J.V.M.G.R.R College, Charkhi Dadri

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

Principal
J.V.M.G.R.R. College
Charkhi Dadri

Phone: 01250-220076
Email: jvmgrrcollege@rediffmail.com
Website: jvmgrr.org

JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE
(Affiliated to Ch.Bansi Lal University, Bhiwani)
(NAAC Accredited B Grade with 2.78 CGPA)
Ram Krishan Gupta Marg, CHARKHI DADRI (Haryana)

DETAILS OF SUPPORTING DOCUMENTS

Sr. No.	Particulars
1.	Organogram
2.	Institutional Perspective and Development Plan
3.	Policy Documents & Produce
4.	Appointment of Full-Time faculty (Temporary)
5.	CAS Proforma

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Organogram

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JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE CHARKHI DADRI

ORGANOGRAM

COLLEGE SOCIETY

Governing Body

OFFICE BEARERS

- *President*
- *Vice-President*
- *General Secretary*
- *Treasurer*

Principal

MEMBERS

- *Principal(Ex-officio Secretary)*
- *Nominated Members-11*
- *VC Nominee-01*
- *DHE Nominee-01*
- *Teaching Staff Representative-02*
- *Non-Teaching Staff Representative-01*

Advisory Committee

College Council

IQAC

Administrative Office

HODs

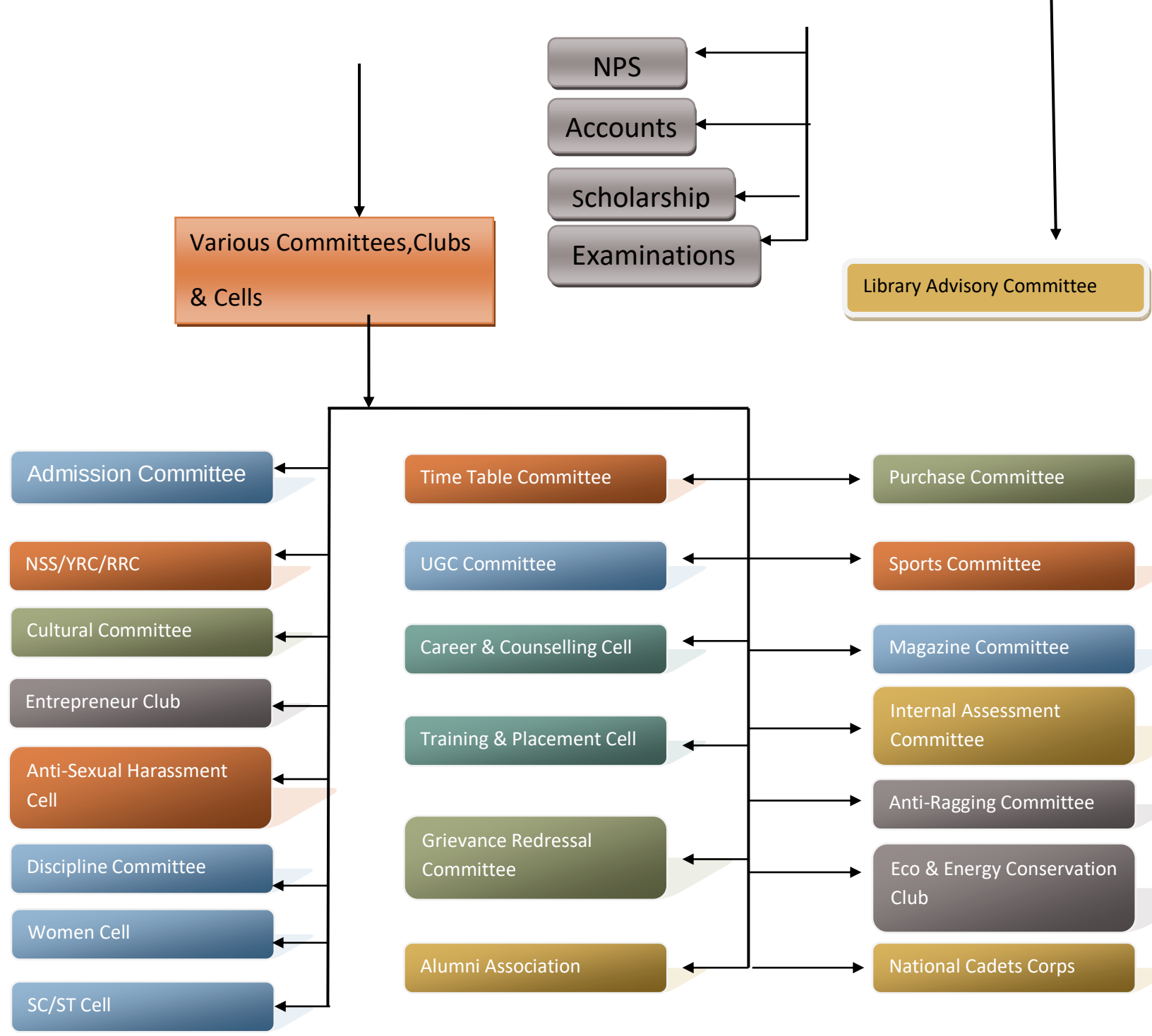
Faculties

Scholarship Committee

Deputy Superintendent

Bursar

Librarian


NPS
Accounts
scholarship
Examinations
Library Advisory Committee
Various Committees,Clubs & Cells
Admission Committee
Time Table Committee
Purchase Committee
NSS/YRC/RRC
UGC Committee
Sports Committee
Cultural Committee
Career & Counselling Cell
Magazine Committee
Entrepreneur Club
Training & Placement Cell
Internal Assessment Committee
Anti-Sexual Harassment Cell
Anti-Ragging Committee
Grievance Redressal Committee
Discipline Committee
Eco & Energy Conservation Club
Women Cell
Alumni Association
National Cadets Corps
SC/ST Cell

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Institutional Perspective and Development Plan

Principal
J.V.M.G.R.R. College
Charkhi Dadri

JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE

Affiliated To C.B.L.U, Bhiwani & NAAC Accredited B Grade with 2.78 CGPA

AISHE Code : C28067 College Code: CBLU-136

INSTITUTIONAL PRESPECTIVE & DEVELOPMENT PLAN

Principal
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Charkhi Dadri

CRITERIA-I-CURRICULARASPECTS-KEYINDICATORS

Sr.No.	Particulars	ActiontakenbytheInstitution	OutcomeAchieved
1.	Curriculum Planning and Implementation	1. The College, through the recommendation ofIQAC prepares the Academic Calendar and directs HODs/Faculties to prepare the following individual documents : • Department Academic Calendar • Lesson Plan • Programme Outcomes, Course outcome and programme specific outcome. • All these documents are duly displayed on notice boards and college website	The progress is monitored by the IQAC on semester basis. It ensures that all the specified guidelines are adhered rigorously.
		2. The IQAC guides/ mentorsall departments to plan the following activities at the beginning of the session. • Academic Activities • Examination/ Assignments • Cultural • Sports • ICT Workshop/Webinars	All academic planning for Workshops, seminars, Value added courses, FDP's etc. were organised by the departments, as planned. The plans of various cells, committees were conducted seamlessly without any budgetary constraints due to prior planning. Examination planning was demonstrated flawlessly. For Smooth conduct of examinations. The same was visible in upgraded ICT facilities in the campus. The college website getsregularly upgraded.

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Sr.No.	Particulars	ActiontakenbytheInstitution	OutcomeAchieved
2.	Academic Facility	The college aimed at providing the following: • Core Electives, Open Electives and Hobby Clubs • Flexibility to students in choosing courses. • Enriching curriculum by Value Added/ Certificate Courses etc. • Introduce Skill-based courses especially the Computer based, communication skills oriented and soft skills related to Personality Development.	Large number of Value Added Courses, Skill Enhancement courses, Workshops, Student participation in District/State/National level events in literary as well as artistic types both. The college promotes such participation and has an attractive prize policy for the participants.
3.	Curriculum Enrichment	• College promotes participative learning while following the POs, COs and PSOs. • The students are promoted to use ICT facilities for enhanced learning. • The students exhibit these acquired skills in various platforms offered like debates, Quizzes, Seminars and Communication skill based workshops. • Increased experiential learning through participative events, computer based skilling, field visits, projects, On Job Trainings etc. are appreciated by the students.	The college has sufficient computers in labs supported by high-speed internet facility. The classrooms have seen increased number of projectors for interactive learning. Team based events lead to participative and collaborative learning. The college has entered in to MoUs for imparting skills through OJTs to the students.
4.	FeedbackSystem	• The college has 360° feedback mechanism with stakeholder participation. • Feedback is accumulated, analysed &acted upon after reviewing it with management representatives.	Feedback from stakeholders has resulted in formulation of corrective strategies and student centricism.

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CRITERIA II - TEACHING LEARNING & EVALUATION

Sr.No.	Particulars	Action taken by the Institution	OutcomeAchieved
1.	Student Enrolment and Profile	• With the ongoing digitalization and technology upgradation, the college plans to go online for admissions. All the information regarding seat matrix, admission rules and reservation policy are strictly adhered. • To allow students to utilize their maximum potential by providing adequate academic, Hobby based, Sport and Cultural choices.	• Alladmission process getscarriedout in online mode under the DGHE, Haryana norms and there portal. The Information is displayed in the college also. • The college builds the requisite sports, IT and Cultural event based infrastructure. This has led to increased student participation in workshops, Seminars, VACs and skills based events. • The college has upgraded its auditorium and seminar hall to support the increased count of events.
2.	Catering to student diversity	• The college has separate lawns, common rooms to cater to large number of girl students. • Security and surveillance service for girls students. • Facilities for differently abled students.	• Facilities of Clean drinking water, CCTV surveillance, Sanitary pad vending machine and a dedicated canteen facility is appreciated especially by the girl students. • Separate unit for girl students in NSS and NCC.
3.	TeachingLearning Process	• Offer more modem teaching aids like projectors, Interactive flat panels etc. • Internet supported- Enhanced Audio-Visual teaching aids like Online tutorials. • Enhanced knowledge and information sharing through Whatsapp student groups.	• Covid-19 epidemic saw the college successfully prioritizing and resorting to distance-online teaching aids. • Simultaneously the college planned to build IT infrastructure.

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Sr.No.	Particulars	Action taken by the Institution	Outcome Achieved
4.	TeacherProfile and Quality	• To appoint full time faculties in accordance with theworkload. • To build & nurture a collaborative and facilitative learning environmentfor teaching and research. • The teachers are motivated to attend and participate in quality seminars/ conferences/ workshops and FDPs.	• Lacking the Government support on sanctioned teaching posts, the college appoints duly qualified full time faculties every session as per workload/ strength. • Teachers are promoted to pursue their research work and higher studies. • IQAC facilitates the above by suggesting FDPs, webinars and Computer Skilling based workshopsfor capacity building.
5.	EvaluationProcessand Reforms.	• Prioritizing and Planning the Academic and Activity Calendar for the academic year. • Factoring the Continuous Internal Evaluation (CIE) process with defined methods, scheduling and evaluation pedagogies. • The college regularly adheres to the University guidelines and follows the defined set of procedures for the end-semester exams.	• The CIE process has been a defined practice of focal importance to the college however, student centric modifications are continually introduced like their grievance redressal, escalation matrix and internal assessment criteria is followed in letter & spirit. • This scheduling not only helps execute the events in the planned way but also helps save resources through budgeting.
6.	StudentsPerformance and Learning Outcomes	• To make the students aware about programme outcome (PO), Programme Specific Outcome, (PSO) and Course outcome (CO).	• TheStudentsaremadeawareofthePO,PSO andCO by teachers in their respective classes anddisplayed on website and notice boards.
7.	StudentsSatisfaction Survey	• To collect feedback from students on academics, infrastructure library resource and other activities of the institution.	• Online Survey using Google forms. • This feedback is collated, deliberated and shared with the management for a proactive action

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CRITERIA III–RESEARCH INNOVATION AND EXTENSION

Sr.No.	Particulars	ActiontakenbytheInstitution	OutcomeAchieved
1.	Resource Mobilization for Research	Forming Research Development Committee for promoting research work in college :- a. To provide support to the faculty members. b. Granting financial help for organizing conference/ seminars/ webinars etc. c. Promote students and faculties write articles.	a) The initiatives to support research yielded academic interest depicted by increased count of research publications by the faculty members. b) It served as capacity building initiative as the faculty members shared the research insights with the students.
2.	Innovation Ecosystem	• To introduce new MOU's and Collaborations with various institutions and Industries. • To generate industry oriented exposureand training to the students for innovation ideas. • Initiating communityimpactprogrammes individually and in association with local bodies.	• The faculty members are better equipped to deliver real life case studies and cite examples. • The students are better able to collate the classroom teaching with industry integration in form of OJTs arising out of collaborations/ MoUs • The IPR and incubation centre promotes students work on commercial/ social start-ups
3.	Research Publications and Awards	• Publishing research papers in peer reviewed, refereed and UGC CARE listed journals. • To publish books and book chapters. • To promote the faculty to attend workshops, Training, Refresher/ Orientations Courses, FDP, Seminars, Conferences of National& International repute. • To promote organizing seminars/conferences/FDP at the college level.	• Faculty members published papers in Journal of National and International repute. • Faculty members are authors, editors and contributed many chapters in books published by National and International Publishers. • Faculty members attend FDPs, Workshops, Seminars on regular basis.

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4.	Extension Activities	• To organize extension activities for the exposure ofthe students • Induce a culture to societal well-being and contributing towards nation building. • To promote co-curricular and extracurricular activities in college like NSS/NCC/Road Safety Rallies, Environmental Awareness, Women Cell activities. • To organize more Blood Donation, Camps and other Social Activities etc.	• Students have gained hand-on experience through 'learning by doing'. • This has resulted in broadening their view-points on various prevalent issues like rile of education in societal empowerment, blood donation, Voter's awareness and enrollment, first aid and similar purposes through NSS, NCC and student committees.
5.	Collaborations	• ToSignMOU'sandcollaborationetc.	• As many as 28 MOUs have been signed all centered towards providing the students with experiential and collaborative learning.

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CRITERIA IV - INFRASTRUCTURE & LEARNING RESOURCES

Sr.No.	Particulars	ActiontakenbytheInstitution	OutcomeAchieved
1.	Physical Facilities Library as a learning Resources IT Infrastructure Maintenance of Campus Infrastructure	The college is continually putting efforts to strike a balance between the increased infrastructural requirements and constrained budgets . However, the experience depicted in budgeting, resource optimization and prioritization has enabled creation of infrastructure especially in the IT direction The library saw purchase of new books (offline) while simultaneously digitalizing it as e-resource centre. Procuring CCTVs, Projectors, IFPs, High speed Internet, audio visual devices etc besides upgrading the old physical building infrastructure.	• Smart Class rooms (IFP enabled) • Android Based Projectors • High Speed Internet. • Digitalization of the Library as 'e-resource centre'. • Solar Panel installation. • Infrastructural support at the sports complex. • Seminar Hall, ICT room and modernization of the auditorium. • Fully equipped Computer labs • Sanitary vending machines in Girls Common room.
2.	ICT Infrastructureand Facilities	Process Automation for fee collection,enrollmentand capturing enrollment data of the students. Equipping administrative offices with the purchasenewcomputers Increasing internet infrastructure Online classes duringCOVID-19 through zoom and Google meet. Upgrading and expanding new multipurpose computer lab. Interactive flat panels, Projectors and AV devices	• Increased efficiencies and error free administrative work operations. • Faster Query/ Grievance handling systems. • Enhanced flow of data/ information. • Interactive and facilitated learning imparted to the students. • Student upgrading themselves to the technological advancements.
Sr.No.	**Particulars**	**ActiontakenbytheInstitution**	**OutcomeAchieved**

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3.	Library as a Learning Resource	• Purchasing new books, reference books, for the college library. • Upgrading the Library as e-resource centre	• Interest generation of students and faculty members towards academic research and knowledge upgradation. • Students able to prepare for competitive examinations. • Access to international online databases • Qualitative built-up in faculty research work and interest development.

