

Code of Conduct
for
Faculty, Administration, Support Staff
and
Students




Sanatan Dharama College, Hoshiarpur

Pankaj
Principal
S.D. College, Hoshitampur

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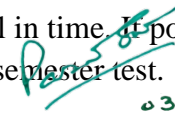

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Department of Commerce and Management

Directives to Faculty Members

This is for the information of all the teachers of Commerce department that they should follow the following directives during the academic session.

1. Syllabus should be well planned and within 15 days of the beginning of session syllabus plan should be submitted to the Head of the department.
2. Teachers teaching parallel section should note that they are required to run syllabus in coordination with other section and it should be followed strictly throughout the semester.
3. All teachers are required to maintain their personal file, which will contain following information :
 - Results of the classes taught by them in the previous semester of the session
 - Syllabus plan
 - Extra activities taken or efforts made by the teacher for completion of the syllabus (like PPTs, extra notes, use of other means like games, etc.) to make teaching learning more effective.
 - Any extension lecture organized by them.
 - Any research work carried out by them.
 - Any paper publication.
 - Or any other information.
4. Teachers should maintain proper relations with the students.
5. No teacher is required to use any objectionable language with their colleagues and students. Also no one is supposed to comment or pass any remark on the parents, caste, religion, tradition, etc. of the students.
6. Proper hierarchy should be maintained in the performance of duties.
7. Every teacher should be well prepared before going to the class.
8. For numerical papers teachers are not required to discuss illustrations, instead, they are only required to solve most of the unsolved exercise on the board.
9. All teachers are expected to come in time that is before 9.00 a.m and leave the college in time at 3.00p.m. or as per office order. If any emergency arises that should be in the knowledge of the Principal through an entry in the movement register.
10. Teachers are expected to reach their classrooms and leave the same in time. In case of leave it should be conveyed to the Principal only and that too well in advance.
11. If a teacher is going on a long leave (in case of unavoidable circumstances) he/she is required to provide substitute with adjustment for his /her classes and for the execution of administrative duties assigned to them.
12. Every teacher must ensure completion of syllabus well in time. If possible it should be in proportion of 60:40. i.e.60% before mid-semester test.


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13. All teachers are required to set a good example of harmony in the institution.

14. Teaching methods:

- Collaborating learning
- Brain storming
- Group dynamics/Group discussions
- Focus interview
- Example and Illustration
- Debate/Discussion
- Problem solving
- Project
- Audio/visual technique
- Participating learning seminar method
- Grammar and spelling quiz competitions
- Role play
- Creative writing practice exercises.

14. **List** of National /International newspaper/magazine related to the subject:

Arthshastra Indian Journal of Economics and Research

Indian Journal of Finance

Indian Journal of Marketing

Prabandhan: Indian Journal of Management

Southern Economist

University News


New Horizons

15. Keep all the records with HOD

16. 1/3 lesson/topics are expected to be taught by teachers by the use of ICT

17. Language labs:

- Communication skills
- Debate
- Library competitions
- Participation in youth festivals


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Department of Computer Applications


Directive to Faculty Members

This is for the information of all the teachers of computer applications department that they should follow the following directives during the session (2018-19):

1. Teachers should take classes regularly and they should reach and leave the classes on time.
2. Teachers should take class tests fortnightly/weekly with two questions.
3. Teaching methods should include use of black-boards,PPTs ,Group discussions and class presentations.
4. Teachers should cover 75% of the syllabus by the end of March.
5. Teachers should use decent language in the classes.
6. Pattern of house exams should be as per norms of University examinations.
7. Teachers should perform all the duties assigned to them by the institution with full dedication.
8. Teachers should perform the proctorial duties and check the discipline of students in campus.
9. Final year students should be given an extra assignment for survey or research.
10. Every teacher should write minimum two research papers.
11. Every teacher should attend minimum one National or International seminar/workshop/Symposium/Capacity building program.
12. Regular
 - Library class in a month
 - Library competition
 - Market/Newspaper survey/essay writing and tabulation
13. Teachers of computer lab should ensure that the students should not create menace in computer labs.
14. Keep all the records with HOD.
15. 1/3rd of the lessons/Topics are expected to be taught by the teachers.

Teaching methods:

- ICT usage
- Collaborating learning
- Brain storming
- Group dynamics/Group discussions
- Online demos
- Focus interview
- Example and illustration
- Debate/Discussion
- Problem solving
- Project/survey
- Visual technique
- Paritcipating learning seminar method


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List of national /international newspapers/magazines:

- Digit
- PC magazine
- PC world


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Department of Economics

Directives to Faculty Members


This is for the information of all the teachers of Economics Department that they should follow the following directives during the academic session.

1. Teachers should take classes regularly and they should reach and leave the classes on time.
2. Teachers should take class tests fortnightly/weekly with two questions.
3. Teaching methods should include use of Black-Boards, PPTs, Group discussions and class presentations and 1/3rd of the syllabus is expected to be taught by PPTs.
4. Teachers should cover 75% of the syllabus well in advance.
5. Teachers should use decent language in the classes.
6. Pattern of house exams should be as per the norms of the University Examinations.
7. Teachers should perform all the duties assigned to them by the institution with full dedication.
8. Teachers should perform proctorial duties and check the discipline of students in the campus.
9. Final year students should be given an extra assignment for survey or research.
10. Every teacher should write minimum two research papers.
11. Every teacher should attend minimum one National or International seminar/workshop/symposium/capacity building programme.
12. Regular Library class in a month
13. Library competition
14. Market/Newspaper survey/essay writing and tabulation of results.
15. Keep all records with HOD.
16. Teaching methods:
 - Collaborating learning
 - Brain storming
 - Group dynamics/Group discussions
 - Focus interview
 - Example and illustration
 - Debate/Discussion
 - Problem solving
 - Project/survey
 - Visual technique
 - Participating learning seminar method


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17. List of National/International Journals/magazines

- Budget
- Market trends
- Economics terminology/Economics/Economy icons
- E-Economy,E-marketing,E-business, E-trading.



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Department of English

Directive to Faculty Members

This is for the information of all the teachers of English department that they should follow the following directives during the academic session :

1. Teachers should take classes regularly and they should reach and leave the classes on time.
2. Teachers should take class tests fortnightly/weekly with two questions.
3. Teaching methods should include use of black-boards, PPTs, Group discussions and class presentations.
4. Teachers should cover 75% of the syllabus well in advance.
5. Teachers should use decent language in the classes.
6. Pattern of house exams should be as per norms of University examinations.
7. Teachers should perform all the duties assigned to them by the institution with full dedication.
8. Teachers should perform the proctorial duties and check the discipline of students in campus.
9. Final year students should be given an extra assignment for survey or research.
10. Every teacher should write minimum two research papers in an academic year or session.
11. Every teacher should attend minimum one National or International seminar/workshop/Symposium/Capacity building programme
12. Regular Library class in a month
13. Library competition
14. Market/Newspaper survey/essay writing and tabulation.
15. Teaching methods:
 - Collaborating learning
 - Brain storming
 - Group dynamics/Group discussions
 - Focus interview
 - Example and illustration
 - Debate/Discussion
 - Problem solving
 - Project
 - Audio/visual technique
 - Participating learning seminar method.
 - Grammar and spelling quiz competitions.
 - Role play
 - Creative writing practice exercises.
16. List of National /International newspaper/magazine related to
 - Indian literature (Journal by Sahitya Akademi)
 - Jstore online journal


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- Muse Indian Journal
- An Asian Literary journal
- Newspapers:
The Hindu, Indian Express, Times of India, The Tribune

14. Keep all records with HOD

15. 1/3 lesson/topics are expected to be taught by teachers by the use of ICT.

