



**BIYANI**  
**GIRLS B.ED. COLLEGE**

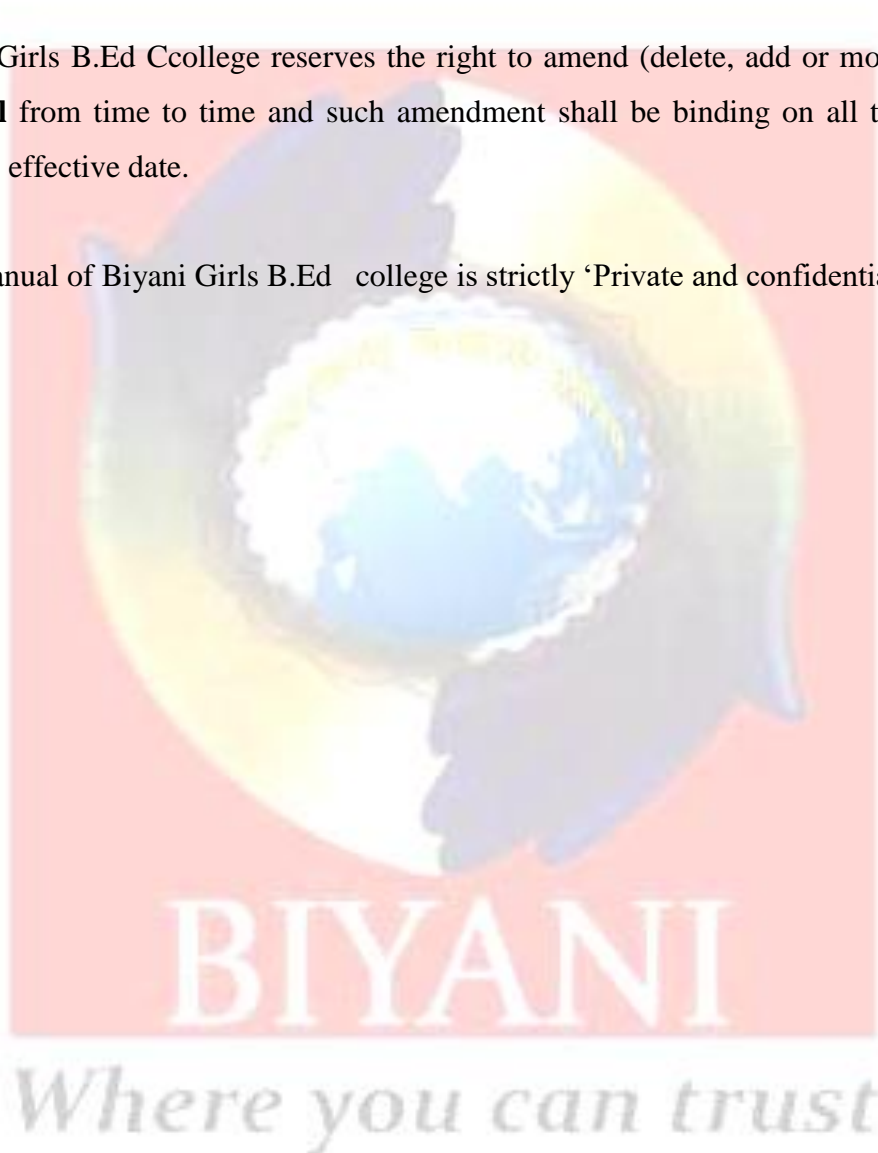
# **HR MANUAL CODE OF CONDUCT**

**BIYANI**

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## 1. General Guidelines

- 1.1 This document shall be called Biyani Girls B.Ed college “**HR- Manual**”.
- 1.2 This **HR Manual** shall apply to all employees of Biyani Girls B.Ed college.
- 1.3 Biyani Girls B.Ed College reserves the right to amend (delete, add or modify) this **HR Manual** from time to time and such amendment shall be binding on all the employees from its effective date.
- 1.4 This manual of Biyani Girls B.Ed college is strictly ‘Private and confidential’.



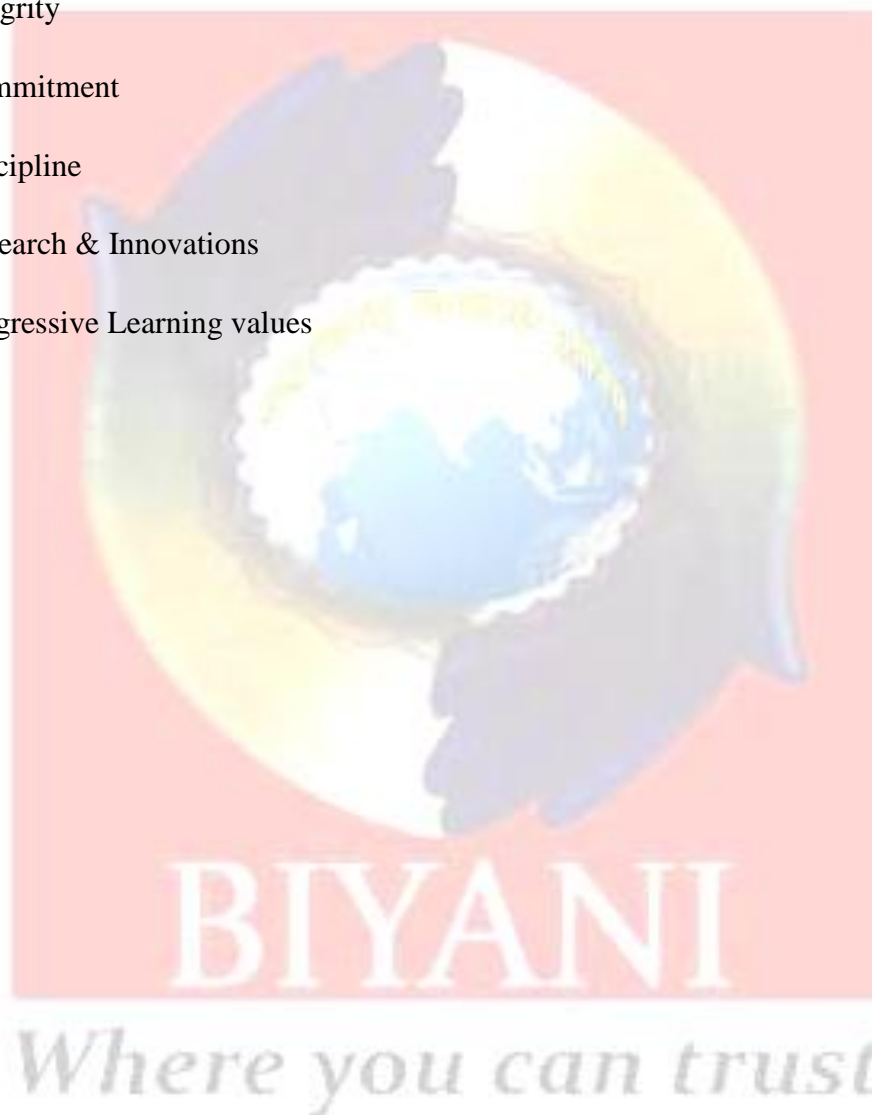
## 2. **Biyani Girls B.Ed College Vision/Mission/Core Values**

2.1 **Vision** “Biyani Girls B.Ed.College aims towards “Women Empowerment”

2.2 **Mission** “To provide the best professional education opportunities in a progressively enhanced manner”

### 2.3 **Core Values**

- Integrity
- Commitment
- Discipline
- Research & Innovations
- Progressive Learning values



## ABOUT BGBC

The school of education is a very important adjunct, in the field of education to the **Biyani Girls B.Ed.College**. In the professional world, the first step is strengthened by the teachers trained in B.Ed. colleges. Our Biyani Girls B.Ed. College for education has a two-pronged mission. It empowers women on the one hand, and strengthens the future of the nation through nation-building (the young minds) on the other. It is a highly noble profession, respected in society and in great demand among the women.

Biyani Girls B.Ed. College came into existence in the year 2006 by starting B.Ed. course for which it is affiliated to the university of Rajasthan, Jaipur and approved by NCTE, New Delhi. Other courses which have commenced from the session 2008-09 are M.Ed. and B.S.T.C.

### 1.1 HISTORY OF BIYANI GIRLS B.ED. COLLEGE

“**Sa VidhyaYaVimuktaye**”, we must provide freedom from the “Monster of Unemployment” to our students to ensure the real meaning of education. The current educational scenario is not suitable in this respect in which “Industry Demand” and “Education” are like the digit 36. That means the current education system is not properly planned as per the industry demand. Removal of this gap is extremely important for placements. Our Hi-tech inception in the field of technical education is infact a beginning towards our employment enriching horizon for girls.

The Biyani Shikshan Samiti was formed by a team of young dynamic, result-oriented persons. It was registered under the Rajasthan Society Registration Act, 1958 having Reg. No. 500/Jaipur/1997-98. The overall objective of the Samiti is to empower women through technical education. The foundation stone of the present college campus was laid by Param Pujya Shri Kirit Bhai Ji in the month of Feb’2005.

It came into the main stream of education with its affiliation to the University of Rajasthan in 2006 as Biyani Girls B.Ed College. It has now increased its scope of education to include more specialized and professional courses.