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CRITERIA V – STUDENT SUPPORT AND PROGRESSION

Sr. No.	Particulars	Action taken by the Institution	Outcome Achieved
1.	StudentSupport	• To organize Alumni meet every year. • To Increase the number of students during admission. (Enrollment rate) • To appraise more and more students on availing financial benefits like Scholarship, fee concession cash prizes etc. • To impart skill enhancement and capacity building for students w.e.f. 2023 onwards. • To develop more proactive, IT enabled methods to ensure discipline in the campus. • Student safety, hygiene, cleanliness and security to be focused upon.	• The College has a registered alumni association. The meetings of the association are organized regularly in the college. • More students are enrolling for skill based courses like VAC. • CCTV surveillance has enabled discipline in the campus. • Safe drinking water, toilets, sanitary napkin dispensers, dustbins have helped in making our campus 'clean and green'
2.	Students Progression	• To provide practical training and experiential learning to students. • To Guide the students for competitive exams. • To invite placement agencies and other agencies. • To promote students for project work, field visits, industrial visits. • To Guide students to appear in competitive exams like NET, GATE, UPSC etc.	• The Career guidance and placement cell of the college is quite active. • The Cell organizes pre placement trainings, lectures and programmes from time to time for helping the students in their placements and progression • The college library in progressively enriched with all kinds of competitive exam books to help the students. • The college has entered in anMoU with Skill Labs of Chandigarh to provide skills required in the banking and financial sector.

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Sr.No.	Particulars	ActiontakenbytheInstitution	Outcome Achieved
3.	Student Participation and activities.	• To start more various cells, societies in college like Fine Art Club, Community Computer etc. at National/International Level. • To promote more sports activities and motivate students participating in sports • To promote cultural activities in college and motivate students to participate in cultural events/competitions etc.	• University level Youth Festival, Cultural events like Stage a play, Nukkad Natak, dance and theatre programmes being organized. • Annual sports meet and participation in various sports at University, Inter-University level. • All these activities help the students in developing professional communication, leadership and personality development qualities to meet the challenges of life.
4.	Alumni Engagement	• To involve maximum Alumni in Development of the institution. • To invite funds from Alumni	• Regular alumni meet being organized. • The College has a strong alumni base in and outside the city. Though our Alumni association is yet to be registered, its funds are accounted separately. • The Alumni contribute financially also apart from giving valuable suggestions forthe improvement of the institution.

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CRITERIA VI – GOVERNANCE, LEADERSHIP & MANAGEMENT

Sr. No.	Particulars	Action taken by the Institution	Outcome Achieved
1.	InstitutionalVisionand Leadership. StrategyDevelopmentand Deployment Facultyempowerment strategies. Financialmanagementand resource mobilization. InternalQualityAssurance System Leadership	• The faculty positions were filled up by appointing full time teaching faculty as per the workload. • Seek funds from the Government/ RUSA for developing the campus with planned infrastructure. • To inculcate and develop more professional skills, IT skills and leadership qualities among the students. • To decentralize the various responsibilities for smooth functioning of the college among Dean, HOD's, Convener/Co-ordinators, Co-convener and members of various committees. • To offer more professional courses and develop dedicated infrastructure for this purpose. • Administrative and academic Process improvement from manual mode to IT supported role. • To make the faculty professionally competent provision of various FDPs	• The management society ensured student centricism and didn't waited anymore for the government decision. It took up the matter with full responsibility thereby filling up the vacant postsattheirownlevel. • The RUSA grant was duly applied for by the college and is being followed-up to be granted. • Various workshops, seminars, Value Added programmes have witnessed increased student enrollment and participation. • The college runs various skill based courses and also has a separate Self Finance Wing for such courses. B.Sc (Computer Science), B.Voc Medical Lab Technology, B.Sc. Actuarial Science, M.Voc Management (Banking & Finance) are few courses offered in the college. • For enhanced efficiencies and effectiveness, the use of computers is promotedfor administrative and academic work. The students have shown interest in interactive classroom sessions.

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CRITERIA VII – INSTITUTIONAL VALUES AND BEST PRACTICES

Sr. No.	Particulars	Action taken by the Institution	Outcome Achieved
1.	Institutional Values and Social responsibilities Best Practices Institutional Distinctiveness	• The institutions envisions imparting quality education and skills across various domains, empowering students to strive for excellence and contribute as conscientious citizens. • The College lays stress on community service and engages the students in a number of activities that provide a platform for them to inculcate skills as decision-making, leadership qualities and empathy towards the society. • NSS, NCC, Red Cross Club, Women Cell, Legal Literacy cell and Voter's club play an important role by organizing Blood Donation workshops, camps, seminars, panel discussions and cultural awareness to sensitize and spread awareness about gender equality, social and environmental issues. • The college has depicted a 'student centric Pedagogy and Participative Management and E-Governance and Digitalization Practice in the institution as best practices. • Distinctiveness lies in imparting Value and Indian Knowledge System Based Education(as per NEP 2020) alongwith a focus on Girl education.	• Besides, CBLU Bhiwani the college has affiliated with SVSU, Palwal for imparting skill based programs like B.Voc and M.Voc. The student enrollment is encouraging to start with. • The NSS and NCC wings alongwith Voter's club organize social activities, blood donation camps, cleanliness drives and voter's awareness campaigns every semester. While organizing such events the students build their capabilities of resource optimization. Budgeting, task allocation and prioritization. • They develop leadership skills besides improving on communication skills. Recognition gives them motivation to do more for the society. • The students remain inclined to social issues like gender and social inequality, right to education, mental and physical health, environment and sustainability concerns. • Organizing activities have made students owe their assigned roles and become leaders besides gaining practical knowledge.

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Policy Documents & Procedure

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AISHE Code : C28067 College Code: CBLU-136

Anti-Ragging Policy

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J.V.M.G.R.R. College
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1. DESCRIPTION

Ragging involves any act in the name of introduction or initiation, where students are brutally abused in many educational Colleges. Originated to probably to generate fellow-feelings and teamwork, it has become an evil. Teenagers entering those colleges (and now even in some schools) are physically, mentally and often sexually (heterosexually and homosexually) abused.

They are often subjected to tortures comparable to the sufferings of the victims of Nazi Holocausts... except the gas chambers! Deaths, including suicides, arehowever not uncommon.Ragging is prevalent in India and in some other countries (Pakistan, Sri Lanka, Malyasia etc.) A very large number of educational Colleges are affected thus. In fact, ragging hasmade its entry into junior schools.

Ragging has ruined countless of innocent lives, families, dreams and careers. Several Indian states have enacted legislations banning ragging. The Hon'ble Supreme Court of India has issued landmark judgements in 2001 and in 2009.Consequent to the later judgement, the University Grants Commission (UGC) issued elaborate guidelines in 2009, which was followed by other statutorybodies like the Medical Council of India (MCI), the All India Council for Technical Education (AICTE), the Dental Council of India (DCI), and the Nursing Council ofIndia etc.

2. DEFINITION OF RAGGING AS PER UGC REGULATIONS, 2009

"Ragging constitutes one or more of any of the following acts:

a) Any conduct by any student or students whether by words spoken or writtenor by an act which has the effect of teasing, treating or handling withrudeness a fresher or any other student;
b) Indulging in rowdy or undisciplined activities by any student or studentswhich causes or is likely to cause annoyance, hardship, physical orpsychologicalharm or to raise fear or apprehension thereof in any fresher or any other student;

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c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame,or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodilyharm or any other danger to health or person;
h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activelyor passively participating in the discomfiture to fresher or any other student;
i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure orshowing off power, authority or superiority by a student over any fresher or any other student

2.INTRODUCTION

We at JVMGRR College are committed to provide healthy, friendly andragging free environment to thefreshers and all students, in the College, to achieve academic and overall excellence in the field of Education

We are aware of the fact that prevention of ragging in the college is of great concern of allauthorities and law enforcing agencies. Regulations have been formed by various apex bodies ofhigher education in the country in order to root out ragging in all its form. In this context the HonourableSupreme Court in SPL No. 24295 of 2006 dt. 16.05.2007 and that dt. 8.05.2009 in CivilAppeal no. 887 of 2009, and in consideration of the determination of the

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Central Government andUniversity Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the followingRegulations, namely;

2. (A.) TITLE, COMMENCEMENT AND APPLICABILITY

1. These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging inHigher Educational Colleges, 2009".
2. They shall come into force from the date of their publication in the Official Gazette.
3. They shall apply to all the Colleges coming within the definition of an University under subsection (f) of section (2) of the University Grants Commission Act, I-956, and to all Collegesdeemed to be a university under Section 3 of the University Grants Commission Act, L956, to allother higher educational Colleges, or elements of such universities or Colleges, including itsdepartments, constituent units and all the premises, whether being academic, residential,playgrounds, canteen, or other such premises of such universities, deemed universities and highereducational Colleges, whether located within the campus or outside, and to all means oftransportation of students, whether public or private, accessed by students for the pursuit of studiesin such universities, deemed universities and higher educational Colleges.

3. OBJECTIVES

To prohibit any conduct by any student or students whether by words spoken or written or by an actwhich has the effect of teasing, treating or handling with rudeness a fresher or any other student, orindulging in rowdy or in-disciplined activities by any student or students which causes or is likely tocause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in anyfresher or any other student or asking any student to do any act which such student will not in theordinary course do and which has the effect of causing or generating a sense of shame, or tormentor embarrassment so as to adversely affect the physique or psyche of

such fresher or any otherstudent, with or without an intent to derive a sadistic pleasure or showing off power, authority orsuperiority by a student over any fresher or any other student; and thereby, to eliminate ragging inall its forms from universities, deemed universities and other higher educational Colleges in thecountry by prohibiting it under theseRegulations, preventing its occurrence and punishing thosewho indulge in ragging as provided for in these Regulations and the appropriate law in force.

4. ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

1. The College shall punish a student found guilty of ragging after following the procedureand in the manner prescribed herein-under:

a) The Anti-Ragging Committee of the College shall take an appropriate decision, in regard topunishment or otherwise, depending on the facts of each incident of ragging and nature and gravityof the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt establishedby the Anti-Ragging Squad, award, to those found guilty, one or more of the followingpunishments, namely;

i. Suspension from attending classes and academic privileges.
ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
iii. Debarring from appearing in any test/ examination or other evaluations.
iv. Withholding results.
v. Debarring from representing the institution in any regional, national or international meet,tournament, youth festival, etc.
vi. Cancellation of admission.
vii. Rustication from the institution for period ranging from one to four semesters.
viii. Expulsion from the institution and consequent debarring from admission to any otherinstitution for a specified period. Provided that where the persons committing or abetting the act ofragging are not identified, the institution shall resort to collective punishment.

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5. DUTIES OF THE RAGGING GRIEVANT

- The grievant should give a written complaint to the Anti-Ragging Squad/ Cell citing the instance, date, time and place of happening.
- The identity of the complainant and the alleged should be duly disclosed. The written complaint should be submitted in person to the Anti-Ragging Squad/Cell (ARC)
- The Confidentiality of the complainant must be maintained by ARC.

6. REDRESSAL OF RAGGING CASE

In Case of any ragging case reported.

- If the ragging instance is reported to be in occurrence, then the Anti-Ragging Squad/ Cell (ARC) members shall immediately arrange for securing the complainant and/or victim.
- The Victim should be taken for counseling.
- A written complaint shall be received from the complainant and/or victim describing the full details instance, date, time and place or occurrence.
- The complainant and/or victim's identity such as name, semester, section, contact number, e-mail id, parent's name, parent's contact shall be obtained.
- The complaint should be noted down in the Ragging Complaints Book with the concerned Authority.
- The Complaint should be filed with documents and should be submitted with committee members.
- The complaint shall be brought to the notice of the Principal.
- A meeting with the chairman shall be held to resolve the issue and the action should be decided upon.
- Anti-Ragging Squad/ Cell (ARC) should recommend the action against the alleged, if found guilty, to the Principal/ Head of the Institution.

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7. MEASURES TO BE TAKEN FOR CURBING RAGGING

- The Advertisement for Admissions will clearly mention:-"Ragging is totally banned in the Institute and anyone found guilty of ragging and/or abetting ragging will be appropriately punished."
- Admission Prospectus & Admission letters will also have full text of AntiRagging Regulations.
- Create awareness through wide spread publicity - posters, leaflets etc. among the students, parents and guardians before start of the academic session. The posters and banners etc will be displayed at-least 10 days before the start of the semester in all prominent places, Cafeterias and common activity areas and entry points.

8. AWARENESS MEASURES FOR RAGGING FREE CAMPUS AS SUGGESTED BY UGC :

- Every public declaration of intent by any institution in electronic, audio-visual, online, social media, print, website, admissionprospectus/ booklet or any other media should expressly mention that ragging is totally prohibited in the institution at the time of admission of students in any course.
- The brochure of admission/ instruction booklet or prospectus, whether in print or electronic format, shall prominently print these regulations in full. Institutions should display posters in all prominent locations showcasing the provisions of penal law applicable to incidents of ragging.
- Institutions can issue notices, update their websites with the nodal officer's complete details.
- Every fresher should be provided all the information to seek help and guidance from all authorities and agencies, and a calendar of events andactivities laid down by the institution to facilitate and complement the familiarization of freshers with the academic environment of the institution, on the college website.

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- Institutions should conduct joint sensitization and orientation programmes for both freshers and senior students, at the start of each academic session.
- Institutions should constitute Anti-Ragging Committee/Anti-Ragging Squad which will be responsible for spreading awareness and preventing the occurrence of ragging.
- Meeting of all staff, functionaries and agencies before the commencement of the academic session.
- Institutions should launch a publicity campaign against ragging before the commencement of the academic year
- After the commencement of the academic year, the batch of freshers should be divided into small groups and assigned to the mentors for difficulties and guidance.
- Random anonymous survey should be done among students about ragging, and it should be a regular practice in the institution.
- Random checking in the classrooms rooms by Anti-ragging squad.

Anti-Ragging Squad/Cell of the College

- Shall be notified with all nominated members approving it.
- It should be displayed at a prominent place in the premise.
- The same ARS/C shall be notified on the college website as well.

