



6.2

Strategy Development and Deployment

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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6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan, etc.

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QLM

Introduction:-

The Organogram of the College embodies the organizational structure of the institution. It shows the relationship among departments, heads, teaching, and non-teaching staff etc.

1. The top-to-bottom status of different units. The main purpose of an organogram is to distribute responsibility/workload equally and effectively among the employees. 1. Governing Body: - It consists of management executives. This body is responsible for the overall growth of the institution including building, college surroundings, expansion, modernization, renovation, etc. This Governing body executes the decisions through the principal.
2. Principal: - At the institutional level, the principal as the head of administration acts as a bridge between the Management and staff. The principal executes all major decisions taken by the governing body. As an academic head, the Principal finalizes the schedule of all academic activities. The principal serves under the Governing Council and adheres to all rules and regulations. Both teaching and non-teaching staff work under her. She is the chairman of all administrative committees.
3. IQAC is functioning as the advisory body for various policy matters, structures, and documentation as mandated by the statutory authorities.
4. Committees: - The Principal constitutes various committees for the smooth administration of the institution. Through these committees, all curricular and extracurricular activities are planned and incorporated into the academic calendar for further execution.
5. Parent-Teacher and Alumni Association: - These two bodies are associated with the institution to help and suggest adopting various measures for the holistic development of the learners. Regular feedback from these bodies helps the head of the institution to frame various policies for the progress of the institution.
6. Teaching and Non-Teaching Staff: - Recruitment of teaching and non-teaching staff is done as per the directives of the management. A code of conduct is issued to these staff and the same is implemented. Workload, duty hours, placement, etc. are followed as per norms. The performance appraisal report is taken from all the departments for better performance and institutional growth. The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies. "Students" are the main focus of the Institution. Hence, the Management has adopted a "student-centric approach" in teaching-learning process.

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The Management has taken the following efforts to bring all-round development of students and ensure their success:

1. Academic Planning and Implementation
2. Teaching-Learning Processes
3. Infrastructure & best amenities with well-equipped laboratories
4. ERP-based Administration
5. Library resources
6. Research, Collaboration and Extension Activities are promoted.
7. Transparent grievance mechanism
8. Continuous Internal assessment
9. Skill enhancement and career guidance activities.
10. Regular Campus placement

One such broad area in which the Institution's Perspective and Strategic Plan has been successfully implemented is that of Teaching, Learning and Research. This has been achieved through the deployment of Action Plan for the following initiatives:

Faculty Development and Student development programs.

- Introduction of innovative Add-on/Certificate Courses.
- MOUs are signed with Industrial & social sectors for training, development, and placements.
- Emphasis on using the ICT tools for making teaching and learning effective.

Conferences and Seminars are organized by various departments to give an exposure to both faculty and students to the latest global trends in academics, industry, sciences and environment.

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Online Accessible Work

1. Online Admission Process: The college has implemented an online admission process, which makes it easier for students to apply for courses and pay fees online. This has not only reduced the administrative workload but also made the admission process faster and more transparent .

<https://www.scholarserp.com/Account/Inquiry?ins=NGFmNjQ1MmUtMzY5OC00NDk2LTk4ZTYtZGQwYjhiNzA4YzczNzg3OA==&br=NzdhNjEyNjQtZWZjMy00ZmQ5LTkwMDUtMzc0ODBjMmQxY2ExNzg3OA==&session=2024>

The screenshot shows a web browser window with the URL [scholarserp.com/Account/Inquiry?ins=NGFmNjQ1MmUtMzY5OC00NDk2LTk4ZTYtZGQwYjhiNzA4YzczNzg3...](https://www.scholarserp.com/Account/Inquiry?ins=NGFmNjQ1MmUtMzY5OC00NDk2LTk4ZTYtZGQwYjhiNzA4YzczNzg3OA==&br=NzdhNjEyNjQtZWZjMy00ZmQ5LTkwMDUtMzc0ODBjMmQxY2ExNzg3OA==&session=2024) The form is titled "Student Information" and contains the following fields:

Branch CAREER MAHAVIDYALAYA	Student Name *	Father's Name *
Mobile No. *	Gender *	Enquiry for Class *
State Select State	Select Gender	Select Class
Area/Village	District *	Locality/Tehsil
How came to know about us Select	Pin	Previous School Name
Remark *	Email	Is Hostel Required ? No
		Is Transport Required ? No

A "Save" button is located at the bottom center of the form.

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ONLINE ADMISSION FORM

<https://www.scholarserp.com/Reg/Terms?ins=NGFmNjQ1MmUtMzY5OC00NDk2LTk4ZTYtZGQwYjhiNzA4YzcyZzNzgzOA==&br=NzdhNjEyNjQtZWZjMy00ZmQ5LTkwMDUtMzc0ODBjMmQxY2ExNzgzOA==&session=2024>

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Durana, Mandawa Road, Jhunjhunu (Raj.) 333041
Mobile : 7230011656, 9414741811 | E-mail : careerscijjn@gmail.com | Website : www.careercollegeijn.com

Student's Detail

Student Photo* No file chosen

Father's Photo No file chosen

Mother's Photo No file chosen

Student's Name*

Date of Birth (In Words)

Nationality

Category

Examination Board

Class in which admission is sought*

Age As On 31st March of the year

Mother Tongue

Email for communication*

Languages Studied in previous class

Session*

Child's Aadhar No.

Religion

Class last Attended

Date of Birth

Gender*

Caste

School last Attended

Third language preference: Sanskrit/French (Applicable for students of Class VI to VIII)
(Subject to change as per Government policy)

Second language preference: Sanskrit/French/Hindi (Applicable for students of Class IX and X)

Residential Address

City Pin Code Mobile Number For SMS/Communications*

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Psychological, medical or other consent/leave (if any)

Permanent Education Number (PEN) Family Type Joint Family Nuclear Family Marital Status of Parents Reference

Mother's Detail

Mother's Name * Author No. PAN No. Educational Qualification

Occupation Organization Name Position Held Nature of Self-Employment

Annual Income

Office Address

City Pin Code Email Phone

Mobile Copy Residence Address

Residential Address

City Pin Code

Father's Detail

Father's Name * Author No. PAN No. Educational Qualification

Occupation Organization Name Position Held Nature of Self-Employment

Annual Income

Residential Address

City Pin Code

Quartern's Detail (Not to fill with the parents)

