



Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College

Institutional Policies

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



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SHRI MAHAVEER COLLEGE
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Mahaveer Marg C-Scheme Jaipur
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SHRI MAHAVEER COLLEGE INSTITUTIONAL POLICIES

1. INTRODUCTION

Institutional policies in degree colleges are a set of guidelines and regulations that govern the operations of the institution. They cover a wide range of areas, from academic matters to student conduct and are designed to maintain order, fairness, and a conducive learning environment. These policies serve as the backbone of a college, providing a framework for its operations, ensuring fairness, and maintaining a conducive learning environment. In essence, institutional policies are the cornerstone of a well-managed college. In Shri Mahaveer College, these policies have also created a structured environment that supports teaching, learning, and research while protecting the rights and interests of all stakeholders.

VISION

- To make Shri Mahaveer College a nurturing ground for the holistic development of the young minds.
- Providing high quality education in keeping with our cultural heritage and modern insight.
- To make it a centre of learning relevant to the contemporary world.

MISSION

- To empower our students to be compassionate, responsive to our culture and heritage and achieving academic excellence.
- To empower our students to develop critical and creative thinking that would help them to realize their potential.
- To encourage and foster the skill and professionalism in every student.

PHILOSOPHY OF GOVERNANCE

The governance philosophy of Shri Mahaveer College is rooted in participative management and decision-making through majority consensus, reflecting its commitment to community service and ethical values.

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The college management believes in involving various stakeholders in the decision-making process, ensuring that the voices and perspectives of faculty, staff, and the community are heard and considered. Administrative and financial decisions are made at the management level and then communicated to the Principal for implementation. This ensures that financial and operational policies are consistent with the college's mission and goals. The academic decision-making process, however, is more decentralized. The Convener and Principal collaborate closely to make academic decisions, which are then executed by the faculty and staff.

This approach allows for a focused and specialized handling of academic matters, ensuring that educational standards and student needs are met effectively. The management employs a top-down approach in delegating responsibilities, particularly in academic matters. The Principal is entrusted with overall academic leadership, while the Heads of Departments (HoDs) are responsible for the implementation and management of academic activities within their respective departments.

This hierarchical structure ensures clarity in roles and responsibilities, promoting efficient and effective governance. By blending participative decision-making with a structured top-down approach, Shri Mahaveer College ensures that it remains responsive to societal needs while maintaining high standards of academic and administrative excellence. This governance philosophy not only fosters a collaborative environment but also upholds the college commitment to ethical practices and community service.

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2. ORGANOGRAM CHART



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3.ADMISSION POLICY

Minimum Percentage to get admission in the First Year of UG and PG Courses

Type of Applicant /Student	B.Com (P)	B.Com (H) ABST	BBA	BCA	BA	BVA	M.Com
Rajasthan Applicant	50%	50%	50%	50%	50%	50%	48%
Non-Rajasthan Applicant (Pass out from other State)	60%	60%	60%	60%	60%	60%	60%

Other Rules

- Non-Rajasthan Applicants:** - Not more than 10% of students shall be admitted from institutions outside Rajasthan. Such candidates should have secured First Division (60%) and should be otherwise eligible. However, the condition of obtaining first Division may be relaxed in the case of –
 - ✓ Female candidates migrating to Rajasthan on account of their marriage to a resident of Rajasthan.
 - ✓ Male Candidates who after passing the qualifying examination from any other University, have passed a three-year course from this University, and
- Non-Rajasthan students securing a second division from other states** may also be considered subject to the availability of seats after all the eligible students from Rajasthan and first Division holders from other states have been accommodated. The rule of minimum percentage whenever applicable, will, however, be followed.
- Admission of Candidates with a Supplementary**
 - ✓ The applicant will be provisionally admitted, at his/her own risk, to the next higher class at the beginning of the session. He/ She will be assumed to have secured minimum passing marks in the subject of supplementary examination.
 - ✓ A Candidate who fails or is absent him/herself at the supplementary examination shall have no right to continue in the next higher class and his/her provisional admission to the next higher class shall stand cancelled automatically.

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4. **Gap Period of up to 2 Years for boys** will be permissible but there is no Gap limit for girls as per the rules of the Government of Rajasthan. Students who have passed their last qualifying exam either in 2024 or 2023 and have not taken admission anywhere in the interim period, will be considered new entrants. Such students must give an undertaking on stamp paper stating that they have not taken admission anywhere. Students who have passed their last qualifying exam in 2022 or before that will not be eligible for admission.
5. **Candidates belonging to SC, ST, OBC, SBC and Minority categories** will be required to produce a certificate to that effect from a district magistrate/ Tehsildar/ Sub-Divisional Magistrate, without which their cases will not be considered. OBC& SBC Certificate will be as per the rules of the Government of Rajasthan.
6. **Faculty Change** 5% marks will be deducted in case of faculty change student seeking admission from science to Arts/ Commerce, Arts to Commerce and Commerce to Fine Arts Faculty. This will be done while preparing the merit list so as to benefit students of the same faculty.
7. **Admission of Non -Collegiate Candidates:** A candidate passing the previous examination of a course of study as a non-collegiate candidate may be considered for admission to the next higher class of the same course of study if seats are available and have scored more than 50% in the previous class.
8. **Provisional Admission:** An applicant who has supplementary/result not declared in the last qualifying class may be admitted provisionally, after paying First Installment, if he or she fails, fees will be refunded after deducting Rs 5000/- for administrative cost.

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Documents required for Admission

CBSE Board	RBSE Board	Other Board
<ul style="list-style-type: none">• 12th Original Mark Sheet and Two Self-Attested Copies)• Original Migration Certificate.• Original Transfer Certificate• Original Character Certificate• 10th Marksheet Photocopy (Self Attested)• Copy of Aadhar Card (Self-Attested)• Domicile Certificate (If belongs to Rajasthan but appeared in other state board exam)	<ul style="list-style-type: none">• 12th Original Mark Sheet and Two Self-Attested copies)• Original Transfer Certificate• Original Character Certificate• 10th Marksheet Photocopy (Self Attested)• Copy of Aadhar Card (Self Attested)• Domicile Certificate (If belongs to Rajasthan but appeared in other state board exam)	<ul style="list-style-type: none">• 12th Original Mark Sheet and Two Self-Attested Copies)• Original Migration Certificate.• Original Transfer Certificate• Original Character Certificate• Original Provisional Certificate• 10th Marksheet Photocopy (Self Attested)• Copy of Aadhar Card (Self Attested)• Domicile Certificate (If belongs to Rajasthan but appeared in other state board exam)

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4. SCHOLARSHIP POLICY

Executive Summary

Shri Mahaveer College in Jaipur is committed to fostering academic excellence, supporting sports achievements, encouraging research and internships, and providing special consideration for girls students and wards of army personnel. This document outlines the college's scholarship programs designed to support students across these varied domains, reflecting the institution's dedication to inclusivity, excellence, and holistic development.

