



# **MODERN COLLEGE OF PROFESSIONAL STUDIES**

Mohan Nagar, Ghaziabad

# **HR Policy Manual**

Policy & Procedures

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(Revised up to May, 2021)  
(These Rules Supersede all Previous Rules)

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# GENERAL

## 1. College Profile

Modern College of Professional Studies was established in 2003 under the aegis of Ganesh Shiksha Samiti, accredited grade of B + by National Assessment and Accreditation Council (NAAC), affiliated to Chaudhary Charan Singh University, Meerut. It offers seven courses across three streams namely Education, IT, Commerce and Management. It lays supreme emphasis on providing the contemporary learning environment in the context of modern methods and technology coupled with Indian heritage, values and discipline.

It aims to equip students with the requisite academic and professional skills in teacher education, management, and IT to prepare them for empowering reflective, ethical, compassionate educators and inspirational leaders for a diverse world. It carries out multidisciplinary research in the field of educational theory, in accordance with today's digital world.

Working as a center of excellence by integrating innovative, scientific and research approaches. It grooms personality and creates skills with a sense of responsibility towards society, the nation and the world at large.

## 2. Vision

Strengthening the nation with excellent professionals in the field of Education, Science & Technology, Law and Management with leadership qualities and best managerial skills in their field.

## 3. Mission

To serve society and improve the quality of life in every sphere. To become a recognized elite education Institution by nurturing high-quality talent, providing an excellent academic & research environment and promoting the dissemination of knowledge.

## 4. Core Values; We Stand For-

- 1 Academic integrity and accountability
- 2 Sincerity, dedication, and team spirit
- 3 Intellectual excellence and creativity
- 4 Participation in activities that promote public good.
- 5 Democratic principles of freedom and justice.
- 6 Unfettered spirit of exploration, rationality and enterprise.

## 5. Objectives of the Institution

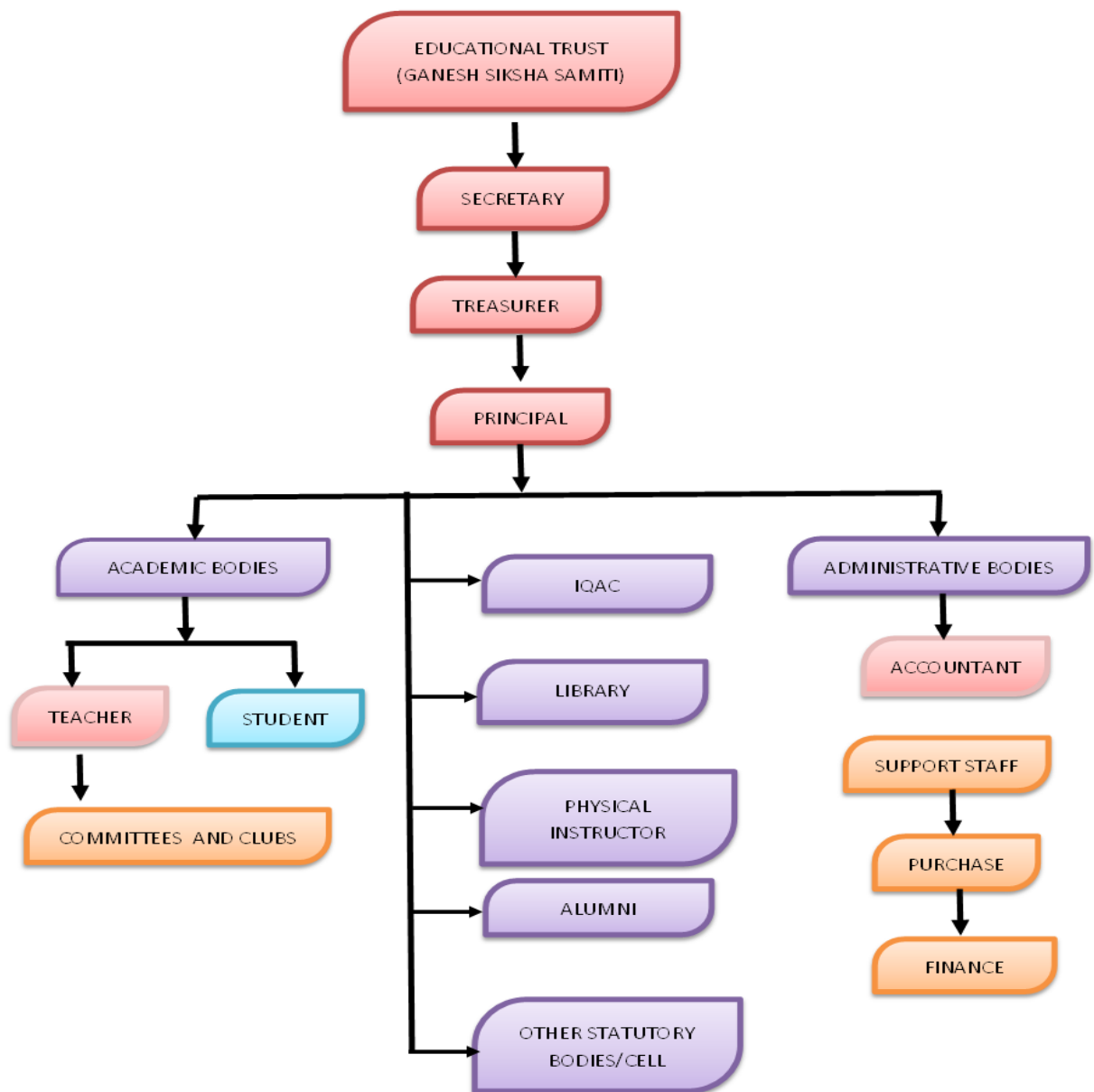
- 1 To enhance and promote excellence in teaching and learning.
- 2 To develop and support a student-centered collegial environment.
- 3 To promote the integration of pluralism within the college community.
- 4 To promote the integration of pluralism within the college community.
- 5 To maintain and improve administrative services.
- 6 To develop and foster beneficial relationships with the community.

## 6. Quality Policy

We are committed to become premier educational body with a mission to create leaders, winners and achievers by ensuring excellence through:

- 1 Enrichment of knowledge.
- 2 Employees' and students' empowerment.
- 3 Continuous improvement of systems & processes.

## 7. Organogram



## **8. Governing Council**

1. The Governing Council of the college is the supreme administrative body.
2. It is constituted as per the norms fixed by NCTE and Chaudhary Charan University, Meerut, U.P.
3. The Governing Council approves the mission and strategic vision of the institution, long-term plans and annual budgets in accordance to meet the interests of the stakeholders.
4. The council ensures the establishment and monitoring systems of control and accountability including financial & operational controls, risk assessments and internal grievances.
5. Governing Council monitors the institution's performance as per the approved plans.
6. The Governing Council ensures the achievement of the mission and vision of the organization and promotion of future academic plans and research activities by providing direction for implementation and overall monitoring of the activities.
7. Governing Council must approve the budgetary allocation towards infrastructure, staffing and Research & Innovation.
8. The Chairperson is responsible for leading the governing council & its effectiveness and should ensure that the institution is well connected with the stakeholders.
9. The Chairperson supports the head of the institution in the execution of the programmes.
10. Frequency of meeting of the Governing Council is minimum two times a year or whenever needed.

## **SERVICE RULES & PROCEDURE**

### **1. Objectives**

The objective of these rules is to lay down a uniform policy for all the employees of the college with a view to minimizing the use of discretionary powers, procedural delays, and hold-ups. All employees shall acquaint themselves with these rules and regulations.

### **2. Application & Jurisdiction**

These rules supersede all previous orders, rules, minutes' circulars etc. These rules shall apply to employees of all categories, posts and status.

