

# SHRI RAM COLLEGE

MUZAFFARNAGAR  
(National Capital Region)



## MANUAL OF HR POLICY & CODE OF CONDUCT

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### **ABOUT Shri Ram College, Muzaffarnagar**

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

### ***OUR VISION***

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

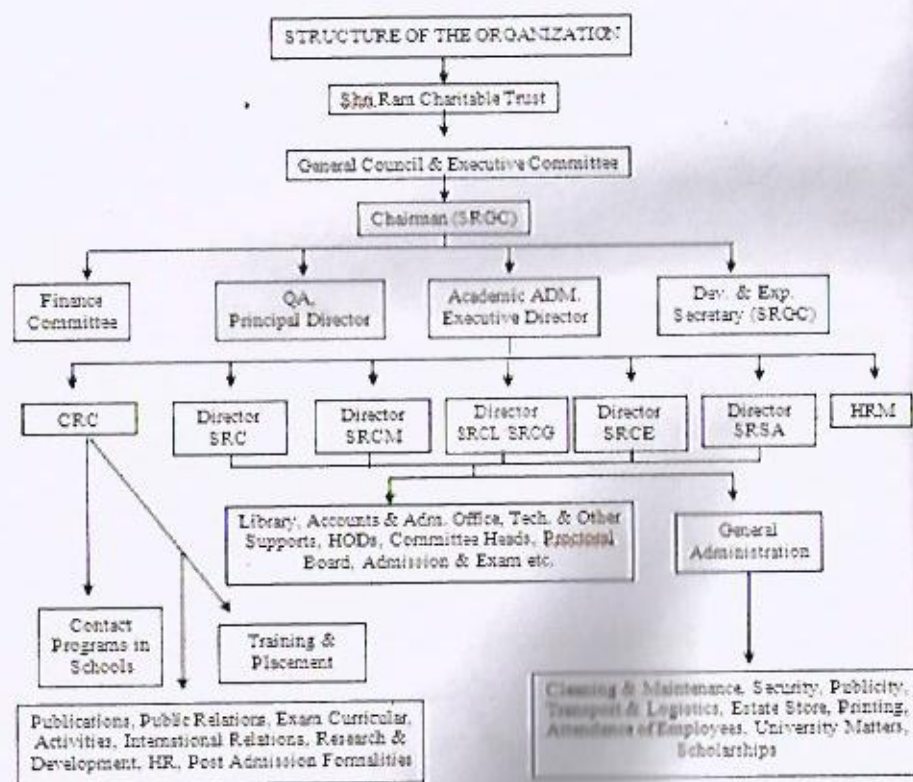
### ***OUR MISSION***

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

## OUR OBJECTIVES

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

## ORGANISATIONAL STRUCTURE



## CADRES OF STAFF

### Teaching Cadre

- Professor
- Associate Professor
- Assistant Professor

### Other Cadres

1. **Library Staff:** Librarian, Dy. Librarians, Assistant Librarians, Library Assistant
2. **Administration:** Administrative Officer & Clerical staff
3. **Technical Staff:** Technicians
4. **Maintenance Staff:** Manager & supporting staff
5. **Laboratory Staff:** Laboratory Assistant
6. **Hostels Staff:** Warden & supporting staff

## RECRUITMENT/ SELECTION POLICY

1. The vacancy against vacant position will be raised by the Principal/Director of the college.
2. The vacancies in various departments will be sent to the Hon'ble Chairman, SRC for approval.
3. Vacancies will be advertised in newspapers for inviting applications.
4. The HR department will contact the affiliating university for nominating experts for selection committee.

5. The HR department will contact the expert for fixing a suitable date for interview.
6. HR department will short list the CV on the basis of merit.
7. Then interview will be conducted on suitable date given by the experts.
8. On the day of interview, the attendance will be recorded by HR department and minutes of meeting will also be prepared
9. A joining report is filled by the candidate at time of joining.
10. Admin / Technical department and Fourth Class Employees are appointed through interview by interview panel of management committee.

