



Office of the Principal, Government College Bichhua  
Chhindwara (M.P.) 480111



Mobile: +91 9425425968, Email: hegcbicchh@mp.gov.in  
<https://www.govtcollegebichhua.org>, <https://www.highereducation.mp.gov.in/?orgid=109>



Established on 21/09/1989, Recognized under 2 (f) & 12 (B) of the UGC Act, 1956  
Affiliated to Raja Shankar Shah University, Chhindwara (M.P.) 480001

## Different Policies for Maintenance and Utilization of Support Services





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Affiliated to Raja Shankar Shah University, Chhindwara (M.P.) 480001

## **List of Policies for Maintenance and Utilization of Support Services in the Institution**

- 1. Administrative Management, Performance Evaluation & Faculty Empowerment Policy**
- 2. Anti-Ragging Policy**
- 3. Code of Conduct & Ethics Policy**
- 4. Faculty & Staff Development Policy**
- 5. Policy for Advance and Slow Learners**
- 6. Green Initiative Policy**
- 7. Infrastructure Development and Maintenance Policy**
- 8. Research Policy**
- 9. Sexual Harassment Redressal Policy**
- 10. Staff Welfare Policy**
- 11. Student Grievance Redressal Policy**
- 12. IT Policy**
- 13. Divyangjan Policy for Differently Abled Students & Staff**
- 14. Code of Professional Ethics for Teachers and Staff**

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE  
BICHHUA, DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

Ph.& Fax- 07162-259715, Mob. 9425425968

Email- hegcbicchh@mp.gov.in

No. 866/2019

Bichhua, Dated-16/11/2019

**ORDER**

After consideration of the proposed draft of Administrative Management, Performance Evaluation & Faculty Empowerment Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 13/1/IQAC, dated 11/11/2019 & after consideration of the suggestions given by the Heads of Departments of College, the Administrative Management, Performance Evaluation & Faculty Empowerment Policy of the college is hereby approved as under:-

**Administrative Management, Performance Evaluation  
& Faculty Empowerment Policy**

Administrative Management is at the core of an educational institution. It has now become the core activity integrated with other activities of colleges. The present Administrative Management, Performance Evaluation & Faculty Empowerment Policy is drafted with a view to enhance the capacity of the Staff of Government College Bichhua.



### **POLICY STATEMENT & OBJECTIVES:-**

Administrative Management, Performance Evaluation & Faculty Empowerment Policy of the college focuses on the following objectives:-

- 1) To create an Administrative Management & Performance Evaluation Cell under IQAC to facilitate proper functioning of the office, suggest Faculty Empowerment Strategies & methods of evaluation of performance of Faculties.
- 2) To strengthen the capacity of the Staff in the college in office procedure & administration.
- 3) To empower our Faculties by organizing Faculty Development Programmes on Office Procedure & Administration.
- 4) To streamline Office Procedure of the college by adopting better administrative practices such as File Management, Records Management & good Communication Skill.
- 5) To enhance the administrative capacity of the Staff by organizing Training Programmes/Seminar/Workshop on Drafting Skill & Note-Sheet Writing.
- 6) To organize Training Programmes/Seminar/Workshop on Organizational Behaviour, Ethics & Morality to impart good ethical practices moral values in the Staff of the college.
- 7) To organize Training Programmes/Seminar/Workshop on other aspects of Administration like Authority Obedience in Organization, Hierarchical Structure, Concepts of Authority,

Responsibility & Accountability with a view to enhance the understanding of the Staff in Office Procedure & Administration.

8) To evaluate the performance of the Staff & Faculties by various means like-

- i) Principal's Monthly Review Meetings.
- ii) Submission of Annual Self- Appraisal Sheet by Faculties to IQAC
- iii) Submission of Quarterly Performance Reports by various Cells/Committees/In-charge / Nodal Officers of Govt. Schemes to IQAC
- iv) During Discussions & deliberations in the Quarterly Meetings of IQAC.

### **IMPLEMENTATION OF THE POLICY**

(1) For the effective implementation of this Policy, a separate Administrative Management & Performance Evaluation Cell will be created in IQAC.

(2) The Administrative Management & Performance Evaluation Cell of IQAC shall organize Seminar/Webinar/Workshop on various topics to empower the Faculties & Staff and to enhance the Administrative Capacity of the Staff.

(3) The Administrative Management & Performance Evaluation Cell of IQAC shall receive Quarterly Performance Reports from various Cells/Committees/In-charge / Nodal Officers of Govt. Schemes and shall submit the same to the Coordinator, IQAC for evaluation of their performance.

(4) The Administrative Management & Performance Evaluation Cell of IQAC shall prepare and submit Faculty Empowerment Strategies to the Coordinator, IQAC/Principal.

(5) The Administrative Management & Performance Evaluation Cell of IQAC shall make suggestions to the Principal in respect of innovative practices to be adopted by the college in Academic & Non-Academic fields for the benefit of the Students.



**Principal**  
**PRINCIPAL**

Govt. College, Bichhua  
Distt.-Chhindwara (M.P.) 480111

Endorsement No. **867**/2019

Bichhua, Dated-16/11/2019

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.



**Principal**  
**PRINCIPAL**

Govt. College, Bichhua  
Distt.-Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE  
BICHHUA DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

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No. **452**/2019

Bichhua, Dated-23/07/2019

**ORDER**

After consideration of the proposed draft of Anti-Ragging Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 11/1/IQAC, dated 20/07/2019 & after consideration of the suggestions given by the Staff Council of College, the Anti-Ragging Policy of the college is hereby approved as under:-

**Anti- Ragging Policy**

An Anti-Ragging Committee shall be constituted in the college to take steps to prevent Ragging in the college campus and to suggest appropriate measures to the principal in case of any such incident of Ragging.

**Composition of the Anti-Ragging Committee: -**

The Anti-Ragging Committee of the college shall have Principal as Chairperson with three segments of Student Discipline Cell (SDC), Programme Discipline Cell (PDC) & Legal Assistance Cell (LAC) to take into account the cases of Ragging arising out of indiscipline in the college campus in any form & during the conduction of any Programme in the college. The Legal Assistance Cell of Anti-Ragging Committee shall consider the cases of Ragging

in the light of legal provisions & shall suggest to the Principal the appropriate steps to be taken/punishments to be awarded to the wrongdoer.

### **Punishable Acts of Ragging in the College Campus:**

- Abetment to ragging.
- Criminal conspiracy to rag.
- Unlawful assembly and rioting while ragging.
- Public nuisance created during ragging.
- Violation of decency and morals through ragging.
- Injury to body, causing hurt or grievous hurt.
- Wrongful restraint.
- Wrongful confinement.
- Use of criminal force.
- Assault as well as sexual offences or even unnatural offences.
- Extortion.
- Criminal trespass.
- Offences against property.
- Criminal intimidation.
- Attempts to commit any or all the above-mentioned offences against the victim(s).
- Physical or psychological humiliation.
- All other offences following from the definition of “Ragging”.



### **Actions to be taken for abetting in Ragging: -**

Depending upon the nature and gravity of the offence, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -

- Cancellation of admission.
- Suspension from attending classes.
- Debarring from appearing in any test/examination.
- Any other punishment permitted by any Law or Act in force at the time of commitment of offence.


  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111

Endorsement No. **453**/2019

Bichhua, Dated-23/07/2019

Copy to: -

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, Anti-Ragging Committee, Govt. College Bichhua for information & compliance.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA,  
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No. 905/2019

Bichhua, Dated-06/12/2019

**ORDER**

After consideration of the proposed draft of Code of Conduct & Ethics Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 14/1/IQAC, dated 22/11/2019 & after consideration of the suggestions given by the Staff Council of the College, the Code of Conduct & Ethics Policy of the college is hereby approved as under:-

**CODE OF CONDUCT & ETHICS POLICY**

There is a strong need to maintain discipline and certain code of conduct in behavior by all concerned in order to run an institute/organization not only smoothly but also effectively and efficiently. The following codes of conducts for students, teachers including Principal are hereby laid down as follows:

**THE POLICY STATEMENT:**

1. There shall be a Code of Conduct for Principal & Office Staff.
2. There shall be a Code of Conduct for Teaching Staff/Faculties.
3. There shall be a Code of Conduct for the Students.
4. A Code of Conduct & Ethics Committee shall be constituted to facilitate the implementation of Code of Conduct & Ethics Policy of the College.

5. The Code of Conduct & Ethics Committee shall organize various activities stated in this Policy & other activities as directed by the Principal from time to time.

### **FUNCTIONS OF CODE OF CONDUCT & ETHICS COMMITTEE**

1. To monitor the implementation of the 'Code of Conduct & Ethics Policy' of the college & make suggestions to the Principal from time to time.
2. To organize programmes on Ethics & Moral Values for the Student, Teachers & Staff.
3. To organize Awareness Programmes on Code of Conduct.
4. To organize Awareness Programmes for the Students at the time of Admission to impart introductory knowledge about college like Know Your College, etc.

