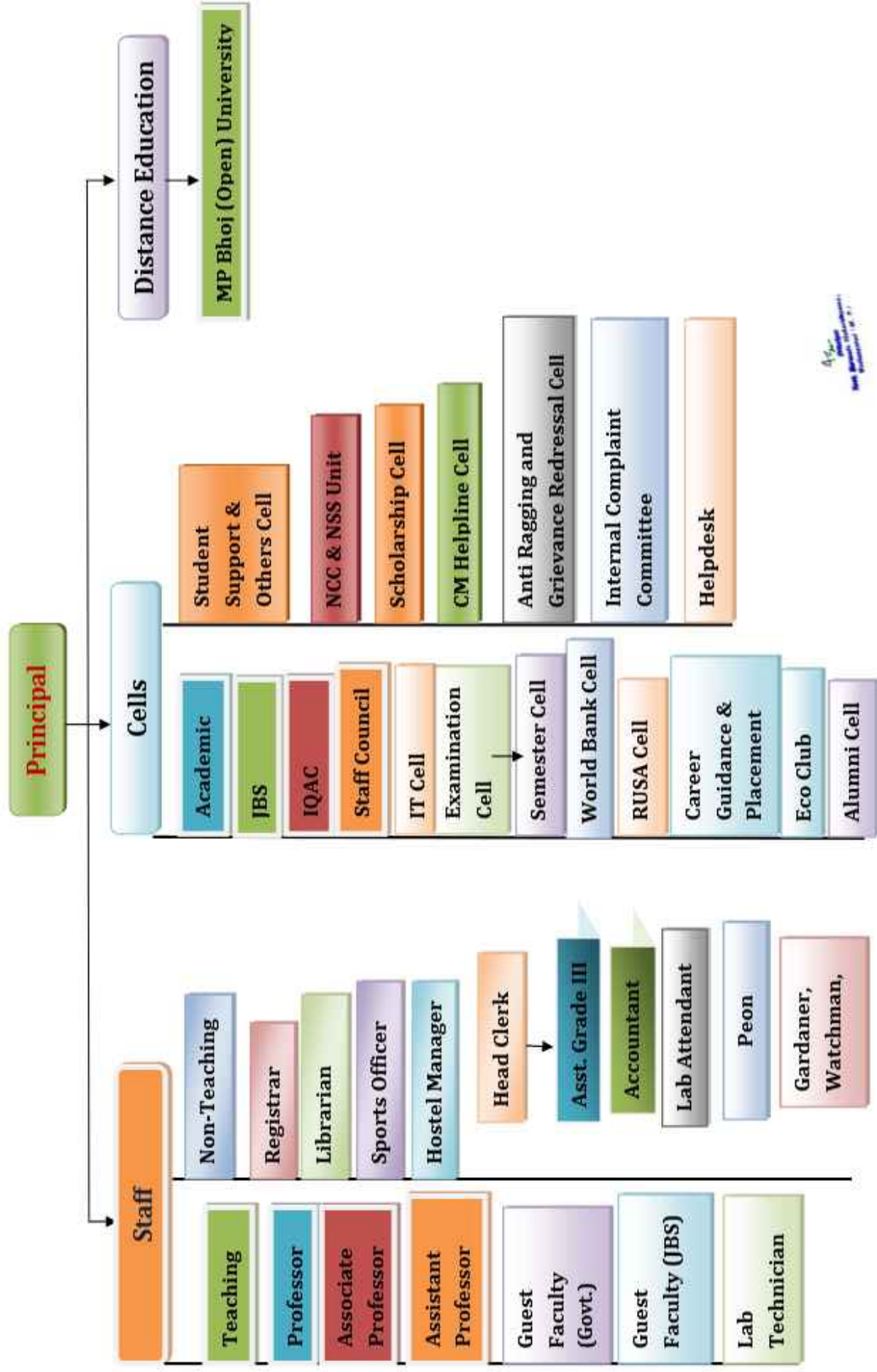




P.M. College of Excellence
Govt. Narmada College Narmadapuram

Organogram of Govt. Narmada College, Narmadapuram



Digitally signed by
 [Signature]



P.M. College of Excellence

Govt. Narmada College Narmadapuram



Rules Regulating Policies Procedures and Practices

Vision:- Education for Holistic Development.

Mission:- To strive for Quality education with special focus on excellence and employability.

Motto:- Excellent education, Better employment.

Goals:-

- To provide quality education.
- To equip students with knowledge and skills.
- To inculcate values.
- To provide opportunities for students to realize their full potential and to shape them into future leaders and entrepreneurs.
- To groom students to be good human beings.

