

ADMINISTRATIVE MANUAL



SHRI RAM COLLEGE

Parikrama Marg, Muzaffarnagar

SHRI RAM COLLEGE, MUZAFFARNAGAR

ABOUT:

To cater for the needs of professional education, highly qualified academicians, prestigious bureaucrats and renowned industrialists under the able leadership of the eminent educationist Dr. S.C. Kulshreshtha formed Shri Ram Charitable Trust having an aim of promoting quality education in the comparatively backward area of the state of Uttar Pradesh. The Trust also aimed at providing professional and technical job oriented courses at reasonably affordable fees. In a period of sixteen years, the family of Shri Ram College has grown exponentially and currently it has more than 175 teachers and 3600 students across the courses. It clearly reveals that SRC has emerged as the most sought after colleges and has been growing in popularity at a high pace. SRC is proud of its expanding family.

OUR VISION

"To provide a distinctive combination of academic excellence and professional relevance to enable the students to match international standards"

OUR MISSION

To provide value enriched high quality education at affordable fee and enhance the intrinsic abilities of our students by grooming their personalities so that they may fulfill the demands of today's dynamic world.

OUR OBJECTIVES

- To bring SRC to the forefront in academics on an open world map.
- To build a conducive environment for promoting excellence in teaching and research.
- To create a better world by cultivating values in pupils', both personally and professionally.

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AUTHORITIES AND RESPONSIBILITIES OF DIRECTOR

Detailing just to the top Management (Chairman, and Secretary) of the establishment and helping them in the accompanying elements of the organization.

- Regulation/Monitoring
- Development
- Leadership
- Visionary

The following are some of the important responsibilities-

Administrative Issues

1. To check implementation of **Biometric attendance** of teacher/student time to time.
2. To resolve **academic & nonacademic issues**.
3. Make plans to bolt and seal every one of the research centers prior to leaving the premises.
4. Prepare spending recommendations of the division every scholastic year and guarantee the costs are in order to authorize the Management.
5. Scholarship (SWD) related issues.
6. Record book that **maintains the bill and other transfer related matters** of each item.
7. Planning and coordination to prepare **long term perspective plan; suggest policy development and program evaluation** for growth and development of the Institute.
8. Managing the **fiscal affairs** of the college.
9. Assisting authority on legal matters.
10. To **approve faculty leaves/OD/Short Leaves/ Gate pass**.
11. Managing the **hostel staff affairs**.

12. Managing the **theft/damage related affairs**.

13. Monitoring the acquirement and acquisition of the whole essential framework like furnishings and fittings, lab hardware, books and any such other necessity for the foundation according to the endorsed methods.

14. Prepare key designs for monetary, infrastructural and staffing regions.

A Formal Link of Communication

1. Provides a proper connection of correspondences between the college and other associates of the university.
2. Act as **Institute-Industry interface** including publicity, news bulletins, brochures preparation/ distribution, etc.
3. Submits the **department's recommendations for promotion and tenure** and for merit and equity salary increase.
4. Work with and energize the staff to apply for research projects/proposition.
5. Monitoring of **Exam Cell & Examination** related matters.
6. Circular/Notice regarding internal & external affairs, including university too.
7. ERP handling.
8. Maintain **faculty data for university**.
9. Responsible for university related matters.
10. Addresses the college in proficient affiliations, certifying offices, government bodies establishments, and the business local area; supports personnel interest with different neighborhood proficient.
11. Attends **meetings of the Council of Chairs**.
12. Interaction with in **Societies**.
13. UGC–Alliance and endorsement measure co-appointment. With exceptional core interest on checking the reviewing and examinations of the foundation led by the controller bodies such as

AICTE, government and college separated from the ones led by the top administration.

14. Coordinating all Sheets of Studies. Additionally Thinking about the significant interchanges, strategy choices gotten from the College, Government, UGC and so forth
15. Recommending the Overseeing Body for giving the essential infrastructural, HR and different prerequisites for advancing towards accomplishment of the vision of the college.
16. Monitoring all the liaison exercises with administrative, corporate and other scholarly bodies/ institutions.

Academic Development

Below mentioned task will be monitored by Director & performed by HOD-

➤ Academic Documents Preparation -

1. Preparation of **Academic Calendar** before commencement of the semester.
2. **Allot the subjects to the faculties well ahead of time before initiation of the semester/year & preparation of faculty load.**
3. To plan the '**Activity Calendar of Department**' before the commencement of classes.
4. To ensure the preparation/ display/submission/maintenance of:
 - **Room-wise Time Table/Room Occupancy Chart**
 - **Lab Occupancy Chart**
 - **Floor Duty Chart**
 - **Individual Time Tables of Faculty/Staff**
 - **Lecture adjustment Register**
5. **Course File** Formats.
6. Evaluation Scheme
7. Project Report Guidelines.
8. **Result Analysis** Format
9. Formation of **class wise What's App Groups.**

10. Plan & organize **Extracurricular & Inter college activities**.
11. Choosing the quantity of areas, clusters for every hypothesis and lab courses.
12. Booking project/proposal, class audits and checking something similar with the help of concerned HoD.
13. Contact with the Tops of the offices to set up the rundown of mentees and guides from every Division
14. To find out the **book requirements** for students and procure the same, before the start of every term.
15. **Student's data** (name, father's name, contact no, address etc.) maintenance through HODs of department.
16. Getting ready subjects' astute specialization of workforce list in all of the subjects.
17. **Preparation of internal marks** (theory & practicals) for submission to university at the end of the year/ semester.

➤ **Academic Monitoring –**

1. To ensure a classroom learning experiences to students.
2. **Checking powerful educating methods according to the endorsed educational plan and according to the instructing/ institutional technique proposed by the College/AICTE/The executives.**
3. To check **Course Files** comprising of Tutorial sheets/Important Questions, Lecture Plan and Synopsis/Lecture running notes from showing staff before the initiation of classes and guaranteed that the data furnished is as per the arrangement.
4. To promote **Use of Technology** in class room teaching e.g., LCD Projector etc.
5. **Monitoring of syllabus coverage** and ensures that the teachers are following the arrangement and prospectuses is finished in the specified time.
6. Behaviors result examination and gives it to more significant position authority.
7. Monitoring of **daily & monthly attendance** of students.

8. **Reporting to the class by faculty members** on time.
9. Check the students' participation registers kept up with by the staff individuals once every month.
10. Ensures that the **department has a liaison to the library.**
11. Students' **assessment and evaluation**
12. **Adherence of academic rules** by all teaching faculty.
13. Leading normal meeting (preferably essentially once in a consistently) of the guides and mentees.
14. Directing normal meeting (preferably basically once in a consistently) of the class agents.
15. Inculcating the culture of **online teaching that include live lectures recorded, video lecture etc.** of faculty himself/herself.

Faculty Performance Monitoring

Below mentioned task will be monitored by Director through the assistance of the inputs provided HOD-

1. Evaluate faculty members & staff.
2. Observe the faculty **dress code/punctuality.**
3. To Collect the students input (Multiple times in a Semester-First Feedback one month after Initiation of Class work and the Second at the of the Semester) about the faculties' subject shrewd. Also, convey the input to the concerned faculties in the standard configuration as coordinated by Director with a duplicate provided to the Director. Proper move to be made by the HOD's in Consultation with the Senior members and the Director.
4. Differentiate between the needs of experienced & inexperienced teachers.
5. Distinguish remarkable initiative abilities of instructors and others and matches them with administration openings.

6. To screen whether the faculties are improving from one semester to another.
7. Picks and advances qualities and shortcomings of students/workforce/staff.

Student's Performance Monitoring

Below mentioned task will be monitored by Director through the assistance of the inputs provided

HOD-

1. To monitor students' academic progress.
2. **Interact with students** (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the HOD & Director.
3. Observe the **dress code among students** and instruct the respective class teachers to implement the dress code among the students.
4. Communicate the **attendance particulars and internal marks of students to the concerned parents** from time to time with the help of class teachers also to be submitted by students to their respective subject teacher.
5. To ensure conductance of assignments/tests
6. Student Development Program.
7. Award & Recognition

Department Performance Monitoring

1. Ensure that **HoDs are Maintaining records of departmental activities and achievements for updation** of department.
2. Convene departmental **staff meeting** once in a semester on the day allotted and record the minutes of the meeting.
3. Prepare **annual department progress report**.
4. **Developmental activities** of the department
5. **Display of photographs** of different activities.

6. Plans, executes, and monitors academic and support activities of the department.
7. Display **information of department topper/other achievements**.
8. To update **notice boards & display boards**.

Infrastructure Maintenance

1. Estate Maintenance
2. Maintenance of existing infrastructure and all other related facilities such as **furniture, roads, electricity, water supply, sanitary, lawns, canteen, kiosks, CCTV, flex boards, security, etc.** That includes Renovation and repair works too.
3. **Improving infrastructure** wherever required or recommended by associated bodies.
4. To ensure **Quality, Maintenance and cleanliness** of the college.
5. Placement of weed out material as recommended for institution.
6. To see that the **infrastructure facilities in the labs** are adequate so that each batch has ample opportunity to complete practicals satisfactorily.
7. To instruct **lab technicians to check the cleanliness of the lab and switch off all equipment** after use.
8. To update **notice boards & display boards**.

Developmental Functions

Below mentioned task will be monitored by Director & performed by HOD-

➤ For Students-

- To develop academic activities for students.
- **Counsel the students who are absent for the Sessional Exams or irregular** to the class work.
- **Arrange special classes** if necessary for the benefit of below average students.
- Supervises and coordinates all student **academic advising/orientation programs** for the college.

- Arranging and managing **coaching classes for GATE, TOEFL** etc.
- Motivating and **guiding students in order to utilize the facilities** of the College.
- Formation of **students' Forum**.
- Planning of **Summer Camp (Techno Camp) in consultation with the convener** of summer camp.

➤ **For Faculty-**

1. To **plan FDP** in off season/non-teaching days.

➤ **Laboratories Development Functions-**

Below mentioned task will be monitored by Director & performed by HOD-

1. Developing **resource material and laboratory** development.
2. To ensure **purchases and maintenance of permanent and Consumable stock registers** are done properly by the Laboratory Assistant.
3. To find out the **requirements for consumables for the laboratory** and procure the same, before the start of every term.
4. To plan for the **procurement of equipment** for the coming term well in advance.
5. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Director for approval.
6. Maintain **theft/breakage /damage** register.
7. In order to prevent theft/damage, the Lab In-charge shall take the following action: Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

➤ **Other Development Functions-**

1. Instruct account office to maintain **all records pertaining to students, faculty and staff**.
2. Ensuring **effective utilization of transportation services** to students, staff, and faculty.

3. Ensuring **safety and security** to all in the college
4. Facilitate **starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake** into any program.
5. Oversees **medical facilities** on campus
6. Other **facility of campus-Canteen** etc.

Front Desk Supervision

1. Monitoring of performance of FDM.
2. Movement Register
3. Identification of late comers.
4. Theft/Damage/Broken Register
5. College Directory & Extension Numbers
6. Emergency Numbers
7. Prospectus
8. Complaint Register
9. Medical Box.
10. Hospitality
11. Monitoring of **suggestion boxes** available at each floor.
12. Daily cleanliness sheet
13. Faculty Data (Contact no, address etc.)
14. Maintenance of I-Card Record.
15. Regular **updation of faculty or other staff list** available at front desk.

Responsibilities Regarding Admission Process

Below mentioned task will be monitored by Director & performed by Admission Committee-

1. **Meets and talks with prospective students and parents;** arranges for college visits.

2. **Make regulations regarding the admission of students** to different programmes of study in the college.
3. **Assign admission duties to teaching and non teaching staff** of the Department.

Campus Discipline

1. **Responsible in campus discipline** of the students and coordinate the same with the hostel wardens.
2. **Encourage healthy living and lively positive** relationships among students and the campus community.
3. Maintaining a **ragging free campus**
4. To ensure **discipline among students inside & outside the institute.**
5. Conduct **enquiries of students indulged in indiscipline.**

Account Office Supervision

1. Supervision of accounts office.
2. Prepare **conduct and transfer certificates** to the students
3. Monitoring all the procedures to be followed by the office which include **admission, fee collection, salary sheet preparation, purchases and procurements bills, accounts and audit** and any such other matter related to the administration of the college.
4. Approval of bills related to investment done in various activities and events at college level.
5. Release of fee of students as committed individually (that includes exam fees and tuition fees both).

Other Academic Issues

1. **Reviews and attempts to resolve students' academic problems**, complaints, etc .
2. Hears **complaints regarding teaching** in the department; handles on-going student

problems.

3. Attends to **faculty/staff problems** and concerns.
4. Manage non -faculty college staff members
5. To ensure **academic discipline** in the class.

Other Responsibilities

1. To ensure that **entry in a register /Photocopy slips are maintained.**
2. **Arranging teaching requirements for successful completion of academic programs** of the college and supervising the same periodically.
3. To appoint **01mentor on 20 students of a section, 01 class coordinator & 02 class representative** for each class.
4. To **inform the concerned authorities of any important information** of events taking place in the department from time to time.
5. To **conduct lab audits** at the end of the semester.
6. Monitoring of lab technician's movement register in order to ensure the safety and proper functioning of labs.
7. Recruitment of faculty or other staff should be made by HR after recommendation of Dean and approval of Director.

Any other function that may be assigned by the Higher Authority.

**COMMITTEES THAT COME
DIRECTLY
UNDER DIRECTOR**

PART – 1

ACADEMICS

COMMITTEE

1.1 OBJECTIVES:

The main objective of the academics committee is to oversee the academic affairs of the college and make recommendations to the Principal/Director about academic affairs and strategic priorities. The members of the committee sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. This Committee also formulates the guidelines, rules and regulations of all Academic affairs of the College. The Academics Committee is formed with the chairmanship of Principal/Director.

- Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.
- Review the academic and other related activities of the college.
- Review the students and faculty development programs.
- Visualize and formulate perspective plans for the development and growth of the college.
- Prepare and review Academics Calendar and Class Routine for the college.
- Review and update the College Prospectus.
- Draft Concise Leave Rules for the teaching and non-teaching staff of the College.
- Decide the introduction of Students Uniform in the College.
- Promote research and extension activities in the college campus.
- Plan for sustaining the quality of education, quality improvement and accreditation of the college.
- Keep vigilance on the attendance of teachers and regularity in taking the classes.
- Review student's attendance/malpractices in examinations.
- Oversee the internal examinations/evaluation/recording.
- Take disciplinary action to the students for violation and disobedience to the college rule.
- Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
- Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms.
- Recommending the Governing Body for providing the necessary infrastructural, human

resources and other requirements for progressing towards achievement of the vision of the college.

- Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.

- Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.
- Encouraging collaboration with other academic institutes and industry.
- Facilitating and supervising the co-curricular activities of the students.
- Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on.
- Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
- Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.

PART 2

**ADMISSION
COUNSELLING
COMMITTEE**

2.1 ADMISSION PROCESS

- Firstly, the applicant comes for enquiry at help work area Shri Ram College.
- Counselor prior to suggesting any students should check qualification of the students as needed for affirmation reason.
- Student goes to the Online Registration Cell for CCS college courses if not effectively enrolled.
- After satisfying the online enlistment structure assist work area with sending the students to Admission Controller for proposal and consent of issue of outline.
- After proposal confirmation regulator ought to educate the students to contact college office for Issue of outline.
- College Office will give plan, I card slip, rules and guideline and undertaking structure to the students.
- When students come subsequent to pronouncing University merit for affirmation, the Front work area Director will direct the contender for the confirmation work area in the check room.
- The confirmation authority will check every one of the important reports in Original and other data as needed in affirmation structure.
- After suggestion for affirmation, confirming position will direct the possibility to confirmation Organizer for the consent of confirmation.
- The confirmation organizer will prescribe and send the contender to the head for definite mark.
- After consent of head the competitor will present the charges alongside confirmation structure and related archives on charges counter.