Academic Scholarships

- Scholarships that offer 100% financial support** to students who have achieved specific academic criteria based on their 12th-class board exam results, particularly for those from the Central Board of Secondary Education (CBSE) & Other State Boards the Rajasthan Board of Secondary Education (RBSE). Scholarships specifically catering to students with 85% in CBSE & Other State Boards or 80% in RBSE.
- Scholarships that offer 50% financial support** to students who have achieved specific academic criteria based on their 12th-class board exam results, particularly for those from the Central Board of Secondary Education (CBSE) & Other State Boards and the Rajasthan Board of Secondary Education (RBSE). Scholarships specifically catering to students with 80% in CBSE & Other State Boards or 75% in RBSE.

Scholarship for Girls

Empowerment Scholarship for Girls: Dedicated to supporting female students in pursuing higher education, this scholarship offers a 50% tuition fee waiver for girls demonstrating academic excellence and financial need.

Sports Scholarships

- National Level Sports Scholarship:** This scholarship is awarded to students who have represented the state or the country at national sports events. It covers 50% of the tuition fees and provides a monthly stipend for living expenses.
- State Level Sports Scholarship:** Recognizing the achievements of students at the state level, this scholarship offers a 25% tuition fee waiver and a stipend for sports equipment and training needs.

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Scholarships for Wards of Army Personnel

1. **Defence Ward Scholarship:** To honour the service of army personnel who won any bravery award and sacrifices his life, this scholarship provides a 100% tuition fee waiver to their wards, acknowledging the sacrifices made by army families.
2. **Defence Ward Scholarship:** To honour the service of army personnel, this scholarship provides a 50% tuition fee waiver to their wards.

Scholarship Scheme for SC/ST/OBC Students (only 1st Year)

The online portal for submission of applications for Scholarship for the same of 1st year who have scored more than 75% marks in Class 12 (Raj Board) & 65% marks (CBSE Board) has opened. Students belonging to above category may apply for the same.

ELIGIBILITY CRITERIA

1. The candidate should be resident of Rajasthan.
2. Annual Family Income should not exceed Rs. 2.5 lakh & the parents should not be tax payer

Scholarship Scheme for Minorities (Only 1st Year)

Scholarship for Minorities students of 1st year who have scored more than 75% marks in Class 12th. Students belongs to the minority community may apply for the same. ShriMahaveer College's diverse range of scholarship programs demonstrates the institution's commitment to supporting students from various backgrounds and disciplines.

By providing financial assistance for academic achievements, sports excellence, research endeavours, and practical training through internships, the college upholds its mission to cultivate a nurturing and inclusive environment that promotes personal and professional growth.

50% Scholarship in College fees for :-

- A. Girls Students (In all three years)
- B. Merit (M-I):- Above 80% (RBSE) & 85% (CBSE)
- C. National Level Players (S-I)
- D. For Children of Soldier's (CS) (only for those Soldiers who are in service)

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25% Scholarship in College fees for :-

- A. Merit (M-II):- 75% to 80% (RBSE) & 80% to 85% (CBSE)
- B. State Level Players (S-II)
- C. Mahaveer Public School & SMDJ School (A)
- D. Candidate from Jain Community (J)

Freeship- ShriMahaveer Scholarship Scheme (Provided to the students belonging to EWS Category at Management Discretion).

All other Scholarships at Government Level **Scholarships: (At Institutional Level) Merit Scholarship** for the student of –

Rajasthan Board	CBSE Board	Scholarship
75% to 80 %	80% to 85 %	25% of the College Fee
More than 80 %	More than 85 %	50% of the College Fee

Sports Scholarship –

- National Level Players – 50% of College Fee
- State Level Players – 25 % of the College Fee
- Girl Students – 50% of College Fee

Other Attractive Scholarships –

- 100% to Martyr's Children (College Fee relaxation) all 3 Years in UG & 2 Years in PG
- 50% to Soldier's Children
- Students from Mahaveer Public School and SMDJ – 25% of the College Fee
- Students of Jain Community – 25 % of the College Fees.

6. DEPARTMENT ADVISORY BOARD (DAB)

Department Advisory Board (DAB) in Commerce & Management, Computer Science and Arts & Visual Arts departments plays a crucial role in ensuring that the educational programs remain relevant, up-to-date, and aligned with industry standards and societal needs. The board comprises industry experts, academic professionals, alumni, and other stakeholders who provide strategic guidance and support. The functions and roles of the DAB in these departments include:

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Role and Functions of DAB in Department of Commerce & Management:

1. **Curriculum Development:** The DAB reviews and recommends updates to the curriculum, ensuring it reflects current business practices, technological advancements, and market trends.
2. **Industry Integration:** Facilitates partnerships with businesses and financial institutions to provide students with real-world exposure through internships, workshops, and guest lectures.
3. **Skill Enhancement:** Advises on incorporating soft skills and professional certifications into the program to enhance employability.
4. **Research and Development:** Encourages research collaborations between faculty, students, and industry, promoting innovative business solutions and entrepreneurship.

Role and Functions of DAB in Department of Computer Science:

1. **Technological Relevance:** The DAB ensures the curriculum is updated with the latest technological trends, tools, and programming languages.
2. **Industry Collaboration:** Facilitates collaborations with IT companies for internships, live projects, and guest lectures, providing students with industry insights and practical experience.
3. **Skill Development:** Recommends courses and certifications in emerging technologies such as AI, block chain, and cyber security to enhance students' technical expertise.
4. **Research and Innovation:** Supports faculty and student research initiatives, fostering innovation and keeping the department at the forefront of technological advancements.

Role and Functions of DAB in Department of Arts & Visual Arts:

1. **Curriculum Enrichment:** The DAB ensures the curriculum is diverse, inclusive, and reflective of contemporary societal and cultural issues.
2. **Cultural Integration:** Promotes partnerships with cultural organizations, museums, and art galleries for practical exposure and hands-on experience.
3. **Creative Development:** Advises on integrating creative and critical thinking skills into the curriculum to foster artistic expression and critical analysis.

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4. **Community Engagement:** Encourages community projects and outreach programs, enabling students to apply their skills in real-world contexts and contribute to societal development.

In all three departments, the DAB plays a pivotal role in bridging the gap between academia and industry, ensuring that the education provided is holistic, relevant, and prepares students for successful careers.



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7. EXAMINATION POLICY

The Examination Committee is an apex body of the Institute which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The Examination Committee plans and organizes all internal as well external examinations in the Institute. The main function of this Committee is to carry out examinations, publish/display results and keeping the record of each and every issue related to the examination.

Functions and responsibilities of the Examination Committee:

- To establish procedures and instructions for assessing and determining the results of examinations
- To safeguard the quality of the examination procedures.
- To improve and control the quality of internal examination to be conducted at the institute level.
- To appoint examiners for conducting internal exams.
- To take measures against any misconduct or fraud.
- To display the statement of internal marks on the student notice board sending a marksheet of students to respective parents
- To scrutinize all the checked papers and submission of internal marks to the college.
- Preparation and submission of annual exam report to the Principal office. Examination policy of our college has two components :

Internal Assessment: Internal Assessment mechanism at our institute is transparent, flexible, and robust, being an affiliated college. SMC follows the academic calendar, examination, and evaluation procedures as laid down by the University of Rajasthan for all programs. Every year, the college organizes an orientation program for newly admitted students and their parents, during which the principal presents detailed guidelines, a code of conduct, college clubs, activities, an examination system, and passing criteria. The college has an examination cell, which takes care of all examination-related work at the institutional level.

