

Education Instruction Manual



Sri Bhagawan Mahaveer Jain First Grade College

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FOREWORD

The Founder, Chairman **Dr. Chenraj Roychand**, Jain Group of Institutions is an example of integral formation of human person for the fulfillment of his individual and social responsibilities. Hence his vision to establish a world class education institution has fulfilled in rural region. **Sri Bhagawan Mahaveer Jain First Grade College, KGF** remains as a first step to bring holistic development to the young minds.

In the modern times education is the backbone of the society in every sphere of human life, Affordability, World class structure, quality, skills, standard, exposure, discipline are considered inevitable, Our educational institutions cater to the needs of the children in the rural and urban areas.

We are proud to say that our education institution Sri Bhagawan Mahaveer Jain First Grade College at KGF is doing a remarkable job in spreading knowledge and making more and more youngsters capable of utilizing the opportunities that come their way to their fullest potential. The faculty and administration are imparting knowledge and instilling values in the students at the same time, fulfilling the aspirations of holistic education.

To Achieve this objective there are policies and producers that guide our Endeavour in this education service. It is therefore responsibility of every individual who serve in this institution to implement the common Education Manual in letter and in spirit.

This enables the individual and the institution to impart the meaning of education to the young minds by developing their social, Physical, Moral and intellectual life in harmony with the nature so that, they achieve individual development, a sense of responsibility and certain example to the fellow citizen and to the society

With best wishes and Regards

Dr. Chenraj Roychand
Chairman
Jain Group of Institution

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CHAPTER 1

1. Vision and Mission

Vision

To make SBMJC, KGF a nurturing ground for holistic development of young minds by providing intellectual nourishment and wholesome education to develop emotional stability and strength to respond creatively to the challenges of a work filled with relentless competition.

Mission

To develop SBMJC-KGF into a campus of excellence to strive for continuous improvement, to provide quality education, to help students achieve not only good career but also achieve all round development of personality to face the challenges of the competitive world

2. SBMJC Management

A. Governing Body of the College

The Governing Body is responsible for the operation of all the activities of the Institution: Finance, Academic, Administrative, Research functions and Domestic arrangements. It is the key strategic decision-making body, setting the strategic framework and ensuring that it meets all its statutory duties. The Governing Body may delegate certain functions to various committees, but it still retains ultimate responsibility for the running of the Institution.

The following members constitute the Governing Body

Chairman-President

Managing Trustee

Governing Council(University, Management, Parent, Faculty Representative)

Principal

Members

The Chairman is the President of the Governing Body

B. Duties and responsibilities of the Governing Body

1. The Governing Body of the College plans and decide the functioning of the Institution. The President is the chairperson of the college.
2. To ensure that the College is performing well, It meets the needs for which it has been set up and takes overall responsibility for student welfare.
3. To use reasonable care and skill in their work as members of the Governing Body and to seek professional advice where appropriate.
4. To always act in the best interests of the College, rather than of the individual, and to avoid conflicts.
5. To regularly attend meetings of the Governing Body and the Committees on which they serve, and to acquire appropriate knowledge to contribute effectively to decision making.
6. To ensure that the Finances are used appropriately and prudently and in accordance with the objectives of the College.
7. To comply with the Statutes and Bylaws of the Institution.
8. To approve the budget, annual report of the institution, approval of annual financial statement and fee structure.
9. To decide on approval of new courses to be introduced in a specific academic years.

Managing Trustee

1. The Managing Trustee is the legal representative of the Institution and carries out the correspondence of day-to-day Administration and settles all Financial matters.
2. Recommend and forward the list of selected candidates for teaching, and non-teaching posts to the Governing Body and affiliating University for their ratification.
3. Responsible to initiate disciplinary action against staff members if any.
4. On behalf of the Society, be responsible for the upkeep and maintenance of movable and immovable property of the Institution.
5. Administer the Finance according to the policies laid down by the Governing Body.
6. Submit the budget, audited statements of accounts and the annual reports / returns of the Institution to the Governing Body.

C. Principal's responsibilities

a. Academic

The head of the Institution in all academic matters and carries out its smooth functioning.