### **3. Category Of Employees**

- Teaching Staff
- Non-Teaching Staff

### **4. Terms & Conditions of Employment**

1. The age of retirement from the Modern College of Professional Studies, Ghaziabad shall be 70 years.

2. The continuance in service beyond 70 years shall be subject to medical fitness, duly certified by a medical practitioner, nominated by the college & approval from the University. Such employment is in the form of a visiting faculty.
3. The management reserves the right to assign appropriate experience to the employee and regulate the working hours from time to time.
4. An employee may be assigned any other duty, in addition to normal duty, failing within the functional jurisdiction of the college, which he/she is capable of performing.
5. Every employee shall devote his/her full attention to safeguard/for safeguarding the interest of the college.
6. He/she shall devote his/her whole time in/to the service and for the benefit of the MCPS, Ghaziabad. He/she shall not take up any other employment or engages in any private business of any other nature or join any other education institution/school/college/ social organization without the written/ any written permission of the Director for part-time or for all-time bases. He/she shall also not make himself or herself directly or indirectly interested in the business of any other person or organization.
7. The employment of the college has an implied undertaking that he/she shall not divulge any official secrets / valued information gained by him/her during the course of his/her employment with the college to another individual or institution while in service of the college even after leaving the college. Divulging of official secrets shall construct misconduct/indiscipline and is a punishable offence.
8. He/she shall abide by and follow the rules and regulations issued from time to time by the management of the college society.
9. He/she shall be responsible for the safe-keeping and return in good condition and order of the properties, equipment, books, etc. of the college which may be issued to him/her for his/her personal use, custody, and/or charge. The management has the right to recover the original cost of the equipment/books/property of the college placed in the custody of /issued to an employee for performing his/her duty from his/her dues. The management reserves the right to take such other actions as they may deem proper in the event of an employee's failure to account for the aforesaid items of property to the satisfaction of the management.
10. The management will deem to take the address mentioned in the employment form as the postal address for all communication forwarded to this address shall amount to the proper legal notice.
11. The violation of any terms and conditions of employment shall be liable to instant dismissal without any notice or compensation. Similarly, the falsification of information furnished in the personal data shall be liable to instant dismissal without any notice or compensation.
12. All employees shall abide by the rules of the Library/Computer Lab/ other lab Department, etc. as issued by the respective departments from time to time.

## **5. Appointment**

An appointment shall not imply for permanent position/ designation. The senior most people in a section/ department may be called the head but it shall not imply that he/she has the right to that position/designation/grade etc.

## **GENERAL CONDUCT & ETHICS**

### **1. Conduct Rules**

The Education is the backbone of every society. The faculty members have a very vital role to play and each one is expected to present himself/herself as a role model. Each one of the faculty members shall therefore abide by the conduct rules. Some of the Dos and DON'Ts are listed in succeeding paragraphs.

#### **Dos**

1. Reach the college a few before the schedule time.
2. Reach the class room on time, preferably a few minutes before the schedule time, as per the time table.
3. Ensure that proper discipline and decorum is maintained in the class room.
4. Teach in interactive manner (more in discussion mode) as far as possible.
5. Refrain from giving dictation or copying from the books/notes on to the board.
6. Use slides/PPT for at least one topic from each unit (maintain record).
7. Provide good practical examples.
8. Train students to present seminars on referenced topics
9. Teach a few topic beyond the syllabus.
10. Take up the role of Mentors (maintain record) and help students to the best of your ability.
11. Minimum 20 days teaching is mandatory
12. Do complete all records, schedule register in time & provide information to others in writing for making other responsible.

#### **Don'ts**

1. Don't let off the class before time unless there is a justifiable reason.
2. Don't ever be harsh or disrespectful to the students or their parents.
3. Don't be disrespectful to your superiors and colleagues.
4. Don't let bureaucracy affect your functioning; bring out the matter in writing/verbally to your superiors immediately.
5. Don't indulge in any of theft, fraud or dishonesty in relation to the property of the institute or a colleague.



6. Don't furnish false information with respect to your age, qualification, service details or any other matter germane employment, during or after.
7. Don't act in a manner prejudicial to the interest of the college, good order and discipline.
8. Don't refuse to accept any notice/circular/ lawful order and do sign on the office copy in token of having received the same issued by the authority empowered to do so.
9. Don't indulge in any of vindication which may affect the organizational culture/climate.

## **2. Misconduct**

The following shall constitute misconduct and shall attract disciplinary action against the defaulting employee:

1. Willful in subordination/disobedience of lawful orders issued by the authority empowered to do so.
2. Habitual late coming, irregular attendance and willful absence from duty.
3. Signing the attendance register without the express permission of the Director/HOD after having been marked absent/on leave, etc.
4. Neglect of work or negligence in the performance of duty including malingering and avoiding assigned academic/administrative responsibility.
5. Damage to the property of the college permission of the college
6. Drunkenness, disorderly/indecent behavior within the permission of the college.
7. Gambling and smoking within the permission of the college.
8. Collection of money from the students/employees without the permission of the competent authority
9. Commissioning of an act which accounts to a criminal offence involving moral turpitude.
10. Misuse/misappropriation of college property or funds assigned to an employee for official purposes
11. Instigating students into undertaking unlawful activities.
12. Don't develop an unhealthy relationship with students
13. Don't Violate the teacher-taught norms.
14. Don't Indulge yourself in the personal gain/personal benefit from the students for any reason.

## **3. Participation in Demonstration**

1. No employee of the college shall engage himself/herself or participate in any demonstration, which involves incitement to an office.

#### **4. Gifts**

1. Save as otherwise provided in these rules, no employees of the college shall accept or permit any member on his/her behalf, to accept any gift from the contractors/suppliers/ students' subordinates. All matters shall be reported immediately.

#### **5. Consumption of Intoxicating Drinks and Drugs**

1. An employee of the institute shall strictly abide by the law relating to intoxicating drinks and drugs in force.
2. An employee of the institute shall not be under the influence of any intoxicating drink or drugs during the course of his/her duty and shall take due care that his/her performance is not affected in any way by the influence of such drinks and drugs.

#### **6. Work Schedule - Working Hours**

1. All teaching faculty members are expected to be on duty for at least 42 hrs per week. Similarly, all teaching and non-teaching staff shall devote a minimum of 48 hrs per week to the college. Doing personal work during working hours is exclusive of lunch break,
2. Monday to Saturday timing will be-
3. For Teaching staff: 09:30-04:30 p.m.
4. For Non-teaching staff: 09:30-05:30 p.m.
5. Duration of Lunch Break: 30 minutes.
6. The second Saturday will be an off day.
7. College timings may be changed/ modified to suit the functional imperatives of the college. The faculty and staff members shall NOT claim compensation for such additional hours of work put up by them.

**Note:** It shall, however, be noted that the working schedule shall not present a constraint for the non-completion of assigned responsibility. All assigned responsibilities must, however, be completed by the stipulated time.

#### **7. Late Arrival**

1. Up to 10min - Late (2 late up to 09:40 am in a month can be ignored)
2. Up to 10.30 am - Short Leave
3. Up to 12.30 pm -Half day Leave
4. After 12.30 pm -Full day leave
5. 2 Half-days leave -1 Casual Leave
6. 3 Short day leave -1Casual Leave
7. 4 Lates - 1 Casual Leave
8. No half-day leave is permitted (Except for unforeseen emergencies)
9. Short Leave can be availed only from 0900 to 1100 or from 1500 to 1700 hrs. No short leave is permitted between 1100 to 1500hrs.

## 8. Movement of Offences

Employees, who are required to go out of college on official duty, shall obtain an "Outdoor Duty (O.D) Slip" signed by the competent authority. The O.D slip shall be handed over to the H.R department before leaving the office. A copy of the same be handed at the gate and an entry shall be made in the register accordingly. Employees leaving the office on personal accounts without leave (AWL) shall be liable to disciplinary action indulging the loss of pay.