### **1. CODE OF CONDUCT FOR THE PRINCIPAL**

The Principal of college has to play multi-faceted roles in an Educational Institution. He has to discharge a number of responsibilities for administration and management of the college. Being the head of the College, he plays the role of a patron, custodian, administrator and guide, etc. He is the academic and the administrative head of the institution. Hence, he is liable to follow certain code of conduct proclaimed by Department of Higher Education, Govt. of Madhya Pradesh. These codes, in general, are applicable for teachers also.

- (1) The Principal should be fair and reasonable to all the stake holder.
- (2) He should propagate the spirit of welfare with all sections of institution and build mutual support and co-operation among them.

- (3) He should work for the promotion of academic and research activities among teachers and scholars with focus on maximum active participation of students in extension activities going throughout the year.
- (4) Being the academic head of the college, the principal is supposed to uphold the ethos of inclusiveness in imparting and disseminating education.
- (5) He is responsible for maintaining discipline in the institution for healthy academic environment.
- (6) He should protect the collective interest of different sections of institutions to ensure their best performance in the interest of the college as a whole.
- (7) He should dispense with social justice for all the stake holders, regardless of their caste, creed, religion, sex, etc. within the frame work of national constitution.
- (8) As the Principal is entrusted with exercise of financial powers, he should discharge his duties with all integrity, judiciously and indiscriminately and ensure that financial record is well placed in order.
- (9) The Principal should ensure the equality of opportunity and responsibilities for each staff member to ensure non-discriminatory system.



## **2. CODE OF CONDUCT FOR TEACHING FACULTY**

Teachers play a very significant role in imparting education to students. Like other stake holders, they too have professional obligations to follow a certain code of conduct laid down by the Government of Madhya Pradesh. Teachers of this college also are subject to guidelines prescribed by the UGC for college teachers. He/she has obligation to conduct himself/herself to adopt accordingly the guidelines of the profession. Every teacher has to ensure that there must not be any incompatibility between what is actually done or professed to be done.

The code of conduct for teachers of this institution is as follows:

- (1) A teachers should be dedicated and committed to his teaching profession.
- (2) A teacher's role is not confined to his classrooms only but beyond it to guide them in their real-life situation as much as possible.
- (3) A teacher's basic responsibilities lie in developing an academic environment.
- (4) A teacher should always encourage and inspire students to generate more and more interest in the pursuit of knowledge and wisdom.
- (5) A student should be encouraged to express his/her point of view on any subject of discussion, though it may be different from that of a teacher.
- (6) A teacher should believe in the principle of equality. He should have feeling of equal treatment for all students, irrespective of class, caste, creed and religion.
- (7) A teachers should be innovative and research-oriented which is essential for his/her professional development and academic pursuit.
- (8) A teacher should always respect students 'positive mindset.

- (9) A teacher should always remain update with the recent changing global scenario and new teaching methodology to upgrade his students simultaneously.
- (10) A teacher should instill a scientific and democratic outlook among his students, developing a sense of selfless service to the needy and social responsibility.
- (11) A teacher must maintain ethical behavior in academic career.
- (12) The aim of teacher should be to improve the quality of his work. He should take quality as a habit, not an act.
- (13) In addition to teaching and research activities, he should necessarily be a part of extension activities and extra-curricular programmes as they promote all-inclusive development of students and help buildings a bond of good will and mutual understanding with student community.
- (14) The teachers should not involve in a private practice/coaching which is not permitted.
- (15) The teacher should always take care to respect the spirit of confidentiality in all respects unless it is a legal obligation.
- (16) The teacher must maintain academic integrity at all cost which can't be compromised in any case. Plagiarism cannot be accepted.
- (17) Teachers should discharge their duties and responsibilities in accordance with the prescribed guidelines by the higher authorities.
- (18) Teachers are supposed to be respectful and co-operative towards there his colleagues sharing their responsibilities in a supporting manner.
- (19) Teachers should not indulge in baseless allegation against their colleagues as it spoils the whole academic environment.

(20) Teachers 'behavior towards his non-teaching faculty should be equally respectful and dignified. Respect is always commanded; it is never demanded.

(21) Joint meetings of the staff should be held before coming to a final decision in relation to college matters.

### **3. CODE OF CONDUCT FOR NON- TEACHING STAFF**

All non-teaching staff also should follow the code of conduct prescribed by the State Govt. of Madhya Pradesh. The following code of conduct is laid down by institution for non-teaching and support staff.

- (1) The non-teaching and support staff should have the knowledge of college policy and follow it strictly.
- (2) Each member should discharge his/her duties with a sense of service, honesty and accountability.
- (3) They should go on leave with prior permission of the head of the institution.
- (4) They should be well behaved and good mannered with respect to their colleagues.
- (5) The support staff should be punctual and regular. They should report early, at the time decided, for smooth functioning of college.
- (6) They should not undertake any other job while in service.
- (7) They should not associate themselves with any political party or such activities.
- (8) They have to respect the confidentiality of college matters.
- (9) They should be responsible for proper use and maintenance of college assets.
- (10) The college is a no smoking zone. No member of the staff should be under the influence of drug/alcoholic drinks. It is a punishable act.

- (11) There should be no case of discrimination on their part, on the basis of gender, caste or religion, etc.
- (12) The staff should behave with students in a gentle manner and patiently as there is a frequent interaction with students on daily basis.

#### **4. CODE OF CONDUCT FOR STUDENTS IN CLASSROOMS AND COLLEGE PREMISES**

- (1) Every student must carry his/her identity card to prove his/her identity.
- (2) Use of mobile is strictly prohibited within the college campus.
- (3) Students must park their vehicles locked at the parking place only.
- (4) Students are under CCTV surveillance 24x7 hours. Their every activity is recorded in CCTV.
- (5) A minimum of 75% attendance is compulsory for every student failing which he/she may not be allowed to appear at examination.
- (6) Every student is supposed to check the notice board before leaving college premises.
- (7) Students are also required to check messages on their WhatsApp group and be e-mail friendly.
- (8) Every student shall be accountable to the college authority for his/her activities and conduct while at college premises.
- (9) Students are allowed neither to write anything on the walls of the college building nor to circulate any printed material within the campus.
- (10) All students must be punctual and regular in attending classes for appearing at tests and CCEs or any extension activities at premises.
- (11) Any action which amounts to indiscipline is a punishable offence.



- (12) Use of any unfair means in any form and exchange of answer sheet is a punishable act under university ordinance.
- (13) Students are not allowed to invite their friends or students from other institutions.
- (14) Students must come to college properly dressed.
- (15) Every student must behave respectfully with teaching, non-teaching and fellow community.
- (16) Any damage to college property or college community is a punishable act which may lead to penalty or suspension from class/college.
- (17) Anti-social activities within the campus are strictly prohibited and punishable as well.
- (18) Ragging is a punishable offence. It is strongly prohibited within college campus. It is mandatory for all students to adhere to this.
- (19) Disciplinary action under rules shall be taken against the concerned student in case of violation code of conduct.
- (20) During the class hours, students are not allowed to play games even in a small group as it disturbs class-teaching.
- (21) Only girls have right to enter the Girl's Common Room. Violation of this instruction is a punishable act.
- (22) Smoking, chewing, and spitting tobacco products and consumption of alcoholic drinks/drugs are strictly prohibited within the campus failing which is a punishable offence under prevailing rules.
- (23) Students must maintain perfect silence in the reading room in library.  
Any act of theft, mishandling with teaching or non-teaching staff or

tempering with books in library or with computer system is punishable and attracts penalty.

- (24) Students must maintain academic integrity at all levels.
- (25) Repeated breach of code of conduct amounts to serious offence which shall lead to suspension from the college.
- (26) Students must follow the rules and regulations implemented from time to time by the Department of Higher Education Govt. of M.P. and the Head of the Institution.



**Principal**

**PRINCIPAL**

Govt. College, Bichhua  
Dist.-Chhindwara (M.P.) 480111

Endorsement No. 906 /2019

Bichhua, Dated-06/12/2019

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Chairperson, Staff Council, Govt. College Bichhua for information.
3. Nodal Officer, Code of Conduct & Ethics Committee, Govt. College Bichhua for information & compliance.
4. Order Book.



**Principal**

**PRINCIPAL**

Govt. College, Bichhua  
Dist.-Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA,  
DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

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No. 080 /2020

Bichhua, Dated-22/06/2020

**ORDER**

After consideration of the proposed draft of Faculty & Staff Development Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 29/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the Staff Council of College, the Faculty & Staff Development Policy of the college is hereby approved as under:-

**FACULTY & STAFF DEVELOPMENT POLICY**

The Government College Bichhua is committed to the provision of learning and development for all its staff, to enable employees to fulfill their potential and support the College in achieving its strategic objectives. It is recognized that it is appropriate for an educational institution to be able to manage budgets allocated to the provision of learning and development for its staff. Academic staff are encouraged to consider not only relevant development in the areas of teaching and research but to also undertaking duties which are necessary for the effective running of the college, active engagement with colleagues and

working collaboratively on projects to demonstrate and promote good citizenship among students.

