

**JAWAHARLAL NEHRU SMRITI GOVERNMENT
POSTGRADUATE COLLEGE, SHUJALPUR DISTT.**

SHAJAPUR



**INSTITUTIONAL
CODE OF CONDUCT
AND
POLICIES**



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Website:- <https://jnspgcollegeshujalpur.org/>

महाविद्यालय स्वर्ण-जयंती गान

धन्य यहाँ की शिक्षा, संस्कृति यहाँ की महान हैं

धन्य ऐसे गुरु के, हरदम जो तैयार हैं,

50 साल का स्वर्णिम वर्ष है,

50 सुनहरे शिक्षण वर्ष।

धन्य यहाँ की गुणवत्ता, धन्य यहाँ की एलुमिनाई है

धन्य ऐसा वातावरण, जहां ज्ञान की रोशनी समाई है

50 साल का स्वर्णिम वर्ष है,

50 सुनहरे शिक्षण वर्ष।

उत्साहित करके मौका देना यही हमारी पहचान है,

धन्य ऐसी जगह जहाँ मालव माटी की गंध समायी है,

धन्य यहाँ के सभी विद्यार्थी जो देश के भविष्य की परछाई है

देश की महान परम्परा शिक्षा प्रणाली में अपनाई है,

धन्य ऐसी इमारत जो ना पत्थर की ना ईंट की,

धन्य ऐसी इमारत जो सपनों से सजवाई है,

मेहनत ही इसमें कारीगर, ज्ञान की जिसमें नींव थी,

आज उस संस्थान की करनी बहुत बढ़ाई है,

50 साल का स्वर्णिम वर्ष है,

50 सुनहरे शिक्षण वर्ष।

जाने कितनी यादें कितने अवसर इसमें समाए हैं,

शिक्षा ही तो भूत भविष्य और हमारा वर्तमान है,

कीर्तिमान यह उस संस्थान का ज्ञान जुनून

और करुणा से जो उत्पन्न है,

50 साल का स्वर्णिम वर्ष है,

50 सुनहरे शिक्षण वर्ष।

50 साल पूरे हुए बची कई साल की चढ़ाई है,



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Code of Conduct for College Staff





Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur
District Shajapur (M.P.)

Accredited 'B' grade by NAAC

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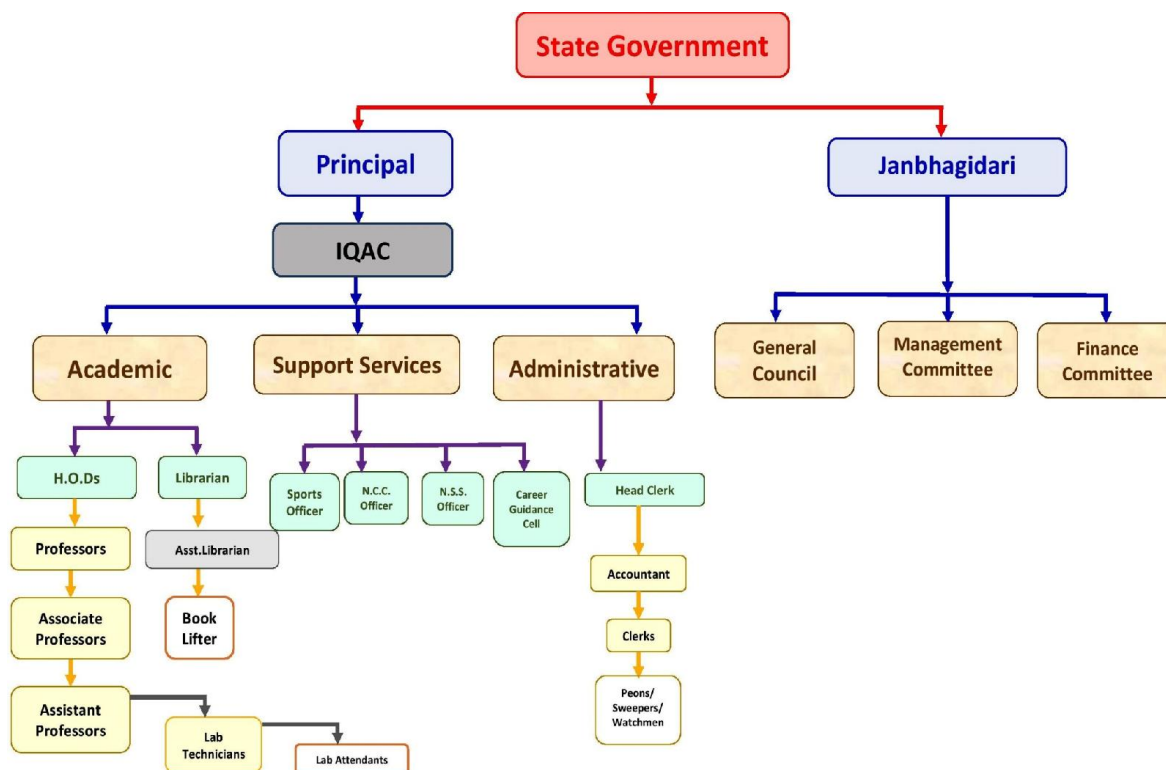


CODE OF CONDUCT FOR COLLEGE STAFF

The college is the active unit of higher education department of government of Madhya Pradesh. The college is considered as the educational institute and have been entrusted with the duty of producing excellent citizens. It is the moral responsibility of the college to develop physical, mental and intellectual abilities in students and prepare them to build the nation and hand-over to the society.

The structure, post-wise work and responsibilities of the government college are as under

Organizational structure of College



Roles and Responsibilities of The Principal

Principal occupies the top-most administrative position of the college and has a central role in the government college. He represents the government and has given the responsibility of the smooth running of the administrative, academic and extra-curricular activities of the college.

Principal, students, teaching and non-teaching staff are the main components of the college. With the contribution of all these components along with the coordination between higher officials of University, Higher Education Department, public representatives and parents, the college will certainly be able to move towards the excellence. Being head of the institution the principal has to fulfill the dual role of administrative head as well as a manager.

Duties as Administrator

- Planning and preparation of various programs at college level as per policy guidelines and schemes received from the government
- Preparation of schedule and session wise time-table to achieve the basic objectives and goals of the college
- Preparation of necessary policies and instructions for the subordinates to complete the academic, administrative and extra-curricular activities in order to run the college smoothly as directed by the government.
- To establish harmony between the higher officials of the college, society and the students.

Duties as Manager

The principal also has to fulfill the duties of the manager in the college. The principal conducts all the activities/functions of the college through his office. As a manager the principal has the following duties

- To plan for the academic, extra-curricular activities and administrative work of the college.
- Division of work in the college on the basis of eligibility and efficiency.
- To encourage the teaching and non-teaching staff.

- To control the teaching and non-teaching staff of the college.
- To coordinate and maintain harmony at all levels.
- To observe, inspect and supervise various academic and extracurricular activities.

Roles and Responsibilities of the Teaching Staff
(Professor, Assistant Professor, Sports Officer and Librarian)

Officers of academic cadre are appointed in government colleges whose main duty is to conduct and manage academic and extra-curricular activities in college. As per instructions of the government and academic calendar the major responsibility of the appointed professors and assistant professors is to teach the students admitted in the various courses conducted in the college. It is their responsibility to complete the teaching work of associated classes/subjects in a prescribe time limit.

