

# S. S. JAIN SUBODH P.G. COLLEGE, JAIPUR

*(Affiliated to the University of Rajasthan, Jaipur)*  
Awarded A++ with 3.82 CGPA by NAAC  
Awarded status of "College of Excellence" by UGC



## INSTITUTIONAL POLICIES & MANUALS



## About the Institute

Established in 1918, Subodh Shiksha Samiti has been dedicated to the noble cause of education for over a century. It has tirelessly served the community with selflessness and zeal. In 1954, the Samiti took a significant step forward with the establishment of **S.S. Jain Subodh PG College**, guided by a team of passionate educators committed to providing quality education. The institute aims not only to impart knowledge but also to instill Indian values in its students, preparing them to contribute meaningfully to society.

The institution's unwavering commitment to advancing higher education and addressing societal needs has garnered numerous accolades and recognitions. These serve as landmarks, inspiring continued efforts towards sustained growth in a positive trajectory.

- ❖ NAAC Re-accreditation 3rd Cycle in 2017 with 'A++' ( CGPA of 3.82)
- ❖ NAAC Re-accreditation 2nd Cycle in 2011 with 'A' ( CGPA of 3.72)
- ❖ NAAC accreditation with 'A' grade with 89.10 Score in first cycle, 2004
- ❖ NIRF Ranking 2019, 2020, 2021 (81st), 2022, 2023 by Ministry of Education, Government of India
- ❖ "College of Excellence" status awarded by University Grants Commission (UGC) in 2014
- ❖ "College with Potential for Excellence" status awarded twice by University Grants Commission (UGC) in 2004 and 2009
- ❖ Autonomous status since 2012 by UGC upto 2028.
- ❖ Awarded under DST- FIST: Level –0 scheme, thrice by Department of Science & Technology, New Delhi (GRANT 2.325 CR)
- ❖ DBT Star College Status by Department of Biotechnology, Govt. of India, New Delhi (GRANT 1.23 CR)
- ❖ Declared as "Model College" by the Government of Rajasthan
- ❖ "Best NSS College award" by President of India
- ❖ Recipient of "Best College award" thrice for NSS activities by the Government of Rajasthan
- ❖ Recognition under 2(f) and 12(B) of UGC act

The guiding word of the institution is “**Amritam Nu Vidya**”, i.e. Knowledge is the pedestal of life and the dispeller of the darkness which leads to immortality.

The wisdom encapsulated in these golden words was imparted by our founding fathers epitomizes the essence of life. With the team of devoted faculty, the institute fosters excellence in all pursuits and ensures the holistic development of its students.

Over the past seven decades, our institution has been honored to host numerous dignitaries at its academic functions and events. Guided by the noble vision of "Amritam Nu Vidya," we are dedicated to advancing towards the creation of a stronger nation, with our youth serving as Brand Ambassador worldwide.



## Vision & Mission



### VISION

- Providing ethical and value based education.
- Nurturing a sustainable educational environment.
- Building intellectual and imaginative minds.
- Imparting high quality, affordable and accessible education.
- Enhancing knowledge through global education.

### MISSION

- To cultivate knowledge, skills, values and confidence in the students to grow, thrive and prosper.
- To instigate the spirit of leadership, integrity and deep sense of social justice in the mind of students.
- To encourage and promote students to participate in various extracurricular and sport activities.
- To enhance the commitment of faculties and students to the centrality of Diversity, social justice and democratic citizenship.
- To establish global competence among thinking and positive spirit.

# Preface



The establishment of the Internal Quality Assurance Cell (IQAC) marked a pivotal step towards ensuring and elevating the academic standards of **S.S. Jain Subodh PG College, Jaipur**. Designed to meticulously plan and execute a range of activities, the IQAC plays a significant role in maintaining and cultivating academic excellence. Alongside the IQAC, an array of committees has been established to facilitate the seamless functioning of the Institute. These committees are entrusted with fostering an optimal environment for the execution of diverse activities. To this end, a comprehensive array of policies and manuals has been meticulously developed, outlining our intentions and objectives.

One of the key aims behind formulating these policies is to align the efforts of these committees with the overarching vision and mission of the institution. Serving as the bridge between our overarching goals and the practical steps we take, these policies provide guidance while also serving as constant reminders of our ultimate objectives. By establishing the framework for action, policies promote goal resemblance, a critical element for achieving organizational objectives.

It's important to distinguish policies from procedures; while policies encapsulate the strategic intent of the organization, procedures delineate detailed, step-by-step methods for task execution. Careful consideration has been given to strike a balance between reflecting strategic intent and avoiding excessive procedural detail in the formulation of policies.

Recognizing the need for a consolidated reference point, the decision was made to compile all policies into a comprehensive Policy Manual. This manual serves as a valuable resource, offering insights into the breadth of activities undertaken by the institution and the prescribed approach for their execution. Acting as a guiding beacon, the Policy Manual standardizes and systematizes our approach across various domains, embodying a unified stance in our endeavours.

At its inception, the Policy Manual comprised approximately 26 policies and manuals, each meticulously crafted to propel us towards realizing our vision, mission, and goals. It is our enthusiastic anticipation that this manual will serve as a robust enabler, guiding us towards the attainment of our collective aspirations.

**(Prof. K.B. Sharma)**  
Principal

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# 1. Anti-Ragging Policy

In accordance with the third Amendment of UGC Regulations on “Curbing the menace of Ragging” in Higher Educational Institutions, 2016 3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background. To ensure a healthy atmosphere within the campus for newcomers, so that they can spread their wings without any fear.

## Preamble

Curbing ragging as menace is a statutory obligation for any Higher Education Institute. This policy has been formulated according to the guidelines of UGC Rules 2016, on Anti Ragging in Higher Educational Institutions/ Universities, as published in the gazette notification. This policy document is recognized as **the “Anti-ragging Policy”** of the S.S. Jain Subodh P.G. College (Autonomous), Jaipur, Rajasthan. This policy aims to address the measures taken by the Higher Educational Institution to create awareness among students, making stringent rules and their strict implementation leading to adoption of a Zero-Tolerance attitude towards this menace.

## Objectives

The main objective of this policy is to prohibit, prevent and eliminate any conduct or behaviour by any student or students which comes under purview of ragging. We adopt a **“Zero-tolerance”** Policy towards ragging, i.e., no act of ragging, major or minor shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished.

## What constitutes Ragging?

The University Grants Commission (UGC) of India has provided guidelines to prevent and prohibit ragging in educational institutions. Here are some key points that constitute ragging as per UGC guidelines:

1. **Any Act of Physical or Mental Abuse:** Ragging includes any act that results in physical or



psychological harm to a student. This can range from physical assault to mental harassment, such as bullying, intimidation, or humiliation.

2. **Coercion or Compromise of Dignity:** Actions that compromise the dignity of a student, whether through forced actions, verbal abuse, or any other means, are considered ragging.
  3. **Violation of Personal Space or Privacy:** Invading the personal space or privacy of a student through acts like voyeurism, stalking, or any other form of intrusion constitutes ragging.
  4. **Forcing Unwanted Actions or Activities:** Ragging involves forcing students to engage in activities that they are unwilling to participate in, which could be dangerous, illegal, or morally unacceptable.
  5. **Creating an Intimidating Environment:** Any behavior that creates an intimidating or hostile environment for a student, making them feel insecure or threatened, falls under ragging.
  6. **Discrimination or Harassment Based on Identity:** Ragging includes any form of discrimination, harassment, or bullying based on a student's gender, race, ethnicity, religion, caste, sexual orientation, or any other personal characteristic.
  7. **Disruption of Academic Activities:** Ragging that disrupts a student's academic pursuits, such as preventing them from attending classes or interfering with their studies, is prohibited.
  8. **Use of Electronic Communication:** Ragging through electronic communication channels, including social media, email, or messaging apps, is also covered under the UGC guidelines.
- These points collectively define the various forms and manifestations of ragging, aiming to create a safe and conducive environment for learning in educational institutions.

## Measures for Prohibition of Ragging

Various measures are taken up by the college during the student admission procedure to prevent ragging and ensure a safe environment for all students. Here are some common measures:

- **Anti-Ragging Policy Awareness:** Colleges typically inform students about their strict anti-ragging policies during the admission process. This includes providing information about the consequences of engaging in ragging activities and the disciplinary actions that will be taken against perpetrators.
- **Orientation Programs:** College conducts orientation programs for newly admitted students, during which they educate them about the college's rules and regulations, including the zero-tolerance policy towards ragging. These programs also emphasize the importance of mutual respect, tolerance, and inclusivity among students.
- **Formation of Anti-Ragging Committees:** College has anti-ragging committee comprising

faculty members, administrative staff, and student representatives to monitor and address any incidents of ragging. These committees are responsible for investigating complaints, providing support to victims, and taking appropriate disciplinary action against perpetrators.

- **Helpline Numbers:** College provides helpline numbers or designated contact persons whom students can approach confidentially to report any instances of ragging or seek assistance and support.
- **Regular Monitoring and Surveillance:** College employs security personnel or install surveillance cameras in strategic locations across the campus to deter and detect instances of ragging. Regular patrols and monitoring help ensure a safe environment for all students.

By implementing these measures, college aims to create a conducive and harassment-free environment where students can focus on their academic and personal development without fear of intimidation or harassment.

### **Ragging- A Violation of Fundamental Duties**

Ragging is an instance of human depravity and a symbol of uncivilized behaviour on the part of a person. In order to inculcate a sense of self-discipline to make all the citizens perfect human beings, the Constitution of India has incorporated 11 fundamental Duties imposed on the citizens. Any student who understands and assimilates the importance of the fundamental duties would certainly not indulge in any act of ragging. It shall be the duty of every educational institution to impart the knowledge relating to the fundamental duties to all the students and of every student to discharge such duties. If these duties are effectively discharged by the above mentioned stakeholders, ragging can be curbed effectively.

### **Rights and Duties of Newcomers and their Guardians:**

A fresher should consider S. S. Jain Subodh PG College community as his/her family and should maintain cordial relationship with other members of the community particularly with the senior students. He/she, like any other student, enjoys all rights and privileges that are available to any free citizen of this country. It is the duty of the students, therefore, NOT to obey any orders or requests from anyone (apart from the administrators), inside or outside the campus, if he/she feels embarrassed or undignified by complying with such requests. It is the responsibility of the fresher or any other person(s) who is /are aware about such request or order to bring it to the immediate notice of the Dean

of Students' Welfare or any member of the ARC, ARS or cells mentioned below. It should be noted that failing to do so is an offence as per the rules of S. S. Jain Subodh PG College (Autonomous), and thus liable to be punished. The confidentiality of such students(s) / guardian(s) will be strictly maintained. The guardian should cooperate with S. S. Jain Subodh PG College Authority to seek redress of the grievances of the fresher, if any.

### **Rights and Duties of the Old (Senior) Students:**

As the newcomers are, in most of the cases, first timers in S. S. Jain Subodh PG College, it is the duty of the seniors to guide the fresher properly so that they feel at home. The seniors should remember the days when they left their parents or the homely environment and set foot in this hitherto unknown Campus. It is the modesty, helpfulness, love and cooperation of the seniors that will contribute towards making the newcomers good and responsible members of the college community. It is also the responsibility of the old students to explore the talents in the freshers in the "ice breaking sessions" in college/hostels in presence of ARC and ARS members. Seniors should take active and wholehearted part in making sure that no ragging is taking place anywhere in the campus and should report any such incidents immediately. It is the commitment of the college authority to keep the identity of such students in strict confidence. It is noteworthy that persons involved directly or indirectly in ragging, including the onlookers are liable to be punished under the rules of college.

### **Salient Features of UGC Regulations - 2009 on Curbing the Menace of Ragging in Higher Educational Institutions**

**What Constitutes Ragging** - Ragging constitutes one or more of any of the following acts:

- A. Any conduct by any student or students whether by words spoken or written to by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- B. Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- C. Asking any student to do any act which such student will not do in the ordinary course, and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- D. Any act a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

- E. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- F. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- G. Any act of physical abuse including all variants of it sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- H. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- I. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- J. Any act of Physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

### **Action to be taken by the Head of the Institution:**

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- i. Abetment to ragging.
- ii. Criminal conspiracy to rag.
- iii. Unlawful assembly and rioting while ragging.
- iv. Public nuisance created during ragging.
- v. Violation of decency and morals through ragging.
- vi. Injury to body, causing hurt or grievous hurt.
- vii. Wrongful restraint.
- viii. Wrongful confinement.
- ix. Use of criminal force.
- x. Assault as well as sexual offences or unnatural offences.

- xi. Extortion.
- xii. Criminal trespass.
- xiii. Offences against property.
- xiv. Criminal intimidation.
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s).
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s).
- xvii. Physical or psychological humiliation.
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the Institution is an affiliated Institution.

Provided further that the Institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities, and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

### **Administrative action in the event of ragging:**

The Institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti -Ragging Squad, award to those found guilty, one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/withdrawing scholarship, fellowship and other benefits.
  - iii. Debarring from appearing in any test, examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional or international meet, tournament, youth festival, etc.

- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the Institution for a period ranging from one to four semesters.
- ix. Expulsion from the Institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i. In case of an order of an Institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University.
  - ii. In case of an order of a University, to its Chancellor.
  - iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the Institution, as the case may be.

### **Anti-Ragging Initiatives of S. S. Jain Subodh PG College (Autonomous)**

S. S. Jain Subodh PG College (Autonomous), in strict compliance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, AICTE Notification, 2009, and Supreme Court directives, 2007, has decided to frame a Policy to Prohibit and Prevent Ragging Activities in its Campus. It is bound to take a stern view and adopt tough measures on students indulging in any or all forms of ragging.

In the light of above, display of posters and putting up of notices on anti-ragging at all prominent places in and around the college highlighting the need for prevention of ragging and punishments entailed to those indulging in ragging.

S. S. Jain Subodh PG College (Autonomous) has taken necessary steps for assuring peaceful life on the campus for fresh students and to prioritize the privileges of safeguards and safety of all students in general and the newcomers and girl students specifically. S. S. Jain Subodh PG College welcome all the newcomers into its campus with an open and warm heart, and shall endeavour to make their entry and stay into the sacred temple of learning as charming and successful as possible.

S. S. Jain Subodh PG College (Autonomous) pledges to Prohibit any incident of Ragging and does not hesitate to say 'No' to Ragging, Take Preventive Measures for occurrence of Ragging and establish

Zero tolerance to Ragging and Punish those who indulge in Ragging in the Campus as a cognizable offence.

S. S. Jain Subodh PG College (Autonomous) observes that Ragging is neither a fun nor a pleasure or entertainment and also not a means of familiarization or an introduction with college freshers, but it is a heinous act of Human Abuse and crime, and the same is disseminated to the students.

The Initiatives of the College to curb the Menace of Ragging are as follows:

1. Preparing and Distributing of Publicizing Materials such as posters, brochures and circulars against ragging.
2. Display of posters and putting up of notices at all the designated places in the college.
3. Obtaining Affidavits, Undertaking forms from all the Students and their Parents.
4. Sensitizing all the stake holders with the help of media.
5. Organizing Anti – Ragging awareness lectures.
6. Measures for Girls’ Security and Appointing Women Teachers as Counselors.
7. Ensuring the campus an Alcohol and Smoking Free Zone.
8. Making Orientation Programmes Mandatory for Every Department.
9. Establishing Mentoring and Counseling Cells at Institutional Level.
10. Seeking a Pledge by all the students to make the campus a ‘Ragging Free Zone’.

S. S. Jain Subodh PG College (Autonomous), in compliance with the regulations, directives and act, has decided to constitute an Anti-Ragging Committee at the College Level for overseeing the effective implementation of the provisions for the curbing of any form of ragging in its campus with immediate effect.

## **Monitoring mechanism**

### **a) Anti-ragging Committee:**

1. Anti-Ragging Committee is headed by the Head of the Institution, and it consists of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers’ category as well as senior students, non-teaching staff.

2. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging, and

also to monitor and oversee the performance of the Anti-Ragging Squad in preventing of ragging in the institution.

**b) Anti-Ragging Squad:**

1. Anti-Ragging Squad is nominated by the Head of the Institution having representation of faculty and staff members for maintaining vigil, oversight and patrolling functions. It shall remain mobile, alert and active at all times.

2. It shall be the duty of the Anti-Ragging squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

3. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the Institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the authority observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

**c) Punishments:**

Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging at the institution level shall be as per clause 9 of UGC Regulations as indicated above.

**AWARENESS OF RAGGING**

As per the orders of the Hon'ble Supreme Court of India, and UGC Regulations, Ragging is considered as a sadistic thrill, and it is a violation of Human Rights.

**INSTRUCTIONS TO FRESHERS**

1. You do not have to submit to ragging in any form.
2. You do not have to compromise with your dignity and self-respect.
3. You can report incidents of ragging to the authorities concerned.
4. You can contact any member of the Anti-Ragging Squad / Anti Ragging Committee of the College, or the Principal.

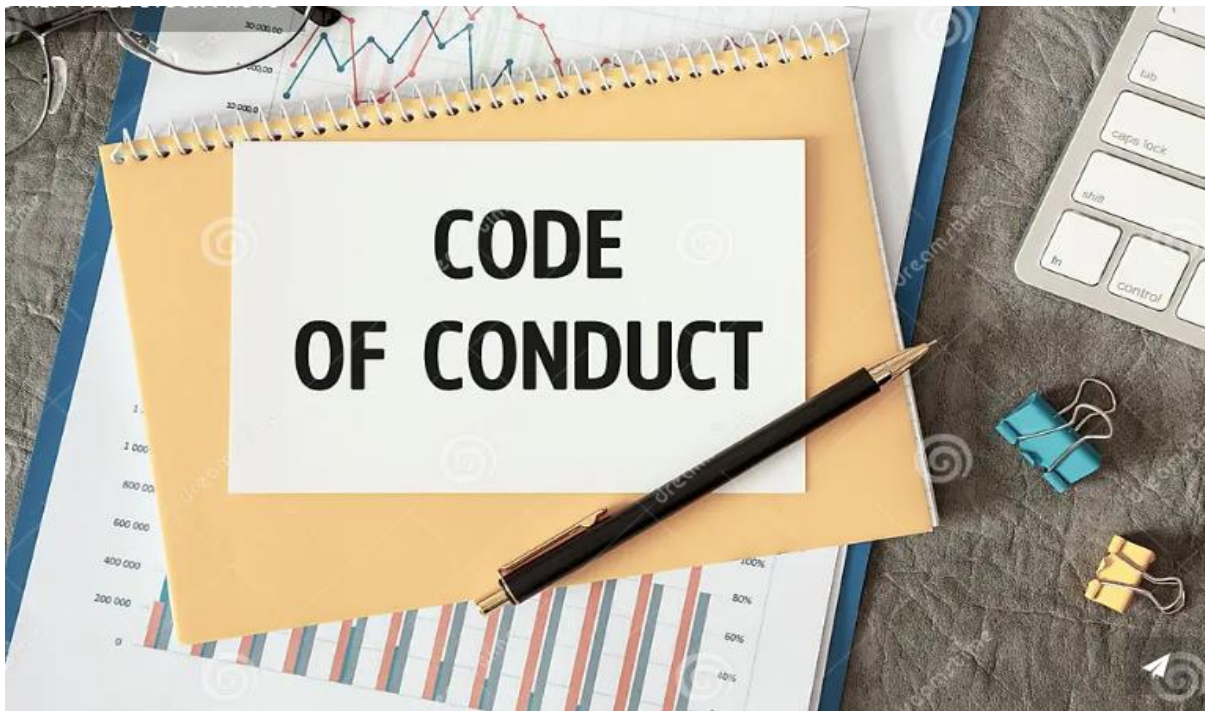


5. The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
6. If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local Police, and can complain with the civil authorities also.
7. The college is in any case required to file FIR if your parents or you are not satisfied with the action taken against those who 'ragged' you.
8. Your complaint can be oral or written, and would be treated by the authorities in strict confidence.
9. Take active part in all institutional activities intended to end ragging on campus.

**RAGGING IS PROHIBITED ON CAMPUS AND OFF CAMPUS  
JOIN HANDS IN MAKING THE COLLEGE CAMPUS, FREE FROM  
RAGGING.**



## 2. Code of Conduct



This Code of Conduct ensures smooth functioning within the institution and lays down the institution's principles, standards, moral and ethical expectations from its Head of the Institution, teaching and non-teaching staff and students. It allows the smooth functioning and connects the institution with its students and employees. This acts as a benchmark document.

### **Code of Conduct for Governing Body**

The governing body is collectively accountable for all the institutional activities, it sets the mission, strategies, overall aims, values of the institution and safeguards the reputation of the institution by working in accordance with the values and code of the institution. It ensures the smooth and effective functioning by scrutinising and examining the performance of governance time to time against not only the code of conduct but also against all the policies. This code of conduct has been written while keeping all the academic and administrative trends in mind but this will be reviewed regularly as per the change in the governance and as per the need of the latest trends in education.

1. The governing body is responsible for various institutional activities and is accountable to approve of all the matters of fundamental concern.
2. It has overall responsibility to make decisions for institution`s sustainability.
3. It has to ensure the fulfilment of all the legal and regulatory requirements.

4. It needs assurance of the compliance of its instruments of governance such as articles and ordinances.
5. All members of the governing body share equal responsibilities and are supposed to place their point as and when needed.
6. All the affairs must be conducted in an open and transparent manner.
7. It is responsible for the mission, strategies and vision of the institute and therefore it keeps on monitoring that the delivery of the strategic plan is in line with the legislative and regulatory requirements.
8. It protects the collective interest of the students.
9. It ensures the overall use of all kinds of resources for the success of the institution.
10. It ensures that all the policies and procedures are in place and support the delivery of the institution`s strategy in a sustainable manner.
11. The governing body has to monitor reliable, regular and timely adherence to the code of conduct of the institution and it has to monitor the proceedings of the code of conduct monitoring committee.
12. It has to ensure that the institution`s values are practiced throughout the institution.
13. The governing body will be liable for the monitoring and approval of all the audits.
14. It must ensure that the decision- making process is impartial as it plays crucial role in the effective functioning of any institution.
15. It has to promote a positive work culture which promotes harmony, inclusivity, equality, diversity and ethical behaviour.
16. It has to ensure the delegation of authority to the Head of the institution for the academic, corporate, financial and human resource management of the institution and to keep under regular review the policies and procedures within such management functions as shall be undertaken by and under the authority of the Head of the institution.

### **Code of Conduct for Principal**

The Head of the Institution is responsible to provide his/her staff with a unique vision and promising mission and this can be made possible only with his/her immaculate leadership skills. The focal area of his action should be directed toward ensuring the quality of the student experience.

1. The principal should be an epitome of effective leadership for his/her staff members.
2. As the Head of the Institution, he/she is supposed to be transparent, honest, prompt, determined and visionary who takes the decision that is in the best interest of the college.

3. As a caretaker of the college's assets, the principal should see to it that optimal usage of the resources is done.
4. The principal is supposed to be brilliant enough to create a well-coordinated ecosystem for all college works.
5. He/She should be capable enough to allow his/her staff and students to think critically so as to come up with unique and innovative ideas.
6. He/She should monitor the running of the academic programs for their qualitative enrichment and general administration of the college.
7. It is expected that he/she should be capable of motivating all for new teaching-learning approaches and strategies.
8. The principal should ensure the adherence and implementation of directives issued by the Government, University Grants Commission, New Delhi, All India Council of Technical Education (AICTE), Affiliated Universities, Commissionerate of College Education, Office bearers and Management Committee of Subodh Shiksha Samiti and other concerned authorities.
9. He/ She should encourage his/ her staff for continuous professional enrichment.
10. He/ She should regularly assess Teaching Plan, Teaching Diary, Plan of Action, and Action Taken Reports of the faculty members.
11. The principal must monitor the adherence to the institutional code of conduct by one and all.
12. He/ She should be wise enough to take continuous feedback and to work for solutions.
13. He/She should create a healthy environment for the students so that they can prepare for competitive exams as well.
14. He/She should continuously thrive for achieving mission of the institution keeping the vision of the institution in mind.
15. He/She should set an example by making the institution a Temple of Knowledge, moral values and ethics.

### **Code of Conduct for Teaching Faculty**

Teachers are the soul of any institution and the institution looks at them for every kind of support and motivation. They are the ones who strongly build the nation and they are the future torch-bearers who can bring positivity and energy at the workplace. The college has adopted the following guidelines for maintaining "The Professional Ethics For The Teachers" from UGC Notification (New Delhi, dated 18<sup>th</sup> July 2018) i.e. UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and

## **I. FACULTY AND THEIR RESPONSIBILITIES:**

When a person chooses teaching as career, then he/she should live upto it and should try to present himself/herself as an ideal for students.

The set national ideals of education should be communicated and inculcated among students. The faculty must walk on the path of calmness, patience and communicative temperament so that students can follow.

1. They must adhere to a responsible pattern of conduct and demeanor.
2. They should be capable enough of managing their personal affairs well.
3. They should strive for continuous professional growth through advance learning and research.
4. They must try their best to actively participate in professional meetings, seminars, conferences etc.
5. They should try to associate themselves with professional bodies.
6. The teachers should take the classes on time and should motivate the students to be punctual in the class.
7. All the in-charges should conduct monthly meetings and should discuss the progress of allotted work.
8. Examination work is to be taken on priority and is to be done with full sincerity.
9. They must be honest in performing their academic duties involving teaching, practical, tutorial, remedial measures, seminar and research work.
10. They must be prompt for regular classes with good strength.
11. The teachers must not use mobile phones during the class.
12. They must keep on improving their teaching strategies and should prepare their lectures well in advance.
13. They should prepare notes and should provide their students with notes.
14. Mentor Scheme should strictly be adhered.
15. They must ensure the completion of syllabus well in time.
16. They must discuss previous years` papers in the classrooms and must provide them with the soft copy and hard copy of the same.
17. Co-curricular activities should be done by every department.
18. The departmental in-charges should ensure the smooth and effective functioning of their departments.
19. They must try to perform their duties in almost all the areas related to their job profile as and

when needed.

