



स्वामी विवेकानन्द महिला महाविद्यालय, रूपनगढ

(संचालित मनु सोशियल वेलफेयर एण्ड एज्युकेशन सोसायटी, जयपुर)

राई का बाग, परबतसर रोड, रूपनगढ, अजमेर-305814

E-Mail Id: - svmmcollege.roopangarh@gmail.com



www.svmmcollege.in

6.2: Strategy Development and Deployment



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6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

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CODE OF CONDUCT FOR STUDENTS

PREAMBLE

Swami Vivekanand Mahila Maha Vidyalaya, is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct. The code of conduct is necessary to mark the boundaries of this needed order.

RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent and skill.

STUDENT COMMITMENT

3. Shall be in time to the institution.
5. Follow the instructions of the teacher carefully in the classrooms.
4. Shall be regular and punctual to the classes and maintain minimum 80 % attendance to be able to appear for final examination.
6. Maintain perfect order and strict silence inside the lecture hall/laboratories and corridors.
7. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
8. Meet all deadlines of assignments, submission of projects, records and posters.
9. Abide by the rules of various laboratories and not damaging the equipments.
10. Cultivate the habit of looking at the notice boards of the institute/department every day.
11. Attend all counselling sessions convened by their mentors and feel free to explain their all problems and seek solutions.
12. Maintain silence in the library and utilize its resources and space without causing damage.
13. Not to be in the canteen during working hours of the institute.



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CODE OF CONDUCT FOR TEACHER

TEACHERS AND STUDENTS

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
- iii. Recognise the difference in capabilities among students and strive to meet their individual needs
- iv. Encourage students to improve their attainments, develop their personalities and ultimately to community welfare.
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy.
- vi. Treat the students with dignity and not behave in a vindictive manner for any reason.
- vii. Make themselves available to the students even beyond their class hours to help and guide them without any fee.
- viii. Aid students to develop an understanding of our national heritage and national goals.
- ix. Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other teachers as well as non teaching staff.
- iii. Provide assistance for professional betterment if they require.
- iv. Refrain from making unsubstantiated allegations against colleagues.
- v. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.



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TEACHERS AND AUTHORITIES

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules of the institution.
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- iii. Co-operate in the formulation of policies of the institution.
- iv. Discharge responsibilities which institution demand.
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- vi. Adhere to the terms of contract.
- vii. Give and expect due notice before a change of position takes place.
- viii. As far as possible keeping in view their particular responsibility for completion of academic schedule refrain from availing themselves of leave except on unavoidable grounds without prior information.
- ix. As far as practicable take leave with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- x. Refrain from availing themselves of leave except on unavoidable grounds.

TEACHERS AND GUARDIANS

Teachers should:

- i. Maintain contact with the guardians, send reports of their performance to the guardians whenever necessary.
- ii. Call the guardians for the purpose for mutual exchange of ideas and for the benefit of the institution.



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Affiliation Letter for UG Classes

To Whom It May Concern

This is to certify that Swami Vivekanand Mahila Mahavidhyalaya, Roopangarh(UG), District-Ajmer is affiliated to the MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER Since 2016 recognized by the University Grants Commission and the following Programmes/Courses/Subjects are taught in the said college as per approval:-



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Affiliation Letter



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No. F.14 (347) Acad. II/ MDSU/2023/

Dated:

REGISTERED

The Principal,
Swami Vivekanand Mahila Mahavidhyalya,
Rai Ka Bag, Parbatsar Road, Roopangarh
Dist.- Ajmer (Raj.)305814

Sub:- Extension in provisional affiliation.

Dear Sir,

With reference to your application for the purpose mentioned in the subject cited above, I am directed to inform you that on the recommendation of the affiliation committee the Hon'ble Vice-Chancellor has been pleased to grant extension in provisional affiliation to your college in the subject(s) mentioned below for the academic session as mentioned against each subject to fulfillment of the conditions mentioned overleaf during the aforesaid period:-

Class	Subject(s)	Session	Seats
BA	(Geography, Hindi Literature, Sanskrit, History, Political Science and Compulsory Papers)	2022-2023	80

नोट: महाविद्यालय को सत्र 2022-2023 की बी0ए0 पाठ्यक्रम की अस्थायी सम्बद्धता वृद्धि विश्वविद्यालय पत्रांक: 17502 दिनांक 31.07.2023 के क्रम में वि.वि. रसीद सं. 0000803 दिनांक 19.08.2023 के द्वारा आर्थिक दण्ड रु. 59050/- (जीएसटी सहित) विश्वविद्यालय कोष में जमा कराये जाने एवं विश्वविद्यालय 17502 दिनांक 31.07.2023 में अंकितानुसार कमियों की पूर्ति सम्बन्धी दस्तावेज विश्वविद्यालय को भिजवाया जाना सुनिश्चित करें, अन्यथा आगामी सत्र में विश्वविद्यालय अध्यादेश 70-ए के प्रावधानानुसार आर्थिक दण्ड देय होगा।

It may be noted that the application for extension in provisional affiliation/fresh/permanent affiliation for the session 2023-2024 along with the necessary fee as prescribed may be sent through proper channel (failing which the application form shall be treated as cancelled or otherwise in the case of part submission of the necessary fee the part payment so made shall be forfeited and the said application form shall be rejected) together with a report about the fulfillment of the conditions of the affiliation up to 31st December, 2022. If already deposited, need not to deposit.