1. Admits students in to the college as per norms of affiliating University and ensures regular attendance of pupils.
2. Periodically checks the Lesson Plan and year-wise plans prepared by the staff.
3. Looks after all the academic activities falling in line with UGC in all aspects. Conducts all the U.G. & P.G. programmes according to affiliating University guidelines.
4. Implements the Guidelines / Almanac of University and ensures the completion of Syllabus.
5. Monitors admissions, regular class work, and placement activities, creates an environment for research, and maintains discipline among staff and students.
6. Acts as head of all committees and coordinates them, implements the Annual Plan of Institution, in coordination with all committees and HODs.
7. To promote Quality and Research culture in the College.
8. To promote Value Education and Ethics for integrated and holistic education.
9. To translate the goals and objectives of the Institution into the academic and non-academic programs.

10. To organize effectively the programmes related to physical education, health education, creative activities, formation of clubs and cells.
11. To promote a culture of organization at National and International workshops.
12. To conduct National festivals, to promote patriotism and inculcate Constitutional Values.
13. Inception of new programmes and courses.
14. Tie-up with various agencies.
15. Responsible for all Outreach, Extension and CSR related activities.

CHAPTER 2

2. Employee Service Rules and Procedures

A. Appointment of employees

Teachers shall be appointed on the basis of qualification, merit, experience and quest for learning. A candidate applying for the post of a lecturer shall possess the qualities of commitment, cooperation, respect for religious and cultural heritage of others, social concern for the less privileged, patriotism etc.

1. Every employee is appointed through a proper selection committee. Employee is also appointed on contract or 'adhoc' basis in the middle of the year.
2. Every employee shall be appointed through the proper recruitment panel and approved by the Governing Body and their service shall be regularized by the management after the period of probation.

B. Probation

1. Every employee appointed shall be on probation for a period of two years, which may be extended by another year, if necessary.
2. During the period of probation, the employee is eligible for increment.

C. Regular appointment

1. On the completion of probation, an employee is appointed on a regular basis by the Management either at the end of the year of probation or at the end of the extended period.
- 2) The Management shall review the performance of the person and his / her character, conduct and discipline before regularization. Only the employee who meets the minimum eligibility criteria for the post shall be confirmed in service.
- 3) The Management may discontinue an employee appointed on temporary basis after the completion of two years of service if he / she is not found fit.

B. Annual increments

1. Annual increments may be sanctioned to an employee even during the probation period.

2. The period of unauthorized absence / willful absence / absconding from duty, without prior permission and intimation, shall not be counted for increment.

C. Resignation

1. An employee of the Institution may resign from service by submitting a written application three months in advance.
2. The resignation of an employee, who is placed under suspension from service pending investigation or enquiry, or who is deemed to have been suspended, shall not be accepted till the enquiry is completed.

D. Retirement

1. The employee shall retire from the service on attaining Superannuation.
2. Irrespective of the date of attaining retirement, the employee shall be relieved on the last day of the month.
3. The age for Superannuation shall be fixed as per the rules of concerned states.
4. The Governing Body, if it considers it necessary in the interest of the Institution, may grant extension on attaining superannuation. .

E. Retirement Benefits

a. EPF (Employee Provident Fund) ESI scheme

As per the existing norms of Central Government, EPF (Employee Provident Fund) and ESI schemes are implemented for the teaching, non-teaching and contingent staff.

b. Service Gratuity:

1. The service gratuity shall be paid to the employees who are eligible, as per the norms of the Management.
2. The employees shall declare the receipt of gratuity paid on bond paper.
3. Every Institution shall maintain registers with all the details of the retiring employee as per the proforma enclosed for the payment of gratuity and for any other benefits at the time of retirement, and the Principal should sign in the register.

F. Faculty Improvement Programs

1. Faculty members are permitted to improve their academic qualification, by attending courses / research work for a month in higher educational institutions of learning.
2. The Management is the sanctioning authority for study leave on the recommendation of the Principal and the Head of the Department concerned.

2. Leave Rules

A. Casual leave

1. All the employees of the college are entitled for 12 days Casual Leave. Teachers on probation can avail 12 days of Casual Leaves i.e., one leave a month.
2. Casual Leave in one stretch shall not exceed two days.
3. Half-a-day can be granted to an employee for the forenoon or afternoon session with the permission from the principal.
4. In normal circumstances, Casual Leave requires advance sanction.