### **STAFF DEVELOPMENT:**

Staff development refers to a process that supports the development, engagement, and retention of staff at the college. It refers not only to participation in the Refresher Courses and Orientation Courses designed by the Department of Higher Education, but also to online learning, taking on Major & Minor Research Projects, participation in conferences and any other activity which provides the opportunity to reflect and develop knowledge, skills, confidence and understanding.

### **ANNUAL MEETING OF IQAC**

An annual meeting of IQAC is held at the start of every Academic Year usually in the Month of July in which objectives, plans and development are considered from both 'looking back' and 'looking forward' perspectives.

These include: -

1. Action Plan of the College
2. Annual Research Planning Meetings (ARPMs),
3. Self-Appraisal Meetings (SAMs) & Appraisal Discussions (ADs) for Staff, Regular Development Discussions for Staff, Plans
4. Discussions on Teaching Plans/Teaching Plan Discussions (TPDs)
5. Discussion on objectives, challenges, successes and development.



6. Professional Development Programmes through organization of SEMINAR/WEBINAR/WORKSHOP/CONFERENCE on Advance Techniques of Pedagogy.
7. Capacity Building Programmes.
8. Computer Awareness Programmes (CAPs)
9. Stress Management Programmes.

### **OBJECTIVES:**

The Staff Development policy aims to ensure the following:

1. That all staff are provided with development opportunities that help them maximize their contribution within their current roles and where possible are supported to develop their careers and maximize their learning potential;
2. That employee learning and development activities are linked to College or Department strategic objectives, at both institutional and local levels;
3. That the college utilizes and allocates local funds responsibly in order to support staff development activities to enable them to achieve their plans and priorities both in the immediate term and with a view to organizational resilience and future requirements;
4. That investment is focused on staff development where it can have the maximum impact on the success of the college and the motivation of staff;

5. That equality of opportunity and diversity is encouraged and supported through consistent and regular assessment, reporting and response to learning and development needs;
6. That staff are encouraged and supported to achieve relevant work-related qualifications where applicable;
7. That staff learning becomes part of the work culture and is integrated into their daily work.

#### **SCOPE OF THE POLICY:**

1. This policy applies to all members of staff members both Teaching & Non-Teaching Staff employed on a Regular or Contract Basis.
2. The Administrative Management & Performance Evaluation Cell of IQAC shall be responsible for providing Faculty Development Programmes (FDP) for staff development in the following areas:
  1. Administrative leadership and management development Programmes
  2. Office Procedure & Administration
  3. Authority Obedience in Organization
  4. Organizational Behaviour
  5. Moral Values & Ethics in Organization
  6. Records Management
  7. Note-Sheet Writing & Drafting Skills

3. The Academic Promotions and Probationary processes as per Rules & Regulations of Department of Higher Education, Govt, of M.P.
4. Providing advice, guidance and feedback to staff regarding areas of development which need to be considered in order to meet the required promotions criteria, and probationary requirements;
5. Reviewing individual staff contributions,
6. Reviewing Faculty Profile at the start of New Academic Session to enlist the achievements made by the Staff in the previous year.
7. Ensuring a balance of responsibilities (including teaching, research, student support, administration and good citizenship as appropriate) which will support staff development and promotions prospects, whilst meeting the strategic needs of the School;
8. Assuring quality and standards of teaching and learning provisions by providing a regulatory framework.
9. Identifying the strategic learning needs of the organization and proposing appropriate plans to the Principal for approval.
10. Ensuring that mechanisms are in place to review the effectiveness of learning and acting upon results.
11. Ensuring that this Policy complies with the Staff Development Policy of the Department of Higher Education, Govt. of M.P.,

12. Ensuring that this policy has regard to best practice, and is reviewed regularly in line with the policy of Department of Higher Education, Govt. of M.P.;
13. Providing additional supporting documentation and training, to help support the principles of performance improvement and learning and development activities.
14. Ensuring that each member of staff has a at least one development discussion (in the Annual Self-Appraisal Meeting which is recorded within Staff Council in which development needs are evaluated against (a) their objectives in helping the College to achieve its objectives, (b) their career aspirations, and (c) their behaviours which may benefit from development to support achievement of strategic goals or career aspirations;
15. Utilising appropriate approaches outlined in section 6, to priorities development needs within budget constraints and feed into the wider School/Departmental requirements.
16. Briefing staff regularly as appropriate, and ensuring they understand fully what is required of them in their role, and are able to clarify development needs in relation to personal work objectives;
17. Ensuring staff receive development and support to help them to achieve the appropriate level of performance and to maximise

potential, including remaining up to date and aware of development opportunities available internally to the University;

18. Providing advice and opportunities to the Staff for preservation of the Traditional Knowledge, community engagement, developing links with Industries/Businesses, demonstrating impact and understanding Intellectual Property issues
19. Appraisals (RPD), incorporating development discussions, are the key mechanism by which individuals are assisted to understand their role in the performance of their school/department and the University and the contribution they make; these discussions are essential to ensuring that contribution is recognised, there is joint action to facilitate optimum results and that appropriate staff development interventions are put in place. The University Plan provides strategic direction to enable Schools or Departments to plan for the forthcoming year, and provides a context within which individual contribution can be assessed and planned for.
20. There are benefits of undertaking a regular development discussions for staff, the School or Department, and University. For staff they provide an opportunity to raise concerns, identify development needs, and discuss career aspirations and potential development opportunities, as well as receive feedback. For the School or Department they provide an opportunity for two-way



communication to align individual objectives with School or Department objectives, discussion of work focus and WAM, and potential for Academic Promotion. For the University they will support the achievement of the University's aims and priorities by ensuring that these are disseminated throughout the organisation, and that staff receive appropriate support and training.

21. Academics may wish to consider Study Leave, Leave of Absence or Academic Visits to support their development and the School should consider potential for these requests in wider development planning, reviewing applications in line with the relevant Academic Leave policy and procedures;
22. Research staff will find additional, specific support and guidance related to development via the Research Development Working Group and on the Researcher Development webpages and have potential to access an identified funding pot ring-fenced for Researcher Development via Research Services, to support development opportunities;
23. Discussions provide the opportunity to reflect on contribution to the School• University etc. over the year, recognise successes and areas for development; Any obstacles to progress are discussed together with potential solutions• Joint plans are agreed to maximize contribution in the forthcoming period• including

personal development and work plans Career development aspirations and promotion prospects are discussed and advice given; The discussion and the agreements it reached are written down and both parties retain a copy of this record; Such a discussion must happen at least once per year and the date of this discussion must be recorded in Staff Connect. 6.2.3 The University provides the Appraisal (RPD) process and documentation to support these principles but other vehicles can be used (eg Research and Teaching Plans and discussions) as long as the basic principles are observed.

24. Academic Study Leave is guided by a separate and specific policy.
25. Other Development Opportunities: There are many other types of development opportunities based on experiential learning such as e-learning and project involvement, which provide sustainable and budget conscious development opportunities;
26. It is strongly encouraged that Staff is engaged with these opportunities as often as possible.

These opportunities will assist with the continued professional development of academic staff, including developing teaching skills for staff at all career;

## **RESPONSIBILITIES OF STAFF MEMBERS:**

Staff are responsible for:

1. Participating fully in any Induction and Probation activities, including undertaking the indicated mandatory aspects;
2. In a college environment, the Principal, for the purposes of this policy, will be the person assigned by the Department of Higher Education, Govt. of M.P. to provide constructive support and feedback relevant to performance and development and where appropriate pastoral care and health and safety oversight is undertaken
3. Identifying their own areas for development and sourcing potential opportunities which may be available internally to the University and discussing these with their line manager;
4. Fully committing to any development, training and support needed or received to ensure an appropriate and sustained level of performance, including remaining up to date and aware of development opportunities available internally to the University;
5. Preparing for their Appraisal (RPD) discussions, and considering and raising potential development needs, and raising concerns if appropriate;
6. Addressing any performance concerns brought to their attention;

7. Academic and Research staff should ensure they are aware of and understand the relevant University promotions process, the criteria set out within this and consider the National Academic Role Profiles to aid identification of necessary development requirements and to take a lead in pursuing development opportunities.

### **GROUP OF ADVANCED LEARNING (GOAL):**

Group of Advance Learning (GOAL) is the group of faculties of the college that will be created for developing Teaching & Learning Skills, promoting Research Activities, providing advice & guidance on making Grant Applications for Research Funds & increasing collaborative potential in areas of Academic Research.

### **OUTCOMES OF POLICY:**

Through this Policy the College seeks to-

1. Recognize outstanding, ongoing performance of staff in support of the University's purposes.

2. Encourage staff to improve their performance, while maintaining compatibility with nationally and internationally recognized standards of excellence.

