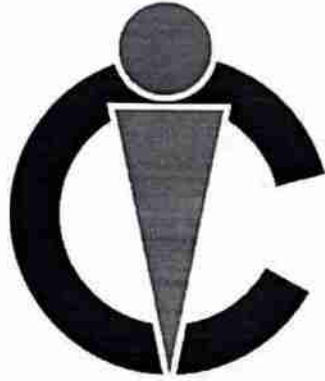


COLUMBIA COLLEGE

Run by Janpragati Education Society | Affiliated to Pt. Ravishankar Shukla University & Recognised by NCTE



Code of Conduct

Near Vidhan Sabha, Mandhar Road, Tekari, Raipur, Chhattisgarh
Email: registrar@cietraipur.ac.in || Website: <https://cgiraipur.org/cce/>

MANAGEMENT

Our college is running under the aegis of Janpragati Education Society. The society is registered under Society Registration Act XXI of 1866 rule vide registration No. 1398. The society consists of the following members-



Shri Kishore Jadwani
Chairman



Shri Vijay Jadwani
Vice-Chairman



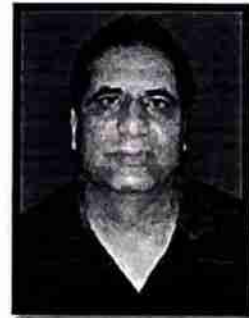
Shri Harjeet Singh Hura
Secretary



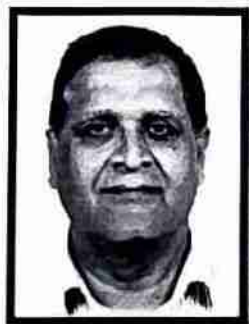
Shri Ravindar Singh Hura
Treasurer



Shri Sundar Das Jadwani
Member



Shri Keemat Jadwani
Member



Shri Naresh Jadwani
Member



Smt. Kamla Jadwani
Member

VISION

The vision of Columbia College is to provide ideal education to cultivate the overall development of the pupil teachers, which posses with potential knowledge and leadership qualities, so that they can explore their competencies to spread the wisdom all around the society.

MISSION

- To deliver futuristic professional education.
- To promote the teacher education services to the community and for the wellbeing of the society.
- To empower the pupil teachers with practical and theoretical knowledge of education,
- To prepare conducive environment to nurture creativity, curiosity, self-confidence and scientific temperament of the pupil teachers.
- To provide a safe and stimulating environment for the all-round development of the pupil teaches.

Ragging is strictly prohibited and is punishable crime under Indian Penal Code. (UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009) under section 26(1)(g) of UGC Act, 1956. National Anti-Ragging Helpline Phone Number: 1800-180-5522.

CODE OF CONDUCT

FOR STUDENTS

- Be punctual and regular in every task.
- Attend all classes daily and should maintain attendance at least 80% in theory and 90% in practical classes.
- Always be disciplined and maintain decorum.
- Maintain cleanliness in college.
- Participation is required in every activity.
- Don't do any meeting or programme in college without permission.
- Take care of college property.
- The use of mobile phones is prohibited in the classroom.
- College is ragging free zone, stay away from it.
- Read the notice board carefully every day.

FOR TEACHING STAFF

- Responsible conduct and behaviour expected by the community.
- Manage the dignity of your profession and personal affairs.
- Maintain continuity of professional development through study and research.
- Perform their duties in the form of teaching, tutorials, practical, seminars & research work with dedication.
- Co-operate and assist in carrying out functions of college & university.
- Modest behaviour with male & female students and other employees.
- Refrain from availing leave except in unavoidable circumstances.
- Try to maintain cordial contacts with management, principal & guardians.
- Refrain from consuming any intoxicating drug.

FOR NON-TEACHING STAFF

- Non-Teaching staff working in the College office should remain on duty during college hours.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal or Teacher in-charge in writing immediately.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

FOR LABORATORY TEACHER IN-CHARGES

- Shall maintain a stock register for all the articles, equipment, chemicals, etc.
- Time to time inform the Principal for latest requirements of the labs.
- Shall maintain an issuing register for the issue and return of lab material.
- Maintain all the logistics year wise for the college audit.


FOR LIBRARIAN

- Ensure discipline of the students in the library.
- Prepare and issue Library cards to students.
- Follow-up return of books issued to students and staff members.
- Submit list of requirements of books to the principal for further procurement.

- Display new arrivals by photocopy of the cover page of the books and journals.
- Compile back volumes of journals and periodicals and arrange for binding and Stacking.
- Display of cuttings of newspapers on education/social matters on notice board.