B. Earned casual leave

1. Teachers shall be granted three Earned casual leaves as per the ECL held by the Teacher. Such Earned casual leaves can be accumulated to use at any time during their service, subject to approval by the Principal, but they cannot be en-cashed.
2. Earned Casual Leave may also be granted for attending natural calamities subject to prior approval, after exhausting all casual leaves.

C. Maternity leave

1. There shall be three months Maternity Leave with pay, for all permanent teaching, non-teaching and contingent staff.
2. Maternity Leave with pay is limited for two children only

D. Medical Leave

1. Employees may avail 30 days of Medical Leave in their service in a phased manner
2. Employees may also be sanctioned the paid medical leave of 90 days depending on the gravity of illness and number of years of service of this institution.
3. In case of an extended medical leave the service of the employee is continued/retained until recovery.

3. Recruitment Procedures

A. Selection Committee:

The Chairman of the Institution shall appoint the members on selection committee for recruitment of staff considering the recommendation of the respective Principal and the Managing Trustee of the college.

B. Mode of Recruitment

1. All vacancies for teaching and non-teaching posts shall be advertised by the Principal and the Managing Trustee of the Institution concerned in the reputed newspapers, of which one shall be a local daily, and the other of a wide circulation in the state.
2. All applications duly received shall be placed before the Selection Committee constituted by the Principal, HOD and the subject expert. At a convenient date, time and venue may be fixed for the purpose of selecting suitable candidates.

After preliminary scrutiny of the applications, only eligible candidates may be called for the interview.

C. Eligibility of the Applicants

1. Candidate must possess requisite qualifications prescribed for the post for which applied, as per norms
2. Provide a declaration that they have not been convicted by a court of Law or participated in any anti-social activities.
3. Provide medical certificate of physical fitness duly certified by a Medical Practitioner at the time of interview.

D. Selection of candidates

1. Selection of the applicants shall be made by the Selection Committee on the basis of qualifications, merit and performance.
2. Due consideration of the academic qualification, NET / SLET / M.Phil/ Ph.D, professional experience and suitability of the applicant for the appointment to the post for which they have applied shall be given as per the norms.
3. All the selections are subject to the approval of the Chairman.

E. Appointment and Agreement

1. All the applicants who are selected and appointed shall submit their original certificates and documents to the Principal at the time of joining duty.
2. The Governing Body shall have the right to terminate the appointment of a new incumbent, if the qualification and the certificates are found to be not in accordance with recognition of UGC.

F. Agreement form

The selected candidates, on accepting the Appointment order, shall enter into an agreement in the prescribed form with the Institution and sign on the Service Rules, and a copy shall be preserved in the office.

G. Identity Proofs

Along with the original certificates, an employee shall submit in the office a set of Xerox copies of Aadhar Card / Passport and PAN card.

4. Promotional Policies

A. General Rule

Eligible and capable employees working in the Institution are promoted to the higher posts. Such employees have to possess required qualifications and years of service, paper presentations as per the prescriptions of UGC norms.

1. An employee shall be promoted to the higher grade based on eligibility, years of experience in the institution, academic performance, merit and availability of vacancy.
2. An employee shall not be promoted automatically to the higher grade based on seniority alone.

B. Career Advancement

Career Advancement from one designation to another designation is directly linked to the performance of an individual based on Academic Performance, Experience and Additional

qualification. At every stage during his / her career, and the number of vacancies available in the department.

a. Stage One: Asst. Professor

An employee who is newly appointed is designated as an Asst. Professor (Stage one). An Asst. Professor who completes six years of service and fulfills the other conditions laid down by the Management shall be designated as an Asst. Professor (Stage two). However, an employee who possess a Ph.D. degree at the time of recruitment shall be designated as Asst. Professor (Stage two) after 4 years of service and an employee who possesses the qualification of M. Phil shall be designated as Asst. Professor (Stage two) after 5 years of service.

b. Stage two

On the successful completion of 5 years of service as an Asst. Professor (Stage two) he/she shall be promoted to Stage three.

C. Stage three: Assistant Professor to Associate Professor

The Asst. Professor (Stage three) shall be promoted as an Associate Professor on the completion of 3 years of service provided that only one person with Ph.D. degree in the relevant discipline may be designated as an Associate Professor (Stage four) through proper Selection Committee.