Quartern's Name Author No. Relationship With Student

Occupation Email Phone No. Mobile

Residential Address

City Pin Code

Details of Taking part courses with school

Name	Class	Section	Admission No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Submission

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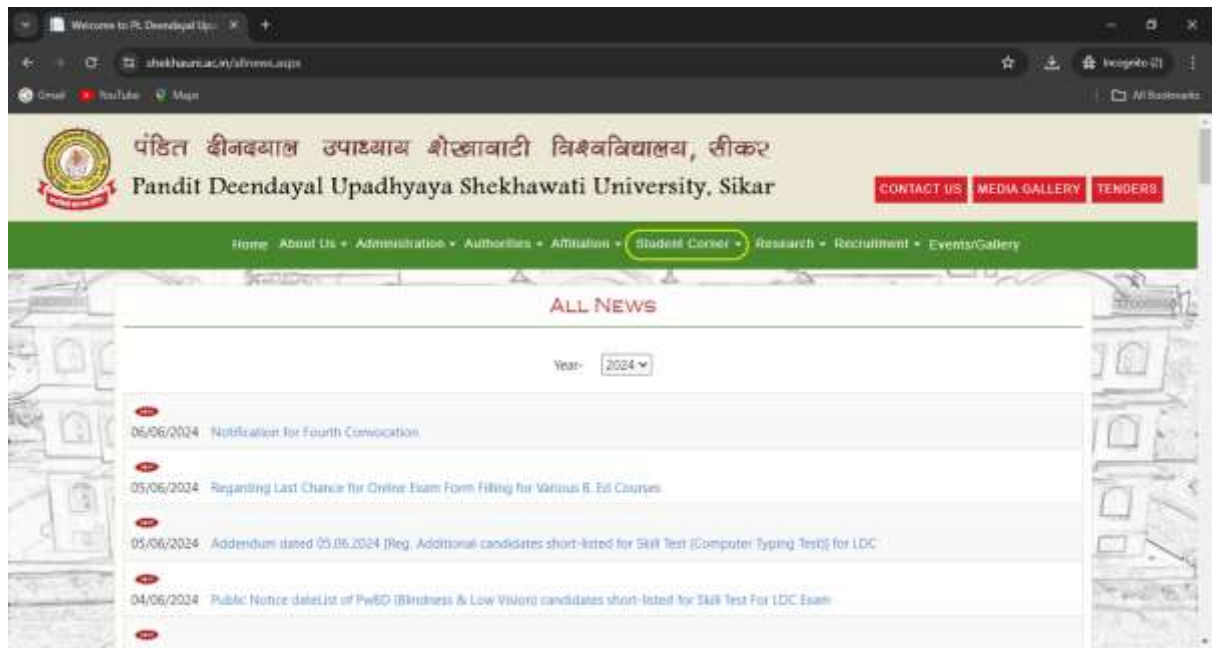
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Online Examination System:


CAREER MAHAVIDYALAYA is using the online examination system provided by PDUSU Sikar, which has made the examination process more efficient and transparent. The system allows the uploading of practical examination marks and sharing of the list of on roll students their attendance sheet and all exam related documents quickly and accurately uploaded and shared with the PDUSU Sikar which ensures prompt communication between the University and the college. All the notices related to examination also received through the official Website of Pandit Deendayal Upadhyay Shekhawati University of Sikar.

Examination form of Pandit Deendayal Upadhyay Shekhawati University




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The screenshot shows the homepage of Pandit Deendayal Upadhyaya Shekhawati University, Sikar (Raj.). The header features the university's logo and name in Hindi and English. Below the header, there are two main sections: 'Important Link' and 'Online Panel'. The 'Important Link' section lists several links for form filling and revaluation. The 'Online Panel' section lists links for Student Panel, College Login, and Theory/Practical Marks Entry.

The screenshot shows the 'College Login' page of the university website. The page has a header with the university's name and logo. Below the header, there is a login form with three input fields: 'College Code', 'User Name', and 'Password'. A 'Login' button is located below the password field.

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Welcome to PL Deendayal Upadhyaya Shekhawati University

पंडित दीनदयाल उपाध्याय शेखावादी विश्वविद्यालय, सीकर (राज.)
PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI UNIVERSITY, SIKAR (RAJ.)

Technical Helpline : +91 7398532208 , +91 8960032208 Timing : 10.00AM - 6.00PM (on working days)

College Name : CAREER MAHAVIDYALAYA DURANA MANDAWA ROAD, JHUNJHUNU

Total Student Count : 236 | Total Verified Student : 190 | Total Pending Student : 46

S.No.	COURSE TYPE	YEAR PART	VERIFIED	PENDING	TOTAL STUDENT
1	UNDER GRADUATE	B.SC PART-I	33	0	33
2	UNDER GRADUATE	B.SC PART-II	44	2	47
3	UNDER GRADUATE	B.SC SEMESTER-I	54	1	55
4	UNDER GRADUATE	B.SC SEMESTER-II	2	43	45
5	POST GRADUATE	M.A/M.SC (H) (H) MATHEMATICS	7	0	7
6	POST GRADUATE	M.A/M.SC (PREVIOUS) MATHEMATICS	5	0	5
7	POST GRADUATE	M.SC (H) (H) CHEMISTRY	4	0	4
8	POST GRADUATE	M.SC (H) (H) ZOOLOGY	18	0	18
9	POST GRADUATE	M.SC (H) (H) PHYSICS	3	0	3
10	POST GRADUATE	M.SC (PREVIOUS) ZOOLOGY	8	0	8
11	POST GRADUATE	M.SC (PREVIOUS) PHYSICS	5	0	5

Welcome to PL Deendayal Upadhyaya Shekhawati University

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PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI UNIVERSITY, SIKAR (RAJ.)

महत्वपूर्ण सूचना :- जिन छात्र छात्राओं का LL.B के परिणाम सम्बन्धी कोई शिकायत है वह छात्र 20 नवंबर 2023 तक

RESULT > EXAMINATION RESULT - 2022-23

COURSE NAME	RESULT DECLARATION DATE	REVAL RESULT DECLARATION DATE	SUPP RESULT DECLARATION DATE	SPECIAL RESULT DECLARATION DATE	CHECK RESULT	SUPP. CHECK RESULT	SPECIAL CHECK RESULT
BED-MED-III/VI/MED-III/VI	19-05-2023				CLICK HERE	-	-
B.COM/NER.COM/IND.B.COM/IBD	17-06-2023	21-09-2023			CLICK HERE	-	-
B.SC/IBD	06-07-2023	05-10-2023			CLICK HERE	-	-
B.A/IBD	11-07-2023	10-10-2023			CLICK HERE	-	-

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ERP PROCEEDING

Dashboard

- Total Student: 203
- Student Attendance: 0%
- Staff Attendance: 0%
- Student Birthday: 2
- Staff Birthday: 0
- Fee Reminder: 0

Fee Summary

Graph showing fee trends over time.

