

GMC-Policies



Managed by Arya Kanya Vidyalaya Trust

Gurukul Mahila Arts and Commerce College

At & Post : Tapobhumi, Arya Kanya Gurukul Campus, Jubilee, Bokhira Vistaar,

PORBANDAR- 360579 GUJ INDIA

Re-Accredited 'B' (CGPA 2.38) by NAAC

Phone : +91 286 2245561|+91 9374129126

Scholarship Policy



RAJ RATNA SHETH SHRI NANIBHAI KALIDAS MEHTA

ARYA KANYA VIDYALAYA TRUST PORBANDAR

ARYA KANYA GURUKUL TAPOBHUMI, JUBILEE, PORBANDAR 360 579 | Phone : [0286] 2242576

GUIDELINES FOR DISTRIBUTION OF SCHOLARSHIP

- D1. To prepare the list of Scholarship Donors.
- D2. To prepare the information of beneficiaries if chosen by the Donors.
- D3. Following Committee will process the Scholarship Distributions :
 - Shri Sureshbhai Kothari, Hon Secretary, Arya Kanya Vidyalaya Trust
 - Smt. Pragnabeh Gajjar, Chief Co-ordinator, Arya Kanya Vidyalaya Trust
 - Dr. Ranjanaben Majithia, Principal, Arya Kanya Gurukul
 - Smt. Rammaben Popal, Vice-Principal, Shri Santokba Vidya Sanikul
 - Ms. Anjithien Bhatt, Head of Ashram Division.
- D4. The aforesaid committee meeting should be held by 30th June each year. The list of beneficiaries should be prepared as per proforma by considering all the factors along with desire of the donors and sent the same to the Chairman Shri Dhirendrabhai Mehta / Trustee Smt. Medhaviniben Mehta & Chairperson of the Managing Committee Smt. Jahniben Mehta for approval or obtain their consent.
- D5. Details of Scholarship to be sent immediately to the beneficiaries and Scholarship Donors upon approval / consent from the Trustees.
- D6. Scholarship Criteria will be as follows :
 - It is desirable to give scholarship to the talented student whose family having annual income of Rs. 36,000/- without discrimination of caste, creed & religion.
 - It is not advisable to give Scholarship to financially backward family student who is neither talented nor eager to study.
 - Parents who desire to obtain Scholarship should give application in writing to Arya Kanya Vidyalaya Trust before 15th June with reference of two social workers along with certified copy of annual income & copy of marksheet of the last academic year.
- D7. Evaluation of the marks received by Scholarship beneficiaries should be done on declaration of examination results & report should be submitted to the Trustees, Hon. Secretary & also to the Donors. ■

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.
10. Annual plantation drives would be conducted in the College campus.

Financial-Assistance Policy

- GMC has earmarked ₹ 01 lakh in its current year budget towards reimbursement of amount spent on attending various National faculty development programmes, seminars, symposia, workshops, conferences and for membership fees for professional bodies.
- The financial support is available to attend or participate in seminars, workshops, conferences, training programmes both in online and offline mode, in India and also to pay membership fees of professional bodies.
- The financial support covers reimbursement of the registration fee to encourage faculty development.
- The faculty members should have completed at least one year of service in order to be eligible to seek financial support to attend or participate in the faculty development programmes at state level.
- Faculty members who are permanent will be eligible to seek financial assistance to attend or participate in national or international programmes.
- Only 20% of the faculty in a department can avail of this facility in a year.
- Faculty members are provided funding on rotation basis.
- Financial support to attend International conferences or development programmes is limited to one programme once in four years by a faculty.

Research Policy

- 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>

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.

Digital English Language Laboratory (DELL) Policy

- Only those students who have registered for language courses can enter DELL lab.
- Due permission should be taken from the Coordinator to use DELL.
- Playing games and misuse of Dell Computer Systems is strictly prohibited.
- All technical issues regarding use of Computer systems should be directly addressed to the Lab. Coordinator.
- Avoid unnecessary use of electricity.
- All students, before leaving the lab, should shut-down the Computer Systems carefully and arrange the chairs properly.
- If any student goes against the rules of the Lab. strict action would be taken against that concerned student.
- Students are not permitted to take any food items and drinks to/in the lab.
- Students are not allowed to use their own CD, DVD or pen drive in the Lab.

