

क्रमांक दिनांक एजेन्डा एवं आमंत्रित प्रस्ताव

लिया गया निर्णय

उपस्थित सदस्यों के नाम व हस्ताक्षर

1 05-07-2022 आय दिनांक 5-07-2022 दिन मंगलवार को समय 11 बजे महाविद्यालय प्रबंधन समिति के अध्यक्ष, सचिव एवं महाविद्यालय के प्राचार्य, प्रशासनिक अधिकारी व विभाग प्रमुखों के साधारण सभा की पहली बैठक की सूचना सभी सदस्यों को पूर्व में दे दी गई थी। बैठक का मुख्य एजेन्डा निम्न रहा।
प्रस्ताव क्रं ① महाविद्यालय संचालन हेतु Code of conduct के गठन के संबंध में।

उपस्थित समस्त सदस्यों द्वारा सर्वसम्मति से निर्णय लिया गया कि -
प्रस्ताव क्रं ① के बाबत सर्वसम्मति से समाधान महाविद्यालय में कार्यरत प्राचार्य, प्रशासनिक अधिकारी, विभागाध्यक्ष, स्टाफ एवं छात्र-छात्राओं के लिए नियमावली हेतु "Code of conduct" समिति का गठन किया जाता है। जिसके निम्न सदस्य हों जिनका कार्यकाल 05-07-2022 से आगामी तीन वर्ष तक रहेगा।

डॉ. अलका तिवारी - अध्यक्ष
डॉ. अवधेश पटेल - सचिव
श्री अविनारा तिवारी - अध्यक्ष
श्री उमेश सिंह राजपूत - अध्यक्ष
श्रीमती निधि तिवारी - अध्यक्ष
सुष्मी संगीता अग्रवाल - अध्यक्ष
श्रीमती प्रीति शर्मा - अध्यक्ष
सुष्मी - विनिता अग्रवाल - अध्यक्ष

code of conduct समिति

- ① अध्यक्ष - डॉ. अलका तिवारी
- ② सचिव - अवधेश पटेल
- ③ प्रशासनिक अधिकारी - उमेश सिंह राजपूत
- ④ शिक्षा संकाय - निधि तिवारी
- ⑤ वाणिज्य संकाय - संगीता अग्रवाल
- ⑥ कंप्यूटर संकाय - प्रीति शर्मा
- ⑦ विज्ञान संकाय - विनिता अग्रवाल

अध्यक्ष

सर्वतोमुखी समाधान शिक्षा संस्कार समिति
समाधान महाविद्यालय, समृद्धि विहार
ग्राम-फरी, बेगुसरा

सचिव

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ग्राम-फरी, बेगुसरा

क्रमांक दिनांक एजेन्डा एवं आमंत्रित प्रस्ताव

लिया गया निर्णय

उपस्थित सदस्यों के नाम व हस्ताक्षर

18-08-2022

आज दिनांक 8-08-2022 दिन सोमवार समय 11 बजे महाविद्यालय में "Code of Conduct" समिति की बैठक आयोजित की गई जिसकी पूर्व सूचना सभी सदस्यों को दे दी गई थी।
मिमीटिंग का एजेन्डा निम्न रहा
प्रस्ताव क्रं ① प्राचार्य, प्रशासनिक अधिकारी, स्टाफ, एवं छात्रों के कार्यकलाप कर्तव्य, दायित्व हेतु आचार संहिता निर्माण के संबंध में

उपस्थित समस्त सदस्यों द्वारा सर्वसम्मति से निर्णय लिया गया कि -
प्रस्ताव क्रं 1 के संदर्भ में प्राचार्य प्रशासनिक अधिकारी, स्टाफ एवं छात्रों के कार्यकलाप कर्तव्य, दायित्व हेतु आचार संहिता का निर्माण किया गया जो पैज क्रं 1 से 7 तक को सर्वसम्मति से अनुमोदन किया गया।

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डॉ. अवधेश पटेल
श्री अविनाश तिवारी
श्री उमेश सिंह राजपूत
श्रीमती निधी तिवारी
शुश्री संगीता अग्रवाल
श्रीमती प्रीति शर्मा
शुश्री विनीता अग्रवाल

Alka
अध्यक्ष

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ग्राम-फरी, बेनेतस

Alka

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ग्राम-फरी, बेनेतस



अस्तित्व ही सह अस्तित्व है

Registration No. 3049/2010

Sarvatomukhi Samadhan Shiksha Sanskar Samiti

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Letter No. : 535(क)

Date : 18/08/2022

Code of conduct for Students

The goal of every human is resolution in self, prosperity in family, fearless in society & harmony with all orders of nature. To make a human competent for this is the aim of education. The college is dedicated for this purpose.