Student Search

[SR]/Student Name	Father/Mother Name	Mobile	Class- Sec.[DOA]	DOB.[Gender]	House/ [Dis. Sch.] Ins.Mode	Address	Action
[487] VARDHA (K)	JAGDESH PRASAD GANWA VIMALA DEVI	8350581024	BSC-I+A [18-12-2022]	08-09-2004 (Female)	Default	GHORBARA RIHUND JHUNJHUNU	Fee-Deposit Set Discount Create Deposit Refund
[488] SOMU KUMAR	SHISHU PAL SINGH KAUSHIKIYA DEVI	8949060005	BSC-P ZOOLOGY-A [15-12-2022]	10-12-2001 (Female)	Default	CHANDRAPURA TOLIASAR JHUNJHUNU	Fee-Deposit Set Discount Create Deposit Refund
[489] RUCHIKA KUMARI	AMAR SINGH SUMAN DEVI	887435667	BSC-P ZOOLOGY-A [14-12-2022]	01-05-2001 (Female)	Default	SHYOPURA PO TETRA JHUNJHUNU	Fee-Deposit Set Discount Create Deposit Refund
[484] RICHAK	VUENDRA SANTRALA	7742541139	BSC-P ZOOLOGY-A [13-11-2022]	22-05-2003 (Female)	Default	DURANAPURA ABUSAR JHUNJHUNU	Fee-Deposit Set Discount Create Deposit Refund

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scholarwep.com/FeeDeposit/FeeReceipt/15626247-3036-4915-4d8f-463298558a7branchid=77a61264-4b31-44b5-9005-37486c2a1ca1

Scholars CAREER MAHAVIDYALAYA [Durana, Mandawa Road, Jhunjhunu (Raj.) 333041] 2022-2023 DLIP

Fee Deposit (2022-2023)

Student Name : **SOMU KUMARI** SRNo : **498** DOB : **13-12-2001**
 Father's Name : **SHSHUPAL SINGH** Class : **MSC P ZOOLDDGT A** DDA : **15-11-2022**
 Mother's Name : **KAUSHIKLYA DEVI** Roll No. : Mobile : **9349965063** [Deactivate Mob. Login](#)

Total Fees : 28500 Total Dis. : Net Fee : 28500 Total Deposit : 28500 Adj. Dis. : Total Due : 0

S.No	Fee Head Name	Total Fee	Received Fee	Adjust Others	Payable Amount	Other Amount
1	ADMISSION FEE	500	500	0	0	0
2	TUITION FEE	28000	28000	0	0	0
Total		28500	28500	0	0	0

Receipt Date: 08/06/2024 Installment Date: 01-Jul-2022 Receipt No: 475 Ref.No: Total Deposit: Balance Amt: Payment Mode: Cash Institute Bank A/c: Cheque No: Cheque Date: Bank Name: Remark:

scholarwep.com/CustomReport/ShowRecords

Scholars CAREER MAHAVIDYALAYA [Durana, Mandawa Road, Jhunjhunu (Raj.) 333041] 2022-2023 DLIP

Student Custom Report

[Print](#) [Excel Report](#) [Close](#)

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Custom Report (2022-2023)

S.No	SR No	Student Name	Father's Name	Class	Section
1	454	ADDESH KUMAR	SALUJI KUMAR	BSC-I	A
2	444	ADITHA	INDIRA AISHWARYA MAHA	BSC-I	A
3	468	ALJAY	NAMSHAKOOP SINGH	BSC-I	A
4	443	ALJAY KUMAR	MAHESH KUMAR	BSC-I	A
5	447	AKASH POONIA	SANJEEV POONIA	BSC-I	A
6	437	AKSHAT MOGA	JAGDISH CHAND MOGA	BSC-I	A
7	409	ALOM	JAGDISH	BSC-I	A
8	438	AMAN	SUNE SHARMA	BSC-I	A
9	442	ANOOB KUMAR	ANOOB KUMAR	BSC-I	A

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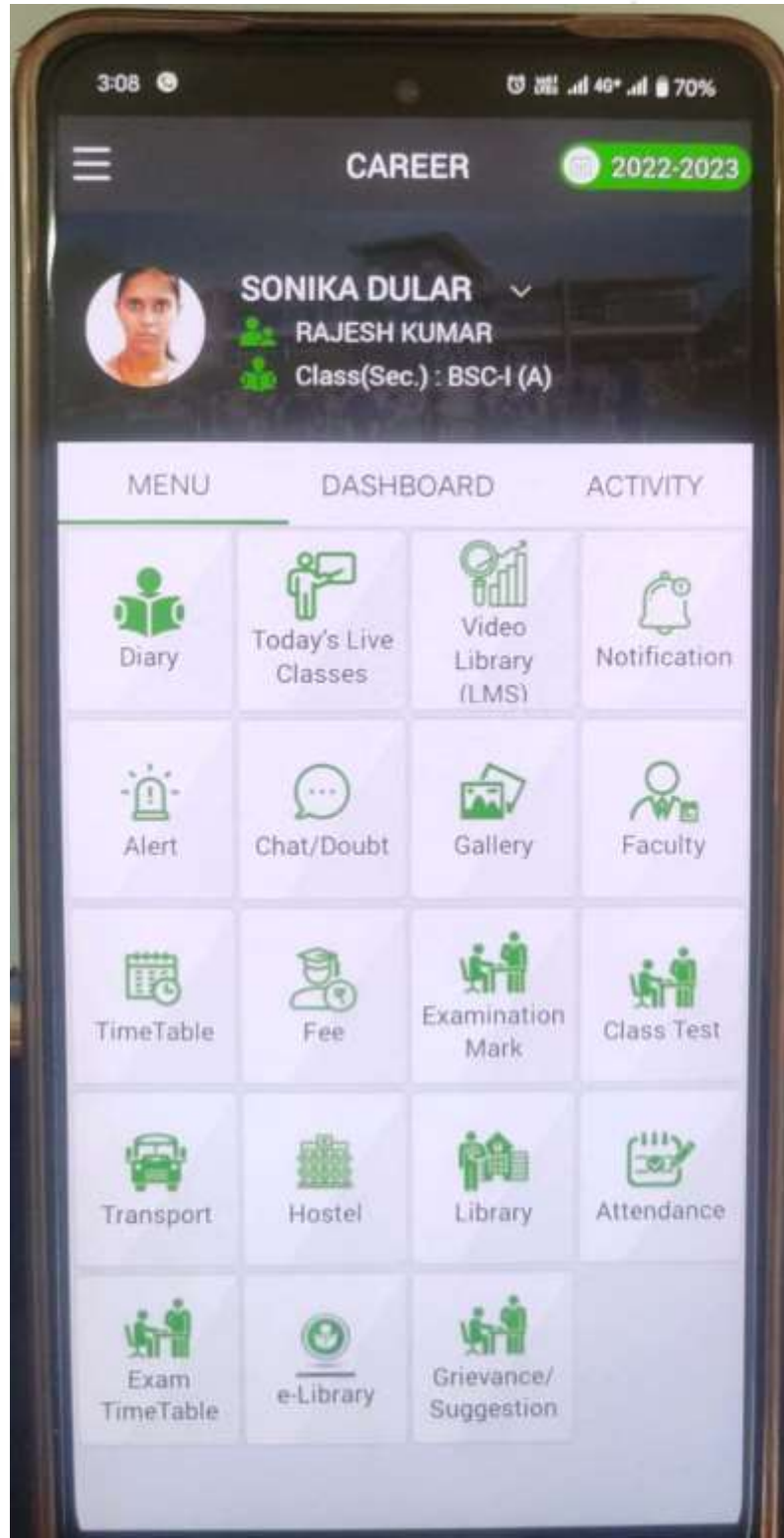
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E-Library

