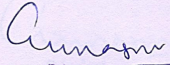


Gurukul Mahila Arts & Commerce College Porbandar

Department of Physical Education

Sports Policy

1. Every student has to be present at the scheduled time for Sports & Games Training.
2. It is a part of the students' training to maintain the Sport's playground.
3. It is the duty of students' to maintain the store and use of the Sports & Games equipment during and after the games.
4. It is the duty of every student to follow the guidelines, rules and regulations as decided by the Sports coach and the convener of the ***Khel-khood-yog-vyayam dhara***.
5. Every year, the Award of ***Khel-kood-yog-vyayam dhara*** will be given to the student on the basis of the students' overall performance, behaviour and parameters of Sports.
6. The decision of the Convener of ***Khel-kood-yog-vyayam dhara*** would be final and binding to all concerned.
7. The final decision in all sporting activities would be taken by the Judges only.
8. All the students have to strictly abide by the rules and regulations of the ***Khel-kood-yog-vyayam dhara***.
9. Students' and their parents would bear the entire responsibility as and when they chose to participate in games outside the college campus.
10. Students' should make it a point to inform well in advance in case of any physical ailment whatsoever to the Convener of ***Khel-kood-yog-vyayam dhara***.
11. All students who participate in ***Khel-kood-yog-vyayam dhara*** are expected to maintain a high level of discipline. Any type of misbehaviour would not be tolerated.

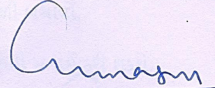

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PORBANDAR



**Gurukul Mahila Arts and Commerce College, Porbandar
Computer Lab Rules**

1. Students must have permission to use the computer lab.
2. Lab timing will be as per the academic time table of different classes.
3. Priority will be given to course related use of computers in lab.
4. Come to the computer lab with clean hands. If you have just had recess, please wash and dry your hands before you come to the lab.
5. No food, drink or use of tobacco in any form is allowed in the labs.
6. Use only your assigned computer.
7. Students are not allowed to use personal Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
8. Treat your classmates, your teachers & all equipments with respect.
9. No games are allowed.
10. Do not move the icons on the desktop.
11. Do not change any system settings without permission.
12. Do not edit/ delete files that do not belong to you.
13. If any problem arises, please bring the same to the notice of lab in-charge.
14. Before leaving the lab, close all programs positively, shutdown and switch off the computer carefully, Straighten keyboard & mouse, Push in your chair appropriately.
15. Avoid unnecessary use of lights/ fans/ AC and Save electricity.
16. Lab in-charge is authorized to deny lab access to any person who does not comply with the policies described.




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Environmental Policy

1. All round efforts by the students & staff are made to preserve the green-ambience of the College campus.
2. An Eco-Club has been established in the year 2017-18. All the faculty members and students are expected to comply with the rules and regulations regarding maintaining a green-ambience in the college premises.
3. An Awareness Course in Environmental Studies is offered to the First year students every year along with supplementary workshops in Environment & Nursing and Environment & History. At the end of the term examinations are conducted and certification is provided by the Institute.
4. Information related to Cleanliness and Health is percolated to the students through various platforms such as Morning Assembly, NSS, Community Service Society and personal counselling.
5. Motivation and guidance is provided by the faculty members to the students to properly care & nurture every tree planted on the campus.
6. Use of plastics is strictly prohibited in the campus.
7. Environmental friendly Canteen facility is provided to provide healthy and hygienic fresh breakfast every day.
8. Due care is taken to clean the washrooms on a daily basis.
9. Cleanliness drives would be undertaken every fortnight/monthly basis.