Quality Policy:- To channelize the efforts and measures to provide excellence in academics with continual improvement, staff and student development for better society.

1. Administrative Policy

The policy aims at providing comprehensive framework of regulations governing the general administration. It navigates and monitors the development, approval, communication, and maintenance of different policies and ensures to reach organizational goals and expectations.

- **Policy Of The College:-** The college administration shall direct release the calendar of events at the beginning of the academic year.
- The college shall constitute Internal Quality Assurance Cell to monitor all the activities of college.
- 2. **Policies for the Students:-** Students shall come to the college regularly for the classes, practical sessions to register the required 75% attendance in the college.
- Shall wear ID cards at all time within the campus and shall produce it to the staff and security when demanded.
- Shall not be allowed to enter the campus without ID card.
- Shall not be permitted to enter library and borrow books without ID card.
- Shall come to the college in college uniform.
- Shall observe the code of conduct laid down by the college.

- Shall not Indulge in any anti ragging of illegal activity.
- Shall maintain the cleanliness in the college premises, classrooms, and at other places.
- Shall not litter the garbage here and there.
- Shall not damage the college property like fans, electricity board, tabs, furniture, electrical wiring.
- Shall desist from disfiguring this classroom, furniture and walls or any part of the college campus by pasting posters, fixing names or writing on them.
- Damaging college property and defacing the walls or desk are offenses those students who indulge in such activities, strict action will be taken against them by the college authority and shall be liable to be punished.
- Misuse of the gadgets will be punishable.
- Student shall park their vehicles in the parking area in proper manner.
- Student should comply with disciplinary measures imposed by the college including dress code, behaviour norms of the college.
- Observe discipline and values in the college.
- Any violation of the Sexual harassment policy of the institution against other students, staff etc. of the college is prohibited. All such complaints will be referred to the Internal Complaints Committee of the College. Suspension or expulsion is undertaken if the conduct or behaviour warrants it after due process of examination and investigation and proof of evidence.
- The College believes in promoting a safe and secure and a healthy and efficient learning environment. All students must uphold academic integrity, respect all persons, rights and safety of others.
- Students must refrain from all such activities and behaviour, both on the campus and outside, which may be derogatory to the dignity, reputation and standing of the college and the Institution.
- Students must be punctual to college, adhere to college timings strictly and report to classes on time.

Policies for the Principal

- The principal is the Chief authority of the Institute who is responsible for all academic, administrative and financial matters of the institute.
- He/she is to function as the governing body of the institute.
- To ensure extension of all facilities and support for the conduct of the programs.
- To write the confidential reports (CR) of all the faculty and maintain them in his/her custody.
- To oversee and ensure the academic and administrative functioning of the institute is smooth and satisfactory.

- To conduct periodic, monthly review meeting with the faculty and the administrative staff of the institute.
- To ensure effective internal follow up of all matters discussed at such meetings.
- To oversee maintenance of proper records for receipts, payments and register of all assets of the institute.
- To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.
- To ensure maintenance of proper discipline both among students and staff

Administrative Officer

- Shall report to Principal
- Shall assist Principal in all aspects and supervise all academic and administrative activities of the college
- Shall discharge all the duties and responsibilities assigned by Principal

Head of the Department

- HOD shall report to Principal.
- HOD is expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values.
- Responsible for department management for smooth functioning,
- Advice and counsel students on academic and social issues
- Responsible for scheduling Assignment, Seminar, Industrial Visit, Guest Lecture, Association activities, Quiz and Group Discussion.
- Responsible for scheduling University Practical Examination, submitting marks list and Internal Assessment Marks to office and university.
- Shall organize educational tour.
- Shall maintain student-friendly environment.

Teaching Faculty

- Teaching is a noble profession in which teachers are engaged in shaping and moulding the lives, careers and futures of young generations of students/pupils.
- Ensuring the quality of teaching/learning.
- Educating students about ethical values.
- Expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values.
- Shall strictly abide by the educational, organizational and disciplinary policies of the college.