DelPlus

DelPlus

MAIN MENU

Back Help

Career Mahavidyalaya

Press F1 for Help.

Acquisition

Cataloguing

OPAC

Circulation

Article Indexing

Serial Control

System Administration

Article Entry, Search and Indexing

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Activate Windows
Go to Settings to activate Windows.

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HUMAN RESOURCE POLICIES SERVICE RULES & APPOINTMENTS

HUMAN RESOURCE PLANNING

- The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- She will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- She will consider appointing a Professor to be the Head of every discipline, besides the number of associate Professors and Assistant Professors required in accordance with the teacher student ratio.
- The minimum Working hours during the week for each category shall be maintained as follows:
 - a. Principal 6
 - b. Professors 14
 - c. Associate Professors 16-18
 - d. Assistant Professors 18-20

The Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- Advertisement published in the Newspapers.
- Campus recruitment
- The committee shall shortlist the candidates in the following processes:
 - Personal Interviews
 - Class room demonstrations
- The committee shall finalize the shortlisted candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who will in turn Interview the candidates and decide on the appointment.
- An Offer of appointment shall be released by the Principal/Chairman.

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ORIENTATION

- Every teacher appointed in the College shall be given a brief introduction about the college by the Principal on the day of his/her joining.
- The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- She will also take him/her on a tour to the campus, explaining him/her the various codes of conduct to be observed in availing the facilities in the College.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc. by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

HIERARCHY


- The College will have the following positions of hierarchy in the teaching departments:
 - a. Principal
 - b. Professors
 - c. Associate Professors and
 - d. Assistant Professors
- In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendants.
- The College Office will have the following positions of hierarchy in the administrative department.
 - a. Administrative Officer
 - b. Accountant, PA to The Secretary, Clerical Assistants
 - c. Office Assistants.

YEARLY INCREMENTS

Staff Members are eligible to the increments prescribed at the end of 12 months of service in the Institution. Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management


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APPOINTMENT AND RECRUITMENT POLICY

The Career Mahavidyalaya has an orderly process for recruiting and appointing faculty. It offers faculty appointments on the basis of educational qualifications, experience, teaching ability, scholarship, and personal and professional integrity. Each academic year, projected faculty needs are established and communicated by the College Principal.

Career Mahavidyalaya is an Equal Employment Opportunity institution, and as such, encourages applications from all qualified candidates, regardless of race, colour, religion, sex, sexual orientation, sexual identity, gender, gender expression, or gender identity, age, national origin, ancestry, citizenship, disability, gender related status, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other protected characteristic as established by law.

General Guidelines

The recruitment process begins after approval for the faculty position has been obtained. The Principal of the college is premised on the following assumptions:

1. The Appointing Authority shall be the Chairman of the College.
2. Hiring decisions should reflect student needs, College and academic program development, and fiscal responsibility.
3. The process should be completed in an expeditious manner.
4. Confidentiality is essential at all phases of the search process and after the search is completed.
5. The first appointment in the case of regular faculty shall be on the scale / pay range with a probationary period of one year.
6. At the time of joining on probation, the faculty member shall undergo a one week's induction program conducted by the institution.
7. The Performance of all new regular faculty members shall be reviewed at six-month intervals during the period of probation, and those found not suitable shall be terminated either during the probation period or at the end of probation.
8. On satisfactory completion of probation as assessed and decided by the management, the staff member shall be regularized.
9. The frequency of formal performance review for regular faculty shall be once 3 months.
10. All newly appointed faculty are required to submit a joining letter at the time of joining, and will have to submit his/her original certificates of age and qualifications to the college office for verification and return.

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11. A faculty member who acquires a doctoral degree, while serving the college shall be considered for three increments from the date on which the Provisional Degree Certificate of his/her higher degree is submitted to the college office.

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CADRE	QUALIFICATION	EXPERIENCE
Assistant Professor	For Sciences , M.Sc & NET, SET/ SLET /Ph.D .	0 to 3 Years
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline	Minimum of 8 years of experience in Teaching/research/ industry of which 2 years post PhD experience is desirable.
Professor	Same as that of Associate Professor. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching /research / industrial experience of which at least 5 years should be at the level of Associate Professor. Or Minimum of 13 years of experience in teaching and/ or Research and/or Research and /or Industry. In case of research experience, good academic record and books/research paper publications/Intellectual Property Rights (IPR)/patents record shall be required as deemed fit by the expert members of the Selection committee.

Note.