#### **SELECTION COMMITTEES**

##### **Selection Committee for Director/Principal:**

The Selection Committee for Director/Principal will be constituted as follows:

- |       |  |        |
|-------|--|--------|
| (i)   | Chairman of the Management Board                                 |        |
|       | Chairman   |        |
| (ii)  | One UGC nominee not below the rank of Professor/ Principal       | Member |
| (iii) | Three experts from outside                                       | Member |
| (iv)  | One University nominee not below the rank of Professor/ Director | Member |
| (v)   | One nominee of the Management Board                              | Member |

At least four members including two outside experts shall constitute the quorum. In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research. Ability to communicate clearly and effectively and analyze and discuss.

##### **Selection Committee for teaching cadre:**

The Selection Committee for direct recruitment/promotion at all levels of teachers namely Assistant Professor, Associate Professor and Professor will be constitute as follows:

- |       |   |               |
|-------|---|---------------|
| (i)   | Chairman of the Management Board or his nominee                             | Chairman      |
| (ii)  | Principal/Director of the College   | Vice-Chairman |
| (iii) | The Head of the Department if the selection                                 | Member        |
| (iv)  | One UGC nominee   | Member        |
| (v)   | Two experts of the subject out of the panel approved by the Vice-Chancellor | Member Member |
| (vi)  | One University nominee  | Member        |

At least four members including two outside experts shall constitute the quorum. In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively and ability to analyze and discuss.

### **Selection Committee for non-teaching cadre:**

The Selection Committee for direct recruitment/promotion of employees other than teaching cadre shall be as follows:

- |   |               |
|---|---------------|
| (i) Chairman of the Management Board or his nominee | Chairman      |
| (ii) Director/Principal of the College              | Vice-Chairman |
| (iii) Head of the Department                        | Member        |
| (iv) One expert of the area                         | Member        |

The Management Board shall be the appointing authority for all employees of the College. The Director shall place the matter of approval in the meeting of the Management Board. If meeting of the Management Board is not scheduled in near future, the Chairman shall provide approval and place the matter in the forthcoming meeting of the Management Board for formal approval.

Notwithstanding anything contained in rule above, appointments may also be made on any post/category of posts in the College on special contracts for specific periods subject to such terms and conditions as the Management Board may lay down from time to time.

### **QUALIFICATIONS & PAY SCALES**

**Principal/Director:** Norms and procedures as prescribed by UGC from time to time.

**Teaching Cadre:** Norms and procedures as prescribed by UGC from time to time.

**Librarian, Deputy Librarian, Assistant Librarian:** Norms and procedures as prescribed by UGC from time to time.

**Director/ Assistant Director of Physical Education:** Norms and procedures as prescribed by UGC from time to time.

**Other Cadres:** As per the norms decided by the Management Board of the College

### **ALLOWANCES**

The following allowances may be granted to an employee:

- (a) Dearness Allowance (DA)
- (b) House Rent Allowance (HRA)
- (c) Allowance as prescribed by UGC updated from time to time.

In addition to the above allowances the Management Board may sanction payment of any other allowances or pay to any employee and or cadre of employees as may be prescribed from time to time.

### **JOB RESPONSIBILITIES OF AN EMPLOYEE**

#### **Teaching Cadre:**

The job responsibilities of a teacher shall in general comprise Academic (classroom/laboratory instructions, design and development of new programmes, curriculum development, development of learning source materials and laboratories, student's assessment and evaluation, examination work of the College and the University, participation in co-curricular and extra-curricular activities,

students' guidance and counseling and their development and continuing activities)

Research, development and consultancy (students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy)

Extension services (organizing courses, participating as faculty in courses in continuing education programmes for teachers and persons from industry, organization and participation in community services, promoting entrepreneurship, providing technical support to social development, etc.).

#### **Work Plan:**

The work plan of a teacher shall ensure, in modest productive manner, the utilization of stipulated working hours per week with regard to roles, jobs, and targets assigned to him/her by the Department/College/University.

#### **Contact Hours:**

The contact hours per week of a teacher shall be as prescribed by UGC from time to time.

#### **Other Employees:**

The job responsibilities for other employees shall be as decided by the Management Board.

