

SHAILDEVI MAHAVIDYALAYA ANDA DURG (C.G.)

Recognized by NCTE New Delhi & Affiliated to Hemchand Yadav, University Durg

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POLICY DOCUMENT OF THE INSTITUTION

Introduction

Shaildevi Mahavidyalaya is working under the Shaildevi Educational Society. The college was established in the year of 2011, with the objective to provide quality education, excellent infrastructure and advance courses. We are dedicated to encourage Students for their holistic development and strong social, ethical value base education. Shaildevi Mahavidyalaya is affiliated to Hemchand Yadav University, Durg, Chhattisgarh and recognized by the National Council of Teacher Education New Delhi.

We as an educational institute believe that the prime objective of education are comprehensive development of student with productive and creative mindset, along with developing knowledge and skills to generate employability.

Shaildevi Mahavidyalaya is located in the rural area and committed to contribute towards the improvement of socio-economical status of the region, with the help of quality education and employability. Social work and community work is conducted on regular basis by the NSS unit to create awareness regarding issues such as social, economical, demographical, health, way of living, foeticide, women related issues along with importance of education and employment.

Most of the student belongs to agricultural and modest economical background. They face various challenges to pursue higher education. Due to lack of opportunities, limited awareness, social and economical limitations huge number of students could not pursue higher education. Shaildevi Mahavidyalaya guide and encourage them for the education. Not only provide conventional education but also work hard to create strong knowledge and skill base, so that student can achieve excellence in their career and uplift way of living. **“Beti Bachao, Beti Padhao”** is our motto. Girl education and dropout ratio is matter of concern in the region. We as an educational institute focus on the Girl Education motivate and facilitate them for the education and maintain a good ratio of girl students in the college.

We focus on developing students as individual with their own identity, opinion; identify their own interest and strength. We conduct various careers counseling session to guide and motivate students to pursue according to their interest and strength. To develop the essential skill we provide skill based training such as basic computer, spoken skills and personality development class to improve the confidence and competitive ability. Employability is essential factor of the education, we focus on the student’s placement and provide proper guidance to the students to choose suitable career and prepare them for facing the competition exams. The college publish yearly magazine named “प्रतिबिम्ब” to present the hidden talent of the student. It provides a platform to showcase your point of view in certain issue; in the form of articles or present your emotion through poetry. It encourages students to read and understand literature and create great environment for the learning.

Ever since the college came into existence, till today we are continuously marching towards success. Facing many challenges in the process, we are continuously working all round development of the students that is our prime motive “पढ़ाईकेसाथसाथसरकारीनौकरीकीतैयारीभी” is one of our main goals.

Vision

To be an institution of excellence where all aspirant can achieve full potential in their mental, physical, spiritual and social development to inculcate values of discipline, hard work along with team spirit.

Mission:

To empower and enable the aspirant across the entire academic spectrum to design, develop and implement the learning environment in such a way that aspirant has equal opportunity to succeed.

OBJECTIVE:

1. Academic excellence and success.
2. Value and outcome based education.
3. Continuous improvement on knowledge base.
4. Skill development based on social and professional need.
5. Dedicated effort towards rural education.
6. Create self constructive environment.
7. Develop positive and constructive work force.
8. Contribution towards nation building.
9. Motivation towards entrepreneurship skill.

CORE VALUES:

1. Commitment towards high professional standards for quality education.
2. Value based education system.
3. Trust and mutual respect for each other.
4. Environmental sustainability and development.
5. Transformational learning and holistic development of students.
6. Progressive working environment.
7. Collaborative and collective work culture.
8. Accountable towards social responsibility.
9. Developing scientific and innovative temperament.

Internal Quality Assurance Cell (IQAC)

Established on **26 March, 2019** and has been functioning efficiently to focus on attaining the vision and mission of the institute. The primary aim is to improve the academics and administrative performance of the institution. The IQAC has become the part of an institution system and work towards realizing the goals quality enhancement and sustenance. The quality enhancement is a continuous process of IQAC cell.

Vision

To build and ensure the quality culture aimed at all round excellence at the institutional level.