1. The experience mentioned should be after acquiring the basic academic qualification for the respective post.
2. The minimum academic qualifications to all posts shall be as per the UGC norms.
3. All degrees i.e. Bachelors, Masters and Doctoral shall be from a College recognized by UGC. Candidates shall present an equivalence certificate from Association of Indian Universities (AIU)/ AICTE/ UGC for any degree which is not recognized by UGC.

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Manpower Planning:

Manpower planning has to be carried out every year in the month of May. This has to be done by considering the faculty workloads in each department. The workload for the faculty as per UGC norm in which direct teaching learning contact hours is as follows:

- Assistant Professor – 16 hours
- Associate Professor/Professor – 14 hours

A relaxation of two hours in the workload may, however, be given to Professors/HODs who are actively involved in administration and extension activities.

A minimum of 6 hours per week may have to be allotted to a teacher who is actively involved in research. The teaching learning process include direct contact hours of the prescribed period as above and is the bounden responsibility of the faculty to guide the students for seminar project/Mini-project and other co-curricular activities as per the direction of the Principal.

1. The laboratory works are divided among the two faculty members for 20 students in a batch.
2. No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on contract basis for that period, based on need.

Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

Identifying and Interviewing Candidates

1. The applicable search committee, in consultation with the applicable College Principal, will evaluate applicants and determine those who will be invited for an interview.
2. References and background checks will be completed for all candidates selected for a formal interview.
3. As appropriate, candidates for faculty appointments will be asked to teach, demonstrate clinical procedures, etc.
4. During the interview process, the candidate will be notified that any job offer is contingent upon successful completion of background and reference checks, as well as verification and approval of academic or alternative qualification credentials. Moreover, notice of the availability of the Lynn College annual security report will be provided to the interviewee if the position was advertised.

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Final Decision Making and Hiring

1. After all the final candidates are interviewed and evaluated, the HR will meet to make recommendations to the Principal of the college.
2. The Principal will share these recommendations with the Secretary of **NEW RAJASTHAN PUBLIC SHIKSHAN SANSTHAN JHUNJHUNU**.
3. The Principal will negotiate the final salary and other job-related issues with the candidate.
4. The College Principal, and Secretary of **NEW RAJASTHAN PUBLIC SHIKSHAN SANSTHAN JHUNJHUNU** will receive copies of the signed contract.


LEAVE POLICY

General Rules

1. All Staff members are required to do punching for attendance Mondays to Saturdays, unless otherwise specified.
2. In respect of those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.
3. For all kinds leave are to be applied and submitted to the Principal through the Head of the Department.
4. Leave shall be availed only with the prior approval of the concerned Department Head except in unavoidable circumstances like sickness, unforeseen need or emergencies.
5. Where prior clearance could not be availed due to unforeseen circumstances, leave application shall be submitted at the earliest on resuming duty.
6. Before proceeding on leave, faculty members are required to arrange their work schedule for the period of leave in consultation with the HOD / Principal.
7. All leave application forms duly recommended by the concerned Dept. Head / Authority shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.
8. Absence on days of Strike or special holidays declared by government from time to time shall be treated as leave, and a leave application shall be submitted by concerned staff.
9. The Approving Authority for all leave shall be the Principal.
10. Any un-availed eligible leave during a calendar year cannot be carried over to the subsequent year.
11. Processing and administration of leave shall be as per procedure laid down by the Management


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12. The days of absence without written approval and / or days of approved leave in excess of permitted and available leave will be treated as leave on loss of pay.
13. Salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of day's loss of pay leave taken during the month. For this purpose, total salary shall include all allowances, if any, paid on a monthly basis as part of the salary.
14. Any absence not supported with an approved leave application form and / or note recommended by the HOD will be treated as unauthorized leave and salary deduction will be effected for such days.

Teaching and Non- Teaching staff

1. As per the norms minimum 240 working and 180 teaching days are required. In view of this, leave rules are being framed as given below.
2. No leave shall be claimed as a matter of right by an employee. The Principal / Management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Principal for approval.
3. The academic year starts from 1st July of a calendar year to the 30th June of next calendar year.
4. No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.
5. Leave accounts shall be maintained for each employee by the Principal Office status

Kinds of Leaves Admissible To Faculty Staff Casual Leave

1. Casual Leave is intended to meet urgent, personal requirements / circumstances.
2. Maximum of 12 days during a year at the rate of 1 per month.
3. Application for leave is ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of Principal.



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Block Leave/ Vacation Leave

1. For faculty members joining during a calendar year block leave shall be calculated proportionately for that year.
2. Block leave has to be availed during the months of May/June as decided / directed by the Principal/Principal.
3. Block leave not availed during the months of May / June of that year shall lapse, unless specifically approved by the Principal / Principal for availing later in that year.
4. Block Leave cannot be combined with other leave.

Medical/Sick Leave

1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave will not be permissible. However, the Competent Authority will examine the seriousness of incidence and his/her decision will be final.
2. Five (05) days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital, Medical leave if not availed will be accumulated for three years up to the max. Of 15 (Fifteen). Therefore, the number of medical leaves accumulated, at a given point of time, will not exceed 15 (Fifteen).
3. The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.
4. Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.


Maternity Leave

All regular female teaching staff is eligible for maternity benefit subject to the following conditions:

She should have satisfactorily completed one year probationary period and also completed one year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any, taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.


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1. Maternity benefit is applicable to female employees only for their first and second delivery.
2. Maternity benefit shall be limited to a maximum of 180 (one eighty) days.
3. Leave for Maternity shall not commence earlier than 15 days prior to delivery (childbirth) /miscarriage.
4. Maternity benefit (equal to 90 days salary) shall be paid one month after the employee rejoins duty after her delivery / miscarriage.
5. Maternity benefits shall not be applicable for abortion.
6. Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.
7. Leave taken for Maternity purposes cannot be combined with study leave/duty leave/ blockleave etc.

