



# SMT. KAMLA DEVI GAURIDUTT MITTAL MAHILA MAHAVIDYALAYA

Sardarshahar - 331403 Distt. Churu (Raj.)

9461813058 [www.mgcsrdr.com](http://www.mgcsrdr.com) Email: [officekdgd@gmail.com](mailto:officekdgd@gmail.com) [mittal.mahavidyalaya](https://www.instagram.com/mittal.mahavidyalaya) [/mittal.mahaviyalaya](https://www.facebook.com/mittal.mahaviyalaya)

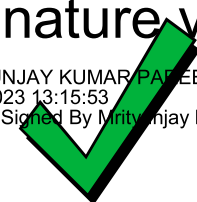
**6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective as visible from policies, administrative setup, appointment, service rules and procedures etc.**

## Index

1. Constitution Managing Committee
2. Code of Conduct For Students
3. Code of Conduct For Teachers
4. Affiliation Letter for PG Classes
5. Blue Print Of Campus
6. CCTV Camera Bill
7. WiFi Bill
8. Perspective Plan
9. Service Rules and Regulations

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# SMT. KAMLA DEVI GAURIDUTT MITTAL MAHILA MAHAVIDYALAYA

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## Constitution Managing Committee

CONSTITUTION MANAGING COMMITTEE OF SMT. KAMLADEVI GOURIDUTT  
MITTAL GIRLS COLLEGE , SARDAR SHAHR ( CHURU ) RAJ.  
( ESTABLISHED AND RUN BY MITTAL CHARITIES , BOMBAY )

1. NAME :- Smt. Kamladevi Gouridutt Mittal Girls College  
Managing Committee , Sardar Shahr . Churu

2. OBJECTS :-

- a. To look after and guide the affairs of the college run by Mittal Charities in name of Smt. Kamladevi Gouridutt Mittal Mahila Mahavidyalaya and to advise the Trustees from time to time about its smooth & efficient running .
- b. To arrange and to secure donations , grants and any other help from persons & institutions or govt. local/state/central & to advise the Trust about making use of them.
- c. To work for and obtain grant recurring/non-recurring grants from Rajasthan Government , Central Govt. University Grants Commission and or any other body cooperate of Government or otherwise and to advise its use in the best interest of the institutions .
- d. To work for the advancement and spread of education among the people in the neighbouring areas .
- e. To excite , promote , advance and advertise the general institutions of the Board of Trustees for the spread of education and to act upon them .
- f. To recommend to the Trustees for such courses subjects for further advancement of education and to take steps in such

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### 3. RULES AND REGULATIONS :-

1. The local Managing Committee will be nominated by the Board of Trustees every year and will consist of not less than five and not more than twenty members .
11. The members of the council will be taken from among the following :-
  - a) Capable local persons of the town/area .
  - b) Nominees of education deptt. govt of Rajasthan and the University of Raj/Ajmer.
  - c) Guardians/Parents of students .
  - d) Nominees of the Trust .
  - e) Members of the Trust .
  - f) A senior members of the teaching staff of the college elected by the staff members .

NOTE :- The principal of the college will be an ex-officio member of the Managing Committee .

#### MEMBERS OF THE MANAGING COMMITTEE :

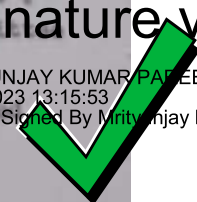
- a. One of the trustees or vice presidents will preside over the meeting of the managing committee . In their absence the managing committee will elect a person from among themselves to preside a meeting .
- b. The secretary of the committee will be appointed by the Trust .

### 4. RIGHTS OF THE MEMBERS & OFFICE BEARERS OF THE COMMITTEE :-

- a. The secretary will execute the instructions of the Trust and the committee . He will keep the record of the meetings of the committee . and will execute the decisions of the committee in consultation with the Trust .
- b. All moveable/immovable properties purchased or acquired thorough or on the advice of the committee will be the property of Mittal Charities , Bombay .

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2. To consider and act according to instructions received from the Trust on matters pertaining to service rules , leave allowance , any pay of the employees of the institutions under the Trust .
3. To frame, ammend or cancel rules and regulations for the recruitment, provident fund, leave and other matters and get them approved by the Trust .
4. To frame rules about fees and deposits payable by the students ammend or cancel any of them after the approval of the Trust .
5. To recommend to the Trust scholarship for higher students to the desiring candidates .
6. To prepare the income & expenditure account and submit it to the Trust within 3 months of the ending of the accounting year .
7. To recommend to the Trust new rules or changes or delation in the rules already inforce regarding the working of the managing committee .
8. To recommend measures to the Trust for the spread of education .
9. To look into the matters brought to the notice of the committee and to appoint special/adhoc committee of one or more members to deal with the matter . It will also select two member to work on the appointment committee of the col having power to fill in all posts above the rank of L.D.C. 's' .