9. REVIEW AND REVISION

This policy will be reviewed periodically to ensure its effectiveness, relevance, and alignmentwith legal requirements. The college will engage relevant stakeholders, including studentand employee representative bodies, in the review process. Necessary revisions will be madeto address emerging issues, changes in legal requirements, or feedback from the college community.

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JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE

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AISHE Code : C28067 College Code: CBLU-136

DISABLED(दिव्यांगजन)

FRIENDLY POLICY

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DISABLED (दिव्यांगजन) FRIENDLY POLICY

(A Policy for Inclusion of People with Disabilities in Campus)

1. PREFACE

The JVMGRR College aims giving disabled people equal opportunities through its administration and grievance procedures. According to the 2016 Rights of Persons with Disabilities Act, the College ensures that discrimination against people who have physical and mental disability stands prohibited. For employees or students who are disabled the College aims to create a complete and inclusive learning environment and ensures that they are treated with the utmost respect. To ensure that the benefits of the programme, administration, and activities reach the differently abled individuals, all institution authorities are working to reach out and lend a helping hand. All academic and administrative employees and studentsare governed by these rules.

2. SCOPE

Promotion and inculcation of values of love, compassion, equality and justice througheliminating social exclusion and encouraging the students to be aware of the problems of thedisadvantaged sections of society.

Focusing on inclusion of people with disabilities by promoting the rights and dignity of eachindividual.

3. OBJECTIVES

The objective of the policy is to ensure that JVMGRR becomes a disabled-friendly institution thatis chosen by people with disabilities for its suitable infrastructure, facilities of support andsensitized atmosphere that can help them grow and achieve their dreams.

- To foster an inclusive culture to prevent exclusion of disabled students and staff from all areas of employment and education, as well as prejudice and exploitation of them.
- To ensure that all laws pertaining to people with disabilities are implemented
- To ensure the full involvement of people with disabilities and to give them equal development chances.

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- To resolve any issues in the College relating to disabilities.
- To identify significant complaints relating to any issue involving people with disabilities.
- To support disabled students and assisting them in finding suitable employment after their education.

4. POLICY

Inclusion and Anti-Discrimination

- Ensuring admission of students from all social milieus and their empowerment through intensive mentoring and counseling.
- Strict implementation of admission policies for people with disabilities in accordancewith the updated guidelines for admission of the UGC.
- Strive to accomplish the Implementation of UGC Guidelines for Scheme of Equal Opportunity Centre for Colleges.
- To create anatmosphere of equality with special privileges for the disabled students.
- Ensure the rostering of appointment of Teaching and Non-Teaching Staff for PwD category in the college.

Sensitization and Awareness

- A widely accepted system of awareness and sensitization programmes/ events for able-bodiedstaff and students to make the College a safe space for people with disabilities.
- Establishment of academic and cultural activities, training, short-term courses andworkshops specially designed to cater to the needs of students with disabilities.
- Training the College staff in disabled-friendly teaching practices within and outside theclassroom.
- Provision of counselling facilities for mental health needs of people with disabilities.

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5. INITIATIVES PLANNED UNDER THE POLICY:

- To provide Ramps and Toilets with easy access facilities.
- To provide counselling for the students with disabilities on the types of courses they can study at the higher education.
- Provision for enquiry and information.
- Providing supports like Human Assistance, reader, Scribe, Softcopies of reading material.
- To provide accessible textbooks and study material to all students with disabilities
- To ensure admission of as many differently abled students in various courses.
- To address all disability related issues in the institution.

6. MONITORING AND EVALUATION

The college will establish a monitoring and evaluation system to assess the effectivenessof this policy measures and make necessary adjustments. This includes:

- Regular monitoring of the policy and identifying areas of improvement.
- Observational and Feedback mechanism for complaints, grievances and reported incidences.
- Periodic reviews of the policy's implementation and identifying opportunities forimprovement.

By implementing this disabled friendlypolicy, the college aims to provide the differently abled with equated opportunities thereby creating ansocially conscious and help conscious community within its premises.

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e-Governance Policy

Principal
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Charkhi Dadri

1. Abbreviation

Sl. No.	Abbreviation	Description
1.	JVMGRR	Janta Vidya Mandir Ganpat Rai Rasiwasia College
2.	CA	Competent Authority
3.	IA	Implementing Agency
4.	LAN	Local Area Network
5.	GoI	Government of India
6.	IT	Information Technology
7.	ICT	Information and Communication Technology
8.	UGC	University Grants Commission
9.	MoE	Ministry of Education
10.	CDC	College Data Centre
11.	ISP	Internet Service Provider
12.	NKN	National Knowledge Network
13.	GIGW	Guidelines for Indian Government Websites
14.	CERT-IN	Indian Computer Emergency Response Team
15.	DRS	Disaster Recovery Site
16.	HVAC	Heating Ventilation and Air Conditioning
17.	UPS	Uninterruptible Power Supply
18.	SMS	Short Message Service
19.	PG	Payment Gateway
20.	CBLU	Chaudhary Bansi Lal University, Bhiwani
21.	SVSU	Shri Vishwakarma Skill University, Palwal

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2. Introduction

Information and Communication Technology (ICT) enabled technology can transform Governance by adoption of global best practices in Governance. In tune with thisJVMGRR college has a vision to provide its services to all the stake holders through good and effective e-Governance. JVMGRR college has implemented several of its services such as admissions, examinations, finance, library management etc. as per the e-Governance plan. It is envisioned that all the services of the college will be successfully implemented under e-Governance plan following National e-Governance Plan and Digital India flagship initiatives of Government of India. JVMGRR collegehas formulated the "IT Policy & Guidelines". This document supports the implementation of this policy by providing the best practices related to implementation and use of e–Governance services. Through e-Governance, college would ensure that all its services are delivered to and accessible by the teachers, students, staff and all other stakeholders efficiently, transparently and conveniently in a reliable manner. This policy is a step further towards promotion and implementation of e-Governance in would enable JVMGRRcollege.

3. Vision and Objectives

Based on Information Technology Act, 2000 of Government of India, it is mandated that public services are to be delivered electronically wherever and to the extent possible.

3.1. To provide all the services of the college through e-Governance modules thus enabling the users to access these services through desktop, laptop or mobile devices from anywhere and anytime at their own convenience.

3.2. This policy would enable JVMGRR College to function more efficiently and accomplish the visions of e-Governance.

3.3. By adopting and implementing e-Governance, JVMGRR college will promote transparency and accountability and eliminate red-tapism, redundancy and eliminate loss of time and energy leading to increased productivity.

3.4. To improve productivity and efficiency in delivery of services by the college.

3.5. To provide easy access and convenient access to information. The modules shall be strategically implemented by completely automating administrative workflow processes. This shall enhance effective data storage and retrieval at all levels as per hierarchal permissions.

3.6. Comprehensive implementation of electronic mode of communication among all departments/ sections or any other entity of the college and ultimately moving towards 'paperless office'.

3.7. This policy puts in place a framework for development and implementation of e-Governance systems and applications in the college. It will serve as an impetus to the college to promote proactive delivery of services to its stakeholders.

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4. Policy

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of ourfunctioning.

The policy is designed and framed to make each and every function transparentand accountable.

5. E-Governance Report

The college with the primary intent of enhancing the system of e-governance for the seamless and peripheral excess of invaluable data has resolved to putinto effect the in enriched usage of digital facility in the diverse areas of activities of thecollege. The E-Governance system at JVMGRR College covers the entire processor of theacademic activities from admission to graduation and post-graduation. It is built aroundrobust enterprise resource planning (ERP) which is planned to be implemented through a third party vendor. In order to provide simpler and efficient system of governance within the Institutions it isdecided to adopt and implement e-governance in maximum activities of our functioning.

The institution has already started with thee-governance in some aspects of functioning like admission process, library, administration, examination and accounts to some extent. The website of the institute has been revamped taking into account the new changes. Thewebsite acts as a mirror for the institute activities and information about all activities important notices etc. have been made available to the stakeholders. The ICT committeeundertakes the responsibility of the website administration and updation at theinstitutional level. Further, to achieve and create a paperless environment in the collegeand to take initiatives for making this campus green campus. The process of admission in the college for academic programs both UG and PG has become digitalized.

The downward flow of communication from the Principal to the employees is being transacted on the online basis via. the official WhatsApp group of the college and emails. In a similar fashion the communication between the teachers and the students concernedin matters related to academic pursuits through WhatsApp. Moreover, all the regularupdates related to payment of fees date sheet, examination and scholarships are alsoconveyed in the digital format. The process of bringing together a number of activitiesunder e-governance is quite sound and still going on. Communication with the universityand DGHE office is done through emails. Various information, notices and data

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exchangeamong the teaching and non-teaching staff is also done through e-governance thedepartment of finance and accounts. Most of the developmental activities in the college areplanned and executed by IQAC. The members of the IQAC are part of the major committees like College Advisory Committee, ICT Committee etc.

In the fast-paced realm of technological advancements, staying ahead of the curve is imperative forany educational institution aiming to provide students witha cutting edgelearning environment. JVMGRR College, Charkhi Dadri recognizing the paramount importance of Information Technology (IT) in contemporary education, has made a steadfast commitment to regularly updating its IT facilities.

High Speed Internet: Our proactive approach to technology integration is evident in its systematic and frequent updates to the wireless network, undergoes regular enhancementsto keep pace with the increasing demands of a digitally driven academic landscape. We have increased our internet bandwidth from 20 MBPS to 100 MBPS in the last five years.

The process of bringing together a number of activities under e-governanceis quite sound and evolving. Communication with the university and DGHE office isdone through e-mail. Various information, notices and data exchange among the teachingand non-teaching staff is on through e-governance. The accounts department keeps all its record in the electronic form in the computers. All the paymentsand receipt are receivedin the computer software. The salary, PF and loan etc. areprocessed and recorded electronically. The college accounts department has the facility to receivestudent feedirectlyin online mode as well. Application for admissions to various course are invitedonline on the college website. Students can view the prospectus, apply for admission and check their merit statusonline. Theycan also pay their fee online. A lot of information regarding students andtheir interest is also available on the college website. Their syllabus and lesson plans are alsoavailable there. The teachers have their own Whatsapp groups through which they keep in touch with their students. They are also free to make use of college e-mail for such communication. The college semester examinations are conducted by the concerned university. examination forms and the detail of the students are sent by thecollege to the university, inonline mode. The admit cards, date sheet, exam notice and results are all sent online by the university. The remuneration to be given to the teaching and non-teaching staff on duty is alsoprocessed online. The internal evaluation marks and practicalexamination marks are upload individually by the concerned teachers on the universityportal.

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6. Revisions

The college reserves the right to revise the terms of this Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the JVMGRR website and by continuing to use the college's IT Resources following any update, it is considered acceptance on the revised terms of this Policy.

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JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE

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ENERGY CONSERVATION POLICY

Principal
J.V.M.G.R.R. College
Charkhi Dadri

1. DESCRIPTION

The Environment and Energy usage Policy of JVMGRR College, Charkhi Dadri is to manage energy in such a systematic way so as to minimize its impact on theenvironment. The policy implies to explore the renewable energy resources to reduce theburden of the government and to find out substitute natural resources as solutions to theenergy crisis.

Energy conservation is the decision and practice of using less energy. Turning off the lights, while leaving offices and rooms, unplug appliances when they are not in use, promoting walking instead of driving are some ways for energy conservation. The two main reasons people conserve are to gain more control over their energy bill and reduce the demand on earth's natural resources. It is the moral responsibility of all citizens to use energy judiciously in everyday's life, ensure zero wastage and spread the awareness on the importance of Energy Conservation cell for a healthy environment and sustainable future. Energy Conservation Cell of our college aims to create awareness about the wise and judicious use of our energy andreducing the wastage of energy for a better future.

This environment and energy policy is binding for all the components of the institutionand applies to all its stakeholders and to the various activities undertaken by the institution. Itwill help us to embed efficiency and environmental awareness into our everyday activities,thus helping us to realize our responsibilities and commitment to conservation of naturalresources and to limit its usage. The Eco Club, an official platform devoted to the cause ofenvironmental awareness, to undertake green initiatives, and to conduct green literacyprogrammes to save energy and to protect the environment from the campus.

2. OBJECTIVES

a) To assess our energy usage and measure its impact on the environment.
b) To install photovoltaic solar panels for the generation of alternate energy.
c) To install LED bulbs in the complete campus to save energy.
d) To promote waste management mechanism.
e) To develop rain-water harvesting unit.
f) To undertake tree plantation drive.
g) To take additional measures to continuously improve our energy consumption.
h) To ensure the availability of necessary resources to achieve our objectives.

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i) To monitor and respond to emerging environmental and energy issues.

j) To strengthenour employees' and students' environmental knowledge and skills in order to improveour own environmental performance.

k) To offer opportunities for employees and students to engage in initiatives thosecontribute to environmental protection.

l) To train our employees and students through our Eco Club and to practice and volunteer 'go-green activities' and promote tree plantation each year.

This policy will be communicated to the students and employees via internal communicationchannels, and will be made available to all the stakeholders on the institutional website.

3. FUNCTIONS OF ENERGY CONSERVATION CELL

1. To promote energy conservation and efficiency in the college.
2. To develop and implement energy conservation strategies and initiatives.
3. To monitor and evaluate energy consumption and identify areas for improvement.
4. To provide advice and guidance on energy conservation and efficiency measures.
5. To develop and implement energy conservation education and awareness programs.
6. To coordinate and collaborate with other departments and organizations on energy conservation initiatives.

4. ACTION PLAN

1. Work towards conducting Green Audit in the campus .
2. Maintain the Energy needs of the campus with back-up power supply system for supplying uninterrupted energy demands.
3. Establishment of energy efficient utilization measures in the supply, demandsystems as part of energy management of the campus.
4. Replacement of the existing conventional lighting with cost-effective LED lights.
5. Monitor the electricity bills for the efficient utilization of solar power plant installed in the campus.
6. Room-wise master switches.
7. Well-designed building to maximize the use of natural light and ventilation.

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8. Installation of Solar panels on the roof top of the college building tominimize the use of non-renewable source of energy.
9. Use of energy efficient, star labelled equipment for various purposes.

The Institute shall continuously review and update the approved policy and iscommitted to its implementation.

7. REVIEW AND REVISION

This policy will be reviewed periodically to ensure its effectiveness, relevance, and alignmentwith legal requirements. The college will engage relevant stakeholders, including studentand employee representative bodies, in the review process.

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WATER CONSERVATION POLICY

Principal
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WATER CONSERVATION POLICY

1. Preface

Water conservation policy aim to sustainably manage fresh water, protect the hydrosphere, and meet current and future human demand. Water conservation makes it possible to avoid water scarcity. It covers all the policies, strategies and activities to reach these aims. Population, household size and growth and affluence all affect how much water is used.With less than 1% of the world's water being freshwater, we should aim to ensure that the availability of water for future generations where the withdrawal of freshwater from an ecosystem does not exceed its natural replacement rate.

There has been several policy measures initiated by the Government like:

National Water Policy 2002

This policy deals with water quality, water zoning, water conservation, and erosion. It also proposes rationalized water rates for surface and ground water, and the need for flood control and management plans. This policy gives due importance to the impact of projects on human settlements and environment. In the planning and operation of systems, water allocation priorities should be: Drinking water Irrigation Hydro-power Ecology Agro-industries and non-agricultural industries Navigation and other uses. The policy encourages recycling and treatment of industrial wastewater through regulations and subsidies and encourages introduction of new technologies which consume less water.