## **SERVICE POLICY**

It contains:

1. General Policy
2. Leave Policy
3. Fee Concession to employee's Ward
4. Reimbursement of Telephone Expenses
5. Resignation Policy
6. Staff Welfare Policy
7. Faculty Development Policy

### **1. GENERAL POLICY**

1. All types of teaching & non-teaching staff may have to follow recruitment and selection process of SRC/University/UGC.
2. A Faculty member may be appointed on ad-hoc basis for a fixed period in case of deficiency of staff on fix salary.
3. The faculty members who fulfill minimum qualification laid by the affiliating university will be appointed for one year.
4. If such qualified faculty is approved by the university, he or she will be appointed and offered full grade.
5. Increment shall be applicable after three years of the approval from the university.
6. PF will be deducted for the faculty members whose services have been regularized.
7. The salary for a month shall be released on 25<sup>th</sup> of next month.
8. The salary shall be transferred through bank transfer.

9. Any type of change in policy shall be circulated among all staff members before execution of the policy.

## 2. LEAVE POLICY

1. The working times of the colleges are from 09:00 AM to 05:00 PM Monday to Saturday. All the faculty members are expected to report to least 05 minutes before, class three employees 15 minutes before and class four employees at least 1 hour before 09:00 AM and shall be leaving after 05:30 PM. They may be called at any time or day if their services are so required.
2. In all 14 casual leaves are permitted in an Academic year (July to June)
3. These leaves would be counted from the date of joining and calculated thereafter for balance part of the year of pro-rata basis (normally one per month)
4. Causal leave shall be admissible only when it is approved at least one day before in writing by the concerned authority.
5. In case of emergency, information by the employee on phone or in person should be given at least before 09:00 AM to the concerned authority.
6. Any late coming more than 30 minutes for any day could account for a loss of half-day salary or half-day leave.
7. Day to day late coming within 10 minutes (On a day) exceeding 30 minutes and 60 minutes duration accumulated at month's end shall count for half and one day leave without pay respectively.

8. Any leave without prior sanction or absence for duty would account for deduction of salary for a day and a half.
9. Any un-availed leave at the end of the academic year shall be encashed or may be adjusted for next session of an individual's request.
10. Monthly leave sanctioned in excess would be counted as leave without pay or at discretion of authority may be adjusted in the following months.
11. Any in disciplinary activity or practice like time manipulation, duplicate signature and misbehavior with the Front Desk Manager on the part any person would be liable for punishment.
12. All Deans/HODs are advised not to recommend leave to more than one/two faculty members. If a working day falls in between two holidays. In case teachers such leave without permission, the prefix or suffix of the day shall be counted as leave availed without prior sanction. In such cases of Dean/HODs would recommend strict action against them. If Dean/HODs fail to report this, they would be liable for strict disciplinary action by the Management.
13. Hon'ble Chairman & Secretary have the right to give 5 special leaves on their judicious discretion in an academic session.
14. Remaining/ Unutilized CLs are not carried forward but will be encashed at the end to the session.



### Holidays

1. Public Holidays & holidays announced by executive director of group.
2. Winter Break & Summer Breaks
3. Election Holiday (Announced by Election Commission of India/District Authorities)

### FEE CONCESSION TO EMPLOYEE'S WARD

**Objective:** To provide employee welfare through monetary assistance towards fee concession.

**Policy:**

1. In case of wards of employee, SRC provides 100% monetary assistance in course fee.
2. In case of kins of employee, SRC provides 50 % monetary assistance in course fee.

**Eligibility:**

Ward of all regular, contractual & on ad-hoc employees of SRC

### REIMBURSEMENT OF TELEPHONE EXPENSES

**Objective:** To provide communication facility for employees where such facilitation is considered necessary for greater effectiveness in job role.

### Policy:

1. The mobile allowance is provided on need base.
2. All supporting documents have to attach with the bills.
3. Any exception to the reimbursement limit would be approved only upon proper justification.

**Eligibility:**

Principal/Director/Managers/HOD/Placement officers/Member of Admission & employees having permission from the chairman office.

### RESIGNATION POLICY

An employ may resign from the service of the College by giving one month notice If notice falls short of the requisite period, the Chairman

- (a) May refuse provided the semester is continued and his/her presence is essential for smooth functioning of the semester.
- (b) May waive off the short fall in the notice period unconditionally.
- (c) May waive off the short fall in the notice period on payment by the employee an amount equal to his/her salary and allowances for the short fall in the notice period. The decision shall be communicated to the employee failing which it will be presumed that the Management Board waived off short fall in the notice period unconditionally.