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The examination cell in charge coordinates all exam-related matters with staff and students by displaying all circulars on the notice board and college website. It is mandatory for the faculty to timely submit question papers for the midterm examination as per the blue print provided by the exam cell. The college follows the guidelines of the University of Rajasthan for the assessment of answer books and the conduct of practical exams.

The performance of the students is communicated to them, the scripts are shown to the students to check any discrepancy or doubt in checking and if they come across any doubts, clarification is given by faculty to enable them to improve in future.

In addition to midterm, the principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through group discussion, assignment submission, field visits, field work, and seminars. Presentation and personal guidance is given to the poorly performing students after their assessment.

External Assessment: External assessment involves evaluations conducted by the University of Rajasthan. This type of assessment ensures impartiality and objectivity by bringing in perspectives. Any problem related to university question papers like out syllabus repeated questions, the improper split of marks, marks missed, or wrong question numbers during semester exams are addressed to the Centre Superintendent and the same is reported to the university controller of examination. University decision or information after resolving the grievances/correction in question paper is intimated immediately to the students during the examination through the examination committee members.

After examination, the answer scripts are evaluated by examiners appointed by the University and the final result is declared. If a student has any grievances related to the evaluation of university answer scripts, the student can apply for revaluation/scrutiny. The university declares the result of revaluation/scrutiny after completing the process on the university website.

In conclusion, transparency in internal and external assessments, coupled with an efficient grievance redressal system, fosters trust, accountability, and continuous improvement within educational institutions by adhering to clear criteria, ensuring consistency, and promptly addressing concerns. Institutions can uphold standards of fairness and promote a positive learning or working environment.

These mechanisms not only benefit students but also contribute to the overall credibility and reputation of the institution.

Meeting
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8. STUDENT DISCIPLINARY POLICY

Shri Mahaveer College adhere certain standards of behavior like Courtesy, Respect, Honesty, Integrity, and Safety. A Disciplinary Committee is for maintaining these standards of behaviour to facilitate an environment that is conducive to learning and academic achievement.

There are two major areas of jurisdiction are academic and non – academic. The Chairperson and other members of the committee handle cases of both the academic and non-academic misconduct. The Chairperson in the institute will convene the committee, which is comprised of several senior faculty members.

Students who engage in academic misconduct or violate the standards of the institute community in other ways may be brought before the institute's disciplinary committee. If students are found guilty of misconduct, the disciplinary committee has the right to impose sanctions ranging from probation to suspension or expulsion.

Disciplinary Committee

S.No	Name of Member	Designation
1.	Dr. Ashish Gupta	Chairperson
2.	Dr. Vaishali Purohit	Member
3.	Mr. Vimlesh Sharma	Member
4.	Dr. Neelima Pareek	Member
5.	Dr. Simmi Choyal	Member
6.	Dr. Poonam Somani	Member
7.	Mr. Indra Singh Lunayach	Member

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9. CODE OF CONDUCT FOR STUDENTS

Academic Integrity:

- ✓ Maintain honesty and integrity in all academic work. Avoid plagiarism, cheating, and other forms of academic dishonesty.
- ✓ Submit original work for assignments and exams, properly citing sources where necessary.

Respect:

- ✓ Show respect to all faculty members, administrative staff, and fellow students.
- ✓ Practice inclusivity and refrain from any form of discrimination, harassment, or bullying.

Attendance:

- ✓ Attend classes regularly and punctually. Seek permission for any unavoidable absences.
- ✓ Participate actively in class and complete all required coursework on time.

Discipline:

- ✓ Adhere to the rules and regulations of the college. Maintain discipline within the campus and during college activities.
- ✓ Avoid disruptive behavior and follow the college's guidelines on the use of electronic devices,

Dress Code:

- ✓ Follow the prescribed dress code of the institution, ensuring a neat and professional appearance.
- ✓ Wear appropriate attire for different college activities and events.

Use of Resources:

- ✓ Utilize college resources responsibly, including library materials, laboratory equipment, and IT facilities.
- ✓ Respect the college property and avoid causing damage or misusing resources.

Environment:

- ✓ Contribute to maintaining a clean and safe campus environment. Dispose of waste properly and respect college property.
- ✓ Participate in sustainability initiatives and promote eco-friendly practices.

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10. ANTI-RAGGING POLICY

Ragging, a menace that has plagued educational institutions for years, poses serious threats to the well-being and mental health of students. Recognizing the severity of the issue, Shri Mahaveer College has implemented comprehensive measures to combat ragging within the college environment.

The college serves as the front line in the battle against ragging, playing a crucial role in fostering a culture of respect, tolerance, and inclusivity.

Educational institutions are responsible for creating an atmosphere that discourages any form of harassment, intimidation, or violence. Here are some key aspects of the role college plays in anti-ragging efforts:

Orientation Programs: Colleges organize comprehensive orientation programs for incoming students, where they emphasize the importance of maintaining a positive and supportive atmosphere on campus. Students are educated about the consequences of ragging and the avenues available for reporting incidents.

Counselling Services: Recognizing the psychological impact of ragging, college often provides counselling services to support victims and address the mental health concerns arising from such incidents. Counselling also plays a preventive role by helping potential perpetrators understand the consequences of their actions.

Anti-Ragging Committees: The college has established an Anti-Ragging Committee to actively monitor and prevent ragging incidents. This committee comprises faculty members, administrative staff, and student representatives working together to ensure a safe environment for everyone.

Awareness Campaigns: The college regularly conducts awareness campaigns to sensitize students, faculty, and staff about the consequences of ragging. These campaigns leverage various mediums such as posters, workshops, and seminars to promote a zero-tolerance attitude toward ragging.

Online Anti-Ragging Affidavits: The college ensures that both students and parents submit online affidavits confirming their commitment to a ragging-free campus. This initiative ensures that all stakeholders are aware of the consequences of engaging in or supporting ragging activities.

Helpline Numbers: The college has shared helpline numbers with the students to facilitate the reporting of ragging incidents. This provides a confidential platform for victims or witnesses to come forward and seek assistance.

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Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139, 895584026
Website: shrimahaveercollege.org



Shri Mahaveer College

(Affiliated to the University of Rajasthan)
A Co-educational English Medium PG College



Neelima
IQAC
Co-ordinator
Shri Mahaveer College



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11. INDUSTRIAL VISIT & INTERNSHIP POLICY

ShriMahaveer College, affiliated to the University of Rajasthan, takes pride in its robust industry interface, a cornerstone of its commitment to providing holistic education. The college recognizes the importance of bridging the gap between academia and industry, creating an environment that fosters practical skills, industry exposure, and seamless transitions for its students.

Industrial Visit: The Cell aims at providing exposure to the real world by way of Industrial Visits. In previous years students visited Parle Biscuits Pvt Ltd, NBC Bearings, Jaipur Rugs, Shree Cement, Coropex India Pvt. Ltd., Jaipur Dairy, etc

Collaborative Partnerships: One of the key pillars of ShriMahaveer College's industry interface is its strategic partnerships with leading industries. The college actively collaborates with corporations, to understand the evolving needs of the job market. These partnerships are nurtured through MOUs, guest lectures, and workshops ensuring the curriculum remains relevant and aligned with industry demands.