D. Stage Four - Associate Professor to Professor:

An Associate Professor (Stage four) shall be promoted as Professor (Stage five) on the completion of 3 years of service as Associate Professor (Stage four). He / she should possess Ph. D. qualification and at latest 5 publications to his/her credit.

5. Code of Conduct for Employees

G. Employees (Principal, Teaching and Non-teaching Staff)

A. All the employees of the Institution shall abide to the Disciplinary Code of Conduct.

1. All the employees of the institution are required to be present on time, on all working days.

2. Every employee shall, at all times, be devoted to his / her duty and shall maintain absolute integrity, confidentiality, impartiality and a sense of discipline.
3. The employees shall complete the syllabus, course work, examinations, projects, etc. They shall conform themselves to the academic integrity of the College.
4. An employee shall forfeit one day Loss of Pay for every 5 days of late attendance in a month.
5. An employee shall be courteous and polite in his / her dealings with the Management, Principal, Staff, Students and Parents. He / she shall exhibit utmost loyalty and shall always act in the best interest of the institution.
6. No employee shall absent himself / herself from his / her duties without prior permission from the Principal. Prior permission of the competent authority is necessary for availing Special Leaves.
7. An employee shall attend all common meetings / committee meetings, as and when decided by the Principal.
8. No employee shall leave the campus, except with the permission of the Principal. Whenever leaving station, an employee shall inform the Principal in writing through the respective HODs or the Principal directly.
9. No employee shall undertake any other employment or work or engage directly or indirectly in any trade or business or in politics.
10. The services of an Employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, and negligence of duties, prolonged illness, and disability to discharge his / her duties satisfactorily by giving three months notice or three months salary in lieu thereof. The employee concerned, however, shall be given full and fair opportunity to represent his / her case before effecting such termination.
11. An employee shall give three months notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal.
12. The Employees shall be prepared for undertaking additional duty assigned by the HOD or the Principal, whether before or after college hours.
13. The employees should not indulge or encourage the students to indulge in any malpractice in the examinations. He / She shall devote herself / himself during the requisite number of teaching hours allotted by the HODs or Principal, as per norms.
14. An employee shall not discriminate any student on the grounds of caste, creed, language, place of birth, social and cultural background.

15. The employee shall not incite the student against any religion, but promote peace and harmony among the students.
16. An employee should not use any abusive language, or quarrel or display violent behavior.
17. An employee should not possess weapons, explosives or any objectionable materials, or possess/consume alcohol on the college premises.

B. Disciplinary action

An Employee is liable for disciplinary action for disobedience, misconduct, and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action was initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.

1. **Any of the following behavior or misconduct may justify suitable disciplinary action:**
 - a. Willful in-subordination or disobedience, whether individually or in combination with other, to any lawful authorities.
 - b. Theft, fraud, or dishonesty in connection with the employer's business or property.
 - c. Willful damage or loss of the employer's goods or property.
 - d. Taking or giving bribes or illegal gratification.
 - e. Habitual late attendance or habitual absence without leave for 10 consecutive days.
 - f. Habitual negligence or neglect of work.
2. **The following procedure should be followed for disciplinary action like dismissal, removal, and reduction in rank.**
 - a. Make known the charges to the employee through oral communication by the concerned authority ie, by the principal.

II. Governing Body:

1. All the members of the Governing Body are bound by confidentiality. They act fairly and impartially.

2. They don't encourage or accept any bribe or other financial consideration or seek any other personal favour, which may influence the decision- making process.
3. They don't misuse the resources of the Institution or personal or commercial information held by it, including intellectual property, for personal gain.

A. Disciplinary Action

The board members who don't comply with the ethical standards and violate the code of conduct shall be warned twice by the President of the Governing Body. She / he shall be given an opportunity to explain herself / himself to the Governing Body. If the offence is proved, the disciplinary action shall be initiated as per the procedures.

6. Employees Welfare Measures

The Employees of Sri Bhagawan Mahaveer Jain College, KGF, play a pivotal role in influencing the organizational effectiveness. Their welfare is prioritized and the Institution has taken certain welfare measures for the benefit of Employees.

The very logic behind providing Welfare Schemes is to create efficient and healthy life style to the employees.

A. The Objectives:

1. To develop the whole personality of the employee in social, psychological, economic, moral, cultural and intellectual spheres and to make the person a good employee, good citizen and good worker of the family.
2. To aim at developing a sense of responsibility and dignity among the employees.
3. To aim at improving the efficiency of the employees and keeps them content and satisfied.
4. To enable to employees to perform their work in healthy and favourable surroundings conducive to good health and high morale.