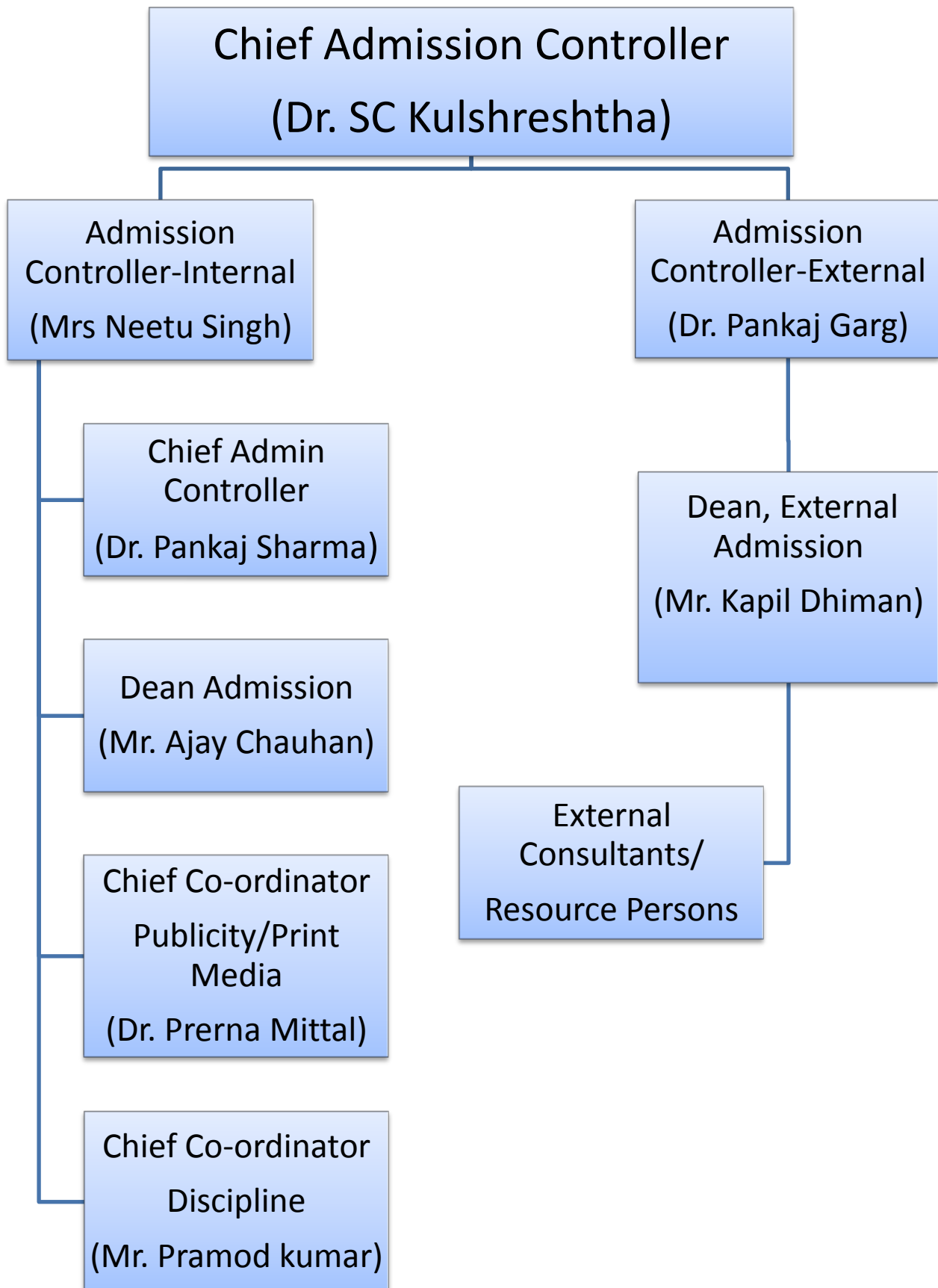
2.2 CONTACTS FOR EXTERNAL ADMISSIONS

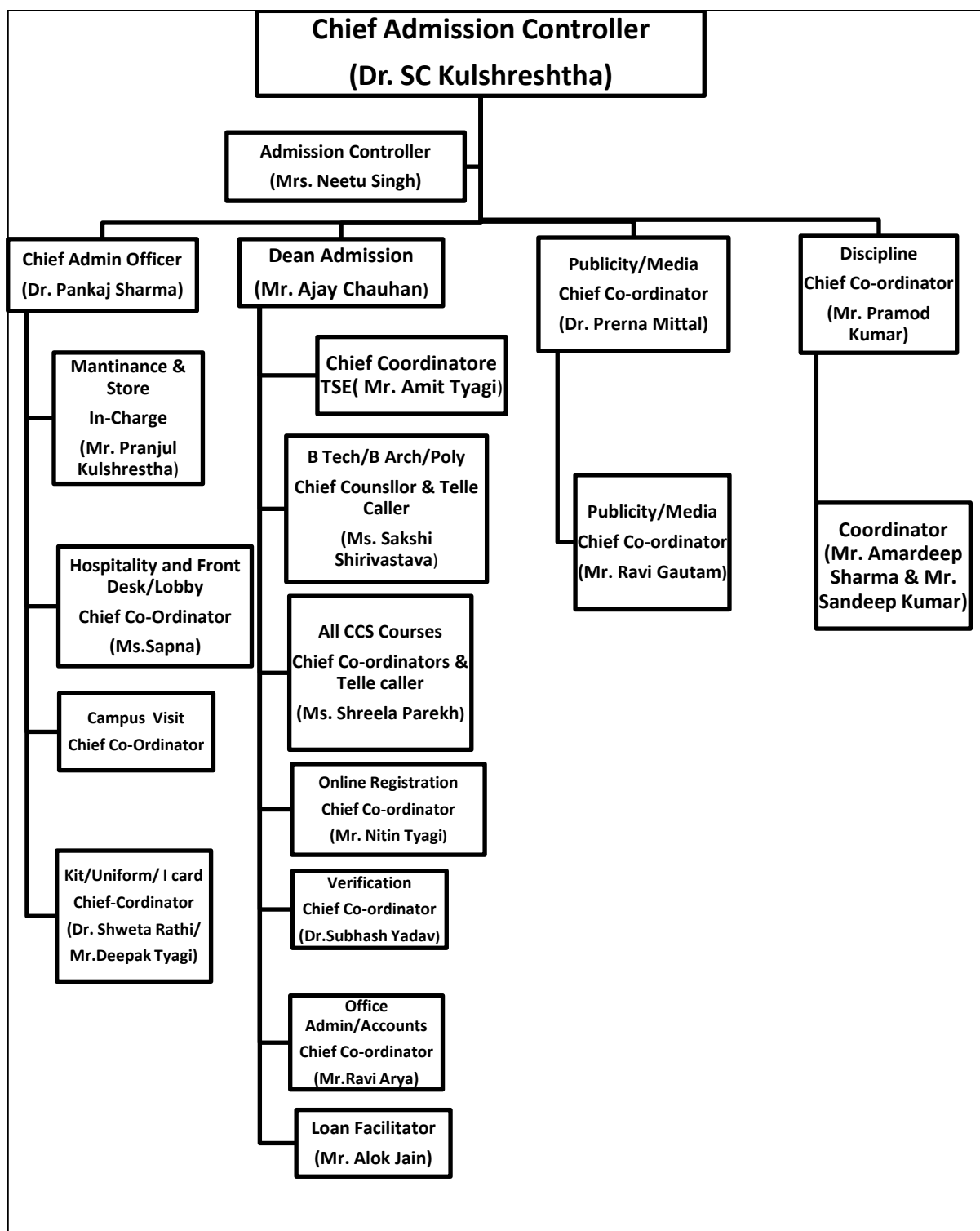
East UP, Bihar, Jharkhand, West Bengal, Sikkim, North-East, Nepal	Dr. Pankaj Garg Director Planning and Development	7351323000
	Mr. Kapil Dhiman, Deputy Manager	7351335577

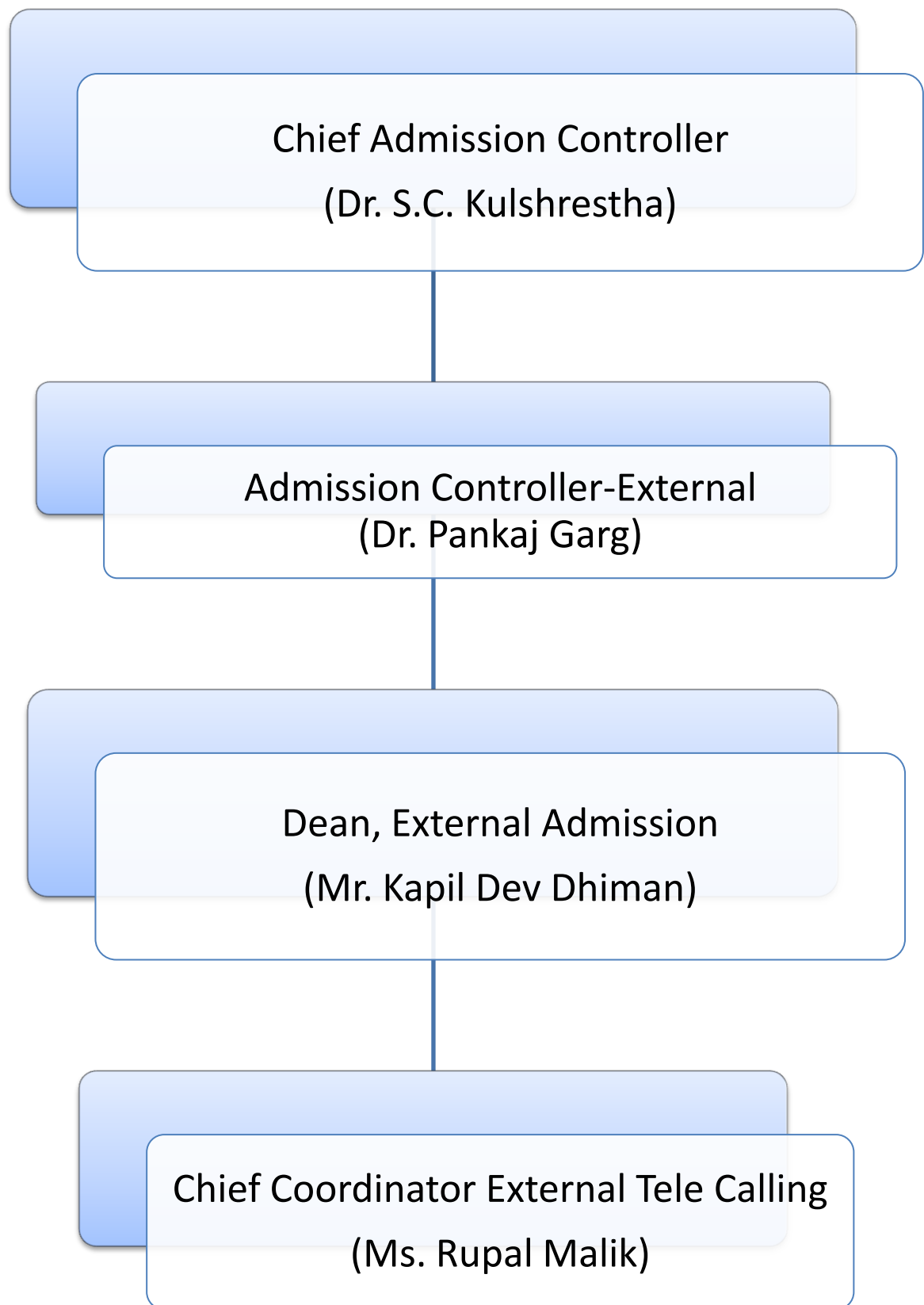
2.3 CONTACTS FOR LOCAL ADDMISSIONS

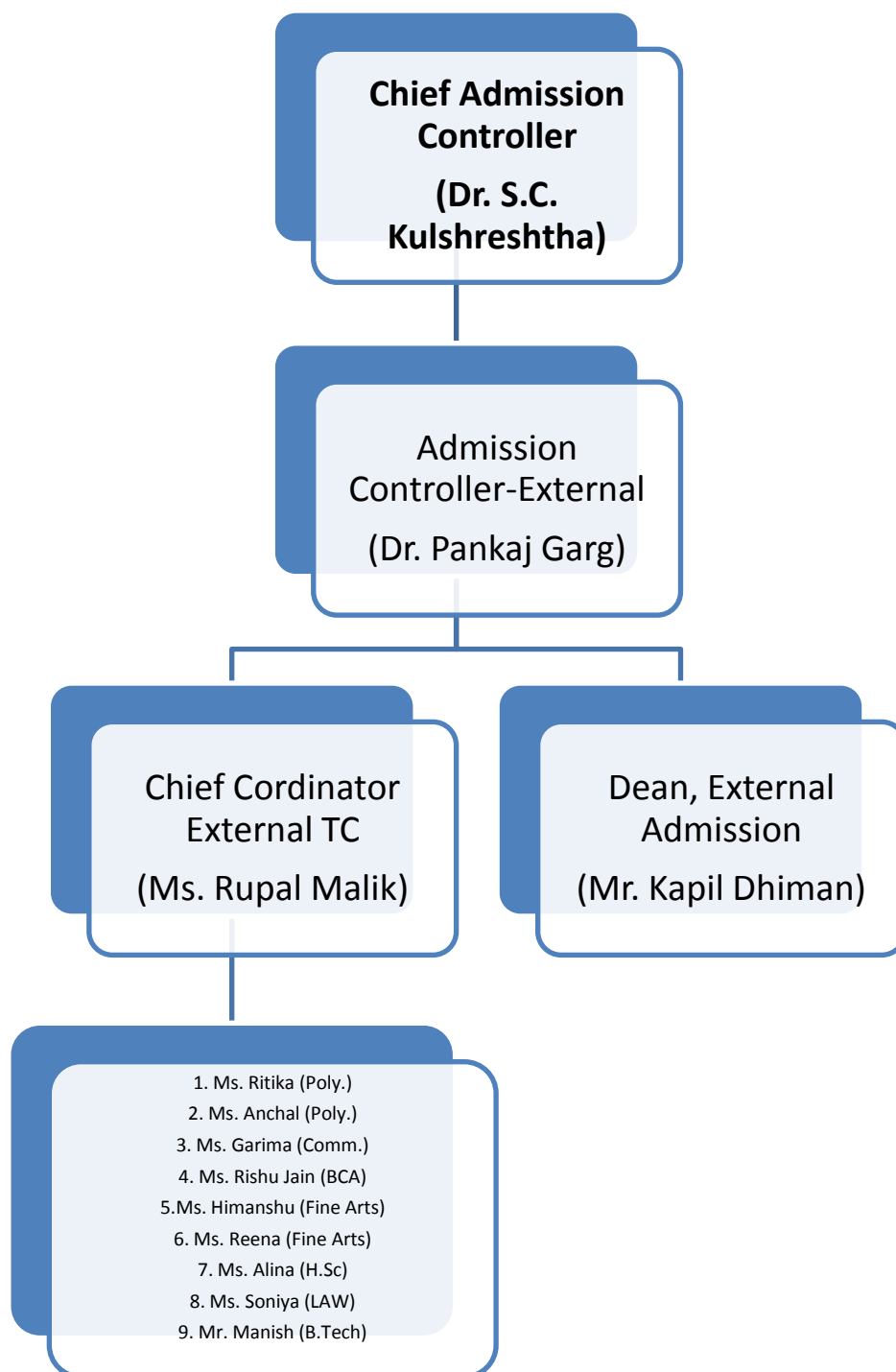
	Mr. Ajay Chauhan	9927079966
	Mrs. Neetu Singh	9358348700
	Mr. Amit Tyagi	9358348700
	Ms. Sakshi Shrivastav	7088013180