Internship Programs: Internship programs play a pivotal role in ShriMahaveer College's industry interface. Students are encouraged to participate in internships with leading companies, gaining hands-on experience and exposure to real-world challenges. The college facilitates these opportunities, creating a symbiotic relationship between students and industry professionals.

Guest Lectures and Workshops: To supplement classroom learning, the college regularly organizes guest lectures and workshops featuring industry leaders and experts. These sessions provide students with valuable insights into industry trends, challenges, and best practices. The interactive nature of these events fosters networking opportunities and allows students to interact with professionals from various fields.

Placement Assistance: ShriMahaveer College is committed to ensuring the successful transition of its students from education to employment. The placement cell works tirelessly to connect students with potential employers, organizing placement drives, and offering career counselling services. The CRC is actively involved in creating job opportunities for the students in top companies in all the sectors such as Manufacturing, Banking, Insurance, Retail, Hotels, Information Technology, etc.

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Few names of the reputed companies that hired our students such as Infosys, Deutsche Bank, IndusInd Bank, AU Small Finance Bank, ICICI Bank, Teleperformance, Sundaram Finance Ltd, Genpact, Wonder Cement, DainikBhaskar, Tejays Dynamic Ltd., Kirana King, etc.

ShriMahaveer College's industry interface reflects its dedication to producing graduates who are not only academically proficient but also well-prepared for the professional world. By fostering collaborations, integrating industry perspectives into the curriculum, and providing practical experiences, the college ensures that its students are equipped to meet the demands of a rapidly evolving job market.

Through these initiatives, ShriMahaveer College continues to strengthen its position as a hub for academic excellence and industry relevance

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12. STUDENT DEVELOPMENT & WELFARE POLICY

- Student Support Services:** This includes counseling, career guidance, health care, and other support systems.
- Inclusive Campus Environment:** The institution's efforts to create a welcoming and supportive environment for all students, regardless of background.
- Student Grievance Redressal:** The institution's mechanisms for addressing student complaints and concerns.
- Co-curricular Activities:** The institution's focus on holistic development through extracurricular activities.
- Student Progression and Outcomes:** The institution's success in helping students achieve their academic and personal goals.

Student Development and Welfare Policy

- **UGC Guidelines:** The University Grants Commission (UGC) provides guidelines on various aspects of student welfare, which can serve as a foundation.
- **Best Practices:** Research best practices from other institutions that have been recognized for their student welfare initiatives.
- **Student Feedback:** Involve students in the policy-making process to ensure their needs and perspectives are considered.
- **Expert Consultation:** Seek guidance from experts in student welfare and counseling.

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13. LIBRARY POLICY

All Library users must observe the Library Rules and Regulations.

Personal Belongings:

1. All Library users are not allowed to bring in bags, files, umbrellas, helmets etc. into the library.
2. The Library Management accepts no responsibility for theft, damage, misplacement or loss of personal belongings of its users.
3. The use of hand phones in the library is prohibited. All hand phones must be switched off or set to silent mode while in the library.

Code of Conduct:

1. Food and Drink are not permitted in the Library.
2. Silence must be observed in the Library.
3. Users are strictly not allowed to play games of any form in the Library.
4. Users are not allowed to change the placement of furniture or equipment in the Library.
5. Disciplinary action shall be taken against users who misbehave or make noise in the library. The Library Management has the right to ask such users to leave the place immediately.
6. Enter your name and sign in the register kept at the entrance counter before entering library.
7. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.

Issue System:

Books will be issued on presentation of the library card along with the smart card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Overdue Charges:

Books will be issued to the students for 14 days only. In the last page slip is pasted and stamped mentioning the due date and the fine will be charged @Rs. 5/- per day per book from the due date till the book is returned to library.

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Care of Library Books:

Students are required to handle the books / journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such a case the reader shall be held responsible unless these are brought to the notice of the Library staff at the time of issue.

Book Lost:

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay the cost of the book and a penalty of Rs 100/-.

Care of library borrower cards:

Take special care to maintain the library borrower cards.

Loss of Cards:

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs 50/- per card.

Validity of Cards:

Library borrower cards are valid for the respective academic year only and fresh cards will be issued for each year. At the end of the academic year borrower cards shall be returned to the Library.

Lost/Damaged/ Unreturned Library Materials:

Users who have lost/damaged/failed to return borrowed items are required to pay the replacement cost of double the item price.

No due Certificate:

Each student shall obtain a No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

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14. GRIEVANCE REDRESSAL POLICY

- 1. Objective :** The primary objective of this policy is to establish a fair, transparent, and efficient mechanism for addressing grievances raised by students, faculty, staff, and other stakeholders of Shri Mahaveer College. This policy aims to provide a supportive environment where concerns can be expressed freely, investigated impartially, and resolved promptly.
- 2. Formation of Grievance Redressal Committee:** Grievance Committee is a committee formed within the institute by a group of representatives chosen from the college to consider and remedy stakeholder's grievances. All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee. Committee tries to settle the issues amicably in a time bound manner. It introduces a reasonable and reliable solution for grievances of various issues received from students/parents. Ensures that the grievances are resolved on time impartially and confidentially.

Grievance Redressal Committee

S.No	Name of Member	Designation
1.	Dr. Ashish Gupta	Convener
2.	Dr. Neelima Pareek	Member
3.	Dr. Vaishali Purohit	Member
4.	Mr. Vimlesh Sharma	Member
5.	Dr. Poonam Somani	Member Secretary
6.	Dr. D. N Sharma	Member
7.	Dr. Neha Gangwal	Member

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a. Functions & Responsibilities of Grievance Redressal Committee:

- To receive complaints regarding any kind of grievances.
- To examine the truth of the complaint and suggest appropriate actions.
- To forward recommendations to the Principal for implementation.

b. Grievance Mechanism:

Whenever a student or a faculty is having any grievances, he/she contacts the Grievance Committee personally or through mail. After the grievance is registered with the member secretary, depending upon the nature of the grievances, a matter is taken up in the next meeting or in the emergency an ad-hoc meeting is called to discuss the matter. The person has been asked to present the affecting grievance in front of the committee and after due hearing is given in the matter.

a. Grievance Filing:

Grievances can be filed in writing or electronically to the Grievance Redressal Committee or the designated grievance officer. The grievance should clearly state the nature of the complaint, the parties involved, and the desired resolution.

b. Acknowledgment and Investigation

Upon receipt of a grievance, the committee will acknowledge it within two days and initiate an investigation. The investigation will be conducted in a fair and impartial manner, considering all relevant evidence and perspectives.

c. Mediation and Reconciliation

The committee may attempt to resolve the grievance through mediation or reconciliation if deemed appropriate. Both parties will be given an opportunity to participate in this process.

d. Decision and Communication

The GRC will review the findings of the investigation and arrive at a decision. The decision will be communicated in writing to the complainant within three days of the conclusion of the investigation.

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e. Appeal

If the complainant is dissatisfied with the decision, they may appeal to the higher authority, e within seven days of receiving the decision.

f. Confidentiality

All information related to the grievance and the grievance redressal process will be treated as confidential, except where disclosure is required by law or for the purpose of the investigate

g. Timelines

The committee will strive to resolve grievances within [number] days of receipt. However, complex cases may require additional time.

h. Review

This policy will be reviewed periodically to ensure its effectiveness and to incorporate any necessary changes.