16. Language labs:

- Communication skills
- Debate
- Library competitions
- Participation in youth festivals.



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Department of History

Directive to Faculty Members

This is for the information of all the teachers of History Department that they should follow the following directives during the academic session.


1. Teachers should take classes regularly and they should reach and leave the classes on time.
2. Teachers should take class tests fortnightly/weekly with two questions.
3. Teaching methods should include use of black-boards, PPTs, group discussions, presentations and map works.
4. Teachers should cover 75% of the syllabus well in advance.
5. Teachers should use decent language in the classes.
6. Pattern of house exams should be as per the norms of University examinations.
7. Teachers should perform all the duties assigned to them by the institution with full dedication.
8. Teachers should perform proctorial duties and check the discipline of students in the campus.
9. Final year students should be given an extra assignment /presentation related to the syllabus.
10. Every teacher should write minimum two research papers.
11. Every teacher should attend minimum one National or International seminar/workshop/symposium.
12. Regular
 - Library class in a month.
13. Teaching methods :
 - Collaborating learning
 - Brain storming
 - Group discussions
 - Examples and illustrations
 - Debate/Discussion
 - Problem solving
 - Visual technique
 - Participating learning seminar method
- 14 .List of National/International journals magazines
 - History compass
 - History Today, popular
 - Indian Historical Review


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- Medieval History Journal
- South Asia Research
- Studies in History
- India today

14. Keep all records with HOD

15. 1/3 lesson/Topics are expected to be taught by teachers/Asst prof by the use of ICT.



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Department of Political Science

Directive to Faculty Members

This is for the information of teachers of Political science Department that they should follow the following directives during the academic session:

1. Teachers should take classes regularly and they should reach and leave the classes on time.
2. Teachers should take class tests fortnightly with two questions.
3. Teaching methods should include use of Black-Boards, PPTs, Group discussions and class presentations.
4. Teachers should cover 75% of the syllabus by the end of March/November.
5. Teachers should use decent language in the classes.
6. Pattern of house exams should be as per the norms of Panjab university Examinations.
7. Teachers should perform all the duties assigned to them by the institution with full dedication.
8. Teachers should perform proctorial duties and check the discipline of students in the campus.
9. Final year students should be given an extra assignment /presentation.
10. Every teacher should write minimum two research papers.
11. Every teacher should attend minimum one National or International seminar/workshop/symposium/capacity building programme.
12. There should be Regular Library classes in a month.
13. Library competition.
14. Market/Newspaper survey/essay writing and tabulation of results.
15. Teaching methods:
 - Collaborating learning
 - Brain storming
 - Group dynamics/Group discussions
 - Focus interview
 - Example and illustration
 - Debate/discussion
 - Problem solving
 - Visual technique
 - Participating learning seminar method
15. List of National/International newspaper /magazine:
 - The Indian Journal of Political science
 - International Journal of Humanities and social science invention
 - International political science review
 - British Journal of Political Science
 - Journal of Political science Education
 - Quarterly Journals of Political science
 - Political science quarterly


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- Asian Journal of political science
- India Today
- Pratiyogita Darpan
- Chronicle



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Department of Hindi

Directive to Faculty Members

This is for the information of all the teachers of Hindi Department that they should follow the following directives during the academic year.

1. Teachers should take classes regularly and they should reach and leave the classes on time.
2. Teachers should take tests fortnightly /weekly with two questions.
3. Teaching methods should include the use of black boards, PPTs , Group discussions and class presentations.
4. Teachers should cover 75%of the syllabus well in advance.
5. Teachers should use decent language in the classes.
6. Pattern of house exams should be as per the norms of University examination.
7. Teachers should perform all the duties assigned to them by the institution with full dedication.
8. Teachers should perform proctorial duties and check the discipline of students in the campus.
9. Final year students should be given an extra assignment for survey or research.
10. Every teacher should write minimum two research papers.
11. Every teacher should attend minimum one national or International Seminar/workshop/symposium/Capacity building programme.
12. Regular
 - Library class in a month
 - Library competition
 - Market/Newspaper survey/essay writing tabulation
 - Teaching Methods:
 - Collaborating learning
 - Brain storming
 - Group dynamics/group discussions
 - Focus interview
 - Example and illustration
 - Debate/Discussion
 - Visual techniques and graphs
 - Problem solving



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Department of Biotech

Directive to faculty members

This is for the information of all teachers of biotech department that they should follow the following directives during the session(2018-19):

- Teachers should take classes regularly and they should leave the classes on time.
- Teachers should take class tests fortnightly/weekly with two questions.
- Teaching methods should include use Black-Boards ,PPT's,Group discussions class presentations.
- Teachers should cover 75% of the syllabus by the end of OCT/March .
- Teachers should use decent language in the classes.
- Pattern of house test exam should be as per norms of university examinations.
- Teachers should perform all the duties assigned to them by the institution with full dedication.
- Teachers should perform all the proctorial duties assigned to them and check the discipline of the students in the campus.
- Final year students should be given an extra assignment/presentation related with the syllabus.
- Every teacher should write minimum two research papers.
- Every teacher should attend minimum one National or International seminar/workshop/symposium.
- Regular
Library class in a month
Teaching methods:
 - Collaborating learning
 - Brain storming
 - Group discussions
 - Workshops
 - Example and illustrations
 - Debate/Discussion
 - Problem solving
 - Project,Industrial training
 - Visual technique
 - Participating learning seminar method
- List of National/International Journals/magazines
Helix magazine



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Department of Physical Education


Directive to Faculty Members

This is for the information of all the teachers of Physical Education that they should follow the following directives during the academic session.

16. Teachers should take classes regularly and they should reach and leave the classes on time.
17. Teachers should take class tests fortnightly/weekly with two questions.
18. Teaching methods should include use of black-boards, PPTs ,group discussions,presentations and map works.
19. Teachers should cover 75% of the syllabus well in advance.
20. Teachers should use decent language in the classes.
21. Pattern of house exams should be as per the norms of Panjab University examinations.
22. Teachers should perform all the duties assigned to them by the institution with full dedication.
23. Teachers should perform proctorial duties and check the discipline of students in the campus.
24. Final year students should be given an extra assignment /presentation related to their syllabus
25. Every teacher should write minimum two research papers.
26. Every teacher should attend minimum one National or International seminar/workshop/symposium.
27. Regular
 - Library class in a month.
28. Teaching methods :
 - Collaborating learning
 - Brain storming
 - Group discussions
 - Examples and illustrations
 - Debate/Discussion
 - Problem solving
 - Visual technique (online class)
 - Participating learning seminar method
29. Keep all records with HOD
30. 1/3 lesson/topics are expected to be taught by teachers/Asst. Prof. by the use of ICT.
31. Body mass index test
32. Yoga exercise weekly
33. College intramural competition.