01. Master of Education - 50
02. Bachelor of Education - 300
03. B.Ed. M.Ed. integrated course - 50
04. B.Sc. B.Ed integrated course - 50
05. Diploma in Elementary Education - 100

**The courses are recognized /affiliated/approvals to the following: -**

01. The University of Rajasthan
02. National Assessment and Accreditation Council (NAAC)
03. National Council of Teacher Education
04. Dept. of Elementary Education, Govt. of Rajasthan
05. The Government of Rajasthan

**1.2 INFRASTRUCTURE**

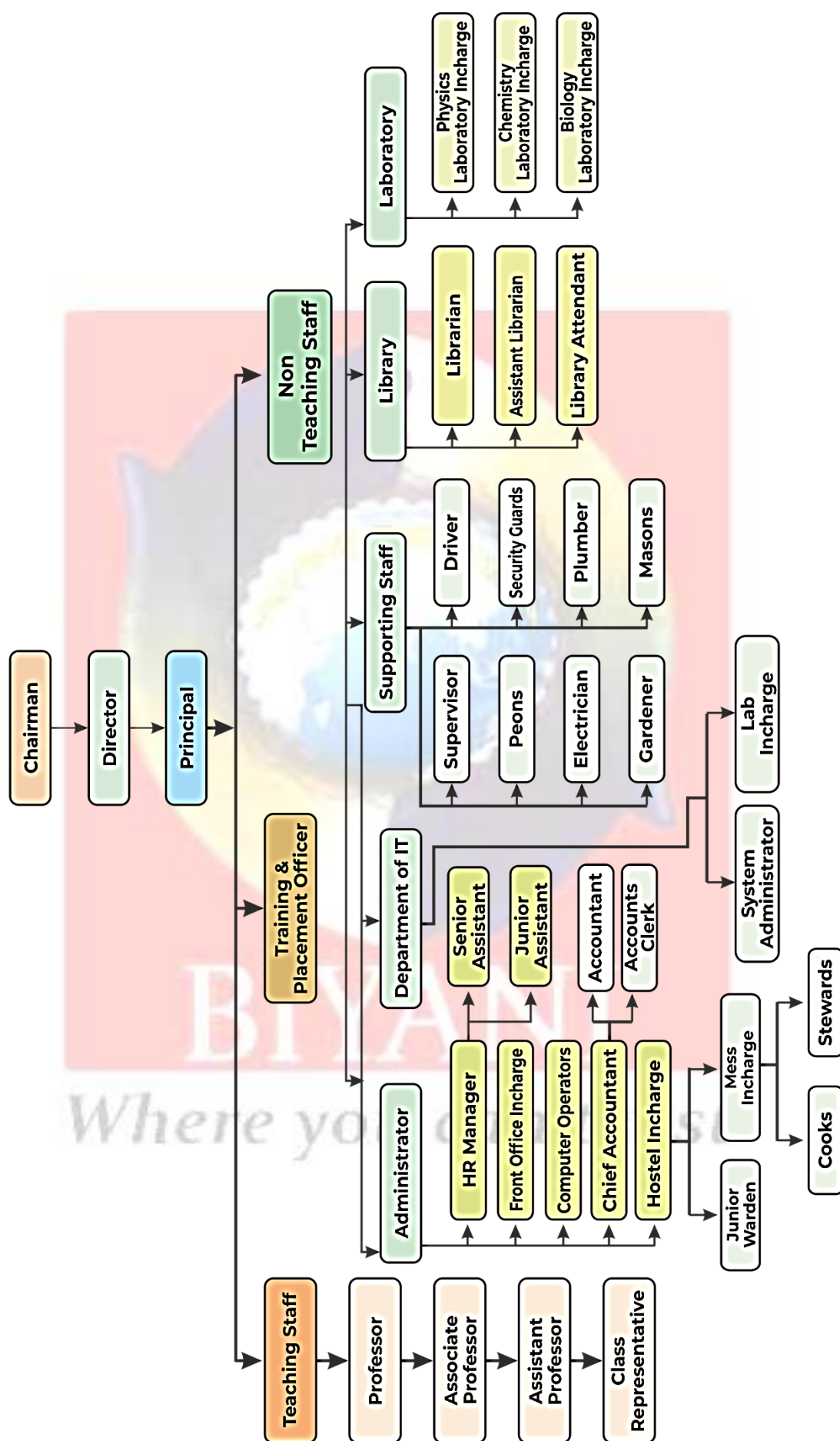
1. **Building:** The Biyani Girls B.Ed College are situated at Sector-3, Vidhyadhar Nagar, Jaipur. The college building has a total constructed area of 1,50,000 sq. ft.
2. **Garden:** The The Biyani Girls B.Ed College has got 1.1 acre of lush green garden with a variety of flowering plants, surrounded by elegant Ashoka trees. The campus is surrounded by 2.76 acre of lawns and greenery.
3. **Library:** The college has two modern digital libraries with a comprehensive collection of books, magazines, and journals. Students have access to Broadband Internet.
4. **Laboratories:** The The Biyani Girls B.Ed College has fully equipped labs for Chemistry, Zoology, Computer, Psychology, Physics and Botany.
5. **Hostel:** The The Biyani Girls B.Ed College has two hostels one with 136 seats and the other with 161 seats for students in the campus with comfortable well lit, well ventilated rooms, furnished with tables, chairs, beds and wardrobes for all students. The facilities provided aim at development of a positive frame of mind along with quality education for the students. The hostel mess provides hygienic and quality food to the students with comfortable dining space.
6. **Canteen:** The campus has a very good **canteen** to cater to the students need for healthy refreshing eatables.
7. **Transportation:** The Biyani Girls B.Ed College also provide transport facility for students.
8. **Gymnasium:** The Campus has a well furnished gymnasium with modern equipments to cater to good health and fitness among students besides academic performance.

9. **Auditorium:** The college has an **Auditorium (Utsav), Conference Room (Manthan)** and **Presentation Hall (Synergy)** with a seating capacity of 300, 100 & 50 respectively.
10. **Saraswati & Guru Hanuman Temple:-** We strongly believe in inculcating a strong value system in the students. The traditional socio-cultural norms and spirituality, for which India is known and admired the world over, need to be cherished by the young generation. With this aim an idol of ‘**Saraswati**’ is placed in the porch of the main college campus. Recently a ‘**Hanuman**’ and ‘**Shiv Parivar**’ temple is constructed in the college premises, which was formally inaugurated by Param Pujya Shri Kirit Bhai ji on 30 April 2009.
- 1.3 The College with its motto “**Women Empowerment through Technical Education**” is moving ahead in leaps and bounds. The present education system focuses mainly on theoretical knowledge -facts and figures. There is a wide gap between the need of industry and the practical perception of students. The college has introduced a special module called “**Personality Enhancement Programme**” (PEP) along with the academic curriculum with the purpose of equipping the young aspirants with the tools of the trade or professionalism. Under the PEP a wide range of activities / lectures are organized in which specialists from different fields are invited to interact with the students. The subjects include communication skills, inter personal behaviour, confidence building, stress management, Yoga, meditation etc. These programmes are conducted under the overall control and supervision of a Dean, PEP and a counselor. Guest speakers, experts are invited from time to time to give in depth practical knowledge to the students and widen their horizon of conceptual learning.

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## ORGANIZATION CHART OF BIYANI GIRLS B.Ed. COLLEGE



# HUMAN RESOURCE MANAGEMENT

## **2.1 HUMAN RESOURCE MANAGEMENT**

1. **General Policies:** This policy document is being prepared with a view to streamline the optimum utilization of all categories of employees working with BGBC& at the same time be able to fulfill the aspirations of the workforce. This implies the following-
  - a) College needs to run efficiently and smoothly.
  - b) All employees to maintain harmony and have a sense of belongingness towards the organization
  - c) The policy must ensure growth of institution.
  - d) The working environment should provide job satisfaction and at the same time meet other needs of the employees.
  - e) The document should specify the parameters of working hours and working days, as also pay & perks.
  - f) Having arrived at the above, the policy document should ensure maximum Retention of deserving employees and minimum Turnover.
2. In the long run, the policy should be so framed that it facilitates selection of competent, hard working and sincere team mates who exhibit willing participation in all activities of the institution.

**Policies relating to Recruitment, Promotion, Salary Leave, Job requirement etc.,**

### **3. Recruitment of Faculty Positions-**



For the purpose of recruitment the procedure to be followed shall be

- a) Advertisement – inviting applications upto a particular date.
- b) Qualification - as per University Norms.

Preferably Ph.D. – NET/SLET qualified

- c) Interviews on a fixed date by a panel consisting of Director/Principal /2 subject experts.
- d) Appointment initially on a provisional basis for a period of 3 months. Confirmation on the basis of performance & students' Feed Back
- e) However, whether on probation or confirmed appointment, offer letter followed by appointment letter will be issued in all cases along with a copy of the service conditions.

**4. Salary**

**As per Norms**

**5. Salary Payment**

Salary shall be released latest by 07 of every month.

**6. Workload**

In special circumstances in the interest of student workload may be extended by the Director (Acad.)

**7. Responsibilities of Faculty -**

Code of conduct of each faculty & instruction for class incharges have been laid down and is available in the BGBC manual.

**8. Leave: Casual Leave -**

- (i) 12 C.L. in one academic session (July-June) shall be granted. However for those joining late only proportional number of CL shall be granted
- (ii) Not more than 3 C.L. can be taken at a stretch.
- (iii) A record of C.L. need to be maintained by the establishment section.

- (iv) If any holiday/Sunday falls before/after a leave it will not be counted as a leave but if C.L. is taken one day before and one day after a holiday/Sunday – the holiday / Sunday will be counted as leave.
- (v) Intimation on phone to the principal / HOD should be given followed by a written application about C.L.
- (vi) For 2 hours or more delay in arrival time ½ day leave shall be counted.
- (vii) A leave without any information to concerned authorities in time shall be treated as leave without pay (LWP).
- (viii) If any staff wishes to leave the college campus during working hours for some urgent work, he/she may do so with prior authorization by the principal. However maximum 2 hours shall be permitted and if the time taken is more, half day C.L. shall be deducted.