Library Policy

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.

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/-

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 Vidyalaya 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.

Computer-Laboratory Policy

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 incharge.
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.

Strategy Development and Deployment



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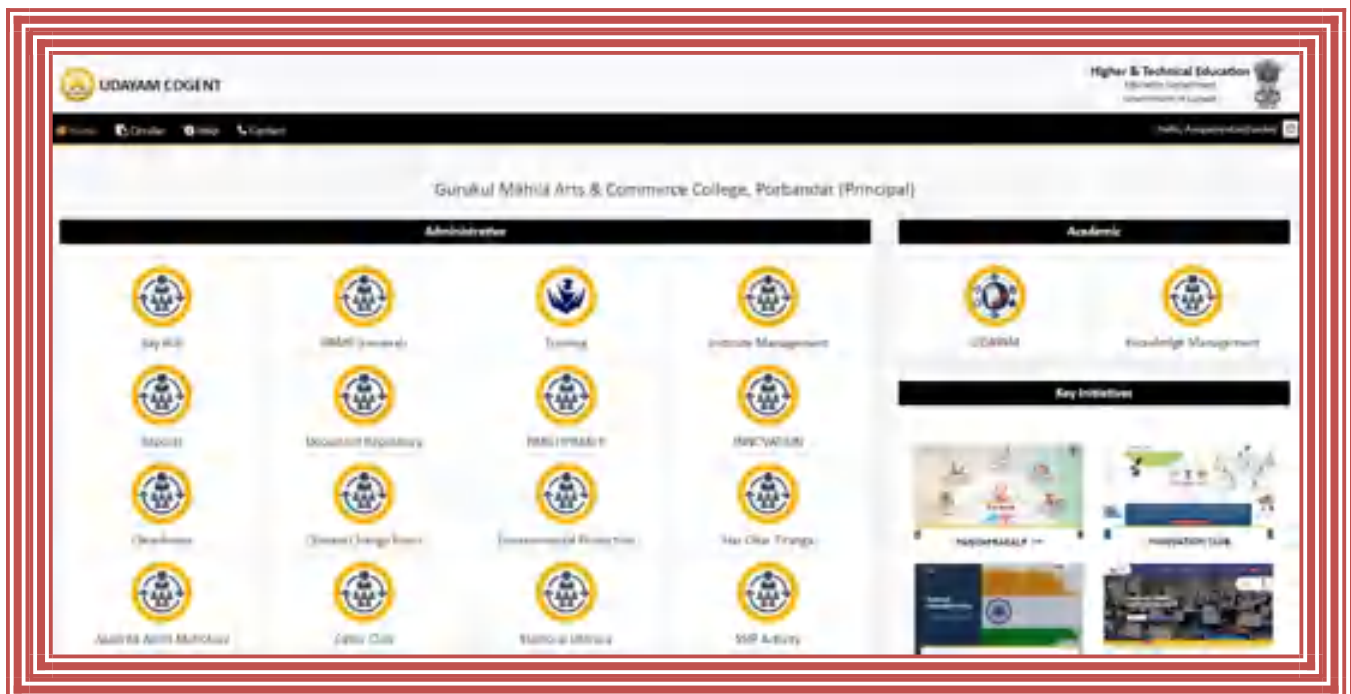
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➤ **Planning and Development:**

1. **Online official communications regarding planning and development is realized through e-mails, MIS modules, and whatsapp messages chat groups.**
2. **Proposals for infrastructural development, R & D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organisations including state government and sanctions are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally through net-banking and other online modes.**
3. **Various MIS modules are an integral part of the data and information transfer process between the College and the higher education department. Monthly MIS for Commissioner of Higher Education (CHE) Salary submission in suggested format is carried out through <https://registration.gujgov.edu.in/db.jsp> portal.**



4. **The following main organisational assignments are carried out online:**
 - a) **Working with Bhakta Kavi Narsinh Mehta University's web-based MIS modules**
 - b) **Communication through e-mails with CHE - <https://www.rascheguj.in/> , Government of Gujarat and Knowledge Consortium of Gujarat - KCG- <https://kcg.gujarat.gov.in/> ,**

Government of Gujarat, UGC, Government of India etc -
<https://www.ugc.gov.in/> .

