

DEV SANSKRITI COLLEGE OF EDUCATION & TECHNOLOGY



Khapri, Dhamdha Road, Post- Jewra Sirsa, Distt.-Durg, Durg (C.G.)

Affiliated to Hemchand Yadav Vishwavidyalaya , Durg (C.G.)

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(Founded & Managed by Ved Mata Gayatri Shikshan Samiti, Regd. No. -1553/20/11/2006)

General Guidelines

1. This document shall be called “ Dev Sanskriti College of Education& Technology, Khapri Dhamdha Main Road Durg (C.G.)
2. This manual shall apply to all the employees of DSCET.
3. DSCET reserves the right to amend this manual from time to time and the such amendment shall be binding on all the employees from its effective dates.
4. DSCET Manual is “Private & Confidential”

About the College

Dev Sanskriti Mahavidyalya was started running under the aegis of “Ved Mata Gayatri Shikshan Samiti” which was structured in the year 2007. Later on changing name and place it became “Dev Sanskriti College of Education & Technology” in the year of 2011-2012 along with the motto of “Tamaso Maa Jyotir Gamyā”, which means oh! Goddess of Education Please lead us on the path of light from the darkness. Our College is one of the prestigious Higher Education Institution. It is located in C.G. at Khapri, (Rural Area) Dhamdha main road, just 6 Km. from durg railway station. And just 2 Km. From IIT Bhilai Campus Kutela Bhanta Bhilai College is having huge and beautiful infrastructure along with the open area with beautiful garden, plastic and tobacco free campus with vehicle shed and sports area for cricket, volleyball etc.

We are proud to have qualified enthusiastic, experienced and updated faculties, who are always ready to help students. Seven of them are doing PhD in different areas. Time to time management conduct faculty development programs to groom and motivate them. On the other hand many facilities are provided to the students, like well furnished class rooms smart class, water purifier well-set library. Our college organizes many competitions and programs for students to shape them. In the year 2009-10, 2010-2011, 2017-2018, our college students achieved university top rank in B.Ed. Course. Two national workshop and three national webinar, college level workshop and seminar, guest lecture, educational and spiritual tour also conducted by our institution. The institution has been imparting education in the field of education, library, Computers, Commerce, Arts at under graduate level. Our institution also provides skill development classes like computer classes, yoga, and spoken English classes to our students. In

the year 2018-2019 training about preparing vermin composed and use of pesticides have been given to all the govt. schools under 10km. Rural area near by our college. We don't have any report of ragging or women harassment so far. Our institution has MOU with Bori Govt. College, Dev Sanskriti University, Swami.Swaroopanand Saraswati College , Govt. College Dongargarh. and Sai College Bhilai.

Nevertheless students belong to different religions but our spiritual and value based knowledge help to made them a better human being. Different festivals and cultural programs are organized here time to time students and faculties are together made our institution more glorious. After IQAC structured, our institution is continuously practicing for modifying educational environment and over all development of students in the field of higher education.

CODE OF CONDUCT

The Code of conduct of Dev Sanskriti College of Education & Technology consists of the policies relating to the ethical and legal to be followed by college's Director & Principal, Additional Director, Teaching and Non-Teaching Staff.

It is the policy of the college to comply with all the applicable laws whether UGC, NCTE, State Department of Higher Education and Hemchand Yadav University norms and supporting ethics and humanity also.

It is the personal responsibility of every person in the college to observe the standards of conduct and other requirements of code of conduct. Whether or not these standards and requirements are imposed by laws, no employee shall reserve to comply with these standards and requirements.

The underlying formal policies themselves have more details than it is contained in this booklet. It is the responsibility of each employee of the college to familiarize himself or herself with details of these policy.

CODE OF CONDUCT FOR STUDENTS

1. Principal reserves the right to remove the name from the rolls of any student for
 - i. Unsatisfactory conduct or behavior .
 - ii. Participation in any political or anti social demonstration.
 - iii. Failure to pay college fee in time.
2. In the case of misbehavior of students they can be suspended or dismissed from the college.
3. The students are supposed to maintain strict discipline in the college.
4. The students are required to attend their classes regularly.
5. 75% attendance is compulsory for appearing in the University Annual examination.