Besides this, college organizes several extra-curricular activities such as Youth Festival, N.S.S., N.C.C., Annual Function, formation of Student Union and sports activities. The teaching staff is actively involved in all these activities and participate in the conduct of the examination at the end of the session. Further they also pay their active contribution in administrative management of the college via involvement in various committees. Similarly, the sports officer and the librarian perform the duties assigned by the government and the principal.

Roles and Responsibilities of the Chief Clerk

Chief clerk is in-charge of carrying out the official work of the college. He is responsible for the maintenance of the service books of all the officers and employees posted in the college, salary fixation and leave account, etc. His major task is to make complete the range of work in college by appointed class 3 and class 4 employees.

He uses various human and physical resources for the proper management of the college as per instructions of the principal. He is an important link between principal and employees. He divides the official work between employees and make them complete under his supervision as per instructions of the principal.

Roles and Responsibilities of Class 3 Employees

Class 3 employees are appointed as Assistant Grade-2 and Assistant Grade-3 in college. Their main work is to complete the tasks assigned by the principal and chief clerk. The Class 3 employees appointed in college performs the work such as accounting and budget work, maintenance of the service books, maintenance of cash-book, purchase and storage of supplies, university enrollment and exam related works, student related work, officers/employee related work, inward and outgoing work, scholarship related work. Class 3 employees are also responsible for work related to information inquired by the government and Vidhansabha questions.

Class 3 employees are also posted as lab technician in the college. Their main work is to proper maintenance of laboratories of respective department. Moreover, they are also given various work time-to-time by the principal and chief clerk.

Roles and Responsibilities of Class 4 Employees

Class 4 employees work for the cleanliness, watchman-ship, handling postal, opening and closing of the office, maintenance of drinking water, switching on and off of the lights and fans, cleaning of furniture, carrying documents from one employee to another.

Coordinator
IQAC

Principal



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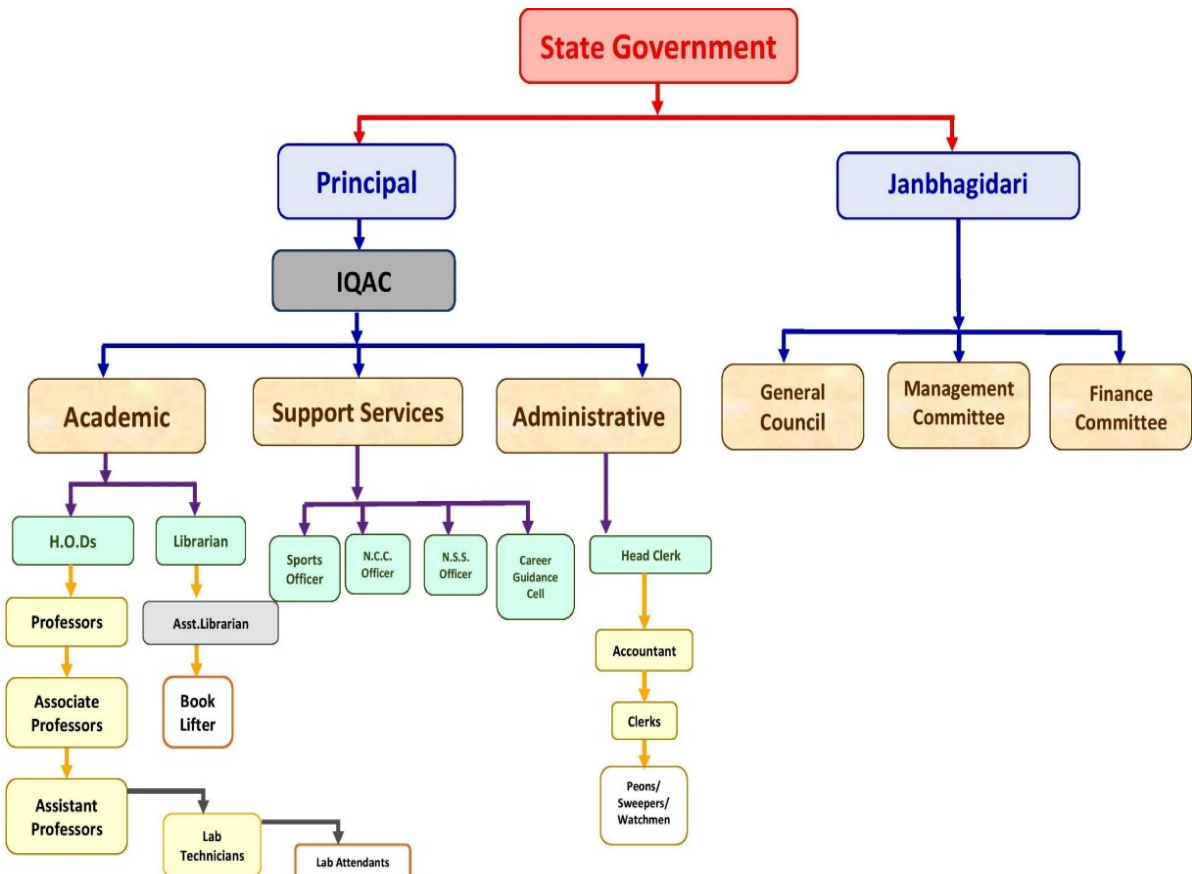


महाविद्यालयीन अधिकारी एवं कर्मचारियों के लिए आचार संहिता

महाविद्यालय मध्य प्रदेश शासन के उच्च शिक्षा विभाग की एक सक्रिय इकाई है। महाविद्यालय शैक्षणिक संस्थान के रूप में माना जाता है, जिसे उच्च नगरिकों के निर्माण की जिम्मेदारी दी गई है। छात्रों में शारीरिक, मानसिक और बौद्धिक क्षमताओं का विकास करना और उन्हें राष्ट्र निर्माण और समाज को सौंपने के लिए तैयार करना कॉलेज की नैतिक जिम्मेदारी है।

महाविद्यालय की संरचना, पदवार कार्य एवं उत्तरदायित्व निम्नानुसार है-

महाविद्यालय की संगठनात्मक संरचना



प्राचार्य की भूमिकाएं और जिम्मेदारियां

प्राचार्य, कॉलेज के सर्वोच्च प्रशासनिक पद पर आसीन होते हैं और शासकीय कॉलेज में उनकी केंद्रीय भूमिका होती है। प्राचार्य शासन का प्रतिनिधित्व करता है और कॉलेज की प्रशासनिक, शैक्षणिक और पाठ्येतर गतिविधियों को सुचारू रूप से चलाने की जिम्मेदारी दी है।

प्राचार्य, छात्र, शैक्षणिक और गैर-शैक्षणिक कर्मचारी कॉलेज के मुख्य घटक हैं। विश्वविद्यालय, उच्च शिक्षा विभाग के उच्च अधिकारियों, जनप्रतिनिधियों और अभिभावकों के बीच समन्वय के साथ-साथ इन सभी घटकों के योगदान से महाविद्यालय निश्चित रूप से उत्कृष्टता की ओर अग्रसर होगा। संस्था के प्रमुख होने के नाते प्राचार्य को प्रशासनिक प्रमुख के साथ-साथ प्रबंधक की दोहरी भूमिका निभानी होती है।