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15.SC/ST POLICY

Resolves the Grievances of SC/ST students and employees of the college and render them necessary help in solving their academic as well as administrative problems. It oversees related to SC/ST matters and smoother work is assigned to the Cell. Ensures the effective implementation of the guidelines/policies and programs of the Government of India, UGC and State Governments with regard to SC/ST classes and physically challenged.

SC/ST Committee

S. No.	Name of Member	Committee Designation	Contact Number
1.	Dr. Ashish Gupta	Convener	9413561694
2.	Dr. KhushbooSogani	Member	9460190090
3.	Dr. Neha Agarwal	Member	9829017203
4.	Mr .Indra Singh Lunayach	Member	9413088741
5.	Dr. Arina Singh	Member	7688898246

The functions and responsibilities of SC/ST Committee are:

- Upliftment of students and staff belongs to SC/ST category.
- To share various government schemes & Programs with concerned members
- To ensure proper implementation of various schemes of MHRD Government of India and State Govt. concerning scholarships, stipends, etc. for the welfare of reserved category.
- To keep watch on any activity related to discrimination based on caste in Institute premises.

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16. RECRUITMENT POLICY

This institute being part of the ShriMahaveer group which is renowned for nurturing multiple institutes of national fame will easily attract best faculty in the field of computers, Arts, Visual Arts and management from the multiple choice of applicants. The quality of faculty teaching and non-teaching staff will obviously be good.

The applications, invited for faculty positions are forwarded to respective academic areas for evaluation and short-listing. This is followed up by comprehensive presentations by the short-listed candidates and interviews. Summarily the stages of recruitment are as follows:

- i. Advertisement in newspapers and website
- ii. Screening of applications received by the respective area committees
- iii. Recommendation and short-listing
- iv. Presentations by the short-listed candidates before students and faculty
- v. Personal interviews by a panel of internal and external experts.

In addition, the college has strategies for attracting and retention of faculty Personnel for Excellence, Promotional Avenues and Career Ladder.

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17. CODE OF CONDUCT FOR TEACHERS

- A teacher should occupy Institute accommodation only when it is allotted to him/her and vacate the same when he/she ceases to be entitled to retain the same. Otherwise, he/she shall be liable for disciplinary action in addition to penal rent chargeable according to the rules. A teacher shall not participate in the activities of a fraction of a political party, at the cost of Institute work.
- If a teacher wishes to stand for election to any local body, State Legislative Assembly, or Parliament, he/she shall seek the Secretary's permission and take leave for the period of his election campaign. He shall also take such leave as is due to him/her or leave without pay so long as he remains a member of the State Legislative Assembly or Parliame
- A teacher shall not indulge in adverse criticism of the College and its officers using any article, broadcast, or any other document or statement.
- A teacher shall be entitled to protection by the college if he/ she is subjected to any libel in the discharge of his duties.
- A teacher shall not demand dowry for his marriage nor shall he/ she commit bigamy.
- A teacher shall not engage, without prior permission in any trade or business or negotiate for or undertake any other remunerative employment in addition to his duties including part- time Lectureship or private tuition on payment.
- A teacher shall so manage his private affairs as to avoid habitual indebtedness and insolvency.
- A teacher shall not be under the influence of any intoxicating drug or liquor during the hours of his duty.

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18. FINANCIAL SUPPORT AND ASSISTANCE POLICY

The objective of this policy is to provide financial support and assistance to teaching and non-teaching staff to enhance their professional development, ensure their well-being, and promote a positive work environment. This policy applies to all full-time teaching and non-teaching staff of Shri Mahaveer College.

Financial Support:

- 1. Professional Development:** The College will allocate funds for staff to attend workshops, seminars, and conferences. This includes registration fees, travel expenses, and accommodation.
- 2. Higher Education:** Financial assistance will be provided for staff pursuing higher education or specialized training relevant to their roles.
- 3. Research Grants:** Teaching staff can apply for research grants to support their academic research and publication efforts.

Financial Assistance:

- 1. Emergency Loans:** Short-term, interest-free loans will be available for staff facing unexpected financial hardships.
- 2. Medical Support:** The college will offer medical insurance coverage, including annual health check-ups and partial reimbursement for major medical expenses.
- 3. Family Support:** Financial aid for children's education and special provisions for staff with differently-abled family members will be provided.

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19. RESEARCH POLICY

Shri Mahaveer College in Jaipur is rooted in the belief that research is a foundational pillar for the pursuit of knowledge, serving as a catalyst for innovation, state-of-the-art infrastructure development, intellectual evolution, collaborative growth, and a culture of investigative exploration. Recognizing research as a pivotal component for attaining educational pre-eminence, the College has developed a comprehensive Institutional Research Policy aligned with its vision and mission statements, specifically those articulated by the Research and Development Cell. The policy is dedicated to embedding research within the institutional fabric, from cultivating an ethos of inquiry to establishing robust infrastructural support for scholarly activities.

Core Objectives of the Institutional Research Policy:

The policy is structured around several primary objectives, including:

- Advancing the understanding and appreciation of research within the entire College community, comprising staff and students alike.
- Promoting a culture that regards research as an essential dimension of knowledge development, educational instruction, and community service.
- Inspiring and supporting faculty to contribute to the body of knowledge through the publication of research findings and the pursuit of research initiatives with broad societal and academic implications.
- Establishing platforms equivalent to international standards for the publication and dissemination of scholarly research.
- Advocating for research endeavors that provide direct benefits to society, thereby reinforcing the institution's social responsibility.
- Encouraging cross-disciplinary collaborations and establishing partnerships with nationally and internationally recognized institutions to foster a rich, cooperative research environment.
- Upholding the College's Consultancy Policy by motivating faculty to extend their knowledge and expertise to the wider community through consultancy services.

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Salient Features of the Policy:

1. Enhancing the College's strategic, technical, and operational research capabilities, including planning, budgeting, and management of research-related activities.
2. Developing and instituting a robust set of rules, procedures, and guidelines to underpin research support, recognition awards, and the administration of other research-centric initiatives.
3. Establishing a dedicated research fund to facilitate and bolster research projects and institutional studies undertaken by faculty members.
4. Ensuring a harmonious coordination among all research activities, tailored to resonate with the College's strategic vision and mission, as well as with broader national developmental objectives.
5. Keeping the College community informed of ongoing research projects and the various programs that enable these research endeavors.
6. Enforcing the principle that all research must originate from genuine inquiry and that manuscripts are vetted for originality via authenticated plagiarism detection tools before publication.
7. Routinely revising the research agenda to reflect the institutions focal research areas, aligning with priority sectors and support structures like doctoral programs and master's theses.
8. Guiding faculty to seamlessly integrate their research with the curriculum, thus enriching the educational process through the inclusion of real-world scholarly endeavors.
9. Proactively identifying and informing the College's researchers about relevant opportunities announced by academic, research, industrial, and governmental entities.
10. Promoting interdisciplinary research and creating procedures for the conception and execution of joint research projects across diverse domains, including the engagement of external agencies and experts.