- Shall assist HOD in activities of the department.
- Shall organize guest lectures, industrial visit, enrichment programs, workshops, group discussion, skill development programs and other co-curricular and extracurricular activities.
- Shall advice and counsel students on academic and social issues.
- Shall serve as invigilator, Internal/External Examiner for practical examinations.
- Shall monitor students attendance, progress, behaviour of students and recommend corrective steps if necessary.
- Shall take round in college campus and keep a vigilance on the students to maintain discipline
- Shall discharge all other duties assigned by HOD and Principal

Lab Assistant

- He / She shall to report to the Faculty/HOD
- Shall check the condition of the equipment / instrument each time after use by students.
- Responsible for cleanliness of the lab.
- Shall issue chemicals, glassware, components and other necessary materials required for conducting practical classes and University Exams.
- Shall maintain stock registers, record breakage student wise and maintain logbook.
- Shall carryout minor repairs, report to the Faculty-in-Charge or HOD about any major servicing to be done
- Shall maintain First-Aid-Box in the lab
- Shall discharge any other duties assigned by Faculty/HOD/Principal

Placement Incharge

- He/she shall report to Principal
- Shall assist Placement
- Responsible for establishing contact with various companies and arrange for placement interview for the students of all branches
- Shall assist in the placement of the students through campus recruitments.
- Shall provide career guidance counselling to the students.
- Shall provide information on employment opportunities
- Shall discharge any other duties assigned by Principal.

Sports Officer

- Shall report to Principal
- Responsible for maintaining discipline in the campus

- Responsible to maintain Sports Centre within the campus
- Responsible for identifying the talent and nurturing the same
- Shall train, guide and conduct practice sessions to the students
- Shall conduct sports activities within the campus
- Shall encourage students to represent college in intercollegiate/ district/ state/ national/ international level tournaments/competitions
- Shall work towards raising the profile of the college in sports activities
- Shall discharge all other duties assigned by Principal

NSS Officer

- Shall report to Principal
- Responsible for maintaining NSS wing in the campus
- Responsible for selection NSS volunteers
- Shall nurture the volunteers to contribute to the society by providing selfless service
- Responsible to conduct blood donation camps, health camps, Shramadana, maintain cleanliness in the campus.
- Responsible for organizing NSS camp once in a year.
- Shall discharge all other duties assigned by the Principal.

NCC Officer

- Shall report to Principal.
- Responsible for maintaining NCC wing in the campus.
- Responsible for selection NCC volunteers.
- Shall train the cadets.
- Shall discharge all other duties assigned by Principal.

Accounts In-charge

- Shall maintain Cheque books, prepare and issue the cheques as and when required.
- Responsible for all bank transactions.
- Shall work in accordance with Administrator, Accounts Officer and Maintenance Incharge.
- Shall discharge all other duties assigned by Principal.

Duties and Responsibilities Of Non-Teaching Staff

- The non-teaching staff members are expected to be at their work place during the prescribed working hours.

- They should be loyal to the College by being punctual and reliable in all duties.
- They should maintain Integrity by being honest in words and actions.
- They should maintain good and strong relationships with the staff and teaching faculty.
- Should have proper interactions with students.
- Maintaining professional boundaries with students and staff.
- Maintain dignity by treating students by care and kindness.
- Need to be supportive and cooperate with other staff members
- They should be responsible by meeting the required standards for every assigned task.
- Respect by mutual respect, trust and confidentiality
- He / she must respect and maintain the hierarchy in the Administration.
- He /she should adhere strictly to the official resumption/ closing time and must adhere to the mentioned dress code by the management.
- Must not use unauthorized persons to perform official duties.
- All the members of the staff must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The staff members are supposed to maintain the basic manners and mannerism in the location to maintain the professional environment.
- The staff members shall not involve in any political activities in the campus.
- Self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
- Maintain cordial relationship with the teaching staff and should be helpful in all academic and non-academic aspects.

Security Personnel

- Responsible for the security of gate.
- Shall check all vehicles at the gate.
- Shall supervise the students entrance.
- Shall check at the gate the entrance of the outer visitors.
- Shall not let the unwanted elements to enter the college premise.
- Shall help to maintain the discipline in the campus.

Teaching and Learning Policy

- This policy applies to all the students, staff, concerned Administrators, and all other stakeholders associated with the institution.
- Preparing students for life in a global society by realizing their potential through a transformational learning experience.

- Enabling students from all backgrounds and abilities to reach their maximum potential-academically and as individuals.
- Encourage independent thinking and learning skills through innovative tools and techniques.
- Continuous Up gradation of Curriculum planning to ensure quality teaching and learning.
- Maximize student attainment and achievement.
- Inculcating values the ethics through lectures, talks, workshops, seminars.
- Developing the confidence of the students grooming them holistically.
- Developing the skills by motivation with an unbiased approach.

Classroom teaching-theory

- Should be on time
- Marking of attendance
- Student centric approach
- Group discussion
- Class test
- Collaborative learning
- Result oriented

Teaching and Learning Support

- CO CURRICULAR ACTIVITIES
- Seminars
- Assignments
- Charts/Models
- Enrichment Programs
- Industrial Visits
- Workshops
- Guest Lectures
- Certificate Programs

Evaluation Policy

The policy is committed to promote effective teaching and learning to elevate quality standards, expectations and ensures student progress through competency with fairness and consistency in any assessment of student's performance.