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34. Monthly Physical fitness test.
35. Class practical by part method.



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Department of Psychology

Directive to faculty members

This is for the information of all the teachers of Psychology department that they should follow the following directives during the academic session.

36. Teachers should take classes regularly and they should reach and leave the classes on time.
37. Teachers should take class tests fortnightly/weekly with two questions.
38. Teaching methods should include use of black-boards, PPTs ,group discussions,presentations and map works.
39. Teachers should cover 75% of the syllabus well in advance.
40. Teachers should use decent language in the classes.
41. Pattern of house exams should be as per the norms of Panjab University examinations.
42. Teachers should perform all the duties assigned to them by the institution with full dedication.
43. Teachers should perform proctorial duties and check the discipline of students in the campus.
44. Final year students should be given an extra assignment /presentation related to their syllabus.
45. Every teacher should write minimum two research papers.
46. Every teacher should attend minimum one National or International seminar/workshop/symposium.
47. Regular
 - Library class in a month.
48. Teaching methods :
 - Collaborating learning
 - Brain storming
 - Group discussions
 - Examples and illustrations
 - Debate/Discussion
 - Problem solving
 - Visual technique
 - Participating learning seminar method
 - Teaching with visits at different places of knowledge



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Department of Punjabi

Directives for Faculty Members

This is for the information of the teachers of Punjabi Department that they should follow the following directives during the academic session.

16. Teachers should take classes regularly and they should reach and leave the classes on time.
17. Teachers should take class tests fortnightly with two questions.
18. Teaching methods should include use of Black-Boards, PPTs, Group discussions and class presentations.
19. Teachers should cover 75% of the syllabus well in advance.
20. Teachers should use decent language in the classes.
21. Pattern of house exams should be as per norms of Panjab University Examinations.
22. Teachers should perform all the duties assigned to them by the institution with full dedication.
23. Teachers should perform proctorial duties and check the discipline of students in the campus.
24. Final year students should be given an extra assignment for survey or research.
25. Every teacher should write minimum two research papers.
26. Every teacher should attend minimum one National or International seminar/workshop/symposium/capacity building programme.
27. Regular Library class in a month
28. Regular Library competition
29. Regular Market/Newspaper survey/essay writing /creative writing.
30. Teaching methods:
 - Collaboration learning
 - Brain storming
 - Group dynamics/Group discussions
 - Focus interview
 - Example and illustration
 - Debate/Discussion


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- Problem solving
- Project/survey
- Visual technique
- Participating learning seminar method
- Story telling method

31. List of National/international newspaper/magazine:

- Punjabi Tribune, Nawan Zamana
- Ajit
- Kahani Dhara
- Kahani Punjab
- Hun
- Alochna



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Department of Biotech

Directive to Faculty Members

This is for the information of the teachers of Political science Department that they should follow the following directives during the academic session:

32. Teachers should take classes regularly and they should reach and leave the classes on time.
33. Teachers should take class tests fortnightly with two questions.
34. Teaching methods should include use of Black-Boards,PPTs, Group discussions, and class presentations.
35. Teachers should cover 75% of the syllabus well in advance.
36. Teachers should use decent language in the classes.
37. Pattern of house exams should be as per the norms of Panjab University Examinations.
38. Teachers should perform all the duties assigned to them by the institution with full dedication.
39. Teachers should perform proctorial duties and check the discipline of students in the campus.
40. Final year students should be given an extra assignment /presentation.
41. Every teacher should write minimum two research papers.
42. Every teacher should attend minimum one National or International seminar/workshop/symposium/capacity building programme.
43. Regular Library class in a month.
44. Regular library competition.
45. Teaching methods:
 - Collaborating learning
 - Brain storming
 - Group dynamics/Group discussions
 - Focus interview
 - Example and illustration
 - Debate/discussion
 - Problem solving
 - Visual technique: Videos
 - Participating learning seminar method
 - Introduction of Review Literature to the students
 - Hands on training on techniques relevant to Biotechnology
 - Teaching and ensuring Laboratory Safety directions
46. List of National/International newspaper /magazine:
NCBI,PMC,PUBMED , Elsevier,Cell Publishers,Nature/Springer publications,Science Publishers.



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Department of Mathematics

Directive to Faculty Members

This is for the information of all the teachers of Mathematics department that they should follow the following directives during the academic session.

17. Teachers should take classes regularly and they should reach and leave the classes on time.
18. Teachers should take class tests fortnightly/weekly with two questions.
19. Teaching methods should include use of black-boards, PPTs, Group discussions and class presentations.
20. Teachers should cover 75% of the syllabus well in advance.
21. Teachers should use decent language in the classes.
22. Pattern of house test exams should be as per the norms of Panjab University examinations.
23. Teachers should perform all the duties assigned to them by the institution with full dedication.
24. Teachers should perform the proctorial duties and check the discipline of students in campus.
25. Final year students should be given an extra assignment for survey or research.
26. Every teacher should write minimum two research papers in an academic year or session.
27. Every teacher should attend minimum one National or International seminar/workshop/Symposium/Capacity building programme.
28. Regular
 - Library class in a month
 - Library competition
 - Market/Newspaper survey/essay writing and tabulation.
29. Teaching methods:
 - Collaborating learning
 - Brain storming
 - Group dynamics/Group discussions
 - Focus interview
 - Example and illustration
 - Debate/Discussion
 - Problem solving
 - Project
 - Audio/visual technique
 - Participating learning seminar method.
30. List of National /International newspaper/magazine/ websites:
 - MATHOVERFLOW
 - CURRENT SCIENCE
 - AMERICAN MATHEMATICAL SOCIETY(MONTHLY)


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- RESONANCE
- Mathworld.com
- Wolfoam alpha
- Uul.libguide.com

31. Keep all the records with HOD

32. 1/3 lesson/topics are expected to be taught by teachers by the use of ICT.