2.4 ORGANIZATIONAL CHARTS









PART 3

EXAMINATION

COMMITTEE

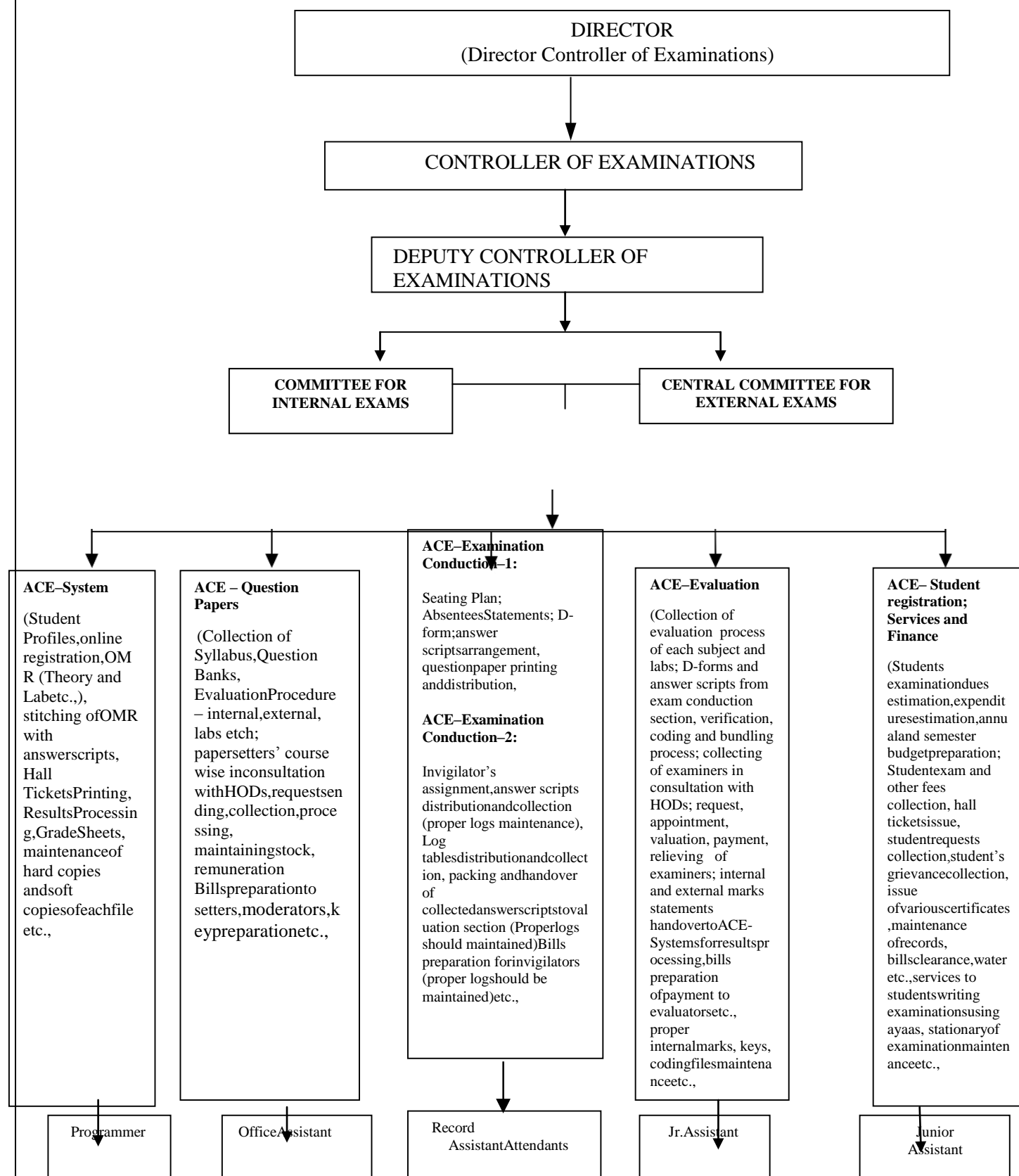
3.1 ABOUT:

The Examination committee is an apex body of the College which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results of HS First Year, Unit Test and Pre-final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee. The Examination Committee plans and organizes all internal as well external examinations in the college.

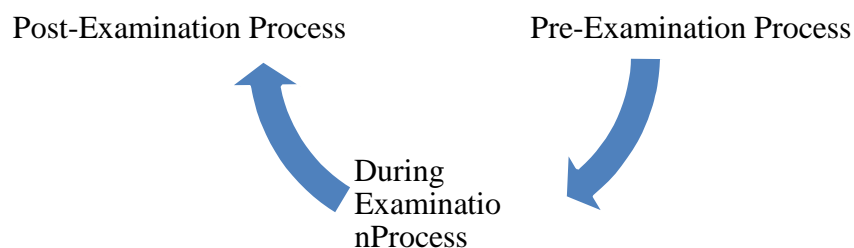
3.2 OBJECTIVES:

- The Examination Committee shall prepare relevant time tables for Internal Examinations.
- The Examination Committee will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board/Main Gate and Blocks.
- Suggest Principal to appoint Examination In-charge for smooth conduct of Examinations.
- The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare and demand budget of expenditure.
- The Committee will hold Centre Committee meeting of University Exam with the external and internal members.
- The Exam Committee shall analyze the College exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal.
- To ensure that the entire exam related documents reach the university in time
- Any Circular, Guideline, Office Order, Notification issued by the University and SRC are processed in the Examination Committee, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments.

3.3 COMMITTEE STRUCTURE



3.4 EXAMINATIONPROCESS



3.4.1. PRE-EXAMINATIONPROCESSES:

EXAMINATIONS

- Controller of Examinations will prepare the schedule of Examinations and the same will be communicated to all HODs concerned, faculty and students through website, etc., HODs of the concerned Departments ensure circulation of Schedule of examinations the faculty concerned and arrange for reading out in the classrooms and display in the departmental notice boards
- The departmental examination Coordinator gives the estimation of answer scripts to the Examination Cell (Autonomous) sufficient to conduct each Exam and internal lab exam in all the subjects two weeks before the commencement of Exams.
- Subject teachers prepare 2 sets of question papers in their subjects as per the guidelines given in the Academic Regulations and pass on the sealed covers to the departmental examination coordinator(s) of concerned departments one week before the schedule of the Exam in that subject. The department examination coordinator(s) submit the same to the Controller of Examination one week before the examination schedule.
- The examination cell makes ready the required material before the examination schedule.
- The examination cell prepares the duty chart of invigilators and sends to departments concerned.
- The Controller of examination will open one of the sets in the presence of observer and record the same in certificate of opening the packet containing question paper set that is signed by CE, DCE & Observer. Then the set will be handed over to the DCE for printing the required copies and arranging for distribution to the examination halls.
- The invigilators collect the answer scripts shall-wise and other examination material 30 minutes before the scheduled time of Exam.

- The examination cell (DCE - examination conduct) hands over question papers to the invigilators in the examination hall before 5 minutes beginning of the examination. The invigilators distribute the same to the candidates.
- The invigilators collect the answer scripts and submit the same and unused answer scripts to ACE-2 (Examinations Conduction).
- The answer scripts collected from invigilators to be packed according to their subject/class strength and handed over to the ACE (Evaluation) by ACE-2 (Examination Conduction) along with question paper and absentees' statement.
- ACE (Evaluation) validate matching of answer scripts received with D-forms received and makes ready the answer scripts subject/class bundles, question papers and evaluation marks statements to provide to the subject teachers for evaluation.
- Subject teachers should collect the answer scripts from the examination cell on the day of examination soon after its completion or on the next day; evaluate the mid answer scripts, distribute the scripts for personal verification of the students in the class and register the marks in their subject registers. The filled in marks statements signed by the subject teacher concerned and HOD as well as answer scripts should be submitted to the ACE (Evaluation) within three days from the scheduled date of examination.

PREPARATION OF CONSOLIDATE INTERNAL MARKS STATEMENT AND VERIFICATION

- The ACE (Evaluation) should prepare the consolidated marks statements for each mid-exam section-wise (subjective & objective). The same has to be sent to the HODs concerned for verification by subject teachers. The verified consolidated mid marks statements signed by the subject teachers, departmental examination coordinator and HOD to be submitted to the ACE (Evaluation).
- Assignments marks should be submitted to the ACE–Evaluation.
- Subject teachers have to submit Lab internal answer scripts, question paper, absentees' statement and award list duly signed by the examiner and HOD, to ACE (Evaluation) after the conduct of internal lab examinations.
- The ACE-Evaluation prepare the consolidated statement of marks of internal examinations and the same will be sent to the respective HODs to facilitate students and concerned faculty for verification purpose, if any discrepancy may be brought to the notice of the concerned HOD for rectification.
- The representations from the students with regard to discrepancies in the award of marks of the Exams in a subject(s) must be sorted out by the HOD in the presence of subject teachers in next two days and necessary corrections be made in the consolidated marks statement.

- The HOD/ departmental examination coordinator should get the signature of the subject teacher concerned on the final consolidated marks statements of each section and send the same to the Director which in-turn submits all the statements of Exams of all the departments to the ACE (Evaluation) with his signature. ACE (Evaluation) in turn submits the softcopy of the consolidated marks statement of Exams to ACE (Systems) through the Controller of Examinations.
- The distribution of weightage of marks should as per the academic regulations of the programme.

QUESTIONPAPERSETTING

Two various arrangements of inquiry papers ought to ready from the recognized subject specialists for both UG and PG programs.

REGISTRATIONOFTHESTUDENTS

The semester/annual attendance has to be finalized by the HOD concerned before one week of the course of the semester/year as per the academic regulations.

- The student, who misses the mark regarding recommended level of participation (65% or more underneath 75%) on clinical grounds, needs to apply to the Head of the office worried for approbation alongside clinical endorsement and the recommended charge. On the proposal of the Head of the office, the Director will advance the approbation of the participation and such rundown to be sent fourteen days ahead of time before the issue of Hall Tickets. Students whose deficiency of participation isn't overlooked in any semester are not qualified to take their assessment of that class and their enlistment will be dropped.
- Shortage of attendance underneath 65% in total will for no situation be approved. The rundown of the Detained competitors appropriately endorsed by the Director will be shown on the notification board by the offices and a duplicate of something similar to be shipped off the assessment cell before about fourteen days of the course of the assessments.
- The warning, calling for applications for enlistment to extensive assessment, is given no less than about fourteen days before the beginning of assessments. An unmistakable multi week time is to be given for installment of charges and accommodation of utilization. An additional five days' time is to be given for installment of expenses with fine. On the off chance that the last date is Sunday/occasion, the following working day will be considered as last date.
- The ACE (Student Registration) dealing with the examination application shall verify the candidate's name, parent's name, class, section, semester, subject(s), subject code(s) for which registration is sought and the amount of fees paid.
- List of students, along with courses registered for the examination, have to be prepared. A copy of the list of students is to be sent to Director Superintendent of the examinations at least three days before the commencement of examinations for making appropriate arrangements through Controller of Examinations.

- The original hall tickets are to be sent to the departments at least five days before the commencements of examinations. Departments will arrange to issue to the students at least four days before the examinations.
- Application forms received from the students for registration are to be preserved for future reference.

3.4.2. PROCESS DURING EXAMINATION:

CONDUCT OF LABEX AMINATIONS

- Semester end/yearly lab assessments will be led after the last working day of the semester (according to the bearings given by the Controller of the Examinations).
- The obligation of the Semester end/Annual lab assessment lead lies with the particular HOD and the oversight of Director Superintendent of the assessment.
- Semester end/Annual lab assessments will be directed by the educator concerned and lab outside analyst. The assessment cell will get names of outer lab inspectors to lead end lab assessments appropriately supported by HOD and the Director.
- The CE will choose one of the outer inspectors put together by HOD and illuminate the concerned analyst the time and number of students showing up and get his/her agree to be the analyst. The Internal inspectors will be designated by the HODs concerned and advise to the Controller of the Examinations.
- As per the galley of the students appearing for the lab examinations, the required stationery (answer book let and D-form) is to be procured by the Department from Director Superintendent.
- The concerned HOD of the Department ought to set up the time-table cluster insightful for the hardware accessible in the department and forward something similar to the assessment cell.
- After the examination, the examiners should submit the marks awarded in sheets and absentees' statements in sealed covers in the examination cell to the ACE-2 (Conduction of Examinations). ACE-2 (Conduction of Examinations) should in turn handover after posting in his register to ACE (Evaluation). ACE (Evaluation) submit the same to ACE (Systems) for results processing.
- Duly signed Remuneration bills and Certificate should be submitted along with the marks awarded.

CONDUCT OF SUPPLEMENTARY LAB EXAMINATIONS

Supplementary Lab Examinations will be conducted as per academic regulations of UG and PG.

CONDUCT OF SEMESTER END THEORY EXAMINATIONS

Semester end/ annual examination shall be of three hours duration (For both UG and PG programs). The process of conducting the semester end/annual examination is as follows:

- The controller of examinations for the concerned semester / annual examinations shall be responsible for the smooth conduct of the semester end examinations with the support of Director Superintendent of Examinations, Deputy Controller of Examinations, Assistant Controller of Examinations, Observers, Squad, office staff and faculty invigilators drawn from the various departments.
- As per the schedule of examinations, the Controller of examinations will select and open the set of paper in the presence of observer and record the same in certificate of opening in the packet containing question paper set that is signed by CE, Observer and DCE. The question paper should be opened taking into consideration the time required for validation, printing and delivery of question paper to the invigilators in examination halls and distribution to students.
- Validated question paper will be handed over to the DCE for printing the required copies and arranging for distribution to the examination halls.
- Observer should visit all the examination halls and ensures that the examinations are conducted as per the code of conduct.
- Squad should make surprising visit all the examination halls and ensures that the examinations are conducted as per the code of conduct.
 - Malpractices, if any, identified by observer or squad should bring in written to the notice of controller of examinations for proper action.
 - By the next day forenoon of the completion of examination all the answer scripts are packet and handover to the ACE (Valuation) by ACE-2 (Examinations Conduction) alongwith question papers and D-forms duly signed by hierarchy.

3.4.3. POST-EXAMINATIONPROCESS:

CODINGANDPACKING

The ACE (Evaluation) should arrange to check the answer scripts received from the Director Superintendent/ ACE-2 (Examinations Conduction) with the D-forms received and mal practice cases if any.

After verification, ACE-Evaluation should prepare code serial for each course and branch to be printed on the answer books and bundle numbers and concerned mark statement.

Enter the following in the coding Register: Name of the course code, Date of the examination, code number beginning and ending, number of candidates registered, number of candidates present, Regd., no of students who were booked for resorting to Malpractice.

- Check for accuracy of the entries.
- Take out the perforated part-I from the answer books.
- Pack answer books in bundles each containing 50 for spot valuation.
- Arrange the Slips in the order of Script code numbers.
- Pack the Slips subject wise.
- Bundle slip format should be filled and should be paste on the top of the pack.
- The Bunches of slips should keep in the custody of ACE (Evaluation)concerned.

RESULTSPROCESSINGANDPUBLISHING

- ACE – Systems has to process results and submit completion letter to Controller of examinations.
- Controller of examination on receiving results processing completion letter from ACE-Systems should submit the request letter to send a validation team to the Director.
- Director form a team for validation of results processing and send for validation of results.
- The team will submit its recommendations for publishing results to the Director.

- Based on the validation team recommendations and Director's directions, the Controller of examinations will arrange for publishing result and will send the copies to respective HODs too.