Atal BhujalYojana (ATAL JAL)

Launched in 2019 with the objective to improve the management of ground water resources including rainwater harvesting in water stressed areas through community participation in identified priority areas in 7 states viz. Gujarat, Haryana, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan and Uttar Pradesh.

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2. Introduction

The JVMGRR College provides access to the high quality education, cutting-edge research and development of new technologies in line with preparing successful citizens in various walks of life i.e. Physical Sciences, Basic & Applied Sciences, Management etc. with close proximity of the society. The College strives to its aimsto remain connected with environmental sustainability and inculcate habits in the students as they make decisions based on developed competencies (flexibility, adaptability and passion) keeping the environmental concerns at focus.

The college is keen to ensure the environmental safety and sustainability during each and every steps of the water conservation practices, which is being implemented with the help and active participation of stakeholders.

3. Scope and Objectives of the policy

3.1 Scope:

To deal with the current issue of water scarcity the ultimate solution for which is water conservation. To manage this, the college remains committed to take possible actions towards‘rain water harvesting’ and ‘sustainable water management’. The college has taken several initiatives and steps to conserve water such as rainwater harvesting, creation of trenches, maintenance of water distribution system and reduce wastage of water. It aims to build a ground water recharge system.

The primary goal of water conservation policy is to provide safe and clean water in wholecampus through implementing water efficient practices by stakeholders. Reducing water consumption and protecting water quality shall be the key objectives of this sustainable policy.

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3.2 Objectives:

1. To increase recharge of groundwater by a planned rain water harvesting unit.
2. To store the water for various activities (gardening & washing purpose) and ensure continuous water supply to all blocks (administrative and academic) of the college.
3. To take all possible steps to reduce wastage of water.
4. Maintenance of proper water distribution system to minimize the water wastage.
5. To aware the stakeholders for the conservation of water.

3.3 Policy Outcome:

With the help of this policy stakeholders will be aware about efficient use of water and minimizing the water wastage. This policy act as a guiding platform to create awareness about the cost effectiveness of water conservation projects among stakeholders. Various outreach programmes under the leadership of NSS and departments will be organized in order to promote the water conservation activities.

4. RESPONSIBILITIES

A. ***College Administration***

- The college administration will oversee the implementation and enforcement of thewater conservation policy.
- Monitor and manage water usage and conservation efforts.
- Provide necessary resources and support to facilitate water conservation initiatives.

B. ***Faculty and Staff***

- Faculty and staff members are responsible for exhibiting water-saving behaviors and encouraging students to do the same.
- Report any water leaks, faults, or wastage promptly to the management team.

C. ***Students***

- Students are expected to actively participate in water conservation efforts and adoptresponsible water usage practices.
- Promote awareness among peers about the importance of water conservation.

5. WATER CONSERVATION MEASURES

The College will implement the following measures to conserve water:

A. Maintenance and Infrastructure:

- Regularly inspect and repair plumbing fixtures, pipelines, and irrigation systems tominimize leaks and wastage.
- Install water-efficient fixtures.
- Utilize rainwater harvesting systems and greywater recycling where feasible.

B. Landscaping and Irrigation:

- Use native and drought-resistant plants for landscaping to reduce waterrequirements.
- Implement efficient irrigation systems and schedule watering during non-peak hours.
- Adjust irrigation schedules according to weather conditions and avoidoverwatering.

C. Awareness and Education:

- Conduct awareness campaigns, workshops, and seminars to educate the collegecommunity about water conservation practices.
- Display signage and posters reminding individuals to conserve water in commonareas and outdoor spaces.
- Incorporate water conservation topics into the curriculum where applicable.

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6. MONITORING AND EVALUATION

The college will establish a monitoring and evaluation system to assess the effectivenessof water conservation measures and make necessary adjustments. This includes:

- Regular monitoring of water consumption and identifying areas of high usage.
- Tracking water-related complaints, repairs, and maintenance activities.
- Periodic reviews of the policy's implementation and identifying opportunities forimprovement.

7. REVIEW AND UPDATES

This water conservation policy will be reviewed annually or as necessary to incorporate newtechnologies, best practices, and changing circumstances. Feedback from the collegecommunity will be considered during the review process.

By implementing this water conservation policy, the college aims to promote sustainablewater practices and create an environmentally conscious community within its premises.

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Gender Equity Policy

Principal
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Charkhi Dadri

1. DESCRIPTION

Gender Equity means providing equal opportunities to people of all genders inclusive of men,women, and gender diverse people in political, economic, education and health aspects. Gender equity refers to the measures adopted for ensuring fairness and justice to women andgender-diverse people acknowledging the discrimination one may have faced earlier. It is to beaccepted and recognized that men, women, and gender diverse people have different needs,weaknesses, and strengths, which does not make them inferior in any sense. Addressing thedifferences and taking care is the key to strike a balance.Genderequality is not only a fundamental human right, but also a necessary foundation for a peaceful,prosperous, and sustainable Institution. Through this policy, it is aimed to provide equalopportunity to all stakeholders' viz. academic staff, non-teaching staff, and administrative staffregardless of their genders.

The principle of gender equality is enshrined in the IndianConstitution in its Preamble, Fundamental Rights, Fundamental Duties and DirectivePrinciples. The Constitution not only grants equality to women, but also empowers the Stateto adopt measures of positive discrimination in favour of women. (https://wcd.nic.in/womendevelopment/national-policy-women-empowerment)

2.INTRODUCTION

JVMGRR College isdedicated to creating a working environment with highest degree of ethical and righteous working practices andhas always stood sensitive towards gender issues. In order to deal with issues related to gender, the institution has a Gender Policy in place. The College encourages the female members of the student body, faculty and staff to participate in all the activities related to the organisation. The college supports the efforts by ensuring a gender sensitive work culture to all the employees. The Gender policy is an integral part of all institutional policies and programmes. Gender equality and equity aims at ensuring both women and men including staff and students so that they are considered equal and treated equally in terms of dignity and rights. It aims to empower the girl students. The atmosphere in the college is such that there is not any kind of discrimination particularly based on sex.

The institute raises awareness regarding gender sensitization through its active Women cell, Grievance Redressal cell, anti-sexual harassment Cell, Beti Bachao Beti Padhao Committee etc. The Gender Equity Policy in the college provides a framework of principles and practices that will improve the opportunities to all the students regardless of whether they are males or females. It has been developed so that no students in the college campus are disadvantaged on the basis of gender.

3. POLICY STATEMENT

Every human being, inherently possess equal dignity and rights. JVMGRR College strives to affirm and uphold equal rights and opportunities for all genders as enshrined in theIndian Constitution.

4. OBJECTIVES

a) To build up a Gender-Sensitive and Gender equal work environment.
b) To provide equal opportunity to all the individuals belonging to diverse genderidentities working in our institute
c) To sensitize the college community against gender discrimination.
d) To encourage an atmosphere of respect and equality amongst all genders
e) To provide equal access to all the genders especially the female gender inparticipation and decision making process.
f) To ensure healthy and safe environment where every individual feels safe withtheir own identity, including students, teachers, non-teaching staff, and the community.

5. POLICY COVERAGE

The Gender Equity policy of JVMGRR College for students and employees applies to the following areas:

i. Working Environment
ii. Rules and Regulations

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iii. Admission Process
iv. Teaching, Learning & Assessment
v. Recruitment, Selection & Promotions
vi. Grievances
vii. Job Placement
viii. Professional Development
ix. Wages and Salaries
x. Utilization of Infrastructural Facilities
xi. Research and Consultancy

7. Strategies

- Recruiting adequate women staff and ensuring the balance, an objective of achieving a numerical balance in all posts at all levels.
- Ensuring equal opportunities for male and female staff for personal growth, in promotion benefits, training and working conditions.
- Ensuring equitable representation & participation of men & women in various functional committees of the institution.
- Providing an enabling and friendly work environment where both men and women enjoy and actively participate in work.
- Making all career advancement systems and policies gender-sensitive and responsive.
- Making Provisions for Maternity Leave Benefits for the employees and students
- Making all Human Resource systems and policies gender-sensitive and responsive, and integrating gender indicators into staff-performance appraisal systems.
- Organising lectures, health check-up camps, self -defence training camps for physical and mental wellbeing.
- Providing various facilities such as common room, reading room, cycle stand, sanitary napkin vending machine for girl students.
- Installation of CCTV, patrolling by Durga Shakti Police, posting of security personnel at entry and exit points for safety and security.

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Green Campus Policy

Principal
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Charkhi Dadri

1. INTRODUCTION

The rising human footprint and carbon footprint poses increasing challenge to theearth's natural environment in the present times. To alleviate the impact of humanactivities on the ecosystem, there is much effort that needs to be undertaken to alterhow humans interact with the earth and with one another. Inclusion of diverse and wide-ranging approaches to problem solving is necessary to usher meaningful change.

In such a context, our college, besides as centre of learning evolves as an agent of changeand catalyst for social and political action. We need to proactively engage with andrespond to climate change, sustainable development issues and associated risks andopportunities.

The Sustainable Development Goals of the United Nations include five goals that areconcerned about preservation of the natural environment. The college, in keeping with the SDGs of the United Nations envisages a cleanand green campus where environment-friendly and sustainable practices go hand inhand with a teaching- learning pedagogy that emphasizes on awareness towardsprotection and preservation of the environment-both on the campus and outside. The college's Green Campus policy offers an opportunity to undertake endeavours andtake the lead in redefining our obligations towards a sustainable

ecosystem and environmental culture by instilling environmental ethics amongstudents and staff members.

2. PREAMBLE

The term 'Green Campus' refers to a campus in which environment-friendly practicesand teaching-learning pedagogy come together to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an opportunity to take the lead in redefining its environmental culture and developing newparadigms by creating sustainable solutions to environmental, social, and economicneeds of the mankind.

In the college, a green campus implies an HEI with optimum land use, environmentalplanning, improving energy efficiency, conserving resources, enhancing environmentalquality including habitat preservation, healthy living environment, use of

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Charkhi Dadri

renewableenergy and management of wastes, water recycling etc. The buildings within thecampus should be based on green building concepts as much as possible.

A green campus also implies a campus with effective waste management and disposalmeasures and use of conventional sources of energies for its daily power needs,correct disposal handling, purchase of environment friendly supplies and effectiverecycling program. The college must work out strategies to implement green campusinitiatives, incorporated into the institutional planning and budgeting processes with theaim of developing a clean and green campus.

3. Green Vision

The JVMGRR College vision is to generate, among students inparticular and the public in general, awareness about environment related problemsand the importance of conservation of nature and natural resources. The college's vision includes imparting education on how to adopt sustainable measures.

4. Green Mission

Our mission towards a clean and green campusinclude the following objectives:

- To generate awareness among students about the adverse effects of destroyingthe environment.
- To instil in students the sense of responsibility towards saving the environment.
- To encourage sustainable practices on campus and beyond.
- To adopt effective waste management measures.

5. SCOPE OF THE POLICY

JVMGRR College through its green campus initiatives maintains a pollution free green and clean campus. The educational policies of the college reflect this concern and is in tune with the Government of India's Swacch Bharat Mission. The Green Campus Policy enables new curricular and co-curricular practicesto encourage students to take the lead in ushering in

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positive change. These initiativesentail a thorough review of all infrastructural, administrative functions from the point ofview of energy efficiency, sustainability, and the environment.

6. GREEN CAMPUS POLICY

As a reflection of the College's commitment towards managing its campus in

accordance with responsibilities towards promoting sustainable environment, Our Green Campus Policy initiatives are pivoted on the following thrust areas:

JVMGRR College pledges to coordinate cleanliness activities within the campus and beyond, in accordance with UN SDGs on environment and climate as well as the valuesand vision of Swachh Bharat Abhiyan. Initiatives in this regard include thefollowing:

- Generate awareness on cleanliness and hygiene among members of the student and staff fraternity through regular cleanliness drives.
- Activities under Swachh Bharat Abhiyan to be a key component of all thecommunity work by NCC and NSS in the College.
- Events such as poster-making and essay writing competitions, debates andskits, lectures and workshops on the importance of clean and green campus tobe organized regularly by departments and cells.
- Rallies on themes connected with 'Swachh Bharat Abhiyan' in and around thecampus will be conducted to create mass awareness.
- Conduct workshops on the 3 Rs, i.e. Reduce, Reuse and Recycle of waste
- Commit to manage waste and maintain cleanliness on the campus during campus events.

The landscape is a vital part of life on the campus, providingthe physical space to students and staff members for study, play, indoor and outdoorevents, relaxation, and aesthetic appreciation. Green campus landscaping initiativesinclude management of runoff water, groundwater recharge, and clean air on campus.

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Landscaping in college acts as a visual representation of the college's commitmenttowards sustainability and build awareness about the environment. It is done through:

- Tree plantation drives.
- Maintain the green cover of the campus through adequate watering of trees
- Use of energy efficient lighting, including LED bulbs, power efficient equipment, with all electrical equipment being Energy Starcertified.
- Install solar panels to generate clean energy and reduce dependence on non-renewable sources of energy.
- Initiate energy conservation awareness campaigns to educate students as wellas members of faculty members and staff about the importance of energyefficiency.
- Encourage the institution's fraternity to turn off lights, computers, and equipmentwhen not in use.
- Rainwater harvesting is aimed to be an alternative source of water supply for specific useson campus. This system is suitable, environment-friendly, and economicallyviable in the hydro-geological settings of the area where the campus is located.
- Generate awareness about water conservation among students, faculty, andstaff members through educational programmes, workshops, and campaigns.
- Engage the college community in water-saving practices.
- Use of digital measures for admission, accounts, examination, resultdeclaration, etc.
- Promote virtual events, conferences, webinars, and meetings in addition to physical events on campus.
- Reduce the usage of paper in all aspects of academics and administration asmuch as possible through digital initiatives.
- Prohibit and discourage the use of Single-Use Plastic in the campus.

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Grievances Redressal Policy

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1. STUDENT GRIEVANCES

"Grievances" include the following ·complaints of the aggrieved students, namely: -

(i.) making admission contrary to merit determined in accordance with the declared admission policy of the college;

(ii.) irregularity in the admission process adopted by the college;

(iii.) demand of money in excess of that specified in the declared admission policy or approved by the competent authority 'to be charged by such College;

(iv.) breach of the policy for reservation in admission as may be applicable;

(v.) complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;

(vi.) delay in conduct- of examinations or declaration of results beyond that specified in the academic calendar;

(vii.) non transparent or unfair evaluation practices;

(viii.) harassment and victimisation of students, including sexual harassment

2. OBJECTIVES

Our Grievance Cell is constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

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- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.
- To co-ordinate between students, teachers & administration to redress the grievances.