33. Language labs:

Communication skills

Debate

Library competitions

Participation in youth festivals


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Department of Physics

Directive to Faculty Members

This is for the information of all the teachers of Physics Department that they should follow the following directives during each academic session:


34. Teachers should take classes regularly and they should reach and leave the classes on time.
35. Teachers should take class tests fortnightly/weekly with two questions.
36. Teaching methods should include use of black-boards, PPTs, Group discussions and class presentations and experimentation method.
37. Teachers should cover 75% of the syllabus well in advance.
38. Teachers should use decent language in the classes.
39. Pattern of house exams should be as per norms of Panjab University examinations.
40. Teachers should perform all the duties assigned to them by the institution with full dedication.
41. Teachers should perform the Proctorial duties and check the discipline of students in campus.
42. Final year students should be given an extra assignment for survey or research.
43. Every teacher should write a minimum of two research papers in an academic year or session.
44. Every teacher should attend minimum one National or International seminar/workshop/Symposium/Capacity building programme.
45. Regular Library class in a month
46. Library competition
47. Market/Newspaper survey/essay writing and tabulation.
48. Teaching methods

Collaborating learning

- Brain storming
- Group dynamics/Group discussions
- Focus interview
- Example and illustration
- Debate/Discussion
- Problem solving
- Project
- Audio/visual technique
- Participating learning seminar method
- Experimentation Method
- Model Presentation
- List of National /International newspaper/magazines

Journal of Applied Physics

Scientific Reporter


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Nature Materials

14. Keep all the records with HOD

15. 1/3 lesson/Topics are expected to be taught by teachers by the use of ICT.

16. Language labs:

Communication skills

Debate

Library competitions

Participation in youth festivals



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Department of Chemistry

Directives to faculty members

This is for the information of all teachers of Chemistry Department that they should follow the following directives during the academic session.

18. Teachers should take classes regularly and they should reach and leave the classes on time.
19. Teachers should take class tests fortnightly/weekly with two questions.
20. Teaching methods should include use of Black-Boards, PPT's, Group discussions and class presentations and 1/3rd of the syllabus is expected to be taught by PPT's.
21. Teachers should cover 75% of the syllabus well in advance.
22. Teachers should use decent language in the classes.
23. Pattern of house Test exams should be as per the norms of the University Examinations.
24. Teachers should perform all the duties assigned to them by the institution with full dedication.
25. Teachers should perform proctorial duties and check the discipline of students in the campus.
26. Final year students should be given an extra assignment for survey or research.
27. Every teacher should write minimum two research papers.
28. Every teacher should attend minimum one National or International seminar/workshop/symposium/capacity building programme.
29. Regular Library class in a month
30. Library competition
31. Market/Newspaper survey/essay writing and tabulation of results.
32. Keep all records with HOD.
33. Teaching methods:
 - Collaborating learning
 - Brain storming
 - Group dynamics/Group discussions
 - Focus interview
 - Example and illustration
 - Debate/Discussion
 - Problem solving
 - Project/survey
 - Visual technique
 - Participating learning seminar method
 - Learning by Model Method
 - Student centred Technique
 - Experimental learning


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- List of National/International Journals magazines/websites
www.chemistryworld.com
Acs.org-Science and education chemistry
Rsc.org-chemistry
Organic chemistry-2nd edition(Jonathan clayden)



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“When learning is purposeful, creativity blossoms. When creativity blossoms, thinking emanates. When thinking emanates, knowledge is fully lit.”


- A.P.J. Abdul Kalam, (Indomitable Spirit)

ANNUAL TRAINING DIRECTIVE


- References:**
- (a) NCC Institutional Training Syllabus - 2013 issued vide HQ DG NCC letter No 4145/Syl/DGNCC/Trg A dated Jan 2013.
 - (b) Safety Instructions for Training Activities issued vide HQ DG NCC letter No 17812/Trek-2013/DGNCC/Trg (E) dated 24 Jun 13.
 - (c) Detailed Checklist for Conduct of Camps issued vide HQ DG NCC letter No 4180/COC/S&S/ DGNCC/Trg A dated 11 Sep 14
 - (d) Pamphlet on Planning and Conduct of Camps.
 - (e) Policy on Medical Cover during NCC Trg Activities issued vide HQ DGNCC letter No.4180/Med Policy/DGNCC/Trg A dated 18 Jul 14.
 - (f) Standard Operating Procedure for Selection of Officers, WTLOs and Cadets for Participating in Youth Exchange Programmes issued vide HQ DG NCC letter No 4406/102/DGNCC/1080 dated 21 Oct 13.
 - (g) Implementation Instructions : Hon'ble PM's Directions forwarded vide letter No 4359/Trg Directive/DG NCC/Trg A dated 12 Mar 2018.

Appendices:

- A Implementation Instructions of Hon'ble PM's Directions.
- B Schedule of Centrally Organised Camps and Treks.
- C Schedule of Attachment Training.
- D Schedule of Programme of Naval Annual Technical Camps.
- E Schedule of Mountaineering Courses.
- F Schedule of Sports Events.


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- G Tentative Schedule of YEP 2018-19.
- H Schedule of Courses at Naval Establishments.
- J Schedule of Courses at 433 AF Station,
Tambaram.
- K Schedule of Courses at OTA, Kamptee.
- L Schedule of Courses at OTA, Gwalior.


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GENERAL

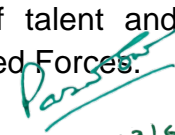
1. In its 70th year of glorious existence, the National Cadet Corps, the premier Youth Organisation of the country, remains more relevant than ever before. It has the onerous task of grooming the most precious resource of the country – the Youth. The clarion call given by the Hon'ble Prime Minister to reinvigorate the organisation and charter its course towards its Platinum Jubilee makes it imperative to re-dedicate ourselves to ensure that the cadets are guided and mentored to enable them to achieve their highest aspiration in line with the National goals.

2. The NCC owes its popularity among the youth primarily due to its military orientation of training, conducted in an environment conducive to development of discipline and giving a sense of purpose to all cadets. It therefore, becomes essential to keep the curriculum and training methodology contemporary and relevant to today's youth. To this end, in the last training year the revision of training syllabus was carried out and revised Cadet/ANO Hand Books were issued to all State Dtes. The Pamphlet for planning and conduct of camps was also issued to ensure uniformity and transparency in conduct of camps.

KEY RESULT AREAS

3. With concerted efforts of one and all, we could achieve most of our targets set for 2017-18, however, certain aspects still need enhanced focus. While consolidating the strengths and achievements of the previous year, I would like you all to lay emphasis on following aspects in 2018-19:-


- (a) Implementation of '**Directions of Hon'ble PM**'.
- (b) Strengthen Institutional Training.
- (c) Ensure highest degree of transparency and probity in conduct of all camps.
- (d) Enhance enrolment of girl cadets to minimum 33 percent.
- (e) Leadership & Personality Development including communication skills.
- (f) Undertake high impact, requirement specific & realistic projects/ programmes in adopted villages / slums.
- (g) Each Group to attempt identification of talent and facilitate grooming of minimum two cadets for joining Armed Forces.


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CONDUCT OF TRAINING

Implementation of Directions of Hon'ble PM

4. Hon'ble PM has given certain directions during my interaction with him on 19 Jan & PM Rally on 28 Jan 2018. I would like all Dtes to implement each point without any compromise / dilution. The broad contours of each point are elaborated in **Appendix A**.


