

# 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



RAIRATNA SHETH SHRI NANJIBHAI KALIDAS MEHTA

## ARYA KANYA VIDYALAYA TRUST PORBANDAR

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

### GUIDELINES FOR DISTRIBUTION OF SCHOLARSHIP

01. To prepare the list of Scholarship Donors.
02. To prepare the information of beneficiaries if chosen by the Donors.
03. Following Committee will process the Scholarship Distributions :
  - Shri Sureshbhai Kothari, Hon. Secretary, Arya Kanya Vidyalaya Trust
  - Smt. Pragnaben Gajjar, Chief Co-ordinator, Arya Kanya Vidyalaya Trust
  - Dr. Ranjanaben Majithia, Principal, Arya Kanya Gurukul
  - Smt. Ramaben Popat, Vice-Principal, Shri Santokpa Vidya Sankul
  - Ms. Aartiben Bhatt, Head of Aashram Division.
04. 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. Juhiben Mehta for approval or obtain their consent.
05. Details of Scholarship to be sent immediately to the beneficiaries and Scholarship Donors upon approval / consent from the Trustees.
06. 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 leaders along with certified copy of annual income & copy of marksheet of the last academic year.
07. 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. ■

ARSNAGAR  
PRINCIPAL  
Gurukul Mahila Arts & Commerce College  
PORBANDAR



## 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.



# Policy for Teachers to attend Seminars and Conferences



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## I. Preamble

- Gurukul Mahila College (GMC) is committed to provide a range of inter-disciplinary and multi-disciplinary courses for women to meet the changing socio-economic needs through the development and application of knowledge. To achieve this purpose, Gurukul Mahila College focuses on offering a variety of teaching-learning methodologies and thereby equip the teachers for quality research.
- As such, the teaching learning process has undergone a significant change in recent years and GMC values the importance of up gradation of academic knowledge and research quality of its faculty members so as to make the learning outcomes more fruitful. GMC policy on financial support to teaching faculty to attend conferences/workshops and for payment of membership fees of professional bodies delivers a set of guidelines for availing reimbursement and is applicable to all the full-time permanent faculty members teaching at both UG and PG.

## II. Scope

- The financial support to attend Conferences/Workshops and towards Membership Fee of Professional Bodies will be applicable to all the permanent and contractual faculty members of Gurukul Mahila Arts and Commerce College, Porbandar. Teachers who have completed at least one year of service will be eligible to seek financial support to attend or participate in the faculty development programmes at state level.

## III. Policy Guidelines

- 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.
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- 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.

#### IV. Procedure

- Applications should be sent to the Principal duly signed by the HOD at least seven days in advance with respect to national level programmes. The faculty should ensure that the teaching responsibilities are not affected.
- The RDC would scrutinise the need and relevance to attend the programme.
- The teacher should submit a report of the Conference attended within a week's time.
- Bills, tickets etc. should be submitted for reimbursement purpose within a week.
- Faculty members should also submit a report of conference attended, photographs and certificates received.
- Any award received should also be communicated with relevant certificates.

#### V. Felicitation by GMC

- A faculty member receiving an award for presenting research paper in conferences will be felicitated by the College.



**FINANCIAL ASSISTANCE APPLICATION**

Name of the Scheme: \_\_\_\_\_

Associations: \_\_\_\_\_

1. Name & Address of the Association: \_\_\_\_\_  
\_\_\_\_\_

Phone number \_\_\_\_\_  
E mail \_\_\_\_\_

2. Name, Designation of the Contact Person: \_\_\_\_\_  
Phone number \_\_\_\_\_  
E mail \_\_\_\_\_

3. Application is for (Please tick your option),  
(A) Seminar \_\_\_\_\_  
(B) Workshop \_\_\_\_\_  
(C) Symposium \_\_\_\_\_

4. Status of the Association (Please tick your option)  
(A) National Level \_\_\_\_\_  
(B) State Level \_\_\_\_\_  
(C) District/ Local level/Regional \_\_\_\_\_

5. Number of years since the Association is in operation: \_\_\_\_\_

6. Registration No. \_\_\_\_\_ Date: \_\_\_\_\_

I hereby declare that the information furnished is true to the best of my knowledge and belief.

(Signature & Name of Office Bearer with seal)  
Date: \_\_\_\_\_

# Policy Document

## Green Campus



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# MENTAL HEALTH GUIDELINES

2025-26



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# Institutional Guidelines

## 1. Confidential Support:

Every student has the right to seek help without fear. All interactions with counsellors, wellness team members, or designated staff will remain strictly confidential. Information will only be shared with authorised persons when it is necessary to protect the safety and well-being of the student.

## 2. Accessibility of Help:

To ensure easy access, helpline numbers, email addresses, and contact details of counsellors and wellness team members will be displayed on college notice boards, hostel corridors, classrooms, and the official website. Students will also receive this information during orientation and through digital communication.

## 3. Immediate Response to Distress:

If any student exhibits warning signs of emotional distress, self-harm, or any other risk behaviour, the matter will be reported immediately to the College Wellness Team (CWT). The team will act without delay, providing first-level support and, if required, referring the student to professional services.

## 4. Wellness Activities:

The college will organise regular wellness initiatives such as yoga sessions, meditation, art therapy, music workshops, stress-relief programmes, and open discussions. These activities are aimed at promoting mental well-being, reducing academic pressure, and creating a healthy campus culture.