3. MECHANISM OF THE GRC

- The college Grievance Redressal Cell shall follow the principles of natural justice while considering the grievance
- Grievance Redressal committee (GRC) shall consider grievances of specific nature of students and staff.
- Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.
- The GRC may mediate between complainant and defendant against who the complaint has been made, it required.
- After receiving the complaint, the concerned parties are called and give equal opportunities to put their point of views.
- The Cell will start the Redressal process earliest possible within two/three working days of receipt of the matter.
- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.
- If required GRC will forward grievances to management on the basis of severity of the issue.
- Depending on the seriousness of grievance, the issues are settled by cell or by the principal in consultation with parents and faculty. With the collective efforts of all the stakeholders such as Principal resolves the complaints promptly and efficiently.
- The Grievance & Redressal Cell will then send the matter to the Depts./ Offices concerned to examine and resolve the grievances as soon as possible, from the receipt of the grievances from the Cell and convey the outcome/action taken to the complainant and take his/her satisfactory report in writing under intimation to the Cell. In exceptional cases, time limit can be increased on the recommendations of the Principal/Offices concerned along with proper justification of delay.
- Principal can take decisions on the complaints of the students /parents/guardian and can give direction to the officials concerned for early resolution of the grievance. All concerned shall comply the action recommended in true letter and spirit to help aggrieved person by providing solution within the time limit. In the case of non-compliance of the

action recommended Grievance Redressal Cell shall put up the case before the Principal for taking appropriate action in this regard.

- The decision of the Principal/Cell will be final, and no further appeal will be entertained under any circumstances

7. PROCEDURE FOR LODGING COMPLAINT

- The students can lodge their grievance through offline /online
- The students may feel free to drop the writing in the grievance/ suggestion box.
- Students can register their compliance through college E-Mail. jvmgrrcollege@rediffmail.com
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- Action of GRC will be record on register.

8. SAFEGUARDING CONFIDENTIALITY

- It will be ensured by all that the complainant and the respondent are not victimized or discriminated against.
- Implementation of this procedure will be done without prejudice to either party.
- While dealing with the issue, all possible confidentiality and privacy will be maintained and all records related to such complaints will be treated as confidential.
- Any change in the above rules/guidelines of Grievance Redressal Mechanism or any such change which deem fit can be incorporated on the recommendation of the cell or the committee constituted for the purpose and with the approval of Principal.

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JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE

Affiliated To C.B.L.U, Bhiwani & NAAC Accredited B Grade with 2.78 CGPA
AISHE Code : C28067 College Code: CBLU-136

PRIZE DISTRIBUTION POLICY

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Charkhi Dadri

1. DESCRIPTION

The student experience outside the classroom is essential for students. Co-curricular programs and groups can be an excellent way for students to make friends, meet people, interact with new ideas, and connect with their interests. The impact of co-curricular activities leads to improved academic performance, multicultural awareness, cognitive development, psychological well-being, and leadership development. Other benefits of co-curricular activities include the following:

- **Improving social skills:** Co-curricular involvement encourages students to collaborate with peers and gain experience working as a team. Additionally, clubs and organizations are an excellent way to meet people with similar interests and goals.
- **Relieving stress:** Coursework can be challenging, and students who experience anxiety can alleviate some of these unwanted feelings by participating in co-curricular activities. Students can enjoy their favorite pastimes while building skills and making friends.
- **Strengthening applications:** These activities give students many experiences to list on job and graduate school applications. Co-curricular activities can help set students apart and highlight their remarkable qualities.
- **Improving academic performance:** Participating in clubs and programs can teach time-management skills and improve focus. Students can benefit from the additional skills and see a boost in their coursework performance.

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2. STUDENT EXPERIENCE

Students can develop different skills outside and inside the classroom. Students who only attend classes lose the valuable opportunity to gain an experiential education. Those who participate in co-curricular activities can develop a more balanced experience and increase their overall satisfaction.

When students pursue co-curricular activities, they can:

- Build confidence
- Increase collaboration
- Gain new skills
- Improve problem-solving abilities
- Develop resilience
- Form relationships

Co-curricular activities help build other skill sets that boost academic performance. For instance, students can learn time-management and focus skills they can apply to their coursework. As they create schedules for themselves and ensure they fit all tasks into their day, they can hone skills they will carry through their time on campus and into their careers.

3. TYPES OF CO-CURRICULAR ACTIVITIES

There is a myriad of co-curricular activities available for college students, such as:

- Sports and Athletics
- Performing Arts (Music, Dance, Theatre)
- Literary
- Fine Arts
- Volunteering and Community Service (NSS & NCC)
- Entrepreneurship and Innovation Initiatives

The Role of College in Promoting Co-curricular Activities

(1.) Resource Allocation

The College allocate resources to support and promote co-curricular activities, recognizing their significance in a student's development.

(2.) Faculty Support

Faculty members play vital in guiding and mentoring students participating in co-curricular activities.

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4. AWARD POLICY @JVMGRR COLLEGE

JantaVidyaMandirGanpat Rai Rasiwasia College, CharkhiDadri Prize Amount for Academic, Cultural,Sports, Co-curricular and other activities (as decided by Advisory Committee in its meeting held on 17/05/2022)			
	Academic		
Sr.No.	**Position**	**UG Classes**	**PG Clsses (w.e.f. 2018-19)**
1	University Topper	Rs. 4100/- and Memento	Rs. 3100/- and Memento
2	IInd in University	Rs. 3100/- and Memento	Rs. 2100/- and Memento
3	IIIrd in University	Rs. 2100/- and Memento	Rs. 1100/- and Memento
4	4th to 10th in University Merit List	Rs. 1100/- and Memento	Rs. 500/- and Memento
5	Class Topper	Rs. 400/-	Rs. 400/-
6	IIndin Class	Rs. 300/-	Rs. 300/-
	Cultural, Sports, Co-curricular and other activities		
	Inter-class Level	**Individual Event**	**Team Event**
7	Ist Position	Rs. 300/-	Rs. 200/-
8	IInd Position	Rs. 250/-	Rs. 150/-
9	IIIrd Position	Rs. 200/-	Rs. 100/-
	District Level/ Inter-college		
10	Ist Position	Rs. 500/-	Rs. 300/-
11	IInd Position	Rs. 400/-	Rs. 200/-
12	IIIrd Position	Rs. 300/-	Rs. 150/-
	University Level/State Level/Direct Selection		
13	Ist Position	Rs. 1100/-	Rs. 700/-
14	IInd Position	Rs. 800/-	Rs. 500/-
15	IIIrd Position	Rs. 600/-	Rs. 400/-
	AIU's North Zone (NZ)		
16	Ist Position	Rs. 3100/-	Rs. 2100/-
17	IInd Position	Rs. 2500/-	Rs. 1800/-
18	IIIrd Position	Rs. 2100/-	Rs. 1500/-
	National / AIU Level		
19	Ist Position	Rs. 6100/-	Rs. 5100/-
20	IInd Position	Rs. 5100/-	Rs. 4100/-
21	IIIrd Position	Rs. 4100/-	Rs. 3100/-

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	NSS /NCC/YRC		
	University Level (Best Volunteer/ Cadet)		
22	Ist Position	Rs. 700/-	
23	IInd Position	Rs. 500/-	
24	IIIrd Position	Rs. 400/-	
	District Level (Best Volunteer/ Cadet)		
25	Ist Position	Rs. 500/-	
26	IInd Position	Rs. 400/-	
27	IIIrd Position	Rs. 300/-	
NSS /NCC/YRC/Cultural/Science Exhibition			
28	Best Volunteer (Unit Level) NSS/NCC/YRC	Rs. 300/-	
29	Best Camper (Unit Level)	Rs. 200/-	
30	State Level NSS/YRC Camp Participation	Rs. 300/-	If Selected by University
31	National Level NSS/ YRC Camp Participation	Rs. 400/-	If Selected by University
32	Participation in R.D. Prade	Rs. 3100/-	
33	Participation in Pre R.D. Camp (**IInd level**)	Rs. 2100/-	
34	Blood Donor Three or more time in a session (Organised/Collaborated by the College) with at least one time at college campus	Rs. 300/-	

Note: 1. Prize will be given only for highest achievement.

2. Additional Rs. 300/- will be given for participation at NZ/ AIU level (Sports/Cultural).
3. Prize of Rs. 800/- for individual events &Rs. 500/- for team events for the participation at AIIU/AIU's North Zone under the banner of AIU through trial/selection at University level.
4. Best Actor/Actress/Athlete (except College Annual Athletic Meet) will be given the additional amount of first prize of the concerned level.
5. If any event, number of participants/teams are :
   (i) 3 or less only Ist Prize will be given
   (ii) More than 3 but upto5 Ist&IInd Prize will be given
   (iii) More than 5 Ist, IInd, IIIrd Prize will be given
6. The merit position/ class topper of final Sem. will be considered on overall basis.
7. Only for College Annual Athletic Meet:

(i) A medal in addition to cash prize will be given to the position holders.

(ii) Event record breaker (college) will be givenRs. 500/- extra per record break.

(iii) An additional Prize of Rs. 1100/- alongwith a trophy will be given to best athlete (Male/Female).

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Charkhi Dadri

5. BEST STUDENT AWARD POLICY @JVMGRR COLLEGE

JantaVidyaMandirGanpat Rai Rasiwasia College, CharkhiDadri
Criteria for the award of Best Student of The College
(as recommended by Committee in its meeting held on 10/02/2020)

1. No Reappear at any level at the time of application.
2. Minimum 75% (aggregate) attendance.
3. Minimum 50% (aggregate) marks in last three sem.*
4. Marks (other than academic) will be awarded only for the current session. (1 July to Deadline for application)
5. Marks of higest achivement (other than academic) will be considered.
*** If the result of prev. sem. are not declared, than available university result will considered.**

Academic (Max 50 Marks)		
Sr.No.	**Position**	**Marks**
1	University Topper	10
2	2nd to 5th Position in University	7
3	6th to 10th in University Merit List	5
4	University Merit List (11th onwards)	2
5	Total Percentage in last three Sem.*	1 mark for each percentage above 50%. (0.5 or more in percentage will be considered to next percentage)
Cultural, Sports (Max 30 each)		
	ZYF/ District Level/ Inter-college/College (Per Event)	
6	IstPosition	5
7	IInd Position	3
8	IIIrd Position	2
9	Participation	1
IZYF/ University Level/State Level/Direct Selection (University Level without participation at lower level) (Organised by University/DGHE/State Authority and He/She represents the College/University)		
10	IstPosition	10
11	IInd Position	8
12	IIIrd Position	7
13	Consolation Prize	6
14	Participation	5
	AIU's North Zone (NZ)	
14	IstPosition	15
15	IInd Position	13
16	IIIrd Position	12
17	Consolation Prize	11

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Charkhi Dadri

18	Participation	10
	National / AIU Level	
19	IstPosition	23
20	IInd Position	21
21	IIIrd Position	19
22	Consolation Prize	17
23	Participation	15
	International Level	
24	IstPosition	30
25	IInd Position	27
26	IIIrd Position	25
27	Consolation Prize	24
28	Participation	23
NSS /NCC/YRC (Max 10 marks)		
29	**University Level (Best Volunteer/ Cadet)**	
30	IstPosition	10
31	IInd Position	8
32	IIIrd Position	6
	District Level (Best Volunteer/ Cadet)	
33	IstPosition	6
34	IInd Position	5
35	IIIrd Position	4
	Unit Level (Best Volunteer/ Cadet)	
36	Best Volunteer	3
37	Best Camper	2
38	University Level NSS/YRC Camp Participation	3
39	State Level NSS/YRC Camp Participation	4
40	National Level NSS/ YRC Camp Participation	5
41	Participation in R.D. Prade	10
42	Participation in Pre R.D. Camp	7
43	Blood Donor Two or more time in a session (Organised/Collabrated by the College)	2
Co-curricullar (Max. 10 marks) (Activities Initiated by DisttAdm/State/Central Govt./Dept)		
44	Position at National Level (1st to 3rd)	10
45	Participation at National Level	7
46	Position at State Level (1st to 3rd)	7
47	Participation at State Level	5
48	Position at University Level (1st to 3rd)	5

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49	Participation at University Level	3
50	Position at Distt./Inter college Level (1st to 3rd)	3
51	Participation at Distt./Inter college Level	2
52	Position at College Level (1st to 3rd)	2
53	Participation at College Level	1
Contribution to the College (Max. 10 marks)		
54	Initiative for the Development of the College / Welfare of the Student	4 per Initiative
55	Member of Student Union Council	3
56	Member of Student Union Executive	2
57	Class Representative	1
Personal Interview of Short Listed Applicants (Max. 10 marks)		

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8. REVIEW AND REVISION

This policy will be reviewed periodically to ensure its effectiveness, relevance, and alignmentwith legal requirements. The college will engage relevant stakeholders, including studentand employee representative bodies, in the review process. Necessary revisions will be madeto address emerging issues, changes in legal requirements, or feedback from the college community.

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JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE

Affiliated To C.B.L.U, Bhiwani & NAAC Accredited B Grade with 2.78 CGPA
AISHE Code : C28067 College Code: CBLU-136

WASTE DISPOSAL POLICY

Principal
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Charkhi Dadri

1. INTRODUCTION

The College has a duty to ensure that all the campus wastes are disposed of responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product. The purpose of the policy is to facilitate implementation of the action plan brought out in "National Environment Policy 2006" on management aspects of hazardous waste including their minimization, environmentally sound management and active promotion of transfer and use of cleaner technologies

2. SCOPE OF THE POLICY

The policies and initiatives for the conservation of energy, environment and green campus activities will develop a positive attitude towards nature and will create challenge for protecting our resources amongst the prospective teachers. Being the future nation builders of the society, the student teachers are expected to disseminate the same to the young generations of the college through various activities.

3. OBJECTIVES

• To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.

• To minimise waste generation at source and facilitate reduce, reuse and recycling over the disposal of wastes in a cost-effective manner.

• To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.

• To promote holistic approach of waste management in the campus. Steps taken by the college for waste management

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4.FOCAL ACTIVITIES

- Segregating solid waste on daily basis.
- Foliage is collected and dumped in composting digs.
- Reducing the quantity of solid waste disposed-off in the campus.
- Reusing and recycling the solid waste wherever possible.
- Taking efforts to make the campus Plastic free.
- Creating environmental consciousness through observation of variousdays.

5. ACTION PLAN

JVMGRR college is committed to take appropriate measures toreduce solid waste and reuse them wherever possible in the following ways:

1. Segregation of waste to be done on daily basis.

2. Separate, dedicated coloured bins for dry (blue) and wet (green) waste.

3. The college has biodegradable waste management system, the biodegradable waste from the canteen along with the dried leaves collected during cleaning of the campus are dumped in the biodegradable waste pit.

4. The segregated waste material collected in separate dustbins is handed over to the municipality garbage collectors for its proper disposal.

5. There is a proper disposal of Lab waste and a separate pit has been made for collection of liquid waste from the Chemistry Lab.

6. Efforts are being made to encourage the students and other stakeholders to implement this idea, so that they not only get involved in it but also sensitise their family and community.

7. Conscious efforts are being made to recycle and reuse the paper waste by printing on both side of the paper.

8. Use of Jute and cloth bags is encouraged for the faculty as well as students.

9. Consciousness is created among staff and students about the ways in which waste is generated and the means by which they can reduce waste generation and manage the waste

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Charkhi Dadri

they produce by following the five "R" principle of reduce, reuse, recycle, refuse and regenerate.