An employee shall tender resignation from his/her post through proper channel to the Director who will forward it to the Chairman for acceptance of the resignation. The resignation shall not be accepted if not properly tendered and forwarded by the Director duly endorsed.

The resignation of an employee shall not be effective unless the Competent Authority accepts it.

The Competent Authority shall have the right to refuse the resignation of an employee in following circumstances:

- (a) If disciplinary proceedings have been initiated against the employee.
- (b) If the employee is under an obligation to serve the College for a specified period that has not expired.
- (c) The employee owes the College any sums of money.
- (d) Or for any other sufficient grounds to be recorded in writing.

#### **STAFF WELFARE POLICY**

1. SRC announce a best teacher award every year which is conferred on a teacher selected on the basis of merit by the jury and a cash prize of 51000/- is given to that teacher.
2. Every year teaching excellence awards are given to the teachers who are dedicated and contribute to the maximum for organizational growth and at the same time their results are also good. Cash prize of Rs. 21000/- is given to the teachers.

3. Non-teaching staff is given two sets of uniform and teachers are given 2 ties every year.
4. Family members of teachers are entitled to take free education in any of the subject/ Course offered in SRC.
5. On festivals the staff members receive the gifts as token of affection from SRC Management.
6. The faculty and staff members have been given mobile phones free of cost who are at some administrative position and perform some additional duties other than their nature job responsibility.

#### **FACULTY DEVELOPMENT POLICY**

1. The college supports the conduct of workshops on Research methodology encouraging the faculty to undertake research work in their respective / disciplinary fields of study.
2. The faculty is granted duty leave and travel grant to participate in training programs, seminars and conferences organized by the respected institutions.
3. The college has also been conducting national level conferences and seminars on its own thereby providing its faculty an opportunity to develop competency for organizing participating and contributing to the development of various disciplines thought workshops, seminar and conferences.

**CODE OF CONDUCT  
(All STAKE HOLDERS)**

Title	Specific Code of Conduct
<b>Governing Body</b>	<p>A College is run under auspices of its Governing Body. Governing Body is responsible to set vision, mission and objectives of the college which works as a torch bearer for the employees down the line. Governing body also makes policies and gives the effective management for effective implementation of these policies. The Governing Body of Shri Ram College comprises its members from various fields of society, some are academicians, industrialist, social worker, business men and professionals.</p> <p>(i) The Vision, Statement, Mission and Objective of the college will be set and approved by its Governing Body. The Governing Body will play an active role in formulating policies and strategies for future development of the college. The Governing Body will keep in mind the larger interest of faculty members, staff members, students,</p>

parents and other stake holders while making policies and future plans.

(ii) The Governing Body will finalise the rules and regulations, HR policies, policies of infrastructure development and others keeping in view the compliances of statutes, ordinances and provisions made by the regulating bodies such as various councils, affiliating university, UGC and State Government.

(iii) The governing body will set up and develop such systems which support the principles of social-justice and are non-discriminatory in nature. So that equal opportunity is given to one and all.

(iv) The Governing Body will ensure that the college authorities implement the provisions of affiliating university and other governmental agencies. The Governing Body will ensure a fair selection of qualified faculty, staff as per the rules prescribed by affiliating body or State Government. The admissions

are also given as per the rules of reservation passed by the legislature.

(v) The Governing body will trace and monitor the college performance time to time and will ensure the delivery of quality education. It will hold its meetings on defined intervals to make its member aware of the working and performance of the college. The Governing body will make its best efforts to follow the general principles of transparency. It will maintain the records of agenda, minutes of meetings and reports of action taken on annual basis. It will also discuss issues and problems of faculty members, staff members and students holding regular meetings with the college principal.

(vi) The Governing Body will play the role of a Patron of the whole college community that includes teachers, students, technical staff, non-teaching staff and other stake holders. It is the main source of inspiration to lead the college on the path of success.

## **Principal**

The Principal is one who provides with the academic and administrative leadership to the whole college community. Principal is a key person who plays different roles and carries various responsibilities at the same time. He is the head custodian, administrator, teacher, motivator and the flag bearer of the college. A Principal should have highest academic credentials, strong administrative capabilities and flexible personality. As a Principal one should follow the following code of conduct while at Shri Ram College -

(i) The Principal will possess the required qualification and adequate experience of academics and administrations.