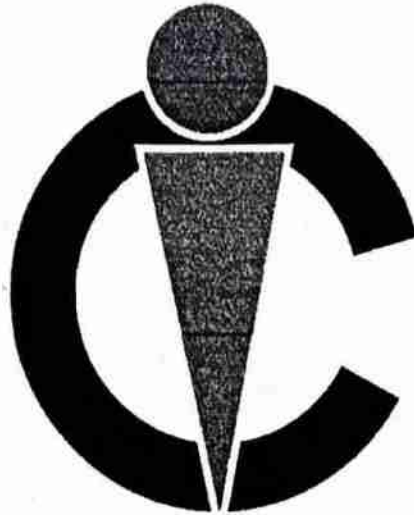
FOR PARENTS

- All parents should understand their responsibilities and continue to contribute their best in college affairs to maintain a respectful and safe educational environment for students and staff.
- Help your children understand how to try to maintain a safe and exquisite environment in college like a democratic society
- Make sure that children only bring items that are appropriate to college and related to the instructional program.
- Being aware of the rules and regulations of the institution also helps their children understand them.
- Convince their children to build good relationships with teachers, parents of other children, and with their friends.
- Help their children to deal effectively with peer pressure.
- Keep checking your children being dressed in a manner consistent with the dress code so that they keep following college rules and regulation.



PRINCIPAL
Columbia College
Raipur (C. G.)

HR POLICIES 2021



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Email: registrar@cietraipur.ac.in || **Website:** <https://cgiraipur.org/cce/>

A handwritten signature in green ink, consisting of several loops and strokes.

PRINCIPAL
Columbia College
Raipur (C. G)

JANPRAGATI EDUCATION SOCIETY

Regd. No. : 3198

Chairman >
Kishore Jadwani

Secretary >
Karjeet Singh Hura

Vice Chairman >
Vijay Jadwani

Joint Secretary >
Amarjeet Hura

This Institutional HR policy contains policies for all the Teaching and Non-Teaching Staff of Columbia College. w.e.f., 01.07.2021.

- Updated Teachers Profile to be maintained with their degrees & achievements.
- Notices and follow up to be done.
- College working hours for all Teaching Staff & Non-Teaching Staff (Admin) will be 6.5 hours and Timing will be 10:00 AM to 4:30 PM (w.e.f., 01.04.2022).
- College working hours for all Supporting Staff will be 7 hours. and Timing will be 9:30 AM to 4:30 PM.
- Staff will be getting 15 minutes of relaxation in Incoming regular reporting time only for monetary deduction. After 15 minutes deduction will be done. This policy is not applicable on Guest Faculty and Visiting Faculty.
- If any staff member (Teaching, Non-Teaching & Supporting Staff) comes late for more than 4 times in a month, show cause notice will be issued from HR. After Three show cause Management will be authorized to take any action in the interest of discipline of the Organization.
- If any staff member (Teaching, Non-Teaching & Supporting Staff) moves out of the College premises in scheduled working time, Outgoing/Incoming slip is compulsory to be approved by authorities. In absence of above it will be treated as Half day. If any staff found misusing outgoing facility, strict action will be taken by authorities.
- Any late fine/punishment will be deducted as Leave Without Pay (LWP).

LEAVE POLICY FOR THE EMPLOYEE

A transparent leave policy may be introduced from July, 2013. It is clarified to all the teaching & non-teaching employees that leave is not a right but only a privilege and the management has full right to refuse or curtail any leave in the event of some exigencies or in the event of occurrence of some unavoidable tasks. The details of leave are as under-


1. Casual Leave (CL)

- It is for 13 days in an academic year (1st July to 30th June).
- The employee will become eligible for 01 Day CL after the completion of 30 days attendance.
- Weekly off/ Festival Leave sandwiched between this leave periods will not be counted as CL. Also, if it is prefixed and or suffixed to CL it will not be counted in the Leave.
- An employee joining duty in between the academic year, CL will be decided on pro-rata basis.
- The CL cannot be carried forward in general.
- It is not encashable.

2. Summer Vacation (SV)

- The teaching staff will avail summer vacations for 15 days more than 01 year services, 07 to 12th Month Services Summer vacation will be eligible for 06 days. less than 06 month not eligible for summer vacation.

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3. Sick Leave (SL)

- An employee is entitled for 07 days SL in an academic year subject to the production of Medical Certificate of Registered Medical Practitioner. For major operation SL upto 20 days will be sanctioned. However, for those employees who have completed their 01 year services in the institute.
- The sick leave of 7 days will be carried forward.

4. Festival Leave (FL)

- An employee will be entitled to Festival Leave every calendar year as per declaration by the Institute.