1. All the members of samadhan family (Principal, Teaching staff, Non-teaching staff & Students) will move towards achieving human goal i.e. resolution, prosperity, fearless & co-existence and inspire others for the same simultaneously.
2. To achieve this purpose, it is mandatory for all to first understand themselves and regular attend first period of chetna vikas mulya shiksha and related seminars, workshop & discussions. One period will be of skill development in which life skills will be taught.
3. It is necessary for all students to pay special attention to address among themselves & with the others. Always address them respectfully by adding 'Ji' with their names. If someone has a grudge, draw attention to it affectionately.
4. The college hours of students will be first shift from 8:30am-1:00 pm and second shift from 10:30am-4:00pm. Lunch break will be of 40 minutes.
5. It is compulsory for all the students to attend seven days chetna vikas mulya shiksha workshop which is organized by college.
6. During the college course any type of govt./non-govt. jobs, business, other courses or participations in any activity is strictly prohibited for student.
7. It shall be the bounden duty of every student to abide by the rules and regulations of the college and to conduct himself with discipline and decorum in all places and under all circumstances.
8. Students must be punctual and regular in attending classes, tutorials, class tests, examinations etc.
9. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
10. Attendance will be taken at the beginning of each period. Late comers shall enter class-rooms only with the permission of the teacher.
11. According to university rules, college students are required to maintain a minimum attendance of 75% per year and 80% for B.Ed. course as per NCTE norms.

12. A student requiring leave for a day or a part of a day should submit the application to the HOD or class teacher and get his counter signature also.
13. Application for leave of absence for more than 4 days due to illness should be supported by medical certificates only.
14. When any teacher is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes under no circumstances should they leave the college campus without ascertaining the relieve order from their HODs'.
15. Use of mobile phone during class hours is strictly prohibited.
16. Students are expected to treat the members of the staff both teaching and non-teaching staff and their fellow students with courtesy both in and outside the college.
17. Students should be clean and decorous in dress, language and behaviour.
18. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
19. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol is strictly prohibited in college premises.
20. Students must use library books, computer, yoga accessories and equipments of physics and physiology laboratory carefully.
21. Students are forbidden from inviting friends from other institutions and outsiders to the college.
22. Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
23. The right to access Girls Common Room is reserved to Girls.
24. Students who may be free during class-time shall not loiter on the veranda or on the premises of the college. During such time they are to be in the library/reading room.
25. Demonstration/Campaigning of any type at any time during the working days of the college is strictly prohibited in the campus.
26. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule.
27. It is mandatory for all students and guardians to sign an affidavit attached with admission form made by college authorities regarding ragging.

Special Instructions for Conducting Programs:-

- ❖ Everyone's dress code will be in Indian attire. Boys are expected to be in formal uniform and girls are expected in saree or suit and any kind of meaningless song are prohibited. Before organizing any type of program, it is mandatory to take permission in written consent from Principal, HOD, and program in charge at least 7-10 days in advance.
- ❖ Students are not allowed to celebrate any program (welcome & farewell party) outside the campus or in hotel.
- ❖ There should be no extra expense on decoration and sound.
- ❖ Only vegetarian foods and juice are allowed in any program. Cold drinks are not allowed in the campus.


अध्यक्ष

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रामाधान महाविद्यालय, समृद्धि विहार
ग्राम-फरी, बेमेतरा


साचिव

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Letter No. : 535 (29)

Date : 18/08/2022

Code of conduct for Teaching Staff

The goal of every human is resolution in self, prosperity in family, fearless in society & harmony with all orders of nature. To make a human competent for this is the aim of education. The college is dedicated for this purpose.