## 9. Absence Without Leave

1. Absence without leave beyond seven days will be treated as the individual has left the service on his/her own accord and is liable for the break in service. The individual shall be allowed to continue service, provided the reason is genuine and after getting approval from the competent authority.
2. However, in case of emergency including sudden sickness the employee shall inform his/her permission for absence. This shall be followed by a written request for regularizing the absence.

## 10. Working on Sundays/Holidays after the Office

Any employee may be called upon to work beyond the stipulated working hours to meet a specific job requirement. All employees shall abide by the demand of the college. Evading the responsibility shall be tantamount to indiscipline.

# LEAVE RULES

## 1. Types of Leaves

However, in keeping with various practices in vogue. Following leave rules have been framed. The types of leave shall be as under: admissible in respect of all the staff members (except the casual employee) shall be as:

Types of Leave	Annual Admissibility	Max. Accrual	Remarks
Earned Leave	17 days	45 days	07 days during winter and 10 days during summer only
Casual Leave	12 days	NIL	Balance of C.L may be encased or taken the leave at the end of the tenure
Academic leave/sabbatical leaves	90 days	NIL	Applicable only to teaching faculty will be permitted only after presenting all necessary documents.

1. The leave year is the academic year viz 1" July to 30" June.
2. The leave cannot be availed in advance, except under special circumstances or in case of emergency. All leave thus availed shall be fully regularized through a written request.
3. On severance of the services, if an individual has availed Earned Leave/ Casual Leave in excess of the entitlement, the same shall be recovered at the time of settlement of the account.
4. In the event of an individual resigning from the services of the college, EL shall not be allowed to be availed during the notice period. However, CL may be availed during the sail period.
5. Leave is a privilege and not a right. It is earned, and does not automatically become admissible as soon as one joins the service. No form of leave is generally considered admissible till an employee has completed a minimum of ONE year of service. No leave shall be availed till it has been sanctioned formally or approved verbally by the sanctioned authority.
6. Leave shall be first granted and then only availed.
7. Under no circumstances teaching and/or Academic activities will be compromised due to leave etc.
8. It will be the whole responsibility of the applicant to inform his / her pending work to his/her HOD.
9. Casual Leave on phone is allowed in emergency only. She/he must submit the application for approval on the very next day. If such leave is availed without prior intimation/approval. It shall be treated without pay.
10. All leave applications must be routed through the concerned HOD.
11. More than two days of casual leave will be sanctioned continuously in between joining of duty not allowed.
12. During teaching hours morning time, late coming, and short leave is not allowed.

## **2. Description of Leaves**

Attendance of 20 teaching days is compulsory for any faculty member in a month.

## **3. Earned Leave**

1. Earned leave means the leave earned by an employee for the services rendered during the academic year.
2. E.L shall be credited to an employee's account after he/she completes one year. It shall be calculated proportionally for the duration of the service rendered during the academic year.
3. Earned leave can be availed only after the completion of ONE YEAR of continuous service.
4. Request for E.L shall be made in advance (generally on month); request made less than 7 days in advance may not be entertained.
5. Sunday and other holidays falling within the leave period shall be conducted towards leave.

#### **4. Casual Leave**

Casual leave is catered to meet emergent / unforeseen requirements of an employee. It shall, however, be got sanctioned in advance unless unavoidable. Like E.L, C.L can also not be availed in advance. An employee is entitled to one C.L every month of attendance in the institute. C.L can be availed up to the number of days of C.L. Earned up to 3 days, whichever is lesser. The balance of C.L. can be uncashed at the end of the calendar year. C.L can be availed for even half- day.

#### **5. Academic Leave**

1. Academic leave may be granted only to the teaching faculty members including the principal.
2. It may be granted for the following specific academic activities.
3. An academic activity that brings laurels to the Modern College of Professional Studies.
4. Attending a national/international symposium/conference seminar/workshop etc.
5. Delivering an invited talk to students/employees of a college.
6. Documentary evidence shall be accompanied by the request.
7. T.A/DA & registration charge shall be borne by the college in case a faulty member is proceeding to attend symposium/ conference/seminar/workshop, etc. In all other cases, the expenses shall be borne by the individual/host college.
8. The said leave can be granted up to three times during an academic year.
9. The incumbent shall seek C.L or E.O.L for attending all paid activities e.g., Working as an external
10. Examiner for conducting practical examinations and members of inspection committees, etc.
11. The principal in consultation with the Governing Body may sanction this leave.

## **ROLE AND RESPONSIBILITIES**

### **1. PRINCIPAL**

The reporting of the principal to the institute's top management (Secretary & Correspondent) and supporting them in the following functions:

1. Academic/ General Administration / Monitoring
2. Design and Development
3. Leadership
4. Visionary
5. Planning and Execution

## **A. Academic/ General Administration / Monitoring**

One of the important responsibilities of a principal is regulation of Academic, General Administration, monitoring and executing the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the government monitoring bodies such as C.C.S University Meerut, top management, students and their parents. The following are some of the important responsibilities coming under this category:

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student's discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching methodology recommended by the University / NCTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee-collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liaison activities with governmental, corporate and other academic institutions.
7. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, Coordinators, College Academic Council.
8. Maintaining and monitoring the procurement and purchase of all required materials like furniture & fittings, lab equipment, books for the library and any such other requirement for the institution as per the prescribed procedures.
9. Monitoring the auditing and inspections of the institution conducted by the regulating bodies such as NCTE, State Government, and C.C.S University.
10. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

## **B. Design and Development**

The principal also needs to take up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the principal:

1. Identifying the core competencies of the institution either existing or probabilistic and projecting in the institutional activities.
2. Recruiting the right kind of faculty members suitable for the institution keeping in view the future needs of the institution.
3. Facilitating and nurturing the faculty and giving all the necessary guidance and support for academic and professional development.
4. Designing and developing the working and learning culture in the institution.

5. Focusing on the development of necessary infrastructure most prominently the library and laboratories with an international ambiance.
6. Establishing strong partnerships with industries, institutions that conduct research, and consultancies, as well as signing MOUs to enhance certain college strengths.
7. Designing a new and updated policy for promoting our college as a center of excellence.
8. Create an environment for internal and external stakeholders can effectively use the system's benefits in accordance with their expectations.
9. Developing research and technical consultation facilities in our college for the societal needs.
10. Designing and developing college admission procedures and policies that have been approved by management, as well as monitoring admission activities.

### **C. Leadership**

The principal will exhibit the true qualities of a leader by being a role model to their colleagues. The following are some of the leadership functions.

1. The principal shall demonstrate himself/herself as an excellent teacher and one of the best among his colleagues.
2. Engage in research, training and consultancy in order to establish credentials as an academician of international standards.
3. Establishing high standards of discipline, commitment, and involvement in the work process.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and lead them from the forefront.
5. Understanding the problems and concerns of all colleagues and taking care of their requirements.

### **D. Visionary Functions**

These functions are the ultimate functions of a principal. The following are some of the visionary functions:

Creating a long-term plan for the institution and working with top management to put it into action.

1. Taking steps at regular intervals to help achieve the vision.
2. Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
3. Establishing necessary systems, procedures and policies facilitating and realizing the vision.

4. Developing a plan and executing the same to attain accreditation like NAAC and other quality systems for college.

### **E. Planning, Execution and Reporting**

1. The principal requires preparing long-term as well as short-term plans (concrete documents) and presenting them to the Secretary and Correspondent.
2. Principal shall implement and execute the perspective plan of the college.
3. The principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken up or intend to take up to the Secretary and Correspondent.
4. Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Secretary and Correspondent.
5. Oversees the service records of faculty and non-teaching staff and get the service records periodically updated through respective heads of units.
6. Planning to conduct a periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow-up of all matters discussed at such meetings.