20. They should try to participate actively in community based activities and all the extension, co-curricular and extra-curricular activities.
21. Every faculty must maintain a course file for each subject paper offered during semester/year. It shall have following details: syllabus, lecture plan, lecture notes for each period, date and time for preparation and date and time for delivery.
22. As per the rules of the institute faculty members must adjust their classes and show the consent of the substitute faculty to the HOD before going on leave.

## **II. TEACHERS AND THE STUDENTS:**

1. Teachers should respect the ideas, as and when expressed by their students.
2. They should try to inculcate moral values and ideals of democracy, patriotism and peace.
3. They should not be biased and should deal with all the students equally, irrespective of their caste and religion.
4. They should try to adopt new and innovative teaching-learning strategies and should be able to teach and deal with the students in best possible manner.
5. They should try to develop their personalities and at the same time contribute to community welfare.
6. They should be able to behave as a mentor who is ready to help the students as and when needed.

## **III. TEACHERS AND COLLEAGUES:**

1. They should treat others the way they want to be treated.
2. They should be able to render assistance to others.
3. They should refrain themselves from lodging allegations against colleagues to higher authorities.
4. They should create a healthy work environment.
5. They should support each other and should try to help for overall progress.

## **IV. TEACHERS AND AUTHORITIES:**

1. They must adhere to the rules and ethics consistent with their profession and always follow a proper path.
2. They are supposed to participate in the making of policies of the institution.
3. They must work in cooperation with the authorities for upgrading the institution.
4. They must adhere to the rules as stated in their appointment or contract.

5. They must avail themselves of leave with prior approval (exceptional cases allowed).
6. They must not indulge in any other kind of private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

1. They must treat the non-teaching staff with respect.
2. They should show full-cooperation in the functioning of constituted committees.
3. They should communicate in a proper manner.
4. There should be a harmony at the workplace.

#### **VI. TEACHERS AND GUARDIANS:**

1. Teachers should conduct regular Parent-Teacher Meetings to discuss the progress of the students.
2. Teachers must behave properly with the parents.
3. Teachers must listen to their problems.
4. Teachers should come up with solution and should try to be instrumental between parents and their children.

#### **VII. TEACHERS AND SOCIETY**

1. They must realize the role of education towards society.
2. They must understand that education is a public service and the welfare of the community is the responsibility of the teachers.
3. They must strive to improve education in the community and strengthen the community's moral, intellectual and social life.
4. They should try their best in the contribution of the elimination of social evils.
5. They should perform the duties of citizenship, participate in community activities, and also shoulder responsibilities of public offices.

### **Code of Conduct for Non-teaching Staff**

Non-teaching staff plays a vital role in the successful running of any Institution. Their services may not be a direct help to the students but it helps them indirectly. They have important roles and responsibility of managing the routine official affairs of the institution smoothly.

1. They are supposed to discharge their duties as per the administrative standards and norms laid

down by the U.G.C/Affiliated Universities/College Authorities and instructions made by central office, college authorities and Management i.e. Subodh Shiksha Samiti.

2. Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the management, principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
3. An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority.
4. No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
5. All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/ herself. As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.
6. They must try to keep on updating their profile.
7. They must assist in online admission procedures and examinations.
8. They must respect the dignity of the students.
9. They should try to assist the students in best possible manner.
10. They should speak respectfully and behave politely with everyone in the campus.
11. They should deal impartially with students, irrespective of their religion, caste, political, economic, social, and physical characteristics.
12. They must assist in the formulation of policies of the institution.
13. They should follow the professional ethics and code of conduct of the institution.
14. They must ensure the adherence to the rules and maintain discipline.
15. They should maintain healthy relationship with all the colleagues, teaching staff and the students of the college.
16. They should not indulge in any deed that degrades, harasses or insults any other person.



17. They must not avail themselves of any leave without prior permission (except for emergency).
18. They must adopt humane approach in dealing with specially abled students.
19. They must try to understand the need of specially abled students and should try to help them in best possible ways.
20. They should try to provide them with resources which can help them in their progress.

## **Code of Conduct for Students**

The students are the heart of any institution. They carry the legacy of any institution and are the carriers of positivity. The Institution is supposed to work for the betterment of the students so that they can transform into better beings. They should be given best of the opportunities and ethical values.

1. The students will wear given Identity –cards and will not be allowed without them. The security guards are instructed to check the same.
2. No student will be allowed without uniform.
3. The student will not be allowed to attend either the classes or use the library if he/she does not possess a proper identity card.
4. No student will be allowed without identity cards in any of the events.
5. It is expected that the applicant and his guardian should read the prospectus thoroughly. All the basic information is given in the prospectus of every year.
6. Students are expected to regularly see the notice board higher education sites, student whatsapp groups and the college website to remain updated on the latest developments.
7. Admissions will not be allowed after the last date. Forged documents/information, which is deliberately hidden or any other administrative or official error will be unpardonable and will result into the cancellation of the admission.
8. 75% attendance is compulsory for students in the classroom.
9. The student should attend the laboratory classes regularly and should participate in the seminars, project work and field work whichever is included in his/ her curriculum.
10. The students are expected to safeguard the property of the college.
11. The students should make optimum use of the resources and other support services available in the institution.
12. Unauthorized entry of the outsiders into the campus is strictly prohibited.
13. No student shall enter or leave the classroom when the session is on, without the permission of the teacher.

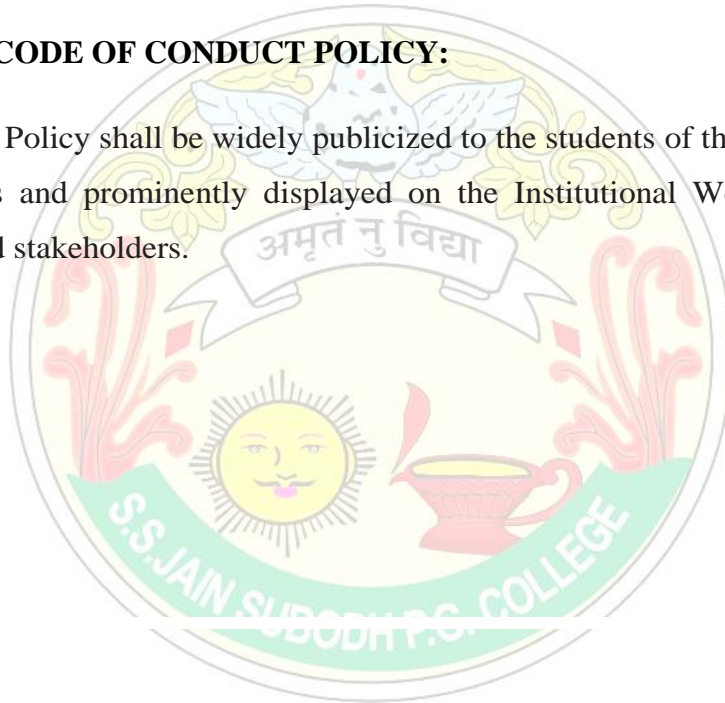
14. Any case of criminal activity or violation of law and order in the campus will be reported to the police.
15. Any conduct which leads to lowering of the esteem of the institution is prohibited.
16. Students shall use only the waste bins for dispensing dry and wet waste materials within the campus including classrooms, offices and cafeteria.

### **Amendments:**

The institute will review its Code of Conduct Policy on a regular basis and update or amend as deemed necessary to comply with national policies and directives issued by competent apex bodies.

### **PUBLICATION OF CODE OF CONDUCT POLICY:**

The Code of Conduct Policy shall be widely publicized to the students of the institution through all possible mediums and prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.



## 3. Complaint Management System

### Introduction:

S.S. Jain Subodh P.G. College is committed to fostering a positive and inclusive academic environment. The Complaint Management System is designed to provide a structured approach for addressing and resolving various issues related to students, faculty, and other staff members.

### Types of Complaints:

The system covers a wide range of complaints, including but not limited to academic matters, interpersonal conflicts, discrimination, harassment, and any act violating the code of conduct.

### Clauses:

#### 1. Confidentiality:

All complaints and the information related to them will be handled with utmost confidentiality. Only individuals directly involved in the resolution process will have access to the information.

#### 2. Non-Retaliation:

No person who files a complaint in good faith will face retaliation or adverse consequences as a result of filing the complaint.

#### 3. Impartiality:

The complaint resolution process will be impartial, fair, and free from any bias. The individuals involved in the resolution process will be unbiased and neutral.

#### 4. Timely Resolution:

Every possible effort will be made to resolve complaints in a time bound manner. The college is committed to ensure that complaints are addressed promptly and efficiently.

#### 5. Appeals Process:

A clear and transparent appeals process will be in place for individuals dissatisfied with the outcome of the initial complaint resolution. Appeals will be reviewed by an impartial authority.

#### 6. Complaint Management System:

**6.1 Filing a Complaint:** Any student, faculty, or staff member can file an online/offline complaint using the designated complaint form available on the college website. Anonymous complaints are generally not accepted, but seeing the gravity of the matter, they can be considered provided contact information is available for an efficient follow-up and communication.

**6.2 Initial Assessment:** Upon receiving a complaint, an initial assessment will be conducted to determine the nature and severity of the issue. The complaint will be categorized, channelized to the

relevant cells - Anti Ragging Cell, Internal Complaint Committee, Student Grievance Redressal Cell etc. and the appropriate resolution pathway will be identified.

**6.3 Resolution Pathways:** Complaints may be resolved through mediation, investigation, counseling, or other appropriate means, depending on the nature of the complaint.

**6.4 Communication:** Regular updates on the status of the complaint will be provided to the complainant, ensuring transparency throughout the resolution process.

**6.5 Documentation:** Comprehensive records of all complaints and their resolutions will be maintained securely for reference and continuous improvement purposes.

**6.6 Training and Awareness:** The college will conduct periodic training sessions and awareness programs to educate the college community about the complaint management process and the importance of creating a respectful and inclusive environment.

## **7. Exceptionally Serious Concerns:**

In cases of exceptionally serious concerns, the complainant may directly approach the Principal for immediate attention. This provision allows swift action, involving relevant authorities if necessary. Principles of confidentiality, non-retaliation, and impartiality outlined in this policy apply to such cases. The decision of the Principal in these matters shall be final and abiding. The timeline for grievances disposal shall be as follows:

Very Serious: 2 days

Serious: 4 days

Moderate: 6 days

Routine: 8 days

## **8. Review and Continuous Improvement:**

**8.1 Periodic Review:** The effectiveness of the Complaint Management System will be periodically reviewed, and necessary adjustments will be made to enhance its efficiency and fairness.

**8.2 Feedback Mechanism:** A feedback mechanism will be established to gather input from complainants, respondents, and other stakeholders, contributing to ongoing improvements in the complaint resolution process.

This Complaint Management System is implemented to create a conducive and supportive environment for all members of the college community and to address concerns promptly and fairly. All stakeholders are expected to comply with this policy to ensure a positive and respectful atmosphere within the college

## 4. Consultancy Policy

### Introduction

In the realm of Higher Education Institutions, consultancy is essentially synonymous with "Knowledge Exchange," facilitating the establishment of robust connections with businesses, the public sector, and various other entities. It plays a pivotal role in fostering close collaborations with fellow educational institutions, governmental and non-governmental organizations, businesses, communities and individuals alike.

### Preamble:

Consultancy is an effective way to engage with industry and it also promotes and enhances the external profile of the faculty thereby creating a mutually beneficial opportunity for the faculty and the college. The Institute on one hand encourages faculty members to undertake quality research and on other hand motivates to offer consultancy with their advanced teaching-learning methods, innovative research endeavors and well-developed infrastructure.

It is pertinent that the balance between consultancy and the principal role of an academic faculty needs to be managed in the Institute to protect the interests of the Institute. This Policy outlines the manner for conducting consultancy services to ensure that the consultancy engagements undertaken by the faculty (permanent and/or non-permanent) are consistent with the College's strategic and operational objectives and the costs are sustainable for the College as well as for the faculty engaging in the consultancy activity. The institution acts as a facilitator by providing a supportive platform, encouraging individuals to share their knowledge and skills with other institutions and industries.

This policy document is recognized as the "Consultancy Policy" of the **S.S. Jain Subodh P.G. College Jaipur.**

### Aims & Objective:

Recognizing the significance of consultancy services for both our faculty and the institution as a whole without impeding the primary responsibilities of teaching, a comprehensive consultancy policy has been framed to provide clear guidance to the consultants in the following major issues:

- Sharing knowledge and expertise with external agencies.
- Cultivating academic relationships with other institutions and agencies.
- Facilitating and enhancing collaboration with industries and similar entities.
- Generating revenue streams for the institution.

By delineating these objectives, the consultancy policy aims to streamline and support the consultancy endeavors of faculty and staff members while fostering beneficial partnerships and contributing to the institution's financial sustainability.

### **Formal Framework:**

This policy outlines the guidelines for implementing consultancy procedures within our institution, involving various stakeholders such as faculty, staff, and other employees engaged in creating original and innovative work. Its aim is to establish principles and procedures governing consultancy and other external services conducted by faculty and staff members.

- Faculty and staff members are encouraged to engage in institution-supported consultancy and external work, provided it aligns with the institution's interests.
- The consultancy policy aims to enhance the professional and academic competence of faculty and staff, offering continuous opportunities for professional development in academic and research domains.
- This initiative fosters connections between the institution and external organizations, facilitating hi-tech research opportunities, student placements, and contributing to the institution's mission of knowledge acquisition and transfer, in alignment with Sustainable Development Goal 8.
- Institution-supported consultancy can generate additional revenue for faculty and staff members and increase funding for the institution.
- The following principles will have to be adhered to for all consultancy services:
  - ❖ The consultancy activity should not damage the colleges' reputation or be in conflict with the policies, functions, objectives or interests of the college.
  - ❖ The faculty should not directly or indirectly get associated with any activity which may be unethical or inappropriate.
  - ❖ By engaging in the consultancy service there should be substantial benefit to the faculty and the college either through income, enhanced reputation, or expanding the expertise of the faculty.
  - ❖ No consultancy services can be commenced or remuneration received without a formal duly executed agreement between the faculty and the service recipient.
  - ❖ There shall be a prior written permission of the Head of Department and the Principal of the College with respect to all consultancy services rendered.
  - ❖ All faculty shall twice in a year provide a declaration as to the consultancy activity undertaken by them.

**This policy applies to all faculty and staff members.**

### **Institution Supported Consultancy:**

"Institution Supported Consultancy" refers to consultancy services provided under a contract between the institution or its subsidiaries and a third party, where a faculty or staff member utilizes their expertise in academic, research, or administrative domains. This consultancy is institution-supported and may involve the use of institutional resources and intellectual property.

- Institution-supported consultancy is permissible only when distinct from work conducted on behalf of the institution to prevent conflicts of interest.
- Faculty and staff members must provide institution-supported consultancy services according to approved terms and conditions set by the Principal.
- A faculty or staff member may dedicate a maximum of 60 days per year to institution-supported consultancy.
- Principal approval is necessary to ensure compliance with cost recovery guidelines, protection of the institution's intellectual property, and appropriateness of contractual terms.
- Charges for using institutional resources are based on determined full costs, agreed upon by the faculty or staff member and the Department Head.
- Institution-supported consultancy is not permitted when it conflicts with institution projects, precludes other research or consultancy, or involves legal expert opinions without Principal permission.
- Faculty and staff members must annually declare their institution-supported consultancy activities and comply with relevant institution policies regarding conflicts of interest and intellectual property.

### **Compensation for Institution Supported Consultancy:**

#### **A. Cost Breakdown:**

1. **Institution/Department:** 10% of consultants' time, including intellectual fee.
2. **Principal Consultant:** 90% of consultants' time, including intellectual fee.

Management committee may except institution/department breakdown and 100% may be reimbursed to principal consultant.

## **B. Additional Expenses:**

- Travel expenses and allowances.
- Equipment costs.
- Stationery expenses.
- Charges for analysis/testing from external agencies.
- Support for faculty and staff.
- Contingency expenses.
- Service tax, if applicable.

When the management reimburses 100% to principal consultant, the above additional expenses will be borne by principal consultant,

## **Reporting:**

Faculty and staff members must annually report their consultancy and outside services to the Principal. They must also make clear disclosures stating no conflicts of interest or declaration of outside interests.

## **Accounting:**

Consultancy charges will follow the institution's financial procedures. The consultancy amount/charges will be deposited into the Institutional account, Where in Principal will release funds for expenditure during and after the consultancy period.

## **Patent:**

Sales proceeds from patents resulting from consultancy work will be subject to an annual royalty. This royalty will be divided equally between the principal consultant and the institution.

## **Ambiguity:**

In case of any ambiguity, the decision made by the principal shall be final.

## **Amendments:**

The Institute will regularly review its Consultancy Policy and make changes as necessary, adhering to institutional policies and directives. In the event of contradictions between institutional policies, the latest revised policy will take precedence.



## 5. Differently-Abled (Divyangjan) Policy

The Government of India introduced a National Policy for persons with disabilities in 2006, focusing on the educational rehabilitation of individuals with disabilities. The college diligently adheres to the following guidelines:

### 1. Counselling Sessions:

Special counselling sessions are conducted for differently abled students to assist them in addressing psychological challenges.

### 2. Personality Development Classes:

Special personality development classes, workshops, online guest lectures, and seminars to boost the confidence of differently/specially abled students.

### 3. Competitive Exam Coaching:

Trained manpower is provided for conducting free competitive exam coaching classes, aiming to help individuals with disabilities reach their full potential.

### 4. Employment Training:

The college arranges skilled manpower to train differently abled individuals for employment through placement programs.

### 5. Additional Facilities:

1. Text and pictogram signage, tactile paths, lights, display boards, and signposts are made available.
2. Learners with disabilities are offered effective assistance, resources, assistive technology, and responsive support from teaching staff.
3. Accessible software tools and technologies are ensured.
4. The college features ramps at every entry point and wheelchair facilities for differently abled.
5. Gender-sensitive, safe, usable, and functional washroom facilities are provided.
6. Effective measures are taken to ensure the rights of differently abled people.
7. The campus is designed to facilitate independent and safe navigation for students with mobility challenges.

8. Dedicated staff members work closely with students to develop personalized accommodation plans, including extended exam times and note-taking assistance.
9. Sensitivity training and awareness initiatives are prioritized for faculty, staff, and students to promote understanding of disability rights and accessibility issues.

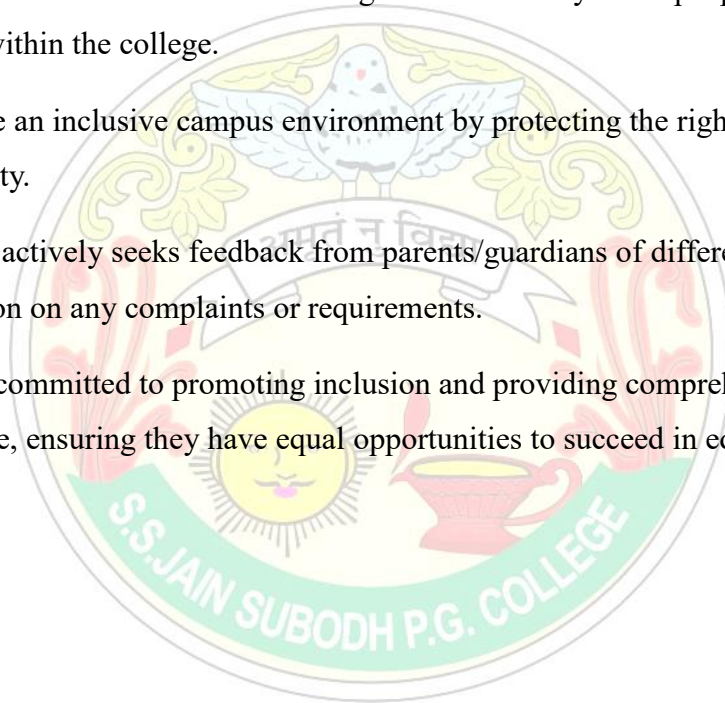
**Additional Benefits:**

1.3% reservation in vacancies for teaching and non-teaching staff jobs for differently/specially abled people.

**7. Differently Abled Students' Welfare Committee:**

1. This committee is dedicated to secure the rights of differently abled people and catering to their diverse needs within the college.
2. It aims to create an inclusive campus environment by protecting the rights and needs of every section of society.
3. The committee actively seeks feedback from parents/guardians of differently abled and takes immediate action on any complaints or requirements.

Overall, the college is committed to promoting inclusion and providing comprehensive support to differently abled people, ensuring they have equal opportunities to succeed in education and employment.



## 6. E-Governance Policy

### Introduction:

E-Governance is the use of technology to facilitate smooth and efficient communication, decision-making, and service delivery within the organization. The college recognizes the cruciality of embracing e-governance to enhance transparency, accessibility, and effectiveness in administrative processes. This policy outlines the guidelines and procedures for implementing e-governance practices within the college.

### Objectives:

1. To implement E-governance in all the functioning of the institution in order to provide a simpler and efficient system of governance within the institution.
2. To enhance accessibility and convenience for students, faculty, and staff.
3. To promote transparency and accountability in governance.
4. To utilize technology for data-driven decision-making and strategic planning.
5. To achieve and create a paperless environment in the institution.
6. To make classrooms ICT enabled and campus Wi-fi enabled.

### Scope:

This policy applies to all administrative units, departments, and stakeholders within the college.

### E-Governance Policy Clauses:

#### Clause 1: Infrastructure Development

- 1.1 The college shall ensure the provision of state-of-the-art IT infrastructure, encompassing hardware, software, and network systems, to support e-governance initiatives effectively.
- 1.2 Regular maintenance and upgradation of the IT infrastructure shall be conducted to ensure its reliability, security, and efficiency.

#### Clause 2: Digital Services

- 2.1 The institute will design a user-friendly website which will act as an information center and reflect about the physical facilities of the college, all its activities, important notices, courses offered and leadership team.

2.2 An integrated online portal shall be developed and maintained to facilitate access to essential services for students, faculty, and staff, including but not limited to course registration, fee payment, academic records, and administrative forms.

2.3 Sound authentication mechanisms shall be implemented to safeguard user data and uphold confidentiality standards.

### **Clause 3: Communication and Collaboration**

3.1 Digital communication tools, such as email, messaging platforms, and video conferencing, shall be utilized to foster collaboration and communication among stakeholders.

3.2 Online forums or platforms shall be established to facilitate feedback and grievance redressal processes.

### **Clause 4: Data Management**

4.1 Sound data management systems shall be implemented to securely store and manage student, faculty, and administrative data.

4.2 Adherence to data privacy regulations and best practices shall be ensured to protect sensitive information from unauthorized access or misuse.

### **Clause 5: Training and Capacity Building**

5.1 Regular training and development programs shall be provided to faculty and staff to enhance their digital literacy skills and proficiency in using e-governance tools.

5.2 A culture of innovation and continuous improvement in e-governance practices shall be fostered through training initiatives and support mechanisms.

### **Clause 6: Accessibility and Inclusivity**

6.1 E-governance systems and services shall be designed to be accessible to individuals with disabilities and diverse user groups.

6.2 User-friendly interfaces shall be provided to accommodate the needs of all stakeholders, ensuring inclusivity and ease of use.

### **Clause 7: Compliance and Monitoring**

7.1 An E-governance committee shall be established to oversee the implementation of e-governance initiatives and ensure compliance with this policy.

7.2 Regular audits and assessments shall be conducted to evaluate the effectiveness of e-governance systems and address any issues or concerns.

## **Clause 8: E-Governance Support**

The institution will take E-governance initiatives to support following areas of administration:

**8.1 Examination:** The college shall implement e-governance solutions for examination-related processes such as exam scheduling, exam fee deposition, registration, marks uploading, result declaration, re-evaluation & maintaining tabulation register and degree awardees list etc.

**8.2 Student Admission:** In pursuit of enhancing efficiency, accessibility, and transparency within the admission process, the institution shall implement e-governance measures through the development and maintenance of an online portal dedicated to facilitating application submission, document verification, fee payment procedures and final list of admitted students with their classifications. This portal shall adhere to established standards of security, privacy, and user-friendliness, ensuring equitable access to all stakeholders involved in the admission process. The institution shall periodically assess and update the online portal to align with technological advancements and best practices in e-governance, thereby nurturing a streamlined and accountable admission process.

**8.3 Accounts:** In adherence to our commitment to modernize and streamline financial processes, the college shall incorporate e-governance measures within its accounting framework. This includes the implementation of digital payment systems for fee submission, publication of a transparent fee structure online, issuance of automated digital receipts, establishment of secure account management portals for stakeholders, integration of Tally software for efficient accounting and reporting, rigorous enforcement of data security protocols, provision of comprehensive training and support for system users, and a commitment to continuous evaluation and enhancement of e-governance systems to ensure efficacy and transparency in financial operations.

**8.4 Library:** In pursuit of modernizing library services, the college shall adopt e-governance measures. This shall include digital cataloguing, e-lending systems, online public access catalogue (OPAC) system and remote access to digital archives and online journals. The college will establish a digital library infrastructure, employ management software, and ensure secure access.

**8.5 General Administration:** Through digital innovation, the college will modernize administrative processes, including online portals, document digitization, workflow automation, digital communication, online feedback, cyber security, staff training, stakeholder engagement, smart

facilities, Wi-Fi access, and biometric attendance. These initiatives aim to enhance efficiency, transparency, and responsiveness in administration, meeting evolving needs effectively.

**8.6 Alumni Relations:** The college will employ e-governance strategies to uphold alumni relations, maintaining connectivity through dedicated WhatsApp and Telegram groups, alongwith a vibrant Facebook page. Further enhancing engagement, the college shall offer alumni a direct channel for feedback and suggestions via an online form accessible through the college website, ensuring continuous improvement and alumni involvement in shaping the institution's future.

These systems shall ensure transparency, accuracy, and efficiency in managing examination-related activities while upholding the integrity and security of assessment processes.

### **Clause 9: Review and Revision**

9.1 This policy shall be periodically reviewed to incorporate advancements in technology and best practices in e-governance.