The parameters considered for assessment of the students includes: Attendance, Class participation, Assignments, Seminars, Industry /Institute visits, and Internal Examinations (theory and practical).

Orientation Program

The college shall conduct orientation program at the beginning of the session for undergraduate and postgraduate classes and the entire information related with the academic culture, campus culture, placement, scholarships, library facilities, courses, subject selection, sports, music, fine arts, NSS, NCC, infrastructure, curricular, co-curricular, extracurricular activities, code of conduct, discipline etc. are to be shared with the students.

Remedial Classes

The college has a system to identify thoroughly the strengths and weakness of the students each in terms of learning ability, academic standards, classroom learning and academic performance so that appropriate teaching approaches may be adopted to meet their individual needs. With proper remedial help, the use of stimulating teaching strategies, and closer supervision and more individual attention, is well practiced in the college for the students in the class and out of the class.

Inclusive Policy

The policy envisions unity in diversity and hence advocates equality to all sects in order to inculcate sound value systems and respect for each other responding to diversity.

This policy and its components, applies to all the students, staff, concerned administrators, and all other stakeholders associated with the institution.

- Create a conducive atmosphere for everyone at the institution.
- Avoid any kind of harassment, discrimination and victimization.
- Educate the students and staff regarding concept of discrimination, exclusion and inclusion based on caste/ethnicity, religion, race, gender, differently abled etc.
- The college shall set up Anti-harassment, Anti-ragging committee, grievances cell to address the issues related discrimination, harassment, or victimization to provide an ideal environment.
- The college shall emphasize on the safety and security to the girl students and women staff.

Women Empowerment policy

The policy aims at increasing and improving the social, economical, political and legal strength of women and ensures equal-right to them.

- Promote a culture of respect and equality for female gender.

- Provide opportunities for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right.
- Educate women employees about their rights and the guidelines of Supreme Court regarding harassment.
- Create an environment through positive social perspective for the development of women.
- Enable them to realize their full potential, human rights and fundamental freedom on equal basis with men in all political, economic, social, cultural and civil spheres.
- Provide equal access to women towards health care, quality education at all levels, career and vocational guidance, employment, equal remuneration, occupational health and safety, social security and public life etc.
- Eliminate discrimination and all forms of violence against women in workplace.
- Conduct seminars and workshops to spread information on the numerous opportunities and tools available and train the stake holders accordingly.

Student Welfare

The primary concern of the student welfare is safety, welfare and well-being of the students in the college campus and to monitor their activities to encourage holistic development. The policy is committed to the spirit of unity and integrity of the students.

- Committed to create a conducive atmosphere in the campus.
- Maintain dignity and discipline between staff and students.
- To approach the concerned authority in case of any harassment or misconduct.
- To ensure responsive administration for grievances.
- To provide propitious atmosphere for the physical and mental wellbeing.

Coordinator
 Govt. Narmada College
 Hoshangabad

Principal
 Govt. Narmada College
 Hoshangabad - M. P.



The institutional Strategic/ perspective plan

1. Curricular Aspects

- Contributing to the syllabus formation during the BOS meetings.
- Starting new programs and courses.

2. Teaching Learning

- Enhancing and implementing the ICT based teaching learning process.
- Extensive use of online teaching resources through conducting lectures workshops seminars.
- Development of more smart classrooms.

3. Strengthen Industry institute interaction

- To invite industry experts to share real life knowledge with the students.

4. Research Development

- To encourage the professors to register for Research guides of their subjects.
- To promote research ambience through seminars, lectures and workshops.
- Encourage the faculty to attend FDPs and short term courses.
- Publication of College e-news letter.

5. Infrastructure and Learning Resources

- Augmentation of infrastructure.

6. Student Support

- Being connected with students through mentor or mentee, utilization of alumni services for students support.
- Awareness programs for skill development and entrepreneurship

7. Community Engagement

- To work towards community development of surrounding areas.
- Take community service through NSS & NCC.

8. Governance, Leadership and Management

- Implementing e-governance.
- Mobilization of funds.

9. Institutional Values and Best Practices

- Organizing activities for gender equity.
- Conducting green campus activities.
- Creating inclusive environment in the institution.
- Conducting programs for physical and mental health.

The perspective/ strategic plan of the institution is implemented with the active involvement of all the teaching, non-teaching staff, alumni, students and stakeholders of the institution. Janbhagidari Smiti (JBS) also contributes to the institutional planning and its implementation.