(ii) He will implement the policies formulated by the Governing Body in order to achieve the objectives, supporting mission and vision of the college.

(iii) The Principal will ensure the justified implementation of rules, regulations and

provisions of affiliating body and the State Government.

(iv) The Principal will ensure that all systems are in place and functioning well in order to achieve the goal set by Governing Body.

(v) The Principal will hold the regular meeting with Deans/HoDs to convey them the policies of Governing Body and review of implementation of already issued orders and circulars. He will also have meeting with faculty and staff to know their problems, issues and discuss with them the possible solutions through Heads of the departments.

(vi) The Principal will put in his best efforts to promote academic activities of highest quality in all possible avenues and will encourage exploration of newer avenues for further academic pursuits.

(vii) The Principal will create such an environment which will be conducive for research & development and promotion of

entrepreneurial interest among the students. He will also encourage the teachers and the students for writing research papers, participating in seminar, conferences, workshops and other research activities.

(viii) The Principal will encourage the faculty and students to conduct co-, extra- curricular, sports activities to be organised by students where various types of activities will be conducted.

(ix) The Principal will promote such activities which are supportive to maintain harmonious relationships with the adjoining society, community and other stake holders in order to ensure spontaneous flourish and prosperity of all the College.

(x) The Principal will insure in the campus that National days, Birth anniversary of great Indian personalities, Other National Festivals are celebrated with enthusiasm. He will also create such an environment essence of civic

responsibility, patriotism, respect for National Symbols is developed and nourished.

(xi) The Principal will develop and maintain such an environment which is necessary for the essence of social justice for all the concerned irrespective of their caste, creed, colour, race, sex, religious and regional identity. He will also maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.

(xii) The Principal will refrain from demonstrating his own political inclination, engaging himself in controversial issues, financial misappropriation and maintain high moral character.

**Teachers** Being the cadres of Service, the teachers of this College should follow the code of conduct laid down in to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals

of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/ her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

#### **[A]. Professional Values**

(i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) He shall not prevent any student from

expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

(iii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

(iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

(v) The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.

(vi) Above all a teacher should conform to the

ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

### **[B]. Professional Development and Practices**

(i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.

(ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and

(iii) Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.

(iv) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.

(v) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

#### **[C]. Professional Integrity**

(i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

(ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

(iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

(iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

#### **[D]. Professional Collaboration**

(i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

(ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

(iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher



authorities and adhere to the conditions of contract

(iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progresss of an educational institution. This is more so as the Institution is located in a vulnerable border area.

(v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

(vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

(vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

## Students

### [A] Conduct

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that, (i) The student shall be regular in the classes and must complete his/her studies in the Institute. (ii) In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority. (iii) In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked. The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all

persons, to their rights, to the college property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.

**The various forms of Misconduct, the Students should refrain from, include:**

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.

4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.

5. Participating in activities including

i) Organizing meetings and processions without permission from the Institution.

ii) Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India

iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.

iv) Unauthorized possession or use of harmful chemicals and banned drugs.

v) Smoking within the College campus.

vi) Possessing, consuming, distributing, selling of alcohol in the Institute and/or

throwing empty bottles on the campus of the Institute.

vi) Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.

viii) Rash driving on the campus that may cause any inconvenience to others.

ix) Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.

x) Pilfering or unauthorized access to the resources of others.

xi) Misdemeanour and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.

xii) Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving,

inciting or participating in a riotous or group disruption at the Institute.

6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.

8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.

9. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain

from indulging in such other related activities having grave ramifications on the reputation of the Institute.

10. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.

11. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.