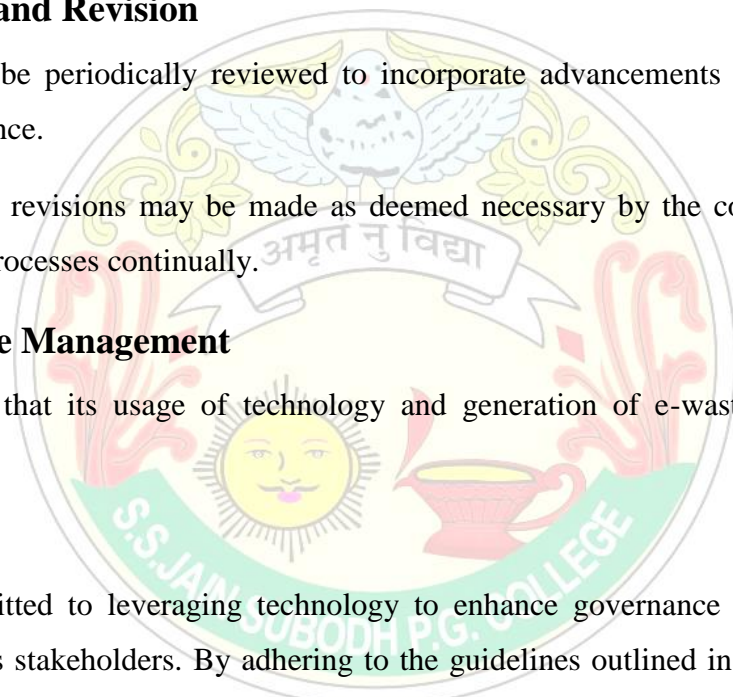
9.2 Amendments and revisions may be made as deemed necessary by the college administration to enhance governance processes continually.

### **Clause 10: E-waste Management**

The institute ensures that its usage of technology and generation of e-waste does not impact the environment.

### **Conclusion:**

The college is committed to leveraging technology to enhance governance processes and improve service delivery for its stakeholders. By adhering to the guidelines outlined in this policy, the college aims to foster a culture of efficiency, transparency, and innovation in its administrative operations.



## 7. Energy Conservation Policy

### Introduction

- S.S. Jain Subodh P.G. College recognises the importance of energy conservation and its role in promoting sustainability and environmental stewardship.
- This Energy Conservation Policy outlines our commitment to reducing energy consumption, minimising environmental impact and fostering a culture of energy efficiency across our campus.

### Objectives

- To promote sustainable practices and educate the campus community about energy conservation
- To lower utility costs and allocate resources more efficiently
- To enhance energy security and resilience
- To promote sustainable practices and educate the campus community about energy conservation

### Responsibilities

- All faculty and students are responsible for overseeing the implementation and monitoring of energy conservation efforts.
- All faculty, staff and students are expected to adhere to this policy and contribute to energy conservation initiatives within their respective areas of influence.

### Energy Audit and Assessment

- Conduct periodic energy audits to identify opportunities for energy conservation, prioritize actions and set realistic reduction targets.
- Utilise data from energy assessments to inform decision-making and investment in energy-efficient technologies and practices.

### Efficiency Measures and Best Practices

- Implement energy-efficient technologies and practices in campus buildings, transportation, equipment and operations examples include:
- Upgrading to LED lighting.
- Installing programmable thermostats and energy-efficient HVAC systems.
- Improving insulation and sealing air leaks.

- Encouraging energy-saving behaviors such as turning off lights and equipment when not in use.

## **Education and Training**

- Provide education, training, and awareness programs to faculty, staff, and students on energy conservation practices and their role in reducing energy consumption.
- Promote sustainability and energy literacy through curriculum integration, workshops, and outreach activities.

## **Performance Monitoring and Reporting**

- Establish systems for monitoring energy usage, tracking progress towards conservation goals and reporting performance metrics regularly.
- Analyse data to identify trends, evaluate the effectiveness of energy conservation measures, and identify areas for improvement.

## **Continuous Improvement**

- Review and update the Energy Conservation Policy regularly to reflect changes in technology, regulations and best practices.
- Set new energy reduction targets and objectives based on evolving needs and priorities.

## **Partnerships and Collaboration**

- Collaborate with utilities, government agencies, industry organisations and community stakeholders to access resources, incentives, and expertise in energy conservation.
- Share best practices and lessons learned with peer institutions and contribute to regional and national sustainability initiatives.

## **Communication and Engagement**

- Communicate the Energy Conservation Policy, goals, and progress transparently to all through various channels such as newsletters, websites, meetings, and events.
- Encourage feedback, suggestions, and participation from the campus community in energy conservation efforts.





## Compliance and Review

- Ensure compliance with all relevant laws, regulations and standards related to energy conservation and environmental protection.
- Conduct regular reviews and evaluations of energy conservation initiatives to assess effectiveness and identify opportunities for improvement.

Besides this, college encourages environment centric student societies and departmental activities for awareness and maintaining eco-friendly environment i.e Green Club etc. NSS, NCC and others organise events, competitions and training sessions that will bring about positive environmental changes at the grass root level. The Environmental Science department of the college has a major role in promoting environmental values and ethics. Each and every student prepared a project on different environmental issues and contributed by putting their solutions. The college can then consider how to implement changes and make savings. Recycling projects or waste minimisation plans can be adopted. It provides a better understanding of the impact of eco-friendly practices on campus.

## 8. Gender Sensitization Policy

### Introduction:

The college acknowledges the significance of advancing gender equality and empowering women to fully participate in all aspects of institutional life. This policy serves to raise awareness about gender issues, challenge stereotypes, and create opportunities for women's advancement and empowerment.

### Objective:

1. **Fostering a culture of respect and equality:** The primary objective is to cultivate an environment of respect, dignity, and equality for all individuals, irrespective of gender.
2. **Promoting awareness and understanding:** This policy seeks to promote awareness and understanding of gender-based discrimination, stereotypes, and biases.
3. **Providing support services:** The college is committed to offering support services and resources tailored to address the specific needs and challenges faced by women.
4. **Empowering women:** Through leadership development, skill-building, and career advancement opportunities, the college aims to empower women to reach their full potential.
5. **Advocating for gender equality:** Advocacy efforts will focus on championing policies and practices that promote gender equality and women's rights within the college and the wider community.

### Women Sensitization Programs:

Regular sensitization programs, workshops and awareness campaigns will be organized to educate employees, students, and stakeholders about gender issues and foster a culture of respect and inclusivity. Topics covered may include gender stereotypes, unconscious bias, gender-based violence, women's rights, and strategies for promoting gender equality.

### Support Services:

The college will establish support services to cater to the specific needs of women, including counseling, mentorship, childcare support and resources for personal and professional development. These services will be confidential, accessible, and responsive to the diverse needs of women within the institution.

## **Women Empowerment Initiatives:**

Initiatives to empower women and support their leadership development will be implemented, including leadership training programs, mentorship, skill development workshops, career counseling, financial literacy and entrepreneurship programs. These initiatives will aim to promote the advancement and success of women across all areas of institutional life.

## **Policy Advocacy:**

Advocacy efforts will focus on promoting policies and practices that advance gender equality and women's rights within the institution and the broader community. This may include advocating for gender-responsive policies, addressing gender-based disparities, and supporting legislative efforts to advance women's rights.

## **Monitoring and Evaluation:**

Mechanisms will be established to monitor progress toward gender equality goals, evaluate the impact of gender sensitization and empowerment initiatives and make necessary adjustments to enhance effectiveness. Regular reviews and assessments will ensure that the policy remains responsive to the evolving needs and priorities of women within the college.

## **Compliance and Enforcement:**

The college is committed to enforcing this policy and holding individuals and departments accountable for promoting gender equality and women's empowerment. Violations of the policy will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from the college.

## **Policy Dissemination and Communication:**

Efforts will be made to effectively communicate this policy to all members of the community through orientation sessions, employee handbooks, websites and other appropriate channels. All individuals covered under the scope of this policy will be required to acknowledge receipt and understanding of the policy.

## **Policy Statement:**

The college reaffirms its commitment to promoting gender equality, empowering women, and creating a supportive and inclusive environment where all individuals can thrive and succeed. By adopting and

implementing this policy, the college demonstrates its dedication to advancing gender equality, fostering women's empowerment and creating a more inclusive and equitable institution for all members of the community.



## 9. Green Campus Policy

### **Introduction:**

S.S. Jain Subodh P.G. College envisions a sustainable future by fostering a culture of environmental consciousness, conservation, and responsible practices at both institutional and individual levels. Since the inception, the institute is sensitive towards creating environmental consciousness in the campus. The college is committed to promoting environmental stewardship through education, research, and practical initiatives. Our aim is to create a greener and healthier campus that serves as a model for sustainable living and inspires positive change in the broader community.



### **Objective:**

1. To develop green and clean campus
2. To make the campus free from plastic
3. To maximise the use of renewable energy and minimise the consumption of regular electricity supply. To plant more trees every year to make the campus environment friendly
4. To develop understanding and awareness of various environmental issues among faculty, students, and the wider community.
5. Instill a sense of responsibility for the protection of the environment, emphasising sustainable practices for a healthier and more sustainable future.
6. Implement environmentally and economically impactful technologies such as solar panels, water harvesting plants and composting pits to reduce our ecological footprint.

## Clauses:

1. The college shall organise regular workshops, seminars, and awareness campaigns to educate faculty, students, and the wider community on environmental issues, fostering a deeper understanding of the importance of sustainable practices.
2. All members of the college community, including faculty, staff, and students, are expected to uphold a sense of responsibility for environmental protection and sustainability in their daily activities both on and off campus.
3. The institution shall actively promote and integrate sustainable practices, such as waste reduction, energy conservation, and water efficiency, into its daily operations, facilities, and activities.
4. The college commits to implement environmentally impactful technologies, including but not limited to solar panels, water harvesting plants, and composting pits, to minimise the ecological footprint of the institution.
5. A dedicated research team will conduct ongoing surveys and studies to identify prevalent environmental issues, understand their causes and impacts, and propose effective and sustainable remedial measures.
6. The college shall actively seek collaborations with external organisations involved in waste management, water conservation, energy practices, and related fields for knowledge exchange, resource-sharing, and mutual support.
7. The institution will explore and engage in partnerships with corporate initiatives, social venture funds, and potential funding platforms to secure financial support for environmentally sustainable projects and initiatives.
8. The Green Campus Policy shall be overseen at the institutional level by a designated convener and supported by the Green Club focusing on energy and water conservation, waste management, and botanical initiatives.
9. The college shall motivate student volunteers of all semesters and courses for operations, research, public relations, and creative functions. Additionally, they will actively participate in green initiatives under the guidance of faculty advisors.
10. The institution is committed to regular assessment through audits (green, environment and energy) and improvement of its environmental impact, seeking innovative solutions, and adjusting

policies and practices accordingly to ensure a sustained commitment to environmental stewardship.

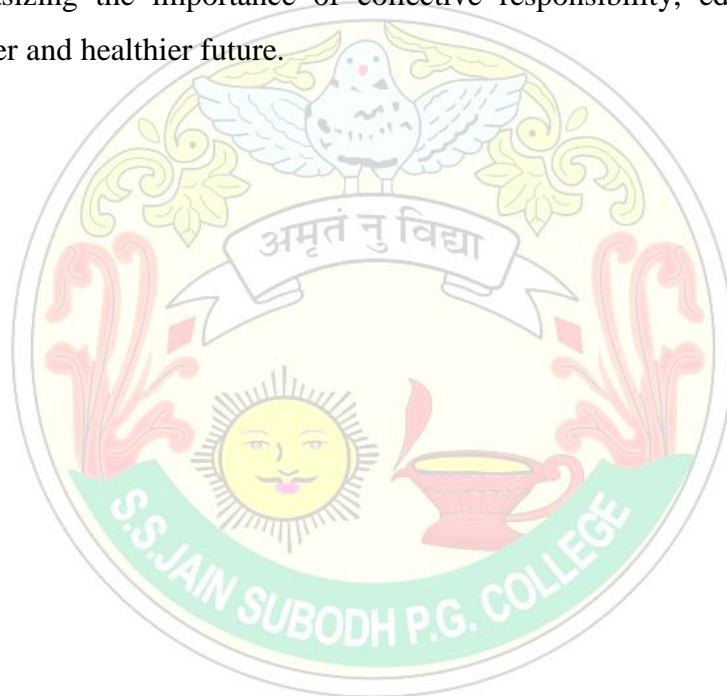
11. The guiding motto of the Green Policy shall be 'Start Today, Save Tomorrow,' emphasising the urgency and collective responsibility in adopting sustainable practices for a greener and healthier future.
12. Regular awareness campaigns and incentive programs will be organised to promote the benefits of electric vehicles. Information sessions, workshops, and demonstrations will be conducted to educate the college community on the environmental advantages and long-term cost savings associated with EVs.
13. In alignment with our commitment to environmental sustainability, students are prohibited from bringing four-wheelers to the campus. This restriction aims to encourage the use of eco-friendly modes of transportation, such as bicycles, electric scooters, public transport, or carpooling.
14. Exceptions to this prohibition may be considered for special cases, such as medical conditions or other legitimate reasons. However, any exception must be approved by the designated authority after thorough scrutiny of the request.
15. The college is dedicated to creating a plastic-free environment. All students, faculty, and staff are expected to adhere to a plastic free policy, eliminating the use of single-use plastics on campus.
16. The college will actively promote the use of eco-friendly alternatives to plastic and encourage the adoption of reusable materials. Recycling initiatives will be implemented to responsibly manage and dispose plastic waste generated on campus.
17. Regular educational programs, workshops, and campaigns will be organised to raise awareness about the environmental hazards of plastic usage and promote a plastic-free lifestyle within the college community.
18. Efforts for Carbon neutrality: The institute will take up preventive measure to check the emission of carbon dioxide.
19. E-Waste management: The college encourages department and society level activities pertaining to e-waste management.

20. Rain Water harvesting: The college has implemented the rain water harvesting system, open well recharge, tanks and bunds in the campus at different places covering entire campus so that the water can be collected and utilised for future use.

### **Conclusion:**

The above clauses collectively articulate the comprehensive Green Campus Policy for S.S. Jain Subodh P.G. College, encompassing education, responsibility, sustainable practices, technological integration, research, collaboration, funding, organizational structure, student involvement, and continuous improvement.

The Green Campus Policy reflects the commitment of institution towards environmental sustainability, emphasizing the importance of collective responsibility, education, and practical initiatives for a greener and healthier future.





## 10. Grievance Redressal Policy

### GRIEVANCES REDRESSAL MECHANISM FOR THE STUDENTS

(Under UGC notification dated 12 April 2023 – UGC (Redressal of Grievance of Students) 2023)

#### 1. PREAMBLE

i. S.S. Jain Subodh PG College (Autonomous) is committed to providing a safe, fair and harmonious learning and work environment. In view of this, the Institute has a robust mechanism for redressal of students' grievances in a timely manner.

ii. The Grievances that need immediate redressal are related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by fellow students or teachers etc. In this regard, a formal Grievance Redressal Cell/ Committee (GRC) is constituted in accordance with the UGC Regulation to deal with day-to-day grievances of its stakeholders, including the students.

iii. Any student who is aware of any violations must report the same to the GRC. The GRC shall consist of members as appointed by the Principal. Said grievance must be submitted in writing and should be made within (04) days from the day of the alleged violation. The GRC shall take note of the grievance and inform the concerned committee formed/conduct the enquiry and impose appropriate retribution.

#### 2. PURPOSE AND SCOPE

i. The purpose of the Grievance Redressal Committee/Cell (GRC) is to ensure a speedy response to and accountability of all concerned to the students. In order to maintain harmonious Student – Student and Faculty – Student relationships as well as creating an environment in which students can freely express their grievances without fear of discrimination or victimization. Further, counselling students to refrain from provoking others against faculty and staff of the College.

ii. The GRC shall deal with grievances received in writing about academic and non- academic matters.

#### 3. EXTENT AND APPLICABILITY

These Guidelines are applicable to all students, parents, staff members, and other stakeholders during their tenure at the Institute.

#### 4. DEFINITIONS

- i. **Grievance:** means a formal complaint that includes any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the Institute that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable.
- ii. **Grievant:** means a student, parent, staff member or group of students or parents or staff members submitting the grievance.
- iii. **Days:** means working days exclusive of Sundays, holidays or vacations as set forth in the academic calendar. In counting, the first day shall be the first full working day following the receipt of the grievance.

#### 5. OBJECTIVES

- i. To ensure a fair, impartial and consistent measures for redressal of varied issues faced by the stakeholders.
- ii. To uphold the dignity of the Institute by promoting cordial Student-Student relationship, Student-Teacher relationship and Staff-Staff relationships.
- iii. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the Institute campus.
- iv. To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- v. To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- vi. To advise stakeholders to respect the rights and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

#### 6. GRIEVANCE REDRESSAL COMMITTEE

- i. The Principal of the Institute shall constitute Grievance Redressal Committee in accordance with UGC notification dated 12 April 2023 – UGC (Redressal of Grievance of Students) 2023. The composition of the Institute Level Student Grievance Redressal committee is as follows:

S. No.	Name	Position
1.	Dr. Alpana Saxena	Convener
2.	Dr. Manish Kaushik	Member
3.	Dr. Vikas Bairathi	Member
4.	Dr. B P Sharma	Member
5.	Dr. Leena Bhatia	Member
6.	Dr. Surendra Sharma	Member
7.	Dr. Vijay laxmi	Member
8.	Dr. Devendra Sharma	Member
9.	Dr. Shaffali Jain	Member

ii. The term of the Convener and members of the committee shall be for a period of two years.

iii. The Committee may invite Special Invitee on need basis.

iv. The quorum for the meetings including the Convener shall be fulfilled.

v. The committee will deal with grievances related to academic, non-academics and administration

vi. The aggrieved student if not satisfied or has not received response to his or her complaint in a reasonable time is at its liberty to address the grievance to Institute Level Appellate Committee/ Ombudsperson.

## 5. PROCEDURE FOR REDRESSAL OF GRIEVANCE

i. The Institute shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Student Grievance Redressal Committee(s) coming in its purview, and the Convener of the Appellate Committee and Ombudsperson for the purpose of appeals.

ii. In case of academic grievance, an aggrieved student shall first submit his/her complaint in writing to his/her mentor who shall resolve the grievance within two days. In case the mentor is unable to resolve the grievance, he shall forward it to the Head of the Department.

iii. The HOD shall address the grievances and get it examined by the faculty members within 2 days of receiving the complaint from the faculty mentor or from the aggrieved student in case he/she applies directly to the HOD.

iv. The HOD shall attempt to resolve the grievance within a week of the receipt of the complaint and the action taken shall be informed to the mentor also.

v. If the grievant is not resolved/ satisfied with the solution of the HOD, he/she shall appeal to the Institute Level Student Grievance Redressal Committee giving the reasons for his/her dissatisfaction with the decision, within a week of receipt of the decision of the HOD.

vi. The Convener of the Institute Level Grievance Redressal Committee shall convene a meeting of the committee within 2 to 8 days of receiving the complaint based on urgency of the grievance

<b>Very Serious Grievance</b>	<b>2 days</b>
<b>Serious Grievance</b>	4 days
<b>Moderate grievance</b>	6 days
<b>Routine Grievance</b>	8 days

The Committee shall verify the facts and shall either endorse the decision of the department or shall issue an appropriate order within a week of receipt of the grievance.

vii. If the grievant is not satisfied with the decision of the redressal offered by the Institute Level Student Grievance Redressal Committee, he/she can submit an appeal to the Ombudsperson, within a period of 15 days from the date of receipt of such decision.

viii. In case of non-academic /administration grievances, an aggrieved student can send the grievance through mail to [studentgrievance@gmail.com](mailto:studentgrievance@gmail.com) or can submit the complaint in a sealed envelope to the Convener of the Committee. They may also drop their complaints in Complaint boxes at seven easily accessible places of the college

viii. The Institute grievance committee will forward the grievance to the concerned stake holders and help the student in resolving the grievance within one week's time.

ix. At all levels a fair hearing shall be given to all parties.

x. The law of natural justice shall be observed and a fair hearing to the grievant shall be given at all levels. The relevant provisions of the Act/Regulations/Rules/Guidelines shall be kept in mind while passing an order on the grievance at any level, and no order shall be passed in contradiction of the same.

## 6. TYPES OF GRIEVANCES

S. No.	Grievances	
1.	Academic Related	Admissions
		Examination
		Assessment
		Evaluation
		Library
		Issuance of Certificates
		Add-on courses
		Research Related issues, etc.
2.	Extension and Extra-Curricular	Alumni Registration
		Award of non-academic credits
		Physical Education, Cultural Activities, Sports, etc.
3.	Amenities & Maintenances	Wi-Fi/Internet Connectivity
		Utility stores
		Computer facilities
		Drinking Water
		Sanitation & Hygiene
		Maintenance
		Medical Facilities etc.
4.	Placement & Internships	On-campus or off-campus interviews
		Soft skills training
		Internships, etc.
5.	General Administration	Collection of fees
		ID cards
		Scholarships Disbursement
		HR related Issues
		Transportation, etc.
6.	Hostel Facilities	Complaints regarding provisions/ food services
		Safety and security of one's belongings
		Bullying/harassment of any form
7.	Other Related Issues	Safety and Security
		Discipline
		Misbehaviors
		Emergency Services etc.

## 7. EXCLUSIONS

i. The following complaints/grievances shall not be construed by the Grievance Redressal Committee for consideration and disposal:

a. Decisions of the Governing Council/Academic Council/ other statutory governing bodies constituted by the Institute.

- b. Complaints involving policy matters in which the grievant has not been affected directly/indirectly
- c. Decisions with regard to the award of Fellowships, fee concessions, medals, etc.
- d. Decisions with regard to disciplinary matters and misconduct.
- e. Decisions with regard to recruitment and selection
- f. Decisions by competent authority on assessment and examination result/ revaluation/remarking of answer sheets.

## **10. APPELLATE AUTHORITY/OMBUDSMAN**

### **10.1 Functions of Ombudsperson**

1. The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these Guidelines.
2. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
3. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
4. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

### **10.2 PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON**

1. Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these guidelines may be referred to the Ombudsperson by the Institute.
2. Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
3. The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student

4. The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
5. The institution shall comply with the recommendations of the Ombudsperson.
6. The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

## 11. AMENDMENTS

These Guidelines will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders through impact analysis and deliberations of the Focus Group, constituted by the Principal.



## 11. Human Resource (HR) Policy

### PREFACE

The basic structure of organizational functions and powers are laid down in the Policy documents of management, the Governing Council (GC) and other authorities of S.S. Jain Subodh P.G. College (Autonomous) have formulated many rules, regulations and policy decisions for regulating day-to-day work of the expanding activities of the college. To ensure transparency and help the academic and administrative functionaries of the college to discharge their responsibility with ease and efficiency, the college has prepared an HR Policy Manual. This shall be applicable to all the employees of the S.S. Jain Subodh P.G. College (Autonomous), Jaipur and shall be in force till the amendment / modification comes into effect.

### CORE VALUES

1. All the employees are expected to be exemplary in their public/ campus life. Their loyalty, sense of dedication and integrity is the source of inspiration to the youth and other learners.
2. All the employees are expected to behave and conduct themselves in a dignified manner and maintain relations with everyone in accordance with our tradition and culture. Any act or speech against the service rules will be treated as serious breach of discipline and will be dealt with accordingly.
3. Every employee should strive to inculcate in the minds of the students' high sense of values, social consciousness, pride in their Institute and loyalty to the country.

#### 1. CREATION OF POSTS, RECRUITMENT,

##### 1.1 CREATION OF POSTS

The Subodh Shiksha Samiti is empowered to create the posts and appoint persons to teaching as well as non-teaching positions in the college.

In consideration of the above, all proposals for creation of additional posts, in whatever category should first be placed before the Finance Committee, which is an Advisory Committee of the GC before they are referred to the GC for final approval, irrespective of the fact that provision for such posts exists in the Institute budget.

In exceptional cases, as per urgent requirements subject to availability of funds, the Principal in consultation with Convener of the college sends proposal to Hony. Secretary of the Management



Committee. Hony. Secretary shall have the power to create new posts for approved scales of pay.

## **1.2 CLASSIFICATION OF POSTS**

All the members of the staff of the Institute, except those paid from the Project Grants, are classified into two major categories as under:

### **(a) TEACHING/ACADEMIC**

Principal, Professor, Associate Professor, Assistant Professor etc.

### **(b) NON-TEACHING**

Non-Teaching positions are classified under two sub categories.

#### **• TECHNICAL**

Laboratory Assistant, Programmer, Network Administrator, Software Developer, Lab Technician, System Analyst, Lab Boy, Cartographer etc.

#### **• ADMINISTRATIVE AND OTHERS**

Registrar, Deputy Registrar (Exam ), Deputy Registrar ( Administration), Assistant Registrar, Accounts Officer, Accountant, Store Officer, Storekeeper, Office Superintendent, Caretaker Hostel, Student Counselor, Nodal Officer, Multi-tasking Staff, Drivers, Guards etc.

The Governing Council can make additions and alterations in the above classification.

## **1.3 APPOINTING AUTHORITIES**

All regular appointments of the staff shall be made in accordance with procedure laid down in the Recruitment Rules by the management committee or Hony. Secretary of Subodh Shiksha Samiti.

## **1.4 RECRUITMENT POLICY**

The Institute follows the basic recruitment policy established with a view to meet high standard and quality personnel in various faculty/ administrative positions.

## **1.5 RECRUITMENT**

Recruitment of employees is made by Subodh Shiksha Samiti which is normally done before onset of new academic session or whenever there is an emergency requirement. The number of vacancies in the different cadres based on the student strength /existing faculty / creation of workload/resignations/

terminations of staff members or due to any other reason shall be placed before the college management committee along with the proposal for creation of new posts or for filling up of the vacant posts for approval.

## **1.6 APPOINTMENT OF PRINCIPAL**

The post of Principal is advertised through an open advertisement in newspapers. Appointment to this post is made through selection committee constituted as per the rules of University of Rajasthan and Government of Rajasthan.

