

Government College Ropar



Staff Manual

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CHAPTER 1

INTRODUCTION

About Us

Government College Ropar, one of the premier institutions of modern Punjab, is the legacy of pre-partition days. Late S. Baldev Singh, the first defence minister of free India deserves special mention. He was the man whose vision and personality ultimately led to the establishment of this college on 6th June 1945. The foundation stone of the main block of the college was laid in 1949 & the main building was completed in 1951. Later, two more buildings, one for the Geography deptt. and other for the Physical Education department were constructed. The college also has spacious library block, an auditorium, an open-air theater vast play ground and a boys' hostel , apart from principal's and Hostel Supdt.'s residence, lecture theaters, laboratories, class rooms and well-maintained lawns. This institute serves the needs of a large number of pupils from nearby villages and small towns. The college is affiliated to Punjabi University, Patiala and offers graduate as well as postgraduate level courses. Shri Bawa Balwant Singh was the founder Principal of this college followed by the galaxy of great personalities like Sarvshri Ugar Sen, Mohan Lai Sethi, K.L. Malhotra, A.N. Kapoor, P.C. Joshi, Gursewek Singh, S.K. Malhotra, O.P. Sharma, Prem Sagar Shastri, B.K. Bhalla, D.D. Aggarwal, Sarwan Singh, Narinder Singh, J.S. Sibia, Miss. Beant Kaur Grewal, Hardial Singh, Dr.Vidwan Singh Soni, Dr.Tarsem Dhariwal, Dr. S.K. Bhathal, Mrs. Harbans Kaur Rai, Mrs. Prema Saini, Mrs. Paramjit Kaur Pasricha, Dr. Reetinder Mohan Kohli, Mrs. Roma Dosanjh, Dr. Sneh Lata Badhwar, Dr. Sant Surinder Pal Singh, Dr. jaswinder Singh, Dr. Jaswinder Kaur, Mrs. Gurpreet kaur and Now S. Jatinder singh. These great academicians brought laurels to the college and its activities. At present it is one of the revered institutions of the state. The town Ropar is situated in the foot hills of Shiwalik range and is a place of great archaeological importance and ancient civilization that existed about 5000 years ago. The articles found from the mound near Govt. College Ropar prove this fact. The excavation conducted here indicates that the first civilized folk settled here were “Harappans”. During

medieval period of history invaders from North-West followed this route. On return journey Amir Timur marched through this tract of land. Great Sikh Warrior Banda Bahadur on his way crossed Satluj near Ropar. This land is also blessed by the great Sikh Gurus. The major parts of surrounding areas were visited by tenth Sikh Guru, Guru Gobind Singh who fought many battles in this region. Ropar contributed to 1857 mutiny also. The treasurer of Ghaddar Party Pt. Kanshi Ram belongs to this region. Freedom Fighter Lala Lajpat Rai spend his childhood at Ropar, where his father Sh. Radha Krishan was working as a primary teacher. Ropar was made district Headquarter with the reorganisation of Punjab on Nov. 1966. At present Ropar is a developed city in the vicinity of Chandigarh, Bhakra Dam, Thermal Plant, National Fertilizers, Chemical and Industrial belts of Mohali and Distt. Nawanshahar.

VISION

The vision of the college is to be an outstanding institution of excellence in Higher Education. The college motto '**Will to Seek**' inspires us to provide inclusive education for inculcating human values, professionalism and scientific temper. We endeavour to promote need, value and career-based programmes to all section of students including scheduled tribes, scheduled castes, other backward communities and religious minorities with special focus to female students. So that, they grow up to be competent human beings in order to meet ever changing needs of the contemporary times.

MISSION

Our mission is to provide higher education leading to an enriched holistic and wholesome development of its key stakeholders. We aspire to inculcate in our students a constant yearning for learning coupled with academic rigour and passionate knowledge delivery. Along with academic excellence, students are sensitized to the concerns of the society. We intend to provide ample scope for multifaceted development of local youths irrespective of religion, race, caste, gender. We also endeavour to pursue student-centric learning for self-development and skill development among students followed by a keen social awareness and responsibilities

OBJECTIVES

The main objective of the institution is to transform the students into well informed citizens. We aim to provide a comprehensive value-based education to our students. We work earnestly to develop the physical, spiritual, intellectual, moral, and aesthetic attributes of the students so that they are metamorphosed into intellectually trained, morally upright and socially committed citizens.