3.5 ROLE OF CONTROLLER OF EXAMINATIONS

Facilitates the Director by carrying out the following functions:

- Coordinates with Registrar, to get the subtleties of the Fresh Batch of students.
- Coordinates with separate HoD and guarantees receipt of inquiry paper sets and plans of assessment for every single Internal Examination.
- Arranges to give appointment letters as inspectors for the lead of reasonable, hypothesis (under self-governing) and undertaking work viva-voce.
- Receives the filled in Examination Application structures from the students.
- Arranges to flow the timetable of inside and semester assessments for all projects and show something very similar on Notice Boards.
- Arranges to set up the rundown of applicants and the courses for which they are showing up for.
- Arranges for the issue of Hall tickets.
- Receives the Internal imprints (finished) and the participation of each segment of students from individual Head of the Department and organizes to advance something similar to ACE-Evaluation.
- Conducts the assessments and distribution of results inside one month after the fruition of assessments.
- Arranges to get the Mark Statements and the Consolidated Mark Statements of students.
- Arranges for the lead of advanced advantageous Examinations for active students after the distribution of conclusive year results.
- Arranges to advance the uses of students for the describing and revaluation of answer scripts by and large.
- Informs the Director Superintendent as to the misbehavior cases, assuming any, and advances something very similar to the ACE-Evaluation to take choices.
- Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
- Conducts result examination and gives something similar to every HoD, Registrar, and Director.
- All assessment concerned records to be kept in safe care and be made accessible as and when required.

PART4

INTERNAL QUALITY ASSURANCE CELL

INTERNAL QUALITY ASSURANCE CELL

4.1 INTRODUCTION:

In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality upgradation of institutions, NAAC proposes that every accredited institution should establish an IQAC for the sustenance measures for quality. As quality enhancement is a continuous process, IQAC cell has been established at SRC. We are having a strong IQAC at our place that focuses upon continuous upgradation of each and every sector of the institute. Towards promoting college's holistic academic excellence, IQAC keep on channelizing all possible efforts& measures of the institution towards promoting its holistic academic excellence.

4.2 STRATEGIES ADOPTED AT SRC BY IQAC:

- Ensures the performance of the institute at Academic, Administrative, Developmental and Financial level.
- Focuses upon the Research and Training development.
- Focuses upon providing equitable access to and affordability of programmes for all sections of Society.
- Develops, Innovate, Integrate and optimize various methods of learning and teaching.
- Takes the credibility of evaluation procedures.
- Ensures the adequacy, maintenance and functioning of the support structures and services.
- Focuses upon developing and maintaining networking and relations with different Institutes in India and abroad.

4.3 COMPOSITION:

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

For constituting the IQAC of College all the rules will be followed as given by the NAAC from time to time.

4.4 BENEFITS:

IQAC at SRC will:

- Ensure heightened level of clarity and focus in our functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes.
- Build an organized methodology of documentation and internal communication.

4.5 FUNCTIONS:

Some of the functions of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes /activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

PART-5

SCHOLARSHIP COMMITTEE

5.1 SCHOLARSHIPS CELL:

Grant assistant on the bearing of the Director gathers the applications from the concerned divisions and conveys them to poor students. He will gather the filled in applications and submit them to the concerned divisions. A few divisions send their officials to meet the candidates to know their validity. Agent in-charge of grants illuminate the students and make interview meet on the assigned date. The grant agent will be in steady touch with the office individuals and get the check for grant.

5.2 OBJECTIVES:

- Post-metric Scholarship and charge repayment has been exclusively advanced to bring to the table monetary help to the financially more vulnerable students have a place the SC, ST, OBC, General and MIN people group by the public authority.
- This government plot offers grants for the students to seek after proficient and non expert courses after registration.
- The fundamental goal of e-administration entrance is for the automation, streamlining, sanction and disbursal of post metric grants to students.
- This drive is expected to works with quicker and effective removal of grant application and convenient installment of the grants to the students, straightforwardly in their financial balances.

5.3 VALUES OF SCHOLARSHIP AND FEE REIMBURSEMENT:

The following fee are payable by the state government throughout of the course.

- Scholarship
- Non-refundable college fee (Registration, Admission, Exam, Library, Sports)
- Research work/typing expansion
- Hostel
- Extra Scholarship for handicap students

5.4 ELIGIBILITY CRITERIA FOR SCHOLARSHIP

- Domicile of UP
- Admission of Students should be in an affiliated course and in affiliated college
- Annual income should not exceed 2 lakh (For GEN, OBC, MIN) and 2.5 lakh for SC.
- Student must present in all annual exams.
- Student must ensure 60% marks in last exam. (For OBC, General & Minority)
- Student must have 75% Bio-Metric attendance in college.

5.5 DISTRIBUTION OF SCHOLARSHIP&FEE REIMBURSEMENT

➤ **Priority order of colleges**

1. Govt. Colleges
2. Aided Colleges
3. Self-Financed Colleges

➤ **Priority order of scholarship disbursal student wise**

1. Renewal Students 2. Fresh Students

➤ **Priority order merit based**

- | | | |
|-------------------|------------|------------|
| ➤ Last exam marks | 33% | = 2 marks |
| | 33% to 45% | = 4 marks |
| | 45% to 60% | = 6 marks |
| | 60% to 75% | = 8 marks |
| | 75% above | = 10 marks |

➤ **Course group**

- Group – 1 = 4 marks (LLB, Mass com., M.Sc., M.Com., BBA, BCAetc.)
Group – 2 = 7 marks (B.Sc., B.Com.)

➤ **Priority Age wise**

1. Higher age students
2. Lower age students

➤ **Priority Name wise**

First come & first get

5.6 PROCEDURE (WEBSITE UP.SCHOLARSHIP.NIC.IN)

- Registration ➡ Form filling ➡ Photo upload ➡

Form checking print Form Lock for 03 days Final Print

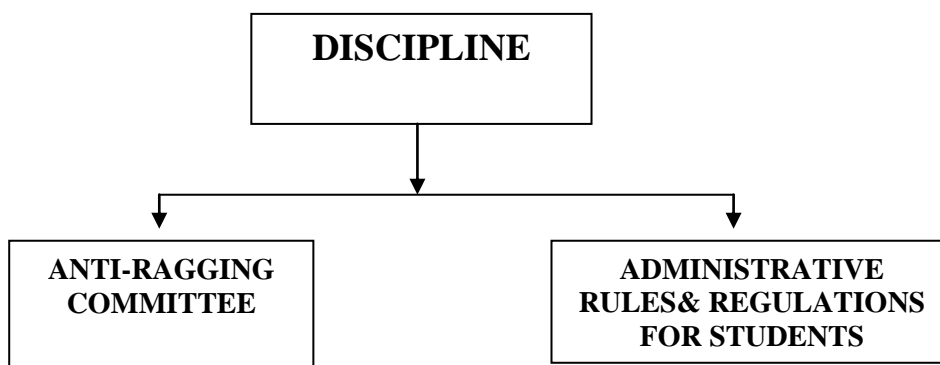
- Hard copy is submitted by the student to the class coordinator who after verification submit this form in account office.
- All the submitted forms are received, verified and forwarded through Institution login by account office to student welfare department. After forwarding online data account office prepared Two Sets of files for all categories and submit at DIOS office. After Submit all file, DIOS officer forward online data to Student Welfare Department (SWD) for further processing. After receiving online data through DIOS, SWD officer forward online data for further processing.

- All the entries filled by the student in the form like 10th Roll No., Passing Year, Board Name, Income & Cast certificate number and their date, last year result, passing marks, university roll number/enrollment number, bank account number etc. are online verified by National Information Centre (NIC).
- Suspected data (not verified by NIC) is sent online on student login.
- Suspected data with suitable proof are submitted in the form of hard copy to the student welfare department by account officer.
- Suspected data is then verified by SWD and forwarded further for fee and scholarship demand.
- In case of SC/ST students Fee Reimbursement is transferred in college scholarship account through student debit authority letter provided by SWD.

PART-6

PROCTORIAL /DISCIPLINE/ ANTI- RAGGING COMMITTEE

6.1 FUNCTIONAL CHART OF COMMITTEE:



The Discipline Committee is constituted for the maintenance of discipline in the college.

The committee will ensure that students obey rules and remain orderly and peaceful in the pursuit of educational objectives/goals in the college community.



6.2 OBJECTIVES:

- To guarantee quiet and tranquil scholarly environment in the grounds.
- To keep away from actual confrontations among students.
- To direct enquiries on report of indisciplinary exercises among students.
- To start model activities against students engaged with indisciplinary exercises.

6.3 FUNCTIONS:

- Assist to the students in adjusting to college rules and guidelines.
- Help the students to foster self-restraint.
- Administer result as per offense submitted by any students.
- Frame new college rules and guidelines.
- Promote and support appropriate conduct among the educators and students.
- Monitor the adjustment of rules by govt. and affiliating bodies.
- The establishment and every one of the elements of the foundation should work in a characterized framework to establish an obvious climate to the way toward Teaching and Learning and to the required practical progressions of the University.

- While the disciplinary elements of the representatives are taken consideration by the institutional administration, the disciplinary and against ragging elements of the students are taken consideration by the disciplinary board of trustees of the foundation.
- A Senior Professor is accountable for the advisory group and upheld by number of faculties from every one of the offices obliging every one of the students, everything being equal. The panel fundamentally chips away at the accompanying model for the students' disciplinary capacities.
- The faculties connected to the advisory group buckle down in distinguishing the students who are out of control and work persistently to put them to a superior state with full coordination from their folks/nearby gatekeepers.
- This is a ceaseless untiring, undetected and unpublished apparent exertion from the staff and all concerned.
- Anti-ragging is one of the significant and required elements of the establishment. There is a standing board of the organization to investigate the counter ragging cases. What's more, the advisory group meets often and as when required. SRC advises the students for against ragging and follows the rule of preventive activities.
- In expansion, there are students' boards of trustees for against ragging.
- It is officeholder upon the Discipline Committee, in direct, coordinated efforts with different individuals from staff, to upgrade and maintain discipline among the students.
- It is officeholder upon the Discipline Committee, to maintain the General Rules and Regulations of the College.
- It is prescribed that forward-thinking records of the students; singular document ought to be clung to in light of the fact that they will assist the Committee with settling on fitting choices and suggestions because of a superior comprehension of the students' experience.

6.4 ANTI RAGGING CAMPAIGN AND ACTIVITIES:

- Display of against ragging banners at significant areas.
- Meeting of hostile to ragging panel.
- Filling up anti-ragging undertaking structures by second year students.
- Interaction of police official with students.
- Class shrewd advising in regards to hostile to ragging acts and its serious impacts.
- Review meeting of against ragging board.
- Orientation program for first year students.

- Commencement of genuine checking by hostile to ragging board.
- Display of contact quantities of against ragging advisory group individuals for the data to all first year students.

6.5 RULES AND REGULATIONS

- Strict administrative certain compliance, graciousness and civility in discourse and direct, neatness of dress and individual are anticipated from every student. Consequently, sporadic participation, routine inaction inadmissible application to examines, noncompliance, object capable good impact and unsuitable lead all through college may legitimize suspension of any students.
- On college days and on all college capacities, every student should wear a legitimate uniform. The shirt ought to be tucked inside the pants. No students may come to college without wearing an appropriate uniform. In the event that for reasons unknown a student doesn't have an appropriate college uniform, he/she should bring a note of pardon from the parent/gatekeeper and report at the workplace prior to answering to class.
- A student of the college isn't relied upon to partake in political exercises.
- All students should deal with the college properties. The individuals who harm or obliterate anything will be intensely fined.
- Students should deal with their own things. In the event that conceivable, they ought to be set apart with the proprietor's name and class. The college won't be considered liable for the harm or loss of any important things or cash.
- Girls ought not to go through make.
- Students should regard and be faithful to the college, workforce, students' agent councilors (SRCs) and individual students.
- No time away is allowed to students besides on past composed note from their parent or gatekeeper for cases not surpassing two days. In the event of sickness, students should bring a clinical declaration/report/note expressing as such when they get back to college clarifying the justification the nonappearance.
- Faculties send letters/notes to the guardians for different reasons. Guardians are encouraged to react to such notes/letters as needs be.
- The following are viewed as genuine offenses and the guilty parties will be suspended or excused:
 - Willful annihilation of property.
 - Irregularities in tests and assessments.
 - Truancy.
 - Possession of perilous weapons and medications of misuse like tobacco and liquor.
 - Smoking.
 - Graffiti and littering.
 - Stealing, battling and threatening others

- Leaving the college without authorization.
- Disobedience
- Taking part in all types of games where one or a gathering of students is probably going to be perpetrated to extreme torment or substantial damage.

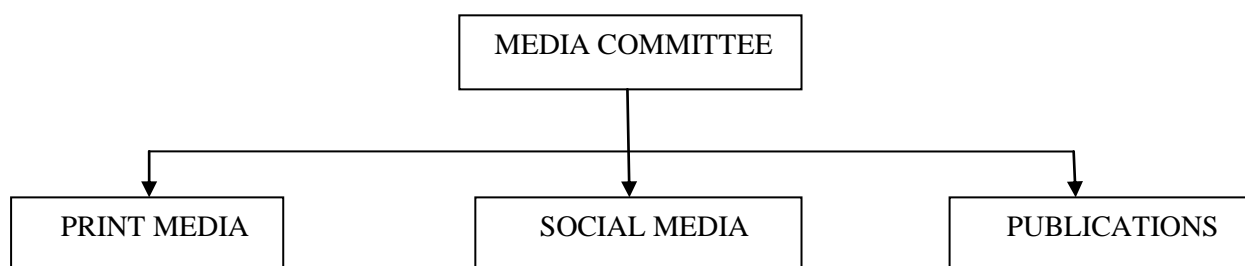
6.6. ROLE AND RESPONSIBILITIES OF DISCIPLINE INCHARGE:

- Providing scholastic administration in the control, incorporating informing junior partners in the setting concerning advancement and advancing associates' examination openings.
- Having duty regarding the oversight of norms relating to the order, and the conservation of disciplinary trustworthiness.
- Briefing the Director on any issue identifying with the government assistance of the order in College.
- Participating on choosing boards and educating the Director on enlistment regarding low maintenance staff in the control, as fitting.
- Contributing to strategy development and key arranging.
- Chairing gatherings of the order.
- Recommending to the Senior Lecturer the confirmation of non-standard students to the order.
- Dealing with proficient/accreditation issues influencing the control.