**9. Duty Leave / Academic Leave**

If any faculty member is deputed to attend a seminar /training programme by the college or appointed as external examiner or a member of Inspection team by the University – he/she shall be considered to be on Duty leave / Academic leave provided it is authorized by the Director (Acad.). The prescribed Performa is enclosed in annexure.

However he /she shall have to submit a certificate to that effect.

If any faculty member is assigned a non remunerative duty on a holiday/Sunday, a compensatory leave shall be granted in lieu of extra duty.

**10. Maternity Leave**

All affected employees will be entitled to avail 2 month maternity leave with pay. However, they shall be entitled for maternity leave only after completing three years of service.

**11. Arrival & Departure Time for Faculty**

Faculty members shall report on duty 15 minutes prior to the scheduled time of college & shall leave 15 minutes after the closing time.

**For regular delay of 30 minutes & above in reporting time for consecutive 3 days, half day C.L. will be deducted.**

**14. Duties of faculty members**

In emergent situations e.g. a seminar/a lecture/other programmes the faculty members may be asked to stay longer and they are expected to cooperate with the management.

**15. Duty Hours During University Exams**

During University Exams a relaxation in time for arrival and departure may be given according to the duty assigned. The duty hours shall be–

- a) For morning shift exam duty (7 - 10) 6:30 – 12:30
- b) For noon shift exam duty (11-2) 9 am. – 3 pm.
- c) For evening shift exam duty (3-6) 12:30–6:30

**16. The Center /Dy. Suptd. Incharge shall give prior information to the administrator about faculty on duty.**

**17. Summer Vacation**

15 days summer leave shall be granted to all faculty members on rotation basis for which 15 days prior sanction is required.

**18. Experience Certificate**

If any faculty who leaves the college asks for a experience certificate – such certificate shall be given only if he/she has given a minimum six months service to the college.

**19. Merit Awards to Staff**

Every year a cash award along with a certificate shall be given to a faculty for outstanding performance and contribution to the college. The criteria for award shall be –

- a) Performance of students in the exams
- b) Feed Back of the students
- c) Organizing seminars or other programmes
- d) Participation / Involvement in college activities

**20. The candidature for award shall be decided by a committee consisting of –**

Director (Academic) - Chairman

Principal (B.Ed.) - Member

DEAN - Member

Administrator - Member Secretary

21. A self performance appraisal form need to be filled up by the faculty members for this purpose and submit it to the secretary of the committee every year between 1 to 15 August.

The prescribed appraisal form is enclosed in annexure -

Such award shall also give to the non-teaching staff for their outstanding performance, dedication, hard work and contribution to the college. The prescribed appraisal form is enclosed in annexure \_\_\_\_

The same committee plus the chairman Biyani Shikshan Samiti shall consider the names for such award.

22. **Staff club / Staff welfare fund**

A staff club shall be constituted in which all the faculty members of different constituent colleges of Biyani Girls B.Ed. College shall be members. An executive committee of the club shall be constituted through elections. The committee shall consist of –

- Secretary - 1
- Joint Secretary - 2
- Treasurer - 1
- Executive Members - 3

23. The principal of BGBC shall be ex-officio Chairman of the committee. The activities of staff club shall include –

- 1- Celebration of Birthdays of all staff members by a small Gift/Cake/Birth Day Card
- 2- Celebration of Holi and Diwali Milan function.
- 3- An annual staff dinner (contributory) during the month of April-May.

24. A contribution to the staff club shall be made by all the faculty members. The amount and mode of contribution shall be decided by the faculty members in a general body meeting.

**Dress Code:** -

A dress code is prescribed for the faculty members and they are required to come in the prescribed dress (Saree for ladies and Shirt/Pant for male staff) from Monday to Friday as well as on special occasions like seminar, guest lecture etc. On Saturdays they can come in casual dress but a dignified one-

The HOD's shall ensure that the concerned faculty members come in prescribed dress code.

## 2.2 RECRUITMENT – TERMS & CONDITIONS

### • Charter of Duties :

1. Be punctual and self-disciplined at all times.
2. Follow **faculty plan** strictly.
3. All staff member must give prior intimation of leave. Pre-section of leave must be taken.
4. Attendance register should be completed on the last working day of the month.
5. Students should be encouraged to keep the class room neat and tidy. No proper or picture should be pasted on classroom walls.
6. All the faculty members are expected to come to college at least 10 minutes before starting of the college and should help to create an environment for the morning assembly. Perfect silence should be maintained while the assembly is going on.
7. Every child entrusted to your care should be carefully handled. We should try to impress the students not only by our textual teaching but also by our actions, so that a good message goes to the society. **Keep a positive attitude** in all things and all times.
8. Do not pass the buck (responsibility) from one to the other. Ensure completion of work and do not blame others for non-completion.
9. Regular analyzing tests should be arranged in each subject. The record of these tests should be maintained by faculties.
10. All the faculties are expected to participate actively in the co-curricular activities of the college and maintain proper discipline and respect to the guests/higher authorities of the institution on all occasions.
11. All class in charge and subject lecturers should have complete knowledge regarding studies, class performance and behavior of each student of their class. Subject lecturer should be able to give proper information to class in charge in the form of remarks.



12. No lecturer is allowed to sit in the examination room except those who are in the examination department.
13. **You will observe secrecy of all affairs of the institute as may come to your knowledge while discharging your duties.**
14. During the tenure of your employment with us, you will not be entitled to serve anywhere else where full time or part time. You will also not be permitted to carry on any private tuition/other business activity during the tenure of your service with the Institute.
15. Avoid personal visitors during office/working hours except in an emergency. Please instruct all friends to restrict their calls during working hours
16. **Kill the mobile during class, seminars office, meeting etc. It should be kept on silent mode in college campus.**
17. **Sign the attendance register as soon as you enter the college and sign when you leave.**
18. Speak to the point and briefly when interaction with top authority.
19. Be co-operative, ever smiling and polite to visitors.
20. Be co-operative and work together for the final completion of task. Do not delegate work or consider it to be beneath your dignity.
21. Staff members will follow professional dress code to maintain the corporate culture in the college premises. Staff members must be dressed neatly, smartly. (No Kurta, Pyjama/Jeans/T-Shirts)
22. Maintain your dignity and be respectful to your seniors (those in the chair or due to age) your peers and the students.
23. No Paan, Supari, Tobacco or Smoking in the Campus.
24. **You have to supervise and manage MOS and Tally classes & assist board of studies to develop the study material.**
25. Your security deposit equal to one month of salary will be kept by the institution by making half months pay deduction, in 2 installments from first 2 month's salary. In case you quit your present job from the institution the security will be refunded to you on the completion of your appointment or minimum 6 months from the date joining.

#### **Specific Job Description for Teaching Staff**

1. Timing 10:00 A.M. to 05:00 P.M. subject to change.



2. **Attend assembly everyday** in the morning.
3. To take classes of related subjects assigned to you in any course.
4. Take personality Enhancement Classes for the students.
5. To workout **monthly lecture plans** and other education related work informed to you from time to time.
6. Your service shall be liable to be used in any branch of the Institute depending on the exigencies of the services and requirements.
7. You have to take classes through **audio visual aids** whenever required.
8. There will be three internal examinations for the students, co-operate fully in making the question papers and their evaluation.
9. To assist in administration work, co-curricular activities, institutional functions and other activities, like seminars, tours, counselling, etc.
11. Take part in faculty development programmes.
12. All female faculty members will work as local guardians from college side (this is in addition to the local guardian in Jaipur city) for hostel students (for 15 to 20 students) for their welfare, day-to-day educational progress, psychological problems, guidance & counselling.
13. You will perform any other suitable duties given by senior authorities in the college from time to time.

• **Code of Conduct :**

The college management is providing a **CODE OF CONDUCT** for lecturers and other members of the staff for the smooth running of the college. Every adverse action / non compliance of guidelines as well as code of conduct will be conveyed in writing and it will be entered in the service record of teaching/ non-teaching staff.

This code of conduct has been prepared to cover the following areas of work. It may be extended as and when required.

1. Acts of indiscipline and insubordination. .
2. Absence from college without leave application.
3. Leaving station without prior information.
4. Coming late to college/ negligence of duties.

5. Giving private tuition without prior permission of the Director Academics.
6. Imparting corporal punishment to students.
7. Smoking or chewing tobacco during duty hours.
8. Not checking of the answer sheets of examination properly, leaving mistakes or total or leaving any answer without checking.
9. Exposing the results of any examination to students or parents / indulging in malpractices connected with exams or college activities.
10. Refusing for the duty of College/ University Examination, Theory and Practical.
11. Not covering the syllabus assigned to them at the proper time.
12. Using abusive language with students or any members of the staff.
13. Not able to maintain proper discipline in the class.
14. Not keeping proper rapport with other members of the staff and management.
15. Working in any other institution / office as a part time worker.
16. For absenting themselves during the duty hours without obtaining written permission from the authorities.
17. Not attending to the duties assigned to them without any valid and justified reason.
18. For indulging in activities which tarnish the image of the institution such a misrepresenting the facts to the public.
19. Protesting against the lawful order of the management which does not affect anyone individually.
20. Disrespectful behavior, rumor mongering and character assassination.
21. Making false accusations or assault either provoked or otherwise.
22. Embezzlement of funds or fraud of any type.
23. Mutilation / destruction of college record and property.
24. Carrying on monetary transactions with students and parents.
25. Taking active part in work place politics.
26. Non compliance of above instructions and other rules and regulations of the college.

All the staff members/ faculties are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth to their care. The lecturer shall attend to his/ her duties with care and commitment, be punctual in attendance and dutiful in respect of class room/work place and also for any other work connected with the duties assigned to him/ her by the higher authorities of the institution.