6. Misbehave with the lecturers or office staff will be dealt strictly.
7. Ragging is strictly prohibited. If found involved in any such activities the student can be expelled from the college
8. If a student is found to have submitted forged certificates or false information or affidavit at the time of his/her admission to the college, his/her admission will be cancelled.
9. No student shall be allowed to appear for the University/ College practical examination unless he/she has paid his/her dues.
10. Any damage to moveable or immovable property of the college caused by the students shall be taken seriously and the student if found guilty shall be expelled from the college.
11. The students who bring their vehicles should keep in cycle stand. The college does not take any responsibility for loss or damage of the vehicle.
12. Fees once deposited is not refundable under any circumstances.
13. Keeping mobile phone in college is not allowed.
14. Every students shall obtain identity card at the time of admission.
15. Students have to compulsory appear for all type of tents as per University norms.
16. Library rules are to be followed strictly.

Code of Professional Ethics for Teachers

Teachers should:

1. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
2. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
3. Seek to make professional growth continuous through Study and Research.
4. Perform their duties in form of teaching tutorial, Practical, Seminar and Research work conscientiously and with dedication.
5. Participate in extension, co-curricular and extra-curricular activities including community service.
6. Maintain active membership of professional organizations and strive to improve education and profession through them.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as Admission Process, counselling to the students as well as assisting the conduct of college and University examinations including supervision, Invigilation and evaluation.

8. Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
9. Respect the right and dignity of the student in expressing his/her opinion.
10. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
11. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
12. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
13. Aid students to develop an understanding of our national heritage and national goals.
14. Treat other members of the profession in the same manner as they themselves wish to be treated.
15. Speak respectfully of other teachers and render assistance for professional betterment.

Code of Conduct for the Principal

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
4. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
5. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
6. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool,
7. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.

8. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
9. To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
10. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

Code of Conduct for Support Staff

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. 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.
4. 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.
5. They should not hamper the functioning of the college by engaging themselves in political or ant secular activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

General Library Rules

1. Every student entering the Library must present his/her own Identity Card as well as Library card otherwise the use of the Library will be denied.
2. Students are advised not to keep any personal items with their Identity Card.
3. Readers are responsible for any damage or injury done to the reading materials or any other property of the Library, and shall be required to replace such books/property as has been damaged or injured or be required to pay the full value there of as determined by the Library Authorities.
4. CDs or any other accompanying materials available with books may be viewed /used only in the library.
5. Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials. The Library property and furniture is to be handled with outmost care.
6. Students should maintain silence in the Library.
7. No Library material will be issued against Identity Card.
8. Reference Material (Newspaper/Current Periodicals) will be issued but it should not be taken out of the Library.

9. If a book is lost by a student he/she should replace it with a new copy of the same
10. The loss of Identity card should be reported immediately to the Librarian, after submitting written application. Duplicate will be issued against a fine of Rs.25/- for new Identity card.
11. Eatables and beverages are not allowed in the library premises. 0
12. Smoking, spitting, eating, loud conversation and similar objectionable practices are
13. Forbidden in or near the Library.
14. Use of Mobile Phones is prohibited within the library premises.

Examinations Rules

- 1, Student must appear for all Internal as well as University examination.
2. Student must read the timetable of examination displayed on notice board carefully and check regularly the changes made in timetable if any.
3. Student must be present in the examination hall 20 minutes before the start of examination.
- 4, Student cannot enter an examination hall more than half an hour after the start of examination.
5. Students are not allowed to carry any kind of study material, mobile phone with them during exam.
6. The student should obey the instructions given by supervisor in the examination hall,
7. Student must not leave the class until all answer books are collected by the supervisor.

Rules for Parking

1. All vehicles should be park in the parking area provided by the college.
2. A vehicle should be properly locked and parked.
- 3, Last Saturday of every month will be No Vehicle Day.