OD/ DL


1. OD – Official Duty: An employee who has gone for official work, assigned by the Principal /Principal in the interest of College will be treated as on official duty.
2. DL- Duty Leave may be granted to the Teaching Faculty for:
 - ❖ Attending one conference / seminar / workshop in an academic year.
 - ❖ Delivering lectures at other Colleges or Universities on invitation.
 - ❖ Ph.D. dissertation of other Universities/ institutions.
3. Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The forwarding authority shall ensure alternative arrangements made before forwarding the application for such purposes

Other Leave / Holidays

1. All public holidays, and Sundays are holidays for all faculty members.
2. Holidays declared by the Government (with the clause, for all educational institutions including professional colleges) will be holidays for both the students and the faculty.
3. However, skeleton services would be provided by the non-teaching staff in the college office except on Sundays.
4. Hartals, restricted holidays, district holidays etc. will not be working days for the faculty members and it will be compensated later.
5. Conduct of classes on hartals, restricted holidays etc. will be decided by the management on a case-by-case basis based on attendance.
6. Absence on days of hartal or special holidays declared by the government from time to time shall be treated as leave, and an online leave application shall be submitted by concerned faculty member.
7. The compensatory working day in lieu of hartal or strike will be at the discretion of the management.


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8. In special circumstances, the management reserves the right to convert a holiday into a workingday.

Special Cases Late Attendance:

Late Attendance

If the total duration of late punch in a month, it will be treated as half-day casual leave and if it exceeds 3 ½ hours it will be treated as full days" leave. However, the number of late punch-in and early punch- out will be limited to a total of 5 per month for this calculation. Beyond five instances in a month each late punch-in or early punch- out will be treated as half-day/one-day leave as the case may be. If CL is not available, it will be treated as LOP.

Forgot to punch

In cases of „Forgot to punch“, the staff member is required to submit the hard copy of the request, giving reasons, if any, and recommended by the HOD, to the Principal on the very next workingday and his decision shall be final. Such instances shall not be repeated unless there was official duty or circumstances that caused it. This can be availed only once in an academic year. All other cases will be considered as leave.

Compensatory Off


1. Compensatory Off can be availed of by staff members against duty performed on a holiday.
2. Compensatory Off will not be granted for any external duty for which extra remuneration ispaid.
3. No Compensatory Off shall be granted for normal extra work done in SWES, as it is part ofone's duty.
4. In cases of special classes on a holiday, half day Compensatory Off can be availed of against aminimum of 3 hours duty, and 1 day off against a minimum of 5 hours duty.
5. Compensatory Off shall be taken within one month of extra duty.

RESIGNATION

1. Staffs members are expected to give advance notice of 3 months/ 3 months" pay in lieu of noticein case of resignation, so that alternatives can be arranged without disruption to academic activities.
2. Staff members should desist from leaving the job while the semester is in progress.
3. The management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.
4. Staff members, who wish to get relieved of their duties, are required to get the No-Dues Form signed by the HODs and other authorities mentioned therein, before they are issued the Relieving Order.


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GENERAL RULES

Exit Policy

1. The age of superannuation for the teaching, technical and non-teaching staff is as per the Rajasthan Government norm.
2. If the management desires, in case of shortage of expertise, a faculty member beyond the superannuation age, can be reappointed on contract basis for a period of one year or more at the discretion of management.
3. SWES Management has the right to terminate the service of a staff member by giving notice of 3 months / 3 months" pay in lieu of notice if his/ her performance / conduct are not satisfactory.

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Perspective Plan 2018 – 19 to 2022 – 23



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COLLEGE AT A GLANCE

The CAREER MAHAVIDYALAYA, Science College, Durana Jhunjhunu Rajasthan was established in academic year 2015-16 and is affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar. The college sprawls in its own building enjoying beautiful natural settings and scenic campus. The college offers full-fledged degree courses in various faculties Science. The college has earned name and fame for its academic excellence, punctuality, high standard of discipline and administration, progressive outlook and urge to serve the society. The college has well-equipped laboratories in every faculty and an enriched library with a variety of reference books, journals, magazines and newspapers.

Apart from various curricular activities, the college provides facilities for extra-curricular activities like Student Council, Earn and Learn Scheme, Personality development programmes, Competitive Examination Cell, and Forum activities in every faculty. Our team is a blend of young and enthusiastic staff regularly contributing to social and cultural activities along with their academic work.

During the last five years, the college has shown substantial progress in terms of better facilities. The college has good ambience helping in the overall development of students. The management gives overwhelming support for the development of the college.

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Introduction to the Perspective Plan-2018-19 to 2022-23

The perspective plan (2018 -19 to 2022-23) of Career Mahavidyalaya Science is prepared after taking inputs from the College Development Committee (CDC) of the college and also the expectations of the management about the college.

In the preparation of the perspective plan, the college has taken initiatives to include inputs from all stakeholders viz. the management, principal, the faculty, the administrative staff, students, the alumni association of the college, the parents also taken into the consideration for the formulation of the perspective plan, we have considered stakeholder's expectations, management's quality policies, goals, objectives and the vision and the mission statements of our college.

Vision :

- To empower students from rural areas through quality higher education and to imbibe human values in them.

Mission :

- To educate youth through quality education for holistic development by imparting value based and skill based education to transform students into competent responsible citizens.

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PERSPECTIVE PLAN 2017-24

The overall perspective of Curricular Planning and Implementation:

- To provide academic flexibility
- To enhance students effective through field visit/ Project work/internships.
- To establish the feedback system on curriculum from all the stakeholders.

Teaching Learning and Evaluation:

- To promote the faculty to use ICT based teaching
- To conduct different programs for the slow learners as well as for the advanced learners.
- To initiate student centric teaching methods
- To introduce Mentor-mentee system.
- To scrutinize the suggestions given by students through suggestion box and take action accordingly.
- The feedback system for Evaluation of Teachers by Students.
- Academic Calendar to be given to students before starting academic year.

Research, Innovations and Extension:

- To promote research culture in the college.
- To organize state and national level seminars and workshops.
- To form MoUs / Collaborations/Linkages with different industries and institutes.
- To conduct students field projects and field visits.
- To conduct Extension activities like Extra-mural, Lifelong Learning etc.

Infrastructure and Learning Resources:

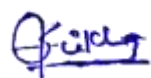
- To augment infrastructure facilities like ICT class rooms, laboratories and sports.
- To provide e-learning resources like N-list journals, e-books to students and teachers
- To digitalized the library.
- To increase number of computers with latest version.
- To install water purify system.
- To increase internet connectivity.
- To increase number of CCTV cameras.

Student Support and Progression:

- To conduct soft skill development program for students.
- To organize sports competitions.
- To strengthen the career counseling and competitive examination guidance center.
- To represent staff and students on various Committees for participation in decision-making i.e. Students' Council, Anti-ragging, Women Redressal Cell etc.