This policy will be reviewed in line with the Policy of Department of Higher Education, Govt. of M.P. & complies with university legislation.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111

Endorsement No. **081** /2020

Bichhua, Dated-22/03/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Convener, Staff Council, Govt. College Bichhua for information & compliance.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111



**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE  
BICHHUA, DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

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Email- hegcbicchh@mp.gov.in

No. **063** /2020

Bichhua,Dated-12/06/2020

**ORDER**

After consideration of the proposed draft of Policy on Advanced & Slow Learners formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 26/IQAC, dated 26/03/2020 & after consideration of the suggestions given by the Staff Council of College, the Policy on Advanced & Slow Learners of the college is hereby approved as under:-

**POLICY ON ADVANCED AND SLOW LEARNERS**

The students have varied abilities. The roots of this phenomenon can be traced back to their socio-cultural and techno-economic backgrounds. They basically differ from one another in terms of cognitive development and therefore their capacity to grasp domain knowledge and to critically evaluate are bound to differ. Their ability to articulate their understanding of the subject also differs. So, the institute has taken an initiative to design a policy for "Advanced and Slow Learners".

This "Policy on Advanced and Slow Learners" of Govt. College Bichhua, District-Chhindwara, Madhya Pradesh aims to facilitate and encourage the advanced learners to be excellent achievers and

slow learners to be better performers and achievers in the academic and personal life. The policy also advises the teaching departments to develop significant strategies and scientific implementations to the benefit of both the advanced learners and slow learners in the Institute's education system without forgetting the average performers.

In every academic stream, there will be some students who can do really well and learn more with the comprehension capacity, retention ability and hardworking practices. On the other side some students may find disadvantage in their learning process due to various personal or institutional reasons. In both these situations the students need special attention and interventions to make their learning activity more enriching and effective.

### **(1) Advanced Learners**

The term advanced learner in this policy refers to the students who have more potential with their comprehension, retention, memory, critical thinking, creativity and contextualization practices. They also may have hard working behaviors and usually achieve more than the majority of the classmates.

### **(2) Slow Learners**

The slow learners may find it difficult to understand the lessons and may have difficulties in their comprehension, retention, reproduction and integration and are always the poor achievers and

lag behind in the academic life. They may fail in exams or may score only poor grades. Their motivation levels also may be poor and may find it difficult to adjust with the teaching learning process and can drop out or fail in the examination. The poor performance may not be a sign of the poor capacity or talent but may be due to inappropriate teaching methods, deprived social situations, inadequate motivations and supports, unscientific learning practices or even the inability to converse in an unfamiliar language.

### **(3) Methods of Assessment**

Different mechanisms are adopted by the college to identify the Advanced Learners & Slow Learners. These are as under:-

- (1) The merit in the qualifying examinations and the performance in the initial stage in the class.
- (2) Assessment through the examination results at various levels and stages.
- (3) Their performances in the extra-curricular and co-curricular activities.
- (4) The performance of the students and their levels of achievements can also be compared with the previous semester/year so that the advancements can be assessed and appropriate interventions can be made.



#### **(4) Policy Guidelines**

Even if the students are identified as slow learners or advanced learners in the class they should not be labeled as the extra ordinary or poor in the class or department but they need to be treated equally in the class with supportive care and appropriate pedagogical systems so that the talented can make more achievement and the less talented also make their goals in academic & personal life .

#### **Policy Guidelines For advanced-learners**

1. Advanced learners will be motivated to strive for higher goals. They will be provided with additional inputs like SWAYAM courses etc for better career planning and growth through offering special coaching for higher level competitive examinations.
2. Important websites and useful links of study material to be shared with them.
3. The students will be encouraged to use E-content available on Swayamprabha, ePG Pathshala, E-Shiksha portal of the department of Higher Education, Govt of M.P.
4. The advanced learners will be encouraged to participate in group discussions, quizzes to develop analytical and problem-

solving abilities in them and thereby, to improve their presentation skills.

5. Their performance will be assessed using conduction of Continuous Comprehensive Evaluation (CCE), Higher Order Thinking (HOT) activities.
6. The advanced learners will be motivated to make quality publications and value-added contributions to the academic as well as to the practical world.
7. Provision of special prizes and other facilities like digital library, virtual lab etc. for them will be made.
8. Start-up ideas will be discussed with the advanced learners.
9. The college will take steps to encourage the Advanced Learners to act as supporters to the Average and Slow learners.

#### **Policy Guidelines For Slow Learner:**

1. The slow learners will not be labeled as poor achievers in the class or department so that their motivation and their interest are not negatively affected. This can also make them more stressed, and introvert in the class.



2. They ought to be treated at par with other students in the class.
3. They can be provided extra/remedial classes for improvement and achievement.
4. Instructions will be given to the teachers to help the slow learners by giving proper guidance and support to them.
5. The college will make efforts to organize remedial classes for them.
6. The college will conduct extra classes for the difficult subjects (based on the previous results) in the curriculum.
7. Special attention will be given to the students in the class who are identified as the slow learners.
8. Slow learners will be provided with counseling by a teacher guardian and the subject expert.
9. Provision for corrective classes will be made for the weaker students based on the results of class tests.
10. The students will be given training on communication skills, personality development, time management and motivational sessions.

11. Counseling will be provided to the slow learners by the mentor and Swami Vivekanand Career Guidance Cell of the college.
12. Bilingual explanation and discussions will be imparted to the slow learners in the class hours for better understanding.
13. There will be a provision of providing simple and standard lecture-notes/course- materials.
14. Important links of study material will be shared.
12. Efforts will be made to get the support of the advanced learners to the slow learners in making their learning process more participatory and interesting.
13. The group learning activities and experiential learning methods will be adopted for the slow learners.
14. The alumni of the college will be encouraged to motivate and act as mentors for the slow learners.

  
**Principal**  
**PRINCIPAL**  
Govt. College, Dichhua  
Distt.-Chhindwara (M.P.) 480111

Endorsement No. 064 /2020

Bichhua, Dated-12/06/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. The Chairperson, Staff Council, Govt. College Bichhua for information & compliance.
3. Order Book.



**Principal**  
**PRINCIPAL**  
Govt. College, Bichhua  
Distt.-Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE  
BICHHUA, DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

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No. **076** /2020

Bichhua, Dated-19/06/2020

**ORDER**

After consideration of the proposed draft of Green Initiative Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 28/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the Green Practices Committee of College, the Green Initiative Policy of the college is hereby approved as under:-

**Green Initiative Policy**

The policy on 'Waste Management and Green Initiative' has been formulated in response to College's commitment to clean environment. The College realizes the need of providing a safe and healthy work environment for teaching and non-teaching employees, students and surroundings.

The College has a responsibility to ensure that the campus wastes are disposed through proper waste segregation at source and if possible, converting those into value added eco-friendly products.

Furthermore, it is realized that suitable eco-friendly practices/technologies should be adopted for reducing the environmental impacts of human activities. This would be in line

with the Sustainable Development Goals (SDGs) as well as Environmental laws and legislations laid by the government.

## **2. OBJECTIVES**

The purpose of this policy is to establish objectives and targets, provide the context for suitable action plans and facilitate their implementation. These shall revolve around the 4Rs (Reduce, Reuse, Recycle and Recover) aspect of waste management focused on campus waste, in addition to their minimization, environmentally sound management and active promotion of green initiatives through community engagement.

The policy inter alia takes cognizance of the various environmental regulations such as The Air Act, Water Act, Environmental Protection Act and the National Environmental Policy of 2006 along with different rules framed by the State and Central Government from time to time.

### **The objectives of this policy are to:**

- (1) Promote holistic approach of waste management, resource conservation and green initiatives at the college campus.
- (2) Ensure that waste management is performed at collage campus in line with all waste legislative requirements.
- (3) Encourage judicious use of environmental resources to meet the needs and aspirations of the present and future generations.



- (4) Provide clearly defined roles and responsibilities to identify and coordinate each activity related to waste management and green initiatives.
- (5) Disseminate environmental awareness among students and staff members.

### **3. POLICY STATEMENT**

The College recognizes the need for protection of the natural environment as an integral part of good institutional practices. To achieve this, the College shall develop, implement and sustain an Environment Management System which would lead to sustainable development and advance positive effects on both human health and the natural environment for college community and the surroundings.

- (6) The college will adopt the principles of best environmental practices as reasonably possible in the delivery of its waste management services and ecological initiatives.
- (7) The college will apply a waste hierarchical approach, to reduce, reuse, recycle and recover waste products to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling where possible.
- (8) The College will promote water conservation and energy use efficiencies through effective programs and practices. The university will undertake possible efforts to reduce environmental footprints from university related activities via use of cleaner and eco-friendly practices/technologies.

- (9) The college recognizes the importance of compliance with applicable environmental laws and regulations as laid down by the government.
- (10) The College will review the environmental objectives and targets from time to time in order to minimize resource consumption and improve environmental performance.
- (11) The College will communicate this policy to every stakeholder.
- (12) The College requires that all the employees, students or any one else making use of the premises comply with the environmental objectives set in the policy and associated Environmental Management System for upholding the spirit of the document and ensure compliance with all environmental legislations.