B. The Head of the Institution:

1. The Principal creates conducive atmosphere for the employees to share express grievances and facilitates to meet the needs of the employees.
2. Shall submit the special requirement of the employee to the Governing Body for its approval.

C. Welfare Measures for Teaching and Non-teaching staff:

1. EPF
2. ESI
3. Gratuity
4. Pensionary benefits
5. Maternity leave
6. Sick leave
7. Group Insurance
8. Incentives for publications / seminars attended
9. Travel Grant for National and International Conferences
10. Summer pay
11. FIP for research
12. Personal Loan and Salary-in-advance to those who are in need
13. Fee concession for employees children in sister concern schools and colleges
14. Recreational Tour for staff
15. Annual increment to all employees
16. RO Purified Water can Facility
17. Adjustment in class timings for staff in times of need
18. Personal Counseling
19. Uniform and safety gadgets to non-teaching staff
20. Free accommodation for the teaching faculty
21. Women rest room facility
22. Provision of college campus for personal functions

CHAPTER 3

1. Policies for Maintenance of Infra-structure and Utilization

In accordance with the Vision and Mission of the Institution, the Institution ensures appropriate availability and maintenance of infrastructure and support facilities.

A The “**Infrastructure and Maintenance Committee**” operates according to the following terms of reference.

Terms of reference:

1. It is the responsibility of the committee to ensure the availability of infrastructure i.e. physical, academic and support facilities as per the norms prescribed by the statutory authorities’ viz. Bangalore University and others, by obtaining the requisite approval of the Governing Body. This can be achieved by horizontal, upward communication, consolidation and approval. The committee is empowered to get the appropriate data.
2. In addition to (i) above, the committee debates and suggests on Technology upgradation of the infrastructure like laboratories, library etc. based on the useful innovations for imparting professional education newly featured in the market, and also inputs given by the HODs and others.
3. The Committee meets periodically as needed, (half yearly), to review the requirement of assets and their maintenance and makes recommendations to the Management for approval.
4. The Committee collects the data from various departments such as Administration, Computer and other Laboratories, Library, Sports etc., in the prescribed format, for the acquisition of assets and their maintenance. Special focus is given to assessment of facilities and tools for augmenting academics.
5. The requirement of infrastructure / maintenance of assets for the ensuing year shall be collected from respective departments for the preparation of Annual Budget. The data shall be scrutinized and consolidated to prepare the Annual Budget and submit to the Governing Body for Budget Allocation. The same shall be communicated to HODs for appropriate action.
6. The committee shall peruse any other item brought to its notice for appropriate action.

B. Constitution of the committee

1. Chairperson - Principal
2. Members
3. Coordinator

C. Procedure for Acquisition and Maintenance of Infrastructure

1. The minutes of the committee are approved by the Principal.
2. Principal obtains the approval of Governing Body for the Budget, acquisition and maintenance of infrastructure.
3. The approvals for acquisition of assets shall be communicated to the concerned departmental / section heads. Based on this, immediate action should be taken by them to raise the quotation from Vendors.
4. By following the procedure, the Purchase orders/ AMC's shall be placed by the Principal.
5. As and when an assets / Laboratory item/ books / Periodicals / Sports items / Computers / Peripherals / Software etc. are received on campus by respective departments, the same shall be immediately entered in the Stock Register / Accession Register etc and a number is to be given on the respective asset and also on the bills for effecting payment.
6. Each AMC (Annual Maintenance Contract) shall contain the name of the person in charge for ensuring proper maintenance of the Infrastructure, who shall then supervise and forward the bills for approval and payment. The bills shall be forwarded after noting that the work has been completed satisfactorily.
7. The routine consumables like stationery, peripherals etc., based on scale regulation shall be approved for procurement by the Principal.
8. For those items which are not covered under AMCs, the approval of the Principal shall be obtained by the Departmental Heads, as needed. This applies only to items of small value.