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Gurukul Mahila Arts & Commerce College Porbandar

Health Policy

1. The Institution is committed to maintaining the health & hygiene of the students.
2. The Institution maintains a green landscape that provides pollution-free air.
3. The Arya Kanya Vidyalyaya Trust has an overhead tank that provides purified drinking water to all the sections of the Ashram.
4. The Institution provides the Canteen facility that serves fresh and nutritious breakfast to the students.
5. The Institution has a spacious playground with facility for outdoor games like Cricket, Basketball, Volley-ball, Kho-kho, athletics etc.
6. The Institution also has made provision for Indoor games like Chess, Carrom-board, Chinese-checkers etc.
7. The Institution, keeping the green ambience of the college in mind, periodically arranges Yoga and Meditation camps. The International Yoga day is celebrated with great gusto and fervour for the entire week so as to generate awareness about health & hygiene.
8. The Institution takes great care in maintaining cleanliness in all the Laboratories and washrooms.
9. Provision for Sanitary napkin disposal machine is made in the washrooms.
10. Awareness lectures by experts are delivered to the students periodically.
11. The Institution lays emphasis on having a neat & clean dress-code.
12. Cleanliness drives are organized periodically so as to generate consciousness about the necessity of having clean classrooms and clean campus which has a reciprocal effect on our minds.
13. Solid and Liquid waste is collected in separate dust-bins and the campus trolley is used to transport the waste to the compost bed.
14. The Institution has a proper drainage system with closed gutters that are cleaned periodically.
15. First-aid box is available in the College campus.
16. For the College hostel students, provision of dispensary has been made in the ashram premises.
17. The Trust has transportation facility to shift College hostel students with serious medical issues to the city hospital.
18. Every year tree plantation programmes are organized by the NSS Units of the college for augmenting the green-belt of the campus.

[Signature]
R. B. Jaisis

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GURUKUL MAHILA COLLEGE - PORBANDAR

Library Policy

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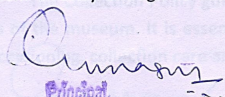
- Library Mission
- Library Vision
- Bulletin Board Policy
- Computer Use Policy
- Overdue Fine policy
- Gift acceptance policy
- Collection Policy
- Collection Development Policy
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- Old Question Paper Collection Policy
- Book Bank Policy
- Library Use Policy


➤ Library Mission

Gurukul Mahila College Library is committed to providing exemplary services that foster information literacy and enhance teaching and learning, and to developing, organizing and maintaining resources that provide for diverse perspectives and styles of learning.

➤ Library Vision

To uplift girls from their mofussil, almost illiterate background and train them smartly enough to meet the fast approaching challenges of global competence.


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PORBANDAR


Librarian

➤ Bulletin Board Policy

Gurukul Mahila College Library provides a news paper stand, magazine stand and bulletin board for the display and dissemination of informational bulletins, brochures, posters, news paper and literature of interest to the community.

Appropriate materials may include about notes :

- Library Events
- GMC Events
- Other events taking place on the GMC campus
- Cultural Events

➤ Overdue Fine Policy

Over due Fines are imposed on daily basis including weekends and holidays, at the following rates.

- Books : 1 Rs. Per day
- Missing Books : The price of the book is as high as the printed price or 150 rupees

➤ Computer Use Policy

Gurukul Mahila College Library provides computer facility to locate books for students.

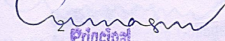
➤ Gift Acceptance Policy

Gurukul Mahila College Library accepts donations of materials that support research and teaching of courses and programs at the college.

It is the responsibility of the librarian to keep appropriate records of items donated.

➤ Collection Policy

The Collection Policy guides the decision making process for shaping the collections of the museum. It is essentially a set of principles that guides collecting, loans, de-accessioning, collection care and access.


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PORBANDAR


Librarian

Collection Policy Components

The purpose or mission of the Library:

- What the library collects
- How, from whom, and under what circumstances the library collects
- How it documents its acquisitions
- How it cares for the collection
- How it deals with writing-off books
- How the collection and records are made accessible to researchers and members of the general public
- How often the policy is reviewed

➤ Collection Development Policy

This policy guides the systematic development and management of Gurukul Mahila College Library collections of print, serial, and electronic resources. It considers collection development and management issue within the framework of global access to information resources, and will require regular assessment and adjustment.

Types of Materials Collected

Textbooks: Textbooks are not selected due to their high cost and frequent revision, unless recommended by faculty as exceptional resources.

Reference Materials: Reference materials supporting the research and curriculum needs of students are selected and generally include encyclopedias, dictionaries, bibliographies, reference work to provide a fundamental overview of academic disciplines.