## **GREEN INITIATIVES POLICY**

### **Eco Club**

The College shall make an Eco Club for furtherance of Green initiatives in the College campus, The Eco Club shall implement Green initiatives with the involvement of Students & Community engagement.

### **Green Audit**

The college shall make arrangements to undertake a comprehensive Green Audit of the existing structures and work operations annually to identify, quantify, describe and prioritize

framework of Environment Sustainability in compliance with the applicable regulations, policies and standards.

The objective of the green audit is to improve energy and water usage efficiency, better waste management and all round management and development of campus in eco- friendly manner for sustainable future.

The Green audit may consist of following broad points:

**(1) Water audit** – water balance consisting of source, consumption and recycling.

**(2) Waste audit** – inventorisation of municipal solid waste, hazardous wastes, biomedical wastes and sources thereof, compostable fraction of wastes, segregation of wastes, present practice on waste management inside campus.

**(3) Energy audit**- inventorisation of electrical fittings, fixtures, appliances, machines, etc., energy consumption, recognize energy wastage and leakage points.

**(4) Biodiversity** – green cover mapping, tree counting, biodiversity register.

### **Green Master Plan**

The college shall prepare a Green Master Plan to comply with environmental norms and/or at least, GEM (ASSOCHAM)/IGBC/GRIHA compliant. The upcoming infrastructure and facilities as well as additions to the existing structures and facilities should be developed with a focus on energy

efficiency, minimizing waste generation, optimizing power consumption of power, water and other supplies.

**(a) Energy conservation**

The college will do maximum efforts to reduce energy consumption and use renewable sources of energy as far as possible.

**Action Plan:**

(1) The points of energy wastage and leakage should be identified and appropriate steps shall be taken to set a target of attaining significant energy saving by appropriate modifications and adopting best practices.

(2) The fluorescent lights may be replaced with LED in the existing buildings and streetlights across the campus.

(3) Use of renewable sources of energy should be increased either by installing solar panels on rooftops as well as suitable open places or by other suitable means.

**(b) Water Management Plan for Optimum Usage of Water**

The college shall adopt a sustainable water management plan to prevent wastage of water as well as recycle and reuse wastewater in the college campus.

**Action Plan:**

(1) Reduction of potable water usage by efficient monitoring, using efficient fixtures and restricting usage for irrigation.

(2) Installation of rainwater harvesting units at suitable locations in campus.

(3) Use of Sustainable horticultural practices.

### **(c) Reduction of Carbon Footprints**

The college shall do possible efforts to reduce carbon footprints from college related activities via plantation drives and use of cleaner and eco-friendly methods.

#### **Action Plan:**

(1) A methodology of calculating the carbon footprints of the whole institute should be developed and its improvement should be monitored.

(2) Tree plantation drives on and off campus should be initiated to reduce the carbon footprints.

### **(d) Plastic free campus (avoid using single use plastic)**

The college shall motivate the staff and students for using bicycles, public Provisions should be made to transport and/or car pool at least once a week for routine transportation.

#### **Action Plan**

The college shall make provisions to ban the use of single use plastic at college premises. Various awareness programmes may be initiated to motivate the staff, students and people in surrounding areas to phase out single use plastic from their schedule.

### **(e) Biodiversity, Plantation and Landscaping of Campus**

Proper documentation of the flora and fauna at college premises should be done with the help of experts. Further, plantation should be done in a planned manner with expert advice to add both green cover and beauty to the campus. Landscaping of different sizes may

be done at suitable open spaces with flowering plants, grass and accessories targeting towards the most beautiful green campuses in surrounding.

**(f) Eco Club Activities-** The Eco Club shall organize various Green Initiative Programmes such as Environmental Awareness Programme, Plantation Programme etc. under special Flagship Programmes with the engagement of stakeholders & with community engagement.

**(h) Plantation of Medicinal Plants in the college campus-**

The college shall do possible efforts to plant Medicinal Plants in the college campus for the benefit of Staff & Students.

**Action Plan-**

**Sensitization, Awareness and Capacity Building Programs**

The college shall organize various workshops/seminars/dialogues/talks/creative actions/research programmes in order to sensitize the students, staff and community in surrounding about global and local environmental issues for moving towards a resilient future.

## **6. POLICY MONITERING AND REVIEW:**

The Internal Quality Assurance Cell (IQAC) of the college shall monitor and review the efficacy of the policy on annual basis and

shall make suggestions to departmental heads for taking appropriate actions and complying with them on regular basis.

  
**Principal**  
**Principal**  
Government College Bichhua  
Chhindwara (M.P.) 480111

Endorsement No. 077 /2020

Bichhua, Dated-19/06/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, Green Practices Committee, Govt. College Bichhua for information & compliance.

  
**Principal**  
**Principal**  
Government College Bichhua  
Chhindwara (M.P.) 480111



**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA,  
DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

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No. 060 /2020

Bichhua, Dated-09/06/2020

**ORDER**

After consideration of the proposed draft of Infrastructure Development & Maintenance Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 25/IQAC, dated 26/03/2020 & after consideration of the suggestions given by the Infrastructure Upgradation Cell of College, the Infrastructure Development & Maintenance Policy of the college is hereby approved as under:-

**INFRASTRUCTURE DEVELOPMENT & MAINTENANCE  
POLICY**

The College aims at optimal utilization of the available Financial Resources for maintenance and upgradation of different facilities for Staff & Students. A separate Infrastructure Upgradation Cell is functional in the college which has been constituted for this purpose. Regular meetings of Infrastructure Development Committee are held & threadbare discussions are done in these meetings with specific agenda. Decisions are held in these meetings for optimum utilization of the grants received by the College as per the requirements, in the interest of primary stakeholders i.e. students.

## **OBJECTIVES:-**

The main objectives of Infrastructure Development & Maintenance Policy are enumerated as under:-

1. Optimum utilization of available financial resources for upkeep & enhancement of the infrastructural facilities for the benefit of Staff & Students.
2. Availability of Class Rooms & Laboratories to meet the current requirement of various Departments
3. Ensuring that all the facilities are properly maintained & repaired in time by the respective Heads of Departments & Office Staff.
4. Ensuring that the Computer Labs are maintained with the help of the hardware technicians in time.
5. Ensuring that the laboratories are maintained by the respective Departmental Staff and attendants and supervised by the respective Heads of the Departments.
6. Ensuring that the Standard Operational Procedures for handling equipments and instruments are strictly followed.
7. Assessment of Departmental requirements for new purchases and maintenance of old is by the Principal .
8. Upkeep & Maintenance of Smart Classrooms & Upgradation of Class Rooms into New Smart Classrooms with Interactive Projectors, Whiteboard, Laptops, Sound System and Internet Connection.
9. Ensuring the availability of Ramp for specially challenged students and its proper maintenance .

21. Maintenance of Hygiene & Cleanliness in the College Campus, Office & Class Rooms.
22. Ensuring that the Students are sensitized regarding cleanliness and encouraged for energy conservation by careful use of electricity in classrooms through notice and flex board displays.
23. Maintenance of Drinking Water Facilities in the College Campus for Staff & Students.
24. Ensuring that the Technicians, Masons, Plumbers, Carpenters and Painter are deputed by the College for the repair & maintenance of classrooms and related infrastructure.
25. Ensuring that the College has proper E-Waste Management System for disposal of E-waste and steps are taken to sensitize students about the harmful effects of electronic waste & to encourage them to dispose E-Waste in a responsible manner.
26. The maintenance of the Sanitary Napkin Vending Machines in the College.
27. There are ample Water Storage facilities to ensure 24 hours water supply. Personnel are also designated to monitor the Facilities.
28. Ensuring the CCTV surveillance in the college campus and library & its proper maintenance.
29. Ensuring the availability of Sports Equipments & their proper maintenance.
30. Ensuring the availability of Gym Equipments & their proper maintenance.



IMPLEMENTATION OF THE INFRASTRUCTURE DEVELOPMENT  
&  
MAINTENANCE POLICY

The above Infrastructure Development & Maintenance Policy is to be implemented with the consultation & coordination of Nodal Officer, Infrastructure Upgradation Cell, Respective Heads of Departments & In-charge of Laboratories & Respective In-charge of Infrastructure Facilities such as Sports Officer , Librarian & other concerned Staff with the guidance of Coordinator , IQAC & approval of the Principal.



**Principal**  
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Govt. College, Bichhua  
Distt.-Chhindwara (M.P.) 480111

Bichhua, Dated-09/06/2020

Endorsement No. 061 /2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, Infrastructure Upgradation Cell, Govt. College Bichhua for information & compliance.