I Agree to accept the job on the terms & conditions stated herein above.

Date.:

(Signature of the Candidate)

- **Policies relating to Incentives, Benefits, Rewards and Recognitions**

Biyani Girls B.Ed. College provides incentives to teachers who receive state, national and international recognition and awards. We believe in each day motivating appreciating and felicitating the faculty members.

The following are the monthly annually and ongoing incentives list for the employees and faculty members:

- I. Any faculty member who has performed exceptionally well bringing awards and accolades shall be given the title of “Star of the month”. Cash, Certificate and Trophy shall be given to the recipient.
- II. Faculty members shall be judged throughout their working academic year and annually during the annual function the faculty with the best performance shall be given the “Faculty of the year” award. Cash reward as well a trophy shall be presented to the recipient.
- III. Research supervisors selected by the university who have created the most supportive, stimulating and inspirational research environment for doctoral students shall be given an increment during appraisal.
- IV. A faculty member who has shown exceptional performance during the academic year shall be given preference in the student and faculty exchange program with the various universities in Japan. A sponsored trip for pursuing higher research shall also be given to such a faculty member.
- V. Faculty members shall be sent to attend seminars conferences and workshops of good reputation which are organized at national or international levels. Duty leave will be granted as well as to and fro travel allowance shall be given.

- VI. Through our pursuit of excellence in teaching and research, we strive to produce the highest quality intellectual, educational and learning experiences through innovation and creativity. The faculty members shall go to attend internships and refresher programs which promote their growth and intellectual development. Travelling allowance shall be given for official travel to the staff if required.
- VII. A faculty member who has demonstrated enthusiasm for the role and has gone the extra mile to help students navigate through difficulties, academic or otherwise shall be given excellent appraisal benefits and cash incentives also.

### 2.3 STAFF RECRUITMENT/APPRAISAL SHEET

Name _____	Post Applied for _____	PHOTO
Mobile No. _____	Subject interested in _____	
Address _____	Date of Interview: _____	
<b>A. TO BE FILLED BY CANDIDATE.</b>		

Date of Birth				
Educational Qualification				
Computer Literacy				
Experience				
Marital Status				
Competency in Extra Curricular Activities (If any)				
Current / Previous Job (Enclose experience & Salary certificate if any)	Organization	Year	Timing	Salary
Expected Salary				

#### **B. FOR OFFICE USE ONLY.**

Reference				
Interview Panel	Name :	1.	2.	3.
	Rating (out of 10):			
Demo's Result				
Confidence Level/ Enthusiasm (out of 10)				

<b>Communication Ability / Attitude (out of 10)</b>		
<b>Technical Knowledge (out of 10)</b>		
<b>Overall Rating by Director ( out of 10)</b>		
<b>Date of Joining</b>	<b>Offered Salary</b>	<b>Timing</b>

Interviewer

Director



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## 3.DUTIES OF VARIOUS OFFICIALS

### 3.1 DUTIES OF DIRECTOR (ACADEMIC).

1. Formulation of academic & non-academic plans & programmes and assigning responsibilities for their effective execution.
2. Planning marketing strategies.
3. Media Management.
4. Appointment of faculty members & non-teaching staff.
5. Conduct interviews of the students at the time of admission.
6. To maintain and develop IT department including website development.
7. To approve industrial tours and academic tours as and when required.
8. Look after matters relating to affiliation /recognition for different courses.
9. To resolve group conflicts among staff and students.
10. To oversee publicity matters and educational advertisements.

### 3.2 DUTIES OF ADMINISTRATOR

1. To look after the technical/non-technical infrastructure and various recurring needs of different departments.
2. To keep record of staff (teaching – non-teaching) attendance, salary and leaves.
3. To supervise all the essential services including electricity, water supply transportation, security, telephone etc.
4. To supervise the maintenance of garden and ensure effective functioning of Non-teaching staff and Group 'D'.
5. To ensure the regularity / attendance in classes of students (taking the help of principal/vice-principal) and timely arrival of students.



6. To ensure timely fees deposits and recovery if any.

### 3.3 DUTIES OF PRINCIPAL

1. Entire responsibility for conducting and organizing classes.
2. To take classes of related subjects assigned in any course.
3. To look after administrative work, co-curricular activities, college functions, and other college related activities like seminars, tours, counselling etc.
4. To give course completion progress every month to the management.
5. To work out yearly, term wise, as well as monthly lecture plans and other education related work of all the staff.
6. To look after examination work as centre superintendent and ensure smooth and fair conduct of examinations.
7. To look after Faculty Development Programme.

### 3.4 DUTIES OF HODs

- Ensure compliance of BGBC Calendar.
- Ensure availability of Attendance Register & that attendance is marked daily.
- Letter to parents of perpetual absent students.
- Work out Time Table for each class.
- Allocate faculty for taking different Theory & Practical Classes.
- Ensure that classes are held regularly and **no class goes vacant**.
- **Arrange for substitute** classes in case of absence of a faculty member and report the principal within an hour.
- Ask the faculty members to prepare “**Lesson Plan**”.
- Ensure that Course is **completed as per scheduled plan**.
- **Get feed back** of students about classes.
- Organize seminars, conferences and paper presentations.
- Assess workload and apprise the management / principal about any shortage of teaching staff.

- Supervise the proper functioning of labs.
- Ensure that there is maximum **harmony and cooperation** among the faculty members.
- Take suitable action for faculty development.
- Timely holding of Internal Exams – Theory & Practical.
- Ensure that prizes are awarded to deserving students.
- Oversee wearing of uniform & I-cards by students.
- Maintain & submit CR report of every staff member at the end of session in a prescribed form.

### 3.5 DUTIES OF FACULTY MEMBERS

#### Code of conduct for staff

1. Staff should be punctual and self-disciplined.
2. All staff members must give prior intimation of leave to the management/ principal. Pre sanction of leave must be taken (except in case of an emergency).
3. Do not pass the buck (responsibility) from one to the other. Ensure completion of work and do not blame others for non-completion.
4. Avoid personal visitors during office/working hours except in an emergency.
5. Please instruct all friends to restrict their calls during working hours.
6. Keep the mobile switched off during class, seminars, office meetings etc.
7. Mobile should be kept on silent mode in college campus.
8. Keep a positive attitude in all things and all times.
9. Sign the attendance register as soon as you enter the college and when you leave.
10. Speak to the point and briefly when interacting with authorities/ parents/ guardians.
11. Be co-operative, ever smiling and polite to visitors.
12. Be co-operative and work together for the completion of a given task. Do not delegate work or consider it to be below your dignity.
13. Staff members should follow professional dress code to maintain corporate culture in the college premises. Male staff members must be dressed neatly and smartly. (No Kurta, Pyjama/Jeans/T-Shirts).

14. Maintain your dignity and be respectful to your seniors (those in the chair or due to age) peers and the students.
15. Chewing, Paan, Supari, Tobacco or Smoking in the Campus is prohibited.

### **Specific Job Description for Teaching Staff**

1. Timing 10: 00 A.M. to 05:00 P.M. (subject to change).
2. Attend assembly everyday in the morning.
3. To take classes of related subjects assigned to you in any course.
4. To Workout monthly lecture plans and perform other education related work assigned to you from time to time.
5. To prepare and finalize Subject wise study material. (Think Tank).
6. To prepare PowerPoint Presentation of each topic according to university syllabus.
7. To prepare at least 4 Articles, research report & papers for publishing in various journals and magazines. ‘
8. Take substitution classes as and when allotted to you.
9. Take classes through audio visual aids whenever required.
10. There will be three internal examinations for the students, co-operate fully in making the question papers 'and their evaluation.
11. To give course completion progress every month to the principal.
12. To assist in administration work, co-curricular activities, institutional functions and other activities, like seminars, tours, counseling, student admissions etc.
13. Take part in faculty development programmes.
14. To act as a mentor for 20 students. You will guide these students for better classified. Your performance will be evaluated on the basis of overall progress made by these 20 students, under your mentorship.
15. Liaison with companies and HR managers for summer training and final placement of students
16. You will perform any other suitable duties given by senior authorities in the college from time to time.

### **3.6 DUTIES OF ACADEMIC CLERK**

- ❖ Keep record of all admissions

- ❖ Ensure that all original / photocopies of documents of students are deposited in time and files of each students are properly maintained.
- ❖ Continuous follow-up with students to submit pending documents if any.
- ❖ Preparing a consolidated statement of students –
  - Class wise
  - Category wise (Gen/SC/ST/OBC/PH/K.V.)
  - Percentage of marks secured in 12<sup>th</sup>
- ❖ Getting the exam forms filled up
- ❖ Scrutiny of forms to ensure that each column is duly filled.
- ❖ Ensuring that exam forms are filled up on time and submitted to the University along with necessary documents.
- ❖ Submit Information to the University of Rajasthan, Directorate of College Education, and Education Department in prescribed formats.
- ❖ Issuing TC to students & maintain a record thereof.

### **3.7 DUTIES OF CONVENERS OF VARIOUS COMMITTEES**

- Conduct monthly meeting & take decisions about activities
- Maintain a register & note down Minute of Meetings
- Monthly report about activities performed to the Principal / Management.
- Organize activities.
- Help in PEP activities.

### **3.8 DUTIES OF FACULTY INCHARGE OF CLASSES**

- Keep a record of names with phone no. & address of students.
- Identify weak students and monitor their progress.
- Discuss with subject teachers and identify the names of irregular students and inform their parents / guardians.
- Ensure students attendance in PEP classes.
- Help in filling up Examination Forms.

- Get regular feed back up of students about their level of satisfaction with subject teachers and other facilities provided to them.
- Redressal of grievances (if any).
- Ensure participation of students in college activities.
- Prepare a list of students who are good in games/ music dance / debate or any other activity.