Yours faithfully,

Sd/-
Dy. Registrar (Acad.II)

Dated: 11.10.23

No. F.14 (347) Acad. II/ MDSU/2023/ 27000 - 27008

- Copy forwarded to the following for information and necessary action:
1. The Commissioner, College Education, Shiksha Sankul, J.L.N. Marg, Jaipur.
 2. The Joint Secretary, Higher Education (Gr.IV) Department, Government of Rajasthan, Jaipur.
 3. The Director (C.D.C.), M.D.S. University, Ajmer.
 4. The Controller of Examination, M.D.S.U., Ajmer.
 5. The Secretary Sports Board, MDS University, Ajmer.
 6. The Dy. Registrar/SO (Exam. UG Arts/ Secy.) M.D.S.U., Ajmer.

Sd/-
Section Officer (Acad.II)



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CCTV Camera Bill

		Mo.: 9252180145 9079359410	
AMBIKA SECURITY SYSTEM			
ROOPANGARH (Ajmer) Raj. 305814			
NO.	30	DATE:	1/2/24
M/s.:	स्वामी विवेकानन्द महिला महाविद्यालय रूपनगढ़		
PARTICULAR	Qty/ Wieght	Rate	Amount
① Hikvision 16ch DVR	01	-	7500
Bank - BANK OF BARODA, ROOPANGARH A/c. 01260200000526 IFSC - BARB0ROOPNA	Bank - UNION BANK OF INDIA, AJMER A/c. 121111010000061 IFSC - UBIN0812111	Total	7500
In Words	सात हजार पांच सौ	Discount	-
		G. TOTAL	7500
Note - No Warranty for Burn & Damage. For : AMBIKA SECURITY SYSTEM			
Purchaser Singature		Authorised Singature	



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Wi-Fi Bill

CASH MEMO 7627054773

श्री COMPUTER

DEALS IN: ALL TYPE OF LAPTOPS, COMPUTER, PRINTER
L.E.D., HOME THEATERS, CCTV, CAMERA
MAIN MARKET, ROOPANGARH (Raj.) 305814

Bill No. **1831** Date. 10/14/23

Ms/Mrs. S.V.M.M. Mob.

Add. Roopangarh.

SR.No.	Discription of Goods	Qty.	Rate	Amount
1.	windows 10 + software 27/10/23	1.	300	300/-
2.	Cable sata + power cable 3 meter 20/11/23	1.	250	250/-
3.	wi-fi device 21/11/23	1.	350	350/-
4.	Blade 22/12/23	1.	150	150/-
5.	pe file 24/12/23	1.	200	200/-
6.	pe file 15/02/24	1.	200	200
7.	castige drum 15/03/24	1.	200	200
			Total	1650/-

A/c 0126020000630 / 01260100008981
Bank Name:- BANK OF BARODA
IFSC code BARB0ROOPNA

Rs. in Hindi १६५१६/-

WE ARE SELLER NOT MANUFACTURER
WARRANTY PROVIDE TO BE COMPANY

Print 0090557784

For. Shree Computer
Prop/ Manager



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BSNL Broadband Connection

पे Bill Payment Successful
 07:32 pm on 22 May 2023

Broadband/Landline Success

BSNL Broadband/Landline - ₹4,848

Individual

1497294114

Bill Details ^

Customer Name	:	MANU SOCIAL WELFEYAR AND EDUCATION SOCIE
Bill Number	:	NDCRJ2310896788
Bill Date	:	07-May-2023

