमांक ११ व १२
परिपत्रक प्रति	विद्याशाखेतील सर्व अधिकारी व सत्र संचालक
कार्यान्वयीत दिनांक	१९ डिसेंबर २००८

यशदामध्ये आयोजित करण्यात येत असलेल्या कार्यक्रमांमध्ये शासनाच्या विशिष्ट विभागाकडून किंवा एखाद्या संस्थेकडून/एजन्सीकडून पुरस्कृत कार्यक्रम ऐनवेळी प्रस्तावित केलेले असतात. या कार्यक्रमांचा कालदर्शिकेमध्ये किंवा TMIS मध्ये समावेश नसतो.

अशाप्रकारच्या कार्यक्रमांबाबत संबंधीत संस्थेशी पत्रव्यवहार करताना संबंधित सत्र संचालकांनी खालील बाबत कार्यवाही करणे अनिवार्य आहे.

- यशदा कालदर्शिकेत /TMIS मध्ये समावेश नसलेल्या व नवीन मागणी असलेल्या पुरस्कृत प्रशिक्षण कार्यक्रमांकरिता/कार्यशाळेकरिता D-30 पुर्वी पुरस्कृत संस्था/ एजन्सीकडून सुरक्षेततेकरिता ५०% आगाऊ रकमेची पत्राद्वारे मागणी करावी. D-30 ते D-20 या कालावधित संबंधित संस्थेकडून आगाऊ रक्कम न प्राप्त झाल्यास कार्यक्रम आयोजित करता येणार नाही असे पुरस्कृत संस्थेस पत्राद्वारे कळवावे. ही कार्यवाही शासनाचे विभाग, अशासकीय विभाग, स्वयंसेवी संस्था व खाजगी संस्था यांचे बाबतीसुद्धा करण्यात यावी.
- प्रशिक्षण कार्यक्रम /कार्यशाळेचा कालावधी, निवास व भोजन इत्यादी सुविधांबाबत कार्यवाही अंतिम करताना या बाबत पुरस्कृत संस्था किंवा एजन्सी यांना कळविणे गरजेचे आहे कि, जर कार्यक्रम किंवा कार्यशाळा पुढे ढकलली/ रद्द करण्यात आली तर आगाऊ मागणी केलेल्या कार्यक्रमाच्या संपुर्ण बिलाच्या एकूण रकमेतून खालील तक्त्यात दर्शविल्यानुसार रक्कम वजा करुन घेण्यात येईल.

आगाऊ भरलेल्या रकमेतून वजा करावयाची रक्कम	टक्केवारी
१ महिना अगोदर	१०%
१५ दिवस अगोदर	२५%
७ दिवस अगोदर	७५%
ऐनवेळी (शेवटच्या दिवशी)	आगाऊ भरलेली रक्कम परत दिली जाणार नाही

याबाबत खालील उदाहरण देता येईल.

प्रस्तावित कार्यक्रमाची संपुर्ण रक्कम	रु. १,००,०००
कार्यक्रम निश्चित करताना आगाऊ मागितलेली रक्कम ५०% रक्कम	रु. ५०,०००
संबंधित संस्थेकडून कार्यक्रम रद्द/पुढे ढकलण्यात आला असेल तर (संपुर्ण कार्यक्रमाच्या एकुण खर्चातुन) वजा करावयाची रक्कम	वरील तक्त्यानुसार

३. पुरस्कृत संस्था /एजन्सी यांना पाठवावयाच्या पत्राचा नमुना सोबत जोडला आहे.
४. याबाबत पुरस्कृत संस्था /एजन्सी बरोबर केलेल्या पत्रव्यवहाराची प्रत प्रशिक्षण नियोजन व संनियंत्रण कक्षास सादर करावी.

सही/-
(वी रमणि)

महासंचालक, यशदा

प्रति

- विद्याशाखेतील सर्व अधिकारी
- निबंधक
- लेखाधिकारी

नमुना पत्र
(आवश्यकते नुसार पत्रामध्ये बदल करता येईल)

क्र. टिपीएमसी/टिआरजी/२००८/प्रका
दिनांक १९.१२.२००८

प्रति,
कार्यक्रमाची मागणी करणा-या
संस्थेचे नाव व पत्ता

महोदय,

विषय : कार्यक्रमाचे नाव व कालावधि

संदर्भ : कार्यक्रमाची मागणी करणा-या संस्थेने पाठविलेल्या पत्राचा संदर्भ.

दिनांक ५.१२.२००८ ते ५.१२.२००८ (१ दिवस) दरम्यान यशदा येथे आयोजित करण्यात येत आहे. यासाठी येणारा अपेक्षित खर्चाचा अंदाज खालीलप्रमाणे आहे.

अ.क्र.	तपशील	रक्कम (रुपये)
१	लेझिम हॉल भाडे (रु.१५०००/- प्रमाणे) एकुण १२० व्यक्तीकरिता	१५,०००/-
२	भोजन (सकाळचा नास्ता, दोन चहा/कॉफी व दुपारचे भोजन (रु.१७५ प्रमाणे एकुण १२० व्यक्तीकरिता)	२१,०००/-
३	पॅड व पेन (१२० नग) (१२० X २५)	३,०००/-
४	एकुण	३९,०००/-
५	प्रशासकीय खर्च २०%	७,८००/-
६	एकुण देय	४६,८००/-

वरील कार्यक्रमाचे आपण प्रायोजक आहात. या अनुषंगाने खालील बाबींची आपणाकडून विशेष नोंद घेण्यात यावी.

१. या संपुर्ण कार्यक्रमापोटी येणारा एकुण अपेक्षित खर्च रु. ४६,८००/- आहे.
२. वरील एकुण खर्चापैकी रु. ४६,८००/- आगाऊ रक्कम यशदाकडे जमा केल्यानंतर आपला कार्यक्रम अंतिम समजण्यात येईल.
३. कोणत्याही कारणामुळे आपणाकडून सदर कार्यक्रम पुढे ढकलला/ रद्द करण्यात आल्यास एकुण देय रकमेपैकी ---% रक्कम वजा (forfeit) करुन घेण्यात येईल याची कृपया नोंद घ्यावी (याबाबत खालील उदाहरण देता येईल).

प्रस्तावित कार्यक्रमाची संपुर्ण रक्कम	रु. १,००,०००
कार्यक्रम निश्चित करताना आगाऊ मागितलेली रक्कम ५०% रक्कम	रु. ५०,०००
संबंधित संस्थेकडून कार्यक्रम रद्द/पुढे ढकलण्यात आला असेल तर (संपुर्ण कार्यक्रमाच्या एकुण खर्चातुन) वजा करावयाची (तक्त्यानुसार) रक्कम	तक्त्यानुसार

कळावे,

आपला विश्वासु

(सत्र संचालक)

प्रत माहितीसाठी सादर

- प्रशिक्षण नियोजन व संनियंत्रण कक्ष