PART 7

MEDIA / RESEARCH & PUBLICATION COMMITTEE

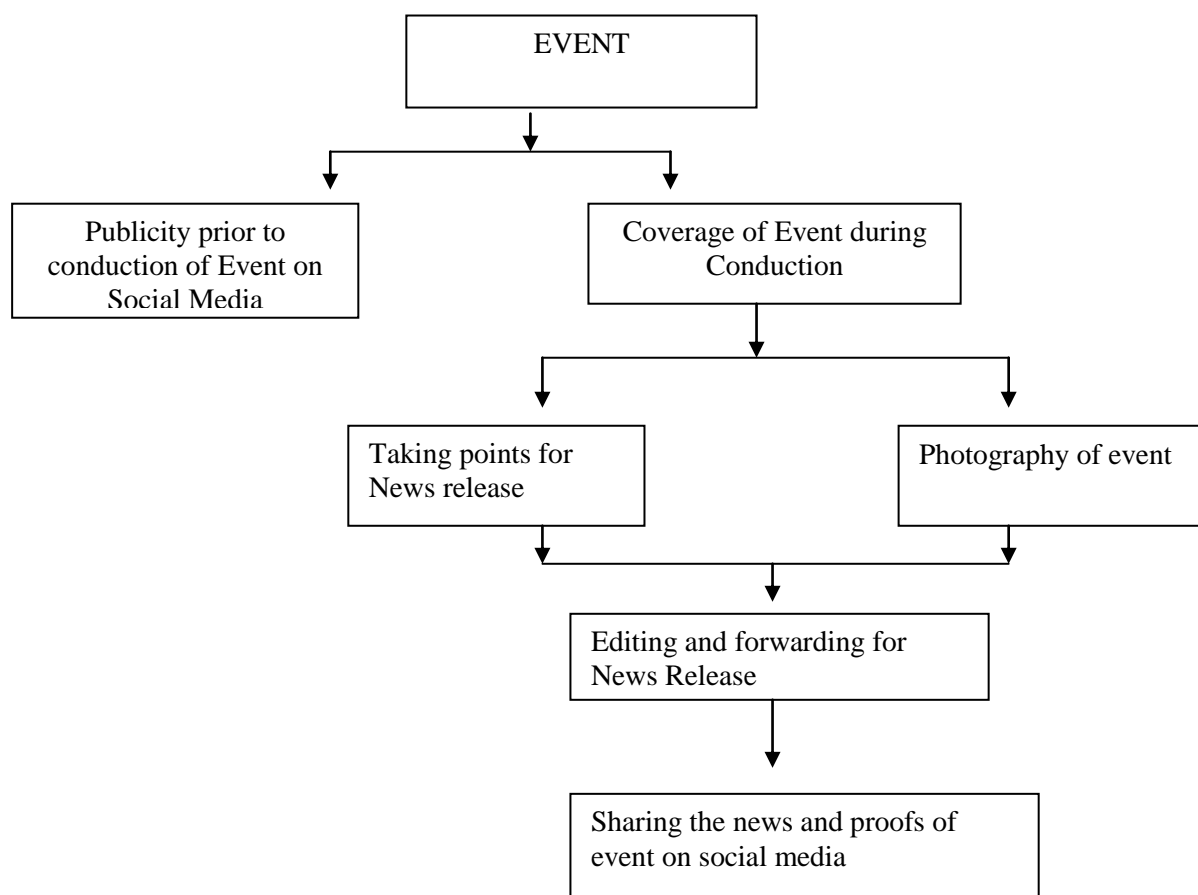
7.1 FUNCTIONAL CHART OF MEDIA COMMITTEE:



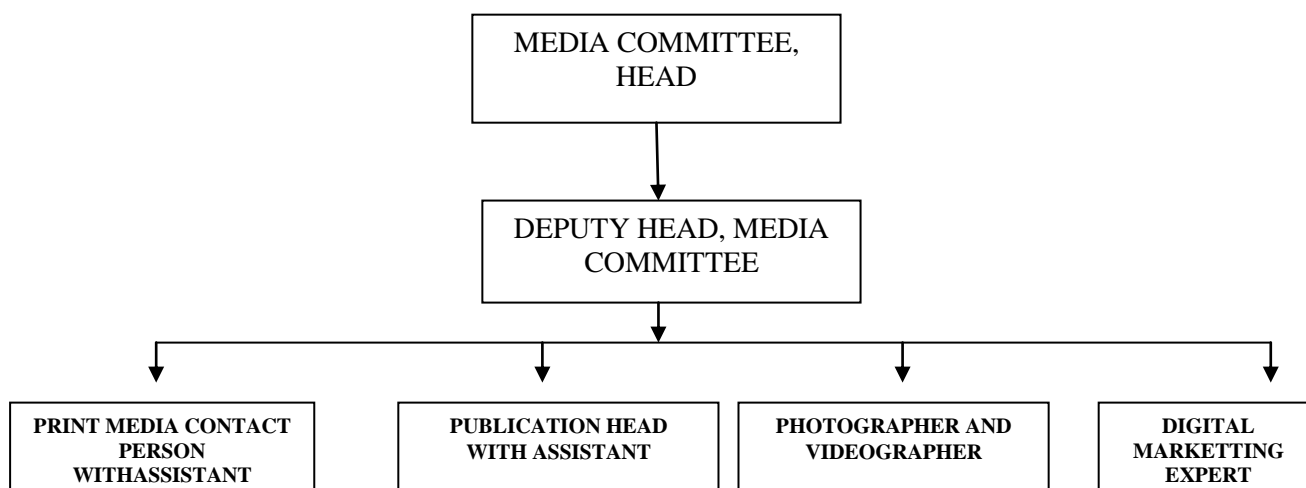
7.2. FUNCTIONS:

- Framing of Committee having delegates from different departments as co-ordinators of Departmental Activities.
- Committee will contain Head, Deputy head, Photography Head, Publication Head and coordinators.
- The Media and Marketing Committee is the essence of the foundation and the single touch-point for all correspondence of SRC.
- The essential job of the Media and Marketing Committee is to build up joins with the nearby media and give normal reports and official statements nearby news and openings.
- The Media Committee additionally gives inside outside media backing to the occasions coordinated by the College like Convocations, Conferences, Seminars, Sports weeks and so on
- The Media and Marketing Committee additionally plan and orchestrate printing materials to be utilized in various occasions for exposure and records and different distributions of college.
- Media/Publicity Committee offer students the chance to get included intentionally and to assist them with upgrading their expert Skills.

7.3. FLOW CHART OF EVENT CONDUCTION:



7.4 ORGANIZATIONAL CHART:



PART 8

TRAINING & PLACEMENT COMMITTEE /ALUMNI COMMITTEE

8.1. INTRODUCTION:

Training and Placement Cell of Shri Ram College, Muzaffarnagar truly has faith in extensively preparing the students to confront the corporate world and have an effective expert vocation. We at SRC are committed to prepare future directors and technocrats who are business empowering agents and our proactive in confronting the market difficulties. Our competitors are given down to earth data sources and reenactments that works with a real understanding about the elements of business climate. We are submitted towards keeping an ideal degree of associations with quality corporate to envision and accomplish our destinations.

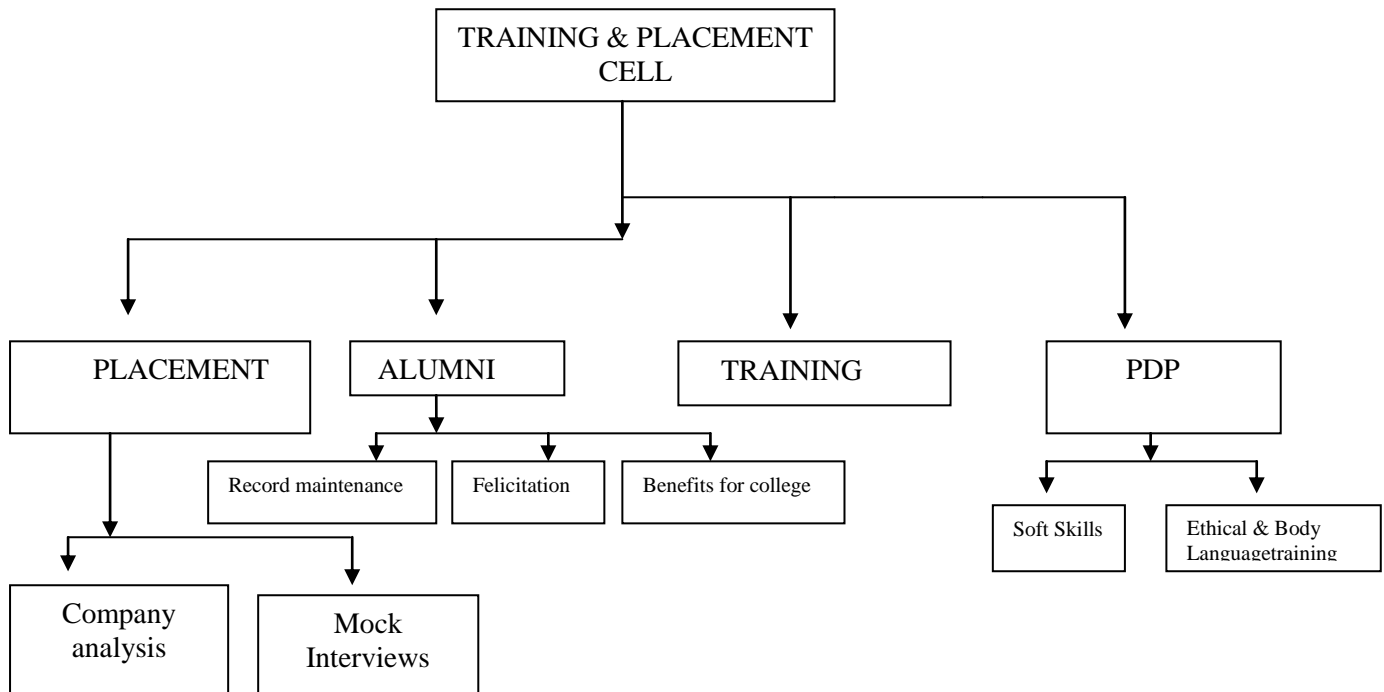
8.2 OBJECTIVES:

- To provide ample opportunities for placement of Students to achieve cent per cent placements.
- To prepare students for campus recruitment arranging training in Aptitude tests, Group discussions, preparing for Technical and HR interviews through professional trainers.
- To promote career counseling by organizing guest speakers viz. senior corporate personnel and most importantly by the immediately placed senior students.
- Tie-up arrangements with Industries & Corporate of repute for Campus recruitment.
- Create awareness among students regarding available career options and help them in identifying their career objectives and Act as a bridge between students, alumni and employers.

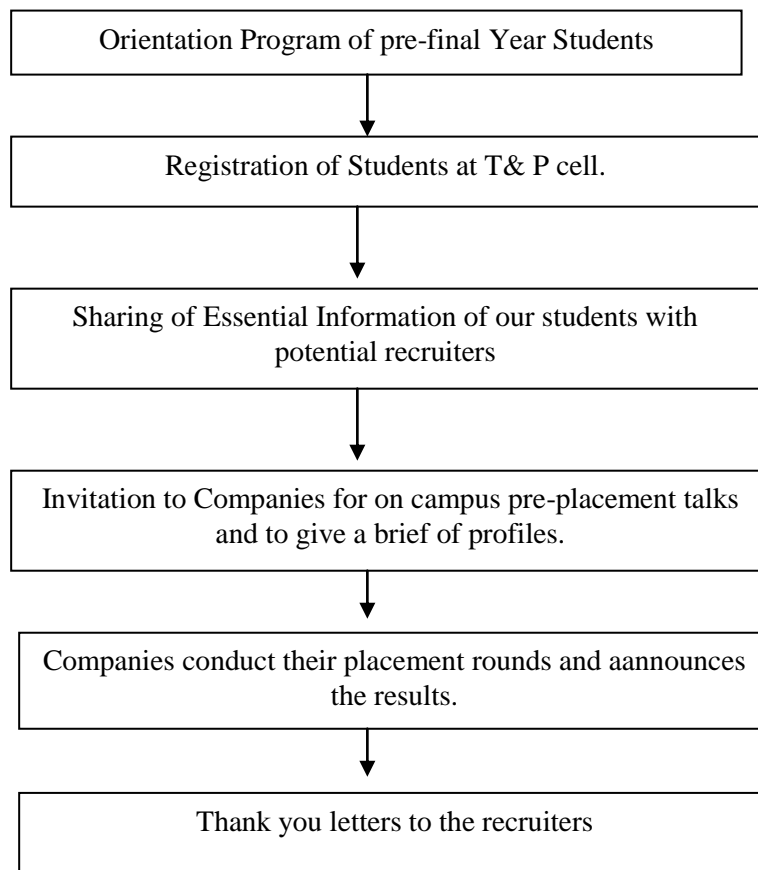
8.3 KEYACTIVITIES:

- Final Placements
- Summer Internship Programs
- Personality Development
- Career Counseling
- Mock Interviews
- Seminars
- Strong Industry Interface
- Summer Internships

8.4 FUNCTIONAL CHART OF COMMITTEE:



8.5. PLACEMENT PROCEDURE:



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Feedback taken from interviewed and experienced candidate.

8.6. ALUMNI MAINTAINENCE PROCEDURE:

- Record of Alumni Students is ready and refreshed.
- Alumni affiliation comprise of all pass out students.
- Information and contact are set up constantly to give freedom to pass out jobseeker and to profit opportunity from pass out Entrepreneur or at perceived occupation profile.
- Facilitation of pass out students is must to empower them and get limited with them as they are our riches and item.

8.7 ALUMNI ASSOCIATION OBJECTIVES:

The Objectives of Alumni Association are:

- To keep a roster of all Alumni of college and their pertinent data.
- Maintaining the updated and current information of all Alumni.
- To encourage, foster and promote close relations among the alumni themselves.
- To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.
- To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni.
- To assist and support the efforts of Shri Ram College in obtaining funds for development.
- To guide and assist Alumni who have recently completed their courses of study at the Shri Ram College to keep them engaged in productive pursuits useful to the society.
- To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni
- To let the alumni, acknowledge their gratitude to their Alma Mater. The Alumni Association achieves these objectives by staging an annual programme of events and reunions through communications, by providing a range of discounts and services for alumni and by supporting student scholarships and other fund-raising initiatives.

8.8. THE TRAINING DETAILS

- I year students – Communication preparing, Soft Skill preparing and The Cell organizes Campus Recruitment Training for students in businesses for 3-4 weeks toward the finish of Ist Year.
- II year students – Communication preparing, Soft Skill preparing and The Cell organizes Campus Recruitment Training for students in ventures for 3 a month toward the finish of IInd Year.
- III / IV year students – Communication preparing, Soft Skill training and The Cell orchestrates Campus Recruitment Training for students in ventures for 3-4 weeks toward the finish of III Year, direct Technical and HR mock meetings.

8.9 PERSONALITY DEVELOPMENT PROGRAM:

- In the current situation it is compulsory that students need to display their specialized ability alongside the relational abilities, business behavior, collaboration and authority style. Consequently, the students go through personality advancement preparing from the first semester onwards. The personality training has been directed with the relationship of prominent corporate people.

8.10. ROLES OF TRAINING AND PLACEMENT OFFICER:

- Liaisons with industry.
- Identifies and accommodates preparing requirements of students.
- Arranges grounds interviews.
- Proposes yearly T and P spending plan
- Prepares information base of some top worldwide/public organizations comprising of their addresses, subtleties of tasks, their assumptions, their HR group and so on for which administrations of certain students could be used.
- Assists students create/explain their scholarly and profession interests, and their short and long haul objectives through singular guiding and gathering meetings.
- Assists students create and carry out effective pursuit of employment systems.
- Works with faculties/division Heads and organization to incorporate profession arranging and

scholarly educational plan just as facilitate Project Work/Summer Training/temporary job programs.

- Prepares a sound video show or a brilliant hand-out on the college to be introduced to expected bosses.
- Compiles and keeps an information bank on students' profiles and (video) continues alongside their photos.
- Prepares a situation pamphlet having all the students' profiles.
- Undertakes a thorough position crusade.
- Assists managers accomplish their recruiting objectives.
- Empowers students with long lasting profession dynamic abilities.
- Provides assets and exercises to work with the profession arranging measure.
- Acts as a connection between students, graduated class and the work local area.
- Up gradation of the students' ranges of abilities similar with the assumptions for the business.
- Generation of mindfulness in the students in regards to future profession choices accessible to them.
- Assists various organizations in selecting up-and-comers according to their prerequisites.
- Assists students in getting last position in rumored organizations.
- Keeps track of the multitude of ads identified with positions proper to the profiles of competitors.
- Communicates the resume of appropriate possibility to the likely managers.
- Provides opportune position to the right up-comer so students dominate in their future life.
- Organizes position preparing for the students and prepare them for meeting and gathering conversation.
- Shall be a live wire interfacing the students and the modern houses.
- Arranges to discover appropriate summer tasks to the students and furthermore help, guide and insight them in protecting perpetual position by getting them contact with the forthcoming bosses.
- Provides data on the timetable of enrollment drives well ahead of time to every one of division's situations organizer, HoDs, Registrar, CoE, Director and students.
- Places demand for assets required well ahead of time and arranges with the concerned and guarantees accessibility of the equivalent.
- Details of set competitors versus the organizations is shipped off all HoDs, offices' position facilitators, Director, Students Affairs, Registrar, CoE following the enrollment drive is finished and situations reported.
- Sends printed versions of all arrangement orders of students enrolled to the concerned HODs.