### **3.9 DUTIES OF CLASS REPRESENTATIVES**

- Ensure discipline the class.
- Report to the Faculty Incharge about:
  - i. Cases of indiscipline in the class.
  - ii. Any problem of the students.
  - iii. Classes not engaged.
- Act as a link between:
  - i. Students & Faculty Incharge
  - ii. Students & Principal / Management
- Pass on information / notices to the students by Principal / Management.
- Ensure participation of students in college activities.

### **3.10 DUTIES OF ACCOUNTANT & DETAILS OF WORK IN ACCOUN SECTION**

- 1 Be co-operative, ever smiling and polite to visitors.
- 2 Be punctual & regular.
- 3 Prior intimation & pre-sanction of leave must be taken.
- 4 Keep a positive attitude in all the things and at all times.
- 5 To maintain the corporate culture, all members must be dressed neatly & smartly.
- 6 Try to impress people by your actions, so that a good message goes to the society.
- 7 Coordinating efficiently between management & parents regarding fees issues.

- 8 Maintaining all college & hostel files of the students.
- 9 Entry in Computer regarding accounts related Work.
- 10 Cash Receipt / Payment.
- 11 Maintain Cash Register.
- 12 Maintain Cheque Register.
- 13 Documentation of files & forms.
- 14 Issuing & Receiving Prospectus forms.
- 15 Maintain Vouchers.
- 16 Handle all types of enquiries.
- 17 Maintain Challan Register.
- 18 Maintain Stock Register.
- 19 Maintain Bank A / c.
- 20 Issuing Cheques.
- 21 Issue T.C. forms.
- 22 Maintain Dress Record.
- 23 Maintain Bus Record.
- 24 Maintain Income Tax Record.
- 25 Receiving bills.
- 26 Bank Reconciliation.
- 27 Maintain Telephone & Electricity Bills files.
- 28 Maintain Admission forms.
- 29 Replying all the e-mail queries about fees & other monetary transactions.
- 30 Follow-up of pending payment & receipt.



### 3.11 DUTIES OF FRONT OFFICEINCHARGE CUM-RECEPTIONIST

1. In charge of front office-cum-reception.
2. Meeting visitors and answering queries and directing them to various college authorities if required.
3. Dealing with parents / students problems handling and calming ruffed tempers.
4. Maintenance of notice boards in front lobby, as well as the whole college.
5. Operation of Plasma TV during college hours.
6. Communicating with outside authorities and college authorities.
7. Liaise with back office coordinator for coordination of college activities.
8. Perform other duties given by senior officials.
9. In the absence of cash clerk, perform the essential duties of cash clerk.
10. Maintenance of hostel record, students record Smart Card record & college records.
11. Issue gate pass to the students.
12. Handling telephone queries, transferring calls etc.
13. Co-ordination work.

### 2.12 DUTIES OF HOUSE KEEPERS

#### **(A) Supervisor:**

- i) To ensure that the office staff comes in clean and tidy uniform.
- ii) To ensure timely arrival of cleaning staff.
- iii) To oversee proper working of staff doing their duties in their allotted areas.
- iv) Ensure adequate supply of cleaning stock and items required by staff for proper cleanliness by housekeeping personnel.
- v) Ensure availability of clean and hygienic drinking water.
- vi) To look after and ensure that the college belongings furniture & other items –are kept in proper places.

- vii) Arranging for alternative duties in case of absence of an employee.
- viii) To check lights and fans and to switch them off when not required.
- iv) To get all the classrooms, offices doors and windows locked in the evening and opened in the morning.
- x) Look after proper maintenance of college vehicles timely servicing etc and to maintain the log book

#### **(B) Assistant**

- i) Dusting of offices & cleaning room furniture.
- ii) Ensure availability of chalk & dusters in the classroom.
- iii) Give Tea to the staff in the morning 10.25 – 10.30 and evening by 4:30 pm.
- iv) Offer drinking water to the visitors.
- v) To check that the toilets are properly cleaned by the sweepers.
- vi) Cleaning & dusting class rooms/furniture as per the duties allotted.
- vii) Perform any other task given by the supervisor/senior officers.
- viii) Remain active and alert at all times.
- ix) Always remain polite and smiling when working.

#### **(C) Gardener**

- i) Maintenance of college garden/lawn/plants.
- ii) Maintain /water all the water pots in the garden, office and building.

#### **(D) SafaiKarmchhari**

- i) Cleaning of toilets, urinals/dustbin.
- ii) Keeping naphthalene balls in urinals / dustbin/ soaps in wash basin.

### **3.13 DUTIES OF SWEEPERS' SUPERVISOR**

1. To ensure timely arrival of cleaning staff and in uniform.
2. They must carry their I-Card while working in the campus and should submit them

back after the duty.

3. To supervise proper working of staff doing their duties in their allotted areas.
4. Ensure adequate supply of cleaning stock and items required by staff for proper cleanliness.
5. To look after and ensure that the college belongings furniture & other items -are kept in proper places after cleaning.
6. Arranging for alternative duties in case of absence of an employee.
7. To check lights and fans and to switch them off when not required.
8. To appoint female staff for hostel cleaning. ~
9. To ensure college grounds remain clean all the time.
10. Cleaning of toilets, urinals/dustbin.
11. Keeping Naphthalene Balls in urinals / dustbin / soaps in wash basin.
12. Use of mobile not allowed during working hours.
13. No Paan, Supari, Tobacco or Smoking in the campus.
14. Reporting of every days' work to the administrator.

### **3.14 DUTIES OF PEONS**

1. Be punctual and self-disciplined at all the times.
2. Pre sanction of leave must be taken.
3. To operate Plasma TV and College presentations.
4. To operate & maintain Fax machine and Photostat machine.
5. Basic knowledge of computers.
6. Taking care of Air Conditioners, Coolers Fish Aquarium & Electricity of Administrative & Faculty Block.
7. Proper dusting of Director's Room, Administrative and Faculty Block and of classroom furniture as per the duties allotted.
8. To serve tea & snacks.

9. To wish everyone sitting in reception hall and asking them for any help. Must offer drinking water to all the visitors.
10. To be polite, active and alert while working.
11. To supervise girls running around the reception area.
12. Proper placement of all important keys & locks.
13. Closing and opening of all the classrooms and faculty blocks on time.
14. Ensure availability of chalk & dusters in the classroom.
15. To see that the lights & fans remain switched off when not in use.
16. Taking care of personal hygiene - clean shaved, in uniform, proper hair-cut, cut & cleaned nails etc.
17. Daily arrangement of important & required things in Director's Room.
18. Co-ordination with the service staff, guards, helpers & drivers of the organization.
19. Perform any other task given by the higher authorities.
20. Personal visitors are not allowed during working hours except in an emergency.
21. Mobile should be kept on silent mode in college campus.
22. No Paan, Supari, Tobacco or Smoking in the campus.

### **3.17 ROLES & RESPONSIBILITIES OF COMMITTEES**

#### **Counseling & Admission**

- Be conversant with all the Terms & Conditions of admission.
- Be conversant with counseling Test.

#### **Event Management**

- Put your planning together and take briefing from Director (Acad.)
- Obtain copy of instructions/ guidelines on organizing an event.
- Nominate various committees & assign responsibilities.
- Organize the programme as per Time Plan worked out.

**Cultural Programme**

- Prepare items for cultural events including Music & Dance / Classical /Semi-classical / Folk/ Western.
- Organize Competitions.
- Send students for Inter-college competitions.

**Quiz**

- Organize class wise quiz competition.
- Prepare a team of college to participate in Inter-College Competitions.
- Organize Inter College Quiz Competition.

**Debate**

- Organize class wise debate competition.
- Prepare a team of college to participate in Inter-College Competitions.
- Organize Inter College debate Competition.

**Games &s Sports**

- Identify & prepare list of competent students for various sports activities.
- Send college team for participation in competitions.
- Organize games & sports activities in the college.
- Arrange for yoga classes especially for hostellers.

**Students' Discipline**

- Ensure that students come in uniform.
- Ensure that students don't bring mobile (sudden inspection from time to time)
- Ensure that students maintain decorum in the college campus.
- Propose/ take disciplinary action against those who violate the college norms
- Prepare a 'Code of Conduct' & display in each class room.

**Students Advisory Board**

- Guide students for career opportunities
- Help in resolving their personal problems affecting their studies.

### **Placement.**

- Prepare project proposals & submit to various organizations for funds.
- Identify Organizations / Institutions for summer training of students.
- Prepare a list of Organizations / Institutions for placement of students.
- Organize campus interviews for placement of students.

### **Grievances**

- Identify some common problems / grievances of students.
- Take steps for redressal of grievances

### **Public Relations**

- Press & Publicity Work
- Invite media /press people for coverage of programmes
- Send 'Press Note' of college events for publication.
- Arrange press conference whenever needed.

### **Anti Ragging Cell**

- Ensure that no ragging takes place in the college campus.
- Those found involved in ragging to be suitably punished.
- Attend to grievances of fresher students.

### **Scholarship**

- Prepare a list of organizations (Govt. / NGO) who give scholarships.
- Invite applications for merit & need scholarship from students.
- Get the scholarship forms properly filled up & ensure their timely submission.



**Website Operation**

- Ensure that the college website is regularly updated and all the essential information is given on the website.

**FDP**

- To ensure that at least one faculty development programme is organized every month.
- Prepare a list of Effective Trainers / Person who can be invited for FDP.

**Microsoft & Tally**

- Ensure that every student of the college gets Microsoft Certificate.
- Train the faculty members / students for Microsoft Certification.

