

Govt. Pt. Madhav Rao Sapre College, Pendra Road



Distt.- Gaurella Pendra Marwahi (C.G.)



POLICY DOCUMENT

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Distt.- Gaurella Pendra Marwahi (C.G.)

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AISHE Id: C-22377

Accredited by NAAC with 'B' Grade (January 2017)



GOVT. PT. MADHAV RAO SAPRE COLLEGE, **PENDRA ROAD, DIST. – GPM (C.G.)**

POLICY DOCUMENT

Motto of the College

“Education, Progress, Conduct” (विद्या, विकास, मर्यादा)

Vision of the College

The college envisions itself as one of the pioneering institutions of the region, providing holistic education to the students.

Mission of the College

To provide secure and well conducive environment for overall development; sensitize the students towards socio-economic issues; prepare them for higher education; provide employable skills; prepare judicious and conscientious citizens.

Quality

The college has a quality policy that serves as a guide for all of the activities of the college: imparting of quality education, enabling them to develop the right kind of attitude, professional and academic competence, and inculcation of ethical values.

- The quality policy is ingrained in the vision and mission of the college and intrinsically embedded in every activity and plan undertaken by the institution.
- The IQAC of the college also plays an important role in sustaining the quality of enrichment programmes.
- Feedback from students, teachers and alumni serve as a valuable source for evaluating the quality of programmes.

Infrastructure & Physical Facilities

The College ensures a proper maintenance and up gradation of its existing infrastructure ensuring a good teaching-learning environment. Since the college is a government college, most of its developmental work is undertaken by PWD. The college administration send proposals for its developmental works related to infrastructure to PWD as and when required. The college has adequate and effective infrastructure for effective learning-teaching, sports, games and other extracurricular activities.



- The infrastructure of the college, including labs is used by the students in their academic exercises.
- The services of electricians, mechanics and plumber and gardener are available in the college to ensure proper maintenance of the premises, instruments and equipments of the college.
- Maintenance funds obtained from State Governments and the college management are utilized for the maintenance and upkeep of infrastructure and support facilities.
- The college campus is secured through a network of cameras installed at various points, which are regularly monitored through the CCTV installed at the Principal chamber.
- The college has well equipped gymnasium that has students and staff members participating in various physical activities.
- The Girls' common room has a lounge area along with an attached washroom. It has a pad vending machine and incinerator for the students.
- One ICT classroom is available in the college that doubles up as a conference room as per the requirement.
- A separate staffroom is available for the faculty and staff.

Administration

The administrative policies aim at enhancing operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. In the institution there is a sound framework for assuring quality assurance in administration along with academics.

- Complete transparency is ensured through regular meetings and display of notices.
- Policy of decentralization is strictly adhered in effecting high quality administration through the various committees.
- Student oriented administrative mechanism is implemented.
- Inclusive approach is followed in all administrative matters.

Finance Management & Resource Mobilisation

The college has an institutional mechanism for effective and efficient deployment of financial resources. The management of the institution has its own mechanism to monitor the allocation and utilization of funds sanctioned by the funding agencies.

- The Principal and accounts section monitor the financial affairs of the institution.



- In order to ensure complete transparency in the utilization of financial resources major purchases and expenditures are made only after inviting requisite number of quotations through purchase committee.
- Audit is done of funds related to JBS and Self Finance.

Strategic plan

The college has a plan for development, which evolves out of the academic and administrative requirements of the college and the society it serves.

- The plans for development are largely influenced by the requirements of the student community and perceived needs of the society at large.
- The top management of the college consisting of the Principal, Staff Council and the IQAC are involved to ensure that the strategic plans are capable of achieving the mission of the institution.

Policy Reforms

College has a well-designed quality policy. In pursuance of this objective, college has established an 'Internal Quality Assurance Cell' which is entrusted with the design, evaluation, and assessment of quality policy.

- The college forms new policies as per the requirements of the institution, students and in accordance with the directives of the university and Department of Higher Education.
- The IQAC of the college discusses in detail about the policy changes required or the need for new policies considering the suggestions of its stake holders. The decision regarding this is forwarded to the Principal.
- When there are some new issues or some of the policies are found to be ineffective new policies are framed.

E- governance

E-governance is implemented at various levels in order to provide simpler and efficient system of governance within the institution.

- The website of the college is functional. All important notices and announcements are displayed on the college website.
- The library has e-learning facilities like N-List.



- The college has a WhatsApp group for its faculty and staff wherein it shares all notices and information. Students WhatsApp groups are also formed for each class that serves as a digital notice board as well as a forum for academic exchange and learning.

Education & Curriculum

Being an affiliated college, the institution follows the curriculum designed by Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur.

- The college has organized curriculum enrichment programmes like, invited talks, workshops and seminars.
- Members of the teaching staff prepare teaching plans for each course he/she is dealing. They are encouraged at the outset to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, seminars, etc. apart from regular traditional teaching methods like chalk and talk.
- The college takes feedback from the students to understand the opinion of the students regarding the coverage of syllabus and the teaching and learning process.