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11. Defining a supportive framework that enables researchers to secure funds for their projects and holds them responsible for successful project execution.
12. Formulating partnerships and Memorandums of Understanding (MoUs) with leading research organizations nationally and internationally, thereby expanding the research opportunities and financial resources available to faculty and students.
13. Encouraging and supporting the publication and presentation of research findings in esteemed academic journals and institutions, in accordance with the College's Code of Ethics and Intellectual Rights Policy.
14. Ensuring that all research activities uphold the highest standards of academic integrity, ethical practice, and respect for human rights, and do no harm in their conduct.
15. Facilitating the communication of research outcomes and insights through academic events such as workshops, seminars, and guest lectures.
16. Creating mechanisms to ensure that faculty achieve an optimal mix of teaching, research, and consultancy, as envisioned in the College's mission statement.
17. Organizing various workshops, training programs, Faculty Development Programs (FDPs), and awareness campaigns to nurture and promote a pervasive research culture within the campus community.
18. Offering 'Research Incentives' to faculty members to bolster the research atmosphere and to augment their professional expertise. Recognition is accorded for an array of scholarly activities, such as participation in and presentation at academic conferences, publication of research papers, book authorship, doctoral completions, and academic achievements.

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Criteria for award of Technical Incentive

- Incentive will be given to eligible faculty members (including non-teaching staff), who have completed minimum 1 Year or 260 WD till July 31 of the corresponding year at ShriMahaveer College and continue to work with College as on date of award of incentive
- Faculty & Staff (full time/ part time/ guest/ research fellow/ research assistant etc.) other than a regular faculty are not eligible for incentive under this scheme.
- Calculation of the incentive: The incentive to be given to an applicant will be calculated by dividing the total incentive among all the authors as per table (irrespective of the institutions of the authors) but the incentive will be given to faculty working in ShriMahaveer College Only.
- Paper published by more than four authors will not be considered under this scheme.
- Paper guided by more than two supervisors or guide will not be considered under this scheme.
- Maximum 2 papers will be considered from a single conference and journal of the same month.
- Applications under this scheme will be entertained through format E-20 only. (Each application would be examined separately; hence E 20 format should be unique for each claim).
- Incomplete or not properly filled E-20 formats will not be considered for incentives.
- Applications with all relevant information shall be entertained in July every year for publications during previous session/year. The publications would be categorized as per details given below:

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Publication Category	Incentive	T & C
1. Full Book		
a) Published with SCI/ Scopus Series/ Journal Publication	11,000	100% for 1 st Edition & 30% for further Edition [Equally divided amongst all authors]
b) Published in Int'l reputed publishers like Tata- McGraw Hill, Prentice Hall of India, Oxford University Press and all other non SCI/ Scopus International Publishers	8,000	
c) Published in Nationally reputed publishers like Tata McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.	6,000	

Note: There has to be significant contribution in revised edition and proof of such modification need to be submitted.

2. Chapters in Book		
a) Published with SCI/ Scopus Series/ Journal Publication	7,000	60% for being 1 st / Corresponding Author 40% for being co-author
b) Published in Int'l reputed publishers like Tata-McGraw Hill, Prentice Hall of India, Oxford University Press	5,000	
c) Published in Regional / Local Publishers	4,000	

3. Publications	Amount	Authored Publications		Guided Publications	
		1st Auth or	Following Authors	PG / PhD Scholars hip	Guide

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High Quality Publication (Maximum Limit = INR 40000 per annum)					
a) SCI, SSCI, ABDC, SCIMAGO & other Equivalent indexed Journal	11,000	60 %	40 % (if number of authors are more than two then amount will be equally divided)	70%	30% (if number of guides are more than one then amount will be equally divided)
b) IEEE Transaction not covered in category A & B	9,000				
c) E-SCI, E-SSCI, SCI-E indexed journals	8,000				
d) IEEE, ACM, ELSEVIER, SPRINGER, EMERALD, EBSCO JOURNALS not covered in category A, B & C	6,000				
e) SCI/ SCOPUS indexed Conference Proceedings (IEEE, ACM, Elsevier, Springer & Others)	8,000				
Average Quality Publication (Maximum Limit = INR 10000)					
f) International Conference organised outside India and not covered in category e).	5000	60 %	40 % (if number of authors are more than two then amount will be equally divided)	70%	30% (if number of guides are more than one then amount will be
g) UGC Approved Journals not covered in category A, B, C, D & E (as per the latest valid List)	4000				

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h) International Journals Published Abroad/ International Conference in India	2000					equally divided)
i) International Journals Published in India	1500					

j) National Journals	1000					
k) National Conference	1,000					
l) Professional Article in Int'l/ Nat'l Magazine / Newspaper	500					
For Single Authored publication of any kind above, 100% incentive shall be given						

Incentive Scheme for Continual Learning (ONLINE)

The Incentive Scheme for Continual Learning (Online) covers completing certification courses from NPTEL & SWAYAM only. Purpose of this scheme is to promote a culture of continuous learning among faculty & staff members as the technology and industry requirements are changing with time. Eligibility criteria are as follows:

For Faculty members:

- Applicable only for NPTEL & SWAYAM courses completed in online mode Incentives will be awarded only on those courses which are of three or more credits. Courses of less than 03 credits will not be considered for the award of incentive.
- For each course (of three or more credits), the incentive amount will be INR 4000.
- A faculty member can claim a maximum of INR 8000 in an academic session as an incentive in this scheme.
- Developing and maintaining a comprehensive research database to archive faculty and student research works, including metrics like citation indices, impact factors, and other scholarly impact measures.

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20. RESEARCH ETHICS POLICY

Shri Mahaveer College in Jaipur upholds a Research Ethics Policy defined by a core set of principles that are the bedrock for every researcher's professional and scientific endeavours within the institution. The Research and Advisory Committee, along with the Ethics Committee and Intellectual Property Rights Cell, are committed to fostering a culture of integrity and openness. The Ethics Policy outlines the expected conduct for academic research and behaviour, emphasizing accountability and respect for all individuals.



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Ethical Conduct for Researchers:

Under this policy, researchers at ShriMahaveer College are obliged to:

- f. Demonstrate the utmost skill and professionalism in their research.
- g. Conduct their research and related activities with honesty and respect for others.
- h. Accept full responsibility for their research and actions, ensuring their work is beyond reproach.
- i. Uphold the highest standards of academic integrity, treat all individuals with dignity, and avoid causing harm in their research.
- j. Base their work on original research and submit manuscripts for peer review to uphold scholarly standards.
- k. Refrain from manipulating data, misrepresenting sources, or falsifying findings.
- l. Properly credit and reference the original authors when using their data or materials in publications or presentations.
- m. Ensure that all research proposals and projects are rigorously reviewed and approved by the Research Committee.
- n. Protect personal and confidential information obtained during research.
- o. Avoid any form of harassment towards students, supervisors, employees, or research participants.
- p. Not discriminate against individuals based on gender, caste, race, religion, color, region, language, disability, sexual orientation, marital status, or any other attribute.
- q. Remain nonpartisan, avoiding association with political entities or criminal activities.
- r. Refrain from unauthorized media interactions or campus invitations to media representatives.
- s. Adhere to the research timelines, completing assigned tasks within set deadlines.
- t. Maintain the highest levels of discipline within the institution.

This policy ensures that all individuals engaged in research at ShriMahaveer College conduct themselves in a manner that upholds the institution's standards and contributes to the integrity of the academic environment.