**House Keeping - To ensure that**

- The college campus remains clean.
- The toilets are properly cleaned every day.
- The college garden is properly maintained.
- Suggest measures for 'face uplifting' of the campus.

**External Exams:**

- Often examinations are conducted in the college on Sunday / other holidays by external agencies.
- The faculty members are required to give invigilation duties which is to be considered as part of their responsibilities.

**Internal Exam**

Make all necessary arrangements for conducting Internal Exams/ Pre-University exams.

- Preparation of Time Table
- Duties of Invigilators
- Notices to students
- Ensure sufficient no. of exam copies

- Timely declaration of results.

### 3.18 RESPONSIBILITIES OF THE TRAINING & PLACEMENT OFFICER

1. **Faculty in subject of specialization** at BGC& therefore abide by the code of conduct of a faculty
2. Share responsibility regarding miscellaneous activities at BGC in the capacity of one the faculty members.
3. Prepare **comprehensive study material** (Think Tank) for subject papers as nominated by the HOD
4. Preparing MOUs for training & placement & ensure smooth conduct of training. etc.
5. **Training & preparing students for placements.**
6. To ensure feedback of the training sessions.
7. **Short list companies for Summer Internship** and nominate students
8. Monitor summer Internship training of students. Guidelines are filed separately
9. To prepare placement calendar for the year.
10. To ensure timely preparation of placement brochure & its delivery to all concerned
11. Ensure timely submission of filled in placement forms.
12. To ensure weekly report to the Director (Acad)
13. Pass on notices/ circulars regarding the placements
14. To arrange for guest faculty from various educational institutions.
15. To get 100% placements for interested students.
16. To plan, coordinate & conduct educational visits/ Tours.
17. **Miscellaneous Responsibilities**
  - Secretary of the Advisory Council Meeting.
  - To co-ordinate Alumni Day Celebrations.
18. Marketing for new courses.
19. Preparation of material for the placement section on the website

## 4. Hostel & Mess

### 4.1 DUTIES OF WARDEN

1. To curb students' misbehaviour.
2. To look after their health problems and ensure medical aid as & when required.
3. To keep a check on their activities
4. To maintain attendance register of Hostellers.
5. To handover duties well before time to the acting warden when going on leave.
6. To keep a record of the property of the college provided to the hostellers.
7. To curb the misuse of hostel belongings and misbehaviour of the students.
8. To monitor mess menu, mess hygiene.
9. To oversee hostel cleanliness, and co-ordinate and keep record of problems complaints regarding electricity / plumbing etc.
10. To maintain a sick record / complaints records.
11. To monitor telephone communication of students.
12. In short to act as a surrogate mother and disciplinarian.

### 4.2 MESS RULES

#### Mess Schedule

8:00 – 8:30 A.M.	:	Breakfast
09:00 – 12:40 P.M.	:	Regular Classes
12:50 – 1:20 P.M.	:	Lunch
1:20 – 3:00 P.M.	:	Regular Classes
4:30 – 5:30 P.M.	:	Evening Tea
6:00 – 7:00 P.M.	:	Gymnasium
8:00 – 9:00 P.M.	:	Dinner

1. Discipline should be maintained in the mess.
2. Wear a proper /decent dress before moving to the mess for any of the meals.
3. Food should not be wasted else you will be charged Rs. 50 as fine.
4. No food will be served before and after the timings aforementioned.
5. You are not allowed to bring the food downstairs without the permission of the warden during any of the meals.
6. If any student is sick and some special food is required, the warden needs to be intimated and her permission should be sought.

#### **4.3 HOSTEL RULES**

1. Application form for hostel admission may be sent alongwith the admission form.
2. A student will be admitted in hostel only after getting regular admission in a class.
3. Final admission will be only given after medical examination by the Medical Officer and after depositing proper fee and approval of Chief Warden thereafter.
4. The Director reserves the right to refuse admission to the hostel without any reason whatsoever.
5. It is mandatory to follow the instructions of the warden, Chief warden, Principal, Administrator and Directors regarding monitoring the discipline otherwise it may cause termination from the hostel.
6. All the students should attend classes as well as practical regularly. Absence from classes without prior permission may cause cancellation of admission from hostel except in case of illness.
7. It is the collective as well as the individual responsibility of the students to keep the hostel premises clean and healthy.
8. Students should not create any inconvenience to the other students of the hostel.
9. No student should tempt any other student to breach any of these rules.
10. Students must remain inside their rooms after the silence bell.
11. Cooking is not allowed inside the room.
12. Wearing dresses like night suit, nightgown or dressing gown etc. is not allowed in the Cafeteria, mess or outside the hostel.
13. Electric stove kettle, emersion rod etc. are not permitted in the hostel. Such equipments if found in the hostel room will be seized and will not be returned at all.

14. Transistor, Radio, Tape recorder etc. may be used in the room subject to the no objection by other students. If it is found inconvenient it may be taken away and will be returned only at the time of leaving the hostel.
15. Use of jewelry and Cosmetics is prohibited. Students should not keep excess cash in their rooms. It should be kept in Bank account.
16. All the correspondence by the students should be through the hostel.
17. Visiting staff quarters as well as guesthouse is prohibited to students without prior permission from hostel warden.
18. Breach of rules & regulations will cause termination from hostel and the decision of the Director will be final in this regard which will be acceptable to the guardian as well as to the student.
19. Negligence of code of conduct will not be tolerated.
20. No ward is allowed to move out without a gate pass signed by the warden.
21. Take care of your belongings on your own.
22. Non-vegetarian food is not allowed within the campus.
23. Students are allowed to go to their local guardians place on Sunday only.
24. If the ward has to go to their L.G's place they should inform the warden on Saturday and application should reach her by 12:00 Noon signed by local guardian.
25. An application should also be submitted on behalf of the student on Saturday night itself if she is going for an outing on Sunday and will be missing any meals.
26. No conveyance facilities will be provided to the students going for an outing with their guardian /parent.
27. The timings of outing will be from 3:00 to 6:30 P.M. on Wednesday and Saturday & on Sunday it will be for 3 ½ hours anytime between 10AM and 6:30 P.M.
28. Time schedule for hostellers

6:30 – 7:30 A.M.	:	Physical Education (exercises, yoga & gym)
8:00 – 8:30 A.M.	:	Breakfast
09:00 – 12:40 P.M.	:	Regular Classes
12:50 – 1:20 P.M.	:	Lunch
1:20 – 3:00 P.M.	:	Regular Classes
4:30 – 5:30 P.M.	:	Evening Tea
6:00 – 7:00 P.M.	:	Gymnasium
8:00 – 9:00 P.M.	:	Dinner





*Biryani's*  
Group of Colleges

## HOSTEL RULES

1. **All the hostellers should co-operate each other, abide by the rules and regulations of the hostel and make every effort to maintain the decorum of the hostel.**
2. **Mobile is not permitted in the hostel. If found, it will be confiscated and the student will be fined Rs. 1000/- and disciplinary action will be taken.**
3. Hostellers are required to take care their valuables and deposit cash at cash counter only. **Otherwise they will sole responsible.**
4. **Switch off the cooler, fans & lights before leaving the room.**
5. Hostellers are not allowed to spread mattresses on floor.
6. Do not put colours or hang paintings on the walls and furniture of the room.
7. **All the four room-mates will be jointly responsible for any damage in the room.**
8. All the hostellers should take their meal, breakfast, lunch & dinner in the hostel mess. Nobody is allowed to bring the meal and utensils in her room.
9. Students should maintain silence in the mess and eat quietly. Avoid wearing tight and sleeveless dresses while going in the mess. We cautious in your dressing sense while going in the mess.
10. Electric irons are not permitted in the hostel room.
11. Keep the FM Radio at a low volume so that the other hostellers are not disturbed.
12. Beauty parlour services will be available on every Sunday. Nobody will be allowed to go out of the hostel for this purpose.
13. Outing will be arranged on Sundays. There will be no outing during the weekdays. Students can go out for the shopping to nearest shopping malls  
(a) Reliance Fresh; (b) Vishal Mega Mart; (c) National Handloom
14. Hostellers will not to be allowed to take any outsider to her room without a prior permission.
15. All the hostellers should be in their respective rooms after 10 pm.
16. Hostellers are not allowed to stand for a long time on the terrace. If they want to stay back on the terrace, put the mats or chairs and sit-down.
17. Nobody should study in the class rooms after the college timings. Please use your own rooms to study your lessons.
18. Movie screening will be twice in a month from 2 to 5 pm on the second and fourth Sunday.
19. Please write your suggestions in suggestion book. Please contact hostel warden in case of any problem in hostel facilities.
20. **Hostellers are not permitted to stay in their rooms during the college hours and functions. They have to take prior permission for this from hostel warden.**
21. **Hostel seniors are expected to help new students of the hostel. In the same way new students are expected to respect the seniors and other staff members.**
22. **Do not criticise other students/staff members in the hostel to make the harmonious environment in the hostel.**

Date : 06-07-08

By order of Director





*Biryani's*  
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## हॉस्टल के नियम