Internal Evaluation

The college follows the academic calendar issued by its affiliating university and conducts internal examination and class tests for summative evaluation while class discussion and various class activities form the basis for formative evaluation.

- UG classes have class tests and internal examination apart from term end annual examination.
- PG classes have internal examination, class tests, semester examination, and seminar presentations in one of the subjects.

Mentoring

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students. The whole student community is divided into different mentee groups and are assigned to the faculty.

- The mentors support learners for any problems they are experiencing.
- The mentor ensures they have the best interests of the young learner in mind at all times.



- The mentors are good communicators and active listeners. They have a sympathetic approach to sensitive issues.

Students Participation & Activities

The institution encourages students to participate in extracurricular activities.

- The college has a good record of active participation in sports. Many girls of the college have participated in the college level and university level tournaments and championships.
- Students are motivated to take part in outdoor and indoor games. Our teams participate in the inter college and university level championships regularly.
- Sports Meet is conducted for the student community of the college with the active support of the Faculties and Administrative staff annually.
- Cultural activities are also encouraged among the students. Annual cultural competitions in various skills are organized.
- Handicrafts, posters and other artistic creations of the students are encouraged and given their due space in the college. Department of Home Science actively encourages its students for artistic activities as a part of its curriculum.
- Commendable performance and outstanding achievements of our students are appreciated by giving certificates and prizes.
- Participation in NSS has helped the students to the society at large and contribute towards creating a more aware and conscientious community.

Extension Activities

The college organizes its extension programmes with the aim to offer its facilities, expertise and experience to the community.

- For the effective conduct of extension and outreach programmes the principal with the active involvement of staff council and IQAC entrusts the faculties with different committees at the beginning of each academic year.
- Most of the extension activities organized by the College are through NSS, YRC, various committees and departments that contribute to the holistic development of students, and work for the upliftment of the community.
- All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with government or non- government organizations.



- The faculty in charge of committees are given freedom to plan and implement extension and outreach programmes.
- 12.5 The various outreach and extension activities provide exposure and experience in to the students. It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.

Study Tour

Study tours including Industrial visits conducted by the college as part of the teaching-learning experience.

- The purposes and specific educational objectives of the study tours should be carefully developed.
- The study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.
- 13.4 All the arrangements of the tour should be well planned and managed effectively.

Anti-Ragging

In tune with the UGC regulations of 2009 regarding ragging, the college maintains the policy of keeping the campus ragging free.

- Ragging / teasing / intimidating/ harassing / using words of abuse etc on junior students especially female students is punishable crime under Police Act. Such matters will be immediately reported to the police. As such acts are considered criminal offences; students involved in such acts will be given adequate punishment, which includes expulsion.
- As per the directions from the Hon'ble Supreme Court of India and relevant instructions from the university & UGC authorities, anti-ragging committee has been formed in the College.
- The college strictly observe the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
- Counselling facility is provided in the college as and when required.
- The prospectus and other admission related documents of the college contain the details of anti-ragging policy. Display boards on anti-ragging has been installed in different locations in college



Grievance Redressal

The college administration is keen on implementing various measures for the proper handling of the grievance redressal. The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

- If a student or a group of students or the entire students have any grievance of any kind what so ever, it is to be brought to the attention of the Grievance Redressal Cell in writing. The students can reach out at student grievances portal in the college website.
- The cell on its own or in consultation with the Principal may take necessary steps to resolve such grievances. The Principal may call for the recommendations from the Discipline committee /Staff Council, if the situation so demands.
- Complaints regarding any kind of harassment can be intimated in writing to the committee or dropped discreetly in the suggestions box installed in the college.

Code of Conduct

Students:

The Students are expected to follow a code of conduct in college.

- It shall be the duty of every student to follow the rules and regulations of the college, and to conduct himself with discipline and decorum.
- Students are expected to be punctual and regular in attending classes, practical, exams, etc. If classes are free during any period, students should go to library or engage themselves in meaningful co-curricular activities.
- Students shall be clean and decorous in dress, language and behaviour. They should adhere to the cultural values and ethos of the College.
- None are permitted to enter the campus intoxicated. Alcohol and abusive substances are banned within the college premises.
- Students should treat all fellow learners and teachers with respect and fairness. Every student should consider their fellow learner equally regardless of gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
- Any kind of indecent behaviour or derogatory remarks from the students outraging the modesty of any women will not be tolerated and is punishable.
- Students should strictly maintain hygiene in classrooms, campus and in toilets/washrooms.



- Students should take great care in handling the properties of the college. All breakages, losses and damages must be reported at once to the authority.
- Students shall not involve in any form of ragging inside or outside the College campus. Ragging in any form is a serious offence and those found indulging in it will be summarily expelled from the College as per the directions of the Government
- A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.
- A Student Handbook is available in the library that every student should read. It constitutes the role and attitude that every student should inculcate.