5. Compensatory Leave

- If an employee works as per the instruction of his/her concerned head or the requirements of the institute on Sundays, or other declared holidays, he/she will be eligible to avail compensatory leave 2:1 to the number of days when he/she worked.

6. Maternity Leave & Paternity Leave

- The female employees are entitled for 90 days Leave Without Pay (LWP) as a Maternity Leave. Similarly, 15 days LWP will be sanctioned to Male employees as Paternity Leave, on furnishing a proof from Registered Medical Practitioner.
- An employee will be entitled for this leave only after serving for 06 month with the institute.
- This facility will be limited only up to 02 numbers of deliveries.


7. Duty Leave

- If any teaching staff is called upon to assist to the University or, these authorities may be requested to intimate the higher authority well in advance, for sparing them. After getting the clearance only such authorities call them for duty. Their entire period for such work will be treated on duty and will be entitled for the entitled absent period.

General Procedure for Leave

- For any kind of leave except Sick Leave, a leave application may be given to proper channel of authority 3 days in prior to commencement of leave. But if leave is for more than 10 days then leave application should be submitted 7 days in advance. However, in the case of Sick Leave, a concerned employee will intimate his/her HOD by telephone for the same as early as possible.
- Except EL and SL no leave will be carried forward to the next year in common circumstances after completion of any academic year.
- The leave cards of all the employees should be maintained by Personnel or Accounts department under Registrar Office. All relevant entries of leave of an employee should be entered by the Personnel or Accounts department and finally verified & approved by the Registrar.
- The final authority to approve the leaves will be the Principal for all teaching and non-teaching staff.

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- For example, If a teaching staff wants to take a leave, he should submit his leave application to his HOD first, then HOD will forward it with his/her recommendation to the Personnel department of the Administrative office to verify and make the necessary entries in his leave card. Then Principal will send his approval (Subject to availability of his/her leave) to the Registrar for record and further processing. If the applied leave is not available in his/her accounts, the granted leave will be treated as LWP.
- Please find enclosed herewith a format of Leave Application and Leave Card.
- Any changes incorporated in this leave Policy from time to time intimated to all the employees and that will be binding to all.

POLICIES AND GUIDELINES FOR ENHANCING CURRICULAR ASPECTS

1. Teachers should update themselves academically and equip with technological advancement in educational fields.
2. Teachers should plan and apply new and innovative methods in the classroom teaching.
3. Teachers should organize co-curricular activities for students.
4. Assignment, Unit Test, Model Examinations to be conducted.
5. Result Analysis to be made.
6. Question papers of other college and universities to be collected and given to students.
7. To organize webinar, seminar, group discussions, conference etc. and should reflect in time-table.
8. Certificate course to be organized.
9. Timely completion of prescribed syllabus.
10. Holistic time-table to be finalized.
11. Guest Lectures to be conducted.
12. Any other ideas are welcomed.
13. For conducting all these activities management will give its cent percent support in terms of finances and others needful help.

POLICIES AND GUIDELINES FOR ENHANCING TEACHING-LEARNING AND EVALUATION

1. Teachers should made Programme outcomes and course outcomes.
2. Academic calendar to be developed.
3. Feedback to be taken about their experiences.
4. After every activity feedback should be taken compulsorily.
5. Use of ICT In Teaching Learning Process.
6. Students' testimonials to be taken.
7. Display of success story of students.
8. Conduct students satisfactory survey.
9. Attendance planning.
10. Test, assignment, project work, proper internship, model exams should conduct to measure the outcomes.

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Advanced Learner Programme

1. Research oriented projects.
2. Educational training/internships.
3. Volunteer opportunities in event organization.
4. Class representatives.
5. Serving on various institutional committees.
6. Peer teacher.
7. To form student societies/cell and organize activities.

Learning Methods

1. Community Activities
2. Surveys
3. Projects
4. Field Visits
5. Brain Storming Sessions
6. Workshops
7. Role Play

POLICIES AND GUIDELINES FOR ENHANCING RESEARCH, CONSULTANCY AND EXTENSION POLICIES FOR ENHANCING RESEARCH ACTIVITIES

1. Research culture to be developed.
2. Teachers should be encouraged to do Ph.D., publish research papers, attending seminars, workshops, conferences.
3. Research cell informs teachers to the opportunities.
4. Display of information in notice boards.
5. OD to be provided to carry on research activities.
6. Award, recognition to be given to teachers for their contribution in research field.
7. Efforts to be made to take government research projects and carry out research projects with the help of NGO'S.
8. Conduct Research work with the help of students.
9. Conduct state/National/International level Seminars, workshops, conferences.
10. Linkages and collaboration with Industries and other Institution to be made.
11. Extension and outreach activities like environment awareness programme, water conservation, village adoption and awareness programme, to be conducted.
12. Any other Ideas are well.