1. All the members of samadhan family (Principal, Teaching staff, Non-teaching staff & Students) will move towards achieving human goal i.e. resolution, prosperity, fearless & co-existence and inspire students for the same simultaneously.
2. To achieve this purpose, it is mandatory for all to first understand themselves and regular attend first period of chetna vikas mulya shiksha and related seminars, workshop & discussions. One period will be of skill development in which life skills will be taught.
3. It is necessary for each of the colleagues to pay special attention to address among themselves & with the students in class. Always address them respectfully by adding 'Ji' with their names. If someone has a grudge, draw attention to it affectionately.
4. The working hours of teaching staff will be first shift from 8:00am-3:00 pm and second shift from 10:00am-5:00pm. Lunch break will be of 40 minutes.
5. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
6. It is compulsory for all the Teaching staff to attend seven days chetna vikas mulya shiksha workshop which is organized by college.
7. Teachers should uphold the vision and mission of the college and work for the holistic development of the students.
8. Teachers should respect the right and dignity of the students in expressing their opinion.
9. Teachers' aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
10. Teachers should be respectful and co-operative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
11. Teachers should handle the subjects assigned by the Principal/Head of the department.
12. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.

13. Teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.

14. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

15. In case of unplanned leave, the teaching faculty must inform head of their departments and principal for the adjustment of the classes.

16. Prior written permission should be obtained for reporting late in morning or leaving early in the evening without detriment to their duties.

17. Teachers should sign the attendance register and use biometric device while reporting the duty.

18. Teachers should remain in the campus till the end of the college hours.

19. Prior written permission is required from the Principal/at least three days in advance while availing planned leave.

20. Not more than 25% of staff members in a department will be allowed to go on leave on a particular day.

21. 14 days of casual leave can be availed in a calendar year.

22. Semester break will be given of 15 days in a calendar year to all teaching staff.

23. In case of medical emergency (hospitalization, accident), 6 days (for section 28 and senior staff above 5 years) & 3 days (for Ad-hoc) leaves will be given .

*** This facility is only for one academic session.**

24. In case of death of family members (Parents, siblings, spouse, children), 7days leave will be provided.

25. Two holidays (monthly) will be given during course work of P.hd scholars. In case of extra leaves after course work, teaching faculty must come to college on Sunday for NAAC related and departmental work. They must report to Principal regarding their work.

26. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of appointment.

27. If management is not satisfied with your work and behaviour then they may give a notice for termination from job by giving one month notice or one month salary.

28. It is mandatory to give one month prior notice for resigning from your post. If you are failed to do so, then current month salary will not be paid and balance leaves/ semester leaves will be cancelled.

***Experience certificate will also be not given in this case.**

29. Teachers should hold the responsibility of maintains the general discipline of the campus and anything that is seen inappropriate should be reported to the Principal.

30. Teachers should express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

31. Teachers should participate in extension, co-curricular and extra co-curricular activities including community service.

32. Teacher should use ICT(Information Communication Technology) for effective teaching and learning outcomes.
33. It is mandatory for all teaching staff to write two research paper in an academic session (one National & one International).
34. All the teachers are required to submit their Self Evaluation Report at the end of the academic year in the prescribed format
35. Use of mobile phone during class hours is strictly prohibited.
36. All the teachers have to prepare documentation Time to time of every activity conducted so as to produce for inspection/ NAAC visit

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अध्यक्ष
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Handwritten signature

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Letter No. : 535 (ग)

Date: 18/08/22

Code of conduct for Non-teaching staff

The goal of every human is resolution in self, prosperity in family, fearless in society & harmony with all orders of nature. To make a human competent for this is the aim of education. The college is dedicated for this purpose.

1. All the members of samadhan family (Principal, Teaching staff, Non-teaching staff & Students) will move towards achieving human goal i.e. resolution, prosperity, fearless & co-existence and inspire others for the same simultaneously.
2. To achieve this purpose, it is mandatory for all to first understand themselves and regular attend first period of chetna vikas mulya shiksha and related seminars, workshop & discussions. One period will be of skill development in which life skills will be taught.
3. It is necessary for each of the colleagues to pay special attention to address among themselves & with the students in class. Always address them respectfully by adding 'Ji' with their names. If someone has a grudge, draw attention to it affectionately.
4. The working hours of non- teaching staff will be from 10:00am-5:00pm. Lunch break will be of 40 minutes.
5. It is compulsory for all the non-teaching staff to attend seven days chetna vikas mulya shiksha workshop which is organized by college.
6. Non-teaching staff report to duty on time and be on duty during college hours; stay back after duty hours in case of additional requirement.
7. Every non-teaching staff report to duty at least 30 minutes in advance.
8. All staff must maintain honesty, integrity, fairness in all activities.
9. All staff must respect and maintain the hierarchy in the administration.
10. All staff will exercise self-discipline and restrain at all times and deal positively with staff, students and general public.
11. Non-teaching staff must not absent from duty without official approval or approved sick leave.
12. Non-teaching staff should avoid using social media during office hours.