Teaching Staff:

The Code of Professional Conduct for Teachers applies to all permanent and temporary faculty as per the directives of the State Government for all government employees. It serves as a guiding compass for the teachers seek to steer an ethical and respectful course through their career.

- Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.
- Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- Every teacher shall devote himself diligently to his work and utilize his time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence.
- Every teacher shall participate fully and enthusiastically perform any other curricular or extra-curricular work related to the College/University as may be assigned to him/her.
- No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, gender or language. They shall also discourage such tendencies among their colleagues and students. Harassment against women will be seriously addressed.



- Every teacher shall help the College authorities in enforcing and maintaining discipline among students.
- Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical, etc.
- No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
- No teachers shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or students of the college with the intention of interfering with the performance of his duties.

Non Teaching Staff:

The supporting staffs are an essential part of the college administration. They are also supposed to follow a code of conduct in their profession.

- All the supporting staff shall perform his/her duties efficiently, as per the institutional norms.
- It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the management from time to time.
- The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- The supporting staff shall extend full support to the department for the development of the labs and also in the maintenance of instruments /equipments.
- The supporting staff shall not discriminate any student and colleague based on the gender, caste, creed, language, and place of origin, social and cultural background.
- The supporting staff shall extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
- The supporting staff shall strive hard to improve their technical and non technical skills related to their job.
- The supporting staff shall discharge all the professional activities through proper channel.
- The supporting staff should not be absent from the duties without the prior permission of the authorities.



- The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.

Alumni Activities

The College has an Alumni Association, which has been recently registered.

- Present students and alumni have very good relations with each other and hence the programmes organized by the present students are informed to them who in turn support the same with their suggestions and presence, if possible.

Faculty empowerment

The institution has introduced effective strategies to train, retrain and motivate the employees for performing various roles and responsibilities.

- The teachers are encouraged to attend Orientation Programmes with leave-on-duty sanctioned by the college.
- Non-teaching staffs are encouraged to attend training programmes as per their specific requirements like accounts training, etc.
- The faculties with leadership traits are given the opportunity to head committees and projects. The institution has full-fledged NSS unit.
- The college provides infrastructural facilities for independent learning through the central library, e-journals available on NLIST and departmental space to most of the departments.

Research

Research and related activities constitute the pivot of the academic policy of the institution and the research policy should provide a guideline for the conduct and publication of the research work.

- The college administration encourages the faculty to attend seminars, conferences and workshops by providing them with special leave.
- Faculties who are doing Ph.D. are motivated for research by providing them with special leave for research work.
- Faculties who have Ph.D. degrees are inspired to apply for registration as Research Guides.
- Participation, presentation and publications are encouraged through the PBAS data input required to be filled and submitted every session.



Performance Appraisal

Performance Appraisal is based on meticulously designed modules as directed by the Department of Higher Education, CG.

- It is applicable to various sections of the college including the management, faculty, students and non-teaching staff.
- The methodology is linked to the UGC guidelines.
- In addition to the regulations of UGC the performance appraisal, the demands of the college's vision and mission are taken for consideration.
- It is done once a year in a confidential manner through the filling up of the CR forms.
- The Forms are submitted to the Department of Higher Education.
- If there is significant progress for a particular person, it will be specially mentioned in his/her CR.

Human Values & Professional Ethics

For providing a quality education to all students in the classroom teachers treat their students and with love, care, affection and commitment and inculcate good values among them without favouritism and discrimination.

- The teachers are role models to the student by showing concern for students and motivating them. The teachers are fair in assigning marks/grades to the students for internal and external assessments.
- Teachers respect the right and dignity of the students in expressing his/her opinion. Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
- Human values are transmitted through value education imparted by the faculties through their classroom and other extracurricular activities.
- The college provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- Ramps are provided for easy access to the building.



Environment Sustainability & Waste Management

The college has made many efforts to stabilize the up gradation of nature not only in the campus but the selected areas where its extension activities are going on through its NSS unit.

- We promote a plastic free campus through awareness.
- Maintenance of electronic wires and appliances in time helps to avoid power wastage.
- The college is following the practice of Green Campus. Efforts are made to make the campus plastic free. We preserve the existing trees and plant new saplings every year. The available land have been utilized to the fullest extent in a nature friendly way.
- Students are made aware of the disposal of different categories of waste generated in the Lab. They are given clear instructions to dispose the broken glass waste and chemical waste in the respective waste receptacles
- Compost pit is maintained in the college campus for disposal of bio-degradable waste.
- Water harvesting unit is installed in the college campus.
- LED lights are installed in the premises of the college.


IQAC


Principal

PRINCIPAL
Govt. Pt. Madhav Rao Sapre
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Senior Faculty Members:

 