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- c. The funds of the committee will be under the complete supervision and control of the Trust .
- d. The committee will work for one year i.e. from 1st July to 30th June , when it may be reconstituted .
- e. The Board of Trustees will have the power of remove any member from the committee if in its opinion such member has ceased to be usefull to the committee and the member will have no right to raise any objection against the decision . However, any member at any time can tender his resignation .
- f. The committee may meet as and when necessary. In case of emergency the meeting can be called at a short notice of 24 hours . Ordinary meetings will need a prior notice of at least 15 days .
- g. Five members present in the meeting will form the quorum . In the absence of such quorum the meeting will be postponed by 24 hours and meet at the time and place as given in the original notice, when quorum will not be necessary .
- h. The Managing Committee will have the following power :-
1. To advise the Trust on appointment, promotion, demotion, resignation and re-appointment of any employee of the institutions under the Trust except its head. It can draw the attention of the Trust to any lapses on the part of the employees of the college for such necessary action as the Trust in its discretion may deem fit and proper.

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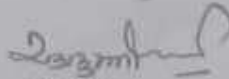


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10. President and Secretary or their deputies will be ex-officio members of the appointment committee and the senior most among them will be in the chair .
11. To do any other acts necessary to implement the instructions of the Trust for the proper working of the institutions.
12. The head of institution will place budget of the college for the ne t year before March for its approval .
13. Secretary will forward copies of the proceeding of all meetings of the committee to the Board of Trustees at Bombay as also to their local representative in the town within 4 days .
14. The local managing committee, the Secretary and the head of the institution will be bound to submit all papers, correspondence and books of the accounts for inspections when demanded by the representative of the Trust or the Board of Trustees Bombay .
15. In case of any misinterpretation or deference of opinion about any rules or regulations governing the local representative of the Trust , if still unresolved will be referred to the Board of Trustees. Bombay for decision .

  
प्राचार्य

श्रीमती कमलादेवी गोपीरत्न वित्तन प्रतिभा महाविद्यालय  
हरद्वारशहर (राजस्थान)

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## Code of Conduct For Students



Smt. Kamla Devi Gauridutt Mittal Mahila Mahavidyalaya  
Sardarshahar – 331403, Churu (Rajasthan)

Sponsored by Mittal Charities, Mumbai  
Approved by NCTE & DCE, Raj. Affiliated To M.G.S. University, Bikaner & Recognized by UGC (2F & 19B)

Tel. & Fax : 01564-230200

Web : www.mgcsrdr.com

Email : officekdgd@gmail.com

### Code of Conduct for Student

1. Students must be regular in attending classes, practical examinations, various important occasions and internal examinations. Any kind of negligence in the above mentioned matters will not be tolerated at any cost.
2. The student must maintain the decorum of the class and ensure not to enter or leave the class without the permission of the concerned lecturer.
3. Use of mobile phones during class hours is strictly prohibited and punishable.
4. Any malpractice (copying, impersonation, use of unfair means, exchange of answer sheets) during examinations will be punishable and considered as a severe offence.
5. The notices displayed on the notice board should be read carefully. Negligence of any kind will not be entertained.
6. Students should maintain the discipline of their class as well as the college during the absence of their concerned lecturer so that the surrounding classes are not disturbed.
7. Students should maintain a sense of respect and understanding for the staff members, fellow students etc. within the college campus as well as outside it. They should remember that they should not get involved in any such unfair practice which could harm their reputation as well as the renowned name of the institution too.
8. Student must come to the college in the specified uniform.
9. Students should wear and display their Identity Card at the gate when entering the College, and should always keep it safe inside the campus during the absence of the College. If asked to show the identity card by the college authorities, one should always politely show the identity card.
10. Students are not allowed to stand or walk on the verandahs, corridors or College during the term of the College.

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Mahila Mahavidyalaya  
Sardarshahar



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11. Students should not invite outsiders or friends from other institutions to the college.
12. It is the responsibility of the students to keep the college campus clean. Strict action would be taken against the student who is found spoiling the college property.
13. Students should maintain their personal hygiene and cleanliness.
14. Students should keep the library books clean and deposit them on time.
15. Mishandling and tampering with the computer system of the college is a punishable act.
16. The right to enter the Girls' Common Room is reserved for only girls.
17. No student will disturb the peace inside and outside the college premises.
18. Students shall not engage in sports or any recreational activity anywhere in the college campus, even in small groups, during lecture hours.
19. Ragging is a punishable offence. Ragging in any form is strictly prohibited in the college. Strict action would be taken against the students who are found involved in any kind of ragging activity.