8.11 RESPONSIBILITIES OF DEPARTMENT'S PLACEMENT AND ALUMNI COORDINATOR:

- Acts as a connection between Students, Alumni and the Placements Cell.
- Provides the lists of students qualified for situations every now and then to the Placements Cell.
- Keeps close contact with Placements Cell on everyday schedule for data and course something very similar to concerned students, HoD and others related in the matter.
- Provides Campus Placements Training participation explanations of students going through such training to the arrangements cell, and HoD promptly the following day of the finished instructional course.
- Highlights the non-attendants' names alongside Roll numbers and give something similar to the Placements Cell and HoD.
- Analyzes students' exhibition in every one of the tests directed as a component of Campus Placements Training now and again and share something similar with students, HoD, and Placements Cell.
- Provides data as to the students traveling to another country for advanced education to the Placements Cell every once in a while, so Placements Cell can refresh data set can be shared later with the lesser students at whatever point a need emerges.
- Facilitates in up-gradation of the students' ranges of abilities proportionate with the assumptions for the business.
- Interacts with students of parent office concerning any issues and carry something similar to the notification of the Placements Cell in composed structure.
- Provides ideas in working on the working of the Placements Cell may likewise be given in composed structure to the Placements Cell.
- Attends all gatherings called by Placements Cell and passes on the results of such gatherings to the concerned students, and HoD.
- Facilitates printing the material accommodated students (testing material, understanding material, and so on) by Placements Cell.
- Facilitates Placements Cell in getting any material that might be of some worth expansion to the students as proposed by Placements Cell.
- Contacts graduated class of the office and tracking down the different chances that might be accessible to students for entry level positions, arrangements, and so on in the association where graduated class is working.

- Contacts graduated class and advises them about the different exercises attempted by the organization.
- Contacts the graduated class and demands them to convey a few talks to assist the division's students (addresses on exceptional subjects of importance, vocation direction to students, and so forth)
- Contacts the graduated class and demands them to go to graduated class affiliation meeting directed every now and then.
- Maintains information base of the division's graduated class and having something similar with the Placements Cell.
- Keeps close contact with graduated class who went for advanced education and enquire versus their prosperity and execution and offer something very similar with the HoD, and the Placements Cell. Passes this data to the concerned students on their request.

PART 9

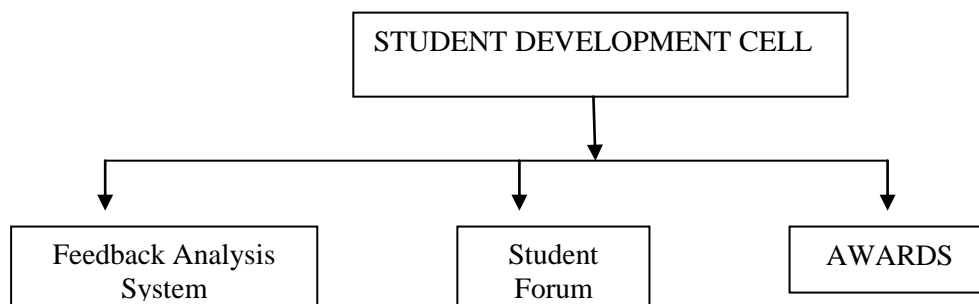
**STUDENTS’
WELFARE
COMMITTEE**

The main objective of Student Development & Welfare Committee is to identify and encourage creative talents, inculcate a spirit of discipline, leadership, social awareness and promote physical and mental development among the students.

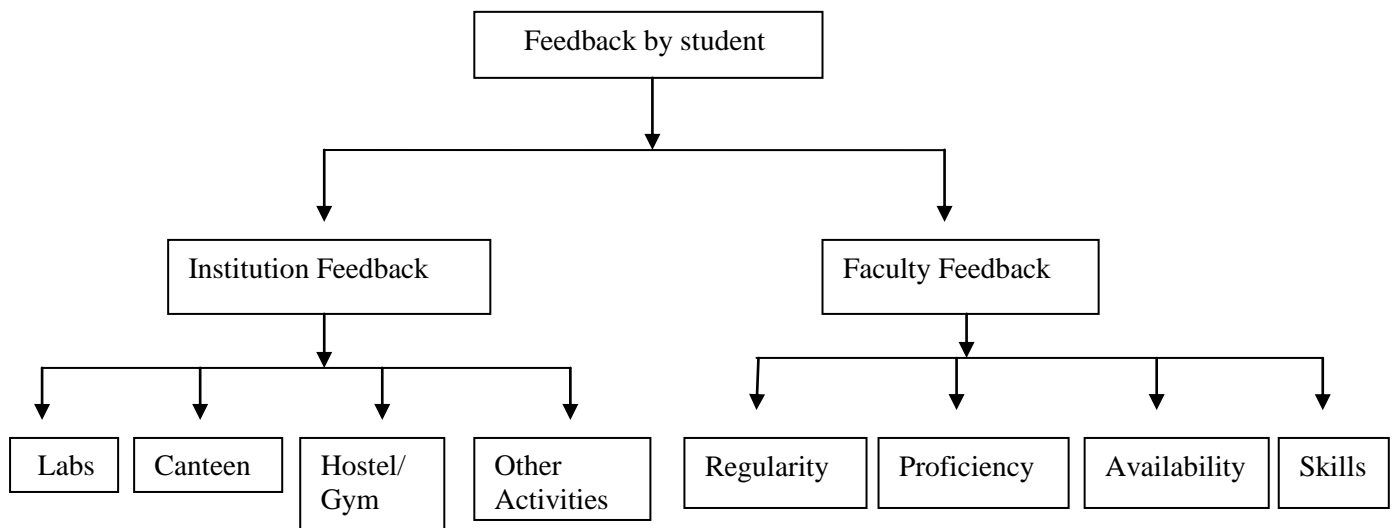
9.1 FUNCTIONS: -

- To conduct competitions in creative, cultural literacy, sports and general awareness activity.
- To arrange symposia, seminars on topics of local, national and international interest.
- To organize social welfare activities and recommend the names of needy students to FC for financial assistance.
- To ensure cleaning and maintenance of building, toilets, garden, electrical fittings, provision of sufficient drinking water in the college and hostels, to supervise services of college canteen. First Aid Center, information Bureau and post Office.

9.2 FUNCTIONAL CHART:



9.3 FEEDBACK ANALYSIS SYSTEM:



Student Feedback is taken just to analysis the on ground state of the services and facilities being provided to students in college. Any improvement, correction or modification is possible only if we monitor the feedback closely. Our Feedback Analysis system is designed to get conducted in two sections or levels: Institution level and faculty level.

All the facilities and services available at Institute for student that are availed by them are judged from their perfection point of view by analyzing the half-yearly feedback conducted for the same.

Faculties' qualities are judged from the feedback given by students and any of the deficiency or imperfection is asked by faculties in order to get improved, if the deficiency get repeated again half yearly feedback, then faculties are warned, if the things remain unimproved from the part of faculty, then concerned faculty used to get replaced from authority.

These all efforts create a good atmosphere and healthy structure at SRC for students' growth and development.

9.4 STUDENT FORUM:

The dynamism of scholarly life pours out of the homerooms. It's anything but a sound representative for the psychological and scholarly focal point of the students that large numbers of the clubs are augmentations of their scholarly and profession yearnings. There are a few yearly 'fests' and amusement occasions coordinated by the establishment consistently. Students' clubs give a gathering to collaboration among themselves and the rest of the world occasions, nonetheless fluctuated, it could be formal or casual, however draws out the enthusiasm in young people and create them hierarchical abilities.

The clubs achieve a decent equilibrium of work, fun and recreation exercises and guarantee the inside and out improvement of students.

IMPORTANCE OF STUDENT CLUBS:

- Students' Clubs are the primary center of students' movement.
- They give an outlet and a phase for the expressive energies of youthful personalities and hearts.
- The clubs allow you the opportunity to apply homeroom learning in the rest of the world.
- This assists you with acquiring important administration just as fundamental abilities.
- Associates different students who have comparative interests, students' clubs make students to communicate with graduated class and experts in their fields of interest.

BENEFITS OF STUDENTS CLUBS:

- Students' clubs advance your experience, make an assorted local area, empower contribution, and give freedoms to students to construct important abilities.
- This assists you with building formal and casual organizations while investigating vocation openings.
- Open to all students, these clubs put together projects, occasions, and gatherings all through the scholarly year. Clubs recorded here are authoritatively perceived.

EVENT MANAGEMENT CLUB

The aim of this club is to offer the capacity to design and execute occasions all through the college. Occasion Management club students have the chance to acquire insight in Event Management and make significant contacts that they can utilize whenever they have finished the course. The club likewise plans to make initiative abilities, Team building abilities, relational abilities and social environment which will urge individuals to engage in exercises outside their scholastic plans.

Objectives:

- To set up a stage for getting sorted out occasions – and to set up a name for class of occasions.
- To set out open doors for common learning and development.

- Involving a bigger part of students so they can summon the executives' abilities and other fundamental characteristics.

Activities:

Planning, Organizing, Directing and staffing of all events.

ARTS & CULTURAL CLUB

“Art is not what you see but what you make others see”. With this belief in mind.

Arts and Cultural Club is an eager, comprehensive one. It's anything but an enticing, imaginative, lovely Gathering place for anyone with enthusiasm. The clubs' central goal is to draw out the secret gifts among students and furthermore give them a phase where they can feature their specialties and social ability and interest. The club give part of chances as rivalries and workshops for touching off the sparkle of interest present in the growing technocrats and sharpening their abilities towards displaying their talents.

Activities

- Drawing, Painting, Drama, Sketching, Mimicry, Mime, Dialogue Delivery, Culinary

ENGLISH CLUB

The fundamental focal point of the club is to see individuals to be OK with English as they are with Hindi or then again different dialects. English Club is a spot for language students to utilize English in a relaxed environment which focuses on abstract exercises on the grounds consistently. English Club allows students an opportunity to rehearse different abilities in a setting that is more similar to reality. Through English club students can comprehend and work on English language expertise, which assists students with talking unmistakably and listen more cautiously.

Activities

Group discussions, Spell bee, Quiz, Dramas, Essay writing, Elocution competition, Debate, Oral Presentations, Interview Skills, Describing Objects etc.

SOCIAL RESPONSIBILITY CLUB

To awakening the inner person with spirit of service for the betterment of society and to inculcate mutual Helping nature among the people.

Activities

Green campus, clean campus, Water & electricity save, Support orphans, Support colleges, Awareness on social Issues, Visiting villages, Support during medical emergency, Health awareness programs, Blood information etc.

SPORTS CLUB

Sports club urges students to foster their athletic abilities in different open air and indoor games like Football, Handball, Tennis, Cricket, Ball Badminton, Kabaddi, Volleyball, Athletics, Chess, Carom Board, Table Tennis, Transport Badminton, Physical Fitness Program (will be directed in Gym), Weight Lifting. Our college has grounds furthermore, gear for every one of these games. The club additionally urges the students to partake in Inter College and Intramural College sports rivalries.

Outdoor Activities

Football, Tennis, Cricket, Handball, Kabaddi, Volleyball, Shuttle Badminton, Ball Badminton, Throw Ball, Tenniko it and Athletics.

Indoor Activities

Chess, Carom Board and Table Tennis.

YOGA & MEDITATION CLUB

Yoga and contemplation club helps in understanding the physical and psychical controls whose point is to make specialist aware of the character of Atma (soul) and Brahman (incomparable soul). Yoga and reflect club not just gives wellbeing, force, splendor and awareness of the body and brain, it likewise fills the existence with fulfillment, satisfaction and joy. The Main target of the club is to lessens strain, stress, nervousness, shortcoming, defenselessness, dread, negative musings and so on which are expanded step by step in this mechanical human existence.

Activities

Behavior's yoga and meditation instructional courses, Organizes visitor addresses on spiritual training and Moral qualities, Behaviors contests related yoga and contemplation, Renders administrations, for example yoga classes, donations and awareness projects to destitute individuals.

MEDIA, PHOTOGRAPHY & VIDEOGRAPHY CLUB

This Film Makers Club is available to cover media reports through students for any of the occasion at SRC and to give stage to all students keen on making, coordinating, shooting, acting in, or altering students movies and photography in our grounds. We will likely unite students who are keen on film and filmmaking to support and offer help and direction for students' filmmaking, photography interests and exercises.

Activities Planned:

Coming up with different stage shows and short films at a constant basis, Organizing various short film competitions as well as stage shows showcasing acting talent, Preparing a firm editing team and a good team, Making short films on society and environmental issues,

HR CLUB

Popularizing the HR space involves prime worry for us as is keeping up with relations with the graduated class and the business. Relationship building abilities are not difficult to discuss however extreme to rehearse and thus, our attention is on empowering an expanding number of learning open doors in the field of HR for the members. Workshops, visitor addresses and classes by industry experts are coordinated on the different parts of Human Resource Management to keep the students' side by side with the most recent industry issues and patterns. The HR embraces to establish an acquiring climate and upgrade the ranges of abilities of the students in the space of their advantage. The HR club receives sorts out speaker meetings, graduated class connections, Debates, Role plays, Management and clever games, administration games, workshops and classes to give industry and utilitarian openness to students. The primary Objective of this club is to guarantee that students stay one next to the other of their profession openings in Human Asset the board and to assist them with fostering the necessary range of abilities and to draw in with industry and business pioneers to support commonly gainful connections.

Activities:

Organizes speaker sessions, Alumni interactions, Debates, Role plays, Management and funny games, Leadership games Workshops and seminars to provide industry and functional exposure to students

9.5 AWARDS:

The following incentive and rewards are awarded to the students:

- Students' securing 1st 2nd and 3rd Ranks in a year are awarded with Medals/**Cash**.
- Best Student Award.
- Free personality development, entrepreneurship, ethics, communication skills, computing skills and placement specific programs as per industrial requirements.

PART 10

LIBRARY

COMMITTEE

Shri Ram College has been continuously enhancing and updating its well-equipped Library as it is one of the key learning resources which assists students in fulfilling their information requirements and helps its faculty in supplementing class-room lectures. There is a Library Committee is constituted with the senior teachers from different academic departments. The Committee extends advice and suggests new ideas from time to time regarding the developmental activities of the library.

10.1 OBJECTIVE:

The purpose of the Library Committee is to act as a channel of communication between the Institute Library and its users. It shall assist in developing operational procedures, suggest various measures for improvement and development of the library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

10.2 FUNCTIONS AND RESPONSIBILITIES OF LIBRARIAN:

- To work with the students, workforce, and staff with all the writing that might be required for their academic exercises.
- To oversee library just as advanced library of the college.
- Arranges to set up the library spending plan and approaches identifying with the library/Digital library.
- To empower broad use of accessible data access offices.
- To be consistently in contact with the students and staff to comprehend/survey their requirements of Books/Journals/Magazines/CDs and so on and notify the Director about the equivalent for acquirement.
- Ensures acquirement of books, CD-ROMs, Software, Journals and so forth, which are fundamental or potentially suggested by the personnel.
- Provides URL joins/assets for data on different examination material.
- Weeding out outdated investigation material according to the college standards.
- Disposal of got rid of material.
- Ensures accessibility of reprographic offices.
- Maintaining the books in great condition.
- Seeks audits on books suggested.
- Seeks ideas/criticism on information bases utilized.