### **2. Head of The Department**

She/He is the architect of the department. The smooth functioning and further growth of the department largely depend on the vision of the HOD and the implementation of the college policies. Although individual faculty members are fully responsible for the effective conduct of their own classes, the overall responsibility for the efficient functioning of the department rests with the HOD. He/she has the following responsibilities:

1. Organize the department for the most efficient operations.
2. Assign responsibility to all the faculty & staff members in writing, monitor their performance & counsel them as required.
3. Plan & monitor curricular & co-curricular activities of the department.
4. Appoint class/programme coordinators and laboratory in charge and monitor their performance. Counsel defaulting faculty/staff members.
5. Monitor syllabus completion & academic progress of the students.
6. Counsel defaulting students & communicate with their parents, both in writing as well as telephonically.
7. Plan and implement faculty, staff, and students' development activities.
8. Arrange alternate classes for absent faculty members, if required.
9. Teach a minimum of 01 subjects for a period of 06 hours per week.
10. Get departmental professional society activities organized regularly.
11. Organize seminars/conferences at regular intervals.



12. Organize industrial visit/in-plant training for second /third-year students.
13. Extend support to the TPO in placement activities.
14. Seek research & consultancy projects.
15. Maintain student discipline.
16. Get the department website updated regularly.
17. Analyze University results; determine remedial measures and ensures their implementation.
18. Ensure proper maintenance of students' sessional marks, attendance, etc.
19. Identify slow learners, counsel them and seek assistance from their parents for improving the performance of such students.
20. Ensure provisioning of equipment/consumables/books, etc. well before the commencement of the semester.
21. Ensure appropriate readiness for the next semester for ensuring smooth functioning such as-
  - Identification and procurement/repair of deficient /repairable.
  - Formulation of Time-Table, Lecture & Lesson Plan, Academic Calendar, subject allocation & faculty load, Individual Faculty Files, etc.
  - Periodic review of progress and completion of syllabus (theory and practical).
  - Submission of Assignments and projects of the students.
22. Organize Colloquiums, Guest Lecture, Industrial Visit, and Faculty development programs after completion of the academic year and prepares an Annual Report of his/her department.

### **3. Teaching Staff**

Teaching staff constitute the most important component of an education college. They are the ones, who help in forming the career of the students and whom the students tend to as their role models. A good teacher always motivates his/her students and guides them to the right path. Some of the core responsibilities are listed below:

1. Teach 2-3 subjects with a workload of 18-20 hrs. per week.
2. Conduct Lab classes as assigned and maintain student's record
3. Regularly organize student seminars and presentations.
4. Raise demand for efficient lab equipment and consumables well before the commencement of the semester and ensure it providing.
5. Prepare a course file for each course being taught by the faculty [it shall contain: syllabus, academic calendar, lecture schedule, lesson plan list of assignments, tutorial sheets (at least 1 for each unit), sample question papers, for last 3-5years and notes].
6. Prepare/update lab manuals.

7. Develop students' assignments and question papers with model answers.
8. Continuously evaluate the students, identify weak students and inform their parents through the HOD /class coordinator.
9. Conduct remedial classes for the weak students and maintain the records.
10. Promote students in identifying their development /training needs and assist them in achieving the same.
11. Undertake student mentoring record.
12. Maintain class discipline.
13. Extend support in student placement.
14. Make a choice of activities to take optimum advantage of the performance-linked promotion and increments policy.
15. Minimum 20 days of teaching is compulsory per month for every faculty.
16. Coordinators have to maintain the record on regular basis.

#### **4. Registrar/Administrative Office**

The major responsibilities of the Registrar and Administrative office are as follows: All matters pertaining to students' admission, attendance, results, records/files, marks sheet, degrees, and convocation.

1. Maintenance of all records of Examination forms, scholarship forms, Affiliation, Faculty approvals and communication with the University.
2. Compiling Examination records for Theory & Practical Examination.
3. Contacting the Examiners & freezing of dates for Practical Examination.
4. Maintain the records of appointments of teaching and non-teaching staff.
5. Distribution of Marksheets and certificates to the students.
6. Responsible for Security and Housekeeping Services.
7. Institutional Repair & Maintenance work.
8. Purchase & Bill Payment of all Vendors.
9. Insurance of Buildings, other Assets & Vehicles of Institutes.
10. Monitoring, Hiring & Duty Allotment of all non-teaching staff.
11. Maintenance of building and repair work.
12. Ensure welfare schemes, leaves, increments, pay & allowance for the employees.
13. Communicate with University about students' legal matters and the social welfare department regarding students' scholarships.

#### **5. Librarian**

He/she is responsible for the procurement and provisioning of textbooks, reference books, journals and research papers to the students and the faculty members of the college. The major responsibilities are listed below:

1. Maintain a required number of textbooks & reference books as per university/NCTE norms.
2. Procure books as demanded/ required by the faculty members duly approved by authorities.
3. Ensure automation of the library system which includes functions like a receipt, issue, search, reservation of books, etc.
4. Arrange procurement of journals, magazines, newspapers, etc.
5. Issue/ receive books to the members of the Book bank and other members of the library.
6. Maintain Library records and discipline within the library.
7. Maintain books in a good state /get the same bound, if required.
8. Maintain membership of DELNET, INDEST, consortium, etc.

## **6. Store In-Charge**

He is responsible for the procurement & provisioning of all the capital equipment, consumables, stationery items, general maintenance stores, etc. The major responsibilities comprise the following:

1. Prepare a central inventory of all the stores held by the individual department as well as the central stores.
2. Ensure annual stock-taking of all the stores held by each department as well as the central stores.
3. Periodic survey boards to declare unserviceable items of equipment/Stores/ furniture etc. and get the same auctioned/disposed off regularly.
4. Identify deficient/repairable equipment/stores required by the departments before the commencement of the semester/year and arrange their procurement/repair.
5. Check quality and quantity of stores received to determine regular/monthly requirements of stationery items, electrical items, building maintenance stores, and cleaning stores and arrange their bulk procurement.
6. Carry out a market survey of required items regularly and establish methods of their procurement.
7. Arrange payment of suppliers at the time.

## **7. Laboratory In-Charge**

1. Up to date maintaining of the Stock Register and Consumable Registers.
2. Responsible to find out the requirements of consumables for the laboratory and procure the same, before the commencement of the academic year.
3. Plan the procurement of equipment for the coming year/semester in advance. This can be done by making visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges.
4. Monitor the adequate Infrastructure facilities in the laboratories.
5. Maintain all the laboratories.

6. To hold those responsible for any breakage/loss etc. and recover costs from them.
7. To ensure the cleanliness of the laboratories and switch off the equipment after use.
8. Requisition of consumables shall be submitted to the principal for necessary action.
9. Responsible for the movement of any item out of the concerned laboratory and maintaining a register for the same.
10. Seating of the Lab in-charges shall be available in the laboratories and maintenance and care of resources/services of the institute are always expected.
11. Responsible for maintaining a master record of equipment, Laboratory, models, lab course materials, R&D activities, etc.

### **8. Lab Assistant**

1. The Lab Assistants are required to assist the respective Lab In-Charge for the smooth functioning of the laboratories.
2. Seating of the Lab assistants shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
3. All the Lab assistants, in coordination with the respective lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage, etc. within the respective labs, to the faculty in charge of the lab.
4. Any other duty as may be assigned by the faculty In-Charge of the Lab /Principal/ administrator from time to time.
5. Responsible for closing and opening of Labs and holding of keys for the Lab should be recorded in the register available in the Office.

### **9. Training and Placement Officer**

1. Follows the policy of the management and Liaison with Schools/Industries.
2. Identifies the needs, updates and develops the plan to provide training for the students.
3. Arranges OFF/ON campus interviews
4. Prepares and proposes the annual T & P budget well in advance.
5. Prepares database of top Schools including their addresses, details of operations, their expectations, their HR team, etc; with the help of the students.
6. Assists students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students to develop and implement successful job-seeking strategies.
8. Prepares an audio-video presentation (Brochures) or a colourful hand-out to be presented to potential employers.