**Principal**  
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**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE  
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No. **1615**/2020

Bichhua, Dated-25/03/2020

**ORDER**

After consideration of the proposed draft of Research Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 23/IQAC, dated 19/03/2020 & after consideration of the suggestions given by the Research Committee of College, the Research Policy of the college is hereby approved as under:-

**Research Policy**

Research plays a vital role in the growth, sustainability and academic excellence of an educational institution. It has now become the core activity integrated with learning, teaching and knowledge transfer in colleges. The present research policy is drafted with a view to give fresh impetus to research activities in Government College Bichhua. It is an attempt to draw students towards research by making them aware of its implications both in terms of individual as well as collective advancement of human civilization.

**OBJECTIVES:-** The Research Policy of the college focuses on the following objectives:-

- (1) To facilitate high quality research by faculty members.

- (2) To strengthen the base of research in the college.
- (3) To encourage our Faculties who are already engaged in research to act as a source of inspiration for students.
- (4) To encourage students to employ novel ideas, innovative practices and scientific research for furtherance of knowledge domain.
- (5) To open new vistas of employment for students to the places where research is of strategic importance.
- (8) To encourage innovation & Self-entrepreneurship in students.
- (6) To encourage interdisciplinary approaches in Research.
- (7) To encourage Faculties of every Department to conduct Minor/Major Research Projects which will help in creating research environment at the departmental level.

#### **GOALS & TASKS TO FACILITATE RESEARCH WORK:-**

- (1) Each department of the college will be encouraged to make an effort pursue minor/major projects. This will help in creating research environment at the departmental level.
- (2) For promoting research, it is essential that all faculties publish at least 02 papers in National and International Research Journals having good impact factor and in Journals listed in UGC Care List and encourage non PhDs to get registered for PhD degrees.
- (3) For the proper implementation of the research policy, a Research Committee/Cell has been formed. It has been entrusted

(3) For the proper implementation of the research policy, a Research Committee/Cell has been formed. It has been entrusted with the responsibility of enhancing research at the departmental level. This committee will also organize workshops or training programme for guiding research projects and preparing the faculty members for research.

(4) College students will be motivated for research. They will also be encouraged for scholarship of University Grants Commission(UGC).

(5) For improving the quality of research, each faculty member will be asked to attend a programme on research methodology.

(6) For the promotion of research activities and the improvement of the skills of the faculties/students, the college research policy advises utilization of a part of UGC grant for the purchase of research instruments in future. It will facilitate research advancement in the college.

(7) The college shall try to develop a centralized research lab for creating an interactive platform across the campus for promoting research. It will be a step towards creating an atmosphere more conducive to research pursuits.

(8) Renovation and modernization of existing laboratory facilities to support scientific research at departmental level.

(9) Encouraging national collaboration in the field of research.



- (10) Wide publication of research findings keeping pace with the global trends and standards.
- (11) Faculty publication in UGC Care List, Web of Science and Scopus Indexed Journals will be appreciated.
- (12) Creation of awareness about Patents & Intellectual Property Rights.
- (13) Encouraging all Staff members for Research Work.
- (14) Subscription of National & International Journals in Library.
- (15) Continuous improvement of Research Training & enhancement of Research Skills by organizing Workshop, Training Programmes for Students & Faculties.
- (16) Focus on interdisciplinary research.
- (17) Travel Grant/Reimbursement of Travel Expenses (TA) for Teachers to attend National and International Seminars, Workshops, Conferences etc.
- (18) Reimbursement of Registration Fees of National and International Seminars, Workshops, Conferences etc.
- (19) Encouragement of Faculty Members to publish Research Papers & undertake various Research Projects of social & academic importance.

### **IMPLEMENTATION OF THE POLICY**

The College has set up a Research Committee/ Cell which consists of the academic members from various departments. The Committee shall take necessary actions for effective

implementation of Research Policy and quality research and suggestions will be invited from the researchers.

Minor Research Projects shall be funded from the Janbhagidari Samiti (JBS) of the College for the effective implementation of the policy.

This Research Policy shall be implemented to :

- Develop strong theoretical foundation and understanding among students and faculty members.
- Create a conducive research environment at par with international standards.
- Encourage faculty members to take up research projects.
- Organize seminars, conferences, where Research papers could be presented for promoting Research.
- Organize Seminar, Workshop & Conference on Research Methodology.
- Enter into collaboration/MoU with other institutes to promote research work for students and teachers.
- Build models that could utilize the outcome of research for the benefit of the society.

- Encourage faculty members for presentation of Research Papers in Seminars, Workshops & Conferences of other higher education institutions
- Motivate Faculties of the college for text and reference book writing.

  
**Principal**  
**PRINCIPAL**  
 Govt. College, Bichhua  
 Distt.-Chhindwara (M.P.) 480111

Endorsement No. **1616** /2020

Bichhua, Dated-25/03/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, Research Committee, Govt. College Bichhua for information & compliance.

  
**Principal**  
**PRINCIPAL**  
 Govt. College, Bichhua  
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**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA,  
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ACCREDITED BY NAAC "B" Dt. 09/06/2017

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No. **365** /2019

Bichhua, Dated-03/07/2019

**ORDER**

After consideration of the proposed draft of Sexual Harassment Redressal Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 04/IQAC, dated 02/07/2019 & in compliance of the Letter No. 579/373/Commissioner Higher Education/SHA-1/2021, Bhopal Dated-19/03/2021 regarding implementation of **Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & Rules 2013** and after consideration of the directions given by the Govt., the Sexual Harassment Redressal Policy of the college is hereby approved as under:-

**SEXUAL HARASSMENT REDRESAL POLICY**

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



## **BACKGROUND:**

### **DEFINITION OF SEXUAL HARASSMENT:**

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

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

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

## **SUPREME COURT'S JUDGMENT**

The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation of "Fundamental Rights" under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (Apparel Export Promotion Council vs. Chopra) has stated that sexually harassing behavior "needs to be eliminated as there is no compromise on such violations". The Supreme Court further reiterated that sexual harassment "is a violation of the fundamental right to gender equality and the right to life and liberty".

## **OBJECTIVES OF THE POLICY:**

1. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
2. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
3. To provide an environment free of gender-based discrimination.
4. To ensure equal access of all facilities and participation in activities of the college.
5. To create a secure physical and social environment which will deter acts of sexual harassment.

6. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

## **SEXUAL HARASSMENT GRIEVANCE REDRESSAL MECHANISM**

In respect of Complaints of Sexual Harassment, the Committee shall follow the procedure as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & Rules 2013.

## **COMPOSITION OF INTERNAL COMMITTEE**

1. The Committee shall be headed by a senior woman faculty of the college and shall be designated as the "Chairperson"/"Presiding Officer"
2. The committee shall have two women teaching faculty members and one male teaching faculty member.
3. The committee shall have one Non-Governmental Woman Member.

## **POWERS & FUNCTIONS OF THE COMMITTEE**

The Committee shall have the powers and perform such functions as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & Rules 2013.

## PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

The Committee shall follow the procedure as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & Rules 2013.



**Principal**

PRINCIPAL

Govt. College, Bichhua

Bichhua, Dated: 03/07/2019

Endorsement No. 366 /2019

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Order Book.
3. Chairperson/Presiding Officer Internal Committee- **Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & Rules 2013** for , Govt. College Bichhua for information & compliance.



**Principal**

PRINCIPAL

Govt. College, Bichhua

Distt.-Chhindwara (M.P.) 480111



**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA,  
DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

Ph.& Fax- 07162-259715, Mob. 9425425968

Email- hegcbicchh@mp.gov.in

No. 386 /2019

Bichhua,Dated-10/07/2019

**ORDER**

After consideration of the proposed draft of Staff Welfare Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 08/1/IQAC, dated 06/07/2019 & after consideration of the suggestions given by the Staff Council of the College, the Staff Welfare Policy of the college is hereby approved as under:-

**Staff Welfare Policy**

Staff Welfare is an essential part of success of an educational institution. The present Staff Welfare Policy is drafted with a view to help the Staff of the College in adverse circumstances.

**POLICY STATEMENT & OBJECTIVES:-**

Staff Welfare Policy of the college focuses on the following objectives:-

- 1) To provide facilities such as various Leaves to the Staff as per Rules of M.P. Govt.
- 2) To provide financial assistance from Provident Fund as per rules of M.P. Govt.
- 3) To assist the Staff of the college in adverse circumstances by the institution's Staff Welfare Initiative, named 'SAHARA'. Under

this initiative, financial contributions are voluntarily made by the Staff Members of the College to assist the Staff Member, who is in need of help, in times of emergency.

### **IMPLEMENTATION OF THE POLICY**

(1) As regards point no. 1 of the Policy Statement , the college provides Leaves to the Regular Staff of the College such as CL, EL & Medical Leave as per Rules of M.P. Govt.

(2) As regards point no. 2 of the Policy Statement , the college provides advance to the Regular Staff of the College from the Provident Fund of the concerned employee as per Rules of M.P. Govt.

(3) As regards point no. 3 of the Policy Statement , the college will try to enlist the voluntary contribution of the Staff Members at the institution's own initiative called 'SAHARA' to financially assist the Staff of the College in adverse circumstances such as suffering from a disease or genuine family needs.