## **1.7 APPOINTMENT ON TEACHING STAFF (TS) POSITIONS**

All appointments on the teaching staff positions are conducted following open advertisements in the newspapers and on the institute website and subsequent selections as per eligibility defined by the respective statutory bodies like UGC and AICTE following the process as under:

## **1.8 ADVERTISEMENT**

The advertisement issued in daily newspapers shall include the following:–

- Designation of the post sought to be filled.
  - Pay scale attached to the post and allowances.
  - Minimum qualifications expected of the candidates.
  - Additional/desirable qualifications if any.
  - Previous experience required, with the type of experience, duration etc.
  - Prescribed age, Relaxation of age, qualifications and experience if any.
  - Before issuing the advertisement to the newspapers, among other things, the following information is added to the advertisement.
- ✓ Forms of application
  - ✓ Last date for the receipt of filled and completed applications at the college.
  - ✓ When more than one post is advertised, a joint advertisement should be issued covering all such posts.

## **1.9 SCREENING COMMITTEE**

- i. Applications received are placed before the duly constituted Screening Committee for preliminary scrutiny and screening and to advise the Hony. Secretary of Subodh Shiksha Samiti

regarding the shortlisted candidates who could be invited for interview. Screening will be done as per the qualification, experience and other credentials required for the post.

- ii. The eligible applicants are issued call letters for attending the interviews. Their telephonic confirmation for participation is also sought through messages and calls.

#### **1.10 SELECTION COMMITTEE**

- i. Selection Committee for interview shall be constituted and function as per the guidelines approved by the respective statutory body i.e. University Grants Commission/AICTE. The Committee in general consists of the following members:

- Two Office Bearers of Subodh Shiksha Samiti
- Principal
- Two Subject Experts
- One University Vice Chancellor's Nominee

- i. The meeting of the Selection Committee is fixed by the Hony. Secretary as a chairman of the Committee. A copy of the advertisement and particulars of qualifications and eligibility of the post are forwarded to each member of the Selection Committee.
- ii. The Selection Committee interviews the candidates called there for. It considers the credentials of all the persons who have applied. The Selection Committee thereafter makes its recommendations, the names of selected candidates being arranged in the order of merit in a panel along with/ without waiting list, as required. The Selection Committee also suggests the starting salary in each case.
- iii. If there are more than 20 candidates eligible to be called for a particular post for interview then a written test/ Screening at college level may be organized for second level / final selection for the interviews.

#### **1.11 FIXATION OF THE SALARY TO BE OFFERED**

- i. The starting pay of the employees on their appointment at the Institute is fixed in accordance with the notified pay scales and salary structure as per Shiksha Samiti regulations. The pay scales for the employees have been decided to be attractive and competitive with a view to attract highly qualified and highly committed employee.

- ii. The fixation of the pay in a scale of pay for the selected candidates will be in accordance with the Shiksha Samiti Rules.

### **1.12 INTERNAL CANDIDATES**

Promotion of Internal faculty to higher post may be considered through open competition. The Institute service rules shall be applicable to all such cases where an internal candidate has been promoted to a higher post through an open selection.

### **1.13 MINUTES OF SELECTION COMMITTEES**

The minutes of the Selection Committee are signed by all the members present.

### **1.14 APPROVAL OF RECOMMENDATIONS OF SELECTION COMMITTEE**

- i. Recommendations of Selection Committee is approved by the Subodh Siksha Samiti and obtained ratification by the GC subsequently.
- ii. Records of the written test, practical test or interviews held by the Selection Committee, along with the recommendations of the Committees should be preserved in the office of Registrar for at least a period of one year or till the recruitment file is retained, whichever is later.
- iii. For approval of teaching staff for University of Rajasthan, the whole documents are sent to university with all testimonials for approval of the faculty post.

### **1.15 OFFERS OF APPOINTMENT**

- i. Offers of appointment are issued on approval of the recommendations of the Selection Committee by Governing Council. The offer of appointment indicates the salary offered, the rates of allowances, the duration of the appointment and other terms and conditions of service as applicable from time to time and prescribes the date by which acceptance of offer is to be communicated by the candidate.
- ii. All first appointments in Subodh College shall initially be made on contract for a period of one academic session. After completion of the stipulated probation period of two years and based on successful performance assessment, the employees shall be deemed to be regularized in tenure-track position in the services of the Institute.
- iii. A candidate who is offered an appointment in the college should join within seven days from the date of the offer. However, principal may extend the joining time on request, up to one/ two

months on genuine reasons if required.

## **1.16 VALIDITY OF PANEL/WAITLIST**

The recommendations of a Selection Committee will remain valid only for a period of six month from the date of approval by the competent authority. During this period, if a vacancy arises in one of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date, the offer could be made to the next candidate on the panel. However, if a candidate is placed on the waiting list against a particular candidate, the waiting list shall automatically lapse on the date the candidate joins the Institute, or one year limitation, whichever is earlier.

## **2. JOINING, PROMOTION AND RELEIVING**

### **2.1 JOINING**

- i. Every employee is required to submit self-attested photocopies of all the educational qualification documents, experience certificates, PAN card, Aadhar Card and present all original documents for verification at the time of joining in the office of Principal /Registrar. They are also required to fill up and submit the Employment Joining Form.
- ii. The employee will be given an induction about the dress code and give him/her all necessary information required by him/her to start his/her work. Other rules and regulations of the institution are introduced. The employee will be counseled to follow the HR policy.

### **2.2 PROMOTIONS/CAS**

- i. i. The Institute follows tenure track promotion ladder. The departmental promotions are done based on available sanctioned post and on performance as per standard practice. Promotional positions will be on probation for the first one year only.
- ii. ii. The promotion scheme of college under CAS(Career Advancement Scheme) outlines the process by which faculty and staff members can advance in their careers within the institution.
- iii. Iii. Clear and transparent criteria are established for each promotion rank (e.g., from Assistant Professor to Associate Professor, and from Associate Professor to Professor).
- iv. iv. These criteria often include teaching effectiveness, research productivity, publication record, grant funding, professional development, and service to the institution and community.

- v. Faculty members applying for promotion compile a comprehensive portfolio that demonstrates their achievements and contributions in teaching, research, and service. This may include a curriculum vitae (CV), teaching evaluations, research publications, grants secured, conference presentations, awards, and evidence of leadership roles or service activities.
- vi. Promotion applications are typically reviewed by a promotion committee or panel composed of senior faculty members from the college and university. The committee assesses each candidate's portfolio against the established criteria for promotion and makes recommendations accordingly.
- vii. After the screening process is completed, recommendations of selection committee are forwarded to the Subodh Shiksha Samiti for final approval.

### **2.3 RELIEVING**

The staff shall have to tender his / her resignation by giving one/three-month notice. The Head of the institution with approval of the designated authorities from Subodh Shiksha Samiti has the power to terminate the services of a member of the college for any of the following reasons:

- i) Serious misconduct and willful negligence of duty
- ii) Gross insubordination
- iii) Physical or mental unfitness
- iv) Participation in any criminal offense involving moral turpitude

## **3. TERMS AND CONDITIONS OF SERVICE: SERVICE RULES**

### **3.1 GENERAL GUIDELINES**

- i. The rules enumerated in this manual are called the "Service Rules" of the S S Jain Sobodh PG College, Jaipur. These rules shall apply to all the employees in service of this Institute.
- ii. The Governing council reserves the right to amend, alter and add to these rules any time without any notice. Such amendments and additions shall become binding to all the employees.
- iii. "Employee" refers to faculty, officer, technical and administrative supporting staff member who has been offered regular appointment. They can be classified in two broad categories: Teaching

and Non-teaching. All regular appointments are on contractual/probation for a period of three years, after which, they are regularized based on performance.

- iv. Only those employees designated as regular status are eligible to enjoy the Institute's benefit programs under each category.

These cover the following:

- i) Salaries & emoluments.
- ii) Tenure including probation period, confirmation/regularization, Promotions, CAS and retirement,
- iii) Termination of service and conduct rules.

### **3.2 PAY SCALES AND BASIC SALARY**

Pay scales for the different cadres of posts which are governed by statutory bodies are generally adopted by the Governing Council and notified. Such pay scales are called sanctioned/approved pay scales and appointments are made in those pay scales. Pay scales for the different cadres of posts which are not governed by statutory bodies are defined by the GC separately and notified. The salary is calculated from 1<sup>st</sup> to 30<sup>th</sup>/31<sup>st</sup> of every month and credited only to the bank account of the employee. Once the salary is credited, a Pay slip is generated.

### **3.3 ALLOWANCES AND BENEFITS**

#### **3.3.1 DEARNESS ALLOWANCE**

As per the Subodh Shiksha Samiti norms.

#### **3.3.2. HOUSE RENT ALLOWANCE AND TRANSPORT ALLOWANCE**

As per the Subodh Shiksha Samiti norms.

#### **3.3.3 PROVIDENT FUND**

As per the Provident Fund Act, the college follows the policy of Provident Fund, whereby employer contribution is 8.33% of salary and 8.33% of Salary by the Employee.

#### **3.3.4 GRATUITY**

Gratuity will be allowed after completion of 5-year services as per policy. For this Subodh Shiksha Samiti made agreement with LIC of India to pay the gratuity as per norms.

### 3.4 CONSULTANCY

All full-time faculty members of the college are eligible to engage in consultancy work after seeking prior approval from the college administration. Consultancy projects must align with the academic expertise of the faculty member and should not interfere with the primary responsibilities of the college. The college shall reimburse upto 100 percent of the consultancy fee received through faculty member. 10% of consultancy may be deducted for consultancy amount if required.

### 3.5 INCREMENTS

Staff members who have completed one year of service are eligible for an increment based on experience, attendance, research activities, qualification upgrades, and performance. Teaching staff receive an 8% increment, while non-teaching staff receive the usual DA and an increment in pay scale as per their grade.

### 4. REGULARISATION/CONFIRMATION

1. Institute works on tenure-track mode and initial contract would be for two years provided s/he fulfills the condition of probation. At the end of the contract period with satisfactory performance the services of the employees will be regularized and confirmed.
2. The process for confirmation of staff members, who complete their probation period satisfactorily, is started well in time before the confirmation of staff member concerned is due.
3. The probation period is extendable depending on the performance. In the cases where it is proposed to extend the probation period of an incumbent, the same should be done in writing before the expiry of the probation period. Such matters are normally required to be placed before the GC for decision. However, as the GC meeting might take time, the cases may be referred to the Chairman, GC to avoid delay.
4. In case an aberration takes place in the performance of the employee, to be judged by a peer committee, the employee will be given six month/ a year's time to find suitable engagement elsewhere.

### 5. RETIREMENT, RESIGNATION, TERMINATION OR DEATH IN HARNESS

- 5.1 **Retirement Age:** In conformity with the trends and practices in the higher Institutes of learning in India and observed high longevity of a person, the retirement age for the faculty is fixed at 60 years. It is further extendable up to 68 years on case-by-



case basis. For other categories of employees, the retirement age is fixed at 60 years. Registrar's retirement age will be 60. Retirement age for non-teaching staff could be further extended up to 65 on a case-by-case basis.

All cases of extension of service beyond the age of retirement for teaching and non-teaching staff will be approved by the Governing Council and guidelines approved by it in this respect will be followed.

5.2 **Notice Period for Resignation:** In order to maintain and streamline academic commitments it is desirable that in case an employee decides to quit the services he must submit a three months' notice prior to actual resignation to the Principal mentioning his actual date of resignation and possibly the reason of his decision to resign. Each employee is required to fill up the Employment Exit form before she/he submits her/his actual resignation letter. The notice period of one month can be waived by the Principal.

5.3 **Termination:** In the unlikely event of continued poor performance the services of an employee with the Institute will be terminated with relevant notice period.

5.4 The family of the employee who die in harness in the performance of their bonafide official duty may be paid ex-gratia lump sum compensation as decided by the Governing Council.

## 6. INCOME TAX

The Institute will deduct Income Tax at source from the salary of the employees as per applicable rates and terms declared by the Government of India from time to time and form 16 will be issued as per IT rules. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed format on request.

## 7. DRESS CODE: FACULTY

All male staff members are required to wear full trousers with full-sleeved shirts tucked in. Jeans and T-shirts are not permitted

The lady staff members are required to be dressed in saree.

Everybody must wear formal footwear.

## 8. IDENTIFICATION CARD

- i. The Institution will provide Photo ID card to all Employees.
- ii. Employees are strictly instructed to wear Identification cards inside the campus.

## 9. INTERNET ACCESS

- i. Each employee will be provided username and password for access of internet at the time of joining.
- ii. Usage of the Internet is only for the official purpose and the browsing information will be recorded for security purposes.

## 10. CONFIDENTIAL INFORMATION

- i. Employees are advised to keep all records and other information about students and institutions strictly confidential.
- ii. The students' record and financial status are highly confidential and should not be discussed with anyone except authorized persons.

## 11. ATTENDANCE AND LEAVE POLICY

### 11.1 TIMINGS

- i) The Institution works six days in a week. The teaching staff's working timings are six hours. Non-Teaching staff working timings are seven hours
- ii) Library Shift Timing: 08.00 AM to 08.00 PM
- iii) The staff has to record in and out timings by punch card, based on which attendance will be calculated.
- iv) For some positions the job demands extra time for which the staff should be loyal enough to discharge their duties and responsibilities.
- v) If the employee comes late from the assigned timings appropriate Permission / Leave must be applied and sanctioned.

vi) Except casual leave, application for all other leaves must be applied in advance and permission may be sought before proceeding on leave.

vii) Only in case of emergency situations, leave must be applied and approved on the next working day.

## **11.2 TYPE OF LEAVES**

### **11.2.1 CASUAL LEAVE**

The college has the provision of 15 casual leave to each faculty in a year, which is accrued equally on monthly basis.

### **11.2.1 PAID LEAVE**

After successfully completing ten years of service, any faculty member will be eligible for eight paid leaves per year, which can be carried forward up to 300.

This facility of paid leave is also extended to non-Teaching staff. After successful completion of five years of service, fifteen paid leaves are granted to non-Teaching staff, which can be carried forward up to 300.

### **11.2.3 MEDICAL LEAVE**

The Institute provides medical leaves to its faculty at the time of need. For this, a medical leave application is forwarded to the Principal, stating the health issue. The medical leave application is considered by the Principal based on intensity of the health issue and granted based on severity.

### **11.2.4 MATERNITY BENEFITS**

The college also provides maternity benefits to its female staff. This facility can be availed on such proof laid before the college. The benefit entails four/six months paid leave to the staff. Even the male staff is given one week paid paternity leave by the college.

### **11.2.5 ACADEMIC LEAVE**

The college supports and promotes the development and enrichment of its faculty and has taken all the required initiatives. Academic leave is granted to present or attend conferences, seminars, workshops, FDP's, NSS, NCC, Rover activity or any other such activity. The faculty has to apply in advance with

the details of the program to be attended and after attending such a program have to submit the proof of attendance in the form of certificate, program photograph, etc.

#### **11.2.6 SPECIAL CASUAL LEAVE**

The staff members who are accompanying students for industrial visits, engaged in education fair and Placement drive, Attending Staff Selection Committee Meeting and Board of Studies meeting will be provided Special On-duty.

This provision can also be availed for the staff working in Placement department and Physical Education Department based on the necessity with prior approval from the Principal.

#### **11.2.7 COMPENSATION LEAVE**

The staff members working with prior permission on holidays/Sundays then he/she is eligible to avail Compensatory leave which should be availed within the next three months' time.

#### **11.2.8 STUDY LEAVE**

Study leave may be granted by the management to full time regular faculty for pursuing research as PDF , TRF or carrying out advanced research work under project directly related to his/her work on the recommendation of the Principal. The Study Leave is granted for a maximum period of 2 years and can be extended for one more year based on the relevance and future scope of the studies/ Training and in the best interest of the college. Study Leave will normally be given only for the purpose of a specific study program/Training in any recognized university/ Institution/Research Organisation.

#### **11.2.9 DUTY LEAVE**

Teaching Staff Members shall be permitted to attend examination assessment and Observer duties of affiliating university. It can also be granted for leading students for educational and industrial visits. In addition to academic work, teaching staff can also avail duty leave for undertaking trainings in NSS Camp/NCC Camp/ Rovers Camp and RD Parade Camp. Duty leave may also be granted for participation in sports and games events. Duty leave shall be availed only with prior approval of the Head of the Institution.

### **11.2.10 VACATION**

The number of vacation days will be declared by the college for both summer vacations and winter vacations. For teaching staff, a maximum of 30 days of summer vacation and 7 days of winter vacation will be notified. The staff members are required to report on duty during the vacation time in case of necessity. Vacation Leave must be availed during the notified vacation slot and it cannot be claimed as compensation leave.

### **11.2.11 LEAVE ENCASHMENT**

As per the government rules, the leave encashment facility is provided to the staff by management. The employee will be entitled for leave encashment against unutilized Earned Leave balance maximum of 300 days credited at the time of leaving the Institute. The employee will be paid cash equivalence including Basic and DA (as per entitled last monthly salary) of his/her leave credit at the time of relieving on retirement/resignation in one lot as one time settlement subject to maximum encashment of 300 days.

## **12. PROFESSIONAL BENEFITS AND EMPOWERMENT STRATEGIES FOR FACULTY**

- i) Freedom to pursue research in areas of individual interest.
- ii) Encouragement to take up sponsored research and consultancy projects.
- iii) Career advancement to deserving candidates for higher status.
- iv) Each faculty member is provided with a computer and central facility of Computer Centre with latest software. Free internet facility is available on campus.
- v) College provides financial support to attend International/ National conferences of repute. They will be provided with 50% registration fees and one side transport fare by shortest distance.
- vi) The institute provides upto 100% registration fees of Workshop/FDP/Refresher Courses / Orientation Programs at reputed institutes.
- vii) Institute provides free transport facility to all the employees from nearest place from their residence around and across Jaipur.
- viii) Institute provides opportunities to all employees to associate with state, national and

international professional bodies.

- ix) Institute encourages teaching, non-teaching staff to participate in Workshops, Conferences, and FDPs for their continuous developments.
- x) Institute will appreciate and support employees to conduct training programs and arrange industrial visits.
- xi) To develop administrative skills, the institute shall promote employees to attend corporate training programs inside/out Side College.
- xii) Institute will organize FDPs and various training programs to the faculties to upgrade their knowledge, teaching skills, methodology and personality.
- xiii) Institute will motivate staff to have good relationships with other organizations and to participate in various programs conducted by them.
- xiv) As to have a better command on their respective subjects, the institute will invite corporate persons, professionals and market resource persons such as researchers, industrialists and academicians to have interaction with the faculty.
- xv) College shall welcome new ideas from the experienced faculty about lecture delivery, laboratory work and seminars/ workshops
- xvi) A research grant of up to Rs 1.5 lakh is available for undertaking quality research projects.
- xvii) Seed Money is given for research project.
- xviii) In addition to the above, participation by presentation of results in national conferences is encouraged by providing financial support as per the requirements.
- xix) There is no limit on earnings through consultancy projects, however, a charge of 100% of the total consultation fee may be payable to the Institute.
- xx) Climatically conditioned Office space is provided to all employees.

### 13. PROFESSIONAL BENEFITS AND EMPOWERMENT STRATEGIES FOR EMPLOYEES OTHER THAN FACULTY

The Institute also provides lump sum incentives to its employees (other than Faculty) for acquiring higher qualifications after joining the Institute subject to the following conditions :-

- i. The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
- ii. The incentive will not be admissible if the employee is sponsored or he/she availed of study leave for acquiring the qualification.
- iii. The incentive will not be available if the appointment is made in relaxation of educational qualification and the employee acquires such qualification at a later date.
- iv. The qualifications meriting grant of incentive should be acquired from an Institute recognized by UGC/AICTE/ Board of Technical Education recognized by the Government.
- v. The acquisition of the qualification should be directly related to the functions of the post held by him/her or to the functions to be performed in the next higher post.
- vi. A lump sum incentive has been introduced for acquiring higher qualification useful in the discharge of higher official work. The following are the scales of incentive admissible on acquiring the prescribed qualification-

S. No.	Qualifications	Lump sum Incentive
1.	Diploma or equivalent in Computer Science/ Computer Application /Information Technology relevant to the function of the employee	1050
2.	PG Diploma in Computer Science /Computer Application/Information Technology relevant to the functions of the employee.	2000
3.	Degree in Computer Science / Computer Application / Information Technology relevant to the functions of the employee	3000
4.	Postgraduate Degree in Computer Science/ Computer Application/ Information Technology relevant to the functions of the employee	4000

- vii. Incentive should be considered only if the higher qualification will make the official more effective in the present or next higher assignment,
- viii. The quantum of lump sum, one time incentive shall be based on qualification without any relation to increment/ grade of the official.

- ix. The incentive is not admissible for the qualifications which are laid down as essential or desirable in the recruitment rules for the post.
- x. Institute does believe in equality and provides equal opportunity / support to non-teaching staff too, to enroll themselves for different courses / training programs to enhance their skills and knowledge to update themselves according to demand / change.

#### **14. SEXUAL HARASSMENT**

- i. Sexual harassment includes direct or indirect unwelcome behavior or activities, physical contact, demand or request for sexual favors, sexual advances or any verbal or non-verbal behavior of sexual nature.
- ii. The Institute follows a "zero-tolerance" policy on sexual harassment and is committed to prevent and deter any instance of act of sexual harassment.
- iii. Anyone found guilty of sexual harassment shall be subject of severe disciplinary action and the decision of the authority shall be final in this regard.
- iv. An Internal complaint Committee properly constituted and headed by a senior Woman officer/ faculty would deal with the complaints and take the legitimate actions in compliance with the Government rules, policies and directives.

#### **15. PROCEDURE FOR RE-EMPLOYMENT OF THE FACULTY AT THE INSTITUTE**

Faculty on superannuation are offered contractual position on fixed monthly emoluments till the age of 68 after due approval of Governing Council of Subodh Shiksha Samiti.

#### **16. EXPECTATIONS, CODE OF CONDUCT, DISCIPLINARY ACTION, PENALTIES AND APPEAL**

The employees of the Institute are governed by the Conduct Rules and all other rules as are/may be adopted after approval by the GC. Penalties may, for good and sufficient reasons, be imposed on any member of the staff of the Institute in a manner as notified on the erring employees.

##### **16.1 INSTITUTE EXPECTATIONS:**

- i. As a faculty of the Institute the first and top priority would be excellence in teaching.



Institute periodically organizes Teacher Training workshops and Faculty Development programmes. It is expected that everyone joins these programs and are benefitted.

- ii. It is expected that faculty would take up projects for independent or collaborative Academic and Industrial Research from external funding agencies.
- iii. Senior faculty of the Institute is expected to mentor young faculty to achieve these goals.
- iv. Outreach with external world, ownership of a cause as well as commitment and involvement in Institute administration is expected from everyone.
- v. During the contract period, if someone leaves without mandatory one month notice, s/he will be liable to pay against recovery of salary for shortfall of notice period.

## **16.2 CODE OF CONDUCT**

In an academic Institution there is always a compulsion to adopt a well-intentioned and pervasive set of codes of conduct for the employees, especially for the faculty, as the latter is to be held in high esteem as a role model by the student community and is responsible to create a highly disciplined atmosphere all around.

All employees are expected to act in a professional, responsible, and courteous manner always. Clearly, such kind of behavior fosters a positive and productive working environment. It is stressed that each employee will use common sense and good judgment in achieving this goal. All employees are expected to follow the code of conduct as detailed below. Some of the followings are applicable only to the faculty members.

- i) Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with stake holders. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
- ii) An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except

with the prior permission of the competent authority.

- iii) No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- iv) No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties etc. Violation of the rule will amount to misconduct and attract deterrent punishment.
- v) Instigation of student by any employee that may lead to disruptive tendencies of any form and that may jeopardize the peace and reputation of the Institute shall attract appropriate disciplinary steps.
- vi) No employee should incite or provoke any student to indulge in any communal or sectarian activity within the campus.
- vii) All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself. As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offense and dereliction / negligence of duties.
  - a. Censure
  - b. Withholding increments / promotion
  - c. Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.
  - d. Suspension
  - e. Termination and Removal from service
- viii) Employee should strictly restrain from or indulging in any kind of malpractices related to examination or any other Institute activity.
- ix) As per Institute Policy smoking is totally banned in the campus. All employees and students must refrain from both smoking, alcoholic consumption as well as substance.

- x) Any form of behavior leading to harassment, sexual harassment, aggression and violence by any employee/student is totally unacceptable and will be treated severely with extreme punitive measure.
- xi) There should not be any discrimination against a student or employee on the ground of caste, creed, language, religion, and place of origin, social and cultural background.
- xii) Direct political patronage and/ or involvement with direct political activism inside the Institute campus is undesirable.
- xiii) The Code of Conduct applies at all times when performing official duties including when an employee represents the Institute at conferences, training events, on business trips and or attends work-related social meetings/ events.
- xiv) Every employee must restrain from sending any derogatory e-mail to any of his friend/ colleague or speaking openly in public with sharp criticism against any colleague/ administration.
- xv) Professional honesty has to be given supreme priority and any instance of committing plagiarism will be considered as violation of the code of conduct rules.
- xvi) Each employee has an obligation to actively protect and safeguard the confidential, sensitive and proprietary information in a manner designed to prevent the unauthorized disclosure of information.
- xvii) An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.
- xviii) Every faculty member should strictly follow the time schedules of daily classes of the academic program. If a class stands missed for any reason, a\* priori alternate arrangement be made and necessary intimation to this effect should be posted/notified to the students and the higher authorities. It is the responsibility of the instructor to compensate for the missed classes due to any exigencies of his/her absence. For a non-teaching employee it means strict adherence of the routine work and time schedule.

- xix) Every faculty is expected to provide the details of subject syllabus, list of text and reference books to be followed, a general schedule of class tests /assignment submission dates and division of marks for subject evaluation purpose, to all the students at the commencement of classes in each semester.
- xx) Timely submission of both Internal and End-semester marks to the COE within the specified time must be strictly followed.
- xxi) Every faculty must maintain a course file or teaching plan for each subject offered during semester/year. It shall have the following details: syllabus, lecture plan, lecture notes for each period, date and time for preparation, date and time for delivery.
- xxii) A faculty member is responsible for maintaining a comprehensive teacher's diary, which includes detailed records of daily activities, lesson plans and assessments. It should be updated regularly, either daily or weekly, to ensure accuracy and completeness.
- xxiii) As per the rules of the institute staff members must adjust their classes and show the consent of the substitute faculty to the HoD before going on leave.