## 5. Safe and Supportive Campus:

The college is committed to maintaining a safe environment for all students. Premises will be monitored regularly to identify and reduce unsafe or isolated areas such as hostel terraces, balconies, dark corridors, and unused spaces. Measures will be taken to ensure that students feel safe and cared for at all times.

## 6. Parental and Community Linkages:

Parents and guardians will be sensitised during meetings about the importance of supporting their children emotionally and academically. The college will encourage open communication between families, faculty, and wellness staff. Community partnerships will also be fostered to strengthen the support network available to students.

## 7. Review and Monitoring:

The College Wellness Team will conduct a detailed review at the end of every semester to assess the effectiveness of the support system. Records of interventions, helpline usage, and wellness programmes will be carefully monitored. Feedback from students, parents, and staff will be considered to improve policies and practices.

## સંસ્થાગત માર્ગદર્શિકા

### 1. ગોપનીય સહાય:

દરેક વિદ્યાર્થીને કોઈ ભય કે સંકોચ વિના મદદ માગવાનો અધિકાર છે. કાઉન્સેલર, વેલનેસ ટીમના સભ્યો કે નિયુક્ત સ્ટાફ સાથે થયેલી તમામ વાતચીત ગોપનીય રહેશે. વિદ્યાર્થીની સુરક્ષા અને સુખાકારી માટે જરૂરી હોય ત્યારે જ આ માહિતી અધિકૃત વ્યક્તિઓ સાથે વહેંચવામાં આવશે.

### 2. સહાયની સુલભતા:

હેલ્પલાઈન નંબરો, ઈ-મેઈલ સરનામાંઓ અને કાઉન્સેલર તથા વેલનેસ ટીમના સભ્યોના સંપર્ક વિગત કોલેજની નોટિસ બોર્ડ પર તથા કોલેજની સત્તાવાર વેબસાઈટ પર ઉપલબ્ધ રહેશે. નવા વિદ્યાર્થીઓને ઓરિએન્ટેશન વખતે આ માહિતી આપવામાં આવશે તથા ડિજિટલ માધ્યમ દ્વારા પણ પહોંચાડવામાં આવશે.

### 3. તાત્કાલિક પ્રતિસાદ:

જો કોઈ વિદ્યાર્થી ભાવનાત્મક તણાવ, સ્વહાનિ અથવા જોખમી વર્તનની ચેતવણી આપતો જોવા મળે, તો આ બાબત તરત જ કોલેજ વેલનેસ ટીમ (CWT) સુધી પહોંચાડવી પડશે. ટીમ તરત પગલાં લેશે, પ્રથમ સ્તરની સહાય પૂરી પાડશે અને જરૂરી હોય તો વ્યાવસાયિક સેવા તરફ મોકલશે.

### 4. વેલનેસ પ્રવૃત્તિઓ:

કોલેજ નિયમિત યોગ સત્રો, ધ્યાન, કલા થેરાપી, સંગીત વર્કશોપ, તણાવ-નિયંત્રણ કાર્યક્રમો અને ખુલ્લી ચર્ચાઓ જેવી પ્રવૃત્તિઓનું આયોજન કરશે. આ પ્રવૃત્તિઓનો હેતુ વિદ્યાર્થીઓમાં માનસિક આરોગ્યનું સંવર્ધન કરવો, અભ્યાસનું દબાણ ઓછું કરવું અને સ્વસ્થ કેમ્પસ સંસ્કૃતિ ઊભી કરવી છે.

### 5. સુરક્ષિત અને સહાયક કેમ્પસ:

કોલેજ તમામ વિદ્યાર્થીઓ માટે સુરક્ષિત વાતાવરણ જાળવવા પ્રતિબદ્ધ છે. પરિસરનું નિયમિત નિરીક્ષણ કરવામાં આવશે જેથી બિનઉપયોગી જગ્યાઓ જેવા અસુરક્ષિત વિસ્તારોથી જોખમ ઘટાડવામાં આવે. દરેક સમયે વિદ્યાર્થીઓને સુરક્ષિત અને સંભાળવામાં આવે તેવી વ્યવસ્થા કરવામાં આવશે.

### 6. પારિવારિક અને સમુદાય જોડાણ:

માતા-પિતાને તથા વાલીગણને બેઠક દરમ્યાન પોતાના સંતાનોને લાગણીશીલ અને શૈક્ષણિક રીતે સહાય કરવાના મહત્વ વિશે જાગૃત કરવામાં આવશે. કોલેજ પરિવાર, શિક્ષક અને વેલનેસ સ્ટાફ વચ્ચે ખુલ્લો સંવાદ પ્રોત્સાહિત કરશે. વિદ્યાર્થીઓને વધુ મજબૂત સપોર્ટ સિસ્ટમ મળે તે માટે સમુદાય સાથે ભાગીદારી પણ વિકસાવવામાં આવશે.

### 7. સમીક્ષા અને મોનીટરીંગ:

કોલેજ વેલનેસ ટીમ દર સેમેસ્ટરના અંતે સહાય પ્રણાલીનું મૂલ્યાંકન કરશે. હસ્તક્ષેપ, હેલ્પલાઈન ઉપયોગ અને વેલનેસ કાર્યક્રમોની નોંધ કાળજીપૂર્વક રાખવામાં આવશે. વિદ્યાર્થીઓ, માતા-પિતા અને સ્ટાફ પાસેથી મળેલી પ્રતિસાદના આધારે નીતિઓ અને પ્રયાઓમાં સુધારા કરવામાં આવશે.