प्रशासक के रूप में कर्तव्य

- नीतिगत दिशा-निर्देशों और सरकार से प्राप्त योजनाओं के अनुसार कॉलेज स्तर पर विभिन्न कार्यक्रमों की योजना बनाना और तैयार करना
- कॉलेज के मूल उद्देश्यों और लक्ष्यों को प्राप्त करने के लिए कार्यक्रम और सत्रवार समय-सारणी तैयार करना
- सरकार द्वारा निर्देशित कॉलेज को सुचारू रूप से चलाने के लिए शैक्षणिक, प्रशासनिक और पाठ्येतर गतिविधियों को पूरा करने के लिए अधीनस्थों के लिए आवश्यक नीतियां और निर्देश तैयार करना।
- कॉलेज के उच्चाधिकारियों, समाज और छात्रों के बीच सामंजस्य स्थापित करना।

प्रबंधक के रूप में कर्तव्य

प्राचार्य को महाविद्यालय में प्रबंधक के कर्तव्यों का निर्वाह करना होता है। प्राचार्य अपने कार्यालय के माध्यम से महाविद्यालय की समस्त गतिविधियों/कार्यों का संचालन करता है। एक प्रबंधक के रूप में प्राचार्य के निम्नलिखित कर्तव्य हैं

- कॉलेज की शैक्षणिक, पाठ्येतर गतिविधियों और प्रशासनिक कार्यों की योजना बनाना।
- कॉलेज में पात्रता और दक्षता के आधार पर कार्य का विभाजन।
- शैक्षणिक और गैर-शैक्षणिक कर्मचारियों को प्रोत्साहित करना।
- कॉलेज के शैक्षणिक और गैर-शैक्षणिक कर्मचारियों को नियंत्रित करने के लिए सभी स्तरों पर समन्वय और सामंजस्य बनाए रखना।
- विभिन्न शैक्षणिक और पाठ्येतर गतिविधियों का निरीक्षण और पर्यवेक्षण करना।

शैक्षणिक स्टाफ की भूमिकाएं और उत्तरदायित्व

(प्राध्यापक, सह-प्राध्यापक, सहायक प्राध्यापक, क्रीडा अधिकारी एवं पुस्तकालयाध्यक्ष)

शासकीय महाविद्यालयों में शैक्षणिक संवर्ग के अधिकारी नियुक्त किये जाते हैं जिनका मुख्य कार्य महाविद्यालय में शैक्षणिक एवं पाठ्येतर गतिविधियों का संचालन करना होता है। शासन के निर्देश एवं शैक्षणिक कलैण्डर के अनुसार नियुक्त प्राध्यापकों, सह-प्राध्यापकों एवं सहायक प्राध्यापकों की प्रमुख जिम्मेदारी महाविद्यालय में

संचालित विभिन्न पाठ्यक्रमों में प्रवेशित विद्यार्थियों को पढ़ाने की है। संबंधित कक्षाओं/विषयों के शिक्षण कार्य को निर्धारित समय सीमा में पूरा करना उनका दायित्व है।

इसके अलावा, कॉलेज कई पाठ्येतर गतिविधियों जैसे यूथ फेस्टिवल, एन.एस.एस., एन.सी.सी., वार्षिक समारोह, छात्र-संघ का गठन और खेल गतिविधियों का आयोजन करता है। शैक्षणिक स्टाफ इन सभी गतिविधियों में सक्रिय रूप से शामिल है और सत्र के अंत में परीक्षा के संचालन में भाग लेता है। इसके अलावा वे विभिन्न समितियों में शामिल होकर कॉलेज के प्रशासनिक प्रबंधन में भी अपना सक्रिय योगदान देते हैं। इसी प्रकार, क्रीडा अधिकारी और पुस्तकालयाध्यक्ष शासन और प्राचार्य द्वारा सौंपे गए कर्तव्यों का पालन करते हैं।

मुख्य लिपिक की भूमिकाएँ और उत्तरदायित्व

मुख्य लिपिक महाविद्यालय के कार्यालयीन कार्यों का प्रभारी होता है। महाविद्यालय में पदस्थ सभी अधिकारियों एवं कर्मचारियों की सेवा पुस्तिकाओं के रख-रखाव, वेतन निर्धारण एवं अवकाश लेखा आदि का उत्तरदायित्व उनका है। उनका प्रमुख कार्य तृतीय एवं चतुर्थ श्रेणी के नियुक्त कर्मचारियों द्वारा महाविद्यालय में कार्य को समय सीमा में पूर्ण कराना है।

वह प्राचार्य के निर्देशानुसार महाविद्यालय के समुचित प्रबंधन के लिए विभिन्न मानवीय एवं भौतिक संसाधनों का उपयोग करता है। वह प्राचार्य और कर्मचारियों के बीच एक महत्वपूर्ण कड़ी है। वह प्राचार्य के निर्देशों के अनुसार कर्मचारियों के बीच आधिकारिक कार्य को विभाजित करता है और उन्हें अपनी देखरेख में पूरा करता है।

तृतीय श्रेणी के कर्मचारियों की भूमिकाएं और उत्तरदायित्व

महाविद्यालय में तृतीय श्रेणी के कर्मचारियों को सहायक ग्रेड-2 एवं सहायक ग्रेड-3 के पद पर नियुक्त किया जाता है। इनका मुख्य कार्य प्राचार्य एवं मुख्य लिपिक द्वारा सौंपे गये कार्यों को पूर्ण करना होता है। महाविद्यालय में नियुक्त तृतीय श्रेणी के कर्मचारी लेखा एवं बजट कार्य, सेवा पुस्तिका संधारण, रोकड़ बही संधारण, सामग्री क्रय एवं भण्डारण, विश्वविद्यालय नामांकन एवं परीक्षा सम्बन्धी कार्य, विद्यार्थी सम्बन्धी कार्य, अधिकारी/कर्मचारी सम्बन्धी कार्य करते हैं। आवक-जावक कार्य और छात्रवृत्ति संबंधी कार्य, शासन द्वारा पूछी गई जानकारी तथा विधानसभा प्रश्नों से संबंधित कार्य के लिए भी उत्तरदायी होते हैं।

कॉलेज में लैब टेक्नीशियन के पद पर तृतीय श्रेणी के कर्मचारी पदस्थ हैं। इनका मुख्य कार्य संबंधित विभाग की प्रयोगशालाओं का समुचित रख-रखाव करना होता है। इसके अलावा, उन्हें प्राचार्य और मुख्य लिपिक द्वारा समय-समय पर विभिन्न कार्य भी दिए जाते हैं।

चतुर्थ वर्ग कर्मचारियों की भूमिकाएं और उत्तरदायित्व

चतुर्थ वर्ग के कर्मचारी सफाई, चौकीदार, डाक को संभालने, कार्यालय खोलने और बंद करने, पीने के पानी के रखरखाव, लाइट और पंखे को चालू और बंद करने, फर्नीचर की सफाई, एक कर्मचारी से दूसरे कर्मचारी तक दस्तावेज ले जाने का काम करते हैं।

संयोजक
आईक्यूएसी

प्राचार्य

Model Code of Conduct for Students





MODEL CODE OF CONDUCT FOR STUDENTS

1. To be on time is the best way to learn, student must arrive on time in the class and be present for the entire class period. Random arrivals and exits are not allowed in the class.
2. 75% attendance is mandatory to appear in internal examination, external examination, projects as well as practical examination as per University rules.
3. Every registered student must obtain an Identity Card which must have his/her photograph attested and wear the identity card in person whenever he/she is in the institute premises, and present it for inspection on demand.
4. Institute has zero tolerance policy towards ragging, Ragging is banned on campus. Anyone found guilty of harassing and /or abetting ragging is liable to be punished as per the directive of the UGC and State Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
5. College has zero tolerance policy towards any kind of gender discrimination and sexual abuse, any student indulging in such activities will be outrightly terminated from the college and police complaint will be registered against him/her.
6. Political activities are prohibited on the campus, students are forbidden from conducting and attending political meetings within the institute premises. Any violation may result into suspension of student from the campus.
7. Students shall wear respectable formal attire with neat hairstyles.
8. Students are expected to spend their free time in the library.
9. They should not loiter alone the corridor or crowd along the passage. Roaming around in the campus during class hours is strictly prohibited.

10. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
11. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
12. Institute has zero tolerance policy towards smoking or any type of addiction. Entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
13. Students shall not interfere with the orderly conduct and discipline of the institute.
14. Students shall be polite and respectful towards the teachers, non-teaching staff and others fellow students
15. No student society or association will invite to address a meeting without the prime permission from the Principal.
16. Student shall not collect any money or get contribution for picnic, educational trip or other activity without prior sanction of the Principal.
17. The student shall not damage or disfigure the institute property, statues, walls, doors, fittings, and avoid misuse of fittings, breaking furniture, etc. Students are expected to take proper care of the institute property and keep the premises clean.
18. Students should not leave their books, valuables and other belongings in the classroom. It will be the sole responsibility of the student if these items are stolen or lost.
19. Students applying for certificates, testimonials, etc. shall require Principal's signature on any kind of application document prior to that they should contact respective committee or teacher guardians. Students should not bring document directly to the Principal for signature.
20. Any kind of misconduct leads to the suspension of student from the college without any explanation.
21. Students receiving Government grants, scholarships or fee concession will get renewal only if he/she has had a good behaviour, regular attendance, satisfactory progress and good performance in examinations conducted by college and the University.

22. Institutional actions will be initiated against those students that use unfair means in examinations as per procedure prescribed by the University.
23. All registered students may participate in extra-curricular activities organized by the college for which important announcements are made by the institution office from time to time.
24. The students who are driving in the two-wheelers must wear helmet or else entries will be not allowed in college campus.
25. College has a limited parking space and we appreciate the use of bicycles, shared vehicles and more importantly use of public transport system. we also promote the use of electric/ battery vehicles. The Charging points are innstalled in parking place. The Institute administration is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students may utilize the limited designated parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences. Vehicles found parked inadvertently across the campus will be ceased by the College.
26. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited.
27. Students joining the Institute are bound by the rules and regulations of the Institute.
28. The Principal of the college is the ultimate disciplinary authority in the institute.
29. Matters not covered by the existing rules will rest at the absolute discretion of the Principal of the college.

Coordinator
IQAC

Principal



छात्रों के लिए आदर्श आचार संहिता

1. समय पर उपस्थित होना, सीखने का सबसे अच्छा तरीका है। छात्र को कक्षा में समय पर पहुंचना और पूरी अवधि के लिए कक्षा उपस्थित रहना चाहिए। कक्षा में एच्छिक आगमन और निकास की अनुमति नहीं है।
2. विश्वविद्यालय के नियमानुसार आंतरिक परीक्षा, बाह्य परीक्षा, प्रोजेक्ट के साथ-साथ प्रायोगिक परीक्षा में बैठने के लिए 75 प्रतिशत उपस्थिति अनिवार्य है।
3. प्रत्येक पंजीकृत छात्र को एक पहचान पत्र प्राप्त करना चाहिए, जिसमें उसकी फोटो को प्रमाणित किया जाना चाहिए। जब भी वह कॉलेज परिसर में हो, तो उसे व्यक्तिगत रूप से पहचान पत्र रखना चाहिए और मांगने पर निरीक्षण के लिए प्रस्तुत करना चाहिए।
4. कॉलेज की रैगिंग के प्रति जीरो टॉलरेंस की नीति है, कैंपस में रैगिंग प्रतिबंधित है। यूजीसी और राज्य सरकार के निर्देशानुसार किसी को भी परेशान करने और/या रैगिंग के लिए उकसाने का दोषी पाए जाने पर दंडित किया जा सकता है। रैगिंग की किसी भी घटना से गंभीरता से निपटा जाएगा। दोषियों को संस्थान से बर्खास्त कर दिया जाएगा और स्थानीय पुलिस अधिकारियों के पास मामला दायर किया जाएगा।
5. कॉलेज की किसी भी तरह के लैंगिक भेदभाव और यौन शोषण के प्रति जीरो टॉलरेंस की नीति है, ऐसी गतिविधियों में लिप्त किसी भी छात्र को कॉलेज से सीधे बर्खास्त कर दिया जाएगा और उसके खिलाफ पुलिस शिकायत दर्ज की जाएगी।
6. परिसर में राजनीतिक गतिविधियां प्रतिबंधित हैं, छात्रों को संस्थान परिसर के भीतर राजनीतिक बैठकें आयोजित करने और उनमें भाग लेने से मना किया गया है। किसी भी उल्लंघन के परिणामस्वरूप छात्र को परिसर से निलंबित किया जा सकता है।
7. छात्रों को साफ-सुथरे केश विन्यास के साथ निर्धारित गणवेश पहनना चाहिए।
8. छात्रों से अपेक्षा की जाती है कि वे अपना खाली समय पुस्तकालय में व्यतीत करें।
9. छात्रों को गलियारे या रास्ते में भीड़ नहीं लगानी चाहिए, कक्षा के समय परिसर में घूमना पूर्णतः वर्जित है।
10. यदि छात्र का अकादमिक प्रदर्शन संतोषजनक नहीं है, तो छात्र को रोका जा सकता है और विश्वविद्यालय की ओर से संस्थान द्वारा आयोजित परीक्षाओं में शामिल होने की अनुमति नहीं दी जाएगी।