9. Compiles and maintains a data bank on students' profiles and (video) resumes along with their photographs.
10. He/she shall prepare a detailed brochure highlighting the facilities of the college, department.
11. Prepares the records of academic performance and placement particulars both in soft/ hard copy and sends it to selected industries for facilitating the conduct of campus interviews or by meeting the HRD or relevant officer of the companies for a visit and subsequently arranging for the campus interview.
12. Empowers students with life-long career decision-making skills and provides resources to facilitate the career planning process.
13. Maintain a linkage between students/alumni and the employer.
14. Upgradation of the student's skill sets commensurate with the expectations of the industry.
15. Generation of awareness among the students regarding future career options available to them by arranging a seminar/ orientation program.
16. Assists different companies in recruiting candidates as per their requirements.
17. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants and updated information about the need of the school/industry.
18. Arranging classes for students to improve their employability skills and helps in preparing the resume and communicating the resume of suitable candidates to potential employers.
19. Providing the right placement to the right candidate so that students excel in their future life. He/she shall maintain the records of placement, students, college brochure, list of schools, etc; and create a small library that includes the books for competitive examinations, personality development, communication skill development etc.
20. Organizing placement training sessions for the students and preparing them for interviews.
21. To provide information on the schedule of recruitment drives in advance to all the placement coordinators of each department.
22. To place a request for resources required in advance and coordinate with the concerned and ensures availability of the same.
23. Details of placed candidates are sent to the principal immediately after the recruitment drive.
24. Responsible for keeping the records of all placed students and sending hard copies of all appointment orders of recruited students.
25. She/he shall collect the student profile and academic record of the second-year students (Starting from their first year) and retain the same at the placement office.
26. The placement and training officer shall be the coordinator of the placement and training cell.
27. He/she shall arrange regular training sessions for the students through external agencies.

## **10. Examination Committee**

1. Organizes and coordinates submission of Question papers of class test/cycle test/unit test/assessment test examinations within the time period as per the schedule.
2. Prepares the schedule of the Internal/External examinations for ensuring that all required material is available in the allocated examination rooms before the examination.
3. Preparing and planning for the purchase of required stationery (internal examinations) to purchase with the consent of the principal in advance.
4. Organizes examination material, providing safe custody of and conducting examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms). Coordinates distribution of hall tickets through Office Assistant and class adviser.
6. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
7. Ensures distribution of question papers to all examination halls within the time schedule.
8. Providing appropriate guidelines to the invigilators, staff and students.
9. Assists in the preparation of invigilation schedule, arranging additional invigilator(s)
10. Under exigency, if any, briefing and training invigilators as per procedures.
11. Being present and available in the college on the days when results are notified, and overseeing the distribution of results to students.
12. Produces analysis of examination results to the departments as soon as possible.
13. Provides statistics on examination entries and results for the principal.
14. Prepares examination schedules, time-table and question paper patterns, wherever applicable.
15. Provides information on arrear courses, if any, for readmitted students who were detained earlier (and redo).
16. Coordinates with class adviser towards timely submission of examination application form along with the examination fee details for regular/arrear semester examination.
17. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures whether security measure is in place and maintained in the Examination center.
18. Acts as a resource person and liaises between faculty members of the Examination committee, students and the Examination committee of the College.
19. Responsible for upkeeping a variety of equipment such as a personal computer, photocopier, and other standard office equipment for examination work.

20. Responsible for keeping complete details (current/completed students) about the student's internal assessments/ affiliating university examinations.

### **11. Student's Grievance Redressal Committee**

The College has a Students Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by the students, and judge its merit. Student's Grievance Redressal Committee with an impartial and fair approach and to sort out various grievances of the students judiciously. Its main focus is to promote and maintain a conducive and unprejudiced educational environment.

#### **Functions**

To make all necessary arrangements for receiving representations/ complaints/ grievances from students relating to general administration, examination, evaluation and any other problems relating to the functioning of a student in the college;

1. To examine the grievances.
2. To make necessary recommendations to the principal.
3. To do all such things as may be assigned by the principal.

### **12. Anti-Ragging Committee**

Ragging is totally prohibited in MCPS. The function of the committee is to prohibit, prevent and eliminate the scourge of ragging which includes words spoken or written or by an act that has the effect of teasing, treating or handling with rudeness to a student or indulging in any indiscipline activities which causes annoyance to the students.

The committee has the power to take action on/against students involved in such activities after proper inquiry.

### **13. Internal Complaint Committee**

Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Educational Institutions, an internal complaint committee was constituted. It identifies and prevents unfair practices and ensures the safety and security of the girl students and other women employees.

#### **Functions**

1. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
2. To create a cordial environment in the campus where every woman feels safe and self-confident without any problems relating to gender discrimination and sexual harassment.

3. To ensure the fair and timely resolution of the complaints and provide a safe working environment.
4. To provide counseling and support services on our campus.
5. To promote awareness against sexual harassment through educational initiatives that encourage and promote a respectful work environment.

## **RECRUITMENT POLICY**

### **1. Recruitment Process: - Identification of the Vacancy**

1. According to University/NCTE norms, the principal shall compile the requirements (teaching and non-teaching) before the last working day of each year using a calculation of the teaching load and the student-teacher ratio. The principal shall analyze and decide on the requirements of human resources.
2. The workforce requirement is then forwarded to Management for approval.
3. Invitation of applications are requested by advertisements published in reputable newspapers or internet sources, subject to the Secretary's approval.
4. The principal shall shortlist the candidates based on their academic credentials, work experience, and residence location after receiving the applications. The shortlisted candidates are contacted for the interview.

### **2. Selection Committee**

The Selection Committee is constituted of the following members:

1. Chairperson of the Governing Council (Secretary)
2. The principal of the college (Member Secretary)
3. Head of the Department and one senior faculty member (Members)
4. One subject expert (External member)

### **3. Selection Criteria**

- 1 The application form must be submitted by the candidates, who will subsequently be subjected to a recruiting committee interview.
- 2 The candidates shall be requested to give a demonstration on any one topic based on specialization for the purpose of assessing their communication skills and a personal interview shall be conducted to assess their content knowledge. The Committee shall prepare a list of selected candidates in the order of merit.
- 3 The committee selects the applicants in the ratio of 1:3 before submitting the interview report and recommends future actions to the chairperson. The Secretary will make the final decision on the candidate's appointment.
- 4 The principal will provide an appointment letter outlining the remuneration package and service requirements to the selected candidate.
- 5 At the time of joining, the candidate should submit a joining report to the admin office along with all their original documents for verification.



#### **4. Staff Service Record**

The service record of all college employees is kept by the administrative office in the specified format. It must include information about the services provided by the employees, any increments, promotions, awards and punishment they received throughout the period of their employment with the institution. Get periodic verification of the entries in the Service record from the principal.

### **PROBATION POLICY**

All Appointments to the posts shall ordinarily be made with a probation period of one year. On the successful completion of the probation period, the individual will be confirmed with the post. He /She will be eligible for the benefits as per the norms of the College (as revised from time to time)

### **PROMOTION & INCREMENT POLICY**

#### **1. GENERAL:**

1. It is well known that a college's credibility is the direct function of the quality of academics, percentage placement, quality of research work and the academic environment of the college. We shall add to this "Care and Concern" of the students.
2. Although the Modern College of Professional Studies has come a long way, yet has a long - long way to go to reach the top and continue to stay there. To achieve this, all our faculty members need to be self-motivated. They shall be involved in all / some of the following functions:
  - Institutional development,
  - Departmental development,
  - Students' development and
  - Personal development.

These are the 4 basic criteria for the implementation of incremental policy individually.

#### **2. TA/DA Rules**

These rules are laid down to assist each employee in knowing his or her authorization and limit of expenditure while on an office tour.