10. Installation of Sanitary napkin incinerator for eco-friendly disposal.

11. Creating environmental consciousness through observation of variousdays of importance such as World Environment Day, Plastic free Campaign, Earth day, energy conservation day, Van mahotsava etc.

6. ROLES AND RESPONSIBILITIES OF STAKE HOLDERS

Management and Administrative Staff:

They are responsible for the endorsement and provision of resources necessary for the wastemanagement program. They set institutional priorities, allocate budgets, and ensure the integration of waste management practicesinto the college's operational framework.

Faculty and Academic Staff:

This group plays a critical role inincorporating waste management principles into the curriculum and fostering research and innovation in waste management practices.They also serve as role models for students by adhering to andpromoting the policy's guidelines.

Students:

As the primary occupants of the college, students have avital role in executing the waste management policy through activeparticipation. They can contribute by following segregation rules,minimizing waste, and participating in awareness programs. Student cells and committees can spearhead campaigns and initiatives topromote sustainability.

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Charkhi Dadri

7. REVIEW AND REVISION

In summary, the college's waste management policy embodies our steadfast commitment to environmental responsibility and sustainability. By instituting comprehensive strategies for the reduction, collection, and proper disposal of electronic and bio-waste, this policy notonly adheres to but strives to exceed the requirements set forth by theGovernment of India's environmental regulations.

This policy will be reviewed periodically to ensure its effectiveness, relevance, and alignmentwith legal requirements. The college will engage relevant stakeholders, including studentand employee representative bodies, in the review process. Necessary revisions will be madeto address emerging issues, changes in legal requirements, or feedback from the college community.

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Principal
J.V.M.G.R.R. College
Charkhi Dadri
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Phone: 01250-220076
Email: jvmgrrcollege@rediffmail.com
Website: jvmgrr.org

JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE

(Affiliated to Ch.Bansi Lal University, Bhiwani)
(NAAC Accredited B Grade with 2.78 CGPA)
Ram Krishan Gupta Marg, CHARKHI DADRI (Haryana)

Appointment of Full-Time faculty (Temporary)

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Charkhi Dadri

JVMGRR College, Charkhi Dadri

Detailed criterion for the selection of contractual/ Full Time Faculty (Temporary)

(Session 2023-24)

Subject:- ..... **Date of Interview: - .....**

Name of candidate:-.....

A	Academic	Matric	Upto 70%	Nil	
	Max.15 Marks		Above 70%	1	
		10+2	Upto 60%	Nil	
			60.1-70%	1	
			Above 70%	2	
		BA/B.Sc/B.Com	Upto 60%	Nil	
			60.1-70%	1	
			Above 70%	2	
		MA/M.Sc./M. Com	Up to 55%	Nil	
			Above 55%, 0.5 marks for each %(Max.10 Marks)		
		0.5 or more shall be raised to the next higher % while fraction of less than 0.5(e.g.0.495) shall be ignored.			
B	Ph.D/M.Phil/ NET/SLET (Max. 5 marks)	M.Phil		1	
		Ph.D/NET/SLET		3	
		M.Phil+NET/SLET		4	
		Ph.D+NET/SLET		5	
C	Research & Publication (Max.5 Marks)	Paper presented in National/International Seminar		1(Max.2)	
		Book Published with ISBN		2(Max.2)	
		Research papers published in Journal with ISSN/ISBN		1(Max.2)	
D	Experience (Max. 5 Marks)	(1 Mark for each Session)			
E	Teaching Demonstration/Presentation (Max7.5 Marks)				
F	Average Marks of Interview (Max. 12.5 Marks)				
			Total		

Signature of the Selection Committee Members:-

1..... 3.....

2..... 4.....

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JANTA VIDYA MANDIR GANPAT RAIRASIWASIA COLLEGE, CHARKHI DADRI

Result Sheet of contractual/ Full Time Faculty (Temporary)
(Session 2023-24)

Date:21-07-2023 | **Subject: GEOGRAPHY**

Sr. No.	Name of Candidate	Father / Husband Name	Qualification	Eligibility	Academic	Ph.D/ NET Etc.	Research	Exp.		Interview	Total	Position
								Teaching	Adminis.			
1	Ms.Anita	Sh.Sukhpal	MA	NA	10.50	0.00				9.50	**20.00**	11
2	Mr.Rishab	Sh.Ashok Kumar	MA	NA	13.00	0.00				14.00	**27.00**	8
3	Ms. Sangeeta	Sh.Ram Kumar	MA	NET	6.50	3.00	4.00	5.00		13.75	**32.25**	2
4	Ms.Poonam	Sh.Jai Bhagwan	MA	NET	15.00	3.00				8.75	**26.75**	10
5	Ms. Nisha	Sh.Ved Parkash	MA	NA	9.50	0.00				8.50	**18.00**	12
6	Ms.Sonu	Sh.Ram Niwas	MA	NET	9.80	3.00	4.00	5.00		12.00	**33.80**	1
7	Mr.Mandeep Kumar	Sh.Surender Kumar	MA	NET	5.50	3.00				7.25	**15.75**	13
8	Ms. Mausam	Sh.Rishi Ram	MA	NET	12.00	3.00				12.00	**27.00**	9
9	Ms.Deepika	Sh.Surender Kumar	MA	NET	13.00	3.00				11.75	**27.75**	7
10	Ms.Meenakshi	Sh.Hans Raj	MA Ph.D	NET	3.50	5.00	5.00	5.00		13.25	**31.75**	3
11	Mr.Parveen Kumar	Sh.Satbir Singh	MA	NET	1.00	3.00	4.00	5.00		15.00	**28.00**	5
12	Mr.Jasbir	Sh.Chatter Singh	MA	NET	4.00	3.00	4.00	3.00		14.00	**28.00**	6
13	Mr.Pushpender	Sh.Ajit Singh	MA	NET	5.50	3.00	4.00	2.50		14.50	**29.50**	4

Chairperson **Vice President** **Principal** **Subject Expert**

Principal
J.V.M.G.R.R. College
Charkhi Dadri

Phone: 01250-220076
Email: jvmgrrcollege@rediffmail.com
Website: jvmgrr.org

JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE

(Affiliated to Ch.Bansi Lal University, Bhiwani)
(NAAC Accredited B Grade with 2.78 CGPA)
Ram Krishan Gupta Marg, CHARKHI DADRI (Haryana)

CAS Proforma

Principal
J.V.M.G.R.R. College
Charkhi Dadri

Ch. Bansi Lal University Bhiwani

(A State University established under Haryana Act No. 25 of 2014)

No. CBLU/Colleges/24/ 9801-08
Dated: 06/03/2024

To

All the Principals of the Non-Govt. Aided Degree & Education Colleges
Affiliated to Ch. Bansi Lal University, Bhiwani

Sub. : **Regarding award of Senior Scale / Selection Grade under CAS**

Sir/Madam,

I am directed to inform you that the meeting of the Screening-cum-Evaluation Committee is going to be held very soon (Schedule to be intimated later) to consider the cases for award of Senior Scale/Selection Grade to the teachers, Librarians and Physical Educational Personnel of Non-Govt. aided Degree/Education Colleges affiliated with this University.

You are, therefore, requested to forward the cases of the eligible teachers/ Librarian/ Physical Educational personnel by 08/04/2024 on the prescribed proforma complete in all respects with attested copies of ACRs, Refresher/ Orientation Courses, M.Phil / PhD. Degrees and API score (three sets) in accordance with guidelines issued by the State Government to all the Universities and all the Principals of Govt./ Non-Govt. Aided Colleges in the State vide letter No. 2/1-2023C-4(3) dated 03-07-2023 which is also available on the Universities website www.cblu.ac.in

The details of API score duly signed by the Convener of the Committee appointed for the purpose/Principal may be given in the following format

Category	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24 up to 08 may,2024	Average of API Score
I								
II								

Category	Assessment Period (w.e.f. Date of Joining to Date of Eligibility for higher scale/grade)	Average of API Score
III		

It is also made clear that incomplete cases and those received after due date i.e. 08/04/2024 will not be entertained. The teacher(s) who becomes eligible for senior selection grade under CAS within one months from issue of the notice may also apply.

Yours faithfully,

R.K Sharma
Advisor (College)

Endst. No. : CBLU/College/2024/_____ **Dated: _____**

Copy of the above is forwarded to the In-charge, Computer Centre, CBLU Bhiwani with the request to upload the same on the University website.

Advisor (College)

Principal
J.V.M.G.R.R. College
Charkhi Dadri

Annexure A

CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

Application Form for Promotion of Teachers under Career Advancement Scheme

Paste a latest Passport size photograph

Important Note - The candidate is required to fill in this form along with Annual Performance Assessment Reports (Annexure-B)

1. For Promotion /upgradation to _____

   Department_____

2. Name of the Candidate (in Capital Letters)

   _____

3. Father's Name _____ Mother's Name _____
4. Gender _____ Marital Status _____ Nationality_____
5. Are you a Person with Disability (Yes/No)

   _____

6. Category (Gen/SC/DSC/BC-A/BC-B/ESM/etc.)

   _____

7. Date and Place of Birth

   _____

8. Date of Joining in the University/College _____
9. Present Designation _____
10. Date of Placement in Stage –II _____ Stage-III _____

    Associate Professor _____ Professor _____

11. Grading and Academic / Research Score (for promotion upto level of Professor) **[Not applicable for promotion to Senior Professor]**

    i) Grading as per Table 6 (Annexure-B) _____

Sr.	Year	Academic Year	Grading			Period & kind of Leave, if any	Period spent on paid leave
			Activity at Sr. No. 1	Activity at Sr. No. 2	Overall Grading		
1	I Year						
2	II Year						
3	III Year						
4	IV Year						
5	V Year						
6	VI Year						

For promotion from Assistant Professor (Academic Level 10)/ Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor to Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor / Professor, **'Satisfactory'** or **'Good'** grade in at least 'n-1' of the last 'n' years of the assessment period is required for consideration of promotion.

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ii) Academic/ Research Score as per Table -7 (Annexure-B)

[Note: 1. For Librarians assessment criteria and methodology will be as per Table 8 of Annexure B.

2. For ADPE / Deputy Director Physical Education who are not involved in teaching, Assessment Criteria and Methodology will be as per Table 9 of Annexure B]

12. Mention the education qualification(s) if acquired after joining the University/College –

Exam. Passed	**University/Board**	**Year of Passing**	**% of Marks**	**Division**	**Subject studied including options**	**Awards/ Medals/ Prize/ Merit if any**

13. Teaching Experience (full time) in College/University:
Undergraduate _____ Post Graduate _____ Total _____

14. Total Research Experience

_____

15. Field(s) of Specialization

_____

16. Employment Details (in Chronological Order):

Sr. No.	**Name of Institution**	**Designation**	**From**	**To**
(i)				
(ii)				
(iii)				
(iv)				

17. Guidance/Supervision of Ph.D. Theses :

a. Number of Candidates registered at present _____
b. Number of Candidates who have submitted theses _____
c. Number of candidates who have successfully awarded Ph.D._____

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18.

Language(s) known	Read (Y/N)	Write (Y/N)	Speak (Y/N)

19. Present Basic Pay _____ in the Academic Level _____

20. Orientation / Refresher or any other course / workshop to be considerable for promotion

Name of the Course	**Period**		**Ograniser**
	From	**To**	

21. Detail of Development of MOOCs / e-contents in 4 quadrants

_____

_____

22. Publications :

Publications		**Total (Attach with the list of publication with details)**	**During the period under consideration for promotion (Attach 8 copies of first page of the publications with details)**	**Major Publications as per requirement (Attach 8 copies of the reprints)**
Papers in Journals	(i) Web of Science / SCOPUS			
	(ii) UGC Care Listed			
	(iii) Other peer reviewed journals upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023			
Books	Authored			
	Edited			

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Chapters in Edited Books				
Papers in Proceedings of the Conference				
Research Projects	Completed			
	On Going			
Patents	Granted			
	Published			
Consultancy				

23. Awards / Recognition:

_____

24. Additional Information if Any

_____

25. List of Enclosures (Give supportive documents of the claims made in the application):

i) _____ ii) _____
iii) _____ iv) _____
v) _____ vi) _____

I certify that the foregoing information given by me is correct, complete to be best of my knowledge and belief and no material information has been concealed.

Date: ____/____/_____ Signature of the Candidate

Permanent Address (in capital letters) Correspondence address (in capital letters)

_____ _____
_____ _____
_____ Pin _____ _____ Pin _____

Forwarded by Email : _____

Head/Dean Mobile No. _____

Note:-

1. Printing should be preferably on both sides.
2. Only first page of the publication should be attached along with proof of Peer Reviewed / UGC Listed/Scopus/Web of Science/ Journal impact factor. However, for promotion to the post of Associate Professor / Professor / Senior Professors, copies (all pages) of requisite numbers of publications (only major / best) are required to be attached.