11. कंप्यूटर लैब या कक्षाओं में भोजन और पेय पदार्थों की अनुमति नहीं है। जिनका सेवन निर्दिष्ट क्षेत्रों में ही किया जाना चाहिए।
12. संस्थान की धूम्रपान या किसी भी प्रकार की लत के प्रति जीरो टॉलरेंस की नीति है। मादक पेय का सेवन करने के बाद संस्थान परिसर में प्रवेश सख्त वर्जित है।
13. छात्र संस्थान के व्यवस्थित आचरण और अनुशासन में हस्तक्षेप नहीं करेंगे।
14. छात्रों को शिक्षकों, गैर-शिक्षण कर्मचारियों और अन्य साथी छात्रों के प्रति विनम्र और सम्मानपूर्ण व्यवहार करना चाहिए।
15. कोई भी छात्र किसी समाजिक ईकाई या संगठन को प्राचार्य की पूर्व अनुमति के बिना बैठक को संबोधित करने के लिए आमंत्रित नहीं करेगा।
16. प्राचार्य की पूर्व स्वीकृति के बिना छात्र पिकनिक, शैक्षिक यात्रा या अन्य गतिविधि के लिए कोई धन एकत्र नहीं करेगा या योगदान प्राप्त नहीं करेगा।
17. छात्र संस्थान की संपत्ति, मूर्तियों, दीवारों, दरवाजों, फिटिंग्स को खराब नहीं करेगा और फिटिंग्स के दुरुपयोग, फर्नीचर को तोड़ने आदि से बचना चाहिए। छात्रों से अपेक्षा की जाती है कि वे संस्थान की संपत्ति की उचित देखभाल करें और परिसर को साफ रखें।
18. छात्रों को अपनी किताबें, क्रीमती सामान और अन्य सामान कक्षा में नहीं छोड़ना चाहिए। इन वस्तुओं के चोरी या खो जाने पर इसकी पूरी जिम्मेदारी विद्यार्थी की होगी।
19. प्रमाण पत्र, प्रशंसापत्र आदि के लिए आवेदन करने वाले छात्रों को किसी भी प्रकार के आवेदन पत्र पर प्राचार्य के हस्ताक्षर की आवश्यकता होगी, इससे पहले वे संबंधित समिति या शिक्षक अभिभावकों से संपर्क करें। छात्रों को हस्ताक्षर के लिए सीधे प्राचार्य के पास दस्तावेज़ नहीं लाना चाहिए।
20. किसी भी प्रकार का कदाचार बिना किसी स्पष्टीकरण के छात्र को कॉलेज से निलंबित कर सकता है।
21. सरकारी अनुदान, छात्रवृत्ति या शुल्क में छूट प्राप्त करने वाले छात्रों का नवीनीकरण तभी होगा, जब उनका अच्छा व्यवहार, नियमित उपस्थिति, संतोषजनक प्रगति और कॉलेज और विश्वविद्यालय द्वारा आयोजित परीक्षाओं में अच्छा प्रदर्शन होगा।
22. परीक्षाओं में अनुचित साधनों का प्रयोग करने वाले विद्यार्थियों के विरुद्ध विश्वविद्यालय द्वारा निर्धारित प्रक्रिया के अनुसार कार्यवाही की जायेगी।
23. सभी पंजीकृत छात्र महाविद्यालय द्वारा आयोजित पाठ्येतर गतिविधियों में भाग ले सकते हैं, जिसके लिए संस्था कार्यालय द्वारा समय-समय पर महत्वपूर्ण घोषणाएं की जाती हैं।
24. कॉलेज में पार्किंग की सीमित जगह है। हम साइकिल, साइज़ा वाहनों और सार्वजनिक परिवहन प्रणाली के उपयोग को प्रोत्साहित करते हैं। साथ ही हम इलैक्ट्रिक/ बैटरी चालित वाहनो के उपयोग को प्रोत्साहित करते हैं, जिसके लिये पार्किंग में चार्जिंग पोइन्ट की व्यवस्था भी की गई है।

25. परिसर में वाहनों की सुरक्षा (क्षति और/या चोरी/गाड़ियों के नुकसान सहित) के लिए संस्थान प्रशासन जिम्मेदार नहीं है। छात्र अपने जोखिम पर सीमित नामित पार्किंग स्थान का उपयोग कर सकते हैं। छात्रों को अपने वाहनों को परिसर में लाने की अनुमति नहीं है।
26. विद्यार्थियों को अपने वाहन निर्धारित पार्किंग क्षेत्र तक ही लाने की अनुमति होगी। उस बिंदु से परे प्रवेश सख्त वर्जित है।
27. कॉलेज के प्राचार्य संस्थान में अंतिम अनुशासनात्मक प्राधिकारी हैं।
28. मौजूदा नियमों के दायरे में नहीं आने वाले मामले कॉलेज के प्राचार्य के पूर्ण विवेक पर होंगे।

संयोजक
आईक्यूएसी

प्राचार्य

Policy For Grievance Redressal





Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur

District Shajapur (M.P.)

Accredited 'B' grade by NAAC

Email: hegjncshushg@mp.gov.in

Phone No. 07360-244358



POLICY FOR GRIEVANCE REDRESSAL

As mandated by University Grants Commission, New Delhi, the College has established a Students' Grievance Redressal Cell, to provide a mechanism for redressal of students' grievances and ensure the transparency in admission, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the Professor in-charge, Grievance Redressal Cell. In case the individual is unwilling to appear in person, grievances may be dropped in writing in the letterbox/suggestion box of the Grievance Cell at the Administrative Block. Grievances may also be sent through e-mail to the Professor-in-charge of the Cell.

OBJECTIVES

The Students' Grievance Redressal Cell is constituted in the college with the following objectives:

- Developing a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious atmosphere in the institute.
- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

- Facilitating submitting the grievances/suggestions of general nature about improving academic facilities/administration/amenities in the institution, through suggestion/complaint boxes installed in the premises.
- Inculcating in students a feeling of respect to the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Making the students refrain from inciting their fellow students against each other and also against teachers and college administration.
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever.

SCOPE

The cell will deal with Grievances received in writing from the students about any of the following matters -

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, availability of transport, victimization by teachers etc.

FUNCTIONS

- The cases will be attended promptly on receipt of written grievances from the students the cell formally will review all cases and will act accordingly as per the Management policy.
- The cell, after due consideration of the merit of the complaints, will give report to the authority for further action, and also of pending cases, if any, which require direction and guidance from the higher authorities.

PROCEDURE FOR LODGING COMPLAINTS

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes.
- The Grievance Cell will act upon those cases if they deserve to be responded to and are complete with necessary documentary evidences.
- The Grievance Cell will assure that the grievance has been properly solved with the stipulated time period.

IQAC
Coordinator

Principal

Anti-Sexual Harassment Policy





Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur

District Shajapur (M.P.)

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ANTI-SEXUAL HARASSMENT POLICY

Preamble

With regard to the Supreme Court Judgement and guidelines issued in 1997 to provide for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view Jawaharlal Nehru Smriti Government Post Graduate College, Shujalpur has constituted a Committee against Sexual Harassment.

Jawaharlal Nehru Smriti Government Post Graduate College has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it strongly supports gender equality and opposes any form of gender discrimination and violence.

Declaration of Policy

Jawaharlal Nehru Smriti Government Post Graduate College, Shujalpur shall value the dignity of every individual, enhance the development of its human resources, guarantee full

respect for human rights, ensures the full enforcement of “Fundamental Rights” under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Objectives of the Policy

1. To fulfill the directive of the Supreme Court, as per UGC directives and the Vikram University, Ujjain in respect of implementing a policy against sexual harassment in the institution.
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To provide an environment free of gender-based discrimination.
5. To ensure equal access of all facilities and participation in activities of the college.
6. To create a secure physical and social environment that will deter acts of sexual harassment.
7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Definition of Sexual Harassment

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim’s employment or

enrolment in the institution whether she is drawing salary, or honorarium or otherwise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work or studentship including recruiting or promotion or academics when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in Question or raises any objection thereto.

Jurisdiction

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

- 1) By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- 2) By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
- 3) By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus.

In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Composition of the Anti – Sexual Harassment Committee

The Committee consists of members of the faculty, administration, service staff and students' representatives.

Role and responsibility of Anti-sexual harassment committee

To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed

feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).

To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of a sexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.

Develop a written policy which prohibits sexual harassment. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.

Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.

Powers of the Committee

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there

from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.

5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

Functions of the Committee Preventive Steps

It will be the endeavor of the committee:

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviours that creates an atmosphere that ensures gender equality and equal opportunities.

Remedial Steps

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

Procedure to be followed by the Committee

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.