All employees of the Subodh College are required to ensure that they always observe these expected standards of codes of conduct and behavior. Any employee who does not comply with the requirements of the Code of Conduct is liable to be subjected to disciplinary action.

### **16.3 EMPLOYEE RELATION AND GRIEVANCE**

#### **16.3.1 EMPLOYEE RELATION**

- i. In the institute all employees are expected to work with dignity and responsibility in an orderly environment and readily conform to reasonable rules of conduct and standards of performance.
- ii. Where problems with employee behavior or performance are noted, concerned HoD/HoS should seek to correct the problem with mutual understanding and respect without any disruption to the work environment.
- iii. Any occurrence of instances of improper behavior/misconduct /misdeed/indulging in activities (that lead to serious damage of the reputation of the Institute) or noticeable inadequacy in the expected performance level, will be dealt with appropriate

correcting measures such as verbal/written warning. In case such measures fail, the employee may face suspension and ultimate removal from the services depending on the severity of each instance.

- iv. A record of the issue of the verbal warning as well as written warning is kept in the official personal file of the employee.
- v. In case of suspension, the suspension letter may specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.
- vi. For serious incidents (e.g., theft, intoxication on the job, violence or threat of violence, conviction of a felony etc) in which an employee is involved, there will be summary removal of the employee from the services without any scope of warning/ correcting measure.

#### **16.3.2. Grievance Handling:**

- i. If an employee is aggrieved due to any reason such as administrative decisions/policies, any form of discrimination etc., s/he may submit her/his grievances in a "Letter of Grievance" to Principal explaining in details the nature of the grievances. Principal will immediately look into the matter, and take necessary action.
- ii. A Grievance redressal Committee is constituted, depending on the nature of grievance, which will hear the aggrieved employee, and after hearing will suggest an appropriate solution.
- iii. If the employee is not satisfied with the measure adopted by the Committee, s/he may have an opportunity for appeal to the higher level including Ombudsperson, by routing the Appeal through proper channel.

### **17. DISCIPLINARY AUTHORITIES**

The following are the disciplinary authorities for the various categories of staff:

**Principal:** In the case of teaching and non- teaching staff appointed by him,

**Governing Council:** In the case of Principal.

## 18. APPELLATE AUTHORITIES

The following are the appellate authorities:

**Governing Council:** In the case of an order imposing any penalty passed by the Principal. There is no further appeal on the decision of the GC in such cases.

## 19. LIST OF PENALTIES

The penalties that can be imposed are given below:-

- i. Censure.
- ii. Withholding of increments or promotion.
- iii. Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
- iv. Reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale.
- v. Compulsory retirement.
- vi. Removal from service which shall not be a disqualification for future employment in the Institute.
- vii. Dismissal from service which shall ordinarily be a disqualification for future employment in the Institute.

**NOTE:** Warning, admonition, reprimand, caution and displeasure are not formal punishments/penalties.

## CONCLUSION

The HR policy of S.S. Jain Subodh P.G. College, Jaipur, lays down the rules and regulations pertaining to all aspects of employment in the Institute. The policy emphasizes the principles and expectations of the institution by highlighting the significance of discipline, integrity, and commitment among teaching and non-teaching staff. Moreover, it recognises the importance of faculty empowerment by offering opportunities for professional growth, education, and cooperation with other organizations. HR policy

seeks to support employee welfare, create a positive and congenial work environment, and encourage for excellence and quality in the deliverables. It gives ample opportunities for registering grievances and follow the path of penalty and punishments against detrimental behaviour.



## 12. Information Technology (IT) Policy

### Introduction

Nowadays, Internet and intranet systems have seamlessly integrated into academic institutions, offering a plethora of online services to the academic community. Recognizing their significance, **S. S. Jain Subodh P.G. College (Autonomous), Jaipur** established a foundational network and IT infrastructure on campus. Consequently, an IT Policy was formulated to inform users about the protocols implemented for network management.

### Preamble

S. S. Jain Subodh P.G. College (Autonomous), Jaipur is committed towards sustainable development through efficient utilization of resources including Information and Communication Technology (ICT). College is well connected with 200 MBPS BSNL and 300 MBPS Jio Internet connections both Leased lines for providing Internet access facility to all stakeholders. Every stakeholder of the college has access to the network and resources are available 24x7. The objective of this policy is to sensitize the users of IT in order to avoid any mischief/misuse of the resources. This policy has been prepared and drafted in accordance to the Information Technology Act 2000 of Government of India. This policy is applicable to all the users of IT services in the college.

### Scope

This IT Policy extends its applicability to all stakeholders on campus including students, faculty, and staff. Its primary objective is to educate and provide guidance to both users and IT resource administrators regarding the proper and ethical utilization of Information Technology. As per the policy, engaging in any activity involving institutional IT facilities that is deemed illegal or unauthorized will be deemed a violation of college regulations and the provisions outlined within the IT Policy.

### Objectives

1. To Foster a secure and efficient IT environment.
2. To Deliver internet and network support services.
3. To facilitate campus-wide communication and provide students with study materials.
4. To Identify and mitigate unauthorized or malicious activities.



5. To promote paperless office practices.

## **ICT Cell**

College has an ICT cell to leverage smooth functioning of Institution using IT resources. ICT cell coordinate in rendering ICT services to the college community, it is headed by a teacher/officer and have members. ICT cell coordinate with the college in purchase and maintenance of IT related services. Convener of ICT cell conducts the meetings and keep record of the minutes and recommendations made. All Technical assistants/ Network administrator are part of ICT cell and assist in rendering the IT services to the college community.

## **Hardware Installation Policy**

### **Who is Primary User**

An individual in whose room the computer is installed and is primarily used by him/her, is “primary” user. If a computer has multiple users, none of whom are considered the "primary" user, the departmental Head should arrange and make a person responsible for maintenance of the hardware.

### **What are End User Computer Systems**

Apart from the client PCs used by the users, the college will consider servers not directly administered by Computer Centre, as end-user computers. If no primary user can be identified, the HOD of the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the Computer Centre, are still considered under this policy as "end- users" computers under ICT cell.

### **Procurement**

IT procurement is the systematic process through which college evaluate, acquire, and manage technology resources and services to meet needs of administration, faculty, student, offices and other stakeholders effectively. This process involves a series of strategic activities including identifying technology needs, conducting market research, selecting vendors, negotiating contracts, and managing the life cycle of IT assets. The goal of IT procurement is to secure high-quality IT products and services at the best possible cost, while ensuring compliance with company policies and enhancing operational efficiency.

IT procurement process involves series of steps for procurement of IT resources. A centralized IT procurement procedure benefits college by providing:

- Brand and model standardization where appropriate
- Campus-wide inventory of non-capitalized hardware and software to facilitate effective planning, maintenance, upgrades, and disposal
- Pricing advantages obtained through volume purchasing and working with preferred vendors
- License compliance for software purchases
- Ensures hardware and software compatible with IT infrastructure

### **Assignments**

- Computers, peripherals and other IT resources can be assigned to users by filling the appropriate form, which is available with ICT Cell and which needs approval from the competent authority.
- The Authorized user must sign a formal acknowledgment of Institute's IT policy before equipment being assigned to them.
- All equipment issued to the user are Institute's property and need to be returned in working condition to the institute when directed by the competent authority.

### **Warranty & Annual Maintenance Contract**

Computers purchased by any Section/ Department/ Project should preferably be with 3 years onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include standard repair and maintenance procedures as may be defined by Computer Centre from time to time.

### **Power Connection to Computers and Peripherals**

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging, till such instances wherein the UPS is to be left unattended. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

### **Network Connection**

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

## **File and Print Sharing Facilities**

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and with read only access rule.

## **General Principles and Guidelines**

- i. Users will access only files and/or data that are their own to which they have been given authorized access.
- ii. They will only use legal licensed versions of copyrighted software and operating systems.
- iii. They will be considerate in their use of shared resources.
- iv. User will not share passwords associated with Institute and its resources.
- v. For ensuring security and network maintenance purposes, authorized individuals of Institute may monitor equipment, systems, network traffic and audit networks at any time or on a periodic basis.
- vi. End users will install anti-virus recommended by the ICT Cell.

## **Prohibited Activities**

There are certain activities users are not permitted to perform during their use of IT infrastructure, which include, but not limited to:

- i. Tampering and manipulating of Institute's IT resources.
- ii. Accessing unauthorized IT resources.
- iii. Introducing computer viruses.
- iv. Transferring self-authorization to others to access the IT resources.
- v. Hacking.
- vi. Bypass or defeat passwords and proxy/firewall.
- vii. Decipher encrypted data.
- viii. Download, copy or use of any material from the internet in violation of copyright laws.
- ix. Use the Institute's systems for commercial purposes unrelated to academic and/or Institute related work.
- x. Use the Institute's systems for any illegal activity.
- xi. Port scanning or security scanning.

- xii. Downloading, distributing, re-distributing and sharing of illegal software, videos, images, data and documents.

### **Maintenance of Computer Systems provided by the College**

For all the computers that were purchased by the College centrally and distributed by the College ICT Cell will attend to the complaints related to any maintenance related problems.

### **Software Installation and Licensing Policy**

Any computer purchase made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

### **Operating System and its Updating**

Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at least once in a week or so.

### **Use of software on Desktop systems**

Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.

Any software installed should be for performing the activities of the college only.

### **Antivirus Software and its updating**

Computer systems used in the college should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy. Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

### **Backups of Data**

Individual users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as pen drives, external HDD, NAS (Network Attached Storage) etc.

### **Security Incident Management Process**

A security incident is defined as any adverse event that can impact the availability, integrity, confidentiality and authority of college's data. ICT Cell Administrator reserves the right to

deactivate/remove any device from the network if it is deemed as a threat and can lead to a compromise of a system under intimation to the competent authority of the college.

### **Web Administrator**

Web administrator shall be appointed among the teachers especially from Computer Science departments to monitor design, updating and maintenance of college website and online portal of the college. The web administrator shall also maintain the official E-mail IDs of college community.

### **Users**

All the employees, students and visitors form the users of IT services of Subodh College. The users need to strictly adhere to this IT policy and other regulations as defined by the government. Users are expected to use the IT services for academics, research, administration, or any other activity that is part or recognized as service to the college.

### **Computer as a resource**

Every employee of the college whether regular, temporary, or outsourced shall be provided with an access to computer to accomplish his/her day-to-day activities. It is the responsibility of the employee to upkeep the computer provided and shall not involve himself/herself in the misuse of the computer. He/she shall be responsible to get the computer repaired/updated through ICT cell. Any loss or damage to the computer shall be reported to the ICT cell and reporting officer immediately. An employee needs to return the computer, or any other storage/printing device issued to him before relieving from the college in working condition (unless was reported of damage or malfunctioning).

### **E-mail IDs**

Official E-mail IDs shall be provided to every member of the college and all communications in electronic form shall be through official E-mail IDs only. An email sent or received through an official E-mail ID shall be official and the sender of the email shall be deemed to be the owner/creator of the message. He/she shall be held responsible for any outcome of an email sent/circulated/forwarded through his/her E-mail ID. Any message received through official email Id needs to be considered as official and later the same message may or may not be received on paper. A communication received through official E-mail ID shall be equivalent to the same communication received on paper in all the matters and circumstances.

### **Dos and Don'ts while using official email id:**

1. Do not circulate any unauthorized or third-party content which you are not fully aware of

through official email id.

2. Official email id shall not to be used for personal communications.
3. Avoid forwarding the messages received from unknown sources using official email id.
4. Do not open any link received from outsiders (unknown sources) on official email id.
5. Do not send/forward any message containing abusive/offending/anti-social content.
6. Do not use official email id for canvassing on your personal or illegitimate entities.
7. Do not use official email id to do any commercial transaction that is not official.
8. Report any mischief you identify regarding official email id to the web admin immediately.
9. Do not use official email id to send messages related to any sensitive issue or for campaigning for an individual or a group.
10. All official communications especially about research paper publication and for participation in conference/ seminar/workshop etc. should be done only using official email id.
11. Official email id is provided for official communications but not to form groups and create discussion forums.

#### **Restrictions and permissions to official email ids:**

1. Principal, Vice Principal, Controller of Examinations, Dean (Administration), Dean (Academics), Dean (Quality and Research), Dean (Student), Dean (Student Discipline), Dean (Examination), Librarian, admin are only permitted to send emails to a group. No other individual is permitted to send mails in groups.
2. Principal shall have an email id created on his/her name apart from the official email id.
3. Email IDs of students (UG, PG and Research Scholars) shall be kept active even after passing out however their ids will be deactivated from active students' group and will be added to Alumni group on completing the program.
4. The Email IDs of teachers/staff/officers leaving the college before 5 years shall be deactivated immediately, they leave the college. However, it may be kept active for some duration on request.
5. The Email IDs of teachers who leave the college after completing minimum 05 years of service shall be kept active unless requested to be deactivated. However, they will be removed from any group mail.
6. Activating/deactivating an email id of a teacher/student/officer/staff shall be decided upon request by the competent authority.
7. The competent authority may deactivate an email id if it finds deemed to be fit to do so.
8. Any misuse of email id by a former employee/student shall be immediately deactivated and it shall not be liable to be reactivated in any case.

#### **Internet Access:**

Every member of the college is entitled to access Internet services through college Internet

connection either through LAN or Wi -Fi. Each user shall be provided a user id and password to get an access to the Internet services. The Internet services shall be restricted by a Firewall and the permissions shall be role based. It is strictly prohibited to access Internet services of the college for anti-social activities, or any other activities restricted by government/college. The internet services can be accessed through Desktops/Laptops/Smartphones/Hand held devices. Any illegitimate activity done through college network is liable to be punished strictly. Users are strictly restricted from accessing anti- social/offending/porn content using college network, any such person found to be violating shall be strictly punished. Users are advised to strictly adhere to the security procedures.

### **Online resources**

The college subscribes to various online resources like e-journals, e-books, software's, tools, etc. and shall be accessible to the employees and students on need basis. It is expected that the college community shall use these resources economically and for the benefit of the college community. It is not permissible to share these resources with persons/institutions/groups outside the college. Any violation of this may impose penalty. अमृतं नु विद्या

### **Penalties**

Any user indulging in violations of these policy or the regulations of the government shall be punished strictly. The punishment may range from deactivating the Email ID, blocking the user from accessing resources, or as decided by the administration.

### **Amendments:**

The Institute commits to regularly reviewing its " Information Technology (IT) Policy " and adjusting it as required to align with national policies and directives from competent apex bodies. In cases of contradiction between any policies of the Institution, the subsequently revised policy will supersede earlier versions.

### **Publication of Information Technology (IT) Policy:**

The Institute's Information Technology Policy will be extensively disseminated among stakeholders through various channels and prominently featured on the institutional website to capture the attention of relevant parties.

## 13. Infrastructure and Maintenance Policy



Institution implements a comprehensive strategy to monitor and sustain its physical, academic, and IT assets. The institution has developed protocols to ensure the optimal use of facilities. Regular inventory assessments and documentation of repairs or losses are conducted annually, promoting effective asset management and accountability throughout various departments.

### **Infrastructure Maintenance (Classroom and others)**

- A report outlining repair and maintenance requirements is to be submitted to the Principal by the Nodal officer.
- Upon review, budgetary allocations are scheduled.
- Minor maintenance tasks are to be handled by in-house support staff.
- The upkeep of college gardens is entrusted to dedicated gardeners.
- Third-party security agencies are engaged to ensure the security of the college campus.
- The cleanliness of the campus is upheld by a team of sweepers and outsourced housekeeping personnel.
- Maintenance and servicing of drinking water points and RO systems within the college premises are covered under an Annual Maintenance Contract (AMC).



## Laboratory Maintenance:

- The In-Charge overseeing the laboratory, along with the lab technician and support staff, communicates maintenance needs to the Head of Department (HOD).
- The HOD then submits a comprehensive maintenance procedure along with the necessary budget allocation.
- Maintenance of advanced equipment is carried out by the respective company.
- Procurement of necessary laboratory equipment, accessories, and chemicals is undertaken as needed.

## Library Maintenance:

The librarian oversees all services provided by both the Central library and e-library, while departmental libraries are managed by designated staff members and occasionally by students.

## Maintenance Protocol:

- Books and e-resources are procured as necessary.
- Regular anti-termite treatments are conducted.
- Basic amenities and student furniture undergo routine maintenance.
- Students are permitted to borrow up to 2 books.
- Underprivileged students have access to Book Bank.
- Access to e-resources is facilitated.

## IT Infrastructure Maintenance:

- The campus's computer systems and networking are maintained under dedicated Annual Maintenance Contracts (AMCs).
- Oversight of maintenance is conducted by the Computer Department and ICT cell, ensuring the upkeep of the digital infrastructure across the campus.
- To enhance Wi-Fi utilization, each department is allocated a distinct node, along with individual usernames and passwords. This facilitates improved access for students and faculty, enhancing the teaching-learning experience.

## Sports Facilities Maintenance:

- The campus sports facilities are actively supervised by the Sports department, led by two sports officers and their support staff.
- Regular upkeep and enhancements of playgrounds, gyms, and sports equipment/arenas are carried out.
- Students and staff are encouraged to utilize the available sports facilities outside of regular class timings, promoting active engagement in sports and physical activities.

## 14. Institutional Minority Policy

### PREFACE

In the diverse and dynamic landscape of higher education, Educational Institutions play a pivotal role in shaping the future of our society. Among these institutions, Minority Institutions hold a unique and vital position. According to section 2(g) of the National Commission for Minority Educational Institutions Act, a minority institution means a college or institution (other than a university) established or maintained by a person or group of persons from amongst the minority. Recognized for their dedication to preserving cultural heritage and promoting educational opportunities among underrepresented communities, these institutions embody the principles of inclusivity and equal access to education.

This Minority Policy for Admission at our esteemed college is crafted with the objective of fostering a nurturing and equitable educational environment. It underscores our commitment to uphold the rights and aspirations of minority communities, in accordance with the constitutional provisions and regulatory frameworks that safeguard minority rights in India. S.S. Jain Subodh P.G. College, Jaipur holds the status of Minority Educational Institution within the meaning of Section 2(g) of the National Commission for Minority Educational Institutions Act, 2004 read with the Order issued by the Government of Rajasthan No. F.4(1) Maw/2013/5141, dated 15.04.2013. Despite of holding the status of a Minority Educational Institution, the college believes in fostering the equitable right of education to all.

### OBJECTIVES

College must ensure that all students from minority community (Jain) have fair and equal access to educational opportunities, fostering a diverse and inclusive academic environment. With the mission of

- i. **Cultural Preservation:** To support and celebrate the cultural, linguistic, and religious heritage of minority communities, ensuring that these traditions are respected and integrated within the academic environment.
- ii. **Unity in Diversity:** To Promote diversity and inclusion within the college community
- iii. **Academic Excellence:** To provide quality education that equips minority students with the skills, knowledge, and confidence necessary to succeed in their chosen fields and contribute positively to society.
- iv. **Supportive Environment:** To create a supportive and nurturing campus atmosphere where minority students feel valued, respected, and empowered to achieve their full potential.

- v. **Social Success:** Support the academic and social success of minority students through targeted programs and initiatives.

## POLICY INCLUSIONS

- i. **Weightage to Jain Applicants:** A **3% of extra weightage** is given to the Jain students in admissions in alignment with statutory guidelines and the institution's commitment to diversity aligned with the reservation to **SC, ST, OBC and Divyangjan**.
- ii. **Weightage to SC, ST and OBC:** A 3% of extra weightage given to SC, ST candidates and 1% to OBC candidates.
- iii. **Merit-Based Admission:** Following the college admission reservation policy, admissions will be based on merit, ensuring that all students meet the academic standards necessary for success in their chosen programs.
- iv. **Financial Assistance:** Scholarships and financial aid programs are available to support economically disadvantaged students from minority communities, enabling them to pursue their education without financial burdens.
- v. **Cultural Activities and Support Services:** The institution organizes cultural events, support services, and mentoring programs tailored to the needs of minority students, fostering a sense of community and belonging.
- vi. **Continuous Review and Improvement:** The Minority Policy is subject to regular review and updates to ensure it remains relevant, effective, and aligned with the evolving needs of minority students and legal requirements.

This policy is not just a framework for admission; it is a testament to our unwavering commitment to diversity, equity, and inclusion. By welcoming students from all walks of life and providing them with the opportunities and support they need to thrive, we are not only fulfilling our role as an educational institution but also contributing to the broader goal of social justice and equality.

Through the implementation of this Institutional Minority Policy for Admission, we aim to build a diverse and inclusive academic community that reflects the rich tapestry of society and prepares our students to lead in a globalized world.

We invite all stakeholders, including students, parents, faculty, and community members, to join us in upholding these values and working together to create a brighter, more inclusive future for all with a global brotherhood.

## 15. Internal Quality Assurance Cell (IQAC)

### **Preamble:**

The Internal Quality Assurance Cell (IQAC) at S.S. Jain Subodh P.G. College, Jaipur, is a key body responsible for developing a system for conscious, consistent and catalytic improvement in the overall performance of the institution. It develops a mechanism for implementing benchmarks for teaching, research, and extension activities promoting holistic academic excellence. This document outlines the framework, composition, objectives, vision, and strategies to create a culture of continuous improvement and sustain quality in all facets of the institution.

### **1. Establishment and Scope:**

**1.1** The IQAC at S.S. Jain Subodh P.G. College, Jaipur, was established on July 5, 2005.

**1.2** This document framed by IQAC applies to all academic and administrative departments within S.S. Jain Subodh P.G. College, Jaipur.

### **2. Composition of the IQAC:**

**2.1** The IQAC shall be chaired by the Head of the Institution.

**2.2** The composition shall include teachers (Three to Eight representatives), one member from the Management, senior administrative officers, nominees from local society, students, alumni, employers/industrialists/stakeholders, and the Coordinator of the IQAC.

### **3. Role of Coordinator/Member Secretary:**

**3.1** The Coordinator of the IQAC shall play a prominent role in ensuring the effective functioning of all members.

**3.2** The Coordinator may be a senior person with expertise in quality aspects, responsible for coordination, documentation, and effective communication.

### **4. Objectives:**

**4.1** The objectives of the IQAC are to develop a mechanism for conscious and consistent improvement in the overall performance of the Institute and continuous monitoring.

**4.2** It aims to enhance administrative performance and promote measures for institutional functioning towards quality enhancement through internalisation of quality culture and institutionalisation of best practices.

## **5. Vision:**

The vision is to ensure quality culture as the prime concern of S.S. Jain Subodh P.G. College (Autonomous) through institutionalising and internalising initiatives with internal and external support.

## **6. Quality Policy:**

The quality policy is to establish a system of continuous Quality Enhancement, evaluating and enhancing the quality of teaching, learning, research, and extension activities, leading to overall institutional excellence.

## **7. Main Tasks of IQAC:**

The IQAC shall set a documentation process in motion, create awareness, evolve formats for information and data, stipulate a schedule for work, and draft a quality status report.

## **8. Strategies:**

**8.1** The IQAC shall evolve mechanisms for timely, efficient, and progressive performance in academic, administrative, and financial tasks.

**8.2** It will focus on relevant and quality academic/research programs, equitable access, optimization of teaching methods, credibility of assessment and evaluation, support structures and services, sharing of research findings, and periodic conduct of Academic and Administrative Audit.

## **9. Functions of the IQAC:**

The IQAC shall develop and apply quality benchmarks and parameters for all academic and administrative activities, facilitate a learner-centric environment, collect and analyse feedback, organise workshops/seminars, evolve a method of documentation of programs/activities for quality improvement, and act as a nodal agency for coordinating quality-related activities.

## **10. Action Plan:**

The IQAC shall periodically monitor curriculum planning, learning outcomes, teacher quality, research culture and innovation, institutional ambience, student performance, and leadership and strategy development.

## **11. Mechanism of Quality Assurance:**

**11.1** The IQAC shall establish an internal quality assurance mechanism aligning with the framework set forth in this policy.

**11.2** External quality assurance shall be ensured through third party periodic assessments by authorised agencies.

## **12. Benefits:**

The IQAC will ensure clarity and focus on quality enhancement in all Institutional activities, internalisation of quality culture, coordination among activities, a sound basis for decision-making, and acts as a dynamic system for quality changes in HEIs.

## **13. Outcomes of IQAC Activities:**

The IQAC activities shall contribute to accreditation (NAAC), national ranking (NIRF), international ranking/rating (QS, THE, QS BRICS, QS STAR), MHRD All India Survey, Swachh Bharat Summer Internship Program, Swachhta Ranking, feedback from stakeholders, fully flexible credit system, curriculum for applied learning, promoting technology-enhanced learning, Unnat Bharat Abhiyaan and the Annual Quality Assurance Report.

## **14. Operational Features of the IQAC:**

**14.1** The IQAC activities shall contribute to Quality assurance which is a by-product of ongoing efforts, emphasising devotion and commitment to improvement.

**14.2** The right balance between the health and growth of the institution shall be met.

**14.3** The IQAC will establish procedures to collect data on various aspects of institutional functioning.

## **15. Reporting and Compliance:**

**15.1** The IQAC will be liable to submit the online AQAR annually before December, 31 every year

**15.2** NAAC peer teams will interact with IQACs during institutional visits to assess progress and quality sustenance initiatives.

## **Conclusion**

This IQAC policy document provides a comprehensive framework for ensuring and enhancing the quality culture at S.S. Jain Subodh P.G. College (Autonomous). The IQAC is committed to continuous improvement, internalisation of best practices, and achieving excellence in all aspects of institutional functioning.

## 16. Library Manual

### Introduction

Library is the Heart of an educational Institution. Library is depository that exists to serve the information to the people. Institution library as learning resource has a built up area of 5960 Sq. Ft, it stimulates the students to obtain, evaluate and recognize knowledge and to familiarize oneself with the trends of knowledge for further education and learning new disciplines. It includes a vast collection of text and reference books, Journals, Magazines and newspapers in the reference section. Both staff members and students can easily access it. The main goal of the library is to give people access to print books, journal and e-resources. In addition to printed books and journals, the library offers electronic resources for students and staff members. There are digital section of library, with internet connection and data line. The library has a spacious reading room. Before entering the reading hall, students must retain perfect silence, turn their phones to silent, and sign a register that is kept at the admission counter. This policy sets out the principles which guide the development of a quality Library Collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection.