- To impart effective and meaningful education to all specially to rural, backward, and needy students as per the need of the hour.
- To achieve social and national integration
- To promote and cultivate social, moral, and spiritual values.
- To accelerate the process of modernization.
- To provide broad based general education consisting of Science, mathematic, social sciences, commerce and languages.
- To eradicate the gender bias by encouraging girls to, study.
- To stress the need for physical education by encouraging sports activity
- To promote the Punjabi Language (language of the state of Punja

COURSES

Regular Undergraduate Courses (Three Years)

- B.A
- B.Sc (Medical & Non-Medical)
- B. Com

Regular Postgraduate Courses (Two Years)

- MA (Punjabi)
- MA (English)
- MA (Political Science)

Self Finance Courses

- BCA
- PGDCA
- M. Sc.-IT (Lateral Entry)

Career Oriented Add-On Courses

- Data Care Managenent
- Industrial Chemistry
- Instrumentation
- Spoken english

Jagat Guru Nanak Dev State Open University, Patiala

Career Oriented Courses

- Certificate / Diploma Course in Computer Aided Accounting
- Certificate / Diploma Course in Entrepreneurship, Creativity and Innovation in Business
- Certificate Course in Embroidary
- Diploma Course in Fashion Designing.

CO-CURRICULAR ACTIVITIES

- National Service Scheme (NSS)
- National Cadet Corps (NCC)
- Red Ribbon Club
- Red Cross Club
- Cultural Activity
- Sports

Chapter-2

Administration

COMMUNICATION

All personnels must be informed of the Institution's channels of communication, which must be open, thorough, and well-defined. The utilisation of these established communication channels is required, and staff members must be made aware of them. The institution also wants to inform and consult with staff members as needed about matters that are important to them. Employees should be made aware of plans, intents, and proposals that describe accomplishments and results in order to help them understand how they might contribute to the achievement of the college's goals and objectives. The Head Of Department have a responsibility to make sure that all of their coworkers are informed about employee concerns and that employee feedback and communication is encouraged and fostered. In all work-related and official matters, confidentiality must be upheld.

IDENTIFICATION CARDS FOR EMPLOYEES

All Employees are expected to carry the identity given by the Institution in order to protect the security of the college , Employees, and Property. An I.D. card will be given to every employee. Name, photograph, designation, department, date of joining, address, and blood group will all be on the identification card.. The I.D. Card must be returned by the Employee after they stop working for the Institution.

PREVENTION OF FIRE

All departments must abide by the following guidelines to maintain a secure environment on campus:

- Extinguishers are available without charge.

- Never cover a light source with linen or another combustible material.
- The institution as a whole must adhere to the NO SMOKING policy.
- Doors to rooms housing flammable liquids or LPG Cylinders must always remain closed and latches.
- Everyone needs to be informed about fire safety procedure.

WORKPLACE VIOLENCE

- The college will not allow acts of aggression or threats of violence in the workplace in order to give workers a secure environment in which to work.
- An act of violence can be any physical act, whether deliberate, careless, or unintentional, that endangers or jeopardises another person's safety at work.
- Any action that, by its very nature, could be understood by a reasonable person as having the intent to hurt another person physically is considered to be a threat of violence.
- Workplace refers to all institutional amenities, such as the canteen, hostel, campus store, play area, etc., as well as off-campus sites where staff members are conducting institutional business.
- Anyone who witnesses or experiences violent acts or threats should alert the Head Of Department.

NO SMOKING

Smoking is prohibited in all areas of the institution, including buildings and the office, either by the staff / students or the visitors.

- Any commercial or other information that a staff member may learn while working for the college or one of its affiliate institutions may not be disclosed or used except to serve the interests of the institution. This will hold true both during the employment period and afterwards
- Staff members are not permitted to keep any papers, documents, records, etc. pertaining to the institution's business in their private possession, with the exception of situations where it is absolutely necessary.
- All such materials shall be returned to the institution once their work is completed

- Employees must advise their Head Of Department of any information they may have about fraud or theft, including any potential instances of either. Such information will be seen as improper if it is kept secret.

SERVICE CONDITIONS

- Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal/or other senior officials under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
- Without the express written consent of the Principal, every employee is required to devote all of his or her duty time to the specified employment and is not permitted to engage, directly or indirectly, in any trade, business, canvassing, private consulting work, private tutoring, or similar activities that are of a compensatory or honorary nature.
- All teaching personnel hired in accordance with UGC standards must receive a UGC pay scale and other benefits in accordance with the standards. Government contributions to the employees' provident fund at a rate set by the EPF Act must be made when the probationary term has been successfully completed.