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Annual Performance Assessment Report for Promotion under Career Advancement Scheme (CAS)

Table 6

Name: Designation:

Subject Academic Session/Period:

Sr. No.	Name of the Activity	Activities Actually undertaken	Verification as per record by HOD/ Director/ Incharge	Grading	Page No.
1.	**Teaching**: (Classes taught include sessions on tutorials, lab and other teaching-related activities) **Grading Criteria** • 80% & above=Good • Below 80% & but 70% & above=Satisfactory • Less than 70%=Not satisfactory	[Number of classes taught/total classes assigned) x 1 0 0 %] =			
2.	**Involvement in the students related activities and research activities:** a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden or any other Administrative responsibility assigned by the Vice-Chancellor / Executive Council for a period of not less than 6 months in assessment year under consideration b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation. c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC and other community services/outreach activities. d) Organising seminars/ conferences/ workshops, other academic activities. e) Evidence of actiively involved in guiding Ph.D. students of CBLU				

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	f) Conducting minor or major research project sponsored by national or international agencies. *g)* At least one single or joint publication in Peer-reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023. **Grading Criteria** • **'Good'** if Involved in at least 3 activities • **'Satisfactory'** if, 1-2 activities • **'Not-satisfactory'** if, not involved/ undertaken any of the activities				
	Overall Grading: **Criteria:** **Good:** Good in teaching and satisfactory or good in activity at Sr.No.2 **Satisfactory:** Satisfactory in teaching and satisfactory or good in activity at Sr.No.2 **Not Satisfactory:** If neither good or satisfactory in overall grading				

Note:

- Number of activities can be within or across the broad categories of activies.
- At the time of Internal Screening Committee, all the records related to claims must be produced before the convener of the committee.
- If a candidate claims score for an item not covered in the above, the claims for the same shall be settled by a committee constituted for purpose.
- For the purpose of assessing the grading of Acivity at Serial No.1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

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Annexure-B

Assessment of Academic/Research Score
Table 7

Name: **Designation:**
Subject: **Faculty:**

Sr.No.	Academic/Research Activity	Academic Research score as prescribed		Total (in Number)	Self-Appraisal Score	Verified Score	Page No.
1	**Research papers in Peer-reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023 (Annexure-1)**	Paper in refereed journals without impact factor					
		Paper with impact factor less than 1					
		Paper with impact factor between 1 and 2					
		Paper with impact factor between 2 and 5					
		Paper with impact factor between 5 and 10					
		Paper with impact factor>10					
2	**Publications (other than Research papers) (Annexure-2)**						
	(a)Books authored which are published by;						
	International Publishers	12/book					
	National Publishers	10/book					
	Chapters in an Edited Book	05/chapter					
	Editor of a book by International Publisher	10/book					
	Editor of a book by National Publisher	08/book					
	(b) Translation works in Indian and Foreign Languages by qualified faculty possessing Diploma / Certificate in Translation						
	Chapters or Research papers	03/chapter or paper					
	Book	08/book					
3	**Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula (Annexure-3)**						
	(a) Development of Innovative Pedagogy	05					
	(b) Design of new curricula and courses	02 (per course)					

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	(c) MOOCs					
	Development of complete MOOCs in 4 quadrants (4 credits course) (In case of MOOCs of lesser credits 05 marks per credit)	20				
	MOOCs (developed in 4 quadrants) per module/lecture	05				
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02				
	Course coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks per credit)	08				
	(d) E-content					
	Development of e-Content in 4 quadrants for complete course/e-book	12				
	e-Content (developed in 4 quadrants) per module	05				
	Contribution to the development of e-content module in complete course/paper/e-book (at least one quadrant)	02				
	Editor of e-content for complete course/paper/e-book	10				
4	**(a)Research guidance (Annexure-4)**					
	Ph.D. (10 per degree awarded and 05 per thesis submitted)					
	M.Phil/P.G. dissertation (02 per degree awarded)					
	(b) Research Project Completed					
	More than 10 lakhs	10				
	Less than or equal to 10 lakhs (Extramural/External Funding)	05				
	(c) Research Project Ongoing					
	More than 10 lakhs	05				
	Less than or equal to 10 lakhs (Extramural/External Funding)	02				
	(d) Consultancy	03				

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5.	**(a) Patent (Annexure-5) (Only those patents for which CBLU is the applicant)**					
	International	10				
	National	07				
	***(b) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central or State Government)**					
	International	10				
	National	07				
	State	04				
	(c) Awards/Fellowship					
	International	07				
	National	05				
6	***Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once) (Annexure-6)**					
	International (Abroad)	07				
	International (within country)	05				
	National	03				
	State/University	02				

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The Research score for research papers would be as follows:

Sr. No.	Paper in Peer-Reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023	Faculty of Sciences / Engineering / Agriculture/ Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines
	Paper in refereed journals without impact factor	**13**	**15**
	Paper with impact factor less than 1	**18**	**20**
	Paper with impact factor between 1 and 2	**23**	**25**
	Paper with impact factor between 2 and 5	**28**	**30**
	Paper with impact factor between 5 and 10	**33**	**35**
	Paper with impact factor>10	**38**	**40**

Note 1: Impact factor to be determined as per Thomson Reuters list

2. a) For two authors: 70% of total value of publication for each author.
   b) For more than two authors: 70% of total value of publication for the First / Principal / Corresponding author and 30% of total value of publication for each of the joint authors.

3. For Joint Projects: Principal Investigator and Co-investigator would get 50% each.

4. (i) Paper presented if part of edited book or proceeding then it can be claimed only once.
   (ii) For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each

5. The research score shall be from the minimum of three categories out of six categories.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures / Resource Person / Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

For example: Suppose, the total score obtained is 400 which includes the score from the category 5(b) and 6 as 140 i.e. the score from other categories is 260. Find 30% of the total score, which in this case is 30% X 400=120. Due to upper capping of 30% of the total research score, 120 score will be counted and not 140. The effective total score will be 260+120=380.

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* Score to be filled by the Candidate / Teacher in following manner:

Summary of Academic/ Research Score

Category	Particulars	Academic/ Research Score	Remarks
1.	Research papers Web of Science / SCOPUS / UGC listed / Peer- reviewed Journals		
2.	Publications (other than Research papers) a) Books authored b) Translation works		
3.	Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula a) Development of innovative pedagogy b) Design of new Curricula and Courses c) MOOCs d) e-content		
4.	(a) Research guidance (b) Research Project(s) completed (c) Research Project(s) ongoing (d) Consultancy		
5.	(a) Patent (b) Policy Document (c) Awards/Fellowship		
6.	*Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once)		
7.	**Total Research Score**		

*Combined score of 5(b) and 6 shall have upper capping of 30% of total research score

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ANNEXURE-1

1. Research papers in Peer-Reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023

Sr.No.	Title of the Paper	Name of the Journal	Authors	Score	Page No.

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ANNEXURE-2

2. Publications (other than research papers)

(a) Books authored which are published by National Publisher

Sr. No.	Title of the Book	Name and category of Publisher	Edited Book/Chapter	Authors	Score	Page No.

(b) Translation work in Indian and Foreign languages by qualified faculty

Sr. No.	Title of the Book/Chapter/ Research paper	Publisher	Authors	Score	Page No.

ANNEXURE-3

3. Creation of ICT-mediated Teaching Learning Pedagogy and Content and development of new and innovative courses and curricula

Sr.No.	Particulars	Authors	Score	Page No.

ANNEXURE-4

4. (a) Research Guidance

Sr. No.	Class	Name of University/College	Particulars of Researcher	Score	Page No.

(b) Research Projects Completed

Sr. No.	Title	Name of funding agency with the amount	No. of Investigators	Score	Page No.

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ANNEXURE-5

5. (a) Patents

Sr. No.	Name of Patent	Details of registration	Level	Score	Page No.

(b) Policy Document

Sr. No.	Name of Policy Document	Name of Agency to whom submitted	Level	Score	Page No.

ANNEXURE-6

6. Invited Lectures/Resource Person/ Paper presentation in Seminars/Conferences/full papers in Conference Proceedings

Sr. No.	Title of the Paper/lecture	Organized by (with dates)	Level	Score	Page No.

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Annexure - B

Assessment Criteria and Methodology for Librarians

Table 8

S.No.	Activity	Activities Actually undertaken	Verification as per record by HOD / Director / Incharge	Grading	Page No.
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, interalia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website Grading Criteria: 90% and above – Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory				
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books. Grading Criteria: Good – 1 National level seminar/ workshop +1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar /workshop Unsatisfactory – Not falling in above two categories				
3.	If library has a computerized database OR Good – 100% of physical books and journals in computerized database.				
4.	Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling in above two categories OR Good – 100% Catagolue database made up to date Satisfactory – 90% Catagogue database made up to date Unsatisfactory – Catalogue database not				

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	upto mark. (To be verified in random by the CAS Promotion Committee) Grading Criteria : Good: Checked inventory and missing book less than 0.5% Satisfactory – Checked inventory and missing book less than 1% Unsatisfactory – Did not check inventory Or Checked inventory and missing books 1% or more.				
5.	(i) Digitisation of books database in institution having no computerizeddatabase. (ii) Promotion of librarynetwork. (iii) Systems in place for dissemination of information relating to books and other resources. (iv)Assistance in college administration and governance related work including work done during admissions, examinations and extracurricularactivities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals. Grading Criteria : Good: Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved / undertaken any of the activities.				
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.				
	Note: (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.				

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Annexure - B

Assessment Criteria and Methodology for Assistant Director / Deputy Director of Physical Education and Sports (for those who are not involved in teaching Physical Education and Sports)

Table 9

S. No.	Activity	Activities Actually undertaken	Verification as per record by HOD/Director / Incharge	Grading	Page No.
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. Grading Criteria: 90 and baove – Good Above 80 but below 90 – Satisfactory Less than 80 – Not Satisfactory				
2.	Organizing intra college competition Grading Criteria: Good – Intra College competition in more than 5 disciplines Satisfactory – Intra college competition in 3-5 disciplines. Unsatisfactory – Neither good nor satisfactory				
3.	Institution participating in external competitions Grading Criteria : Good – National level competition in at least one discipline plus State / District level competition in at least 3 disciplines Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory				
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities. Grading Criteria: Good / Satisfactory / Not-Satisfactory to be assessed by the Promotion Committee				

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5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extra curricular college activities. Grading Criteria : Good: Involved in any two activities. Satisfactory : 1 activity Not Satisfactory: Not involved / undertaken any of the activities				
Overall Grading	Good: Good in item 1 and satisfactory / good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory / good in any other two items. Not satisfactory : If neither good nor satisfactory in overall grading.				
Note: (1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. (2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical Education and Sports and also the CAS Promotion committee. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.					

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(Annexure-C)

CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

PROFORMA FOR ANNUAL SELF APPRAISAL REPORT
FOR THE ACADEMIC YEAR _____

1. General Information

a) Name : _____

b) Designation : _____

c) Department: _____

d) Faculty: _____

e) Mobile No. _____

f) Email ID _____

g) Residential Address _____

2. Teaching

a) Class Taught

Sr.	Name of Class	Workload assigned in the Year (Both Semesters)				Workload taken in the Year				Percentage of workload undertaken	Steps taken for the deficit teaching workload, if any due to leave etc.
		L	T	P	Total	L	T	P	Total		
1											
2											
3											
4											
5											
										Average % -__	

*Lecture (L), Tutorial (T), Practical (P)

b) Details of examination related duties / responsibilities / assignment in CBLU, Bhiwani–

i. Evaluation of answer script

_____

ii. Internal Evaluation

_____

iii. Paper Setting

_____

iv. Assessment of Assignments

_____

v. Conduct of Examinations

_____

vi. Evaluation of dissertations/project reports/summer training reports etc.

_____

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3. Professional Competences

a) Details regarding Refresher Course/Orientation Programme or other courses / workshops attended

_____

_____

b) Administrative assignment(s)

_____

_____

c) Membership / Participation in bodies / committees on education and national development

_____

d) Any other

_____

4. Research Contributions :

a) Research Supervision :-

	At the beginning of the Academic year	Registered during the Academic year	Completed During the year
PG (Dissertation, Project Report etc.)			
Ph.D.			

b) Publications:

i. Research Articles published

Sr. No.	Title	Journals in which published	No./Vol./Date of Publication	Co-authors, if any	Web of Science / SCOPUS / UGC CARE Listed	Thomson Reuter Impact Factor

ii. Books:

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

iii. Chapter in Edited Books:

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

iv. Books Edited

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

v. Translation work in Indian and Foreign languages by qualified faculty

Sr. No.	Title	Publisher	Authors

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vi. Research Projects

Sr. No.	Title	Funding Agency	Month of Commencement	Whether completed during the year	If not completed, expected date of completion

vii. Consultancy: _____

viii. Patents:

Sr. No.	Name of Patent	Details of registration	Level

ix. Policy Document

Sr. No.	Name of Policy Document	Name of Agency to whom submitted	Level

x. Details of Seminars, Conferences and Symposia organized

_____

xi. Membership of Professional/Academic bodies, editor-ship of journals etc.

_____

7. Creation of ICT - mediated Teaching Learning Pedagogy, Content Development of Innovative courses and curricula

Sr. No.	Particulars	Author(s)

6. MOOCs / e-contents development_____

7. a) Awards / Fellowship _____

b) Other Achievements _____

8. Invited Lectures/Resource Person/Paper presentation in Seminars / Conferences / full papers in Conference Proceedings

Sr. No.	Title of the Paper/lecture	Organized by (with dates)	Level

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9. Extension work/Social/Community outreach activities:-

Please give a short account of your contribution to:

a. Co-Curricular Activities

_____

b. Enrichment of campus life (Hostels, Sports, and Cultural activities)

_____

c. Student welfare and discipline

_____

10. Brief assessment of performance

a. Contribution to University/ College /Department activities / Corporate governance

_____

b. Any other

_____

11. Any other information about contribution not covered above and which is relevant to a proper assessment of activities.

_____

Note: Please attach separate sheet wherever necessary

I certify that the information given above is correct and factual to the best of my knowledge and belief.

Signature of the Faculty Member

Date___/___/_____

Forwarded

Date ___/___/_____

Signature of the Head of the Department*

* (In case, the teacher happens to be senior to the Head of the Department and/ or the Dean, the report will be forwarded / countersigned by the Dean/ Vice-Chancellor).

Observation of the Vice-Chancellor

Date___/___/_____

Signature of the Vice-Chancellor

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S.N.	Name of College	Teacher's Name & Subject	Particulars	Old Stage	Due Date	API		ACR	Remarks
			DOJ - **Ph. D. –** **NET -** **F.D.P.** **O.P. –** **R.C. –**	**Stage ___**	**Stage ____ to Stage ____**	**2017-18**	Cat I – Cat II – Total –		
						2018-19	Cat I – Cat II – Total –		
						2019-20	Cat I – Cat II – Total –		
						2020-21	Cat I – Cat II – Total –		
						2021-22	Cat I – Cat II – Total –		
						2022-23	Cat I – Cat II – Total –		
						2023-24 up to 08 May, 2024	Cat I – Cat II – Total –		

Category – III : Total _____ (During Assessment Period _____)

Counter Sign of Principal of Colleges

Principal
J.V.M.G.R.R. College
Charkhi Dadri

Sign. of Chairmen/Convener of IQAC Cell

From

Director, Higher Education Haryana,
Shiksha Sadan, Sector 5, Panchkula.

To

1. Registrar, Kurukshetra University, Kurukshetra.
2. Registrar, Maharishi Dayanand University, Rohtak.
3. Registrar, Ch. Devi Lal University, Sirsa.
4. Registrar, BPS Mahila Vishawavidyalaya, Khanpur Kalan ,Sonepat.
5. Registrar, Indira Gandhi University, Meerpur, Rewari.
6. Registrar, Ch. Ranbir Singh University, Jind.
7. Registrar, Ch. Bansi Lal University, Bhiwani.
8. Registrar, Gurugram University, Gurugram.
9. Registrar, Dr. B.R. Ambedkar National Law University, Rai ,Sonepat.
10. Registrar, Maharishi Balmiki Sanskrit University, Mundri ,Kaithal.
11. All Principals of Government and Government Aided Private Colleges situated in the State of Haryana.

Memo No. 2/1-2023 C-4(3) Dated: Panchkula, the 03/07/2023

Subject: Revised guidelines for promotion under Career Advancement Scheme (CAS)

In continuation to the revised guidelines issued vide letter no. KW 7/79-2017 C IV (3) dated 05-12-2022. In the interest of academic publishing and credibility of Research and Knowledge production, the following additional instructions/guidelines for clarity are also issued for all universities and colleges of the State:

1. As the UGC has replaced the old 'UGC approved list of Journals' with the new 'UGC-CARE Reference List of Quality Journals' (UGC CARE), research Publications only from the journals indexed in UGC CARE list shall be considered prospectively from the issuance of these instructions for any academic purpose and promotion.
2. Every Assistant Professor/Associate Professor/Professor at the time of submitting any research paper for any purpose, shall submit an undertaking, indicating that the document has been prepared by him/her and the document is his/her original work and free from plagiarism.
3. UGC (Promotion of Academic Integrity & Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018 shall also be followed in letter and spirit.
4. The department shall promote eligible Associate Professor (Academic level 13A) to Professor (Academic level 14), posted in Govt. Colleges and All the Govt. Aided Private Colleges. In case of promotion to Professor in colleges under CAS, it further reiterated that the new criteria as laid down in the Clause 6.4 B IV, approved vide notification dated 11-11-2022, shall be applicable w.e.f. 01-01-2016 as mentioned in the Clause.
5. The committee for screening of applications for the promotion under CAS for Professor shall consists of the following members as per existing Clause 5.1 VIII of notification dated 11-11-2022:

B. For Govt. Aided Private College Teachers:

a) Dean of Colleges of the concerned university.
b) Nominee of Director, Higher Education
c) Nominee of the Vice-Chancellor
d) Subject Expert
e) Principal of the College

Note: The quorum of this committee shall be three, which will include one subject expert/university nominee and DHE nominee as per existing practice.