(4) The 'SAHARA' is an initiative to be taken by the college to extend a helping hand to its employees in adverse situations.

(5) The 'SAHARA' initiative will be implemented from the voluntary financial contributions of the Staff from time to time. The contributions received from the Staff will be used to assist any employee of the college in times of emergency situations.

(6) Proper records of the contributions made by Staff will be maintained in a Register.

(7) Proper records of the financial assistance made to any member of Staff will be maintained in a separate Register.



**Principal**

**PRINCIPAL**

Govt. College, Bichhua

Distt.-Chhindwara (M.P.) 480111

Endorsement No. 387 /2019

Bichhua, Dated-10/07/2019

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Order Book.
3. The Chairperson, Staff Council, Govt. College Bichhua for information & compliance.



**Principal**

**PRINCIPAL**

Govt. College, Bichhua

Distt.-Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE  
BICHHUA, DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

Ph.& Fax- 07162-259715, Mob. 9425425968

Email- hegebicchh@mp.gov.in

No. 082/2020

Dated-22/06/2020

## **ORDER**

After consideration of the proposed draft of Student Grievance Redressal Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 30/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the Student Grievance Redressal Cell of College, the Student Grievance Redressal Policy of the college is hereby approved as under:-

### **Student Grievance Redressal Policy**

Government college Bichhua has an elaborate mechanism to promote the welfare of students. The college has a Student Grievance Redressal Cell for handling student grievances related to academic and non-academic matters. The procedure established by the college for grievance redressal aims to make the mechanism time bound, transparent and efficient.

#### **1. Academic Matters**

The grievances related to academic matters like Admissions, Internal Assessment and Examinations are addressed by specific committees designated for this purpose.



## **2.Non-Academic Matters**

Grievances related to non-academic matters are taken care of by separate committees formulated for this purpose, such as:

- (1)Issues related to indiscipline: Discipline Committee
- (2)Issues related to Ragging/Bullying: Anti-Ragging Committee
- (3)Issues related to sexual harassment: Internal Complaints Committee etc.
- (4)Issues related to Discrimination: Caste based discrimination
- (5)Issues related to Infrastructure/facilities: Infrastructure Development Cell

### **OBJECTIVES:-**

The Student Grievance Redressal Cell is formed with the purpose of providing a platform to the students to address their issues and get them resolved. The Student Grievance Redressal Cell is required to handle students 'grievances and provide speedy resolution for the same.

In general, the objectives of the Student Grievance Redressal Cell are:

- (1) To ensure that students get prompt solution to their problems;
- (2) To ensure harmonious student – faculty relationship;
- (3) To provide a platform for essential communications and bridge the communication gap related to various academic

matters;

- (4) To provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases.

### **STUDENT GRIEVANCE REDRESSAL CELL**

- A separate Student Grievance Redressal Cell handles the problems of students. This committee ensures that all grievances of students are duly taken care off.
- For the purpose of handling grievances in academic areas, the college has two committees:

(1) Admission committee

(2) Examination Committee

#### **Grievance Redressal Mechanism :-**

Receipt of complaint:

(1) If any student has a complaint/query/grievance, then he/she

/they may either lodge a written complaint or may mail it to college.

(2) Action taken at committee level: On receipt of the complaint, the grievance committee tries to resolve it within the committee, if unresolved then it is directed to the core admission committee or concerned committee like Scholarship Grievances Committees.

(3) Action taken by the Head of the institution: If committees are not able to resolve the issue, the matter will

be forwarded to the concerned committee or to the Principal or if the student is not satisfied with the committee's decision, then the complaint may be filed with the Head of the Institution for necessary action.

(4) Reporting to the University: If the complaint is related to a matter pertaining to decisions at the university level, then the complaint is forwarded to the concerned person at the university level seeking a resolution for the same.

### **ADMISSION GRIEVANCE REDRESSAL MECHANISM**

The college ensures that grievances/complaints of students are handled promptly for necessary action.

#### **Nature of Grievances:**

The admission related grievances include-

- (1) Irregularity in the admission process adopted by the college;
- (2) Not having relevant certificates;
- (3) Information furnished in prospectus that might seem false or misleading;
- (4) Breach in reservation policy in admission as applicable;
- (5) Refund of fees in case a student withdraws admission within the stipulated time on certain grounds as per Govt.'s instructions;
- (6) Issues of clarity relating to admission in various cut-offs.



**Admission related grievance redressal mechanism:-**

The institution takes necessary steps to ensure smooth conduct of admissions within the college. These are:

(1) Formation of committees and Nodal Officers: The names of the committees and their members are displayed/notified on website of College portal.

(2) Specific Nodal Officers for Scholarship related grievances:

To ensure just and fair admissions for all, the college goes a step further in appointing separate nodal officers for specific categories such as:

- Nodal Officer – SC Scholarship
- Nodal Officer – ST Scholarship
- Nodal Officer – OBC Scholarship
- Nodal Officer – Sports
- Nodal Officer – Minorities Scholarship

**INTERNAL ASSESSMENT GRIEVANCES REDRESSAL**

The College has three levels to address the grievances related to internal assessment-

- (1) Department,
- (2) College and
- (3) University.

**Nature of Grievances:**

The Internal Assessment related grievances include:

- (1) Incorrect uploading of Internal Assessment marks

- (2) Marks not visible to the students on the University portal
- (3) Late submission of assignment
- (4) Non submission of assignment due to medical issues, family emergency or academic/non-academic event participation and any other.

**Internal Assessment Grievance Redressal Mechanism:**

- (1) All the faculty members must adhere to the guidelines laid down by the Madhya Pradesh Higher Education for the Internal Assessment.
- (2) In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members.
- (3) The College ensures that every student signs the hard copy of the Internal Assessment after a careful scrutiny before sending it to the examination branch of the University.
- (4) The Examination Committee constituted by the college may intervene if the subject teacher and the department are experiencing difficulties in sorting out the issues at their end.

**Examination Grievance Redressal Mechanism**

The college has an examination committee which is responsible and accountable for handling all examination related issues. This committee comprises of nodal officers which acts as a connecting link between students and the

university. The committee deals with examination related grievances of the following nature:

**Pre examination issues**

- (1) Papers opted by the students are not reflected in the date sheet;
- (2) Late submission of examination fee;
- (3) Missing admit card;
- (4) Matters related to students found using unfair means
- (5) Appearing late for the exam.

**Post examination issues**

- (1) Marks are not uploaded;
- (2) Delay in declaration of results;
- (3) Non transparent or unfair evaluation practices;
- (4) Student is wrongly marked absent in the result;

**PROCEDURE OF GRIEVANCE REDRESSAL**

- (1) The aggrieved student submits the problem/complaint in the form of an application to the Student Grievance Redressal Cell.
- (2) Depending on the nature of the issue, the Student Grievance Redressal Cell tries to resolve the problem as early as possible.
- (3) If the problem is related to the University, then the Student Grievance Redressal Cell forwards the same to the Principal for further forwarding to the University for redressal.
- (4) If the student is not satisfied with the college level efforts

on the matters related to the University, then he/she/they is free to directly write an application to the University.



**Principal**

**PRINCIPAL**

Govt. College, Bichhua

Distt.-Chhindwara (M.P.) 480111

Endorsement No. **083** /2020

Bichhua, Dated-22/06/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, Student Grievance Redressal Cell, Govt. College Bichhua for information & compliance.



**Principal**

**PRINCIPAL**

Govt. College, Bichhua

Distt.-Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA,  
DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

Ph.& Fax- 07162-259715, Mob. 9425425968

Email- hegcbicchh@mp.gov.in

No. 082/02/2020

Dated-22/06/2020

**ORDER**

After consideration of the proposed draft of IT Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 30/2/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the IT Cell of the College, the IT Policy of the college is hereby approved as under:-

**IT Policy**

This IT Policy sets the guidelines that govern the responsible usage of information technology resources of the college by Faculties, Staff & Students. This comprises both the IT facilities centrally available and available in individual departments. Every member of college is expected to adhere to this policy. The campus network and computer resources should be properly used. The guidelines of IT Policy applies to all faculties, staff and students of the college and all others using the IT resources.

**OBJECTIVES OF THE POLICY: -**

1. To ensure that IT Resources are used for promoting the mission of the College towards teaching, learning, research, and administration.



2. To update the College IT Systems in tune with modern technology.
3. To ensure that the IT resources protects the official e-identity allocated by the College to Staff Member.
4. To ensure that all the users of the College are responsible for adhering to the guidelines of this Policy document.
5. To maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the college in the campus.
6. To protect the Confidentiality & Integrity of the information of the College.
7. IT assets addressed by the policy include data, information systems, computers, network devices, intellectual property, etc.