E-GOVERNANCE

- In order to establish a more straightforward and effective system of governance within the institution, e-governance is adopted at various levels.
- The website of the college is functioning full-fledged. Separate login facilities are provided for staff and students. The full profile of the college is provided in the website <https://www.govtcollegeropar.org/>
- The system administrator is in charge of handling technical problems with the college's digital operations.

WELFARE FACILITIES FOR STAFF

- Employees are protected by Provident Fund. Subject to the Provident Fund's guidelines, employees covered by the Provident Fund Scheme are eligible for a family pension.
- There is provision for a separate staff room for the benefit of staff members.
- If an employee passes away while on the job, his or her dependent will be given consideration for employment based on individual qualifications and the availability of positions.
- Basic medical facilities are available in the campus.
- The necessary financial support is provided to the staff for meetings, training, etc.
- On-campus Internet access is made available.
- The employees is provided with access to a library facility with electronic resources. The library has a good selection of books and subscribes to national and international magazines.

FACULTIES ARE EMPOWERED

It guarantees greater involvement of the academic staff in the formulation and implementation of college policies. The ability to offer pupils a variety of learning experiences comes more naturally to teachers. Empowerment of faculty is achieved by:

- Holding discussions on the college's strategy, mission, and objectives.
- Updating, via seminars and focus groups, the most recent policies and requirements in the higher education sector.
- Information dissemination through routine meetings, office memos, letters, and office announcements.
- Involving academic staff in planning and decision-making.
- Creating a favourable work atmosphere.
- Supporting an occupation that gives one inner motivation, competence, and self-fulfillment.
- The faculty provides ongoing feedback to ensure that basic tasks are completed diligently.
- Special meetings are scheduled to explain how to consistently carry out the college's objective in light of the current societal developments

DECENTRALIZATION OF POWERS

PRINCIPAL

I. Administrative Powers:-

1. Keeping order in the institution and overseeing the teaching personnel and non-teaching workers.

2. Appointments:

Temporary appointments are made by proper directions from Director Higher Education by the Principal by following all proper procedures. Even daily wage appointments can be made by expert committee approved by Principal in case of emergencies.

3. Leave:- _

1. Sanction all kinds of leave except study leave, LWA- up-to 120 days and Special Disability leaves to teaching staff and non-teaching staff with permission to leave the station.
2. Sanction Casual Leave to teaching staff and non-teaching staff.
3. Sanction of Special Casual Leave to teaching staff and non-teaching staff.

4. Preparation of Annual Reports:-

5. **Reconstitution of Committees:-** CDC, Purchase Committee, Anti-ragging etc.

6. **Internal Transfer of Furniture and Equipment:-** From one department to another.

II. Financial Powers:-

- Local Purchase :- To purchase stationery through local purchase up to a maximum limit of Rs.500/- per item rate
- Refund:- To sanction the refund of fees or fines taken from students
- Non-recurring Contingent charges:- To sanction Non-recurring contingent charges provided there is budget provisions by DPI Punjab

- Periodic Review of stocks:- To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
- Medical Reimbursement:- To sanction medical reimbursement to Gazetted Officers and Non Gazetted Officers subject to the rules by decided SMO of district.
- Distribution of Budget allotments:- To distributes Budget allotments to various departments of the college by DPI and is fixed for particular item and particular department.
- Extension of time to Suppliers:- To sanction extension of time up to 1 month for the supply of materials for which order has been placed.
- Recovery of Costs:- To order the recovery of cost of lost or damaged books and equipment from students and staff.
- Preparation of DCB: Month-wise preparation of DCB (Demand, Collection, Balance) statement of fees from students and sending to the Director of Collegiate Education.
- Reconciliation of Expenditure:- Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.
- Preparation of Budget Proposal:- Annual Budget proposal preparation for the next financial year and sending to the Director of College Education Punjab.
- Preparation of Plan Proposal:- Annual Plan Proposal preparation for the coming year is to be submitted to DCE by October every year.
- Preparation of UGC Plan Proposal:- Preparation of UGC Plan Proposal for a plan period.

III. Academic Powers:-

- Keeping order and maintaining student supervision in the college. Grant students endowment scholarships, awards, and medals.
- Stoppage of Scholarship: To order the discontinuation of the payment of any scholarship to a student and to stop subsequent payments if the student's conduct, academic progress, or attendance are not sufficient.
- To declare holiday for the institution due to contingencies and compensate the same afterwards.
- Issue of Transfer Certificate, LOR and Conduct Certificate to the outgoing students.

- According to university rules The Principal will refund or amend the fees as needed because the prospectus expressly permits refund or adjustment in the event of any change in the course or institution.