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Institutional Training

5.. Institutional training will remain the mainstay of our training and must be conducted in a pragmatic and ingenious manner. Drill and Weapon Training need enhanced focus and if conducted during school hours, will surely motivate even non NCC students. Newly posted PI staff and ANOs must be made aware of Training Hand Books prepared during 2017-18 and classes be conducted by them as per lesson plans given in these books.

Camp Training

6. Camps are the most exciting and meaningful part of training where in cadet gets first hand exposure to regimental way of life. A pamphlet on planning and conduct of Camps has been issued to all State NCC Dtes and the same should be followed diligently, so that the cadets accrue maximum benefit, while attending camps. Only second year JD/JW cadets and second/third year SD/SW cadets will attend camps including Centrally Organised Camps (COCs). Based on the feedback through various interactions, it has been seen that cadets enjoy staying in tents and same be encouraged at least for 72 hours, if not feasible for entire duration. Basic hygiene and safety issues must be looked into. For a smooth and meaningful conduct of the camps, a few guidelines must be adhered to :-

- (a) No compromise on safety and security of the cadets.
- (b) Preferably plan the camp in proximity to a Service Establishment.
- (c) Examination schedules must be kept in mind while planning camps.
- (d) Officers be earmarked to stay in the camp for entire duration and visits be planned by Group Commanders to all Annual Training Camps/Combined Annual Training Camps. ADsG/ DDsG must visit the COCs being conducted by Directorates.
- (e) Intimate other State Directorates well in advance (preferably three months) about Nearest Railway Station (NRS) for Centrally Organised Camps. No change of date/location is acceptable.
- (f) Financial probity is **NON NEGOTIABLE**.
- (g) Cadets be encouraged to participate in planning and conduct of Camps wherever feasible.


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7. **Centrally Organised Camps (COCs)**. The conduct of all COCs must encompass full range of activities. Focus must be on activities such as drill, sports, public speaking, national awareness etc. Cultural programmes while being planned, should not be the prime focus. The organized visits by the cadets to various locations of educational and entertainment value should be planned judiciously. Details of COCs are given as per **Appendix B**.


8. **Ek Bharat Shreshth Bharat Camps (EBSB Camps)**.

(a) **Pairing of State Dtes.**

- (i) AP&Telagana Dte - Punjab, HP, Haryana & Chandigarh
- (ii) Bihar & Jharkhand - North Eastern Region (NER)
- (iii) Delhi Dte - West Bengal & Sikkim
- (iv) Gujarat Dte - J&K Dte
- (v) MP & Chhatisgarh Dte - TN, Puducherry, Andaman & Nicobar
- (vi) Karnataka & Goa - Uttarakhand
- (vii) Maharashtra - Kerala & Lakshadweep
- (viii) Rajasthan - Odisha
- (ix) Uttar Pradesh - NER

(b) **Methodology.**

- (i) Existing NICs & SNICs would be re-named as EBSB Camps.
- (ii) The schedule of the existing NICs / SNIC would be modified and re-structured.
- (iii) While the guest State Dte should send 100 cadets for each camp, the host Dte should have 500 cadets (both girls and boys).
- (iv) Award to a few cadets of Guest State could be considered for better learning.


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(c) **Key Activities.** While Dtes are at liberty to add a few more realistic activities, some of the recommended activities to be undertaken during EBSB Camps are :-

(i) Identification, translation and dissemination of 10-15 most commonly used sentences. A small booklet could be prepared and distributed to cadets of Guest States.

(ii) Schedule should be prepared in a manner, that cadets are able to attend at least one festival of each other.

(iii) Learn minimum one folk song / dance.

(iv) Taste and learn about cuisine and food habits.

(v) Wear attire of paired States.

(vi) Both State Dte cadets to give presentation 'State at Glance' to include history, cultural heritage, customs and traditions, economy etc.

(vii) Educational tours to places of historical and tourist importance.

(viii) Screening of local movies, with cadets of host State assisting in translation.

(d) Change in pairing of States would be considered for next training year.

Leadership & Personality Development

9. This is one important aspect which needs maximum attention. The Leadership Development Programme has been refined. Relevant Case Studies have been added in the revised cadets'/ANOs' Hand Books and the same should be discussed with the cadets holistically. Experts in the field/ prominent persons be invited to deliver talks on the subject.

10. Efforts should also be made to improve communication skills of cadets. Each cadet will be made to speak extempore, on any topic for five minutes, preferably in English, to a minimum audience of 20 cadets.

Attachment Training

11. In order to give first hand exposure of life in the Services, so as to motivate them to join the Armed Forces, every year the cadets are attached to various Service Units/ Establishments. While the formal sanction with Service

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HQ and promulgation of orders down to various Formations/ Establishments will be ensured by my staff at Delhi, I would like you all to liaise and coordinate the nuances at ground level.

12. Based on various inputs/ experience gained during last training year, following guidelines need to be adopted:-

- (a) Timely coordination with local Formations/ Establishments.
- (b) Flexibility in Training Schedule based on commitments of Service Establishments.
- (c) Professional conduct and discipline of cadets & service personnel.
- (d) Cadets for attachment with Indian Military Academy and Officers Training Academy to be properly screened and should preferably be potential SSB candidates.

13. Schedule of Attachment Training is attached as **Appendix C**.

14. **Affiliation with Service Formations/ Establishments.** Based on directions of Central Advisory Committee, all three Services have approved affiliation for tech, trg and adm support to all our units with nearest respective service Fmns/ Establishment. Dtes have been provided such details. Now it is on us to strengthen and make use of this affiliation.

Induction into Armed Forces

15. This is one of the most important aspects of NCC training. Maximum orientation of our training is military in nature, yet we have not achieved our targets in this field, especially induction of cadets to Armed Forces as officers. We have never been able to fully subscribe to vacancies in officer category reserved for NCC 'C' Certificate holders. We need to introspect and refine our procedures.

16. The first step in this direction would be identification of the right potential. Each Directorate must conduct screenings at their level (minimum two from each Group HQ) and detail such cadets for SSB Capsules at OTAs. Professional assistance, wherever required, would be facilitated by HQ DG NCC. Equally important for Directorate is to have repository of successful cadets in SSB, as a motivational factor.

Pankaj
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Conduct of Certificate Examination

17. One of the main motivating factors for a student to join NCC is to obtain Certificate (A,B&C). Hence importance of Certificate Examination needs to be retained. A fine balance between quantity & quality must be ensured by Dtes.

18. NCC Cadet is a student first, hence he/ she appears in different professional / competitive examinations. Therefore, Directorates while planning conduct of Certificate examinations must keep in view the schedules of important competitive / professional / academic examinations of the cadets.

19. All Certificate Question Papers will be **Bi-Lingual (English & Hindi)**.

Service Specific Training

20. **Army Wing Training.** The following will be given emphasis:-

(a) All cadets must undergo **.22 Firing and basic Obstacle Course.**

(b) Short Range must conform to laid down specifications. Firing will be conducted by Officers and PI staff posted as per laid down instructions. **Accidents in firing are not acceptable.**

(c) Realistic training of **Field Craft and Battle Craft** must be conducted by PI Staff with innovative methods of training / competition to retain cadet's interest.