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Governance Leadership and Management:

- To establish Internal Quality Assurance Cell (IQAC).
- Vision and Mission of the college will be communicated to all the stake holders.
- Reimbursement of registration fee for all faculties to present research papers in conferences.
- The management and employees will work together for the betterment of the college.
- Every year comprehensive and effective performance appraisal of faculty and staff has been recorded through confidential reports.
- Constant follow up with the Government office for timely implementation of PF and Gratuity scheme.
- Financial freedom in the utilization of funds for the purpose for which they are allocated within the allocated budget.
- To motivate the faculty members to attend the faculty development program. Non-teaching staff will be encouraged to do training program.
- To conduct the external and internal audits regularly and periodically.

Institutional Values and Best Practices:

- To create green and clean campus.
- To conduct green audit and energy audit.
- To install LED lights, solar panels for energy conservation by reducing electricity consumption.
- To promote eco-friendly and plastic –free campus.
- To conduct social responsibility activities.
- To establish the system for waste management.


❖ Best Practices:

The college will continue the Best practices of-

- Clean and Green Campus
- Women's Empowerment in Rural Area.


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Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar (Raj.)

AFFILIATION LETTER



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर
Pandit Deendayal Upadhyaya Shekhawati University, Sikar
वेबसाइट: www.shekhawati.ac.in ई-मेल: reg.shekhawati@gmail.com दूरभाष नं.: 01572-232411

F: No.-2 () Affiliation-Acad./2022-23/15651

Date: 20/10/2022

To,

Principal,
Career Mahavidyalaya, Durana
Distt. Jhunjhunu (College Code -230)

Subject : Extension in Provisional Affiliation for the Session 2022-23.

Dear Sir/Madam,

With reference to your application for the purpose mentioned above. I am directed to inform you that Hon'ble Vice-Chancellor has been pleased to grant extension in provisional affiliation to your college for Academic Year 2022-23 in the following Course on the basis of NOC received from State Government.

Faculty	Subjects	No. of Seats
B.Sc. (Bio & Math Gp)	Chemistry, Physics, Maths, Botany, Zoology.	120
M.Sc.	Maths, Chemistry.	40 Per Subject.

Above extension is subject to fulfillment of all the conditions and norms prescribed by the UGC, State Government and the University. **If the prescribed norms are not fulfilled, the extension of provisional affiliation will be withdraw by this University.**

F: No.-2 () Affiliation-Acad./2022-23/15652-54

Copy forwarded for information and necessary action to :

1. The Commissioner, College Education, Shiksha Sankul, J.L.N. Marg, Govt. of Rajasthan Jaipur.
2. The Controller of Examination, Pandit Deendayal Upadhyaya Shekhawati University Sikar.
3. P.S. to V.C., Pandit Deendayal Upadhyaya Shekhawati University Sikar.
4. Guard File.


Registrar
Date: 20/10/2022


Dy. Registrar (Acad.)



IQAC HEAD
CAREER MAHAVIDYALAYA
DURANA, JHUNJHUNU (Raj.)





PRINCIPAL
DR. SHIKHA SAHAY
CAREER MAHAVIDYALAYA
DURANA, JHUNJHUNU (Raj.)

☎ 01592-297441, 7230011656, 9414741811

✉ careerscijjn@gmail.com

🌐 www.careercollegeijn.com

📍 Mandawa Road, DURANA, Jhunjhunu (Raj.) 333041

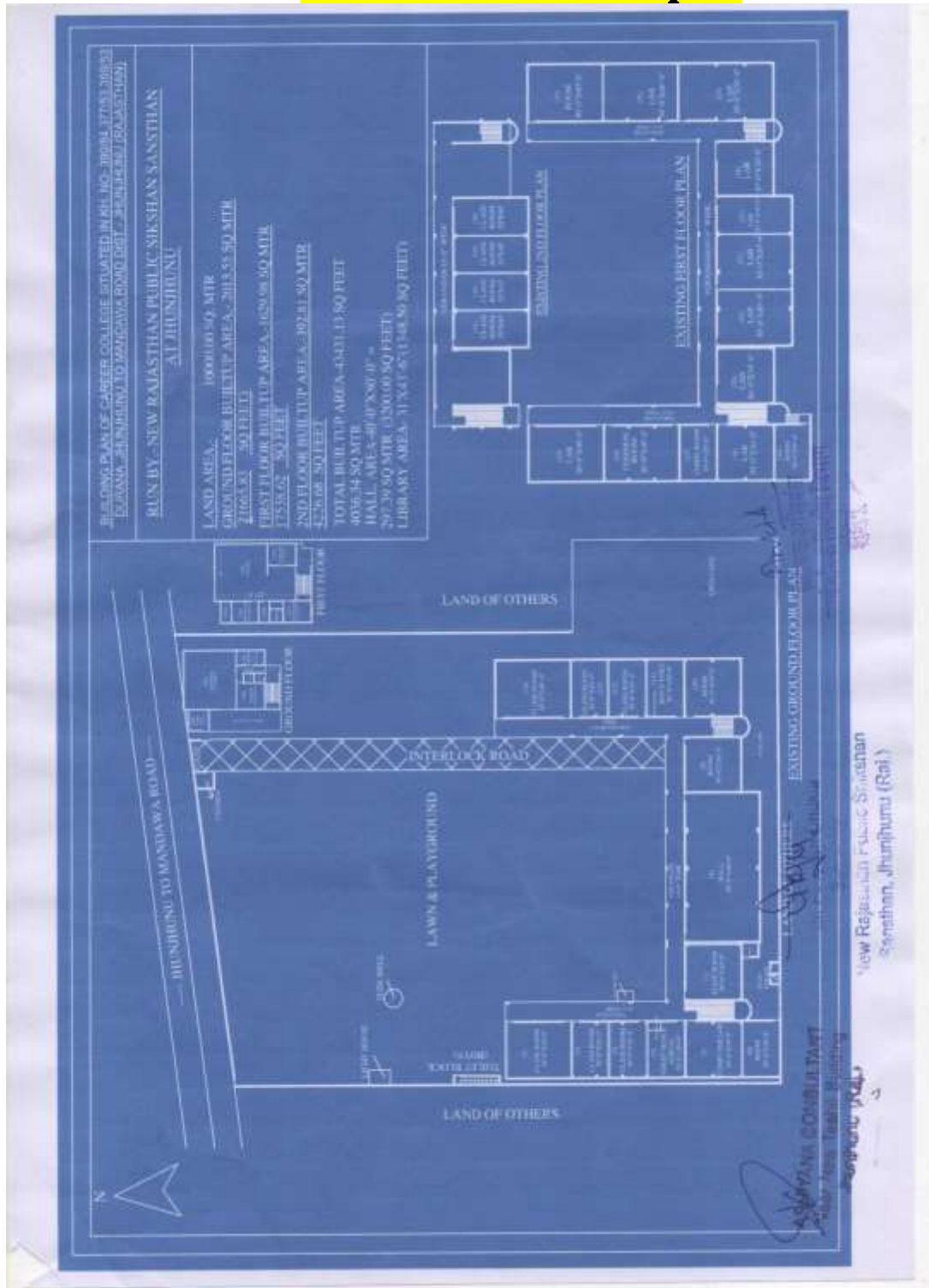




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Blue Print of Campus



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Shikha

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CAREER MAHAVIDYALAYA

Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar (Raj.)