## Role of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. It collects, manages and disseminates the information to its users according to their need. The Library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time.

## Objectives

- To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format.
- To offer access to computers and digital literacy programs.
- To develop the habit of self-learning and lifelong learning.

## Stakeholder

**The Library provides collection access to the following Stakeholder groups:**

- Students
- Faculty and staff
- Academic Peers of different institutions with permission.

## Scope of the collection

The library collection holds resources designed to support the learning, teaching and research needs of the college. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials.
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Electronic Gadgets (CD's, Pen drives & hard discs of study material)

## Library Procurement Policy

- The Institute predominantly buys books and other learning materials for library which are related to curriculum. In addition, reading materials are also acquired which is useful for competitive examinations and to equally divide knowledge beyond the set curriculum, Inspirational books and fiction books are also procured.
- Library will buy textbooks, reference books and handbooks on relevant subjects.
- Library will also buy printed periodicals and online database for accessing scholarly content.



- Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Principal.

## Library Committee

The library shall be managed and administered by a Library Committee. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library so in order to facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute administration. The Library Committee acts as a channel of communication and dialogue between the library and its users.

## Composition

Library Advisory Committee consists of the following members

Designation	Position
Dr. Rajesh Kumar Yadav	Convener
Dr. Chitra Rathore	Member
Dr. B.P.Sharma	Member
Dr. Sonal Bordia	Member
Dr. Surendra Sharma	Member
Dr. Shailesh Mathur	Member
Dr. Vandana Shrivastava	Member
Dr. Shashi Sharma	Member
Dr. Manita Bhagtani	Member
Dr. Rakesh Kumar Dhabai	Member
Dr. Pooja Purohit	Member
Sh. P.C. Meena	Secretary

## Meeting of Library Committee

- The committee shall meet at least twice in an academic year.
- The Librarian shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Principal.

## Library usages Policy

### General Rules and Regulation

- The Library access time is from 8:00 a.m. to 8:00 p.m.
- Show your Identity card whenever you visit the Library.
- Write your name in the register / show your I-card while entering in the library
- If I Card is lost fresh I Card will be issued on payment.
- Library books are issued only on self-Library card.
- Library books will be issued only as per notified schedule.
- Students should return their book in given time period.
- Two books will be issued for UG / PG students.
- Book Bank facility is available for the students.
- In case of loss of book, market price of the book will be recovered as penalty.
- Take proper care of all library resources.
- Any personal belongings are not permitted in the library.
- Eatables are not allowed inside the library & reading hall.
- Silence is to be maintained.
- Use of mobile phones is strictly prohibited in the library.

### Rules for Reading Hall

- Keep silence in the reading hall.
- Eatables are not allowed inside Reading Hall.
- Every student must have his/her Identity Card while entering in the reading hall.
- Write your name in the register while entering in the reading hall.
- Reading Hall timings will be extended during examinations with prior notice. Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library.
- Suggestion Box is kept at the counter in main library. Your objective and positive/healthy suggestions are welcome.
- Students should return their book in given time period.
- Strict action will be taken for any misbehavior in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall.

### Rules for Digital Library

- Internet / Digital facility is available for all students.

- Students must register their name & timings.
- Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet is not allowed.
- Do not save any material on PC.
- Printing/Downloading is allowed with prior permission of Librarian.
- Printing/Xeroxing will be provided on payment

## Library Verification

Library verification is a regular process which will be conducted within three years at the end of academic year or before on set of next academic year. It ensures availability and year marks the position of the missing books, journals and other assets so that the replacement may be made in case of required assets.

## Library Services and Activities

Following facilities are available in the library

- Library Internet / E-Journals and E-book Service
- The library website communicates library information and updates to the users
- Library Reading Room
- Scanner / Reprography Facility
- Reference Services
- News Paper article Clippings.
- **Catalogue**

List of Books, Periodicals & Journals, E-Resources, Audio Cassettes, Project reports, etc available as on title wise, Author wise & Subject wise.

- **Suggestion Box**

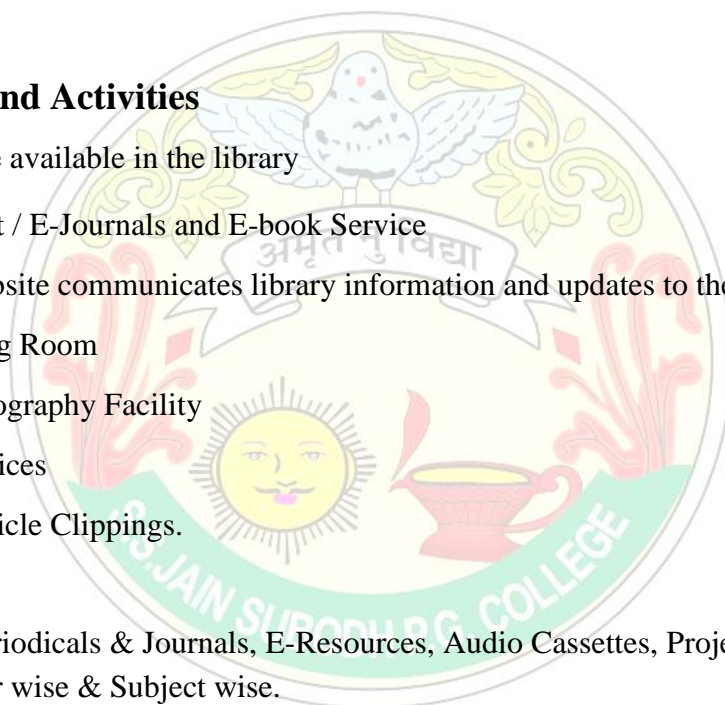
In Addition to the library appraisal '**Suggestion Box**' is kept in the library once in a fortnight it is opened and suggestions are taken care of.

- **User Orientation**

Library conducts orientation programmes for new users. It is to enable them to use library resources effectively.

- **Periodical Service**

The magazines and journals are made available to library users. Students have to read in library only.



## 17. Manual on Professional Ethics

### **Introduction:**

Professional ethics are the standards of conduct that guide the behavior of individuals and organizations in a particular profession. They are seminal to promote the best interests of colleagues, the public, and society as a whole. This manual provides a comprehensive guide to professional ethics for the employees of the institute, including their importance, principles, and guidelines for ethical conduct.

### **Role of Professional Ethics:**

Ethical behavior promotes a positive work environment, where everyone is treated with respect and dignity. It ensures accountability and high standards of conduct and performance of the employees. It helps developing the trust in the teaching profession which plays an important role in the success of any institution.

### **Principles of Professional Ethics**

S. S. Jain Subodh P.G. College expects following professional ethics in its employees for nurturing the best virtues in future generations. These principles are as follows:

#### **1. Honesty and Integrity**

Honesty and integrity are essential principles of professional ethics that require truthfulness, transparency and credibility. One has to be truthful in every area of their professional forefront. It also demands to be fair in all the dealings, avoiding any kind of cheating or fraud.

Integrity is closely linked to honesty and involves upholding ethical principles and values, even in difficult or challenging situations. It forces you to walk on the right path, even if the path is full of hurdles. It also demands of consistency. One should be ready to take the responsibility of one's actions, no matter they are right or wrong.

Honesty and integrity are important because they promote trust and credibility at the workplace. This develops trust among the professionals and allows them to work in healthy work environment.

By promoting honesty and integrity, employees can build positive relationships with colleagues, clients, and the wider community, and work together to achieve common goals and objectives.

#### **2. Respect for Others**

This is a fundamental principle which requires individuals to treat others with respect. We must respect others and treat them with dignity and fairness. This principle is important because it promotes a positive work environment, where everyone is treated with respect and dignity, and contributes to building positive relationships with colleagues, students, parents and the wider community.

One must try to avoid behavior that could be harmful or offensive. It demands equal treatment for everyone, regardless of their race, gender, religion, sexual orientation, or any other characteristics.

Respect for others also develops effective communication and it allows individuals to work in better ways. Faculty members and staff should be respectful and considerate in their dealings with their colleagues, students and parents, and take into account their needs and preferences. This includes being mindful of any kind of differences.

### **3. Confidentiality**

Confidentiality is an essential element of trust and integrity and is necessary to promote confidence in the relationship among faculty members, staff and students.

One has to maintain confidentiality of all the proceedings information obtained during the course of their work. This is exceptional in case if disclosure is required by law. This promotes trust and confidence at the workplace. Faculty and staff will work in effective ways and feel confident when they realize that their information is kept confidential. It also helps in maintaining the privacy of colleagues.

However, there are some situations where confidentiality may need to be breached. For example, if a client discloses information that indicates they may harm themselves or others, professionals have a duty to take action to prevent harm. Similarly, if a client discloses information that indicates they have engaged in illegal activities, professionals may have a legal obligation to report this to the relevant authorities.

Confidentiality plays a significant role and one must be capable enough to establish a balance between confidentiality and the knowledge as what is to be disclosed for the benefit of the institution.

### **4. Competence and Professionalism**

Competence refers to the knowledge, skills, and abilities that professionals must possess in order to perform their duties effectively. This includes overall skills where one has to be technically strong and should possess good oratory skills. Faculty should be excellent speakers and should be able to communicate effectively.

In order to ensure competence, professionals must keep on updating themselves. They must work on their progress and this includes attending training and faculty development programs. They should try to seek feedback from and students and should correct themselves time to time as per the needs.

### **5. Responsibility**

This ethical value needs courage as one has to be responsible enough to accept one`s failures and to correct them well in time. One should understand the fact that one is responsible for all the decisions which are taken up and they are taken up keeping the interest of the institution in mind.

Responsibility is a critical ethical value as it demands high level of acceptance- an acceptance of deeds, thoughts and strategies which may prove right or turn up into a failure in the long run.

This ethical value comes up with a sense of belongingness where one feels deeply attached to the workplace and shows a huge amount of responsibility in all walks of professional life.

## **6. Professional Development**

It can be associated with competence as it requires the overall development of the professionals who are supposed to work for their betterment and for the betterment of the institution at the same time. They should be adoptive, innovative and energetic. Their energy must be contagious which transfers from one to another and this will ultimately create a healthy workplace.

One must respect their mentors and try to learn from them. Life is a continuous process of learning where nobody is perfect and if you really wish to grow, you have to flow with the flow. Faculty members who prioritize professional development understand the value of learning from more experienced colleagues, and they seek out mentorship and guidance from those who have more experience or expertise in their field. This ethical value demands high level of harmony and co-operation because you grow with the progress of your surroundings.

## **7. Social Responsibility**

Employees who prioritize social responsibility understand that they have a responsibility to use their skills and knowledge to make a positive impact on students and by large on society later, and to address social and environmental issues that may impact their communities.

In academic perspective, it is the social responsibility of all the teachers to impart quality education and to teach the students the value of goodness and character. Teachers are the path finders and they set an example before their students to be socially and morally connected to the society. Faculty members (who prioritize social responsibility) understand that ethical and sustainable practices are not only good for society, but also good for the growth of the institution in the long run.

One has to be active and one must try to serve humanity. This can be done only by indulging oneself in social work and community service.

## **8. Obedience to Law**

All employees must try to adhere to the rules of the Institution and they should not violate any of them. They must be obedient to the rules and to the laws of the governing body of the Institution.

To conclude, it can be said that professional ethics are strong pillars of any institution. It is expected from all the employees to choose the path of integrity, objectivity, competence, productivity, honesty and responsibility and then only, we can imagine harmonious work environment and prosperous society where everyone can not only live peacefully but also work peacefully.

## 18. Manual on Human Values

Human values are the necessary elements to cook the recipe of life. One has to put in diligence, compassion, humanity and love to add taste to the preparation. Honesty is the foundation of all human values and respect is essential for the survival of all relations. One has to be responsible and accountable to properly water the relations. Gratitude helps us to promote positivity, happiness, and well-being. Humility and courage are equally important to live life peacefully. We have tried to incorporate all these teachings in our manual and in practice also.

In this manual, we will discuss the most important human values and how they shape our lives.

### **Respect**

Respect is a fundamental human value that encompasses the quality of being courteous in our words, actions, and interactions. One has to respect others. What we give, that only we receive. We must respect each individual. We should try to inculcate a habit of being gracious all the times. We should treat others with dignity, empathy, and consideration. This plays seminal role in building healthy relations. Respect is not just about treating others well; it also involves respecting ourselves. When we respect ourselves, we establish healthy boundaries, take care of our physical and emotional needs, and pursue our goals and aspirations with confidence and determination. This creates a sense of self-worth and self-respect that is essential for leading a fulfilling and happy life.

However, respect is not that easy to practice and it demands a lot of patience. We must be open-minded learner as to grasp good things from everywhere.

Lack of respect for others can lead to an intolerant society where trust and compassion can never be felt and people will become self-centred.

To conclude, it can be said that respect is a fundamental human value which is very much required for healthy relationship and harmony.

### **Honesty**

It is an essential aspect of building trust, integrity, and authenticity in our relationships. Honesty is not just about telling the truth; it is also about living with integrity, transparency, and accountability. Honesty requires courage and vulnerability as one has to acknowledge one's follies and one has to

be brave enough to improve. Our honesty gives us sincere results and it is always the main cause of our mental peace because when we are truthful with ourselves and others, we eliminate the stress and anxiety that comes with hiding the truth or living a double life.

Honesty helps us in becoming sincere beings which ultimately creates a better society. When we are honest with ourselves, we know our virtues and vices in better way which ultimately helps us grow. When we are honest with others, we can not only identify injustice and difference but also differentiate between good and evil; between purity and impurity and that helps us reach a divine level of growth.

Being honest is always the right thing to do, even when it is difficult. It may require us to have uncomfortable conversations, face our fears, and make difficult decisions, but it is ultimately worth in the long run of life and gradually, we start enjoying this.

To conclude, it can be said that honest people live peacefully where they don't have to worry a lot and they can take their decisions on their own.

## **Compassion**

This value demands high level of humanity where one can feel the pain and suffering of others. It is about having empathy and understanding for others where we are ready to help them in best possible manners. It requires us to be kind, caring, and empathetic, and to show understanding and support to those who are struggling.

Compassion is a key element which connects an individual with other and it helps us in the reformation of the society. It is also important in promoting social justice and equality. When we are compassionate, we move towards an inclusive and better society. Compassion is not just about others but this is deeply associated with us too. We have to take care of ourselves. By taking care of ourselves, we are better able to support and help others, creating a cycle of care and support that benefits everyone.

In conclusion, compassion is a fundamental human value that involves recognizing the suffering of others and taking action to alleviate it. It is essential for building positive, healthy relationships, promoting social justice and equality, and fostering a culture of care and support.

## **Responsibility**

Responsibility is a fundamental human value that demands accountability and asks us to be the owner of our actions and it requires us to be honest, reliable, and trustworthy, and to fulfil our obligations to ourselves and others. When we act responsibly, we show respect for ourselves and others, and we



contribute to the betterment of society as a whole.

Responsibility is an essential value which asks us to take care of ourselves and others. We have to be sincere and diligent while dealing with things and matters around us. Responsibility comes to us with many challenges. It also requires us to make difficult decisions, to prioritize our values and goals, and to take actions that serve the common good, even when it may not be the easiest or most popular choice.

To conclude, it can be said that this human value revolves around accountability and honesty where one has to deal with everything in a smarter way.

## **Love**

Love is the most fundamental human value which is required for the existence of all the other values. This world completely revolves around love without which nothing can exist. It has multiple forms. Self-love is the need of the modern times. It helps us connect with the outer world. Love is often characterized by feelings of warmth, joy, happiness and contentment and it can inspire individuals to act with kindness, compassion, and generosity towards others. When we add the flavour of love in all our interactions, we communicate in better ways. Love is a feeling and also an emotion which makes us happy and energetic. It also transforms us into an honest human being.

In conclusion, Love requires us to be vulnerable, open-minded, and willing to invest time and effort in building relationships with others, and to be patient, understanding and non-judgmental towards others.

## **Fairness**

This human value demands us to be impartial and fair. We should not be biased and we should treat others equally. When we treat others fairly, we create a sense of mutual respect and trust that is essential for building strong and positive relationships.

Fairness is an essential component of building trust and fostering healthy relationships. This helps to create a sense of community and belonging, and fosters a culture of fairness and respect that benefits everyone.

Fairness is a virtue and one has to practice it whole heartedly. One has to be fair towards others and one has to be fair towards oneself too. This is a tough practice as it requires patience and self-assessment. One has to meditate a lot as to be fair and as to treat others equally.

In conclusion, if we practice this human value in our daily lives, we can create a society that is

characterized by trust, respect, and justice, and that benefits everyone.

## **Forgiveness**

Forgiveness is a fundamental human value that involves letting go of anger, resentment, and bitterness towards others who have hurt us. It is seminal for our mental health as one cannot carry the burden of anger, guilt, envy and negativity and it is important to keep dumping it.

We must examine our behaviour time to time and we must correct our feelings. We must try to control our emotions and should forgive others for their follies. It is an essential component of building healthy relationships. When we don't forgive others, it takes our peace away and it creates a society which is full of bitterness, negativity, sorrow and competition.

To conclude, we can say that we should try our best to forgive others to establish harmony and to live peacefully.

## **Gratitude**

Gratitude is a fundamental human value that wants us to appreciate the good around us. It demands us to see good in others and to be thankful for whatever they have in life. We have to understand the fact that comparison is the enemy of our happiness. We must not be envious and we should be thankful for whatever we have in our lives. We should develop an attitude of gratitude for every event, possession and happening.

Gratitude is not just about being thankful but also about being positive and energetic all the time. It requires us to focus on the good things in our lives, even in the midst of challenges and difficulties, and to express our gratitude and appreciation in meaningful ways. Gratitude is difficult to practice and it requires mindfulness. We must be aware of the goodness around us and should acknowledge and appreciate it at the same time.

When we are not thankful, we are unhappy most of the times and this can lead to feelings of isolation, unhappiness, and despair, which can have long-lasting negative consequences for individuals and society as a whole.

To conclude, we can say that this human value leaves a positive impact on us and it plays a crucial role in maintaining our inner peace and acting as a pillar of strength for our emotional well-being.

## **Humility**

Humility is a fundamental human value that involves having a modest and unassuming attitude towards oneself and others. It is about acknowledging our limitations and imperfections, and

recognizing the strengths and worth of others.

It is a form of modesty where one has to be so modest that others feel at ease while talking and dealing. It plays the role of fantastic human value in shaping one`s personality and helps one reaching the pinnacle of success. Those who are modest, they are the ones who hold high positions in life. Modesty is the cause of success and it multiplies the result. It is contagious to which transmits into others and followers.

Humility is also important in promoting personal growth and emotional well-being. When we are modest, we become more open-minded, self- aware and empathetic towards others. This can lead to greater emotional resilience, happiness and fulfilment in life.

It can be said that by practicing humility in our daily lives, we can create a society that is characterized by respect, empathy, and understanding, and that benefits everyone.

## **Courage**

Courage is a fundamental human value that asks to fight for right. It is very difficult to practice as one has to be courageous enough to face challenges and fear and to speak truth without hesitation. When we are brave to face any difficulty, we get incredible results.

Lack of courage makes us doubtful. We never feel confident in whatever projects and actions we take up. This acts as an obstacle and it stops our growth and progress. Thus, if we really wish to live in a healthy society where we can grow together, we need to be courageous in our actions.

To conclude, it can be said that human values are very important for overall development of human beings and one cannot do away with these moral values as one has to be compassionate, calm, caring and diligent. All these above mentioned values play seminal role in the shaping of one`s personality. This manual will definitely be a helping hand for all the readers.

## 19. Measures for Resource Mobilization

### Introduction:

S.S. Jain Subodh P.G. College is dedicated to promoting an environment of academic excellence and holistic development for its students. A basis of achieving this objective lies in establishing a sound financial foundation that enables the institution to innovate, grow, and adapt to changing educational needs and challenges. To this end, the college has formulated comprehensive measures for Resource Mobilization, structured into distinct clauses, to guide the strategic acquisition and utilization of funds. This document highlights the institution's commitment to seeking diverse funding sources, engaging in responsible fund management practices, budgetary planning and monitoring and ensuring transparent and effective resource utilization.

### Clause 1: Diversified Funding Sources

**1.1 Objective:** The institution actively seeks financial support from diverse sources to establish a resilient financial foundation.

**1.2 Funding Avenues:** Funds may be sourced from various avenues, including but not limited to student fees, contributions from entities like UGC,DST,DBT,ICT,AICTE,ICSSR etc., interest earned on corpus funds, consultancy income from external organizations, alumni contributions, unclaimed caution money and revenue generated through facility rentals and examinations conducted by own and by external agencies.

### Clause 2: Government Support

**2.1 Enhancement of Financial Standing:** Strengthening of the institution's financial standing, for enrichment and expansion of resources through Government support.

**2.2 Contribution Areas:** Undertaking initiatives under various Government schemes and procurement of funds allocated for extension activities like such as NSS, NCC, Red Ribbon etc.to enrich the institution's resources.

### Clause 3: Responsible Fund Management

**3.1 Fund Management Structure:** The Finance Committee, under the leadership of the Principal, shall oversee strategic fundraising measures and ensure financial transparency.

**3.2 Stakeholder Collaboration:** Key stakeholders shall be involved in collaborative decision-making to ensure responsible fund management.

#### **Clause 4: Budgetary Planning and Approval**

**4.1 Proactive Budgeting:** The Finance Committee shall engage in proactive budget preparation, considering the diverse requirements of various departments and units.

**4.2 Governing Body Scrutiny:** Proposed budgets will undergo scrutiny by the Governing Body to ensure alignment with strategic priorities.

#### **Clause 5: Effective Monitoring and Control**

**Emphasis on Financial Integrity:** The institution places a strong emphasis on effective monitoring and control of income and expenditure to maintain financial integrity.

#### **Clause 6: Flexibility for Special Requirements**

**6.1 Adherence to Budget:** While adhering to budgeted allocations, the institution recognizes the need for flexibility in addressing exceptional cases.

**6.2 Consideration Process:** Special fund requirements receive consideration based on detailed proposals and special permissions.

#### **Clause 7: Utilization of Funds**

**7.1 Strategic Allocation:** Funds to be strategically allocated to support various educational activities, including academic enrichment, scholarships, freeship, exemption in tuition fee, infrastructure maintenance, and sports promotion.

**7.2 Enhancement of educational and sporting opportunities:** Additionally, funds to be utilized to promote sports within the institution, supporting sports facilities, equipment procurement, and training opportunities for students.

**Conclusion:** In conclusion, the Resource Mobilization measures of S.S. Jain Subodh P.G. College reflect a comprehensive and strategic approach to financial management. Through diversified funding sources, responsible fund management, effective budgetary planning, flexibility for special requirements, and strategic utilization of funds, the institution ensures financial sustainability and optimal resource utilization, creating an enriched educational environment for its stakeholders.

## 20. Policy for Internal Complaints Committee

### Introduction :

**S.S. Jain Subodh P.G. College** is dedicated to providing a safe and healthy working environment for all employees and students, regardless of gender, race, caste, religion, origin, sexual orientation, disability, or economic status. The college is focused on nurturing an inclusive atmosphere of dignity, care, and respect, allowing everyone to work or study on campus free from fear, prejudice, gender bias, hostility, or sexual harassment. We are committed to ensuring that no members of our community face sexual harassment, and we will enforce our policy rigorously.

This policy supports compliance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, along with its rules. Additionally, this policy should be considered alongside the institute's regulations, rules, and other applicable policies, as well as relevant guidelines from the **Ministry of Human Resource Development, Government of India**, and the **University Grants Commission**.

### Scope & Applicability:

This policy applies to all administrative and academic departments of Subodh College. It encompasses all categories of employees, including teaching staff, non-teaching staff as well as students from both short-term and long-term academic and executive programs.

This policy also applies to all complaints of sexual harassment made by an aggrieved woman in relation to college against any individual within the institution, regardless of where the incident occurred, as long as it falls within the definition of 'workplace' according to the Act.

### Internal Complaints Committee:

To comply with the law, Subodh College has established an **Internal Complaints Committee (ICC)** to promote gender sensitivity through regular workshops and to investigate allegations of sexual harassment on campus. The ICC will comprise:

- a) A Convener who will be a tenured woman faculty member.
- b) Members: Representatives from different departments.

The composition of the committee is as follows:

<b>Dr. Chitra Rathore</b>	<b>Convener</b>
Dr. Rashmy Nair	Member
Dr. Leena Bhatia	Member
Dr. Suprithy Paliwal	Member
Dr. Anant Vijay Soni	Member
Dr. Rashmi Modi	Member
Dr. Padma Pandel	Member
Dr. Rachana Khandelwal	Member
Dr. Samta Jain	Member
Dr. Sonia Bajaj	Member

### **Prevention:**

Subodh College maintains a zero-tolerance policy toward sexual harassment. To uphold dignity and respect for all employees, the ICC will:

- Organize periodic awareness and sensitization workshops for all stakeholders.
- Provide mechanisms for dispute resolution and dialogue to address sexual harassment issues fairly, without compromising the rights of the complainant.
- Ensure the safety of the complainant by protecting their identity and offering necessary relief.
- Assist employees or students who choose to file a complaint with the police.

### **Mechanism of ICC on Sexual Harassment:**

To initiate a process, complaints must be submitted in writing or via email by the aggrieved person(s) within three months of the alleged incident (or within three months of the last incident in case of multiple occurrences). Complaints can be filed by friends, relatives, colleagues, counsellors, psychologists, faculty, staff, or any associate if the aggrieved person is unable to file due to physical or mental incapacitation.

Complaints should detail the incident(s) and include supporting facts, documents, names of individuals involved, and witness information, if available. The ICC may extend the filing deadline by up to three months if there are unavoidable circumstances preventing timely submission.

## **Resolution Process:**

**Conciliation:** Before initiating an inquiry, the complainant may request the ICC to mediate the matter through conciliation. However, monetary settlements are not permissible in conciliation. If a settlement is reached and recorded by the ICC, no further inquiry will be conducted.