- c) **Disclosure of information on GMC web-page**
 - d) **LMS for Central Library et al.**
 - e) **ERP for College Administration, Accounting etc.**
5. **Proper training for working on different user interfaces is organised by College from time to time. Apart from maintaining online MIS & other data formats up-to-date and keeping hardware and software inventory of College up-to-date & accurate, new proposals for conduction of online courses and development of IT based infrastructure is also initiated by the College.**
6. **A number of Official GMC-WhatsApp Chat Groups has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform.**



➤ Administration

The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as-

- **Management of e-service books (ER Sheets) of employees**

- Supervision of various scholarship schemes, Maintenance & disclosure of comprehensive information on its web-page - <https://gurukulmahilacollege.com/blog/>
- Development of ICT based infrastructure in the College
- Wi-Fi campus
- Fully computerised office and academic departments
- Conduction of seminars/workshops/trainings on digital literacy
- Management of e-resources in central library & departmental libraries
- Availability & monitoring of GTPL internet connection
- Issuance of salary/GPF e-slips, Disbursement of GPF part-final/advance payments
- Salary payment to employees through net-banking (CHE)
- Management of College web-site (<https://gurukulmahilacollege.com/>)
- Cashless transactions & payments.

➤ **Finance and Accounts**

• As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at College level:

- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes
- All kind of payments including salaries to staff-members
- Disbursement of salary slips & accounting of GPF
- Conduction of ERP awareness programs for Teaching & Admin staff
- Management of College accounts and many such functions as required.
- All the accounts are being maintained in nationalized banks with maintenance of proper ledger at College level.

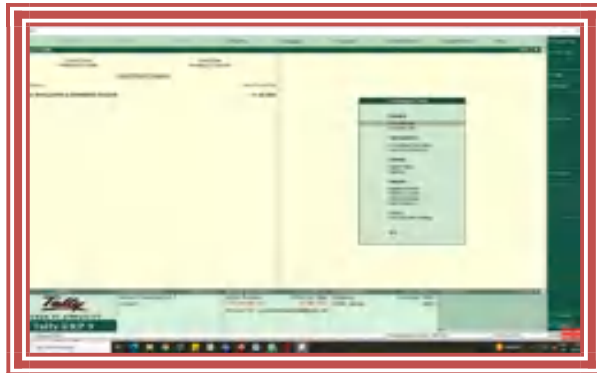
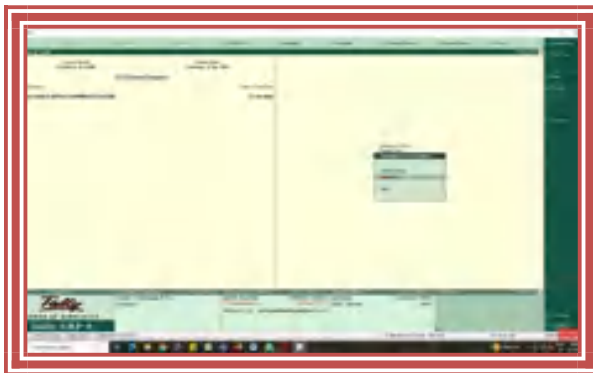
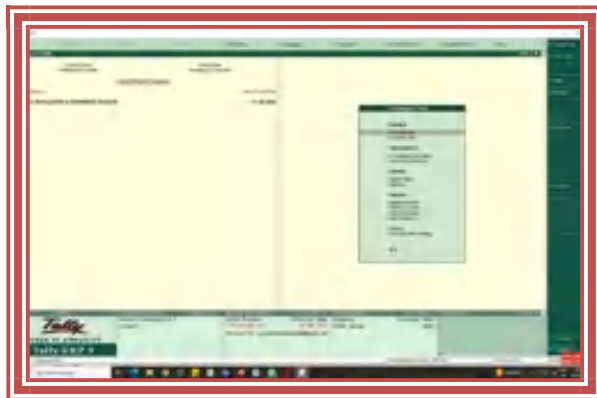
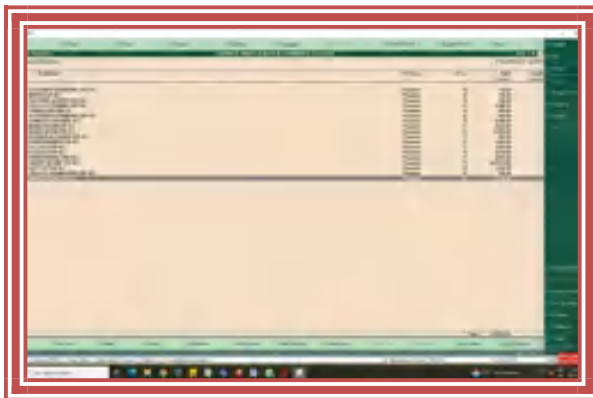
➤ **Students' Admission and Support**