DUTIES & RESPOSIBILITIES

Head Of Department

- To choose temporary workers for their departments (teaching/non-teaching) with consent of Principal.
- To advocate for the addition of new courses.
- To distribute the workload.
- To allocate additional work.
- To suggest staff members for training/faculty development courses
- To organise internal and external symposiums and training sessions
- To suggest leave for the department's personnel
- To make equipment recommendations for purchase.
- To provide a suggestion for research and development.
- To make sure that department personnel complaints are addressed.
- To obtain books relevant to the department.
- To keep an eye on and manage the students.
- To organise events for the department's faculty and students.
- To make sure that the pupils receive high-quality education.
- To support the Principal in preserving the college's proper academic climate and order.
- Create the organization's Vision and Mission
- To collaborate with the department's faculty in developing the department's vision and mission.
- To direct and oversee the department.
- To oversee the department's operation on an academic and administrative level.
- To provide recommendations to the Principal for submission to RUSA, UGC, and other financial bodies. To propose the yearly plans/master plan of the concerned department for the following academic year in cooperation with the department's instructors.

- Creating the department timetable and allocating topics in accordance with the curriculum. The HOD should also make sure that classes are held according to the schedule.
- Publish a monthly attendance report for all classes and send the Principal the name(s) of any students who fall short on attendance.
- A month in advance, submit a study tour proposal through the principal for submission to the director of collegiate education (if it is part of the university curriculum).
- With the help of the programme coordinator, determining the pupils who qualify for various "New Initiative" programmes.
- If it's possible, delegate teaching staff or non-teaching staff to accompany the study excursion. If there are female students, at least one teacher must be a woman.
- Evaluation of the teaching staff's subordinates' confidential reports.
- Hold departmental meetings at least once every month, and make sure to note the proceedings in the minutes.
- Conduct PTA meetings for your department or classes.
- Maintain a leave log for every Department employee. While sending the leave application to the Principal, make the appropriate entries in the leave register. Once the Principal has approved the leave, note it in the attendance sheet as soon as possible.
- If it is not 15 delegated to the subordinates, the Head of the Department will be the custodian of all registers and maintain the Department Stock Register for various stores in the Department. (For example, books, computers, furnishings, chemicals, and IT equipment.)
- Keep accurate records of the help you received from the College PTA.
- Submit requests for proposals for newly launched courses in the Department,
- Submit requests for books, e-journals, additional equipment, etc. for newly launched courses (if any) in the department.
- Find mentors both inside and elsewhere as needed.
- All of the materials submitted to the Principal in electronic form may be maintained in the care of the HOD for future reference.

- The HOD must make sure that the subordinate staff submits their advance leave application and "On Duty Certificate," among other documents, as soon as they return to work.
- Inform the staff and, if necessary, the students of all the information and College Council decisions received from the Principal.
- Student attendance and internal grades must be posted on the department notice board, and any concerns must be addressed promptly.
- When going on leave, moving, or retiring, the HOD must transfer control to the department's next most senior faculty member and must notify the Principal well in advance of doing so.
- Teachers, HODs, and Principals shall write letters and other representations to the higher authorities only through the right channels. If the employee submits without following the aforementioned rules, it will be deemed insubordination and they will face disciplinary action. Everything that needs to be sent to the principal must go through the relevant HOD. Important documents, such as internal assessment results that must be sent to the university, study tour proforma, a list of books that the department needs to purchase, a proposal for acquiring various items in connection with the launch of new courses, etc., must be submitted by the HOD to the Principal in a submission register. This submission register will be noted in the inward register kept in the college office.
- Subordinate staff should submit their leave applications, Duty Certificate, other applications, proposals, internal assessment marks, and request for purchase of books and articles, specimens etc ONLY to the HOD. HOD has to submit the same to the Principal.

CHAPTER 3

TERMS/RULES OF EMPLOYMENT

WORKING HOURS

The College shall function from 9.00 AM to 3.40 PM for Faculty.

Attendance:

- Both in the morning and in the evening, the Attendance Register kept in the Principal's office must be present promptly at the appointed hour
- Employees should normally obtain permission beforehand to arrive at the Institution late or leave early.
- Employees are expected to be present in their respective departments at least 10 minutes in advance before the working hours.