Now, the College has a network connection covering the college campus including 12 departments across the campus. All the faculty members use this network for teaching and learning. Govt. College Bichhua is getting its Internet band width from BSNL. Total band width availability from BSNL source is 100 Mbps. However, there are certain constraints like-

1. Limited Internet bandwidth.
2. Limited infra structure like computers, computer laboratories,
3. Limited financial resources

We need to recognize such problems & strive towards further improvement of IT infrastructure. The college has Local Area Network (LAN)


## **POLICY GUIDELINES: -**

This Policy document tries to propose some guidelines that would be required to follow by the Faculties, Staff & Students of this College: -

1. Every effort must be made to protect the IT infrastructure of the college.
2. Every effort must be made to ensure the Information security.
3. The users of the IT resources shall make effective use of computer systems, internet, wireless resources, official websites, college website, online admission system, Management Information Systems (MIS) and e-Library resources.
4. The users shall comply with college policies and legal obligations.
5. The College shall strive to conduct awareness programmes to acquaint the users with the effective usage of IT resources.
6. Prohibited Use The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy.
7. Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials.
8. Social Media - Users must abide by the rules of the College regarding the usage of social networking sites.
9. Commercial Use - The College IT resources shall not be used for any commercial and promotional purposes such as advertisements or any other message except as permitted under college rules.
10. The College IT resources should not be used for– activities violating the basic functionality and mission of the College.
11. The users must refrain from making any unauthorized access of information to promote secure access of Network and Computers.



12. Anti-virus and security updates - The regular updation of the anti-virus policy and security updates should be done for the protection of computing resources.
13. The College shall manage hardware and software assets that facilitate the usage of IT resources in the College. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware.
14. applications within the College.
15. The college shall lay down procedures for timely data backup, replication and restoring policies, power backups, etc.
16. The College shall endeavour to ensure fair implementation of this policy to meet with the objectives of its formation.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111

Endorsement No. **083/02** /2020

Bichhua, Dated-22/06/2020

Copy to: -

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, IT Cell, Govt. College Bichhua for information & compliance.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA  
DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

Ph.& Fax- 07162-259715, Mob. 9425425968

Email- hegcbicchh@mp.gov.in

No. **082/01** /2020

Dated-22/06/2020

**ORDER**

After consideration of the proposed draft of Divyang Jan Policy (Policy for Differently Abled StudentS & Staff) formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 30/1/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the Staff Council of College, the Divyang Jan Policy (Policy for Differently Abled Students & Staff) of the college is hereby approved as under:-

**Divyang Jan Policy**

**(Policy for Differently Abled Students & Staff)**

The Government College Bichhua is committed to treat Persons With Disability (DIVYANG JAN Students & Staff) equally with other persons. As each person is unique, the Divyang Jan (Differently Abled Students & Staff) are also unique in their own way and are competent to contribute to the college in various ways through their indigenous skills. Such DIVYANG JAN are always encouraged by the college in the activities of the college. The Government College Bichhua is against discrimination on grounds of disability. The college strives to create a

comprehensive and inclusive teaching and learning environment in which disabled students and staff are treated equally.

**AIMS AND OBJECTIVES OF THE POLICY: -**

1. Creating an inclusive culture to avoid discrimination & exploitation of disabled (DIVYANG) students and staff.
2. Ensuring Participation of disabled (DIVYANG) in policy making bodies of the college.
3. Ensuring implementation of mandatory provisions of Law with respect to persons with disabilities (DIVYANG JAN).
4. Ensuring full participation of persons with disabilities in the activities of the college.
5. Providing the disabled (DIVYANG JAN) equal opportunities for development.

**IMPLEMENTATION OF THE POLICY: -**

The following guidelines are issued for the implementation of the Policy: -

1. Hassel free environment for the orthopedically handicapped.
2. Facilities for the orthopedically handicapped persons to use an entry to the college that is free of steps.
3. Ramp facility for the orthopedically handicapped students in the
4. college campus to reach the classrooms.
5. Availability of Disabled friendly washrooms.
6. No queue policy at all counters of the office and library.

7. Separate seating arrangements for disabled students using scribes during examinations.
8. Assistance to DIVYANG Students to get scribes during examination.
9. Provision for extra time for eligible students during examinations.
10. Voice over study material especially designed by the faculty members for visually handicapped students.
11. Counseling facilities for DIVYANG Students.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111

Endorsement No. 083/01 /2020

Bichhua, Dated-22/06/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Order Book.
3. The Chairperson, Staff Council, Govt. College Bichhua for information & compliance.

  
**Principal**  
Principal  
Government College Bichhua  
Chhindwara (M.P.) 480111

Report  
of  
The Task Force  
on  
Code of Professional Ethics  
for  
University & College Teachers

**Considered and as adopted by the Commission in its meeting  
held on 27th Dec. 1988**

**UNIVERSITY GRANTS COMMISSION  
NEW DELHI  
1989**

*Yash Pal*  
CHAIRMAN

PHONE : 331-7143  
GRAMS : UNIGRANTS  
TELEX : 3165913

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह ज़फर मार्ग  
नई दिल्ली-११० ००२

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI - 110 002

D.O.No.F.1-4/87(P.S-CELL)

17th February, 1989

Dear Vice-Chancellor/Principal,

You will recall that on November 12, 1988 I had sent you a report of the Task Force on performance appraisal of college and university teachers. The other part of the Task Force was to prepare a Code of Ethics for University and College teachers.

The Task Force with participation of AIFUCTO (All India Federation of University and College Teachers Organisation) has also now prepared a code of Professional Ethics of University and College Teachers. The report of the Task Force has been adopted by the Commission in its meeting on 27th December, 1988 and the same is sent herewith for your perusal and action as you deem fit.

With regards,

Yours sincerely,

*Yash Pal*  
(Yash Pal)



## List of Members of the Task Force on Code of Professional Ethics for University and College Teachers

- |   |   |
|---|---|
| <p>1. Shri Kireet Joshi<br/>10, Talkatora Road<br/>New Delhi.</p>   | <p>8. Dr. Mrinmoy Bhattacharya<br/>General Secretary<br/>AIFUCTO<br/>15, Brindaban Mallik Lane<br/>Calcutta - 700 009.</p>                |
| <p>2. Prof. G. Padmanabhan<br/>Department of Bio-Chemistry<br/>Indian Institute of Science<br/>Bangalore.</p>             | <p>9. Prof. P.S. Madan<br/>AIFUCTO, NLC<br/>8/76, R Block Patna<br/>Bihar.</p>  |
| <p>3. Prof. V.G. Bhide<br/>Vice-chancellor<br/>Poona University<br/>Poona.</p>  | <p>10. Shah Kanubahi Anbalani Shah<br/>Secretary, AIFUCTO<br/>80/979, Vijay Nagar<br/>Maran Pura<br/>Ahmedabad - 380 013.</p>             |
| <p>4. Dr. A. Ghanam<br/>Vice-Chancellor<br/>Madras University<br/>Madras-600005.</p>                                      | <p>11. Prof. B. Parthasarathy<br/>Vice-President<br/>AIFUCTO<br/>11, West Perumal Maistry Street<br/>Madurai - 625001.<br/>Tamil Nadu</p> |
| <p>5. Shri Devendra Kumar<br/>Vice-Chancellor<br/>Gandhigram Rural Institute<br/>Gandhigram<br/>Madurai - 624302.</p>     | <p>12. Sister K.M. Braganza<br/>C/O Fr. Jopseph Mina<br/>St. Joseph's College<br/>Torpa<br/>Ranchi Distt.<br/>Pin 835227.<br/>Bihar.</p>  |
| <p>6. Prof. Irfan Habib<br/>Chairman<br/>Indian Council of Historical Research<br/>35, Feroz Shah Road<br/>New Delhi.</p> | <p>13. Sh. J.D. Gupta<br/>Joint Secretary<br/>Ministry of Human Resource Development<br/>Department of Education<br/>New Delhi.</p>       |
| <p>7. Dr. Sudhir Roy<br/>President<br/>AIFUCTO<br/>Khalbil Para Lane<br/>P.O. &amp; Distt. Burdwan<br/>(West Bengal)</p>  | <p>14. Prof. S.K. Khanna<br/>Secretary<br/>UGC.</p>   |

## **Report of the Task Force**

### **CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY AND COLLEGE TEACHERS**

#### **PREAMBLE**

##### **I. GOAL OF HIGHER EDUCATION IN OUR COUNTRY:**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

##### **II. TEACHERS AND THEIR RIGHTS:**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

#### **THE CODE OF PROFESSIONAL ETHICS**

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

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals

of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should :**

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the

conduct of university and college examinations, including supervision, invigilation and evaluation; and

- (viii) participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

### Teachers should

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

- (ix) aid students to develop an understanding of our national heritage and national goals and
- (x) refrain from inciting students against other students, colleagues or administration.

### III. TEACHERS AND COLLEAGUES

#### Teachers should

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### IV. TEACHERS AND AUTHORITIES:

#### Teachers should

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

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

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

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

##### **Teachers Should**

try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their



students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## VII. TEACHERS AND SOCIETY

### Teachers Should

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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