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J.V.M.G.R.K. College
Charkhi Dadri

C. For Government College Teachers:

a) Additional Chief Secretary/ Principal Secretary to Govt. Haryana, Higher Education Department.
b) Director, Higher Education Department, Haryana
c) Joint/Deputy Secretary to Govt. Haryana, Higher Education Department.
d) Principal of concerned college
e) Subject Expert

6. In order to avoid any delay in holding the selection committee meetings, the various positions under CAS, the University/colleges may initiate the process of screening/selection, and complete the process of screening within three months from receipt of application.
7. The candidate who does not succeed in the first assessment, he/she shall have to be reassessed only after six months. When such candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be six months from the date of rejection.
8. In order to avoid any hardship, a window of 3 years shall be provided to the candidates who fulfil all other criteria mentioned in the regulations adopted by the state on 11-11-2022 except Research Publications and Research Score, as on and till the date on which these instructions are issued.
9. The benefit of this promotion shall be given to those who fulfil eligibility conditions from the date of notification issued dated 11-11-2022 by Govt. of Haryana on actual basis (3 years' time given in notification to acquire the eligibility).
10. The notional benefit of this promotion shall be given to those eligible candidates who have attained eligibility between 01-01-2016 to 11-11-2022 from the date of attaining eligibility and thereafter actual benefit w.e.f. 11-11-2022.
11. The notional benefit of this promotion shall be given to those eligible candidates who have attained eligibility prior to 01-01-2016 w.e.f. 01-01-2016 and thereafter actual benefit w.e.f. 11-11-2022.
12. In case of promotion from Associate Professor to Professor under CAS in Govt. Colleges and Govt. Aided Private Colleges, subject expert in Screening cum Evaluation Committee shall not be below the rank of Professor.
13. The meeting regarding CAS of Govt. Colleges for promotion from Associate Professor to Professor shall be held in the department of Higher Education, Haryana on quarterly basis. All cases of CAS of Govt. Aided Private Colleges from Associate Professor to Professor shall be verified / recommended by the concerned affiliating university as specified in UGC Regulations adopted by the State Govt. Notification of 11-11-2022.

Assistant Director, College – IV
for Director, Higher Education,
Haryana, Panchkula

A Copy is forwarded to the following:

1. Joint Director –V for the information and necessary action in the matter.
2. In-charge I.T Cell for the uploading letter /revised guidelines on the departmental Web Portal.

Assistant Director, College – IV
for Director, Higher Education,
Haryana, Panchkula

Principal
J.V.M.G.R.K. College
Charkhi Dadri

From

Director Higher Education,
Shiksha Sadan, Sector-5, Panchkula.

To

1. The Registrar, Kurukshetra University, Kurukshetra
2. The Registrar, Maharishi Dayanand University,Rohtak
3. The Registrar, Ch. Devi Lal University, Sirsa.
4. The Registrar, B.P.S. Mahila Vishwavidyalya,Khanpur Kalan (Sonepat).
5. The Registrar, Indira Gandhi University, Meerpur (Rewari).
6. The Registrar, Ch. Ranbir Singh University, Jind.
7. The Registrar, Ch. Bansi Lal University, Bhiwani.
8. The Registrar, Gurugram University, Gurugram.
9. The Registrar, Dr. B.R.Ambedkar, National Law University, Rai, Sonipat.
10. The Registrar, Maharishi Balmiki Sanskrit University, Mundri, Kaithal.
11. All the Principals of Government and Government Aided Private Colleges situated in the State of Haryana.

Memo No. KW 7/79-2017 C-IV(3)
Dated Panchkula, the 05-12-2022

Subject: Revised guidelines for assessment of Academic/Research Score for promotion of Assistant Professor, Associate Professor and Professors in Government and Govt. Aided Private Colleges under Career Advancement Scheme (CAS).

*****

Revised guidelines for assessment of Academic/Research Score for promotion under CAS of Assistant Professor, Associate Professor and Professors and other Academic Staff in Government and Govt. Aided Private Colleges are sent herewith. It is requested that these revised guidelines may be strictly adhered to while making promotions under CAS and in recruitments.

Encls : Page 1 to 7.

Deputy Director College-IV
for Director Higher Education,
Haryana Panchkula.

Principal
J.V.M.G.R.R. College
Charkhi Dadri

REVISED GUIDELINES FOR ASSESSMENT OF ACADEMIC/RESEARCH SCORE FOR PROMOTION OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS AND PROFESSORS IN GOVERNMENT AND GOVT. AIDED PRIVATE COLLEGES UNDER CAREER ADVANCEMENT SCHEME (CAS).

1. These guidelines will be applicable on recruitment and CAS promotion of teachers and other academic staff working in affiliated colleges covered under Govt Notification No. 7/79-2017 C – IV (3) dated 11-11-2022.
2. Academic session means 1st July to 30th June of every year. In case, any university notifies different dates due to unavoidable circumstances such as COVID -19, academic year shall be applicable as per Academic Calendar issued the university to which any college is affiliated.
3. Assessment period means the period counted from the date of previous promotion under CAS (date of joining in case of fresh appointment) to the date of next promotion under CAS or prescribed by the Govt from time to time.
4. As the Internal Quality Assurance Cell (IQAC) has already been established in all colleges as per the UGC/National Assessment and Accreditation Council (NAAC) guidelines with the Principal as Chairperson. It is again directed that the IQAC shall act as the documentation and record-keeping cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on the notification dated 11-11-2022 and as illustrated in these guidelines. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
5. At the end of every academic year, college teachers shall submit to their college an annual self-appraisal report in the prescribed Proforma designed (copy attached) based on Tables 1 to 5 of Appendix II. The report shall be submitted within one month after the end of academic year through HoD/Teacher-in-charge etc. along with documentary evidences for the claims made in the annual self-appraisal report. The report shall be verified by the college within one month and one verified copy of this report shall be provided to the concerned teacher for personal record to avoid any hardship later on.
6. As mentioned in Clause 6.3 of the notification dated 11-11-2022, the criteria for promotion under CAS laid down under this notification shall be effective from the date of notification i.e. 11-11-2022. In case, the promotion is due before the date of issue of the notification, provisions of previous scheme notified on 21-07-2011 shall be applicable. Further, a teacher who wishes to be considered for promotion under the CAS and fulfils all the requirements, may submit all credentials within three months in advance of the due date to avoid delay. In case, the candidate does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
7. After fulfilling the required eligibility conditions for promotion under CAS, the teacher shall submit an application for promotion under CAS. After that, promotion under CAS shall be granted as per provisions under Clauses 6.4 of the notification.

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ANNUAL PERFORMANCE ASSESSMENT REPORT FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES AND UNIVERSITIES

(Table 1)

Name: **Designation:**

Subject: **Academic Session:**

Sr. No.	Name of Activity	Activities actually undertaken	Verification as per record	Grading
1	Teaching: (Number of classes taught/total classes assigned)x100% **Grading Criteria** 80% & above - *Good* Below 80% but 70% & above – *Satisfactory* Less than 70% - *Not satisfactory*			
2	Involvement in the University/College students related activities/research activities*: *(a)* Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. *(b)* Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. *(c)* Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. *(d)* Organising seminars/ conferences/ workshops, other college/university activities. *(e)* Evidence of actively involved in guiding Ph.D. students. *(f)* Conducting minor or major research project sponsored by national or international agencies. *(g)* At least one single or joint publication in peer- reviewed or UGC list of Journals.			
	Overall Grading: **Criteria:** **Good:** Good in teaching and satisfactory or good in activity at Sl. No. 2 **Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. **Not Satisfactory:** If neither good nor satisfactory in overall grading			

Note:

*Number of activities can be within or across the broad categories of activities

PRINCIPAL

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Assessment of Academic/Research Score

Table 2

Name: **Designation:**

Subject: **Faculty:**

S.N.	Academic/Research Activity	Academic/ Research Score as prescribed	Total (in number)	Self-Appraisal Score	Verified Score
1.	**Research Papers in Peer-Reviewed or UGC listed Journals (Annex-1)**	—			
2.	**Publications (other than Research papers) Annex-2**				
	(a) Books authored which are published by ;				
	International publishers	12			
	National Publishers	10			
	Chapter in Edited Book	05			
	Editor of Book by International Publisher	10			
	Editor of Book by National Publisher	08			
	(b)Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03			
	Book	08			
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula (Annex- 3)**				
	(a) Development of Innovative pedagogy	05			
	(b) Design of new curricula and courses	02			
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20			
	MOOCs (developed in 4 quadrant) per module/lecture	05			
	Contentwriter/subjectmatterexpertforeachmoduleof MOOCs (at least onequadrant)	02			
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08			
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12			
	e-Content (developed in 4 quadrants) per module	05			
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02			
	Editor of e-content for complete course/ paper /e-book	10			

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4	**(a) Research guidance (Annex - 4)**				
	Ph.D. (10 per degree awarded and 05 per thesis submitted)				
	M.Phil./P.G dissertation (02 per degree awarded)				
	(b) Research Projects Completed				
	More than 10 lakhs	10			
	Less than 10 lakhs	05			
	(c) Research Projects Ongoing :				
	More than 10 lakhs	05			
	Less than 10 lakhs	02			
	(d) Consultancy	03			
5	**(a) Patents (Annex – 5)**				
	International	10			
	National	07			
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	10			
	National	07			
	State	04			
	(c) Awards/Fellowship				
	International	07			
	National	05			
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once) Annex - 6**				
	International (Abroad)	07			
	International (within country)	05			
	National	03			
	State/University	02			

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SUMMARY OF ACADEMIC/RESEARCH SCORE

Category	Particulars	Academic/ Research Score	Remarks
1	Research Papers in Peer-Reviewed or UGC listed Journals (Annex-1)		
2	Publications (other than Research papers)		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4	(a) Research guidance		
	(b) Research Projects Completed		
5	(a) Patents		
	(b) Policy Document*		
	(c) Awards/Fellowship		
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings*		
	Total Research Score*		

*Combined score of 5(b) and 6 shall have upper capping of 30% of total research score

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

i) Paper in refereed journals without impact factor - 5 Points
ii) Paper with impact factor less than 1 - 10 Points
iii) Paper with impact factor between 1 and 2 - 15 Points
iv) Paper with impact factor between 2 and 5 - 20 Points
v) Paper with impact factor between 5 and 10 - 25 Points
vi) Paper with impact factor>10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.
(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
  The research score shall be from the minimum of three categories out of six categories.

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ANNEXURES

Annex-1

1. Research Papers in Peer-Reviewed or UGC listed Journals

S.N	Title of Paper	Name of Journal	Authors	Score (1)	Augmented Score if any (Refereed/Impact Factor) (2)	Total Score (1+2)
		Total				

Annex-2

2. Publications (other than Research Papers)

(a) Books authored which are published by National Publisher

S.N	Title of Book	Name and category of Publisher	Edited Book/Chapter	Authors	Score
		Total			

(b) Translation work in Indian and Foreign Languages by qualified faculties

S.N	Title of Book/ Chapter/Research paper	Publisher	Authors	Score
		Total		

Annexure – 3

Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

S.N	Particulars	Authors	Score
	Total		

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Annex-4

4. (a) Research Guidance

S.N	Class	Name of University	Particulars of the researcher	Score
		Total		

4. (b) Research Projects Completed

S.N	Title	Name of Funding Agency with Amount	No. of Investigators	Score
		Total		

Annex-5

5. (a) Patents

S.N	Name of Patent	Details of Registration	Level	Score
		Total		

5. (b) Policy Document

S.N	Name of Policy Document	Name of Agency to whom submitted	Level	Score
		Total		

Annex-6

6. Invited Lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings

S.N	Topic of Paper	Organized by (with dates)	Level	Score
		Total		

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APPENDIX - II : TABLE - II (B)

MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHT AGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OFTEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

Sr. No.		Assistant Professor / equivalent cadres (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor / equivalent cadres (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I.	Teaching-Learning Evaluation Related Activities (Category I)	75 / year 6000-7000	75 / year 7000- 8000	75 / year 8000 - 9000	75/ year
II.	Co-curricular, Extention and Profession related activities (Cat-egory II)	15 / year	15 / year	15 / year	15/ year
III.	Minimum total average annual Score under Categories I & II*	100 / year	100 / year	100 / year	100/ year
IV	Research and Academic Contribution (Category III)	5 / year (20/ assessment period)	10/ year (50 / assessment period)	15/year (45 / assessment period)	20/ year (60 / assessment period)

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Charkhi Dadri

	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage- 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points Screening Committee to verify API scores	20% Contribution to Research. 60% Assessment of domain knowledge and teaching practices. 20% Interview performance.	30% Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20% Interview performance.

* Teacher may score 10 points either Category I or category II to achieve the minimum score required under Category I + II

Note : Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

Principal
J.V.M.G.R.K. College
Charkhi Dadri

APPENDIX - II TABLE - III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OFTEACHERS IN UNIVERSITIESANDCOLLEGES

Sr. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria
1.	Assistant Professor / equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage I and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as I.I.M., M.Tech., M.V.Sc., M.D., M.Pharma or six years of service who are without Ph.D./ M.Phil./ PG Degree in Professional Courses.	i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table II (A) /II (B) of Appendix II. ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. iii) Screening-cum-Verification process for recommending promotion.
2.	Assistant Professor equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A) /II (B) of Appendix II. ii) One Course /Programme from among the categories of Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of 2/3 weeks duration. iii) Screening-cum-Verification process for recommending promotion.

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J.V.M.G.R.K. College
Charkhi Dadri

3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professor with three years of completed service in Stage 3.	i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A) / II (B) of Appendix II. ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil holders and an exemption of two publicatiosn will be given to Ph. D. holders. iii) One Course/Programme from among the categories of Methodology Workshops. Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration. iv) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.
4.	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Associate Professor with three year of complete service in Stage 4.	i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A) / II (B) of Appendix II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores. If required. ii) A minimum of five publications since the period that the teacher is placed in Stage 3. iii) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.

Principal
J.V.M.G.R.K. College
Charkhi Dadri

5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (Universities only)	i) Minimum yearly / cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix II. ii) Additional credentials are to be evidenced by (a) post-doctoral research outputs of high standard; (b) awards /honours / recognitions /patents and IPR on products and processes developed/ technology transfer achieved; and (c) Additional research degree like D.Sc., D. Lit., LL.B. etc. iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professor in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

NOTE : Stage 1, 2, 3, 4, 5, and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

Principal
J.V.M.G.R.K. College
Charkhi Dadri