Although all possible efforts have been made to lay down the rates of D.A, which would make an employee get reasonable comfort while at the outstation, no employee is expected to use outstation duty as the source of income.

#### **3. Definition**

Any outstation journey on official authorization shall be deemed as 'on tour'. A journey beyond the municipal limits of the headquarters shall be considered as 'on tour' only if a night stay is involved and the duty has been duly approved.

#### **4. Authorization**

All tour programmes and subsequent bills shall be recommended by the account officer and approved by the principal. Any tour exceeding one week shall be approved by the Secretary.

### **5. Travel Advance**

Travel advance may be drawn before the commencement of the journey. It shall be calculated by keeping the entitlement, length of the tour, etc. in mind.

Unutilized advance money shall be returned to the Institute within 3 days of return from the tour.

Actual tour expenses bills shall be submitted positively within one week of completion of the tour. In case the employee fails to do so, the institute may recover the advance from the salary of the employee.

Any falsification of information during the tour programme/submission of the fake bill may invite strict disciplinary action against the defaulter.

### **6. Travel by Own vehicle**

If an employee having own vehicle and uses it for the purposes of the institute with prior approval of the competent authority, he/she may claim as per the local conveyance reimbursement. per kilometer rates applicable.

### **7. Local Conveyance Policy**

Given below is the Local conveyance policy, which shall be applicable as per the grade structure of Modern College of Professional Studies, Ghaziabad.

All the employees of MCPS who may be called upon to use their own vehicles (Two-wheeler/ four-wheeler) for any work related to the institute can claim the reimbursement as per the following norms. The formal approval for the same shall be accorded by the principal.

## **RESIGNATION POLICY**

1. A staff will be at the right to tender his/her resignation from the services of the Institution in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during the month of April of every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the Next Year. The staff who are not willing to express their willingness to continue will be relieved from duty at the end of the last working day of the respective year after they complete the work, assigned to them.
2. Those who do not intimate at the time of the circular period will be deemed to continue in service, provided that the Management desires their continuance. They have to continue their service till the end of the academic year and will be relieved only after the last working day, if they desire so. Those who wish to

- resign on any grounds in between shall produce one month's notice (30 Working Days) to the Management through the principal in writing.
3. The employee shall not be granted any leave except casual leave during the notice period.
  4. On acceptance of resignation, the employee, before collecting the No-Dues certificate from the admin office, will be required to hand over the charge as directed by the principal which includes all official Documents, Records, Library Books, and shelves keys to the concerned authorized faculty.
  5. Based on the No-dues certificate and handover documents, the principal recommends the issuance of Relieving Order.
  6. The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason thereto.

## **INCENTIVES AND BENEFITS FOR FACULTY**

### **1. Benefits Extended to Faculty and Non-Teaching Staff Members**

1. Employee's Provident Fund for non-teaching staff members.
2. The staff members who are covered under the Employment Provident Fund scheme as per the acts, drawing salary up to Rs. 12000/- per month have been covered.
3. The management of MCPS is pleased to provide financial support to the faculty members for attending workshops/Seminars/conferences in various colleges.
4. The amount can be claimed after submitting the necessary documents.
5. Preference is given to employees' children in admission, Transport, and fees concession.

### **2. Employees Incentive**

The employee receives incentives in the form of additional increments during the salary revision depending upon the API.

## **ADMISSION POLICY**

Admission is made as per the norms prescribed by C.C.S University, Meerut, UP.

### **1. Courses Offered**

S. No.	Programme	Department	Level
1.	M.Ed.	Department of Education	PG
2.	B.Ed.	Department of Education	UG
3.	D.El.Ed.	Department of Education	UG
4.	B.A.	Department of Education	UG
5.	BCA	Department of Computer Application	UG
6.	BBA	Department of Management	UG
7.	B.Com.	Department of Commerce	UG

## Regulations (with effect from the academic year 2016-17)

### Eligibility Criteria for admission:

Master of Education (M.Ed.)	(a) Minimum 55% marks in B.Ed./BT/LT degree.
	(b) The reservation and relaxation for SC/ST/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable
D. El. Ed.	a) For General and OBC Candidates with at least 50% marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/ Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent to, are eligible for admission to the programme.
	(b) The reservation and relaxation for SC/ST/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
BA (Arts Group) – English, Economics, History, Political Science, Sociology, Home Science, Psychology	UG with 50% marks for GEN, 45% for OBC, SC/ST & PWD from UGC Approved University.
Bachelor of Commerce (B.Com.)	10+2 with 33% marks. Two-third of theory marks and one-third of practical marks of candidates with the vocational course will be considered in non-practical courses.
Bachelor of Computer Application (BCA)	10+2 with 33% marks (Commerce, Arts, Science.)
Bachelor of Business Administration (BBA)	10+2 with 45% marks for GEN/OBC and for SC/ST 40% marks. (Art with mathematics)/Ag/Bio/Science/Commerce), Mathematics is mandatory in High School or Intermediate.
	10+2 with 45% marks for Gen./OBC & 40% marks for SC/ST (all streams)

## 2. Publicity

Admission notification is posted on the college website, published in leading national/regional daily newspapers, through stalls/ banners, social media, education fairs and radio broadcasting.

## **MAINTENANCE AND INFRASTRUCTURE QUALITY ASSURANCE POLICY**

Modern College of Professional Studies has well-trained staff to look after the regular maintenance of infrastructure, various equipment of lab, networking and computers, etc. for optimum utilization of the available resources and for smooth college functioning.

### **1. Objectives**

1. To accomplish timely resource and service upgrading, repair and replacement.
2. To reduce probabilities of accidents at the workplace for ensuring safety.
3. To enhance the use of facilities and services for the benefit of stakeholders.
4. To set standardized maintenance and utilization procedures for resources.
5. To the coherent, uninterrupted, and smooth operation of physical, academic, and support service facilities.

### **2. Policies**

1. The maintenance work is carried out by trained in-house experts and is also outsourced through appropriate agencies for maintenance and security.
2. The requirement is fulfilled depending on the availability of funds under the guidance of the principal.
3. Every year provisions for the budget are made available for new as well as old facilities- repair and maintenance. The budget includes departments, Labs, library, and related expenditures.
4. The College Development committee of the college takes a periodical review of repairs and maintenance requirements of their respective Departments.
5. For overall planning and development, College Development Committee is also formed which provides the effective suggestion whenever required
6. The college has fire safety measures on each floor & CCTV surveillance for providing a secure atmosphere in the campus.
7. For maintain greenery, the institute has one gardener. On every floor for cleanliness sweepers & peons are allotted separately.

### **3. Procedures**

1. Before the commencement of the new academic session, Head of the departments submit their requirement of the classroom, laboratories and other facilities as needed.
2. The cleaning and maintenance of the classrooms and laboratories are done by the non-teaching staff as per the cleaning schedule which is monitored by supervisor and H.O.D.

3. The rules and regulations are prepared and displayed on the notice boards for the students.
  4. The college website is maintained & updated at a regular interval basis.
  5. Maintenance of electrical equipment & networking services are regularly done through service agencies visit on call basis.
  6. Rain water harvesting system implanted in the college.
  7. The college has adequate number of computers with power backup facility.
  8. All laboratory hazardous equipment and electronic instruments are checked and verified at the end of academic semester by staff and lab attendants.
- The College has four full time caretakers for safety & security purpose.

### **DIVYANGJAN POLICY (FOR PERSONS WTH DISABILITIES)**

The Rights of Persons with Disabilities Act, 2016 prohibits discrimination against people with physical and mental disabilities. The goal of Modern College of Professional Studies is to encourage complete and inclusive teaching and learning environment that respects and accommodates those with disabilities. The institution follows some good practices to support them.