Payment details ^

Transaction ID
NX23052219320312935674831

BBPS Transaction ID
PP013142J0VBP3PGSAQ1 B

Debited from

XXXXXX4148 ₹4,848

UTR: 350851615242

Powered by



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Perspective Plan

- To expand the collage building for successful conduct of educational and co-curricular activities.
- Ensure ideal utilize of the whole framework by running the collage in two shifts.
- To plan of maximum use of modern technology in the delivery curriculum.
- To enhance employability of student by providing value added courses to more and more students.
- Enhancement of programs to provide flexibility to the students in the selection of stream.
- Creating an all-inclusive academic calendar.
- To promote social participation through co-curricular and extra-curricular activities that supplement the curriculum.
- Incorporate student of different background and abilities through effective teaching-learning experiences.
- Maximum use of ICT-enables tools for the effective teaching learning.
- Maintain the documents through geo-tagged photos.
- Increase a budget for purchase of books, e-books, journals and e-journals.
- Motivate the staff and students to increase usage of library and increase the footfalls.
- Organizing guest lecture by eminent visiting professors.
- Increase the number of student getting benefit from scholarships provided by private institutions/organizations and by the parent institute.
- Motivate the placement committee and the officer to arrange pre placement activities for all the students.
- Increase the communication with industries and other placement organization and institutions.
- Increase activities related to health and hygiene, physical fitness, yoga etc.
- Strengthen the alumni association of the collage.



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- Motivate the alumni to participate in all the curricular, co-curricular and extracurricular activities conduct in the collage.
- Communicate the vision and mission of the collage with all the stakeholders.
- Review the working of collage committees and increase the participation of students and teachers in the collage committees.
- Creation of sexual orientation sensitization among instructors and understudies.
- Instructing learning and assessment.
- Provide confirmations to understudies of saved category as per the reservation seats available.
- Use the framework to conduct internal examination approach.
- Motivate the staff and students to attend conferences/workshops at national and international level by providing financial support to the staff.
- Promote publication of faculties in indexed research journal.
- Conduct regular meeting of the research cell to identify the research potential, promote the research and prepare the research proposals.
- Make continuous efforts to obtain research grant from funding agencies such as UGC, ICSSR, etc. to undertake major/minor project.
- Initiating skill based vocational courses.
- Encouraging the participatory by organizing seminar, quiz, debate, group discussion, poster completion, model completion.
- Ensure ideal utilize of the whole framework by running the collage in two shifts.



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Service Rules and Regulations Administrative Manual of 2022-23

APPOINTMENTS AND SCALES OF PAY

- Governing body shall have the power to decide whether a particular cost will be filled by open advertisement or by invitation, or by promotion from amongst the members of the staff of the Institute.
- Selection committee for feeling teaching post why open advertisement and subject expert will be invited.
- Applications received shall scrutinized by the principal / Head of the department for selecting the candidates to be called for interview.
- The selection committee interviews the candidates called for interview and the names of the selected candidates are arrange in order of merit.
- Qualifications required for ceiling a post in the institute shall be such, as may be determined by the governing body from time to time, talking into consideration the norms prescribed by UGC.
- The chairman/secretary/principal shall we the appointing authority for all the post in the Institute.
- For all teaching and non teaching staff suitable scale of Pay Shelby prescribed by the management committee.
- Allowance shall be adopted as per state government rates of management committee.
- Chairman /secretary/principal shall be the authority to sanction the increment for the principal and other staff.
- All the employees are given increments on the basis of their performance which is decided by the managing committee.

LEAVE RULES FOR REGULAR EMPLOYEES OF THE INSTITUTE:

- Casual leave will be admission to an employee of the institute for a total period of not exceeding 15 days for the teaching staff and 12 days for non teaching staff in the calendar year.
- On duty leave not exceeding 5 days in a calendar year maybe granted to a teaching staff member of the institute for academic purpose but not exceed 2 days in seminar.

ADMINISTRATIVE POLICIES:-

The Swami Vivekanand Mahila Mahavidyalay Roopangarh Ajmer Manu Social Welfare & Education Society, Jaipur will follow the rules content in this document.

The documents is a hybrid creation derived from

- University grants commission
- MDSU Ajmer.

The purpose of this guideline documents is not guarantee good governance at all level that satisfied all stakeholders. The fundamental rules of good governance in this documents.

The adoption of these governance guidelines will result the efficient use of the institute resource's-staff, building infrastructure improving educational quality.

Guidelines must ensure that the infrastructure faculties and human resource in the institutions are used efficiently to raise the standard of instruction transparency and accountability in the administration will result from the standard. The following outcomes me result from implementing good governance in accordance with the recommendations made in this documents:

- To uphold integrity in appointment s all the level.
- To strength the industry institute interaction.
- To complete with rules and regulations.
- To establish strong and capable financial process and relating to procurement appropriate use of funds and audit.

EMPLOYEE BENEFITS

- Employee's provident fund scheme all the employee of the institute are covered by the "Employee Provident Fund Act".
 - Faculty encouragement for research paper publication:
 - Faculty members are expected to update their knowledge by attending seminar/workshops/conference, after obtaining necessary permission from the principal/governing body. Faculty members should attempt to publish textbooks, research papers in reputed international /Indian Journals and national state journal.