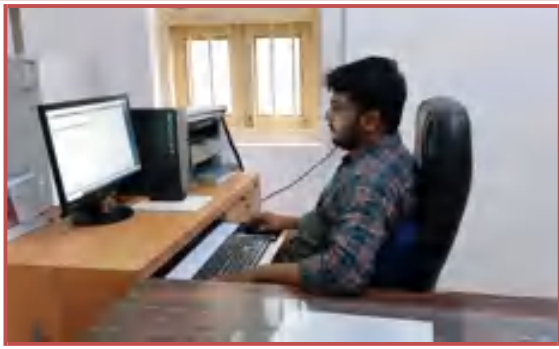
- **Entry level admission to B.A., B.Com., M.A., M.Com., classes is realized through an online process and it is managed & regulated by the affiliating University through its web-portals (<https://www.bknmu.edu.in/>) since 2017-18.**
- **Online admission and academic support activities include the following:**
 - **Conduction of computer awareness/digital literacy and Skill-based Courses for students**
 - **Hybrid Teaching through ICT**
 - **Maintenance of students' attendance**

➤ **Examination System**

- **The College administration is committed to abide by the affiliating University's automated examination portal based on features of e-governance for bringing reliability & efficiency in the system and eventually to improve the quality of education.**

➤ **Screen Shots of User Interfaces:**






5.3.3 Implementation of approved in project activities

1. Administrative, 2. Research and Research, 3. Students Admission and Support, 4. Evaluation

Area of implementation	Name of the Vendor with contact details	Year of implementation
Administrative	Shri. N. K. Patel Shri. K. K. Patel Shri. M. K. Patel	2012
Financial and Accounts	Shri. M. K. Patel Shri. M. K. Patel	2012
Student Admission and Support	Shri. M. K. Patel Shri. M. K. Patel Shri. M. K. Patel	2012
Evaluation	Shri. M. K. Patel Shri. M. K. Patel Shri. M. K. Patel	2012



GURUKUL MAHILA ARTS AND COMMERCE COLLEGE
LIST OF COMMITTEES: 2023-24

SL. NO.	NAME OF THE COMMITTEE	NAME OF THE PROFESSOR/SECTION OFFICER INCHARGE
1	ADMISSION/	1. SHRI DEVEN KARANJIYA
	ENROLLMENT/	2. MS. BEENA DATTANI
	SCHOLARSHIP/SC-ST-CELL	3. MS. ASHA MOKARIYA
		4. MS. NIMISHA PANDIT
2	GEET-SANGEET-NRUTYA DHARA/ PRAYER/CULTURAL	1. PROF. ROHINIBA B. JADEJA
		2. DR. KETKI N. PANDYA
		3. Dr SHANTI MODHVADIYA
		4. MS. AMEE PADIYAR
		5. MS. ADITI DAVE
3	NATYA DHARA/ GANDHI EXAM/NCC	1. DR. KETKI N. PANDYA-C-ND
		2. DR. SHARMISHTHA B. PATEL (ANO)-NCC
		3. DR. ILU GAMIT (NCC)
		4. MS. ADITI DAVE -ND
		5. MS. PARUL POPAT-ND
4	SARJANATMAK ABHIVAYTI/ SEMINAR/RESEARCH	1. DR. SHANTI K. MODHVADIYA
		2. DR. SHARMISTHA PATEL
		3. DR. RAJENDRA CHAUDHARI
		4. MS. KIRAN ODEDRA
		5. MS. ARCHANA MODHVADIYA
5	NSS/SAMUDAYIK SEVA DHARA	1. DR. NAYAN D. TANK (ADVISOR)
		2. DR. RAJENDRA CHAUDHARI (PO)
		3. DR. KETKI N PANDYA (PO)
		4. DR. BHARTSINH DODIYA (SSD)
		5. MS. RUPAL BHARAKHDA (SSSD)
6	KHELKUD, VYAYAM ANE YOG DHARA	1. PROF. SHOBHANA P. VALA
		2. SHRI RAJU MODHVADIYA
		3. MS. SHEFALI KAJAL
7	RANG-KALA KAUSHALYA DHARA	1. DR. JAYESH A. BHATT
		2. ARVIND RAVALIYA
8	CCDC/CCPC/UDISHA	1. DR. JAYESH A. BHATT
		2. DR. NAYAN D. TANK
		3. SHRI ARVIND V. RAVALIYA
9	GRIEVANCE REDRESSAL CELL/ WOMEN'S CELL/ ANTI-RAGGING CELL	1. DR. ROHINIBA B. JADEJA
		2. DR. KETKI N. PANDYA
		3. SHRI ARVIND RAVALIYA
10	EXAMINATION (INTERNAL + EXTERNAL)	1. ALL HODs
11	GYAN DHARA/ LIBRARY/ BOOK-BANK	1. DR. SHARMISHTHA B. PATEL
	PRESS/PUBLICATIONS	2. DR. SHANTI K. MODHWADIYA