CCTV Camera Bill

TIN No. 08511301250
 11 नो. एम.एस.डी. नं. 11
 Cash/Credit
 Ph. 01592-236672
 Mob. : 9667213370

Super Collections

Gandhi Chowk, Station Road, JHUNJHUNU - 333001 (Rajasthan)
 Service Center : Arya Niwas Modi Road, Jhunjhunu
 Deal In : Computer Hardware, Printers, AMC, Consumables & Stationery

M/s Career Mahavidyalaya
 Durana

Bill/Invoice No : ~~3780~~ Date 1-7-2024
 Delivered To :
 Bank Name - ORIENTAL BANK OF COMMERCE
 A/c No. - 06681131002503
 IFSC Code : ORBC0100668

S.No.	PARTICULERS	Qty.	Unit Price	Amount Rs.	P.
1.	16 Ch. NVR K-1	1	13500	13500	
2.	DOME camera 5.M.P.	8	5200	41,600	
3.	Bullet camera 5.M.P.	8	5500	44,000	
4.	Poe 8ch.	2	4000	8,000	
5.	4 T.B. HDD	1	8200	8,200	
6.	Wire cat 6	400m	30@	12000	
7.	Intallation			8000	
Sale.....% Vat.....% Sale.....% Vat.....%				Total	1,35,300
In Words				Round off	—
				G Total	1,35,300

Note:
 1. Interest @ 24% per annum will be charged if Payment is not made within 7 days.
 2. Warranty only mfg. defect, No warranty against burn-physical damage.
 3. All disputes subject to JHUNJHUNU jurisdiction only.
 4. You are request to check term & condition for warranty pre-purchase.
 Please note that this sale is warranty terms laid by our principals and we take no responsibility for any kind of omissions or error on their parts.

For: *Chetan*
 Super Collections

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CAREER MAHAVIDYALAYA

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Wi-Fi Bill



Bharat Sanchar Nigam Limited

Account No: 1029041417 Invoice No: NDCRJ2414448787

Invoice Date: 03/06/2024 Fixed Charged Period

01/05/2024 to 31/05/2024

Tariff Plan: Super_Star_Premium_Plus

Tax Invoice

Ms. PRINCIPAL CAREER MAHAVIDYALAYA

DURANA
DURANA-JHUNJHUNU RJ IN
JHUNJHUNU-JHUNJHUNU
333001333001
India

TELEPHONE NUMBER
01592297441

GSTIN

AMOUNT PAYABLE

₹ 1178.00

PAY NOW

DUE DATE

18-06-2024

24x7 Toll Free Helpline
Call or WhatsApp HI to
1800 4444

ACCOUNT SUMMARY Deposit Amount: 999.00

PREVIOUS BALANCE	PAYMENT RECEIVED	ADJUSTMENTS	CURRENT CHARGES	TOTAL DUE	AMOUNT PAYABLE
पिछला बिल (-)	भुगतान (+)	संशोधन (+)	वर्तमान शुल्क (-)	कुल शुल्क (-)	भुगतान के लिए
₹ 1378.06	₹ 1379.00	₹ 0.00	₹ 1178.82	₹ 1177.88	₹ 1178.00

Credit Limit : 3000.00

SUMMARY CHARGES

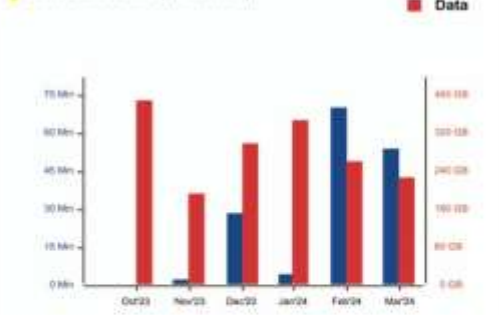
Current Charges	वर्तमान शुल्क	Amount ₹
Recurring Charges	पुनरावृत्ति शुल्क	999.00
One Time Charges	एक बार के शुल्क	0.00
Usage Charges	उपयोग शुल्क	0.00
Miscellaneous Charges	विविध शुल्क	0.00
Discount	छूट	0.00
Tax	कर	179.82
Total Current Charges	वर्तमान शुल्क	1178.82

Tax Details

Tax Type	Percentage	Amount	Taxable Value
CGST	9.00%	89.91	999.00
SGST/UTGST	9.00%	89.91	999.00

Amount in Words: Rupees One Thousand One Hundred Seventy Eight and Zero only

USAGE HISTORY (6 MONTHS)



Connect with us on WhatsApp
1800-4444
For FTTH broadband queries only
#BSPADS
#BSPRCS

Scan QR Code to make online Portal Payment

ARVIND KALER
For Billing related issues
01592-251126

Scan QR Code to make UPI Payment

Now you can pay your bill on WhatsApp, message HI to 1800 4444.

- PAYMENT SLIP -

BHARAT SANCHAR NIGAM LTD	Mode of Payment	Invoice No	NDCRJ2414448787
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque/DD <input type="checkbox"/> Credit/Debit Card	Cheque/DD No. _____ Dated _____ Bank _____ Branch _____	Invoice Date	03/06/2024
Please Charge Rs. _____ Signature _____		Account No	1029041417
		Phone No	01592297441
		Due Date	18-06-2024
		Amount Payable	₹ 1178.00

Please make crossed Cheque/DD/Pay Order for Amount Payable (Rounded Up) in favour of AO (Cash), BSNL, JHUNJHUNU. For Bank use only. Page 1 of 3

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