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21. PERFORMANCE APPRAISAL POLICY

The institution's commitment to excellence is reflected in its comprehensive performance appraisal system, effective welfare measures, and robust avenues for career development and progression for both teaching and non-teaching staff. These elements are crucial in fostering a supportive and motivating work environment, ensuring that all staff members can thrive and contribute effectively to the institution's goals.

Performance Appraisal System

The performance appraisal system is a key component of the institution's human resource management strategy. It is designed to evaluate the performance of teaching and non-teaching staff in a fair, transparent, and systematic manner. The appraisal process typically involves the following steps:

- 1. Setting Performance Goals:** At the beginning of each academic year, staff members, in consultation with their supervisors, set specific, measurable, achievable, relevant, and time-bound (SMART) goals. These goals align with the institution's strategic objectives and individual job responsibilities.
- 2. Continuous Monitoring and Feedback:** Regular monitoring of performance is conducted through periodic reviews and feedback sessions. This ensures that staff members receive timely guidance and support to achieve their goals. Constructive feedback helps identify areas for improvement and provides opportunities for professional growth.
- 3. Comprehensive Evaluation:** At the end of the appraisal period, a comprehensive evaluation is conducted based on predefined criteria. For teaching staff, this may include factors such as teaching effectiveness, research contributions, student feedback, and service to the institution. For non-teaching staff, performance metrics may include job efficiency, teamwork, initiative, and adherence to institutional policies.
- 4. Recognition and Rewards:** High-performing staff members are recognized and rewarded through various incentives, such as salary increments, promotions, and awards. This recognition serves as motivation and reinforces a culture of excellence.

Effective Welfare Measures

The institution places a strong emphasis on the welfare of its teaching and non-teaching staff, understanding that their well-being is essential for maintaining high levels of motivation and productivity.

Welfare measures include:

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- 1. Health and Wellness Programs:** Comprehensive health insurance plans, regular healthcheck-ups, and wellness programs are provided to ensure the physical and mental well-being of staff members. These programs may include fitness classes, stress management workshops, and access to counseling services.
- 2. Financial Support:** The institution offers various financial support measures, such as provident funds, gratuity, and retirement benefits. Additionally, staff members may have access to interest-free loans or financial aid for emergency situations.
- 3. Work-Life Balance:** Policies promoting work-life balance, such as flexible working hours, telecommuting options, and generous leave entitlements, are in place. This helps staff manage their professional and personal responsibilities effectively.
- 4. Supportive Work Environment:** The institution fosters a positive work environment through initiatives such as team-building activities, professional development opportunities, and a culture of inclusivity and respect.

Avenues for Career Development and Progression

The institution is dedicated to the continuous professional development and career progression of its staff. This commitment is reflected in the following initiatives:

- 1. Professional Development Programs:** Regular workshops, seminars, and training sessions are organized to enhance the skills and knowledge of staff members. These programs cover a wide range of topics, including pedagogy, research methodologies, administrative skills, and leadership development.
- 2. Research and Innovation Support:** Teaching staff are encouraged to engage in research and innovation through grants, sabbatical leaves, and access to research facilities. Collaborative research projects and partnerships with other institutions are also promoted.

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3. **Mentorship and Coaching:** A structured mentorship program pairs junior staff with experienced mentors who provide guidance, support, and career advice. This helps in the professional growth and development of staff members.
4. **Clear Career Pathways:** The institution provides clear and transparent pathways for career advancement. Promotion criteria are well-defined, ensuring that staff members understand the requirements and expectations for progressing to higher positions.
5. **Educational Opportunities:** Staff members are encouraged to pursue further education and qualifications. The institution may offer scholarships or financial assistance for advanced degrees and certifications.

In conclusion, the institution's performance appraisal system, welfare measures, and career development opportunities are integral to creating a thriving and motivated workforce. These initiatives not only enhance the individual growth of staff members but also contribute to the overall success and excellence of the institution.

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22. LEAVE POLICY

General Rules

1. Leave cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to grant leave, to refuse or revoke leave at any time according to the exigencies of the college and the nature of work of the employee.
2. Leave account of all employees will be maintained by the Head of the Institution and leave record of the principal will be maintained by Shiksha Parishad.
3. Every employee proceeding on leave must record on his application, the address at which letters during the period of his leave may be sent to him if he goes out of the station.
4. When the day, immediately preceding the day on which the employee's leave begins or immediately following the day on which his leave expires, is a holiday, the employee may leave his station at the close of the day before or return to it on the day following such a holiday, with the previous permission of the leave sanctioning authority.
5. An employee on leave will not take up any honorary or remunerative service or accept any employment.
6. An application for Leave or extension of Leave already granted should be made to the authority competent to grant such leave in proper form well in time.
7. Any employee on Leave may be recalled to duty by the competent authority in case of urgency.
8. An employee forfeits all leave due if he remains absent without Leave and it will be considered a break in service. The sanctioning authority may, however, commute the absence into Leave of any kind if he is satisfied with the genuineness of the cause.
9. An employee on Leave (other than casual leave) is entitled to join his duties after the expiry of his leave only when permitted by the Head of the Institution or Secretary.
10. An employee, who remains absent after the end of his Leave is not entitled to any payment for the period of such absence. Willful absence from duty after the expiry of Leave may be treated as misconduct.
11. (a) Any kind of leave may be granted in combination or conjunction with any other kind of Leave except casual leave.
(b) Vacation may be combined-Suffixed or Prefixed- with any kind of Leave, other than Casual Leave provided the total duration of vacation and the Leave shall not exceed 20 days.

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(c) Procedure for applying for leave-

(i) Except in unavoidable circumstances, subject to the satisfaction of the competent authority, application for leave in writing shall be made in advance. In case of unavoidable circumstances, when an employee is unable to apply for his/her leave in writing in advance, a letter or a phone message giving reasons should reach the competent authority on the day of absence. Merely applying for leave will not mean sanction, until & unless the leave is sanctioned by the competent authority.

(ii) An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought.

Kinds of Leave

(i) The following kinds of Leave may be admissible to an employee in the manner mentioned below-

- Casual Leave
- Privilege Leave
- Academic Leave
- Maternity Leave
- Compensatory Leave
- Medical Leave

(ii) The following will be the authority competent to sanction leave of the kind mentioned herein-

(a) **Secretary:** Privilege Leave, Academic Leave, Maternity Leave, Compensatory Leave, Medical Leave to all employees and all types of leaves to the Head of the Institution.

(b) **Head of the Institution:** Casual Leave

3. Casual Leave (CL)

A. Casual leave for all Teaching and Non-Teaching staff in an academic year (1st July to 30th June) shall be 12 Days.

B. 50% Un-availed Casual Leave will be converted into Privilege leave in case of Permanent Teaching and Non-Teaching staff.

C. CL in one stretch shall not exceed four days excluding Sundays and other Holidays, however total duration of leave shall not exceed Six days (including Sunday and other Holidays)

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D. Half CL may be granted for the absence of upto 50 % of working hours and maximum six half CL can be granted during one session after taking assigned classes for the day.

4. Privilege Leave (PL) (For Permanent Teaching and Non-Teaching staff)

A. Permanent Teaching and Non-Teaching staff shall earn a privileged leave of 12 days for each completed year of service. (Maximum Accumulation of 120 days).