Duties And Responsibilities Of Faculty

A. Academic

- Class room lectures
- Instruction in laboratories / guidance
- Curriculum development
- Developing resource materials and laboratory development manuals, etc.
- Students' assessment and evaluation
- Participation in co-curricular and extracurricular activities
- Students counseling
- Conducting / participating in continuing education, summer / winter schools seminars, and symposia Publication of books, journals
- Upgrading by pursuing higher studies and keeping abreast with the latest developments in one's own field
- Conduct of examinations
- To maintain attendance book, Staff Log Book / Lesson Plan and workload sheets

CHAPTER-4

CODE OF CONDUCT

CODE OF CONDUCT FOR TEACHERS

- All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members:
- All faculty members must maintain high standards of punctuality, honesty and professional ethics.
- The faculty appointed in the Institute will abide by all rules set by Directorate Higher Education (DHE) Punjab and Punjabi University Patiala regarding stay in campus, holidays and conduct.
- Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by Directorate Higher Education (DHE) Punjab and Punjabi University Patiala
- Every faculty members should report to the college at least 10 minutes before the commencement of Institute timing.
- All faculty members must be enthusiastic in taking up the subjects allotted to them.
- All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
- Mentor- Mentee scheme must be followed and the mentor teacher should take proper care of his group of students by guiding, motivating, counseling and monitoring their attendance and performance.
- Every faculty members should be responsible to conduct regular classes and practical's and also take extra classes whenever necessary.
- Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.

- Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- The faculty members shall not act in any manner that violates the decorum or morality within institution. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute
- All faculty members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status

CODE OF CONDUCT FOR THE STUDENTS

- Every student must carry his/her Identity card while being present on the College Premises.
- Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general. The campus is plastic free so it should be maintained.
- Every student will remain answerable to the college authority for his/her activity and conduct on the college premises.
- Any act which obstructs teaching, administrative activity and other proceedings of the college is strictly prohibited.
- Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
- Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
- Use of cell phones is strictly prohibited during class hour.
- Attempted or actual theft of and/or damage or property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- During leisure hours, students are advise to use the library as maximum as possible.
- Students should handle the college properties with care, Damage to the furniture or any other materials may lead to penalty or suspension from the college.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and actives within the material may lead to penalty or suspension from the college.

- Indulging ragging, anti-institutional, anti national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
- Without the permission of the principal, students are not allowed to circulate any printed materials within the college campus.
- Latecomers will not be entertained to enter into the classroom
- A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- 2 All Staff members should display the highest possible standards of professional behavior.
- All Staff members should be punctual and discipline towards their work.
- Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters,
- Every Staff members should cooperate with students, colleagues & superiors.
- All staff members should maintain the image of the institute through standards of dress, general courtesy etc.
- All the staff members should respect for the rights and opinions of others.
- Every staff members should follow all norms and job details assigned by the Directorate Higher Education (DHE) Punjab, Principal& Superiors from time to time with full dedication.
- All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status. Violations of code of conduct by Non-teaching staff are subject to Disciplinary: action, Show Cause Notice, Memo, Enquiry Committee etc or any other action as per the Component authority.
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CHAPTER 5

GRIEVANCE POLICY & REDRESSAL FORUM

- The Grievance Redressal Committee works to address general grievances of the students and works to resolve them in a time bound manner for the benefit of the students.
- The Committee ensures strife free atmosphere in the College by providing responsive, accountable and easily accessible machinery for settlement of grievances and by ensuring expeditious settlement of grievances of Students.
- The Committee encourages students to express their grievances / problems freely and frankly, without any fear of being victimized.
- The Committee advises Students to respect the rights and dignity of each other and refrain from inciting students against other Students, teachers and College administration.
- The Committee supports the students in getting facilities for which he/she is entitled as a student of the college.
- The Committee works to makes officials of the College responsive, accountable and courteous in dealing with the students.
- The Committee ensures effective solution to the student's grievances with an impartial and fair approach.



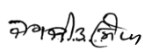
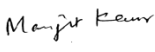

CERTIFICATE

This is to certify that the document titled **Staff Manual**, Government **College Ropar** have been thoroughly reviewed and discussed by the College Council of **Government College Ropar** on [Date]. After careful consideration and deliberation, the College Council has approved these policy documents for implementation within the college.

The College Council acknowledges the significance of these policies in maintaining the standards, values, and operational guidelines of the institution. The policies outlined in these documents reflect the collective efforts of the college administration, faculty, staff, and relevant stakeholders to ensure a conducive and progressive environment for all members of the college community.

By affixing our signatures below, we express our commitment to upholding and enforcing the policies set forth in these documents. These policies will serve as a cornerstone in guiding the college towards its goals of excellence, inclusivity, and continual improvement.

Signatures:

1.  2.  3.  4.  5. 



Principal

Government College Ropar