1. Resource Mobilization Policy

Sri Bhagawan Mahaveer Jain First Grade College is a self- financed Institution. Since its inception, the demand for students enrollment is growing. At the same time, operational costs (recurrent expenditure) and capital costs (development expenditure) are on the rise, steadily. As a result, the resource gap is widening and the need to generate additional financial resources to expedite recurring and developmental activities, has become urgent and

inevitable. Hence, the Institution has developed a policy for Resource Mobilization and Optimal Utilization of Resources available.

A. Objectives:

1. To focus on the sustainability of the Institution.
2. To implement new programmes in line with Vision and Mission of the Institution.
3. Effective and Efficient use of resources human, physical, infra-structure and support facilities.
4. Identify and analyze the resources available for program priorities, policies and efficient budget allocation.
5. To develop an alternate model for generating external funds from stakeholders, and organization.

B. Strategic plan for resource mobilization:

1. A strategic policy for resource mobilization has emerged from the Vision and Mission of the Institution to achieve high and ethical standards.
 2. The strategic plan echoes its core values for Academic Excellence, relationship with stakeholders, faculty development and infra-structure development.
 3. The resource mobilization strategy of Sri Bhagawan Mahaveer Jain First Grade College, KGF comprises the activities of the mission, set up to achieve long term objectives.
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1. **Stakeholder relationships:** Face to face meetings shall be conducted by stakeholders who provide fund / grants and every care is taken to strengthen the stakeholder relationships. MoUs shall also be signed and annual meetings will be conducted.
 2. Care to be taken for optimum usage of infrastructure and buildings for mobilization of funds.

CHAPTER 4

Students' Conduct and Disciplinary Code

The Students shall follow certain disciplinary rules of conduct. The Code of Conduct of the students are made known through the College Website, hand book and on various platforms.

A. It shall be the responsibility of the students

1. To read, become familiar with and adhere to this Code and any amendment brought to this Code.
2. To behave and conduct themselves in the Institution Campus and premises in a dignified and courteous manner and show due respect to the authorities, teachers and employees.
3. The students should behave politely and respectfully. They should abide by the rules and regulations stipulated by the College, from time to time.
4. Attendance is taken every period and also subject- wise. The students are expected to have a minimum of 75% attendance. On medical grounds, on the specific recommendations of the Principal. The students shall follow the rules of Bangalore University norms with regard to attendance, examinations and promotions.
5. Attendance is taken and absentee names are recorded. Parents are informed regularly about their ward's absence through SMS every hour.
6. Students on leave should submit a leave letter to the HOD, duly signed by parent.
7. Students should be regular, punctual to the classes, attend seminars and other academic activities.
8. The students are expected to safeguard the property of the college.
9. It is the responsibility of the students to take care of their belongings. The college is not responsible for any loss of valuables.
10. The students are expected to carry their Identity Card all the time and they should be ready to produce it at any time, when required by the college authorities.

11. Any kind of demonstration that restricts the freedom of the members of the college or disrupts any activity in the college is forbidden. Groupism of any kind that disturbs the harmony is not permitted.
12. The Student should make optimum use of the learning resources and other support services available in the institution.
13. Students are expected to dress up in a simple and decent manner which conforms to the standards of modesty. Sleeveless, short tops, low waist jeans and tight garments are not allowed.
14. Students are not permitted to use mobile phones in the Class room, Library, Computer Centre, Examination Halls, etc.
15. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institution campus.
16. No one shall get, distribute or circulate unauthorized notices, pamphlets, leaflet, etc. within the Campus. The possession, distribution or exhibition of any item by any means which is obscene, is prohibited within the Campus or on any property owned/ managed by the Institution.
17. No student shall collect money, either by force or by request, from anyone on the campus.
18. No student shall enter or leave the classroom when the session is on, without the permission of the teacher.
19. Any case of criminal activity or violation of law and order in the Campus will be reported to the police.
20. Students shall use only the waste bins for dispensing dry and wet waste materials within the Campus including classrooms, offices and canteen.
21. Any conduct which leads to lowering of the esteem of the Institution is prohibited.

B. Disciplinary code

Any student exhibiting prohibited behavior mentioned in this Code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal-practice in connection with examinations, in the opinion of the authorities , will be removed from the rolls.

Enquiry Committee: An Enquiry Committee / Grievance and Redressal cell shall make an enquiry and submit the report to the Disciplinary committee. The Principal shall decide the action to be taken.

I. Minor Sanctions

- i. Tendering Apology:** The student engaged in any prohibited behavior may be asked to tender an apology for her act, undertaking that she shall not indulge in such or any of the prohibited behavior, in future.