12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

#### **[B]. Academic Integrity**

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity, forms an integral part of the Code which applies to all students of the Institution to which they should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity. **The principles of**

**academic integrity require that a student should**

- i) Properly acknowledges and cites use of the ideas, results, material or words of others.
- ii) Properly acknowledge all contributors to a given piece of work.
- iii) Make sure that all assignments in a course are submitted by his/her own.
- iv) Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
- v) Have right to pursue their educational goals without interference.
- vi) **Violations of this policy include, but are not limited to:**

(a) **Plagiarism:** Plagiarism means the use of materials, ideas, figures, codes or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include: (1) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet. (2) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc. (3) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution. (4) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations. (5) Submitting a

purchased or downloaded term paper or other materials to satisfy a course requirement. (6) Paraphrasing or changing an author's words or style without citation. (b) **Cheating:** Cheating includes, but is not limited to: (1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts. (2) Allowing or facilitating copying, or writing a report or taking examination for someone else. (3) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources. (4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications. (5) Creating sources, or citations that do not exist (6) Altering previously evaluated and re-submitting the work for re-evaluation (7) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet. (c) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such

as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

### **[C]. Anti-Ragging**

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational

Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution. Ragging constitutes one or more of the following acts: a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student; b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student; c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student; d) any

act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student; e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students; f) any act of financial extortion or forceful expenditure burden put on a student by other students; g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ; i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

**Anti-Ragging Committee:** The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. **Anti-Ragging Squad:** To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

i) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with



the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

**[D]. Gender Discrimination and Allied Harassment:**

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

**Alumni**

Alumni are one of the main stakeholders of the college they are also.

(i) All members of the alumni are morally responsible for advancing the Institute's mission through professional conduct and a commitment to excellence.

(ii) Personal responsibility, respect, and integrity are the guiding principles for our learning community.

(iii) Alumni members are expected to support the students of the Institute in terms of references, guidance and placements.

(iv) Alumni members are also bound to follow the rules & regulations of the Institute inside the campus as consumption of Alcohol, Drugs & Smoking is strictly prohibited in Institute's premises etc.

**Parents**

All parents/ guardians of students are requested to support and encourage the College in developing and nurturing relationships grounded in moral values. As stakeholders and member participants in the

College community, the parents shall respect the dignity, culture, values and beliefs of other members of the College community. In order to maintain the above, the parents shall:

(i) encourage their wards to be regular, disciplined and respectful student of the college.

(ii) cooperate with the teachers and college authorities to maintain a disciplined academic environment.

(iii) submit all the dues in time so as to cooperate the college authorities run college smoothly with its all financial requirements.

(iv) not engage their wards in any of the professional activities of their own business or other social activities which hampers the study of the students.

(v) refrain from engaging in malicious or judgmental gossip about the college.

(vi) refrain from any conduct that may be characterised as bullying, harassment or

discrimination with the teachers, staff members and authorities.

(vii) meet the HoDs, teachers or authorities as and when they are called for.

### **Non-teaching staff**

The College has put forward its code of ethics for the support staff along the following lines.

#### **Professional Conduct**

(i) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

(ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.

(iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.

(iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.

(v) They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.

(vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **Workplace Conduct**

(i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.

(ii) They should also be responsible for the proper use and maintenance of college equipment and furniture.

(iii) No support staff should be under the influence of drugs or alcohol during office hours.

(iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.

(v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

(vi) The support staff should show no discrimination on basis of gender, caste or religion.

### **Professional Relationship**

(i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

(ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an

institution depends upon mutual goodwill and trust.

(iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

(iv) The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

#### **Library staff**

Library is the focal point of an educational institution, therefore, the library staff is expected that they behave in a helpful, friendly and patient manner with all the students, faculty members and others.

(i) The library staff will follow the and respect to the decisions/ instructions made by the college authorities.

(ii) Library staff should consider the students, teaching staff and other users as integral part of the system.

(iii) Library is a shared resource and functioning of library should be so that helps generate a harmonious academic environment.

(iv) The treatment given to the students should be respectful, helpful, cooperative and sympathetic.

(v) Library is such a place where highest order of discipline should be maintained and the library staff should make all possible efforts to maintain it.

(v) The scarce books, journals and other knowledge resources should be so distributed that they are available to the maximum of needy persons and reach everyone without discrimination.

(vi) Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.



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- Fitter
- Turner
- Machinist
- Welder

**ITI**

**:: Campuses ::**

- South: Parikarma Marg, Opp Almaspur Tele Exchange, Muzaffarnagar. Call @: 9927079966, 7351335577, 9358348700
- Central: Circular Road, Opposite DIET, Muzaffarnagar. Call @: 0131-2620890, 9719402220, 9927711822, 8077494405
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Mr. Anshu Singh, Topper in B.T. Chemical Engineering, SRGC getting Vice Chancellor Gold Medal

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