2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
3. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.
5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
11. The Committee shall make all endeavors to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclosed to the committee have incriminating evidence against the accused person, this shall be specifically mentioned in the Committee's report.

13. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of -

- Warning
- Written apology
- Bond of good behavior
- Adverse remarks in the confidential report
- Debarring from supervisory duties
- Denial of membership of statutory bodies
- Denial of re-employment/re – admission
- Stopping of increments / promotion/denying admission ticket
- Reverting, demotion
- Suspension
- Dismissal
- Any other relevant mechanism

If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal with reasons and with recommendations of the action to be taken against such person/s.

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal, with reasons and with recommendations of the action to be taken against such person/s.

Coordinator
IQAC

Principal

Anti-ragging Policy





Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur

District Shajapur (M.P.)

Accredited 'B' grade by NAAC

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ANTI-RAGGING POLICY

The UGC Regulation Clause 3.1 defines

‘College’ as “any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification”, and

Clause 3.4 defines

‘Ragging’ as “Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”

As mandated by UGC in the abovementioned and further provisions issued to the higher educational institutions of India vide their ref no. F1-16/2007(CPP-II) April, 2009, The Principal of Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur, Distt. Shajapur, M.P. constitutes at the beginning of every year an Anti-Ragging Committee in the college with the following objectives:

- To provide each and every student enrolled in the institution to attend the college, study and interact in a free and fearless atmosphere.
- To discourage and seriously view any act on the part of any student to indulge in unlawful act towards his/her junior students/freshers through intimidation, use of verbal or physical force
- To consider seriously any such cases coming before the committee during inspection and/or through reporting in writing and recommend proper action after due consideration of all aspects of the case.
- To educate the students through awareness programmes and anti-ragging campaigns etc. the consequences of activities of ragging, and about the anti-ragging provisions of the UGC, and thereby spreading a general awareness among students that ragging in any form is strictly prohibited in and outside the institution, and that any violation of anti-ragging and disciplinary rules could invite severe punishment which could be to the extent of rustication.

The Anti Ragging Committee of the College consists of senior faculties from various disciplines. Any member/members of the committee, who, on witnessing an act of ragging during one of their inspection rounds, and/or receiving a written complaint from the victim with proper evidence, verifies and recommends suitable action on the victimiser depending on the seriousness of the case.

Coordinator
IQAC

Principal



Policy for Persons with Disabilities





**Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur
District Shajapur (M.P.)**

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POLICY FOR PERSONS WITH DISABILITIES

Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur is against all kinds of discrimination on any grounds including disability. Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur intend to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students and employees are not distraught or treated unfavorably. The institute aims to design its programs, administrations, and activities accessible to the students. All the authorities of the institute are striving in order to extending a helping hand towards the differently abled so as to make sure about the Benefits of grounds programs, administrations, and activities. These guidelines apply to all the Institute Faculty and staff.

OBJECTIVES OF THE POLICY

- To create inclusive culture to avoid discrimination, exploitation and exclusion of disable students and staff from all spheres of work and education.
- To create suitable regulatory mechanism for effective delivery of services to disable students and staff of the institute.
- To ensure implementation of all legislations with respect to persons with disabilities.
- To provide accessible and inclusive education at the institute.
- To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
- To provide necessary budget allocation to achieve above objectives.

DISABILITY

Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS) are also included in the term disability. Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

ACCESSIBILITY POLICY

Providing access means making all the University services, activities and the benefits thereof, fully available to qualified people with disabilities. The institute should provide various provisions in creating a disabled friendly campus. The institute administration and faculty members should ensure appropriate/reasonable accommodations for each person with a disability, and be willing to resolve access problems. The campus should be barrier free and accessible for persons with differently able. The following principles of accessibility will be strictly observed:

- All UG and PG programs and activities must be accessible.
- To provide accessible textbooks and study material to all students with disabilities.
- To ensure the awareness programmes for all the teachers and non-teaching staff regarding the issues of accessibility.
- Admission policy of the Institute offers 5% reservation for persons with disabilities in all the courses offered by Institute. The institute will ensure the representation of all the types of disabilities listed in Rights of Persons with Disabilities Act 2016 and as per government regulations from time to time.

EXAM POLICY

Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur will make reasonable changes in the educational plan and assessment framework to meet the particular needs of

students with disabilities. Sensible convenience will be made to meet the necessities of the considerable number of Students with disabilities. The guidelines and regulations have been issued by the examination department for use of scribe in exams.

ACCESSIBILITY AND ACCESS AUDIT FOR PERSONS WITH DISABILITIES

Facilities available for Employees and students

- Ramps and Toilets
- Facilities are provided time to time as per government rules.
- Disability sensitization sessions are part of the students and Employee induction programme.
- Staff are trained to assist persons with disabilities, including persons with learning disabilities

The institution has disabled friendly, barrier free environment.

Coordinator
IQAC

Principal

Policy Document on Green Campus





Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur
District Shajapur (M.P.)

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POLICY DOCUMENT ON GREEN CAMPUS

Green Campus: A Green Campus is a place where environmental friendly practices and education works together to encourage sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

Objectives of the Go Green Programme: The first step of the Go Green Programme involves establishing a viable Green-Campus Committee, within the organizational structure of the Institute. Hence, to give this initiative more clarity and authenticity, we now roll out a POLICY DOCUMENT spelling out the strategies, plans and other allied tasks to make this Program functional officially. We believe that greening the campus is all about sweeping away wasteful materials and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program. The administration of the Institute believes that everyone has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Every individual of the college campus will work, may he/she be a student, faculty and support staff to foster a culture of self-sustainability and make the entire campus environmental friendly. The Green Campus Initiatives (GCI) will enable the institution to develop the campus as a living laboratory for innovation.

Composition of the Go-Green Committee

1. Principal of the college- Chairperson
2. IQAC Coordinator- Secretary
3. Faculty Representatives nominated by the Principal
4. Student Representative
5. Non-Teaching Staff Representative
6. Industry/Social Representative- Member of Alumni Association.

Role of the Go-Green Campus Programme: The motivation for a successful Green Campus must begin at the top and emanate throughout the rest of the campus. Without a strong message of commitment and involvement from both the Chairperson and Members of the Committee, well-intentioned initiatives may be too fragmented to allow for Institute-wide participation. Thus, in view of this, the committee will plan and execute to:

- 1) Seek views of all the stakeholders to make the Go-Green Campus initiative functional throughout the year.
- 2) Conduct the Campus environmental impacts to identify the targets for improvements.
- 3) Establish a Green Campus Environmental Ethic Awareness campaigns.
- 4) Set forth a Green Campus Mission and a Statement of Principles.
- 5) Link Green-Campus activities to Academics in the Institute.
- 6) Organize Awareness Programs for the students, faculty and society.
- 7) Chart out a yearly planner for the Institute, local community and Stakeholders.
- 8) Develop a strategic plan and create student teams to carry out specific tasks of the strategic plan. For instance, a plan to save energy at the institute level with time bound plan to install Solar Power Station mandatorily at the top of Institute building. This will reduce the dependency on conventional electricity for power supply.
- 9) Phase out the CFL and conventional light source such as bulbs and tube lights, halogen and mercury street/campus lights and get them replace by the LEDs.