21. **Naval Wing.** The following targets must be achieved in the training year:-


(a) Optimum utilisation and maximum number of cadets be trained on Whaler and Enterprise class Dingy.

(b) Each Directorate will conduct one Sailing Expedition as part of **Most Enterprising Naval Unit.** The proposal must be vetted and approved by HQ DGNCC for which it must reach the Training Directorate **one month in advance.** Coastal states will plan along the coast and riparian states will plan Riverine Expeditions.

(c) Optimum utilisation of available Kayaks and Wind Surfing Equipment, to expose maximum cadets to water sports activities.

(d) All State NCC Directorates are to liaise with respective Commands/ NOICs of Indian Navy for Scuba Diving exposure to maximum cadets.

(e) Maximum number of cadets must be trained in Yachting and Ship Modelling.


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(f) Schedule of the Naval Annual Technical Camps is at **Appendix D**.

22. **Air Wing Training.** State Directorates need to plan for smooth induction of new Microlights alongwith development of associated infrastructure. Till such time, all Air NCC units get new Microlites, they must make all efforts to keep their existing Microlites operational. Air Force NCC units must ensure:-

(a) Optimal utilization of Microlites to ensure flying exposure to maximum cadets.

(b) Balance cadets must be exposed to simulated start-up procedures, taxing and shut down procedures and other flight checks.

(c) Dtes must ensure timely conversion/ currency of pilots posted with units.

(d) Maximum number of cadets must be trained in Aero Modelling.


23. **Equestrian Events.** R&V Units must make all efforts to participate in State & National Level Equestrian Championships. Our cadets have done well in the past and must continue to do so.

Adventure Training

24. **Mountaineering and Trekking.** Mountaineering and Trekking will continue to remain our primary adventure activity. Directorates must detail maximum cadets for Mountaineering Courses and ensure that only trained cadets are nominated for various expeditions. Directorate must motivate the physically fit officers to volunteer to undertake such adventure activities. Incentives for officers and cadets volunteering for Mountaineering and Sailing Expeditions and other major adventure activities need to be considered. The Inter-Directorate Adventure project if any, must be forwarded to HQ DG NCC for approval. Other central adventure activities planned this year will be :-

(a) **NCC Boys Expedition** to Mt Saifee (UK) in **Jun-Aug 18** & **NCC Girls Expedition** to Mt Swang-Rohini in **Apr-Jun 18**.

(b) **Mountaineering Courses.** The Schedule for Mountaineering Courses is at **Appendix E**.


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25. **Para Sailing**. New Para Sails are in the process of being issued to all units. State Directorates will ensure optimum utilization to expose maximum cadets to Para Sailing activities. Each State Dte will create a Para Sailing Node within State. While I have directed my staff here to ensure maximum vacancies for us in Command Training Nodes, I would also like Dtes to be proactive in this regard.

26. **Sports**. NCC provides cadets an opportunity to participate in tournaments of national and international importance. Sportsmen with promise must be identified and encouraged to excel. NCC this year too will focus on three major disciplines of **Football, Hockey & Shooting**. Our performance during last year, especially in Hockey & Shooting, has not been satisfactory and needs to be corrected. Identifying the right talent, proper coaching & training and sense of commitment, could be the key words. Preference would be accorded through bonus marks in YEP selection to these sportsmen based on their performance. Schedule of Sports Events is at **Appendix F**.

Social Service & Community Development

27. In order to steer the cadets into becoming responsible citizens, it is essential to sensitise them to their responsibilities towards the society. **'Swachh Bharat Mission'** and creating **'Awareness on Digital Payment'** will be focal areas.

28. While the subject has been covered in detail in Hon'ble **'PM's Directions'**, following guidelines need to be adhered to :-

- (a) Cadets would not undertake any menial task.
- (b) Cadets will not be tasked for any activity where their safety is at risk.
- (c) Due to lack of inherent resource with NCC, all activities, whenever possible, will be coordinated with local administration/ NGOs.
- (d) Emphasis should be on creating Awareness.
- (e) Events planned must ensure participation of local population wherever possible.
- (f) Synergy with other Youth Organisations wherever possible.

29. **Youth Exchange Programme (YEP)**. Participating in YEP is the ultimate dream of every NCC cadet. ADsG/DDsG must ensure that suitable cadets are selected and coached. While nominating the cadets for YEP, the

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Dtes must accord preference to cadets volunteering and participating in various adventure and sports activities. The tentative schedule of YEP for the year 2018-19 is at **Appendix G**.

Miscellaneous

30. **Training Areas**. Directorates must vigorously pursue speedy development of NCC cadets Training Areas with the respective State Governments. The requirement of Training Areas need to be practical and must be prioritized and phased to ensure that relevant financial sanctions from State Govt are accorded.

31. **Training of Trainers**. Quality of training to the cadets is directly proportional to the training and motivation of trainers. The following must be ensured: -

(a) PI Staff must undergo Orientation Cadre within three months of their arrival in units.

(b) ANOs must be detailed for PRCN/ Refresher training within prescribed timelines to avoid backlog. Units must maintain the record.

(c) Timely reporting to OTAs and detailment for various courses as per QR need no emphasis. This however, has been observed as a major weakness.

(d) The BPET / PPT and firing in respect of PI staff should be carried out regularly.

32. The schedule of courses for trainers is as follows: -


- | | | |
|---|---|-------------------|
| (a) Courses at Naval Establishments | - | Appendix H |
| (b) Courses at 433 AF Station, Tambaram | - | Appendix J |
| (c) Courses at OTA, Kamptee | - | Appendix K |
| (d) Courses at OTA, Gwalior | - | Appendix L |

33. **Group Commanders Orientation Workshop**. An Orientation Workshop for newly posted Group Commanders will be conducted at HQ DG NCC in April 18 and a similar Workshop will be organised at Directorate level for all the newly posted Commanding Officers. This must be repeated after six months and continued with the same periodicity.

34. **Audit of Training**. State NCC Directorates will ensure that the audit of training will be done by one up HQ, to ensure that the training carried out by NCC cadets is as per policy and instructions on the subject.

CONCLUSION

35. This Directive is only a guideline for planning and execution of training during the current training year. I would like all officers and staff to use their


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imagination and ingenuity, to make training more meaningful and interesting. Cadets have a vast potential; we have to channelize this motivated force, with matching enthusiasm for the fulfillment of our goal and thus demands our total commitment. To conclude, the focus of training should be to inculcate amongst cadets zeal, enthusiasm and determination in all their endeavours, so as to make them responsible citizens of the future.