		3. CHHAYA KIDIYA
		4. MS. DIPTI SUCHAK
		5. SHRI DHAVAL RAJYAGURU
12	NAAC-IQAC/AQAR/KCG-AA A/UGC	1. PROF. ROHINIBA B. JADEJA
		2. DR. KETKI N PANDYA
		3. DR. NAYAN D. TANK
		4. SHRI DEVEN KARANJIYA
		5. SHRI MEET LAKHANI
		6. MS. BEENA DATTANI
13	PARENTS & ALUMNI MEET MEET	1. PROF. ROHINIBA B. JADEJA (PARENTS)
		2. PROF. SHOBHANA P. VALA (ALUMNI)
14	MENTOR-MENTEE MONITORING - STUDENTS' COUNCIL	1. DR. SHARMISTHA PATEL
		2. PROF. ROHINIBA JADEJA
		3. MS. NIMISHA PANDIT
15	TIME-TABLE & ATTENDANCE	1. DR. ROHINIBA JADEJA (ARTS: CONVENOR)
		2. DR. KETKI N PANDYA (ARTS)
		3. DR. BHARATSINH DODIYA (COMMERCE: CONVENOR)
16	RESULT ANALYSIS	SHRI DEVEN K. + ALL HODs
17	DISCIPLINE COMMITTEE/ECO CLUB/HEALTH CENTRE	1. DR. SHOBHANA VALA
		2. DR. BHARATSINH DODIYA
		3. SHRI SHUBHAM SAMANI
		4. DR. ILU GAMIT
18	ANNUAL PROGRAMME/PRIZE- DISTRIBUTION	1. PROF. ROHINIBA B. JADEJA
		2. DR. KETKI N. PANDYA
		3. PROF. SHOBHANA P. VALA
		4. DR. SHANTI MODHVADIYA
		5. DR. BHARATSINH DODIYA
		6. DR. ILU GAMIT
		7. MS. NIMISHA PANDIT

Teachers' Code of Conduct

Being the cadres of Gujarat Higher Education service, the teachers of this college should follow the code of conduct laid down in Gujarat government service rules

([https://gad.gujarat.gov.in/Personnel/images/pdf/GSC_Conduct Rules-1971- Eng.pdf](https://gad.gujarat.gov.in/Personnel/images/pdf/GSC_Conduct_Rules-1971-Eng.pdf)). But they are also subject 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:

- 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.
- 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.
- 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

- 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.
- 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 workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- The teacher will have to carry out the institution's educational responsibilities such as conducting admissions, examinations 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:

- Teachers must maintain ethical behaviour in professional practice by accurately representing certifications and other qualifications.
- 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.

- Private tuitions must be avoided.
- 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:

- Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- Teachers should refrain from responding to unnecessary political motivations.
- 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.
- There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the institution.
- Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.