- 10) Conduct an Annual Green, Environment and Energy Audit.
- 11) Purchase only Energy Efficient Computers viz: “ENERGYSTAR” or any other equivalent.
- 12) Establish public/private partnerships with personnel from federal, state, and local environmental agencies, utilities, and the business community.
- 13) Evaluate daily operations in terms of pollution prevention, waste stream management, and energy efficiency reducing, reusing, recycling, and repairing wherever possible.
- 14) Secure a commitment up front from the people in charge that well-founded recommendations will be acted upon once audits are completed.

Promotion of “Save Energy Tips” in and outside the Institute:

- Activate power management features on your computer and monitor so that it will go into a low power “sleep” mode when you are not working on it.
- Turn off your monitor when you leave your Table.
- Activate power management features on your laser printer.
- Whenever possible, shut down rather than logging off.
- Turn off unnecessary lights and use daylight instead.
- Avoid the use of decorative lighting.
- Use LED or compact fluorescent bulbs.
- Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.
- Use the fans only when they are needed.
- Unplug appliances not plugged into power strips (like TVs, Refrigerators, ACs, tea/coffeepots, printers, faxes, and chargers etc.).

Waste water Management/ Rain water harvesting: The Institute has to work in the direction of waste water management. Water flow restrictors on bathroom faucets and showers, low water flow toilets and automated urinal flushers should be used to cut down campus water use. The Institute will take all necessary measures to implement waste water management /rain water harvesting.

Major Green Campus Initiatives:

- Installation of Solar Power Station (Under process)
- Waste water Management/ Rainwater harvesting (Under process)
- Displayed poster on E-waste Management (in practice)
- Maintenance of water bodies and distribution system in the campus (in practice)
- MIS to make paperless administration (Under process)
- Plastic free Campus (in practice)
- Tree Plantation Drive (in practice)
- Cleanliness Drive (in practice)
- Landscaping and gardens (in practice)
- Use of LEDs only (in practice)
- Digital Library/ E-Learning Centre (in practice)
- Organization of sensitization programmes for the stakeholders (in practice)
- Establishment of Environment Club (in practice)
- Periodic Energy, Environment and Green Audit (in practice)
- Restricted entry of automobiles (in practice)
- No Vehicle Day observed (Proposed)

The Institute will make all the necessary efforts to involve the students, faculty and staff in “Green Campus Initiatives” by designating the volunteers of Environment Club, NSS & NCC cadets, printing T-shirts/ Caps with green campus initiative slogan specially designed for the purpose.

IQAC
Coordinator

Principal

Policy for Plastic-free Campus





**Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur
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POLICY FOR PLASTIC FREE COLLEGE CAMPUS

The Institute follows UGC guidelines for the Ban of Plastic Use in Higher Education Institutions

Plastics, being a hazardous element in the society posing a major threat to the livelihood of mankind and other being in the world. The environment is getting polluted at the never before pace sparing no mediums due to plastics. So it is becoming a key responsibility of every citizen of our country not just to “Say No to Plastics” but also to create awareness among the community as whole to stop this pollution and leave behind a green and pollution free place for our future generations.

So, strongly supporting the cause, from year 2015, Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur, has implemented the phase-wise ban on use of Plastics in its campus, in particular single use plastics. The policy statement is as under

1. Ban use of single-use plastics in the institution’s premises and hostel.
2. Periodic awareness drives and sensitization workshops on the harmful impacts of single use plastics in and off campus.
3. Mandate all students to avoid bringing non-bio-degradable plastic items to the institution.
4. Encourage students to sensitize their respective households about harmful effects of plastics and make their households ‘plastic free’.
5. Encourage students to use alternative solutions like cloth bags, paper bags, metallic containers, etc., instead of plastic bottles, bags, covers and other goods on campuses.
6. Constant monitoring of Plastic ban in the campus by institutional Green Committee and student volunteers to ensure the planning and implementation of the policies.

Coordinator
IQAC

Principal

Infrastructure Development and Maintenance Policy





INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE POLICY

College is committed to create, develop, provide and maintain necessary infrastructure in all the domains. College is committed to provide all possible and essential amenities and infrastructure for all the stake holders. The College Infrastructure Development and Building Maintenance Committee constituted by the Principal. The various concerned committees safeguards adequate facilities and optimum utilization of physical infrastructure in college.

The college policy for infrastructure development/ maintenance looks after:

1. Building infrastructure
2. Sports facilities
3. Library facilities
4. Maintenance of Laboratories
5. IT Infrastructure

Infrastructural Development Planning:

The overall maintenance of the institutional infrastructure including the buildings and the garden shall be under the direct control of Building Maintenance Committee constituted by the Principal.

- Building Maintenance Committee is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings.
- Maintenance of electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employee.
- Building Maintenance Committee ensure the availability of Ramps and Special

Toilet facilities for physically challenged, power back up facilities for the entire campus.

Sports facilities

Sport officer and Sport committee constituted by College Principal ensure the proper utilization and maintenance of the Sports Infrastructure.

- Regular practice to students on Athletic events such as, Kabaddi, Kho-Kho, Volley Ball, Ball Badminton and practice for Athletes should be given in the play ground.
- Annual sports calendar is followed for different sports activities.
- All sports equipments are maintained in good condition by Sports officer and Sports committee.
- Stock Register is maintained with every new procurement/condemnation.

Library facilities

The Librarian and Library committee constituted by principal is the custodian of the Library.

- The racks and furniture in reading hall should always be kept clean.
- The books have to be organized subject-wise and shelved with clear labeling and numbering systems for the easy access of the users.
- Online and offline catalogues updated with every new procurement.
- Stock Register is maintained and verified annually by the committee appointed by the Principal.
- Access, issue and return of the books are maintained by Soul 2 software.
- Issue Register must have the record of daily users.

Maintenance of Laboratories

Under head of department, the laboratories utilized for enhancing/demonstrating the practical ability and research activities.

- The equipment for the laboratories is purchased through procurement policy as per norms of state government.
- The service and maintenance of the equipments are performed by inviting quotation by the respective suppliers/firms.

- Stock Register for lab equipments are maintained in the respective departments and Annual stock verification must be done by the committee constituted by the Principal.

IT Infrastructure and Maintenance

IT infrastructure facility has been maintained by head of computer department and ensures:

- The role of IT infrastructure in teaching and learning.
- A fully functional IT Support Center with well the technical staff.
- College provide Wi-Fi and internet connectivity.
- College has established and improved smart class rooms.
- The CCTV, Biometric Devices, in addition to the Audio Visual Aids, is to be maintained by the technical staff.

Coordinator
IQAC

Principal

Institutional IT Policy and Guideline





**Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur
District Shajapur (M.P.)**

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INSTITUTIONAL IT POLICY AND GUIDELINE

PREAMBLE

The Jawaharlal Nehru Smriti Government Post-Graduate College Information Technology (IT) Policy sets forth the policies that govern the responsible usage of all users of the college's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of college is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others.

APPLICABILITY

The IT Policy applies to all college faculty, staff and students and all others using the IT resources, whether personally or of college owned, which access, transmitter store various types of related information.

OBJECTIVES

Each user of the College Information Resources must ensure that it is used for promoting the mission of the College towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- To ensure the integrity, reliability, availability, and superior performance of the College IT Systems
- To ensure that the IT resources protects the official e-identity (allocated by the College) of an individual

- To ensure that all the users of the College are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules

NEED FOR IT POLICY

- Basically, the college IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the college on the campus.
- This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information

Intranet and Internet services have become most important resources in educational institutions and research organizations. Realizing the importance of these services, Jawaharlal Nehru Smriti Government Post-Graduate College, Shujalpur took initiative way back in 2016 as per NAAC recommendation and established basic network infrastructure in the academic blocks of the College.