1. सभी हॉस्टलर्स एक-दूसरे के प्रति सहयोग व अपनत्व की भावना रखें एवं होस्टल के नियमों का पालन करें। हॉस्टल की मर्यादा एवं गरिमा को बनाये रखने में सहयोग करें। हॉस्टल वार्डन व अन्य स्टॉफ सदस्यों को सम्मान दें, हॉस्टल को परिवार समझे एवं उसका वातावरण बेहतर बनाने में सहयोग दें।
2. हॉस्टल में मोबाइल रखना सख्त मना है, यदि किसी कमरे से पाया गया तो जब्त कर लिया जाएगा एवं जुर्माने के तौर पर न्यूनतम राशि रुपये 1000/- हर्जाना एवं अनुशासनात्मक कार्यवाही की जायेगी।
3. सभी हॉस्टलर्स अपने मूल्यवान सामान का स्वयं ध्यान रखें एवं नकद रुपये को केश काउन्टर पर जमा करायें।
4. कमरे से बाहर जाते समय अपने कूलर, पंखें एवं लाइट्स बन्द करके जायें।
5. बेड से नीचे जमीन पर मैट्रेस न बिछायें।
6. फर्नीचर एवं दीवारों पर कलर या पेन्टिंग्स न बनायें।
7. रूम में कोई भी सामान टूटने पर या नुकसान होने पर रूम की चारों लड़कियां समान रूप से जिम्मेदार होंगी।
8. सभी हॉस्टलर्स ब्रेकफास्ट, लंच व डीनर मैस में ही करेंगे एवं हॉस्टल रूम में खाना व मैस के बर्तन लाना मना है।
9. मैस में शांति से बैठकर भोजन करें, शोर न मचायें। मैस में जाते समय ड्रेस का विशेष ध्यान रखें। कटस्लीव्स और टाइट फिटिंग कपड़े नहीं पहनें।
10. हॉस्टल में प्रेस रखना मना है।
11. एफ.एम. धीरे चलायें व इस बात का पूरा-पूरा ध्यान रखे कि अन्य विद्यार्थियों को परेशानी न हो।
12. ब्यूटीशियन प्रत्येक रविवार को कॉलेज में ही अवलेबल रहेगी। इसके लिए हॉस्टल से बाहर किसी को भी नहीं भेजा जायेगा।
13. आउटिंग रविवार को होगी। हफ्ते के बीच में कोई भी आउटिंग नहीं होगी। खरीददारी के लिए निम्न निकटतम शॉपिंग मॉल्स पर ही जा सकेंगे:  
(क) रिलायन्स फ्रेश (ख) विशाल मेगामार्ट (ग) नेशनल हैण्डलूम
14. हॉस्टलर्स बिना आज्ञा के किसी भी डे स्कालर को अपने रूम में न लेकर जायें।
15. रात्रि 10 बजे के बाद सभी हॉस्टलर्स अपने-अपने रूम में ही होने चाहिए।
16. हॉस्टलर्स टैरेस पर ज्यादा समय खड़े न रहे। यदि टैरेस पर रुकने की इच्छा हो तो छत/टैरेस बीच में चेयर्स लगा कर या कुछ बिछा कर बैठ जायें।
17. स्टडी अपने रूम में करनी है। क्लास रूम में कोई स्टडी नहीं करेगा।
18. पिक्चर महीने में दो बार द्वितीय एवं चौथे रविवार को दोपहर 2 से 5 बजे के बीच में दिखायी जायेगी।
19. हॉस्टल सुविधाओं में परेशानी होने पर वार्डन के पास उपलब्ध सुझाव पुस्तिका (Suggestion Book) में प्रविष्टि करें।
20. क्लास-टाइमिंग्स तथा किसी भी कॉलेज फॅक्शन्स के समय में किसी भी छात्रा का हॉस्टल में रहना वर्जित है किसी भी अपरिहार्य कारण के लिए हॉस्टल वार्डन से लिखित अनुमति आवश्यक है।
21. हॉस्टल सिनियर्स से अपेक्षा है कि वे कॉलेज की नवीन छात्राओं की हर संभव मदद करें। साथ ही सभी जुनियर भी अपनी वरिष्ठ छात्राओं/स्टॉफ सदस्यों को पूरा सम्मान दें।
22. सभी हॉस्टलर्स से अपेक्षा की जाती है कि ना तो किसी सहपाठी/स्टॉफ सदस्यों की निंदा करें ना ही सुनें। निश्चय ही इससे हॉस्टल का वातावरण सहज बनेगा।

Date : 06-07-08

आज्ञा से निदेशक

## 5. LIBRARY

### 5.1 Duties of Librarian

#### 1. Librarian should work as per following “Five laws”

- i) Books are for use.
- ii) Every reader has his/her books.
- iii) Every book has its reader.
- iv) Save the time of the reader.
- v) Library is a growing organization

#### 2. Classification of books in the library will be as follows:

- i) For books 1 lac and above colon system.
- ii) For books 1 lac accession system.
- iii) Librarian should check all the bills of new books and maintain a register recording cost and date of purchase.
- iv) Keep all bills in order and safe.
- v) Keep all books in proper section for easy accessibility.
- vi) Librarian will ensure proper record of damaged books levy fine (cost of book) and proper binding & repairing.
- vii) Librarian shall be responsible for order and safe keeping of the books and furniture in the library.
- viii) Librarian should enter books in the accession register and keep catalogues in order.
- ix) Librarian should strictly follow the rules regarding issue of books to the students.
- x) Librarian will have some power, in suitable cases, to excuse a borrower from payment of penalty for the late return of the books.

- xi) Librarian may close the library for a few days for maintenance, if required and prior notice for the same shall be put up on the library notice board (well in advance)
- xii) Librarian is responsible for the cleanliness, decorum and order in the library.

## 5.2 LIBRARY RULES

### Timings: 9.00 AM –6.00 PM

1. Gossiping / Talking is not allowed in the library.
2. Maintaining the dignity and decorum of the library is mandatory.
3. Books will be issued to students for 7 days at a time. Books in maximum demand may be issued for a shorter period at the discretion of the librarian.
4. Fine of Rs. 1/- per day shall be charged for late return of books.
5. Reference books will not be issued.
6. Students may sit in the library to make notes and read magazines, reference books or additional textbooks.
7. Books and bags are not allowed in the library –They must be left outside the library
8. Students can bring one note book and pen for making notes, if required
9. Sitting in groups in the library is not allowed
10. Cell phones should be kept switched off.
11. Books must be handled with care. Any mutilation, and tearing of pages will be liable for disciplinary action and suitable fine.
12. Students have to replace a book lost by them/Pay cost of the book as per present rates.
13. Newspapers, Magazines will not be issued to students
14. Books are not to be taken out of the library without proper issuing.
15. Newspapers / Magazines should be replaced back after reading in the rack Properly.
16. Panmasala/ Gutkha / Cigarettes are not allowed in the library
17. Eating or drinking is prohibited in the library

18. Mutual respect and harmony is to be maintained among students.
19. Any dispute in the library should be brought to the notice of the librarian/ principal immediately.

### **5.3 LIBRARY RULES PLACED ON OUT SIDE NOTICE BOARD OF LIBRARY**

(Timing 9:00 A.M. to 6:00 P.M.)

1. Books will be issued to students for seven days at a time. Books in maximum demand will be issued for a shorter period at the discretion of the librarian.
2. Fine of Rs. 1/- per day shall be charged for late return of books.
3. Reference books will not be issued.
4. Books and bags are not allowed in the library. They must be left outside the library.
5. Students have to replace a book lost by them/pay cost of the book as per present rates.

### **5.4 RULES AND REGULATIONS OF BOOK BANK**

1. Each student will be issued a book bank card immediately after the submission of requisite money.
2. After the final examinations, books should be returned within 7 days to the book bank with book bank charges will be 25% of book price. Otherwise late fee Rs. 2/- per book will be charged strictly.
3. It is student's responsibility to maintain issued books in good condition. Otherwise full cost will be recovered from the student.
4. For dog-erring the pages of a book, marking with ink or pencil and tearing pages full cost of the book will be charged.

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## 6. LABORATORIES

### 6.1 RULES FOR COMPUTER LAB

1. Remove your Footwear outside the door and place it neatly in the shelf Outside.
2. Please maintain discipline in the lab.
3. Don't use Internet without permission.
4. No food/drink in allowed in the lab.
5. Please take the precautions necessary for the right use of the computers.
6. Keep the lab clean.
7. Don't play games on the computer
8. Don't Chat while working in the lab
9. When leaving, please shut down the Computer properly.

### 6.2 RULES FOR CHEMISTRY LAB

1. Always keep the burner at a distance from organic solvents.
2. Do not touch your eyes, ears or put fingers in your mouth while working with different Chemicals.
3. Do not smell a reagent bottle.
4. Always wear a lab coat before entering the lab.
5. Always wash your hands before and after entering the lab.

### 6.3 RULES FOR BIOLOGY LAB

1. Always wear a lab coat or apron before entering the laboratory.
2. Before and after each lab period clean your workbench with a disinfectant like Lysol or Phenol or 90% ethanol.
3. Keep your lab bench clean of every thing (e.g. Bags, Books, Papers, etc) except your lab equipments and notebook.
4. Always wash your hands with soap before and after the work.

5. Do not eat or drink while working in the lab.

## 7. SPORTS & GYMNASIUM

### 7.1 SPORTS AND GYMNASIUM

Physical education plays an important role in the development of a Student's personality. Biyani Girls B.Ed.College offers various games and sports facility to students like Volley Ball, Badminton, Soccer and Indoor games like Chess and Carom etc.

Also realizing how important is good health and fitness a full-fledged Gymnasium has been provided in the campus. The campus regularly holds various games and sports competition for the students.

### 7.2 RULES FOR GYM

1. Maintain Silence.
2. Please wear tracksuit or GYM dress when in GYM.
3. Do not eat or drink in the GYM.
4. Don't use any electronic equipment without permission.
5. Put your bags in proper manner inside the GYM.



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## **FDP (FACULTY DEVELOPMENT PROGRAMMES)**

- ❖ Faculty Development Programmes are organized in the college and every faculty member is required to attend the programme.
- ❖ There shall be one faculty member made incharge of FDP who shall be responsible for
  - Organizing atleast one FDP every month
  - I Maintain a record of FDP's organized the subject covered - a brief note- the speaker - feed back by faculty members.
- ❖ The staff members shall also be deputed. to attend FDP's organized by other organizations and the person so deputed shall attend the programme positively and submit a report about the content & utility of the FDP attended.