**Inquiry:** All claims of sexual harassment will be promptly and thoroughly investigated by the ICC, adhering to principles of natural justice and legal provisions. Neither the complainant nor the respondent may be represented by legal practitioners during ICC proceedings.

Upon receiving a valid complaint, the ICC will provide a copy to the respondent, who must then respond with a reply and a list of documents, witnesses, and their details. The inquiry must be completed within ninety (90) days from receipt of the complaint. The inquiry report and ICC recommendations will be submitted to the Principal of the institute, who will act on them within sixty (60) days.

**Malicious Complaint:** To prevent misuse of this policy, the ICC will address false or malicious complaints. If the ICC determines a complaint is false or misleading, strict disciplinary action will be recommended, which may include termination of employment or expulsion. It is clarified that an inability to substantiate a complaint does not imply it is false or malicious.

## **Provisional Redressal:**

While an inquiry is pending, the ICC may recommend interim measures, including:

- (a) Transferring the complainant or respondent to different departments to minimize contact risks.
- (b) Granting leave to the complainant with full status protection for up to three months.
- (c) Restricting the respondent from evaluating the complainant's work or performance.
- (d) Ensuring the respondent is warned to maintain distance from the complainant.
- (e) Implementing measures to protect the complainant from retaliation or victimization.

## **Confidentiality:**

All reported incidents will be handled with sensitivity and confidentiality. Information regarding the complaint, the identities of the complainant, respondent, and witnesses, and any related proceedings



will remain confidential. As mandated by Section 16 of the Act, this information must not be disclosed to the public or media.

Any individual breaching confidentiality will face disciplinary action as per subodh college regulations.

## **Remedial Actions:**

### **A. For Students**

If a respondent who is a student at subodh college is found guilty of sexual harassment, the Internal Complaints Committee (ICC) may recommend any combination of the following penalties, depending on the severity of the offense:

- (i) Warning, reprimand, or censure.
- (ii) Reformative punishments, including mandatory counselling.
- (iii) Restrictions on privileges, including denial of access to certain facilities or scholarships.
- (iv) Prohibition from representing college in co-curricular or extracurricular activities.
- (v) Removal or restriction from holding positions of responsibility.
- (vi) Exclusion from partial and/or final placements.
- (vii) Suspension or expulsion from college.

### **B. For Employees**

If a respondent who is an employee of college is found guilty of sexual harassment, the ICC may recommend any combination of the following penalties:

- (i) Warning, reprimand, or censure.
- (ii) Reformative punishments, including mandatory counselling.
- (iii) Transfers to different departments or roles.
- (iv) Ineligibility for course instruction, evaluation, or administration of any programs or student-related academic activities for a period not exceeding one year.
- (v) Withholding of increments and promotions.
- (vi) Suspension.
- (vii) Termination of employment.

The remedial actions outlined for both students and employees are indicative and not exhaustive.

## 21. Policy FOR SC/ST Committee & OBC Cell

### **Introduction :**

In alignment with the affirmative policies of the Government of India, S. S. Jain Subodh P.G. College has committed to providing programs, schemes, and facilities to support individuals from socially and economically disadvantaged backgrounds. The college strives to foster an environment that values diversity and respects all individuals, irrespective of their colour, religious beliefs, or cultural backgrounds. While promoting this diversity, the college is dedicated to protecting everyone, including those from SC/ST and OBC communities, in accordance with the provisions of the Constitution of India.

To create a safe and respectful living and learning environment, and to implement the affirmative policies of the Government of India and the UGC, Subodh College established the SC/ST and OBC Cell in accordance with a resolution from the Governing Body. This cell provides comprehensive preventive and proactive services to all students from these communities enrolled in various academic programs. Its primary objective is to enhance the psychological well-being of SC/ST/OBC students, enabling them to fully benefit from the educational opportunities available at the college.

### **Objectives:**

The Institute is dedicated to provide an inclusive environment that embraces diversity in all its forms, ensuring respect and protection for everyone, including individuals from Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC). We act in accordance with the provisions of the Constitution of India regarding these matters. To promote equity among equals, the Institute has established a special committee to assist and monitor students from SC, ST, and OBC communities.

### **Functions of the SC/ST/OBC Cell:**

- To ensure a safe and secure environment for all students from SC, ST, and OBC backgrounds.
- To ensure compliance with reservation orders and other benefits granted to SC/ST and OBC students.
- To ensure the protection and reservations mandated by the Constitution of India.

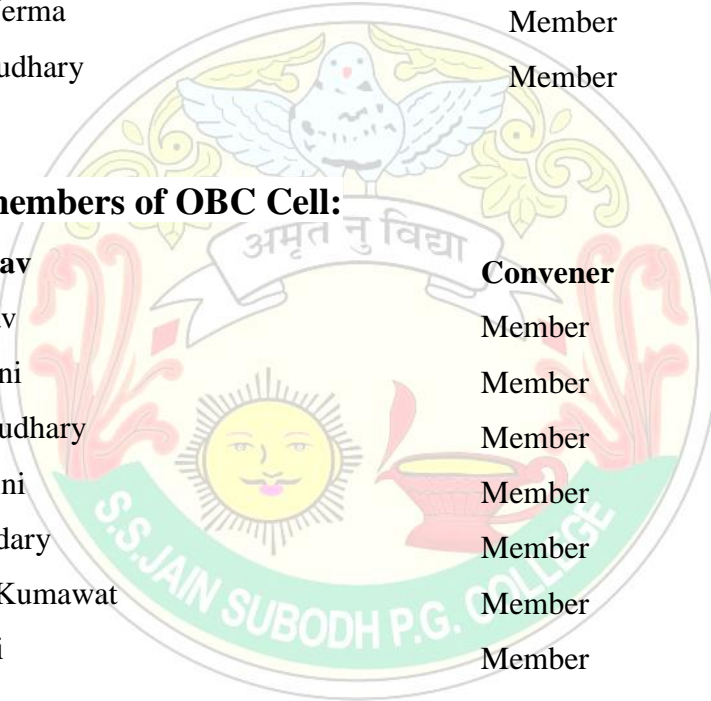
- To provide the mechanism for addressing grievances raised by SC/ST students.
- To provide prompt counselling services for emotional emergencies that may arise on campus.
- To Inform SC/ST students about various scholarship programs offered by the State Government.

**Following are the members of SC/ST Committee:**

<b>Dr. Rajendra Meena</b>	<b>Convener</b>
Dr. P. C. Meena	Member
Dr. Reena Verma	Member
Dr. Yogendra Verma	Member
Dr. Suman Choudhary	Member

**Following are the members of OBC Cell:**

<b>Dr. Rajesh Yadav</b>	<b>Convener</b>
Dr. Suman Yadav	Member
Dr. Yashoda Saini	Member
Dr. Supriya Choudhary	Member
Dr. Rajendra Saini	Member
Dr. Vimla Choudary	Member
Dr. Meenakshi Kumawat	Member
Dr. Deepti Saini	Member



## 22. Research Promotion Policy & Ethics

### 1. Aims of the Research Policy:

**S.S. Jain Subodh P.G. College Jaipur(Raj.): An Autonomous Institution** that aims to create a quality research culture on the campus and promote scientific temper and research aptitudes among teachers and students. It also encourages innovative research activities for faculty members and scholars to improve the Institution and society. The College's research policy embodies our commitment to fostering a vibrant scholarly inquiry and innovation culture. Grounded in academic excellence, collaboration, and societal impact, this Policy is a guiding framework to support and promote research endeavors across all disciplines. We aim to empower our faculty, students, and staff to pursue cutting-edge research that advances knowledge, addresses complex challenges, and enriches our academic community and society. It helps to realize the vision and missions of the College for contribution to national development by establishing research, mobilizing funding from different agencies, endorsing innovative research, and enriching quality publications with higher H-index. The cell has encouraged and motivated the faculty to apply for and receive several research projects. Also, the Institute incentivizes faculty by providing financial assistance and other mentoring support to undertake more and more research activities/projects to make a significant contribution to its research profile.

This Policy helps researchers persist, publish, and patent. The research policy of the Institute serves as an overall framework for research activities and conforms to all applicable rules, regulations, and ethical conduct of research.

### 2. Objectives of the Research Policy:

This Policy provides a broad framework to guide research and ensure the integrity of scholarly inquiry at the College. The objectives of the Policy are as follows:

1. To create an enabling environment within the College to foster the institutional capacity for research culture through a research framework among staff and students.
2. To identify and promote research areas that are academically and socially relevant and amalgamate them with the curriculum.
3. Promote participation and organize seminars, conferences, workshops, and training programs in the relevant field.

4. To ensure publications in quality journals. It is indexed in Scopus/Web of Science and Indian Citation Index with a good impact factor.
5. To foster an environmentally conscious, socially necessary research with commercialization.
6. To ensure quality, integrity, and ethics in research.
7. To publish research findings in appropriate media and to make such published information available to end users.
8. To sustain active links with government departments and industry organizations relevant to the college research and activities.
9. We are identifying and establishing linkages, including a Memorandum of Understanding (MoU) for long-term relationships with national and international research and industrial organizations to widen the scope of research opportunities and funding options available to the faculties and students.
10. To assist and get externally funded projects under various schemes of UGC, DBT, DST, AICTE, ICSSR, ICT, etc.
11. To create awareness of IPR and encourage and support filing patents.
12. Providing a mechanism to blend teaching and research to achieve efficient quality specifications.

### **3. Conduct of Research**

#### **3.1 Promotion of Research:**

The College has adopted the Research Promotion Policy to promote and foster research activities and to motivate them to continue their research for academic growth. As research leads to the enrichment of the faculty's knowledge and understanding, the college management encourages the faculty members to carry out original research by providing cash incentives for the publication of research articles in the Scopus indexed journals and peer-reviewed reputed journals approved by the UGC and the registration amount for participation in conferences/seminars and seed money for projects. Monetary incentives are also given to the research guides for the guidance and supervision of Ph.D scholars pursuing both full-time and part-time research work.

In context to updating research facilities, assistance is provided by the Institution in many ways:

- Establishment of research centers in various departments

- Procurement of sophisticated research equipment.
- Research project grant scheme for faculty members
- Seed money for research projects, publications, and patents.
- Visit National Laboratories or Research Centers to motivate the students & Faculty members to pursue the research.
- Travel grants to faculty to present papers in national and international Conferences/Seminars/Symposiums/workshops/ or to participate as Invited speakers.
- Academic leave to undertake research projects, avail post-doctoral fellowships and attend conferences.
- Seed money procures the project, specific minor equipment, and consumables.
- Peer review of research papers and plagiarism check by Turnitin software by the internal Advisory Committee before sending for publication.
- We are conducting International and National Conferences, seminars, workshops, and symposiums to update researchers on the latest developments.
- We are organizing guest lectures of eminent and distinguished scientists and renowned personalities in various fields of learning.
- We provide adequate space for setting up a research laboratory and seating of research scholars.

### **3.2 Ethical responsibilities**

- The investigator or a set of co-investigators in experimental research projects lead the project and monitor the experimental procedure with a compilation of results.
- Everyone involved in research projects is equally responsible for the results and publication.

### **3.3 Support under the Research Promotion Policy:**

#### **3.3.1. Publication Fee Reimbursement:**

- The College is dedicated to promoting the dissemination of high-quality research and, as part of this commitment, will reimburse publication fees for research articles published in Scopus-indexed or UGC CARE-listed journals.
- Reimbursement Limits: A maximum of 10,000 rupees per article for publications in Scopus-indexed journals. A maximum of 2,500 rupees per article for publications in UGC -CARE-listed journals.
- Faculty members and research scholars are strongly encouraged to select reputable journals for their research publications, emphasizing the College's commitment to fostering impact and credible research contributions.

#### **3.3.2. Patent Publication Support:**

- Recognizing the paramount importance of intellectual property, the College actively encourages faculty members and research scholars to engage in patent applications.
- Reimbursement of publication fees associated with patent applications (both national and international) will be provided, with a reimbursement cap of 10,000 rupees per patent. This underlines the College's dedication to fostering innovation and safeguarding the intellectual contributions of its academic community.

**3.3.3. Seed Money for Research Project:** Seed money for a research project of a duration of 1 to 3 years ranges from 1,00,000/ to 1,50,000/for science, commerce, and social science projects, which does not have support from other agencies.

#### **3.3.4. Travel Allowance/Registration Fee for Conferences, Seminars and Workshops:**

The College recognizes the significance of faculty participation in national and international conferences, seminars, and workshops to facilitate academic growth and collaboration.

- Faculty members presenting research papers or participating in such events may apply for travel allowance reimbursement and registration fees.
- Eligible faculty members, including those whose research papers have been accepted for presentation or those playing a significant role as speakers, panelists, or moderators.

- Reimbursement limits: - For national events, the reimbursement limits are up to 50% for actual travel expenses and complete registration fees. This limit is up to 50% of travel expenses and full registration charges for international events.
- Reimbursement requests should be submitted with valid proof of participation and expenses to the college administration within 30 days of the event's conclusion.

### **3.4 Responsibilities of Researchers:**

All the faculty members must be aware that everyone's contribution to the research field is essential for developing and maintaining the quality of deliverables at the College. Besides teaching, faculty members have to initiate research activities with the help of UG, PG, and research students to enhance the research activities. Faculty members must provide quality research training to students by encouraging them to undertake socially relevant quality projects to improve their skills and publish their research findings in papers of national and international reputation. Faculty members are encouraged to attend FDPs and special training/workshops to enhance their knowledge in their respective fields. The achievements of researchers are well endorsed in the Annual Performance Appraisal Report (APAR), and they have an edge over other faculty members not involved in research activity.

### **3.5. Thesis Writing:**

- The thesis writing involves both original and reported work, which should be done with acknowledgment and permissions if required
- The research student needs to follow research and ethics policy to write a thesis. The supervisor will look into prior thesis writing to avoid plagiarism

### **3.6. Responsibility of Referees:**

- Teachers asked to review a manuscript or a research proposal must not use the represented data in the manuscript. Such unethical conduct is not allowed.



## 4. Research Ethics Policy

The College has constituted a Research Advisory Committee and Research Ethics Committee to ensure the smooth functioning of the research work. The committee monitors Research Centers, Innovation hubs, Entrepreneurship Development Cells, and IPR cells and ensures quality publications, projects, and patents.

### 4.1 Academic Integrity Policy

#### Policy Statement:

- Academic integrity involves values such as avoidance of cheating or plagiarism, maintenance of academic standards like honesty and ethics in research, and scholarly publishing to foster the highest standards of research integrity.
- The committee has committed to research integrity within a pioneering research culture and healthy environment.
- All researchers and staff supporting research must conduct their study according to the College's code of ethics and compliance with other research policies.
- Expectations from Students: It is the responsibility of each student to refrain from infractions of academic integrity and misconduct in all such matters. Academic integrity should also be maintained during examinations by avoiding unfair means and cheating. The committee must take strict action on such issues.

### 4.2 Dignity at Work and Study

**Policy Statement:** The term 'Dignity at Work and Study' emphasizes that everyone has the right to be treated with respect at the Institution. All members of the College, including staff and students, must treat each other in a friendly, courteous, and dignified manner. This is also applicable to visitors and others associated with the University.

- It is vital to strive for an environment within the Institution in which discrimination, harassment, bullying, and victimization are not tolerated. Such unacceptable behavior must be identified early and managed effectively.
- Deliberately withholding training or resources from someone necessary for them to perform the role or provide opportunities for advancement or promotion will be treated as a violation of this Policy.
- In our Policy, we must also support any staff member or student subjected to such behavior and encourage them to report this as early as possible.

- There are three key ways to ensure this environment exists at the Institution.
  - The first is the responsibility of Deans and Departmental In-charges to ensure that staff and students are not subjected to unacceptable behavior.
  - The second is to foster an environment in which there is no tolerance for unacceptable behavior from any staff member or student.
  - The third is to have a supportive, confidential, and transparent process that proactively tackles unacceptable behavior and encourages respect and trust.

## Procedures

All reported cases of unacceptable behavior will be taken very seriously by the College, and the appropriate procedures will be used to investigate complaints.

### 4.3 Information Security Policy

**Policy Statement:** This Policy aims to protect information used by the Institution in teaching, learning, research, and commercial and administrative activities. The purpose of this Policy is to inform staff how this is achieved and to summarize their responsibilities concerning information security.

The information security policy ensures the following:

- Confidentiality - information is protected from unauthorized access and disclosure.
- Integrity - the accuracy and completeness of information is safeguarded, and unauthorized amendment or destruction is prevented, including the integrity of externally provided data.
- Availability - information and associated services are available to authorized users.
- Authentication – the identity of persons accessing highly restricted and critical systems that may permit the creation, amendment, or deletion of institutional records. These must be recorded and verified.

### 4.4 Health and Safety Policy

**Policy Statement:** It is the Policy of the College to pursue high standards of health and safety management that are open, supportive emp, lowering, and responsive to the academic work environment

- To achieve this, the Ethics Committee has set a code of ethics for Chemical Safety, Bio-safety, and Bio-hazards Biological containment of material and bioethics.
- LIFE SCIENCE REPORTING and Animal Ethics Committee (AEC) must ensure that No life science threat is practiced in research. AEC must approve and monitor research within Accredited Animal Research Establishments, including animal and facility inspections.
- The Chemical Ethics Committee must identify any unusual hazards inherent in the chemicals,

equipment, or procedures used in an investigation that pose a threat to public health and safety, crops and other plants, animals, the environment, or material.

#### **4.5 Policy on Misconduct in Research and Plagiarism (Dishonest use of Data policy)**

**Policy Statement:** The Policy states that Plagiarism, Data Fabrication and Cheating, and Conflicts of Interest shall be strictly discouraged.

- **Plagiarism:** Cases of Plagiarism will include the use of data, photographs, ideas, figures, or any material without citation or acknowledgment thereof.
- **Data Fabrication and Cheating:** The use of unauthorized material, copying, or data fabrication from various sources and data falsification will be considered unethical behavior.
- **Conflicts of Interest:** Conflicts of Interest shall be disclosed from academic and professional activities like learning, research publications, projects, internships, and dissertations.

#### **4.6 Research Data Management Policy**

**Policy Statement:** The Policy aims to preserve the value of research data and records for researchers and research scholars and to facilitate effective research practices.

- This Policy applies to research data and records generated during research undertaken by the College, including digital and physical materials.
- Researchers are responsible for ensuring that research data and records are accurate, complete, authentic, Safe, secure, and Compliant with ethical and legal obligations.

#### **4.7 Research Ethics Policy and IPR Policy:**

##### **Policy statement:**

This Policy aims to foster, stimulate, and support creative endeavors in the Institute.

**Protect the legitimate interests of the Institute's faculty/scholars/students and society, and avoid conflict of opposing interests as much as feasible.**

Establish a transparent administration system for intellectual property ownership control and assignment and intellectual assets developed and controlled by the Institute.

**Copyright:** The exclusive right granted by law for a certain period to an author to produce, print, publish, and sell copies of their work.

**Plagiarism:** The College has “Turnitin Software” to check for plagiarism in documents before submission for publication. Plagiarism is the act of stealing another person's intellectual property (IP), which includes ideas, inventions, original works of authorship, words, slogans, designs, proprietary

information, etc., and using them as your own without proper acknowledgment and permission of the original author or inventor.

**“IPR Committee”** The committee is constituted by the principal occasionally to evaluate and make recommendations regarding IP-related issues.

**Patent:** A patent granted under the provisions of the Indian Patents Act 1970.

**Patentee:** The person for the time being entered on the Register of Patents kept under the Indian Patents Act, 2002 as the generator or proprietor of the patent.

**Revenue:** The payment received per the Institute's agreement is usually for the legal use of intellectual property through a license.

**Dispute Resolution:** In disagreement about the IPR policy, the institute judgment shall be considered final and binding.

**Jurisdiction:** In general, all agreements that the Institute enters into will be subject to the jurisdiction of the courts in Jaipur governed by the relevant Indian Laws' The Institute might make an exception in some circumstances.

#### **4.8. Authorship and Other Publication Matters:**

The research findings must be published for the benefit of other researchers. Authorship should be awarded only to the researchers who have contributed to the conceptual design, execution, and interpretation of the published one.

#### **4.9. Conflict of Interest:**

Conflicts of Interest shall be disclosed from academic and professional activities like learning, research publications, projects, internships, and dissertations. The research results obtained by the researchers must be submitted to the Institution before they leave, particularly the patent-able inventions.

#### **4.10. Obligation to Report:**

Reporting suspected research misconduct is a collective and solemn conscientiousness of all academic community members.

#### **4.11. Punishments and Penalties:**

The Policy states that plagiarism, data fabrication and cheating, and conflicts of interest shall be strictly discouraged. Based on the level of misconduct, the ethics committee may suggest the following punishments and penalties:

1. Written Warning
2. Loss of privileges

3. Fines/Penalties
4. Compensation for loss
5. Public Apology in addition to any of the above
6. Suspension
7. Dismissal (Only in the most severe cases and after repeated warnings following due procedures laid down by the College)

## **5. Research Promotion & Research Grant Scheme(Seed Money):**

### **The Scheme**

Under the Institutional Research Grant Seed Money Scheme, teachers are invited to submit research project proposals that address particular issues relevant to specific areas.

### **Objectives**

The objective of the Institutional Research Grant Seed Money Scheme(IRGSMS) is to encourage teachers who could not avail of financial assistance from any other funding agency to carry out research work. The Institutional Research Grant Seed Money Scheme aims to provide financial assistance to the faculties to conduct research projects on a particular problem/issue/theme of the subject.

### **Eligibility/Target Group**

The research grant scheme provides financial assistance to faculties working in the College as permanent who wish to undertake, along with teaching work, a Research Project on a theme/issue/aspect relevant to the area. Candidates with Ph. D degrees are given preferences. The upper age limit of the applicant must be at most 58 years of age.

### **Terms and Conditions**

- It would be the Principal Investigator's responsibility for total project accountability. After completion of one project (date of finalization of accounts of the project), the Principal Investigator should publish two papers in a reputed journal in the form of Books/Articles/Presentations in seminars, etc., from the said project completed.
- Teacher awardees must submit the completed research project report with financial details.
- Funds under this scheme will not be available for any other capital expenditure like building, major equipment, furniture, purchase of vehicles, or long-term hiring of vehicles.
- The research project must be completed within a period of a maximum of two years from the date of a grant awarded.

- Seed Money Grant will be sanctioned in two Installments. The first installment of 80% of the grant sanctioned will be disbursed immediately with the allotment letter. The second installment of 20% will be given after the submission of the utilization of the first installment and Research Report.
- All the expenditure bills should be attached to the utilization certificate.
- Any paper or abstract published due to work done from this grant must mention the funding source.
- The project is not transferable in any case.
- If faculty members cannot complete their projects, the SEED money grant received must be returned to the College with interest.

#### **Nature of Assistance:**

- The quantum of assistance for a research project will be up to Rs. 1,00,000/ for social sciences and Rs. 1,50,000/- for science, which does not have support from other agencies.
- A research proposal having financial support of at least 25% of the total cost of a research project from the industry will also be eligible for the selection process. Such Teachers are also encouraged to apply.
- Rs. 10,000/ per paper publication amount in Scopus /Web of Science /UGC Care listed journals will be available to handle specific aspects of a research project for one year.

Research projects in sciences, humanities, social science, languages, literature, arts, physical education, and allied disciplines are included in this scheme.

#### **Non-Recurring Grants**

**Equipment:** Minor equipment or glass wares only.

**Books and Journals:** The equipment and books & journals grants may be utilized to procure the essential items and books & journals needed for the proposed research work.

The minor equipment, books & journals acquired by the Principal Investigator under the Research Grant Program must be deposited at the College. After the completion of the project, it will be the institutional property.

#### **Recurring Grants**

##### **(a) Hiring Services:**

This is meant for specialized technical work, such as sample analysis, for which the College needs infrastructure or such services are available on a payment basis.

(b) **Contingency:**

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies, microfilms, typing, stationary, postage, telephone calls, internet, fax, computation, and printing needed for the project.

(c) **Special Needs:**

Assistance may be provided for any other special requirement in connection with the project, which is not covered under any other 'Head' of aid under the scheme.

(d) **Chemicals and Consumables:**

Assistance may be provided to meet expenditures on chemicals, glassware, and other consumable items.

(e) **Travel and Field Work:**

The amount allocated under the head travel/field work will be utilized for data collection and other information, such as documents and visits to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops, training courses, etc. They may also avail themselves of special casual leave/duty leave for fieldwork/data collection as per college/university rules.

(f) **Tenure and Implementation:** The proposed project will be for the duration of a maximum of two years.

**Procedure for applying**

All eligible college teachers may submit their research proposal and an updated resume, which will be assessed by the College's evaluation committee (EC).

Interested teachers must submit their research proposal in the prescribed format duly forwarded through the principal.

**Procedure for approval**

The proposals received duly forwarded by the head of the Institution will be assessed by a committee of experts constituted by the College. The committee will take the final decision based on recommendations and the availability of funds under the scheme.

**General Rules:**

- The project is not transferable in any case.

- If the PI is transferred from their original place of work to another Institution, a No Objection Certificate(NOC) should be furnished, but the project will be allotted to another eligible faculty member.
- If a Principal Investigator(PI) fails to complete the project, they has to refund the entire amount released with interest.
- A three-month extension in tenure is permissible.

#### **Monitoring and Evaluation:**

- The Principal Investigator will be required to submit a yearly progress report describing the progress made in the research project along with the research students' contribution to the research project.
- The Principal Investigator will be required to make a presentation of progress made in the research project yearly. Students engaged in the research project will also be required to make a presentation of their contribution to implementing the research project.
- The Principal Investigator will be required to provide the following details of students engaged in the research project: Name, email, phone, Programme of study, institution where the student is enrolled, year of study, activities conducted by research students, and comments on the performance of students.

## **6. Composition of Research Committees:**

The following Committees have been constituted to facilitate, mentor, coordinate, and monitor the research activities in the Institute.