#### **1. Objectives of the Policy:**

1. To provide equal educational opportunities to people with disabilities in the Institute.
2. To create an inclusive culture that avoids discrimination, exploitation, and exclusion of differently-abled students and staff from all areas of work and education in the institution.
3. To provide personal and professional counseling while keeping their unique needs in mind.
4. To provide access to differently-abled people by equipping the Institute with the necessary facilities.
5. To provide the Institute with specialized equipment that will improve the learning opportunities for people with disabilities.

#### **2. Facilities provided by the Institution for the differently-abled:**

1. Built ramps for their ease of movement.
2. Separate washrooms with Western Waters Closet are arranged in the ground floor.
3. The scribe is arranged so that any student with a disability can complete the exam.
4. Wheel Chair is available to promote mobility for people who have difficulty in walking.
5. Signage is placed in appropriate locations.
6. Activities are conducted for the disabled to encourage them to participate in intra and inter college events.

6. Cooperative learning is promoted by the institute which helps in student interaction, benefiting students with and without disabilities.

## **GENDER POLICY**

Modern College of Professional Studies values the diverse skills and perspectives that people bring to the institution as a result of their gender, age, language, ethnicity, cultural background, disability, educational level, professional skills, work and life experiences, marital status, or family situation. The college treats every individual with respect and concern regardless of gender and provides opportunities to grow in their field without gender discrimination. Gender sensitivity is important with respect to both students and staff.

The Gender policy of the institution aims:

1. To make a conscious effort to have sufficient representation of women on various academic panels.
2. To have representation of women staff and students in academic bodies.
3. To sensitize the staff to the gender-specific needs of colleagues and students by discussing gender issues.
4. To promote healthy work and learning environment for the women staff and women students of the college, thus providing a conducive environment.
5. To conduct gender sensitization programmes for all its staff members and students in order to develop a culture of collaboration and a peaceful environment.
6. To encourage all the students to participate in all the extra-curricular and co-curricular activities irrespective of their gender, in a positive, respectful and constructive manner.
7. To ensure all employees have an equal opportunity to engage and contribute at all levels of the college and their participation and contribution will be appropriately acknowledged and fairly compensated.
8. To ensure the safety of women by providing round-the-clock security.
9. To conduct events and programmes on self-defense for training women staff and students.
10. To overcome gender equality barriers such as gender biases and gender-based stereotypes in the college.
11. To ensure the availability of human and financial resources required for monitoring and evaluation of gender needs and women's empowerment.

This policy applies to all staff members and students. We provide equal pay and benefits to both male and female employees of the college. The salary is determined solely on merit and experience.

Hygiene is critical to the health of an organization so the college provides clean and sanitary facilities for both staff and students. Restrooms are also maintained properly.

The college reviews its gender policy every two years to align it with prevailing conditions.

## **POLICY ON ENVIRONMENT AND ENERGY USAGE**

### **1. Preamble**

The preservation of the environment, which is vital for survival, is an important component of education. In the age of climate change, the MCPS strives to reconcile institutional operations with environmental protection for a safe and secure future. In accordance with the Sustainable Development Goals (SDGs), we are committed to fulfilling the legitimate needs of the current generation while not sacrificing the capacity of future generations to meet their own needs.

### **2. Context**

The MCPS is committed to maintaining high environmental standards in all of its endeavors, including teaching, research, and community service by creating awareness among its stakeholders both as individuals and members of society.

### **3. Purpose**

The policy statement of the college outlines the commitment to environmental best practices and encourages the community to use resources in a sustainable manner both inside and outside of the college premises. Its purpose is to reduce the use of energy and raw materials that can affect the sustainability measures being implemented at the college level. It will help us to accomplish our commitment to protect natural resources and limit their use by integrating efficiency and environmental awareness into our everyday practices.

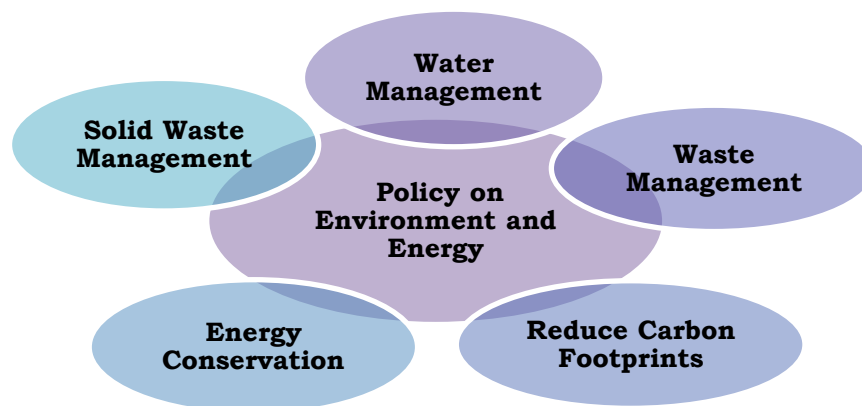
### **4. Objectives**

1. To create awareness about environmental issues among students and employees.



2. To create an eco-friendly, sustainable campus and to spread the concept of eco-friendly culture throughout the surrounding community and wherever possible.
3. To comply with environmental laws, regulations, standards and other requirements in order to reduce hazardous effects of pollution on the environment by pursuing a number of goals, including plantation, water management, energy conservation, solid waste management strategies, air quality management, and carbon footprint reduction.
4. To make the best use of water and energy.
5. To adopt methods for water recycling and rainwater harvesting
6. To implement carbon-neutral policies
7. To introduce innovative technologies to make efficient use of energy resources.
8. To implement Reduce, Reuse, and Recycle (The three R's).
9. To raise awareness about energy conservation among teachers, non-teaching staff, students, and housekeeping staff.
10. To raise awareness about keeping the campus clean and green.
11. To instill in young people environmental ethics and value system.

To achieve the above objectives, the environmental policy will be implemented in the following areas:



## **5. Water Management**

1. Installing rainwater harvesting systems inside the campus for groundwater replenishment and water self-sufficiency.
2. Change taps that are either more water-efficient or sensor-based taps.
3. Use of recycled water for watering plants, trees, etc.
4. Display water management instructions/alerts at prominent/relevant locations on the campus.
5. Use zero wastage water policy along with conservation of water and sustainable use, disposal and prevention of water resources from contamination.
6. A continuous water conservation programme would be put in place to monitor the proper use of water, prevent drainage/seepage/leakage and eliminate excessive or unnecessary use in order to stop water waste.
7. Employing a caretaker to take quick action in order to counter any water dripping/leaking from water gadgets like taps, pipelines, tanks, toilets' flushes, etc.
8. The institution shall promote efficient techniques to use water dripping from Air conditioners, such as sprinkler or drip irrigation and gardening activities.

## **6. Waste Management**

1. Identify any potential environmental impacts from the generation of waste.
2. Restoration and increase green cover in and around the campus.
3. Adopt methods for waste segregation in order to channelize the waste to wealth by recovery, reuse and recycling.
4. Properly manage, collect, and dispose of e-waste.
5. Actions are taken to reduce the consumption of plastic on campus.
6. Encourage paperless work culture and recycling/ reuse of paper.
7. Display waste management instructions/alerts at prominent/relevant locations on the campus.
8. Forward e-waste for recycling and dismantling to the centre in accordance with current legislative requirements.

## **7. Solid Waste Management**

1. Prohibition of single-use plastic inside the campus.
2. Waste containers/dustbins are placed wherever they are needed.
3. Hazardous E-waste and heavy metals must be handled, transported and disposed of properly.
4. The college has committed to a comprehensive recycling programme as the final stage in solid waste reduction and a way to turn waste into a resource.
5. It plans to separate, recycle, and use its solid waste, as well as develop a waste-to-composting and bio-mass resource recovery programme.
6. Engage in the 3Rs of environmental friendliness in a systematic way (Reduce, Reuse and Recycle).
7. Supporting the digitization of attendance and internal assessment records which reduces the consumption of paper.