B. 50 % of Earned Privilege Leave can be encashed once in four years and remaining shall lapse.

C. Accumulated Privilege leave can be encashed (Maximum upto 120 Days) at the time of retirement or leaving the service.

5. Maternity Leave

Maternity Leaves for up to 3 months at one time (Maximum Two Times) will be granted to Permanent Female Staff on Full pay on submission of the medical certificate.

6. Academic Leave (For Permanent Faculty): Academic Leave will be granted only after completion of the syllabus in respective classes

A. For service of 3 years or less -7 Days.

B. For service exceeding 3 Years but upto 5 years -10 Days.

C. For service exceeding 5 Years - 15 Days.

7. Compensatory Leave: A permanent or temporary employee of the college may be sanctioned compensatory leave for duties performed by him/ her under the orders of the competent authority on Sundays and Holidays as well as during breaks. Compensatory leave shall lapse if not availed during the next 30 days.

8. Medical Leave: Medical leave can be granted after utilization of Casual Leave and Privilege Leave in case of critical illness like cancer, tumor subject to the production of relevant documents of the treating Doctor and requires compulsory hospitalization. Duration of leave granted will be upto 7 days per year and total medical leave allowed will be upto 90 days in whole service period. Medical leave will be granted by the Secretary on submission of Medical Certificate of the specialist Doctor for that disease.

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23. WASTE MANAGEMENT POLICY

ShriMahaveer College is deeply committed to protecting the environment, health, and well- being through effective waste management practices such as segregation, recycling, and composting. The college promotes awareness about generating less waste among students, staff, and faculty members. The housekeeping staff, gardeners, and sweepers play a crucial role in the segregation of waste, ensuring that waste management practices are effectively implemented throughout the campus.

To deal with the issue of degradable waste generated on campus, ShriMahaveer College has installed compost pits to break down organic waste materials such as leftover food and garden waste. The compost produced is used as organic fertilizer for the gardens and green areas on campus. This initiative has helped maintain the campus's greenery while also reducing the amount of waste sent to landfills.

Students are encouraged to use waste paper and newspapers in creative activities such as Wall Magazine and Waste to Best. Tree waste, including dried leaves and plant clippings, is collected and composted, with the resulting compost used in organic farming. Dustbins are strategically placed throughout the campus for effective waste segregation.

The college is committed to reducing paper-based waste through digitization of office procedures using WhatsApp, email, and other electronic means. This not only reduces paper waste but also cuts down on carbon dioxide emissions. Single-sided paper use is encouraged for drafts, meeting minutes, and notes, promoting an environmentally friendly approach to waste management.

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24. WATER CONSERVATION POLICY

Water conservation involves the effective protection, regulation, and management of water resources. At ShriMahaveer College, reusable water systems and water conservation practices are implemented to save energy and ensure the prudent use and maintenance of the water supply. This includes managing both the quantity and quality of water used.

Water resources management (WRM) at the college encompasses the planning, development, and administration of water resources, addressing both water quantity and quality for all applications.

These practices ensure sustainable water use and contribute to Rain water harvesting system:

Runoff generated on the campus is collected using a check dam constructed on a natural drain passing through the campus.

The stored water percolates into the ground to recharge groundwater. Rainwater from rooftops and surface runoff within the campus are collected in five percolation pits, each measuring 3m x 3m, strategically located at feasible points to further enhance groundwater recharge.

25. ENERGY CONSERVATION POLICY

Here are some alternative energy sources and energy-saving techniques that ShriMahaveer College considers to support sustainable energy practices.

The following are some of the resources and programs the college has put in place:

- 1. Solar Power:** ShriMahaveer College has installed solar power panels on the roof of its building. Solar panel has the capacity of 44.64 kWp. The power generated by this panel is injected to the grid and the rebate on the electricity bill is availed each month accordingly.
- 2. Transportation Initiatives:** ShriMahaveer College encourages environmental friendly modes of transportation by mandating the use of bicycles and e-vehicles for two days. Additionally, the college can further support its sustainability efforts by implementing various transportation initiatives. These include establishing a bike-sharing program to make bicycles easily accessible. A carpooling system and shuttle services from nearby public transport hubs can reduce the number of vehicles on campus.

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3. **Energy Audits:** ShriMahaveer College regularly conducts energy audits to identify areas where energy use can be reduced. Using the data from these audits, the college optimizes energy usage and implements various energy conservation measures. This proactive approach helps the college to minimize its carbon footprint, enhance sustainability, and reduce operational costs by ensuring that energy resources are used efficiently.
4. **LED Lights:** ShriMahaveer College is committed to reducing energy consumption by using CFL, LED, and star-rated power equipment. These devices consume less electricity, resulting in reduced energy utilization. The college ensures that all electrical equipment procured has an energy star rating as per the Bureau of Energy Efficiency (BEE) standards, which guarantees lower electricity consumption. The college has installed LED lighting throughout the entire campus, replacing older lighting systems to ensure low energy consumption.

26. GREEN CAMPUS POLICY INITIATIVES

ShriMahaveer College is committed to demonstrating finely tuned sensitivity and responsibility in implementing green concepts on campus. Our campus sustainability initiatives aim to promote green practices within and beyond the institution, developing best practices strategies in environmental management. While the establishment and maintenance of a green campus are crucial, spreading awareness about green practices among students and educating stakeholders is our priority.

The policy begins with information and concludes with a plan of action. ShriMahaveer College will responsibly manage water resources, implement effective waste management, conserve natural resources, and advocate for minimal paper use. The college will adopt the following practices to establish and maintain a green campus while extending awareness and green initiatives beyond the campus. This will create a safer environment that is a better place to live, learn, and play.

- a. **Water Resource Management:** Efficient use and conservation of water resources through reusable systems and water conservation techniques.
- b. **Waste Management:** Effective segregation, recycling, and composting of waste to reduce landfill contributions.

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- c. **Energy Conservation:** Utilization of energy-efficient devices and renewable energy sources to minimize energy consumption.
- d. **Paperless Communication:** Promoting digital communication and minimizing paper use through electronic means.
- e. **Green Awareness:** Educating students and staff on sustainable practices and involving them in green initiatives.
- f. **Tobacco Free campus:** According to institute policy and rules the use of tobacco products is treated as offence.

These practices ensure a holistic approach to environmental sustainability, fostering a green campus culture at ShriMahaveer College.

27. DISABLED-FRIENDLY & BARRIER FREE ENVIRONMENT POLICY

ShriMahaveer College provides a barrier-free environment where students and staff with disabilities can move about safely and freely, using all facilities within the built environment. This environment supports the independent functioning of individuals, enabling them to participate in everyday activities on campus without assistance. Buildings and places are made barrier-free.

- a. **RAMP:** Ramps with handrails, inclined planes built in addition to staircases, are provided. These ramps are carefully designed according to specifications to be used by differently-abled individuals.
- b. **LIFT:** College buildings are equipped with lifts to ensure barrier-free access for students, staff, visitors, and differently-abled individuals. The lift facility is available in the main building.
- c. **Divyangjan-friendly Washrooms:** College buildings are equipped with Divyangjan-friendly washrooms, ensuring barrier-free access for students, staff, and visitors with disabilities.

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