### **6.1. Research Advisory Committee**

A **Research Advisory Committee** has been constituted to facilitate and monitor research activities. It renders necessary expertise and support to the researchers in their research endeavors in the fields of Basic & Applied Sciences, Social Sciences, Literature, Computer Science, Commerce & Management, and various other fields. The committee comprises senior academicians (Outside experts) and research-oriented faculty members of the College nominated by the principal.

The composition of the committee is as follows:

<b>Prof. K. B. Sharma</b>	<b>Convener</b>
Prof. S.C. Joshi	Member (External)
Prof. S. N. Dolia	Member (External)
Prof. K. G. Sharma	Member (External)



Prof. Anurag Sharma	Member (External)
Prof. Renu Bapna	Member (External)
Dr. Rajesh Kr. Yadav	Member (Internal)
Dr. Ripu Ranjan Sinha	Member (Internal)
Dr. Balram Tripathi,	Member (Internal)
Dr. Sarita Singhal	Member (Internal)
Dr. Preeti Srivastava	Member

## 6.2. Research Ethics Committee

The Research Ethics Committee has been constituted to consider and monitor all matters related to Research Ethics and IPR, academic integrity, information security, health and safety, prevention of misconduct in research, check on plagiarism and dishonest use of data, public interest disclosure, and research data management.

The composition of the committee is as follows:

<b>Dr. R. R. Sinha</b>	<b>Convener</b>
Dr. Balram Tripathi	Member
Dr. Ashish Swami	Member
Dr. Sarita Singhal	Member
Dr. Gauri Dhingra	Member
Dr. Neetu Jain	Member
Dr. Reenu Chauhan	Member

**The Research Advisory Committee** and **Research Ethics Committee** are responsible for the smooth functioning of the Research Centers, Innovation Hub, Entrepreneurship Development Cell, and IPR Cell and ensure the quality of publications, projects, and patents.

## 6.3. IPR Cell

The IPR cell aims to propagate awareness of intellectual property among the Institute's researchers by organizing workshops, seminars, training programs, etc. The composition of the Committee is as follows:

<b>Prof. R. R. Sinha</b>	<b>Convener</b>
Dr. Richa Sharma	Member
Dr. Anu Malhotra	Member
Dr. Nandini Sharma	Member
Dr. Deepti Mathur	Member
Dr. Abha Singhal	Member
Dr. Mamta Jha	Member

#### **6.4. UGC, DBT, and DST Committee**

The committee looks after all matters related to funding agencies like UGC, DBT, and DST. The composition of the committee is:

<b>Dr. Balram Tripathi</b>	<b>Convener</b>
Dr. Rashmy Nair	Member
Dr. Vikram Jain	Member
Dr. Preeti Shrivastava	Member
Dr. Shazia M. Jamal	Member
Dr. Geeta Choudhary	Member
Dr. Neetu Jain	Member

#### **6.5. Entrepreneurship Development Cell**

The Entrepreneurship Cell nurtures a culture of entrepreneurship among college students, encouraging them to start enterprises. The composition of the committee is:

<b>Dr. Gauri Dhingra</b>	<b>Convener</b>
Dr. Priti Gupta	Member
Dr. Anu Malhotra	Member
Dr. Payal Goyal	Member
Dr. Satish Sharma	Member

Dr. Tanu Jain                      Member

Dr. Manisha Yadav              Member

## **7. Facilities**

### **7.1. Innovation Hub**

The College has set up a centralized research lab & innovation hub to help pursue fundamental, applied, and translational research and develop the student's critical thinking and creative skills. Academic and non-academic achievements are reflected in outstanding capabilities, and conscientious efforts are made to make young minds responsible for developing lifelong learning skills, self-motivation, entrepreneurship development, and a strong sense of commitment toward the nation.

### **7.2. Research Centers**

The ecosystem of research in Subodh College consists of twelve research centers:

1. Subodh PG College **Physics Research Center**
2. Subodh PG College **Computer Application Research Center**
3. Subodh PG College **Mathematics Research Center**
4. Subodh PG College **EAFM Research Center**
5. Subodh PG College **Chemistry Research Center**
6. Subodh PG College **Zoology Research Center**
7. Subodh PG College **Botany Research Center**
8. Subodh PG College **ABST Research Center**
9. Subodh PG College **BADM Research Center**
10. Subodh PG College **History Research Center**
11. Subodh PG College **Political Science Research Center**
12. Subodh PG College **English Research Center**

## **8. Policy Implementation and Monitoring Strategies:**

Implementing and monitoring research and research ethics policies involves several vital measures to ensure ethical conduct and compliance.

**Educate and Train Researchers:** Conduct regular workshops, seminars, or training sessions to educate researchers, faculty, and students about research ethics principles and best practices.

**Research Advisory Committee:** It reviews research proposals and ensures that research projects comply with ethical standards and regulatory requirements.

**Monitoring and Oversight:** Regularly monitor ongoing research projects to ensure compliance with ethical guidelines and institutional policies. This can be done through periodic audits or reviews by the IRB or designated oversight committees.

**Research Ethics Training of Students:** Conduct research ethics training in the curriculum for postgraduate students. It is ensured that students understand the importance of ethical conduct in research and are equipped with the knowledge and skills to adhere to ethical guidelines throughout their research projects.

**Promote Transparency and Accountability:** Encourage transparency in research practices by promoting open communication, data sharing (where appropriate), and adherence to reporting standards. Foster a culture of academic integrity and accountability among researchers and students.

**Continuous Improvement and Feedback:** Solicit feedback from researchers, faculty, and students regarding the effectiveness of research ethics policies and procedures. Use this feedback to continuously improve and update the policies to address emerging ethical challenges.

**Ethics Hotline or Reporting Mechanism:** Establishment of a confidential reporting mechanism where individuals can raise concerns about potential research misconduct or ethical violations.

Implementation of these measures ensures the creation of a robust framework for promoting ethical research practices and ensuring compliance with research ethics policies.

**Research Policy Implementation Mechanism:** *The research committee of the College shall be responsible for implementing this research policy by working closely with faculty, students, and collaborators in accordance with aims, objectives, vision, and missions.*

## 23. Safety and Security Policy

Safety and security policies are crucial elements for any entity, whether an organisation, community, or society, focusing on safeguarding individuals, assets and information. These policies consist of various measures, protocols, and guidelines designed to prevent and reduce risks, hazards, and threats. The policy outlines fundamental components aimed at ensuring well-being and protection, encompassing a broad spectrum of areas. It typically includes provisions for risk assessment, emergency response procedures, physical security measures, cyber security protocols, and training initiatives. By addressing these key aspects comprehensively, safety and security policies aim to create a secure environment conducive to productivity and peace of mind.

1. **Risk Assessment:** Conducting regular assessments to identify potential risks, vulnerabilities and hazards that could impact safety and security.
2. **Physical Security:** Implementing measures to safeguard physical assets, specially by posting lady guards at exit points and on every floor. Providing safe and secure premises and infrastructure. This includes access control, surveillance systems, perimeter security and emergency response procedures.
3. **Information Security:** Implementing procedures to safeguard sensitive data, information, and intellectual property against unauthorized access, theft, or breaches. This entails employing encryption, authentication methods and adhering to cyber security standards.
4. **Emergency Preparedness and Response:** Creating strategies and protocols to efficiently address emergencies like natural disasters, accidents, or security breaches. This encompasses developing evacuation plans, establishing crisis communication procedures and collaborating with relevant authorities for effective response and recovery.
5. **Health and Safety:** Ensuring a safe and healthy workplace for employees and visitors by adhering to regulations, providing necessary training and implementing measures to prevent accidents.
6. **Compliance and Legal Obligations:** Meeting relevant laws, regulations, and standards concerning safety and security.
7. **Training and Awareness:** Conducting regular training sessions and awareness programs to educate employees and students on safety and security policies, procedures and best practices.

8. **Incident Reporting and Investigation:** Establishing procedures for reporting and investigating security incidents, accidents, or breaches, including documentation, analysis and corrective actions.
9. **Risk Management:** Implementing strategies to manage and mitigate risks effectively, such as through insurance, risk avoidance, or risk reduction measures.
10. **Continuous Improvement:** Periodically reviewing and updating safety and security policies to address evolving threats, technologies, or organizational requirements, incorporating feedback and lessons learned.

**Crisis Communication:** Developing communication channels and protocols for disseminating information during emergencies or crises, both internally and externally, to stakeholders, media and the public.

The college has taken various safety measures to ensure complete safety and security of the students. Special attention is paid on the safety of women.

1. Security guards are posted at every exit point of college and hostel to avoid unnecessary entry of anyone.
2. Entry and Exit registers are maintained to avoid unwanted entry and exit.
3. CCTV Cameras are strategically placed in the entire campus for the proper surveillance.
4. High compound walls are constructed around the campus for safety purpose.
5. Fire Extinguishers are placed at every key point for emergency purpose.
6. Session on Disaster Management are conducted by **IQAC** and **NSS** to educate the students, teaching and non-teaching staff members on safety, **First-Aid** and other life-saving strategies.
7. Information related to **Rules and Regulations** of the college is shared on the website.
8. To inform all the students about the **Rules and Regulations** of the college in the **Orientation Programme** organised for first year students.
9. Apart from this '**Cyber Security and Safety Standards**' ensures cyber safety of students through awareness programme.
10. Different security measures to be taken at **Departmental** level also.

## 24. Scholarship and Freeship Policy

The primary objective of the Institutional Scholarships and Freeships policy is to facilitate equitable access to higher education by providing financial assistance to students facing economic challenges and have the opportunity to fulfil their academic aspirations.

The policy aims to promote inclusivity and diversity within the student body by providing support to students from underrepresented or marginalized communities. By removing financial obstacles to education, the institution strives to create a more inclusive and equitable learning environment where all students can thrive and succeed.

In order to facilitate Scholarship among Students towards their Academic excellence, following Scholarships are awarded by College are

- **Free ship/ Scholarship by Subodh Shiksha Samiti for Jain minority community**

The free ship/scholarship offered by Subodh Shiksha Samiti to provide financial assistance to deserving Jain students pursuing education at various levels. The scholarship aims to support economically weaker Jain students to contribute community development. The percentage of scholarship awarded will vary based on the combined assessment of financial need, academic performance, and community involvement.

- **Tuition fee waiver Scholarship by the College for economically weaker section and meritorious students**

The tuition fee waiver scholarship is awarded by college to support economically weaker section as determined by the institution's criteria for financial need assessment and meritorious students who have demonstrated exceptional academic performance.

- **Scholarship for excellence/achievement in sports**

The Scholarship Policy for Excellence/Achievement in Sports is a merit-based financial assistance program established to acknowledge and support students, for their exceptional talent, dedication, and achievements in sports. This policy aims to encourage student participation in tournaments, promote a culture of excellence in sports, and provide opportunities and facilities for them to pursue their goals.

- **Scholarship for the ward of the employees of Subodh Shikha Samiti**

The Scholarship for the ward of employees working within Subodh Shikha Samiti, is a financial assistance program established to support the children or dependents of employees. It aims to

acknowledge the dedication and commitment of employees to the organization and provide educational opportunities for their families.

- **Endowment Scholarship**

Endowment scholarships are a prestigious award established through philanthropic donations or endowments by alumni and other stakeholders to support students in their pursuit of higher education.

- **Scholarship for Differently-abled Students**

The scholarship for differently-abled (Divyang) students is a financial aid program designed to support students with disabilities in their pursuit of higher education. This scholarship aims to provide financial assistance to help cover the costs associated with their education and support their academic endeavors.

- **Scholarship for Class Merit Holders**

To reward academic excellence by providing financial assistance to top-performing students in each class, this policy applies to all students post-graduate and undergraduate students who achieve the highest academic performance in their respective classes.

**The standard procedure is followed for the above-mentioned Scholarships**

- Students who wish to avail institutional scholarships and freeships are required to submit their applications in a prescribed format in the College office
- Centralizing the application submission process enhances efficiency, transparency, and accountability in the administration of scholarships. By streamlining the review and evaluation process, institutions can ensure that scholarship funds are allocated effectively and fairly to support deserving students in their academic pursuits.
- The final decision on scholarship applications as per their categories, is made by Subodh Shikha Samiti/ Principal in consultation with the administrative authorities of the organization /college respectively.
- The college actively encourages students to apply for various scholarships and freeships provided by the Central and State government as well as other external agencies. The staff are aware of the students regarding information about scholarships' through various channels like announcements, notice board display and college website.
- Ministerial staff is designated to serve as points of contact for students seeking information and assistance regarding government, institutional and external agency scholarships and freeships. They provide guidance on the application process, help students identify relevant opportunities,



and assist with the preparation and submission of applications and monitoring and tracking the status of scholarship as required.



## 25. Student Welfare Policy

### **Introduction**

S. S. Jain Subodh P.G. College, Jaipur recognizes that all students have an entitlement to a coherent high quality student support and welfare offer that identifies concerns and puts in place appropriate support mechanism in order to facilitate the achievement of their goals. The college is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support interventions that are recorded and monitored for effectiveness thereby living the mission and vision of the college. The college acknowledges that student welfare and student learning outcomes are inseparably linked. The college supports student welfare activities alongside high standard of discipline and behaviour of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the college.

### **Objectives**

This policy aims at addressing students' needs and behavioral issues at the college by:

- a) Ensuring that students behave within the standards set out in the students Code of Conduct.
- b) Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- c) Promoting adherence to the highest standards of behavioral and discouraging all forms of "misconduct".
- d) Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- e) Providing eligibility requirements and criteria for receiving assistance for concession

### **Scope**

The policy covers all academic curriculum and co-curriculum areas when may be addressed for welfare of students it provides a framework for attending to students' welfare needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develops students into good and honest citizens while at the same time dealing with behavior or actions that may be inconsistent with college policies.

Through this policy, the college aspires to provide a congenial environment where students can:

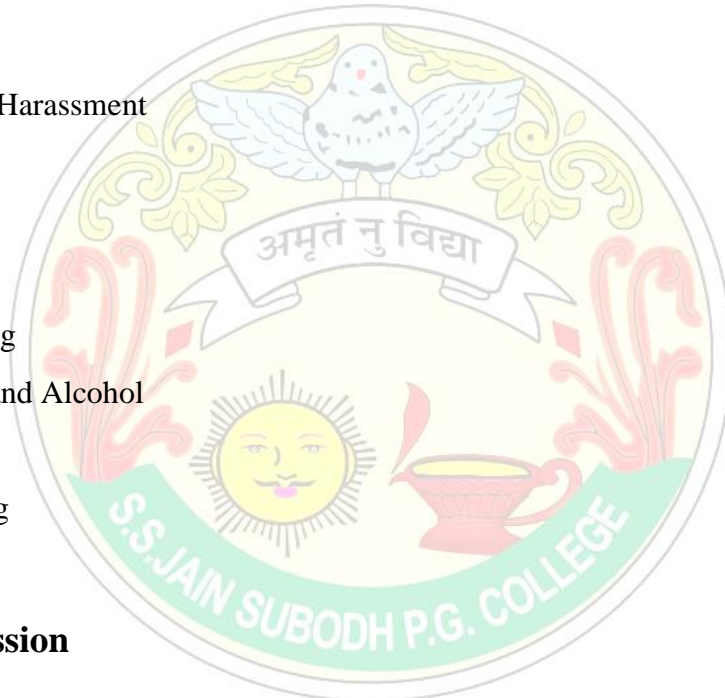
- Experience free intellectual enquiry
- Express themselves freely
- Feel that their rights and responsibilities are respected and their needs are attained

## Policy Provisions

### 1. The Code of Conduct

A comprehensive outline of the code of conduct is expected from students across various domains like

- Commitment to Learning
- Respect
- Bullying
- Ban on Sexual Harassment
- Safety
- Dress Code
- Illnesses
- Ban on Smoking
- Ban on Drugs and Alcohol
- Discipline
- Ban on Ragging
- Punctuality



### 2. Students Concession

The Institute recognizes that no individual in the student community can concentrate in their studies and excel without the basic needs of life e.g. food, shelter and clothing. Given that deprived students may assistance from the college when they are in need. The college provides various assistance to needy students.

The institute encourage student to apply for three different kinds of Concession/ Scholarship schemes based on their eligibility

- a. Governmental Concessions
- b. Institutional Concessions
- c. NGOs and other private agencies

The following principles shall assist in determining a student's need and eligibility for assistance.

- i) The eligible students have to submit application for the specific scheme alongwith income certificate parents and other required document at the time of admission and renew the same one month prior to the academic session for the subsequent years.
- ii) Besides academic performance and regularity, discipline and conduct of such students in the campus is also taken into consideration for deciding to grant concession.
- iii) Student Scholarships are provided on merit basis to select students based on the available funds for the year.
- iv) Concessions are also given to staff wards.
- v) The concessions are extended under various categories including economically weaker section, physically disabled and Sports Category students.

### **3. Students Representation**

The Institute acknowledges that students need to be represented equitably and fairly through an independent and accountable organization, and that every student can contribute to the enhancement of their programme and learning experience. The primary aim of student representation at the college is to provide students with an opportunity to voice their views, suggestions and concerns through a proper and efficient process.

The Institute helps in promoting quality in student life within and outside the Institute. It is a democratic support system for holistic development of the students and will work in consonance with the respective departments/clubs /groups of the college with their faculty support. The Student Council will report to and will function with the general supervision of the principal or his nominee. The Institute has a number of avenues available through which students are actively involved in representative roles, and students already represent their fellow students in various Clubs and Committees functioning in the Institute.

### **4. Sports and games facilities**

The Institute offers diverse recreational sporting facilities that are located conveniently throughout the integrated campus. The college has the functioning Sports Committee with a Physical Director that would involve actively in the following activities

- Arranging for sports and games practices for our students.
- Arranging for Inter College and Intramural sports competitions.
- Procuring sports and games items required and taking care of its maintenance.

- Maintaining records of sports events attended by our students.

## 5. Student Counselling

The Institute recognizes that a student may experience problems in coping with issues in their personal lives and in the environment where they live and learn. Counselling services are aimed at helping students use their existing problem-solving skills more effectively or to develop new or better coping skills. Counselling also promotes and facilitates positive mental.

### The Policy

The Institute is concerned with holistic development of student's personality and thrive to promote welfare activities scheme. Student Welfare Policy encompasses a wide range of activities that includes:

#### 1. Academic Support Services:

- Tutoring and mentoring programs to assist students in their academic endeavors.
- Regular academic counselling sessions to address any difficulties students may face in understanding coursework or adjusting to academic expectations.
- Access to learning resources such as libraries, online databases, and study materials.

#### 2. Health and Wellness:

- Counselling and psychological support services to address mental health concerns and provide emotional support.
- Health education programs promoting healthy lifestyles, including workshops on stress management, nutrition, and exercise.
- Access to medical facilities and health insurance coverage for students' healthcare needs.

#### 3. Financial Assistance:

- Scholarships, grants, and financial aid programs to support students from economically disadvantaged backgrounds such as-
  - Free ship/ Scholarship by Subodh Shiksha Samiti for Jain minor community
  - Tuition fee waiver Scholarship by the College for economically weaker section and meritorious students
  - Scholarship for excellence/achievement in sports
  - Scholarship for the ward of the employees of Subodh Shikha Samiti
  - Endowment Scholarship
  - Scholarship for Differently- Abled Students

- Transparent and efficient procedures for handling financial aid applications and disbursements.

#### **4. Safety and Security:**

- Implementation of security measures to ensure the safety of students on campus, including well-lit pathways, security patrols, and CCTV surveillance.
- Emergency response protocols and drills to prepare students and staff for various crisis situations.
- Programmes for women empowerment refers to the enabling force that strengthens women's social relations and their position in social structures.
- Awareness campaigns on personal safety, cyber safety, and substance abuse prevention.

#### **5. Diversity and Inclusion:**

- Promotion of a culture of inclusivity and respect for diversity among students, faculty, and staff.
- Support services for marginalized and underrepresented student groups
- Cultural awareness programs, events, and initiatives to celebrate diversity and foster intercultural understanding.

#### **6. Career Development:**

- Career counseling services to assist students in exploring career paths, developing job search skills, and preparing for interviews.
- Internship and job placement assistance through partnerships with industry leaders and alumni networks.
- Workshops, seminars, and networking events to enhance students' professional skills and connect them with potential employers.

#### **7. Housing and Accommodation:**

- Assistance with finding off-campus housing options for students who prefer to live independently (Vedic Kanya Hostel).
- Regular maintenance and safety inspections of residential facilities to ensure a conducive living environment.
- Hostels facility.
- Sports facility.
- Cultural activities.
- Fest and competitions.

- Coaching facility.
- Parking facility.
- Photocopy facility.
- ATM facility.

### **8. Community Engagement:**

- Opportunities for students to engage in community service projects and volunteer work to contribute positively to society.
- Partnerships with local organizations and initiatives to address community needs and promote civic engagement.
- Recognition and support for student-led initiatives and clubs focused on community service and social responsibility.

### **9. Student Grievance Redressal:**

- Establishment of a transparent and impartial grievance redressal mechanism for addressing students' complaints and concerns.
- Clear guidelines and procedures for reporting grievances, along with avenues for seeking resolution through mediation or arbitration.
- Regular review and evaluation of the grievance redressal process to ensure effectiveness and fairness.

### **10. Feedback and Continuous Improvement:**

- Mechanisms for soliciting feedback from students on their experiences with various welfare services and programs.
- Utilization of feedback to identify areas for improvement and make necessary adjustments to enhance the quality and effectiveness of student welfare initiatives.
- Regular assessment and evaluation of the overall student welfare policy to ensure its alignment with the evolving needs and expectations of students.

This comprehensive student welfare policy aims to create a supportive and conducive environment for students to thrive academically, socially, and personally during their time at the college.

### **Policy Implementation and Monitoring Strategies**

a) The mandate of implementation of this policy shall be through the college Students Welfare Committee and Students redressal system that shall be chaired by the Principal/ Vice Principal or his nominee and duly constituted to provide for representation.

- b) The committee shall be responsible for ensuring integrity in the execution of the policy.
- c) A student who has dissatisfaction or an unresolved disagreement with a staff member, another student or student organization has the right to file a written complaint without compromising his/her status with the college.
- d) The committee shall develop relevant rules, regulations and application forms for various session anchored in this policy.
- e) The student counsellor shall oversee the provision of counselling services and student led mental health or peer counselling.
- f) The college will ensure that the students are sensitized on the existence and provisions of the policy during the orientation programmes

### **Amendment**

This policy will be monitored and reviewed in line with the process outlined in the Legal and Regulatory Framework. The Principal, Vice Principal, the Deans and the Coordinators are responsible for ensuring that students understand and adhere to this policy in their day-to-day work and learning. Where compliance issues are surfaced, the college will address these issues promptly.

This policy shall be reviewed after 3 years. However, a review can be done earlier if the need arises.

### **STUDENT COUNCIL AND ADVISORY COMMITTEE**

<b>1. Dr. Vikas Bairathi</b>	<b>Chief Proctor</b>
2. Dr. Bhawna Detha	Member
3. Dr. B.P.Sharma	Member
4. Dr. Suman Yadav	Member
5. Dr. Suprithy Paliwal	Member
6. Dr. Shaffali Jain	Member
7. Dr. Mukesh Ch. Sharma	Member
8. Dr. Diwakar Pradhan	Member
9. Dr. Komal Arora	Member
10. Dr. Tripti Vijay Vargiya	Member



## 26. Waste Management Policy



### Aims and Objectives

With industrialisation and urbanisation pollution is becoming a global problem. To maintain a pollution free environment it is a necessity of all human beings. In an educational institute faculty and staff have to contribute collectively to develop an eco-friendly environment and conserve energy sources which are depleting very fast. To make a pollution free environment, many strategies applied for continuous long lasting sustainability including waste management (Solid, Liquid and Gas), E- waste management, noise management and wise use of energy and making alternate sources of energy through renewable sources.

### Solid Waste Management

College is dedicated to reduce and manage the waste generated by college campus.

The following specific procedures will be undertaken in protecting the environment.

- Main emphasis is on 3Rs of environment friendliness (Reduce, Reuse and Recycle) concept.
- Collect all waste according to the category so that they can be treated.
- Collection of paper waste in the form of students' old discarded files, answer copies of examinations and collaborate with scrap dealers for recycling.

- Minimum use of paper - all the data of the college, must be digitalised to reduce paper waste.
- Attendance and internal assessment records are digitalised.
- Increase in e-books and e-journals collection in library.
- Spread awareness amongst students about food wastage and ways of minimising it. Minimising the use of packaged food.
- Organising workshops, exhibitions for students on solid waste management.
- Collection of dead remains and use of plant remains and waste of tea leaves from the canteen and pantries of different departments to the vermicompost beds.

### **Plastic Waste Management**

The college follows the plastic waste management policy. Clean campus Initiative of Subodh College has pledged to actively coordinate cleanliness activities in the college and beyond the campus in accordance with the vision of Swachh Bharat Abhiyan. It commits to continue with this Programme. The main features of the policy for the plastic free campus are as follows.

- Generating mass awareness on no use of Plastic amongst students and staff members.
- Staff members will be encouraged to participate in the cleanliness drive in the college campus.
- Events such as poster and slogan competitions, essay writing, lectures to promote reduce use of plastic.
- Remove all kinds of plastic waste material like broken furniture, unusable equipment etc. from the college campus and college canteen.
- Use of glass or earthenware products in the college functions.

### **Liquid Waste Management**

- Maintain leak proof water fixtures.
- Continuous watch by the caretaker of the college to take immediate steps to stop any water leakage through taps, pipes, tanks, toilet flush etc.
- Sensor placed in water tank to stop overflow of water. Reuse of waste water generated by the Reverse Osmosis (RO) system in Vermicompost beds and gardens.

- Water conservation through rainwater harvesting system .Being an institution located near Aravali ranges, the area has seen maximum fall of ground water levels .College has committed itself to this effort to replenish the groundwater table by practicing rainwater harvesting.

## **E-Waste Management**

- College ensures that the use of technology and generation of e-waste does not impact the environment.
- The college has collaboration with e-waste recycling companies in the form of MoUs to get electronic waste recycled.
- Awareness amongst students about reduction of e-waste and environment friendly disposal practices for e-waste.
- College encourages department and society level activities pertaining to e-waste management.