8. Encourage students and teachers to submit assignments via E-mail.

## **8. Reduce Carbon Footprints**

1. Encourage the adoption of numerous carbon-reduction strategies
2. Implementing the Reduce, Reuse, and Recycle (RRR) approach to achieve zero waste.
3. Green computing to reduce the use of paper.
4. Use of energy-efficient lighting and equipment.
5. Increase in the amount of greenery on campus.

## **9. Energy Conservation**

1. Raise awareness among employees and students about the need to consume less electricity.
2. Energy-efficient light bulbs are gradually being replaced.
3. Energy conservation by encouraging the use of natural light.
4. Reduce the amount of non-renewable energy used by switching to clean energy sources such as solar energy for the majority of purposes.
5. Putting in energy-saving, trash-reducing electrical appliances that are environment-friendly.

## **10. Action Plan**

1. Celebrate days of importance like ozone day, environment day, earth day, etc.
2. Ensure regular follow up and updates for clean campus practices like proper waste disposal, e-waste campaigning among stakeholders, rain water harvesting and monitoring water usage.
3. Activities encouraging recycling, reuse, repair and refurbishing, etc.
  - a. Encouraging recycling, reuse, repair and refurbishing, etc. strategies for a clean and healthy environment.
4. Monitor its maintenance records for Green/renewable energy initiatives.
5. Use of star-rated energy-efficient equipment.
6. Temperature settings for air conditioners and water coolers have been optimized.
7. The college strives to reduce the amount of non-renewable energy used by switching to clean energy sources such as solar energy for the majority of its operations.
8. The college has committed to putting in energy-saving, trash-reducing electrical appliances that are environment friendly. The college supports the use of eco-friendly energy sources, like LED lighting.

This policy will be communicated to the students and employees and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy will be reviewed on a regular basis by the concerned authorities.

## **POLICY FOR SLOW AND ADVANCED LEARNER**

### **1. Introduction**

By and large students differ from one another physically, intellectually, scholastically; emotionally and culturally. Our goal as educators at M.C.P.S is to help our students reach their full potential. When we work with students who struggle to learn concepts, we try multiple strategies to help that child succeed and grow. What happens when we meet Advanced Learners who already know the majority of the content we're teaching? Or a student who masters concepts after one example? These situations pose serious challenges in front of the teacher and require differential treatment for the purpose of a common understanding.

This policy paper is recognized as the “Policy on Advanced and Slow Learners” of Modern College of Professional studies Ghaziabad. Through this policy the college pronounces its assurance to the vital facilitation and prop up to the advanced learners to be excellent achievers and slow learners to be better performing and achieving students in the academic and personal life. The policy also develops significant strategies and scientific implementations to benefit both the advanced learners and slow learners in the College without forgetting the average performers, we can describe slow and advanced learners as follows:

### **2. Advanced Learners:**

The term advanced learner in this policy refers to the students who can engage learning activities faster than the other students in the class and achieve high scores and make significant achievements in their life. They are more potential with their comprehension, retention, memory, critical thinking, creativity and contextualization practices. They also may have hard working behaviours and usually achieve more than the majority of the classmates. These students are in a great extend gifted and talented than the others in the class. These students can take up higher level learning and academic responsibilities. They can bring some new concepts, strategies, and also can take the leadership in the teaching learning activities.

### **3. Slow Learners:**

The slow learners are always the poor achievers and lag behind with the academic life. They may fail in exams or will score only poor grades. They will find it difficult to understand the lessons and may have difficulties in their comprehension, retention, reproduction and integration. They may fail in articulations and critical reflections. Their motivation levels also may be poor and may find it difficult to adjust with the teaching learning process and can drop out or fail in the programme. The poor performance may not be a sign of the poor capacity or talent but may be due to inappropriate teaching methods, poor family situations, inadequate motivations

and supports, unscientific learning practices or even the inability to converse in an unfamiliar language.

### **C) Methods of Identification:**

The students assessed to identify their learning levels by different mechanisms. The Percentage in the University examinations, and the performance in the initial stage of the programme including orientations assessed through the qualitative methods can be taken as indicators of their achievement as they get admitted to the programme in the University. Subsequently they can be assessed continuously through the examination results at various levels and stages, their performances in the extra-curricular and co-curricular activities throughout the programme. The assessment procedure can be a statistical process of making the three levels like High, Average and Low on the basis of Percentage Achieved. The change of the students and the levels achievements can also be compared with the previous semester so that the advancements can be assessed and appropriate interventions can be made.

To check the effectiveness of teaching and learning and to evaluate the performance of the student, we use the mechanisms listed below:

1. Internal Assessment, / Tutorials
2. Continues Assessment of Practical Work
3. Performance of student in University Examinations
4. Participation in Conferences, Seminars, and projects
5. Attendance for Theory and practical classes.
6. Communication Skills and Behaviors Traits

The purpose of assessment of the learning levels of the students and conduction of activities for them is:

1. Identification of the slow learners and advanced learners in the class.
2. To ensure that slow learners and advanced learners are taken care as per their needs.
3. To help them out for improvement in their academics.

### **D) Policy Guidelines for Advanced learners**

1. Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth through offering special coaching for higher level competitive examinations.
2. Motivating them to involve in research projects to inculcate research orientation and higher studies aspirations.
3. Helping them to participate in group discussions, Debate, quizzes to develop analytical and problem-solving abilities in them and thereby, to improve their

- presentation skills. They are Encouraged to participate in National, International Conferences, Webinar and also to make presentations.
4. Stirring the advanced learners to make quality publications and creative contributions to the academic as well as to the practical world.
  7. The mentors give higher goals and also make the advanced learners get higher levels of personality development and stress management trainings.
  8. They are made the supporters to the average and the slow learners.
  9. Offering special coaching for competitive examinations or better career planning and growth.
  10. Conduction of workshops to improve their communications skills, presentation skills and personality development.
  11. Organizing activities to promote their interactions with the subject experts and develop critical thinking abilities.
  12. Advanced assignments or tasks should be assigned to advanced learners.
  13. Field Visits and internships.

#### **E) Policy Guidelines for Slow learners**

1. The slow learners are not labelled as poor achievers or problem students in the class or department so that their motivation and their interest are not negatively affected. This can also make them more stressed, and introvert in the class.
2. They should be treated as any other student in the class but they can be provided extra classes for improvement and achievement.
3. The Department and individual teachers help the slow learners by giving proper guidance and support to them.
4. Organize remedial Classes for them.
5. Conduct extra classes for the difficult subjects (based on the previous university results) in the curriculum.
6. Special attention is given to the students in the tutorial classes, who are identified as the slow learners.
7. Slow learners are specially advised and counselled by a teacher guardian and the subject expert.
9. The students are given with training on communication skills, personality development, time management and motivational sessions.
10. Design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and advanced learners are provided.
11. Academic and personal counselling are given to the slow learners by the tutor, mentor and the counselling cell.
12. Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.

13. Provision of simple and standard lecture notes/course materials and special preparation for the exams will be good.
14. Getting the support of the advanced learners to the slow learners in making their learning process more participatory and interesting.
15. Peer education strategies are effectively used.
16. Encouraging the group learning activities and practical will be useful to the slow learners.
17. Assignments and solving University question papers.
18. Provide Subject wise Question bank for Study.

**Expected Outcomes:**

1. Consistent high academic performance of advanced learners in university examinations.
2. Enhanced interactions and subject knowledge of advanced learners.
3. Augmentation in presentations and communications skills of advanced learners.
4. Confidence development to face the placement drives by the advanced learners.
5. Enhancement in regularity and involvement in classroom teaching- learning of slow learners.
6. Improvements in university exam results of identified slow learners.
7. Development of better and accurate sense of self with improved confidence.
8. Development and nurturing the deep understating of personal motivation.
9. Enhanced interest in the chosen subjects of slow and advanced learners.
10. Timely conduction of slow learner's activities.



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