Mission

To enhance the quality of education through overall development of curriculum, which are a part of academics as well as administration of our institute.

Objective

To monitor the academics programme and performance offered by the institution and initiate necessary changes.

To developed mechanism for academic and administrative quality enhancement.

To improve the academics and administrative performance of the institution.

To institutionalize many good practices.

To have a better internal communication.

Function

Creating parameters to reach learning goals of academics as well as non-academics.

Our college is organizing various workshops, seminar, guest lecture, FDP and field visit for the quality education environment.

For making plan, guiding and monitoring quality assurance and quality enhancement activities of the college.

Documentation of the various programs and activities for improve the quality of institution.

Grievance Redressal Policy

Shaildevi Mahavidyalaya has created a mechanism for redressal of student grievance related to academic and non academic matters, such as assessment, victimization attendance charging of fee, conducting of examination harassment of student and faculty of college.

Objective of grievance redressal committee

- Maintaining harmonious students-student and faculty – student relationship.
- Creating an environment in which student can freely express their grievance without fear of discrimination.
- Counseling student to refrain provoking of their fellow student. against faculty and staff of the college.
- Jurisdiction of the committee
- The committee Shaildevi grievances received in writing about any of the following.
- Academic matters issues related to teaching process marks and other examination related. Financial matter relating to dues and fee.
- Administration matter – Infrastructure related, food, transport, sanitation.
- Harassment and ragging.

Procedure for redressal of grievance

An aggrieved students shall first submit his complaint in writing to her mentor who shall resolve the grievance with two days. In case the mentor is not able to resolve the grievance he/she shall forward it to the chairperson of the college level Grievance committee.

- The chairperson of the college committee Shall convene a meeting of the committee within 2 Days of receiving the complaint from the faculty mentor or from the aggrieved student in case she applies directly to the committee.
- The chairperson shall attempt to resolve the grievance within a week of the receipt of the complaint and action taken report from the mentor.
- The Principal shall review the decision and pass an appropriate order. The Principal, if needed may recommend, necessary corrective action as she may deem fit. To ensure avoidance of recurrence of similar grievance at the college, the necessary changes shall be made and the rules of the college.
- At all proceedings a fair hearing shall be given to all parties. The form for submission of grievance is attached with this document

Policy document on disabled friendly barrier free environment


Shaildevi Mahavidyalaya considers it an honor to serve the differently members of the community. We have formulated a specific policy to keep the campus disabled friendly, and to take every possible measure to provide a barrier free environment to the Divyangjan.

- All the stakeholders of the college should consider the opportunity to serve the differently abled student as a privilege.
- The class to which a differently able student is admitted should be shifted to a room to which she can have the easiest and shorter access.
- It is the duty of all the staff and student to help to differently abled student without waiting to be requested to.
- No. stakeholder should enter discriminate a student belonging to the Divyangjan.
- The vehicle of a differently abled student can come into the campus to the nearest point where her class room is situated.
- All the time of admission a help desk should be set apart for the differently abled student seeking admission.
- Soft copy of study material should be provided to the differently abled student.

PREAMBLE

SERVICE POLICY

1. The following rules shall regulate the service conditions of all Teaching and Non-Teaching staff of Shaildevi Mahavidyalaya, Anda Durg (C.G.), either regular or probationary/Adhoc appointed in the vacancy of an approved post.


प्रचाय
शैलदेवी महाविद्यालय
अण्डा-दुर्ग (छत्तीसगढ़)

2. The Rules shall come into force with effect from 01-04-2019.
3. The Managing Body of Shaildevi Mahavidyalaya, Anda Durg (C.G.) is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
4. The Managing Body of Shaildevi Mahavidyalaya, Anda Durg (C.G.) may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such person(s).
5. The Managing Body of the college may add, amend, alter or change these service conditions as and when it deems it necessary.