Magazine / journals / newspapers: Magazine/journals/newspapers are publications issued in successive parts bearing numerics or chronological designations and intended to be continued indefinitely. Magazines are acquired via subscription. Individual issues, Short runs or reprints will rarely be acquired.

General Criteria For Selection Of materials

- Easy of use
- Suitability of content to form
- Cost of material relative to the budget and other available material


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Librarian

- Relevance to the curriculum and appropriateness to the user
- Timeliness, accuracy, and lasting value of material

➤ Press Note Collection Policy

If the news related to the organization in the GMC Library is included in any newspaper, it is collected and filed. So if someone needs information in the future, it can easily be recovered.

➤ Old Question Paper Collection Policy

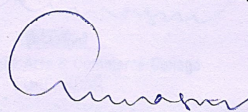
The previous year question papers are stored in GMC Library. If students are looking for the last year's paper at the time of the exam, they can easily be found.

➤ Book Bank Policy

Gurukul Mahila College Library provides Book Bank facility to the students of Gurukul Mahila College and the main aim of this service is to help the needy meritorious students. The Book Bank has a separate collection of 8598 books other than the library books.

Rules for Book Bank Facility:

- Depending upon the availability of the sets of books the priority will be given to the students on the merit of the last examination.
- The students will not be eligible for Book Bank facility, who fail in the semester end examination.
- 25% of the book value (per textbook) is to be taken as maintenance charges from all the categories of students, who are selected for the Book Bank Facility.
- All students who are availing the facility must ensure returning the entire set of book provided to them within two days of completion of their final examination in the concerned semester/ Term.
- If any students receiving the facility is harming or losing the book, then the value of the book from the student or the original price of the 150 rupees is taken the student.
- The overdue charge is Rs. 1/- per day per books.
- The cost of this application form is Rs. 10/-


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Librarian

➤ Library Use Policy

The resources and services provided by the Gurukul Mahila College Library are designed to support Gurukul Mahila College programs, students, faculty, and staff. The Library Use policy was created to ensure a welcoming, intellectual, and safe environment for all users in the pursuit of study and research.

A. General Use: Use of the Library is intended for research, individual or collaborative study and learning in a quiet environment.

User may not

- Interfere with an employee's performance of duties.
- Damage or alter the layout of the building, furniture, equipments or materials.
- Bring Food or uncovered beverages into the Library

Library facilities are intended for library activities. Users are expected to respect Library Facilities for the preservation of books, building, furniture and equipment resources for current & future users.


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Principal



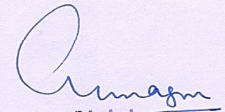
Gurukul Mahila Arts & Commerce College
Porbandar
Affiliated to Bhakti Kavi Narsinh Mehta University, Junagadh

Code of Ethics to Check Malpractices and Plagiarism in Research

Research :

- Ethics and plagiarism are very important components of research and publication. Accordingly an Ethics committee has been formed comprising of Professors with PhDs of the institute to assess the faculty / students who present their work in the form of Research Publication / Research Proposal / Thesis or Project.
- In research all teachers & students must process their research papers through plagiarism software in order to maintain high academic standards.
- The research committee takes extra measures to ensure that the work is at par with the national / international standards.
- The links for online plagiarism checking software are available in college website.
- It is proposed that all faculty researchers seeking paper submission for the College Journal - **Samvid** would submit the plagiarism report (maximum 10%) along with the paper to the committee for review.
- It is proposed for all UG students to submit plagiarism report (Maximum 20%); no objection from guide and co-authors to get their project work approved for publication / thesis presentation.
- Any violation of the rule and other issue, complaints regarding plagiarism would attract disciplinary action to be imposed by committee within one month from the day of complaint.
- The committee comprises of the following members 1. Principal 2. 04 Teachers 5. Guide.
- On-line Plagiarism Checker Software websites:
 1. Plagiarism Checker (<https://www.plagiarismsoftware.net/>)
 2. <https://smallseotools.com/plagiarism-checker>
 3. Quetext (<https://www.quetext.com>)
 4. <https://edubirdie.com/plagiarism-checker>




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