## **MOS (MICROSOFT OFFICE SPECIALIST)**

All the faculty members are required to take Microsoft Certification Programme (in PPT) for which training shall be provided in the college free of cost.

The faculty members must strive for development of their skills in teaching through PPT and 2-3 lectures every month must be through PPT.



## 10. RULES REGARDING OUT PASS

1. An application should be given to the Principal / Vice-principal / Administrator
2. If reason is sound then only permission will be granted.
3. If suspected, phone call to parents should be made for confirmation.
4. Out pass given to students shall be signed either by Principal /Vice Principal / Administrator or Director (Academic).

11.



Know about Auditorium, Conference Hall and Presentation Hall



### Highlights

- Seating Capacity of 300 persons
- Air Conditioned Hall
- LCD Projector Available
- Interior Decoration is quite rich
- Control Room and Stage Attached with Green Room
- Screen Size is quite large
- Colorful lighting
- Interconnected to all Halls

### Highlights

- Seating Capacity of 100 persons
- Round Table conference Hall
- Air Conditioned
- LCD Projector Available
- Interconnected to all Halls



### Highlights

- LCD Projector Available
- Seating capacity of 150 persons
- Facility of Buffers & Speakers.
- Interconnected to All Halls



### Location Map



Approx Distance from BGC in KM  
Jaipur Railway Station 6 km  
Central Bus Stand 5 km  
Airport 17 km



Sector 3, Vidhyadhar Nagar, Jaipur-302023, Rajasthan (INDIA)  
Tel. : 0141-2338371, 2336226, 2338591-95 • Fax : 0141-2338007  
Mobile : 9351127400, 9314927400  
E-mail : info@biyanicolleges.org; acad@biyanicolleges.org  
www.biyanicolleges.org; www.bisma.in

**FORM Price RS. 20/-**

Application form for Private Party in the Auditorium of

**BIYANI SHIKSHAN SAMITI**

Sector-3, Vidhyadhar Nagar, Jaipur-302023 (Rajasthan)  
Phone : 0141-2338371, 2338591-95, Fax : 0141-2338007  
E-mail : info@biyanicolleges.org; acad@biyanicolleges.org

1. Name of Applicant \_\_\_\_\_
2. Status / Institution \_\_\_\_\_
3. Address of Applicant \_\_\_\_\_  
\_\_\_\_\_ Tel No. \_\_\_\_\_
4. Description of the party \_\_\_\_\_
5. Date of Party \_\_\_\_\_
6. Time of the party from \_\_\_\_\_ to \_\_\_\_\_
7. Approximate no of persons attending \_\_\_\_\_
8. Amount deposited Rs. \_\_\_\_\_ through local Cheque/Cash/Draft and no. of Cheque / Draft \_\_\_\_\_ dt. \_\_\_\_\_
9. I will follow rules and regulations of Biyani Shikshan Samiti, Vidhyadhar Nagar, Jaipur as given with this form. If there is any damage to the college property. I may be fortified and I shall pay additional amount if required.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature of Applicant

Name \_\_\_\_\_

Checked by

Approved by

Administrator

Secretary  
Biyani Shikshan Samiti

**12. Format of Certificate of Excellence****Biyani Girls B.Ed.College****CERTIFICATE OF EXCELLENCE**

It is certified that  
\_\_\_\_\_ of \_\_\_\_\_ class/course  
\_\_\_\_\_ has been adjusted best in \_\_\_\_\_ for quarter ending  
\_\_\_\_\_ and awarded this certificate of excellence.

Date :

Place: Jaipur

(Director Acad.)

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**1. Academics**

(Based on an University & Internal Exams)

- a) Percentage scored
- b) Rank in class /university

**2. Sports-**

- a) Level college / state/ national
- b) Position attained

**3. Extracurricular activities**

- a) Level
- b) Activity
- c) Achievement

**4. Attendance, Discipline & additional responsibilities**

- a) Attendance percentage -
- b) Number of adverse Card issued
- c) Additional responsibilities held



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## SECURITY STRATEGY

### 13. COLLEGE/ HOSTEL SECURITIES

1. Security & safety arrangements for Hostellers and Day scholars.
2. All modern and hi-tech facilities for a comfortable stay with adequate high security system.
3. Hostel/ college building is surrounded with high boundary wall with its sharp iron fences.
4. Round the clock well trained security guards on duty.
5. One main entry point that goes by the front desk.
6. Visitors/ local guardians have to show their ID proof; similar to one that is kept in our soft - hard records at the time of admission.
7. Visitors are not allowed to go in Hostel Rooms.
8. Night-vision Cameras are installed throughout the campus with non-stop recording to keep an eye and monitor each n' every activity and to keep the footage in our records.
9. Phones are installed in all hostel rooms, in case of any emergency, for immediate information to pass on.
10. Hi-tech lifts are installed with all security equipments.
11. There is an emergency siren alert facility, to assemble all the hands.
12. Fire extinguishers are placed on all floors.
13. To avoid traffic hassles and risks we provide our own conveyance to the hostellers for any outgoing activity e.g. shopping, medical-aid, training, exams, pick-up & drop facility from railway/bus station & airport as going-coming back from hometown.
14. Every day in the morning nursing staff visits hostel for general medical check-up. Medical-aid round the clock available in campus.
15. To visit their local guardians or to go out of station they have to get parent's consent by fax one day in advance.
16. No hosteller is allowed to move out without a GATEPASS signed by the authorities.



17. Written and approved record of their outgoing activities is kept officially.
18. Any type of outing is only allowed with the presence of Wardens.
19. Daily requirements of small comforts like Gymnasium, Temple, Movie Auditorium, and Television, Newspapers, Cafeteria, well equipped Internet Labs, Updated digital e-Library, parlor facilities and laundry are available within the campus.



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15.

**ORDER**

Date: \_\_\_\_\_

To ensure proper & timely communication between management and staff/students, it has been decided to improve existing system of notice boards and maintaining files for such notices and for that, following guidelines are issued.

1. All the departments will have two notice boards to be placed at appropriate place in the department. One would be for staff and other would be for students.
2. These notice boards would be with lock and key system and one faculty/office staff would be responsible for their up keep.
3. In charge person would timely remove old notices and place new notices. A copy of all such notices need to be filed in a separate file meant for this purpose this file to be maintained by incharge and shall be periodically seen by Principal/HOD.
4. Notices to be placed would be drafted by Principal/HOD and shall be issued under joint signatures with Director Academic.
5. Notices of non-academic matters would be issued by Administrator.
6. A copy of all notices issued would be placed in “Guard File” which would be with Administrator. All Principals/HOD’s would ensure sending a copy of notice to Administrator.
7. These notices should also be placed on the relevant websites of department.
8. The font size of title/subject would be \_\_\_\_\_and matter in font\_\_\_\_\_.
9. All Principals/HOD’s are requested to initiate action and bring in the notice of undersigned and problems in introducing this new system.

Copy for necessary action to-

1. Principal /HOD’s
2. Administrator
3. Chairman/Director Academic

## 16. STAFF PROFILE

### Printing & Publicity Incharge

---

#### Job Description

- Designing
- Vendors
- Bills
- Documentation
- Others

#### Roles & Responsibilities

- Formation & completion of graphic Designing work
- Dealing, Liaisoning with vendors
- Checking & clearance of Vendors bills
- Formation, filing, drafting all papers related with inspection
- As per instructions given by Directors

### Asst. Graphic Designer

---

#### Job Description

- Letter Drafting
- ID card
- Correspondence
- Graphic
- Others

#### Roles & Responsibilities

- Drafting letters, invitations, certificates, Biyani Times etc
- Issuing Id cards of staff & students
- Writing & Replying official mails
- Assisting Graphic designer for smooth functioning of his work
- As per instructions given by Directors

## **Senior Web Developer**

---

### **Job Description**

- Website
- Updation

### **Roles & Responsibilities**

- Domain & hosting of websites
- Creation, Updating, Implementation of our official websites
- Managing all data base

## **SEO Coordinator & Web Developer**

---

### **Job Description**

- Blogs
- Videos
- Events

### **Roles & Responsibilities**

- Keeping check on website for ranking & visits
- Updating & evaluation of FB ,twitter & other sites
- Updating & Developing Blogs
- Uploading various videos for upgradation
- Updating cultural events schedule, photos & videos on official websites



## **Assistant HR**

---

### **Job Description**

- LEAVES/OFFS
- Uniforms
- Timings
- Vouchers
- Documentation

### **Roles & Responsibilities**

- Marking leaves of Teaching & Non-teaching staff
- Assisting Uniform Incharge in distributing uniforms
- Tally registers with gate registers for reporting timings of Staff members
- Making cash paid vouchers
- Keepings, filing all the records related with HR

## **Back Office Incharge**

---

### **Job Description**

- Discipline
- Correspondence
- College activities
- Cell phones
- Report

### **Roles & Responsibilities**

- Maintain Decorum at reception Area
- Checking& sending post to the concern person.



- Coordinating Cultural events
- Checking mobile phones of students
- Giving morning report regarding attendance of students to Director sir

## **FOI-I**

---

### **Job Description**

- Reception
- Attendance
- Application
- Documentation

### **Roles & Responsibilities**

- Taking care of reception area/Attending calls & visitors
- Collecting Attendance of students from classes
- Maintaining & keeping Leave applications records
- Completing filing

## **Computer Operator (GURU KPO)**

---

### **Job Description**

- Uploading
- Typing
- Administration work

### **Roles & Responsibilities**

- Think tank uploading
- All typing related with Think tank
- Intervals Paper Typing, Letter Drafting