Over the last six years, there was an increase in active users of the network facilities and web-based applications. This has led the update of existing IT policy of the college during 2019. Currently, the College has about 8 network connections with Wi-Fi campus. All the faculty members are using this network for teaching and learning. College is getting its Internet band width from BSNL. Total band width availability from BSNL source is 100 Mbps.

IT USAGE AND PROHIBITIONS

- The users of the College shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including college website, conference website, journal portals, online admission systems, and course website), Learning

Management System, encourage Login based facilities of the College and e-Library resources.

- The College shall stress upon the users to comply with college policies and legal obligations (including licenses and contracts).
- The College shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.
- The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy.
- Contributing to the creation of a hostile academic or work environment is prohibited.
- Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file sharing using the College's information resources is a violation of this policy.
- Users must abide by the rules of the College towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.
- The College IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under college rules.

OPERATING ASPECTS

- The College shall endeavor to ensure fair implementation of this policy to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the College governance structure.
- The respective Heads of the Department shall be responsible for compliance with the college policies relating to the use/ownership of information resources keeping in mind the Vision and Mission of the College.
- Website and Technical Committee at college level shall coordinate various activities related to the adherence of the IT Policy in association with the IT Administrator.
- The users are solely responsible for the activities they perform on college server with their "User Name/Password" and IP (Internet Protocol) addresses assigned to them.

VIOLATION OF POLICY

Any violation of the basic objectives and areas mentioned under the IT Policy of the College shall be considered as a violation and as a misconduct and gross misconduct under College Rules.

IMPLEMENTATION OF POLICY

For implementation of this policy, the College will decide necessary rules from time to time.

REVIEW AND MONITORING

The Policy document needs to be reviewed at least once in two years and updated if required, to meet the pace of the advancements in the IT related development in the industry.

Review of this Policy document shall be done by a committee chaired by the Principal and Coordinator-IQAC of the College. The other members of the committee shall comprise of the Website and Technical Committee, Head of the departments and other members as nominated by the IQAC.

Coordinator
IQAC

Principal

FUND UTILIZATION POLICY





Jawaharlal Nehru Smriti Government Post Graduate College Shujalpur, Distt. Shajapur (M.P.)

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FUND UTILIZATION POLICY

This policy is framed for effective and transparent utilization and maneuvering of funds inflow to the institution from various sources. It is the sole responsibility of the head of the institution (Principal) to ensure strict adherence to the policy which is in accordance with the rules and regulations laid down by the State government under which the institution is functioning.

1. Government Funds

Plan Funds

- (i) **Global Budget Fund** : This fund is to be utilized for Salaries and Wages and arrears thereof for regular faculties and other non-teaching staff.

Non-Plan Funds

- (ii) **Special Allotment**: This fund is granted from time to time by the State government as per the requirement/indent sent by the college and/or under a certain scheme, for specific projects. The project includes construction of buildings, renovation and maintenance of existing buildings, purchase of lab equipments, ICT equipments, sports equipments, books etc. This fund is to be utilized for the specific projects for which the same is being sanctioned, and a utilization certificate sent to the government after the completion of the project.

2. UGC Grants - Plan Funds

UGC Plan funds are allotted in the form of Development Grants to the college according to India's five year plan and based on the fund allocated to the higher education of the country. These grants are sanctioned against the proposal submitted by the college for various prescribed categories and within the permissible limits. The categories of projects include construction of buildings including hostels, purchase of lab equipments, ICT equipments, books, other academic programs like study tours, seminars and conferences, conduction of social outreach programs, maintenance of equipments etc. These funds are to be utilized for the purpose for which it was sanctioned against each

item. Utilization certificates are to be submitted and balance amount, if any, has to be refunded to the UGC for final clearance certificates.

3. Janbhagidari Funds

(i) Non-Plan Funds

All kinds of academic fees collected from students are deposited in Janbhagidari account. This will be utilized for payments of salaries to the faculties of Self-Financing Programs and Courses and other recurring expenses, such purchase of consumables in labs, stationery and other miscellaneous expenditure.

(ii) Plan Funds

Janbhagidari Plan Funds are those which are collected from students under the head of development funds. This is a corpus fund of the institution for utilizing for developmental projects such as augmentation of infrastructure. This is to be strictly utilized for developmental projects and not for any recurring expenditure. The utilization of any amount from Janbhagidari mandates approval of the Janbhagidari General Body based on the proposals submitted by the college administration. The amount spent for each project should not exceed that was approved without prior permission of the said Body.

4. World Bank Scheme (MPHEQIP) Plan Fund

(i) Purchase of equipments

Any amount sanctioned by the government for purchase of equipment, furniture, software and other items is to be utilized strictly as per the financial rules framed by the government for this specific scheme, and audited statements sent to the State Project Directorate, Department of Higher Education, Bhopal.

(ii) Construction and Renovation of Buildings

Since allotment of the amount for new construction and renovation is directly transferred from the government to the construction agency such as PWD, PIU, or Housing Board, the college has no financial transactions in this regard.

5. Any other funds received by the college from any sources are to be deposited in Janbhagidari Account and is to be utilized as per the provisions of the said fund. For all purchases, the Stores and Purchase rules have to be strictly followed by the college. The Purchase Committee of the college has to verify all the quotations and oversee the process and ensure that the purchase rules laid down by the government are being strictly followed by the purchaser. For all construction work in the college premises, necessary prior financial and administrative approvals should be obtained from the Commissioner, Higher Education, Government of MP.

Principal

मध्यप्रदेश गान

सुख का दाता, सब का साथी, शुभ का यह संदेश है,
मां की गोद, पिता का आश्रय, मेरा मध्यप्रदेश है।

विंध्याचल सा भाल, नर्मदा का जल जिसके पास है,
यहां ताप्ती और बेतवा का पावन इतिहास है।
उर्वर भूमि, सघन वन, रत्न सम्पदा जहां अशेष है,
स्वर-सौरभ-सुषमा से मंडित, मेरा मध्यप्रदेश है।

सुख का दाता, सब का साथी, शुभ का यह संदेश है,
मां की गोद, पिता का आश्रय, मेरा मध्यप्रदेश है।

चंबल की कल-कल से गुंजित, कथा तान, बलिदान की,
खजुराहो में कथा कला की, चित्रकूट में राम की।
भीमबैठका आदिकला का, पत्थर पर अभिषेक है,
अमृतकुंड अमरकंटक में, ऐसा मध्यप्रदेश है।

क्षिप्रा में अमृत घट छलका, मिला कृष्ण को ज्ञान यहां,
महाकाल को तिलक लगाने, मिला हमें वरदान यहां।
कविता, न्याय, वीरता, गायन, सब कुछ यहां विशेष है,
हृदय देश का, यह, मैं इसका, मेरा मध्यप्रदेश है।

सुख का दाता, सब का साथी, शुभ का यह संदेश है,
मां की गोद, पिता का आश्रय, मेरा मध्यप्रदेश है।

सुख का दाता, सब का साथी, शुभ का यह संदेश है,
मां की गोद, पिता का आश्रय, मेरा मध्यप्रदेश है।



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