II. Major Sanctions

- i. Suspension:** A student may be suspended from the Institution for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose her attendance for the suspended period.

CHAPTER 5

1. Internal Complaint Committee

A. Constitution:

The Internal Complaint Committee was constituted by the college under Anti sexual harassment committee and Redressal.

The duty of the Employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of Anti sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of sexual harassment by taking all steps require.

As directed by the Sri Bhagawan Mahaveer Jain First Grade College has constituted a committee called “Internal Complaint Committee to Prevent Sexual Harassment at the Workplace.

The following policy has been made keeping in mind the above facts.

A. Objectives:

- To evolve a Permanent Mechanism for prevention and redressal of Sexual harassment cases and other acts of gender based violence in the Institution.
- To uphold the commitment of the Institution in providing an environment free of gender based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

B. Composition:

- Principal or a senior female member from the Institution, as the Chair person
- Two Faculty members(one female and one male)

C. Functions:

Preventive: The Committee shall take all the measures to communicate the objectives and procedure as to Prevention, Prohibition and Redressal of sexual harassment, to all the Women at the College/ Workplace. Accordingly to notify the same at conspicuous places of the College/ Workplace.

Gender Sensitization: Committee shall periodically conduct orientation on the awareness of Prevention, Prohibition and Redressal of Sexual Harassment by internal & external experts.

Remedial

1. The mechanism for registering complaints should be safe, accessible, and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend punitive action or take immediate action against the harasser, if necessary.
3. To recommend disciplinary action for any complaint registered with the Committee after the enquiry
4. To inform the administration to arrange for appropriate psychological, emotional, and physical support (in the form of counseling, security and other assistance) to the victim if she so desires.

D. Complaint

- Any aggrieved Woman may lodge a complaint in writing of sexual harassment at work place to the committee within the period of 3 months from the date of incident.
- The Committee shall extend all reasonable assistance to the women where the women are unable to lodge the complaint in writing.
- The committee may for the reasons recorded may extend the time not exceeding three months for filing the complaint.
- Where the aggrieved women are unable to make a complaint on account of physical or mental incapacity or death or otherwise, their legal heir or such other person as may be prescribed under the Act may file a complaint under section.

2. Grievance and Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach.

The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

E. Objectives:

1. To develop an organizational framework to resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach.
3. To investigate the reason of dissatisfaction.
4. To enlighten the students on their duties and responsibilities.

F. Grievance and Redressal Cell Composition:

1	Principal
2	Grievance and Redressal Coordinator
3	Member

C. Functions of the Grievance and Redressal Cell:

1. Provides information about the Cell's objectives and mode of operation through the website and handbook.
2. Informs students of the process for registering of grievances in the Induction Programs
3. Acknowledges and Analyzes the grievances.
4. Seeks a solution through decision- making process
5. Reports the grievances and records how they were redressed.

The procedures made known through the Hand-book, given to each student at the beginning of every academic year.

Procedures:

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues,

- Academic issues pertaining to teaching, learning and evaluation activities.
- Student- teacher, student- student grievances

1. The grievances shall be redressed depending on the nature of the grievance. The grievances are invited through suggestion boxes provided at the key areas of the campus.
2. Department level counseling is offered where the matter can be resolved.
3. Grievances pertaining to academic and internal evaluation shall be redressed at individual / faculty / HOD / Principal level.
4. As soon as the Grievance is received either verbally or in the written form in the complaint box the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

3. Minority Cell

Sri Bhagawan Mahaveer Jain First Grade College, provides an opportunities to the Minority students along with the students of other Community.

A. Objectives:

1. To provide opportunity to study in the institution on Minority status of candidate.
2. To provide assistance to minority students through counseling sessions.
3. To provide training on various aspects like personality development and communication skills
4. To coordinate and resolve problems of students through remedial classes
5. To provide information to all the students about scholarship.

B. Composition of the Committee:

- Principal
- Coordinator
- Members

C. Functions of the Committee

1. Monitor the functioning of remedial coaching classes and see that the students avail an opportunity
2. To provide information about the scholarship schemes.