Research Activities Enhancement Policy

1. If any research paper/review article/mini reports/conference proceedings is accepted for paper presentation in national or international seminar, TA will be given to the concerned faculty.
2. Registration fee for national seminar up to Rs. 4000/- and for International seminar up to 15,000/- shall be reimbursed.

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3. If any employee presents a paper or poster or talk in National or International seminar/conference/symposia, he/she will be rewarded accordingly-
 - For best paper in International Seminar/conference: Rs 2100/-
 - For best paper in National Seminar/conference: Rs 1100/-
4. Employee (Including allied branches) will be given financial assistance for attending National or International seminar/SDP/FDP will be as such-
 - For Professors: TA for 2nd AC
 - For Associate Professors: TA for 3rd AC
 - For Assistant Professors: TA for Sleeper Class
5. If any employee publishes papers in reputed peer reviewed non paid journals, he/she will be rewarded accordingly-
 - SCI/Scopus/UGC Care Listed Journals: Rs 1000/-
 - Non-SCI/ Non-Scopus/ Non-UGC Care Listed Journals: Rs 200/-
6. If any employee brings an outsourced research work, he/she will be rewarded accordingly-
 - 10% of the total revenue generated by their projects will be awarded.The monitored procedure for project approval shall be recorded and monitored by the research committee of the institute and the financial will be managed by financial committee.
7. For invited book & book chapters in International and national publishers will be rewarded as-
 - International and national book chapters: Rs 2500/-
 - International book and National book: Rs 10000/-

(NOTE- 60% to the main author and 40% to the contributing authors)


POLICIES AND GUIDELINES FOR ENHANCING INFRASTRUCTURE AND LEARNING RESOURCES

1. Policies for Infrastructure and learning resources.
2. Library updating and advancement with new licensed software and its proper functioning and optimal use with evidence and report.
3. Notices from library to the departments for new purchase.
4. ICT based infrastructure.
5. Proper upkeep of Infrastructure with reports.
6. All facilities to be updated.

POLICIES AND GUIDELINES FOR ENHANCING STUDENT SUPPORT AND PROGRESSION

1. Scholarship and freship to be given to students besides government scheme.
2. Personality Development programme as life skill, communication skill, leadership, yoga, physical fitness program to be conducted.
3. Guidance for career counseling and competitive exam preparation.
4. Timely redressal for students' grievances including ragging and sexual harassment.
5. And zero tolerance policies for such offences.
6. Placement cell works to provide placement to the eligible candidates, invite schools and institution for placement.
7. Students should be made aware of different placement opportunities through proper display of advertisement and messages system.
8. Committees' minutes register to be prepared.
9. Students' progression from UG to PG and higher education to be monitored and keep record.

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10. Alumni to be registered and increase their participation.
11. Sports and cultural activities to be organized and keep record.
12. Students' achievement, award record to be maintained.
13. Students to be informed about the university level, state level and national level competitions in sports and cultural activities.
14. Students should be encouraged to participate in various activities at college and outside activities.
15. Other Activities and Ideas are welcomed.

POLICIES AND GUIDELINES FOR GOVERNANCE, LEADERSHIP AND MANAGEMENT

1. Draft Vision and Mission of institution.
2. Updating of college website.
3. Preparation college magazine, prospectus etc.
4. Governing body meetings.
5. Prepare organogram and SOPs.
6. Management should be flexible.
7. Documented and approved policies and procedures for appointment, increment, grievance redressal mechanism.
8. Planning for budget and resources.
9. Planning for admission with the use ICT.
10. Planning for student fees.
11. Annual planning for library.
12. Effective welfare measures for staff and students, work with the aim of safety first and work environment.
13. Maintain welfare committees and develop policies welfare measures.
14. Promoting self-development.
15. Provision for different types of leaves.
16. Hostel, Transport, Canteen, RO drinking water facilities.
17. Online teaching and non-teaching work are given to the employees.

POLICIES AND GUIDELINES FOR INNOVATIONS AND BEST PRACTICES

1. Academic and Administrative Audit and Energy and Green audit to be conducted.
2. Gender sensitization program to be conducted.
3. Women empowerment program.
4. Use of LED bulbs, Solar Energy, Rain water harvesting.
5. Proper waste management solid, liquid and biochemical program to be developed.
6. E-waste management to be properly done.
7. MOUs to be made with Industry, NGOS, Educational Institutions.
8. Creating Disabled friendly environment.
9. Maintaining clean, green and environment friendly campus.

(Harjeet Singh Hura)
Seal and Signature
Secretary, JPES



1. Copy to all concerned staff

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