13. All staff should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section.

14. Non-teaching staff shall complete the assignment given to them by principal and faculty members to whom he/she is attached.

15. All staff are not allowed to sub-delegate the responsibilities entrusted to them without the prior permission of the principal.

16. The lab staff must keep the lab clean and read for conducting the lab as per schedule time.

17. The lab staff must keep surveillance during practical so that the equipment is not mishandled by the students.

18. All staff should co-operate with the management, administration and the teaching staff for the smooth and efficient functioning of the college.

19. All staff will adhere strictly to the laws and regulations of the college.



अध्यक्ष

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Letter No. : 535 (ST)

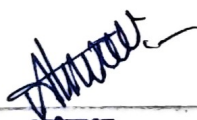
Date: 18/08/2022

Code of Conduct for Administrative staff

The goal of every human is resolution in self, prosperity in family, fearless in society & harmony with all orders of nature. To make a human competent for this is the aim of education. The college is dedicated for this purpose.

1. All the members of samadhan family (Principal, Administrative staff, Teaching staff, Non-teaching staff & Students) will move towards achieving human goal i.e. resolution, prosperity, fearless & co-existence and inspire others for the same simultaneously.
2. To achieve this purpose, it is mandatory for all to first understand themselves and regular attend first period of chetna vikas mulya shiksha and related seminars, workshop & discussions. One period will be of skill development in which life skills will be taught.
3. It is necessary for all to pay special attention to address among themselves & with the students in class. Always address them respectfully by adding 'ji' with their names. If someone has a grudge, draw attention to it affectionately.
4. The working hours of Administrative staff will be from 10:00 am-5:00 pm. Lunch break will be of 40 minutes.
5. It is compulsory for Administrative staff to attend seven days chetna vikas mulya shiksha workshop which is organized by college.
6. The Administrative staff should carry out their work with integrity, independence and good faith and shall act in the best interests of the college.
7. The Administrative staff should uphold the secrecy of information available with them for the best interest of the college.
8. The Administrative staff should be hospitable to all the higher authorities and stake holders of the institute.
9. The Administrative staff should be conscious towards the energy conservations, waste management and green initiatives.
10. The Administrative staff should strictly follow the documented process for any administrative activity.
11. The Administrative staff should be impartial and should maintain complete transparency.

12. The Administrative staff should work within the institutional policies, practices to satisfy the vision, mission and objective of the college.
13. The Administrative staff should maintain the decorum, dignity and courtesy in the speech and behaviour. They should imbibe skill of tactful communication. They should follow the maxims of co-operation and politeness in this verbal and non-verbal communication.
14. The Administrative staff should make effort for the continuous development through training program, workshop and skill development activities.
15. The Administrative staff should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official document of receipts. They must not intercept or misappropriate college resources.
16. The Administrative staff should not remain absent from duty without official approval or approved leave by Principal.
17. The Administrative staff should make judicious use of e-resources and electricity, provided impetus for office automation.
18. The Administrative staff should assign proper time limit for completing usual requirements of the student. They should display the tentative time required and the due procedures of receiving varied documents.
19. The Administrative staff must demonstrate regular attendance and punctuality.
20. 14 days of casual leave can be availed in a calendar year.
21. Semester break will be given of 15 days (for section-28) and 7 days (for Ad-hoc) in a calendar year to all staff.
22. In case of medical emergency (hospitalization, accident), 6 days (for section 28 and senior staff above 5 years) & 3 days (for Ad-hoc) leaves will be given .
- * This facility is only for one academic session.**
23. In case of death of family members (Parents, siblings, spouse, children), 7 days leave will be provided.
24. It is the responsibility of the administrative staff to co-ordinate with the departments regarding exam schedules, office correspondence etc. through sproper channel.
25. The Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status with in the institutional hierarchy.
26. The Administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.



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