3. To attend the grievances of minority students and provide solutions.

4. SC / ST/ OBC Cell

Sri Bhagawan Mahaveer Jain First Grade College is committed to the welfare of students and provides an environment that promotes diversity and respect for everyone regardless of community and culture. While maintaining the diversity, SC / ST / OBC cell ensures the equal opportunities as per the provisions of Constitution of India.

A. Objectives:

1. To ensure the safe environment to SC / ST / OBC students
2. To provide prompt counseling for emotional problems and assist them in their overall development.
3. To provide information to all the students about scholarship and job opportunities
4. To provide a mechanism to address the grievances of SC/ST / OBC

B. Composition of the Committee:

- Principal
- Coordinator
- Members

c Functions of the Committee

1. To provide information on admissions, education, training and employment of SC/ST / OBC students.
2. It attends to the grievances of SC/ST / OBC students and render necessary help in solving their academic and administrative problems.
3. To try for the social welfare scholarship from the government
4. To provide information about the scholarship schemes available from the state.

D. Anti-Ragging Committee

The Regulators of higher education like UGC have also acted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions.

It is a body at Institutional level to establish measures for Prohibiting, Preventing and Punishing Activities of Ragging menace within and outside the campus in accordance with UGC Regulations. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

A. Composition of Anti -Ragging Committee :

The College has constituted a Committee as the Anti-Ragging Committee headed by the Chairperson and Head of the Institution, and a diverse mix of faculty members to avoid any form of conflict that could take the ugly form of ragging.

S.No.	Name of the Staff	Position	Designation	Telephone No.
1	Mr. Harish	Chairperson	Sub-Inspector of KGF	
2	Dr. Rekha Sethi	President	Principal	08153261733
3	Mr. Prakash D. R.	Coordinator	Assistant Professor	08153261833-39
4	Dr. Manjula B. K	Member	HOD	08153261833-44
5	Mr. Jayapandian	Member	Placement Officer	08153261833-46
6	Mr. Muniraju	Member	Assistant Professor	08153261833-44
7	Mr. Uday Kumar	Member	Physical Education	08153261833-38
8	Ms. Annie Aruna Kumari	Member	Assistant Professor	08153261833-39
9	Ms. Kalpana P.	Member	Assistant Professor	08153261833-30

B. Functions of Anti-Ragging Committee :

1. To ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
2. To keep tabs on the happenings / events related to ragging in Campus.
3. To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.
4. To monitor and observe in the functions and performance of the Anti –Ragging committee in prevention and curbing or ragging in the institution
5. To conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the Faculty or any member of the Staff or any student or any parent or guardian or any employee of a service provider or any other person, as the case may be : and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee.

C. Punishments :

As per the Supreme Court judgement on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging:

- a. Withholding of Scholarships / fellowships / Results
- b. Debarring from representation in events and appearing for tests/ examinations and also consequent admission to any other institution
- c. Cancellation of admission or rustication from the Institution

ANNEXURE-I

ದಸ್ತಾವೇಜು ಹಾಳೆ Document Sheet

ಈ ಹಾಳೆಯನ್ನು ಯಾವುದೇ ದಸ್ತಾವೇಜಿಗೆ ಉಪಯೋಗಿಸಬಹುದು

This Sheet Can be used for any document

ದಸ್ತಾವೇಜನ್ನು ಬರೆದುಕೊಟ್ಟ ದಿನಾಂಕ

Date of execution

AFFIDAVIT BY PARENT /GUARDIAN

1. Mr./Mrs./Ms VISHWANATH (Full name of Father/Mother/Guardian) of, KEERTHANA. K. V. (13ND082016) (Full name of student with Registration/ Enrolment Number), having been admitted to B.Sc (BQB) Program at **Sri Bhagawan Mahaveer Jain College KGF**, have received a copy of the UGC regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (Hereinafter called the Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case He/She is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I here solemnly aver that
- a) My Ward will not indulge in any behavior or act that may be constituted as Ragging under clause 3 of the Regulations.
- b) My Ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations .Criminal action that may be taken against me under any penal law or any law for the time being in force.


5) I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this 25 Day of July Month of 2015 Year.


Signature of deponent

Name: Vishwanath

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at _____ on this the 25 (Day) of July (Month) 2015 (Year).


Signature of deponent

Solemnly affirmed and signed in my presence on this the 25 (Day) of July (Month), 2015 (Year) after reading the Contents of this affidavit.


OATH COMMISSIONER