II. DEFINITIONS

1. College means Shaildevi Mahavidyalaya, Anda Durg (C.G.) India.
2. Managing Body means the Governing Body of the Shaildevi Mahavidyalaya, Anda Durg (C.G.).
3. University means the Hemchand Yadav Vishwavidyalaya, Durg
4. Principal means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.
5. Year means a calendar year, unless specified otherwise.
6. Month means a Calendar Month.
7. Pay means Basic Pay with admissible allowances .
8. Employee means the Teaching or Non-Teaching Staff of the Shaildevi Mahavidyalaya, Anda, Durg, and wherever the word 'he' is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.
9. **Duty:**
A person is said to be 'on official duty (OOD)'
 - a. When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
 - b. When he is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body / Governing Body having been on duty immediately before and immediately after such absence
 - c. When he is absent during vacation, or when he is attending conferences or seminar.
 - d. When he is absent from headquarters or from his routine work attending to other university work not connected with his usual routine to which he has been specifically deputed in his official capacity either by

the Principal or by the Managing Body.

- e. When he is absent from headquarters or routine work in connection with college duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.

III. **GENERAL CONDITIONS OF SERVICE**

1. Appointments: The Managing Body of the college shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/Principal. The order of appointments shall specifically state whether the member of staff has been appointed on probation or in a temporary capacity.
2. The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
3. All teaching staff appointed in the cadre of Assistant Professor and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Hemchand Yadav Vishwavidyalaya, Durg. as per UGC norm.
4. Appointments to all other teaching and non-teaching posts, temporary and ad hoc shall be made by the Managing Body/Principal.
5. All administrative positions such as Heads of the Departments will be through nomination by the Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
6. The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body/Governing Body from time to time and shall generally be as per the UGC norm.
7. The services of Non-Teaching staff shall be regularized by the Managing Body based on the recommendations of the Principal.
8. The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.
9. An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However, an employee whose probation has been declared on a lower post and subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
10. The Chairman of the Managing Body/Governing Body upon the recommendation of the Managing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month notice or one month salary in lieu of such a notice.
11. The Chairman, upon the recommendation of the Principal, without assigning any reason may ext

end the period of probation of an employee by a maximum period of one year.

12. Upon the recommendations of the Principal, the Chairman will issue an order / authorize the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
13. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
14. All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his/her conduct has not been good or if his/her work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Managing Body for redress.
15. The services of all employees on probation and all temporary appointments are terminable with one month notice or one month salary in lieu of such notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
16. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
17. No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the Shaildevi Mahavidyalaya, Anda Durg (C.G.) without the prior permission in writing of the Principal under intimation to the Chairman.
18. No employee shall apply for appointments elsewhere except through the Principal of the College and the College may forward not more than two applications in a year.

IV. **RESIGNATION, & RELIEVE**

1. The services of teaching staff who have satisfactorily completed their period of probation on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
2. The service of teaching staff on temporary / adhoc appointments are liable to be relieved from the College by giving one month notice or one month salary in lieu of such notice.
3. The services of all non-teaching staff who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
4. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the college. If their resignation is for the purpose of higher studies then the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the

endoftheacademicyear/semester.)

5. Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
6. All the Non-Teaching Staff who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
7. In the case of teaching staff, who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as UPSE, CGPSE, etc.), will also be forwarded. However, the Management has discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
8. In the case of teaching staff, who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as UPSE, CGPSE, etc.) be forwarded.
9. In the case of teaching staff, who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to higher studies and All India Services Examinations (such as UPSE, CGPSE, etc.) be forwarded.
10. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.
11. In the case of non-teaching staff (whether they are on probation or on regular basis) all applications for admission to higher studies will be forwarded.
12. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
13. If the College issues show cause notice to any employee and wishes to reply the employee within the notice period,
14. In all the above subclauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

CODE OF CONDUCT FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.

2. The first period begins with a prayer song. The students stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance.
4. Teachers shall be greeted appropriately with "Good Morning" or "Good Afternoon" and a "Thank you" when the teacher leaves the classroom.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. All students shall leave the classes immediately after 4.15 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shop etc.
8. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leaves shall be accompanied by valid medical certificates.
9. All the students are expected to attend all college functions and cultural program.
10. All the students will wear their identity cards, Identity badge is a public document and any teaching staff and non teaching staff will have the right to peruse it. Denial of that alone invites disciplinary action.
11. To wear helmet is compulsory for all the students using two wheelers.
12. As per the Govt. order, students are not allowed to bring powered vehicles inside the campus.
13. Students are expected to maintain decorum and decency in the college campus.
14. Student must maintain discipline while using library, common computing facilities, open gym, cafeteria etc.
15. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, tobacco etc. are strictly prohibited.
16. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
17. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property.
18. Follow safety precautions in moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
19. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
20. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
21. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
22. Students who intend to represent the college in intercollegiate events will take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic

pressure and competence of the student in the proposed event for participation.

23. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
24. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
25. Payfees, mess bill setc. in advance or in time, which will avoid fines.
26. Any violation of the above rules will invite disciplinary action accordingly.

CODE OF CONDUCT (TEACHING STAFF)

15. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
16. Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings.

17. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public.
18. An employee shall exhibit utmost loyalty and shall, always act in the interests of the College.
19. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work.
20. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave college except with the prior permission of proper authority.
21. In case of leaving station, the employee shall inform the Principal in writing through the respective HOD or the Principal directly.
22. No employee shall take part in politics or be associated with any party or organization which takes part in political activity.
23. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
24. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
25. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
26. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
27. No employee shall, except with prior permission of the competent authority, have recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
28. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority.
29. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council.
30. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority.
31. No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in strike etc.
32. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
33. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the management.

34. The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the college.
35. The staff members shall not interfere in any matter not connected to their job requirement.
36. The details of students' feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

E-Governance Policy

Policy Statement

Shaildevi Mahavidyalaya is dedicated towards promoting decentralized and participative Management in various realms of administrative, financial and Examination related affairs. It also seeks to strengthen Pre-existing physical governance infrastructure and augment seamless information sharing amongst various stakeholders of the Institution. To ensure effective implementation of e- governance across all the funds within the college. To review replace or supplement the erstwhile physical governance infrastructure with e-governance . Facilities for improving the efficiency of various functions of the college.

Scope and Applicability

E-Governance aims at enhancing the System of governance for development of the college by leveraging innovative and scientifically sound technologies, extends to the following areas The scope of this policy covers day to day operations of various function and process within the college to following area ...

Administration
Student Admission
Accounts and Finance
E-Waste Management
Examination
Library
ICT Infrastructure

Key Objectives of the policy

- The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance.
- To encourage transparency and accountability to all the functions of the college with the help of ICT that can be utilized to automate, transfer, and college analyze the data or information in the college administration for all the purpose of admissions, workload, timetable, internal assessment, examination, attendance, result etc.
- To provide quick and ready access to information.
- To ensure a Wi-Fi enabled campus.
- To render the classrooms ICT Enabled, equipped with smart boards, and projectors etc.
- To establish a fully automated Library.

Policy

Shaildevi Mahavidyalaya implements e-governance in various aspects of functioning including library, accounts, admissions, administration, teaching, etc. for which the following policies and procedures have been framed.

1. Website

The mahavidyalya has a website that reflects the mission, history, aims and objectives, information related to Faculty, infrastructure, courses offered, various activities, important notices etc. The website should be act as a mirror of the college . Mahavidyalya has appointed an incharge for website that takes care of the college website and ensures a speedy update of the latest notice/activities. the college strives to showcase its vibrant self and activeness through its website.

2. Admission of students

The mahavidyalya follows a transparent strategy for the admission process which is reinforced by the code of ethics and conduct. All the admission related affairs are managed through the admission portal including update on the number of students applying for each course, fee submission, withdrawals etc. The brochure having detailed information pertaining to the student related admission is displayed on the website.

3. Accounts

The accounts office uses the software called ERP which offered better accuracy and availability of information and easier access to management system.

4. Library

Shaildevi Mahavidyalya was continues to maintain its academic excellence through maintains as well stocked library. A separate online/offline record of books is maintained to ensure transparency and smoothness in the process. The library is open to bona fide students of all the classes . All important textbook are kept in the Reserve section to enable the students to write their tutorials . The college continues to add- e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources . The library is linked with N-List for E- Learning .

Alumni

In order to strengthen our alumni relationship , a separate alumni page to be created on the website providing function like registration, feedback, and many other aspect.