Station: New Delhi

(PP Malhotra)
Lieutenant


General

Director General

NCC

Apr 2018

4359/Training Directive/DGNCC/Training A


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Appendix A

(Refers to para 4 of HQ DGNCC letter No 4359/Trg Directive/DGNCC/Trg A dt Apr 18)

IMPLEMENTATION INSTRUCTIONS : HON'BLE PM'S DIRECTIONS

Gen

1. Hon'ble PM had given certain directions during his interaction with DG on 19 Jan & PM Rally on 28 Jan 2018. Comprehensive instructions have already been forwarded vide this HQ letter No 4359/Training Directive/DGNCC/Training A dated 12 Mar 2018. The broad contours of Implementation Plan are as given in succeeding paras and needs to be executed in letter and spirit.

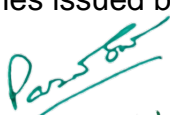
2. **Point 1: Interaction with maximum Cadets.** Hon'ble PM has desired to interact with maximum cadets through Video Conferencing. Desirous cadets are required to forward their queries/ questions/ suggestions to PMO through all available means. In additions, Dtes will coordinate with Civil Administration and schools/ colleges for conduct of Video Conferencing.

3. **Point 2: Maha Swachhta Abhiyan.** NCC will plan various activities as elaborated in letter under reference to commemorate 150th Birth Anniversary of Mahatma Gandhi. The activities will be spread over 18 months commencing in Apr 2018 and culminating on 02 Oct 2019. The activities planed should be specific to local requirements and achievable within the available resources.


4. **Point 3: Cashless Transactions.** In order to spread transparency in all financial transactions, Hon'ble PM desired that NCC cadets should not only download and use available applications eg BHIM App, but should also motivate others to do so.

5. **Point 4 : Ek Bharat Shreshtha Bharat (EBSB).** In order to promote National Integration, concept of EBSB Camps has been propogated by Hon'ble PM. Paired NCC Dtes will conduct these camps as per guidelines and approved schedule.

6. **Point 5 : Theme Based Programmes.** Hon'ble PM desired that all NCC Dtes, undertake requirement specific, three to four theme based programmes in their jurisdiction. A list of suggested themes issued by this HQ may be referred to.


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7. **Point 6 : Foot Policing.** A group of NCC cadets from each NCC unit will move in uniform Pan India, on last Saturday of every month, displaying theme based placards through markets/ areas of respective Nagar Palika/ Maha Nagar Palika.


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8. **Point 7 : Re-look at the Role of NCC.** Hon'ble PM desired that there is a need to introspect and align the role of NCC with National goals. All Dtes to analyse/ examine the Aim & Objectives of NCC and forward their views by 31 Jul 2018.


9. **Point 8 : Five Year Action Plan.** NCC has completed 70 years of its raising. Hon'ble PM desired that a comprehensive plan be prepared and executed, to showcase achievements on 75th Anniversary. Expansion Plan, enhancement of NCC Coverage, Implementation of Shekatkar Committee, Improvement of Training and Administrative Infrastructure etc are some of the likely issues forming part of the plan.

10. **Point 9 : Sensitise Cadets on Public Safety & National Security.** Cadets especially in border/ Coastal areas be sensitized on the subject in coordination with local police/ IB.

11. **Point 10 : Data Bank of NCC Cadets.** There is a need to create and maintain a data bank of ex-NCC cadets so as to leverage their experience and position for furthering the cause of the organisation. A beginning will be made from this Training Year itself.


Conclusion

12. NCC has always played an important role in Nation building which has been acknowledged by one and all. Growing Demand of NCC by schools/ colleges is testimony to this. With the faith of the Nation in the organisation, it becomes imperative that we must ensure that the directions given by the Hon'ble PM is implemented in letter and spirit.


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Directives for Training and Placement

1. The Training and Placement Cell is a facilitator for placement related activities.
2. Students will be informed from time to time about any campus drive through emails.
3. Students should be provided with platform for using their potential to gain the valuable experience by working in industry.
4. The Training and Placement cell also arranges for seminars on career counselling in collaboration with various institutes for the benefits of students so as to guide them regarding career opportunities in various streams.
5. Arrangement of workshops will be done for the benefit of students regarding the latest trends and technology in industry.
6. Mentor mentee groups have been created and every required information is circulated among the students through the mentors.


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Library Code of Ethics

In 1989 Joint Council of Library Association in India (JOCLAI) had finalized a draft code of ethics. The draft covered eight aspects

- : • Library and Information Science service to clientele
- Library and Information professional and their upgradation
- Library and Information professional and information resources
- Library and Information professional and professionalism
- Library and Information professional and ethical values
- Library and Information professional and timely service
- Library and Information professional and professional organizations
- Library and Information professional and cultivation of professional knowledge.

Amitabha Chatterjee (2008) recommends the following facets for code of ethics:


- 1) Librarian/information worker and the authority of the library/information center;
- 2) Librarian/information worker and his/her colleagues in the library/information center;
- 3) Librarian/information worker and his/her clientele;
- 4) Librarian/information worker and suppliers/vendors of books, journals, equipment, stationary, etc.;
- 5) Librarian/information worker and the resources of the library/information center;
- 6) Librarian/information worker and himself/herself;


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- 7) Librarian/information worker and library and information profession;
- 8) Librarian/information worker and the society;
- 9) Librarian/information worker and the laws of the land.

Services

- We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- we treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- We do not advance private interests at the expense of library users, colleagues, or our employing institutions.


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SD College Library, Hoshiarpur

Library Rules And Regulations :

General Rules:

- Identity Card is compulsory for getting access to the library
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken any where in the library premises

Admission to Library:

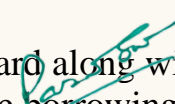
Students are allowed to library only on production of their authorized/valid Identity Cards

Working Hours of the Library:

Monday to Saturday	9 am to 4 pm
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Circulation

Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they


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will be responsible for any type of damage or mutilation noticed at the time of return.

Overdue Charges :

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period


Directive Principles

Librarians typically do the following:

- Help library patrons conduct research and find the information they need
- Teach classes about information resources and help users evaluate search results and reference materials
- Organize library materials so they are easy to find, and maintain collections
- Plan programs for different audiences
- Develop and index databases of library materials
- Research new books and materials by reading book reviews, publishers' announcements, and catalogs
- Choose new books, audio books, videos, and other materials for the library
- Research and buy new computers and other equipment as needed for the library
- Train and direct library technicians, assistants, other support staff, and volunteers
- Prepare library budgets
- Librarians usually focus on one aspect of library work, including user services, technical services, or administrative services.

Top Level

Major responsibilities are summarized as follows: □



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- To lay down the vision, mission, objectives and broad policies of the library in consultation with library committees and top management of the Institute. □
- Lead the library to achieve the highest level of excellence in all strategic dimensions of library activities. □
- Issue necessary instructions for preparation of library budgets, procedures, schedules, etc. □
- Prepare strategic plans and policies on library services, projects.
- Organize library staff into various functions and services.
- Control and coordinate the activities of all library units, departments.
- Maintain contacts with the outside library world. □
- Provide advice, guidance and direction to the staff or arrange necessary advice on library programmes and activities.
- Exercise judgment and initiative to anticipate, conceptualize and resolve sophisticated problems that may have strategic and organizational impact. □
Contribute substantially to organizational performance, or to the body of professional or subject knowledge.
- Lead and manage significant organizational services, projects or programmes. □
- Provide authoritative expert advice to the management, the organization as a whole, or external parties.