- Provides computerized library access from anyplace nearby.
- Establishes particular quest offices for personnel's instructing and exploration needs.
- Establishes a storehouse of cases and continues to include new cases a constant premise.
- Provides satisfactory access and getting offices to workforce seeking after Doctoral program.
- Provides content page administration.
- Facilitates direct of understanding meetings.
- Organizes different capacities and exercises like library week or to introduce clubs, for example, perusing club basically to foster an exceptionally intuitive and energetic perusing society among the students, workforce and staff.
- Makes plans in the library for connecting workstations.
- Develops a framework for posting new increases on the web.
- Any other business related to library that might be relegated every once in a while.
- Ensures accessibility of earlier years question papers (semester end assessment), scholastic guidelines, course records, lab exercise manuals, prospectus duplicates, proposal/thesis reports.
- Coordinates with departmental library in-control for smooth working of office's library.
- Provides all measurable data relating to the library.

10.3 RULES AND REGULATIONS FOR LIBRARY:

- Silence should be seen in the library.
- Smoking, uproarious discussion and comparative offensive practices are not permitted in or close to the library premises.
- Personal assets are not permitted inside the library.
- Every staff/student of the college is qualified for enrollment of the library, the library can be used by the students and staff from 9 A.M. to 5 P.M. on working days.
- All students should sign the passage register of the library, prior to entering.
- Books acquiring limit: Faculty – 5, Non-Teaching staff – 2, Student – 4.
- Dean is enabled to build extra issue of books to whomever he feels important.
- Borrower's tickets are not adaptable.
- Books are to be dealt with cautiously. In the event that a book is lost by the students, he/she will supplant the book (same title, writer and release) or will pay twofold the expense of the book as fine.
- Members prior to leaving the issue counter should fulfill themselves concerning whether the books which they plan to acquire are in acceptable condition and any harm ought to be right away answered to the Librarian or library staff, failing which the part to whom the book was given will be considered responsible.

- Members are not allowed to underline, send in, collapsing/tearing of pages or destroyed books in any way at all.
- Books and bound volumes ought to be taken care of with incredible consideration. If it's not too much trouble, try not to keep the volumes open on the table or putting with their countenances down, or embeddings note pads or pencils in the middle of the pages what's more, shutting them. Pages should not be collapsed to fill in as book marks.
- Books acquired ought to be shielded from RAIN, DUST, INSECTS, and so forth.
- The acquired book ought to be returned at the very latest due date, If not, past due charges as Rs.5 per day for students will be gathered.
- If the due date falls on vacations, return should be possible on the accompanying working day without fine.
- Misbehavior in the library will prompt retraction of participation and genuine disciplinary activity.
- A part who has lost borrower's token will make a composed report to the custodian, then, at that point unique or then again copy library token will be given on installment of Rs.50.
- The individuals will be liable for any misfortune or non-return of books gave against their unique or then again copy borrower's ticket.
- All last year students should return their library token and library book dependent on library round furthermore, acquire "NO DUE CERTIFICATE" from the library for getting Hall TICKET.
- Similarly, the staff individuals who expect to leave the college should settle every one of the contribution and get "NO DUE CERTIFICATE" from the library.
- Newly showed up books, periodicals and so on, are shown in the library for a time of multi week.
- The library staff at the counter is approved to check the character of the per use and to look at all that passes all through the library.
- The Library Committee will have forces to suspend the utilization of library to any peruse found fail to conform to any of these standards.
- Students should wear their ID Cards in an apparent manner when they are in library.
- Care should be taken to see that the library dividers, furniture and understanding materials are not ruined/harmed in any capacity.
- Chairs and tables ought not be upset from their position.
- On infringement of library rules or offense of any per user, the library specialists can pull out the library offices of the individual concerned.

10.4 LIBRARYMAINTENANCE

10.4.1 INTRODUCTION

SRC Library has fabricated a huge assortment of records, including books, periodicals, diaries, Album's and so forth it's anything but a rich assortment of assets as printed notes. It obliges the requirements of enormous gatherings of clients, including in excess of 5,000 students, 250 personnel, and similarly huge number of supporting staff. It has electronic its home keeping exercises utilizing programming that is being kept up with and refreshed routinely. It utilizes best in class innovation in its working and administrations. Not just having a generally excellent reference segment, library has been bought in access DELNET and NPTEL Videos.

10.4.2 WORKING HOURS

Accession Hours: 9.00 am to 5.00 pm(all working days)

	Book Issue Hours	Book Return Hours
Documents other than Reference Books	9.30AMto 4.30PM	9.30AMto 4.30PM
Reference Books(over night issue)	4.00PMto 5.00PM	9.30AMto 4.30PM

10.4.3 ELIGIBILITY:

The following persons are eligible for making use of the library.

- Members of the Staff of SRC
- Students of SRC
- Other persons admitted with the special permission of the Director/Chairman, Library Committee.

10.4.4 BOOKISSUINGNORMS

Under graduate Students	4Booksfor15 Days
Staff(Teaching)	5Booksforsemester
Staff(Nonteaching)	2 Books for semester

ISSUE TIMINGS

Period of issue of documents is as follows:

- Books for 15days
- Reference books, Periodicals including back volumes, video cassettes, software ,magnetic tapes, etc. (overnight only)

NOTE: A document issued on loan can be recalled at any time in case of urgency.

10.4.5 LOSS OF DOCUMENT

In case of loss of any document, double the cost of the document borrowed from the library will be recovered or replacement of document with new document.

10.4.6 ACQUISITION OF DOCUMENTS

Records can be gained into Central Library through:

- Readers can recommend extra reports needed for the library through the idea book kept at the library.
- Library Committee
- Through suggestions of subject specialists.

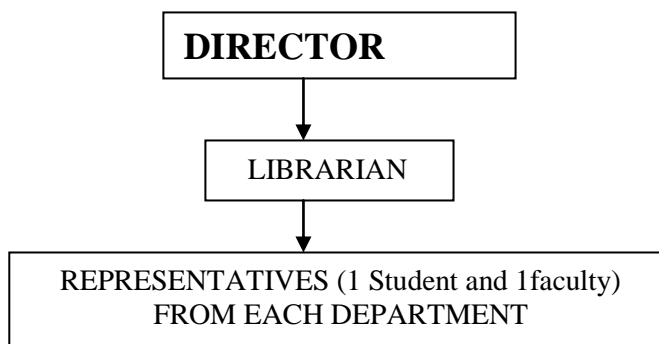
10.4.7 BOOK ISSUE/RETURN PROCEDURE

For issue of book, the clients are given an issue slip comprising of subtleties which contains Book Account No, Title, Author, Issue date and mark with name of the client. In the wake of filling the issue slip, the client needs to surrender the slip to the library staff that thusly, will check the passages and confirm with book to be given. The staff will then, at that point put the due date stamp on the due date slip of the book and a similar date is stepped on the issue slip given by the client. The issue slip is then maintained in expanding control of enrollment number in their individual division branch-wise. On returning the book, the issue slip is found and gotten back to the client.

10.4.8 XEROXING

Xeroxing facilities are available at the library, from 9:30A.M to 4:30P.M (on all working days) on nominal payment basis.

10.5 LIBRARY COMMITTEE



The library Committee is designated by the Director for proficient organization of the library. The board of trustees includes Director as Chairman, curator as convener and a part designated by the him from all Departments. Different individuals from the Committee incorporate students from different branches. The Committee's capacities are:

- To audit and exhort the library organization on strategies identified with assortment improvement, assortment assessment, and bibliographic exercises, particularly in the Humanities, Social Sciences, and general reference.
- To prompt the library organization on other significant strategy issues concerning staffing levels, mechanization, and client guidelines. Critical blessing assortments, exceptional raising support endeavors, arrangements are a portion of the things on which the council ought to be counseled.
- To react to the worries of workforce, staff and students who use library, the board will suggest procurement of books, periodicals, reports, diaries, CD ROMs, sound exercises and so on for the library as fundamental in regard of both scholarly and different distributions.
- The council will intermittently audit the working of library and make proposals for enhancements, if important.
- The council should meet basically a few times in a semester and all the more regularly, if vital.
- The panel will orchestrate show of the data about new securing on the notification sheets as additionally through LAN on month to month premise or prior, whenever required.

10.6 COMPUTERISATION:

The library is electronic, utilizing programming created in house for activities like exchange, looking, announcing, and so forth. The product, as of now being utilized, is created in visual fundamental, with access data set fulfilling all the library capacities programmed issue and return of books executed.

10.7 LIBRARYRECORDS

Library should maintain the following records:

- **Accession Register:** Every one of the reports other than periodicals are entered alongside their promotion numbers. This register basically contains the stock.
- **Periodical Register:** List of periodicals is maintained.

- **Visitor Register:** Any individual entering the library needs to enter his/her subtleties alongside time of passage and mark on the guest register kept at the passageway of the library to recognize the quantity of clients of library for measurements reason.
- **Suggestions and Requisitions Register:** A different register for ideas and orders are kept in the library for clients and guests to communicate their thoughts for development of archives in the library.

10.8 STOCK VERIFICATION:

To check the situation with the stock and distinguish any misfortunes and harms, a stock confirmation is done each year in the late spring occasions with the utilization of PCs to keep away from any jumble. The report ought to be submitted to the Director.

PART 11

**CULTURAL
ACTIVITIES
COMMITTEE**

The Cultural Committee of the college is constituted to promote and arrange extra-curricular activities to bring out the talents of students in the performing arts.

11.1 ROLE AND RESPONSIBILITY

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- To prepare budget for all cultural events and take necessary steps for its approval.
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task.
- To prepare and maintain records of all cultural activities
- Any other duties the Principal may assign.

11.2 PROCEDURE TO ORGANIZE CULTURAL EVENTS:

- To prepare the Annual Budget for various cultural event.
- To obtain formal permission from the College authorities to arrange program.
- To decide the date, time and agenda of the program.
- To inform members of staff and students about the event.
- To arrange the venue and logistics (audio/video system, dais, podium etc).
- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participants.
- The committee shall display on the Notice Board about festivals to be celebrate.
- The Cultural Committee shall also be responsible for organizing the following events:
 - (a) Fresher's Day
 - (b) Festival Celebrations
 - (c) Independence Day
 - (d) Republic Day
 - (e) College Annual Function (Colors)

PART 12

**FEEDBACK
COMMITTEE**

Shri Ram College has a brilliant team behind the feedback committee. The institute has a distinct feedback system. The Committee taking feedback from all stakeholders, namely, students, teachers, parents and alumni once a year. The collective feedback is summarized and analyzed for the corrective measures and continuous improvements, the objective of feedback collection is to provide a framework for acquiring, summarizing and documenting information on the inputs received from all the stakeholders viz. students, faculty, alumni, employers and parents.

13.1 FUNCTIONS:

- To significantly increase students' interaction with the institution.
- To Increase the Quality of Teaching and new updation on value added module
- To Communicate with all stakeholder regarding the progress of institute
- Analysis the report and intimate to management regarding the progress
- Create linkage with Alumni and Students for Better employability opportunity
- Promote the interests and welfare of Students and All other stake holders
- Whenever any Alumni or parents visit the college, feedback is taken.
- Feedback processes is systematic and respectful to the rights of all stakeholders

PART 13

**GRIEVANCE
REDRESSAL
COMMITTEE**

13.1 INTRODUCTION:

In an educational institute the grievance of any kind should be addressed immediately without failure. Protection of students' and employees' rights is essential duty of all in the College administration. Realizing this need from all stakeholders, a 'Grievance Redressal Cell' (GRC) has been working in college since 2011-12. In the year 2018-2019a GRC has been constituted according to the Government guidelines. The GRC is indented to receive grievances and find solutions of the problems e.g., complaints regarding class room teaching, class room management, completion of syllabus, teaching methods, university related complaints, fee related complaints, complaints against administrative procedures, ragging, harassment etc as and when they arise.

The GRC has a mechanism to work on redressing the grievance. It convenes periodical meetings and discusses the proper functioning of the machinery of the College. The function of the cell is to look into the complaints lodged by complainant and judge it on its merits. The Grievance Redressal Cell is also empowered to look into matters of harassment. Anyone with a genuine grievance is free to approach in person, or through the HoDs. In case the person does not feel comfortable to appear in person, grievances may be dropped in writing in the complaint box/ suggestion box. Grievances may also be forwarded through e-mail to the Convener or Member of Grievance Redressal Cell.

13.2 CONSTITUTION OF GRC:

The GRC established in 2019 in college with the purpose to complaints of students relating to college.

1. The GRC of the college is constituted involving senior teaching faculty as its members. The Principal being Chairman nominates its members. The Committee comprises not less than three members and maximum five members. Care is taken to select staff members from each stream.
2. The quorum for meeting is three including the Chairperson.
3. Taking grievances under consideration the committee follows the principles of indiscrimination and natural justice.
4. The GRC informs about its decisions and recommendations, if any of its nature, to the Management Committee through the Secretary.
5. Two student members are also nominated in the cell on the basis of their performance and representation.
6. The tenure of the Committee is of two years but student members will be nominated only for one year tenure.

13.3 COMPOSITION:

The composition of GRC of Shri Ram College is as follows:

Principal	Chairperson
Professor / Associate Professor	Member Secretary
Assistant Professor	Member
Assistant Professor	Member
Assistant Professor	Member
Student Representative	Member
Student Representative	Member

13.4 OBJECTIVES:

Following are the important objectives of GRC: -

- To develop a systematic framework to resolve grievances of students providing them with an access to get their grievances resolved.
- To make students feel free and comfortable in sharing their problems through a structured interaction with them.
- To make the students aware of their duties and responsibilities to get benefitted from the current policies and to help find out systemic flaws in the administrative process.
- To receive suggestion / complaint / grievances through any means maintaining anonymity of aggrieved through complaint Box where they can put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- To make students aware of the menace of ragging, reducing the threat of ragging/ harassment/ atrocities in any form.
- To form a monitoring mechanism to observe the functioning of the Grievance Redressal Policy.
- Creating confidence in the students to express their grievances / problems freely and frankly, without any fear of discrimination.

13.5 SCOPE

The scope of Grievance Redressal Cell covers all the Grievances received from the students in writing regarding the following matters:

Academic: Matters related to academic issues such as class schedules, time table, attendance, internal examination, internal marks, transfer certificate, character certificate and other university related matters.

Financial: Matters related to fee, dues and payments for various items as uniform/ Id cards, library fee/ fines, hostel dues, etc.

Library: Matters related issue/ return of books, reference books, journals & magazines, syllabus, photocopy, university question papers, reading room facility and digital library.

Hostel and Mess: Matters related to hostels and mess, food quality etc.

Other: Related to sanitations, eatables in the canteen, availability of transport, ragging, sexual harassment etc.

13.6 FUNCTIONS

- The GRC attends each and every case promptly on its receipt in written form of grievances.
- The cell reviews its performance and prepares its reports on half yearly / every semester bases.
- Although The GRC makes its full efforts to resolve all the grievances in its capacity, still the cases which may require direction and guidance from the higher authorities, are sent to them.

13.7 POWERS

The Cell is empowered to

- Sort out the problems at their level through discussion with students.
- Referred to the principal for final comment on the matter, in case, the members fail to find out any solution
- Make due inquiry by the members considering the nature and depth of the grievances.
- Punish anybody if he/she is found to be guilty for any kind of nuisance. He or she is given punishment with due consideration with the principal. The nature of punishment includes verbal as well as written warning, information to the parents, financial punishment, information to the police (if situation arises for so) and expelling from the college as per the rule of the university.