Middle Level

- Execute the plans of the organization in accordance with the policies and directives of the top management. □
- Make plans for the units, departments under their charge. □
- Send important reports and other important data to top level management. □
Evaluate performance of junior staff. □
- Motivate lower level managers towards better performance.
- Secure equipment, materials and services required to support the performance of their roles.
- Exercise judgment and initiative in dealing with a range of complex and detailed operational or conceptual problems and tasks that may extend beyond the immediate work area. □
- Undertake initiatives to develop and introduce enhancements to existing practices, systems and procedures.
- Overall staff supervision, projects and initiatives.
- Monitoring of technical standards and practices and writing and administering grants.

Base Line Level


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- Provide professional library and information services. □
- Assist in the development of library and information services and systems.
- Coordinate with other library teams on library and information management projects. □
- Assign and supervise jobs and tasks to the support staff of the team members.
- Guide and instruct support staff in the team for day to day activities. Library Staff: Role and Responsibilities
- They are responsible for the quality as well as quantity of output and service.
- Be responsible for providing training to the workers. □
- Arrange necessary materials, resources for getting things done.
- Prepare periodical performance of support staff. □
- Motivate support staff.



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Support Staff

Directives to Support Staff

The support staff is directed to adhere to the following guidelines:

1. The support staff must come to the college in time.
2. The members of the support staff must comply with the duties assigned to them by the college.
3. The support staff must ensure cleanliness in the college premises on regular basis.
4. The Campus Cleanliness and Beautification committee will inspect the college campus periodically to check the status of cleanliness in the college. The support staff can be questioned and given appropriate directions in case any lapse is found in the performance of duties.
5. The support staff must inform the college from time to time regarding sanitation supplies required to carry out their daily functions.


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Directives for Fees

- Fees of self-financing course(BBA,BCA,M.Com,PGDCA&Bsc . Biotech)l will be directly deposited in the bank.
- Fee from BA, B.com classes will be taken at the cash counter of the college either through cheque or cash (No NEFT/RTGS) .
- The total fee for all the classes will be collected before 28thFeb.
- Fees will be taken in three installments:
1st installment: July
2nd installment: October(First week)
3rd installment: February(First week)


Although the fee for BA & B.com classes will be taken by the fee clerk at the college counter but the schedule and timing for the fee receipt will be same as in the case of self financing courses.

Directives for fee concessions:


- a) Concessions will be given only to the students belonging to General category.
- b) Students will apply for the fee concession on the proper form by the end of October Month. College fee concession committee will finalize the fee concession upto 31st December,cheques should be disbursed upto 15th February.
- c) Committee will be constituted for the fee concession with the following members:
Principal (Dr Nand Kishor)
Bursar(Mrs. Manjit Kaur)
Prof. Prashant Sethi
Prof. Monica
Mr.Karan Gupta
- d) Fee concession would be given from Student –Aid-Fund(SAF) and in the form of half Tution Fee conession.
- e) Fee concession will be given on the following grounds:
 - I. Economic grounds
 - II. Orphan or Fatherless child
 - III. No earning member in the family.
 - IV. Critical disease to any earning members.
Documentary or solid proof or justification should be there.

For Advances:

- a) Advances will be given only for the purpose of the college work like sports,youth festival etc.



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- b) Settlement of advance to be completed within 15 days of the completion of the activity or within one month of the date of application for advance.
- c) In case of failure to follow the conditions mentioned above actions will be against the concerned person and the clerk.
- d) Advance will be taken only by the convenor of the activity and distributed to different committees according to their budgeted requirements like in case of youth festival advance will be given only to the contingent incharge.


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Directives for Canteen

- Price list to be displayed in the canteen, girl's common room, Admin block and the staff room.
- Canteen Committee would make surprise visits to check the quality of eatables in the canteen.
- Canteen will be checked for (cleanliness, discipline etc) weekly by all the members of the canteen committee and their observation will be entered in the inspection register.
- Menu of the farewell parties to be finalized by the canteen committee by February 15th.
- Contract to be made with the canteen contractor before 15th September.
- Quotations to be opened and finalized only in the presence of the Principal after other members of the canteen committee.
- The canteen committee will keep records of the steps taken by them.
- The contractor will be committed to depute a person for college in holidays or other occasions normally when teaching is not taking place.


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Directives for Examination

1. All the teachers are required to prepare their syllabus plan accordingly. Before MST at least 70%. After MST at least 30%.
2. Teachers are required to get the assignment files prepared by the students in time and Viva or presentations will be conducted only if syllabus and time allows.
3. Teachers during examination duties of MST's of the college or University are required to perform their duty diligently and must not allow any student to leave the examination centre before half time. Also if in emergency any student is required to be allowed, their answer sheet and question paper should be retained by the teacher with the permission of the competent authority.
4. Teachers are required not to use any hard words in the class room and during examinations.
5. Attendance should be marked properly and absentee must be filled and submitted regularly in the office.
6. Teachers are required to avoid unnecessary holidays(Leaves) due to which the syllabus and day to day working of the college also suffers.
7. Teachers should inculcate among students a sense of responsibility towards taking exams and avoid being non serious.
8. Evaluation of answer sheets should be done timely and distributed in the classrooms so that the students get a fair idea of their performance in the MST.
9. Teachers will report on exam duty at least 20 min before in MST and 30 min in university exams.
10. Teachers who will proceed on emergency leave are required to seek prior permission of the name of the substitute to the Registrar.


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Department of mathematics

Directive to faculty members

This is for the information of all teachers of Mathematics Department that they should follow the following directives during the session (2018-2019):

49. Teachers should take classes regularly and they should reach and leave the classes on time.
50. Teachers should take class tests fortnightly/weekly with two questions.
51. Teaching methods should include use of black-boards, PPT's ,group discussions,presentations and map works.
52. Teachers should cover 75% of the syllabus by the end of Nov/March.
53. Teachers should use decent language in the classes.
54. Pattern of house test exams should be as per the norms of University examinations.
55. Teachers should perform all the duties assigned to them by the institution with full dedication.
56. Teachers should perform proctorial duties and check the discipline of students in the campus.
57. Final year students should be given an extra assignment /presentation related with the syllabus
58. Every teacher should write minimum two research papers.
59. Every teacher should attend minimum one National or International seminar/workshop/symposium.
60. Regular
 - Library class in a month.
61. Teaching methods :
 - Collaborating learning
 - Brain storming
 - Group discussions
 - Examples and illustrations
 - Debate/Discussion
 - Problem solving
 - Visual technique
 - Participating learning seminar method

14 .List of National/International journals magazines
62. Keep all the records with HOD
63. 1/3 Lesson /Topics are expected to be taught by teachers with the use of ICT.


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