13.8 PROCEDURE FOR LODGING COMPLAINT:

- The student is free to put up a grievance in writing/ verbal or in the format available in the Grievance Redressal Cell and submit to their Mentor/ HoD of concern department/ Proctor/ Principal and IQAC or drop it in suggestions box placed various points like college office, library, hostels, departments and Grievance Redressal Cell.

- The Grievance Redressal Cell acts upon those cases with immediate effect which have been forwarded along with the necessary documents.
- The Grievance Redressal Cell assures that the grievance has been properly addressed and resolved in the stipulated time.

13.9 PROCESS FOR ADDRESSING THE GRIEVANCE:

- Upon receipt of complaint, the member secretary of the Committee, based on the nature of the complaint and severity of its possible impact, may take one of the two options to proceed on a addressing the concerns while keeping the Chairperson, GRC Copied in all communication:
 - a. Option 1 which can be exercised on matters that could be more routine operation:
 - i. The cell may address the issue directly with the help of the concerned department.
 - ii. Once the matter has been resolved the cell will send a final update to the complainant on the matter.
 - b. Option 2 If matter is of very serious concern, in consultation with the Chairperson:
 - i. A meeting of the GRC may be called with the suitable quorum for the meeting.
 - ii. Final decision of the GRC has to be communicated to the student within stipulated time of the receipt of the complaint.
 - iii. The cell communicates the decisions to the concerned parties/departments.
- The cell maintains an updated record of all complaints, actions taken and closure status.
- In case the complaint has been made against a member of the GRC or a member of the Appeal committee for GRC, the concerned member will be barred from participating in any proceedings till the case have been closed.
- The committee recommends appropriate action against complainant(s), if complaints made are found to be baseless or trivial.

13.10 RE-APPEAL:

- Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the GRC for review of decision within 15 working days.
- The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

PART 14

**INTERNAL
COMPLAINT
COMMITTEE**

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

14.1 COMPOSITION OF ICC

The Committee comprises of the following members:

1. Presiding Officer a senior faculty member.
2. Two faculty members.
3. Two non-teaching employees.
4. Two student representatives.
5. Three Student nominees (if the matter involves students)

14.2 OBJECTIVES

- To fulfill the directive of the Supreme Court as well as of the UGC against sexual harassment at the workplace.
- To evolve an effective mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based discrimination at the college campus.
- To uphold the commitment of the College to provide an environment free of gender based discrimination.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To create a secure physical and social environment to deter the acts of sexual harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- To influence the public opinion against sexual harassment and all forms of gender based violence.

14.3 PROCEDURE:

After receiving a complaint, ICC shall conduct preliminary enquiry so as to determine the genuineness of the charges by gathering the documentary evidence as well as recording statements of any possible eyewitnesses including the complainant. ICC shall then submit the primary enquiry

report to Principal/Authority along with all the original documents adduced during the primary enquiry reports. In case the charges are not in the nature of sexual harassment, ICC may refer such grievances to the Grievance Redressal cell.

Where sexual harassment occurs as an outcome of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for enquiring into the grievance in a time bound manner. If ICC accomplishes that the charges made were false, malicious or the grievance was made knowing it to be false or forged or confusing information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary/Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

Who can approach ICC for help?

Any female employee (faculty, student or staff) of SRC.

Definition of Sexual Harassment:

Sexual harassment includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually coloured remarks
- Displaying any pornographic material
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Possible actions that can be taken against the respondent

- Warning
- Written apology
- Bond of good behavior
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

Enquiry process:

- The investigation shall be accomplished within a period of ninety days from the date of the complaint.
- On accomplishment of the investigation, the ICC shall provide a report of its conclusions to the employer within a period of ten days from the date of accomplishment of the investigation and such report be made accessible to the concerned parties.
- If the charges against the respondent have been verified, it shall recommend punitive actions to be taken against the accused to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

PART 15

**DISABLED
FRIENDLY
COMMITTEE**

15.1 SRC POLICY FOR PERSONS WITH DISABILITIES (PWD)

Shri Ram College, since its beginning in the year 2004, has been forwarding the idea of philanthropy through its education with values. The College intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students or employees are not discriminated or treated unfavorably. The College aims to design its programs, administration, facilities and activities fully accessible to the students irrespective of any physical and mental differences. As a policy matter the College strives to forward a helping hand towards the differently abled people so as to make sure about the benefits of grounds programs, administrations, and activities. These guidelines apply to all the College Students, Faculty and staff.

The National Policy for Persons with Disabilities was formulated in 2006 by the Government of India that deals with educational rehabilitation of persons with disabilities, in view of this policy the College implemented these practices in its education system. The College policy takes the persons who are differently abled as valuable human resource. The College strives for making an environment for providing equal opportunities and protecting the rights of such persons ensuring their full participation in the academic process.

15.2 OBJECTIVES OF THE POLICY

The focus of the policy is on the following:

- To ensure that the differently abled persons are treated with dignity and respect. They are not made feel that they are anyway different from others and that's why they are misfit.
- To ensure the accessibility of PWD persons to the classrooms, laboratories, software tools and technology etc. and other equipment necessary for learning.
- To ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities should be provided for disabled persons.
- To ensure the proper text and pictogram signage such as tactile path, lights, display boards, signposts located to be visible and touchable.
- To ensure the use of signage of male and female symbols are in accordance with local customs and standards.
- To ensure that the design of the building such as ramp/ lift are according to the disabled persons.

- To make sure that PWD are adequately and appropriately supported in and out of the classroom with the right resources and assistive technology, and with leadership, teaching staff and college communities that are responsive to their needs.
- To make provisions for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading.

15.3 IMPLEMENTATION OF POLICY FOR PWD AT DEPARTMENT LEVEL:

- To address all disability related issues.
- To ensure overall accessibility for people with disability in the departments.
- To determine major grievances pertaining to any matter of persons with disabilities. If it is not resolved, it should be sent to the principal.
- Providing counseling for the students with disabilities on the types of courses they can study at the higher education.
- Collection of orders dealing with fee concessions, examination procedures, reservation policies, etc. referring to persons with disabilities as per the government policies from time to time.
- Assessing the educational needs of persons with disabilities enrolled in the higher education.

15.4 EXAM POLICY FOR DIFFERENTLY ABLED STUDENTS:

Being affiliated college, we follow the exams rules laid down by Chaudhary Charan Singh University, Meerut, additionally we facilitate the differently abled students and request the university for providing them with special care and facilities in terms of convenient sitting arrangement, extra time to attempt the exam, if required and writer to help the disabled students.

15.5 FACILITIES AVAILABLE FOR EMPLOYEE AND STUDENTS

- Lift, Ramps for easy access to classrooms
- Disabled friendly toilets
- Wheel Chair and Stretcher
- E-Rickshaw to be provided
- Sensitisation of staff to assist PWD, including persons with learning disabilities
- Special permission is obtained from the University for separate examination room if required
- Facilities to be offered time to time as per government rules

PART 16

SPORTS

COMMITTEE

16.1 INTRODUCTION:

The college provides a vibrant platform to develop the varied interests and aptitudes of our large student community and thus shape them into successful, well-rounded adults and good citizens of tomorrow. A wide variety of forums and committees promotes sports, cultural, social service and other extra-curricular and co-curricular activities which not only nurture talent but also develop team building, leadership and organizational skills.

This committee organizes all the sports events on the campus. The College strongly believes in all round development of students. The activities carried out by this Committee help the students in getting an experience of working in teams, organizing various types of events, and developing insight into multiple functions of management. The College actively supports sports, cultural, literary and other recreational activities. Students are encouraged to take part in extra-curricular activities and competitions organized by Shri Ram College, C.C.S. University and inter-districts sports.

16.2 OBJECTIVES:

- To Provide an environment for physical development of the students.
- To Provide opportunity to student to showcase their talent in sports field.
- To promote sportsmanship among students by organizing various sports activities.
- To organize various kinds of sports activities.
- To develop students' interest in sports and discover their hidden talents.

16.3 COMPOSITION:

3Faculty and 9students

16.4 ROLE:

1. To provide Sports facilities to SRC students.
2. To Organize various sports activity for SRC students.

16.5 SELECTIONPROCESS:

➤ Those students who are interested in sports are invited to join the committee.

PART 17

WOMEN GRIEVANCE REDRESSAL CELL

17.1 OBJECTIVES OF WOMEN GRIEVANCE REDRESSAL CELL AT SRC:

- To fulfill the directive of the Supreme Court as well as of the UGC against sexual harassment at the workplace.
- To evolve an effective mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based discrimination at the college campus.
- To uphold the commitment of the College to provide an environment free of gender-based discrimination.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To create a secure physical and social environment to deter the acts of sexual harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- To influence the public opinion against sexual harassment and all forms of gender based violence.

PART 18

OBC CELL

The OBC cell of the college was established in 2015 with the purpose of empowering the OBC communities in the region. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would empower and equip them with the necessary skills to choose a career option.

18.1 OBJECTIVES:

OBC Cell has been created in the college to resolve all the affairs and problems related to the OBC Students of the college. The main objectives of the Cell are as follows-

- All affairs related to OBC students
- To accumulate reports and information regarding the State Government, Government of India and the UGC orders of OBC.
- To circulate Government of India Circulars and UGC's decisions.
- To assist the cells from Government of India/UGC, Government of India with regard to implementation to reservation policy in the Institute.
- To communicate with the University with respect to supply of required information, answering queries and clearing doubts with respect to reservations data/information etc
- To collect information of OBC students and employees.
- To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favor of OBCs.
- To function as a Grievances Redressal cell for the Grievances of OBC students and employees.
- To communicate with the students and motivate them for better future planning.

PART 19

SC/ST CELL

19.1 INTRODUCTION:

- Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two groups of Indian Society, which include socially, economically and educationally backward castes, races or tribes. The SC/ST Committee has been established to support and to bring students from such communities in the main stream.
- The SC/ST Committee of the college was established in 2015 with the purpose to empower the SC/ST students in the college. Before 2015 it was functioning within Scholarship Committee. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

19.2 OBJECTIVES:

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide counseling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, and staff, if any with the help of Grievance and Redressal Cell
- To ensure protection and reservation as provided in the constitution of India.
- To arrange for special opportunities to enhance the carrier growth
- To aware the SC/ST students regarding various scholarships program of State Govt. and UGC through Scholarship Committee.
- To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

19.3 FREQUENCY OF MEETING:

- The Committee meets at least two times in a year and the final decision is mandatory to be implemented. The Committee functions under the Chairmanship of the Principal.

19.4 SC/ST COMMITTEE AT SRC:

SRC in compliance with the UGC guidelines has constituted SC/ST Committee to help the SC/ST categories integrate with other communities of the institute and to remove difficulties, which they may be experiencing.

19.5 ACTIVITIES:

- To collect reports and information of State Govt. and UGC's orders on various aspects of education, employment of SC/ST Students.
- To circulate State Govt. and UGC's decisions about different scholarship programmes.
- To communicate with the students and motivate them for better future planning.

PART 20

**MINORITY
COMMITTEE**

Shri Ram College was established the Minority cell in 2015 with the motive of empowering the minority communities in the region. The Minority Cell basically helps minority students including Sikh, Parsi, Christian, Muslim, Jain, Buddhists etc. for their speculative progress.

“Every citizen has a right of education” by following the fact our college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would empower and equip them with the necessary skills to choose a career option.

20.1 OBJECTIVES:

Minority Cell has been created in the college to resolve all the affairs and problems related to the Minority Students of the college. The main objectives of the Cell are as follows-

- All affairs related to Minority students.
- To enhance the opportunities for education of minorities.
- To accumulate reports and information regarding the State Government, Government of India and the UGC orders of OBC.
- To circulate Government of India Circulars and UGC's decisions.
- To assist the committees from Government of India/UGC, Government of India with regard to implementation to reservation policy in the Institute.
- To communicate with the University with respect to supply of required information, answering queries and clearing doubts with respect to reservations data/information etc.
- To collect information of minority students and employees.
- To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favour of minority students.
- To function as a Grievances Redressal cell for the Grievances of minority students and employees.
- To communicate with the students and motivate them for better future planning.

PART 21

**GREEN
CAMPUS
COMMITTEE**

21.1 INTRODUCTION

The concept of “GREEN CAMPUS INITIATIVE” was put forth by Hon’ble Dr. Subhash Chandra Kulshreshtha, Founder Chairman, Shri Ram Group of Colleges, Muzaffarnagar. Thereafter, the college management decided to pursue this initiative.

21.2 FOCUSING POINTS OF SRC’S GREEN CAMPUS:

- Concept of green campus is not limited to the decorating the college campus but also corporate responsibility, with quality education keep college environment eco- friendly with its facilities. Therefore, attempt has been made on that direction by landscaping and plantation. solid waste management, recycling of waste water conservation of energy, water conservation, rainwater harvesting and minimum usage of paper.
- We tried to inculcate value of surrounding environment among the students through Environmental awareness activities like: Nature club. NSS. Cycle Day. No Vehicle Day Celebration, World Water Day. World Environment Day, Plantation Drives. Quiz Competition on Environment, Organic Farming and Vermi composting Courses and activity like Best out of Waste competition.
- Because of the greenery and eco-friendly sustainable environment, college campus becomes more charming, refreshing and healthier. This increases efficiency of every element of the college in the “Green Campus Initiative” has been active since last five years both as an assembly group of sub committees that actively promote various projects.
- College administration works on the several facets of ‘Green Campus’ including Water Conservation, Tree Plantation, Waste Management, Paperless Work, Alternative Energy and Mapping of Biodiversity.
- College has won the Award for Green Campus also. ‘Green Campus Award’ of Himalayan Action Research & Development was given to Shri Ram Colleges by Shri Nitya Nad, Chief Minister of Uttarakhand.
- The uniqueness of SRC Campus is that it demonstrates respect for environment and stewardship of natural resources while ensuring the quality of life on the campus. The Master Plan of the Institution has been designed to ensure and sustain a harmonious blend of human and environmental wellbeing.

21.3 INITIATIVES TAKEN FOR SRC's GREEN CAMPUS:

The Institution has undertaken various initiatives to setting up an Eco friendly campus:

- **Conservation of biodiversity:** In its endeavor for conservation of healthy ecosystems. The Institution has embarked on a plantation drive spread over its campus. The variegated cropping of flowers such as roses, gerbera, gladiolus etc have been established as livelihood projects within the scope of demonstration farms and seed gardens to demonstrate and promote scientific research in crop development and inter-cropping. Once they start yielding, the institution will promote such plantations in the villages and facilitate Farmers.
- **Grid connected roof top solar photo voltaic power projects:** The Institution has embarked upon roof-top solar installations at its campus.
- **Water conservation and supply management:** The institution has invested enormous resources to ensure sustainable water management and use.

21.4 BEST PRACTICES AT SRC FOR GREEN CAMPUS:

- Maintaining the collection of waste separately
- Introduce rain water harvesting to new building structures.
- Installation of solar panels for energy conservation.
- Control of vehicular movement in campus by rumble strips, speed humps and barricading, symbols and signs (energy conservation, save environment, save water) in campus zone.
- Implementing plastic free campus etc. are followed in the college premises.
- Reviews periodically the list of trees planted in the garden. Allot numbers to the trees and keep records. Give scientific names to the trees.
- Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community service.
- Creating awareness of environmental sustainability.
- Establish a College Environmental Committee that will hold responsibility for the enactment and review of the Environmental Policy.
- The Environmental Committee shall be the source of advice and guidance to the students on how to implement the Policy.
- Ensure that an audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.
- Celebrate every year 5 June as 'Environment Day' and plant trees on this day to make the campus more Green.

- Plant exhibition arranged regularly in college campus.