  
Principal  
Smt. Kamla Devi Gauridutt Mittal  
Mahila Mahavidyalaya  
Sardarshahar

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## Code of Conduct For Teachers



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Sardarshahar – 331403, Churu (Rajasthan)

Sponsored by Mittal Charities, Mumbai  
Approved by NCTE & DCE, Raj. Affiliated To M.G.S. University, Bikaner & Recognized by UGC (2F & 12B)

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Email: officekdgd@gmail.com

### Code of Conduct for Teacher

Code of Conduct for Teachers in the Classroom and College Campus - Do's and Don'ts

1. Desirable responsible behavior among peers and the society.
2. The dignity of the profession must be maintained at any cost.
3. Continuous professional development should be done through study, research, attending seminars ,webinars etc.
4. Active participation in professional meetings, seminars, conferences etc. should be taken for the enhancement of knowledge.
5. Maintain active membership in professional associations, subscribe to academic journals and strive to improve education through them.
6. Dedication and sincerity towards work is essential.
7. To carry out the given responsibilities with complete dedication. To show enthusiasm in performing each and every task given by the college authorities whether it is related to University examinations or any other work related to the institution.
8. Participation in community service and extra-curricular activities.
9. Respect the right and dignity of the student in expressing her opinion.
10. Treat students fairly, regardless of their religion, caste, gender, political, economic, social and physical status.
11. To recognize the individual differences of students and treat them accordingly.

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Principal  
Smt. Kamla Devi Gauridutt Mittal  
Mahila Mahavidyalaya  
Sardarshahar



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12. Encourage the students to improve their overall personality and hence help in the development of the society .
13. To inculcate scientific, progressive and rational outlook and respect for manual labor and national ideals of democracy, patriotism and peace among the students.
14. To be humble and affectionate towards the students.
15. To focus on the complete development of the students.
16. To be ready to guide and help the students whenever it is needed by them.
17. To help the students in developing an understanding of our national culture and heritage.
18. To avoid inciting students against other students, colleagues or administration.
19. To maintain healthy relations with the colleagues and students.
20. To treat other teachers with respect and provide assistance for professional improvement.
21. To refrain from discrimination against fellow teachers on the basis of caste, creed, religion, race or gender.
22. Must have a humane, democratic and rational attitude towards other teachers.
23. As a teacher should do everything possible to resolve local tensions and disputes.
24. One should have faith in the unity of the institution.

Principal  
Smt. Kamla Devi Gauridutt Mittal  
Mahila Mahavidyalaya  
Sardarshahar

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## Affiliation Letter for PG Classes



महाराजा गंगा सिंह विश्वविद्यालय

MAHARAJA GANGA SINGH UNIVERSITY

राष्ट्रीय राजमार्ग सं. 15, जैसलमेर रोड, बीकानेर-334004 (राजस्थान) भारत  
NH 15, Jaisalmer Road, Bikaner-334004 (Rajasthan) INDIA

दूरभाष/Phone: 0151-2210076 फैक्स/Fax: 2212042 ई-मेल/E-mail: academicmgusu@gmail.com

No:- F-07(JMGSUB/Acad./2023/ 963

Date: 29.5.23

### To Whom It May Concern

This is to certify that Smt. Kamla Devi Gauridutt Mittal Mahila (PG) Mahavidyalay, Sardarshahar, District-Churu is affiliated to the Maharaja Ganga Singh University, Bikaner Since 2003 recognized by the University Grants Commission and the following Programmes/Courses/Subjects are taught in the said college as per approval:-

S.No.	Name of the Programmes / Courses	Affiliation Status	Period of validity for the year(s)
01	Three year B.A. Pass Course in Hindi Litt., English Litt., Sanskrit, Home Science, Political Science, Sociology, Economics, Geography, History, Computer Application (voc.)	Temporary	2021-22
02	Three year B.Com. Pass Course in Accountancy and Business Statistics, Economic Administration and Financial Management and Business Administration, Computer Application(voc.)	Temporary	2021-22
03	Three year B.Sc. Courses in Physics, Chemistry, Mathematics, Zoology, Botany.	Temporary	2021-22
05	M.A. Geography	Temporary	2021-22
06	M.Com. A.B.S.T.	Temporary	2021-22
07	M.Sc. Chemistry	Temporary	2022-23
08	Four year B.A. B.Ed. and B.Sc. B.Ed. Integrated Course.	Temporary	2021-22

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Additional Registrar  
Maharaja Ganga Singh University,  
Bikaner



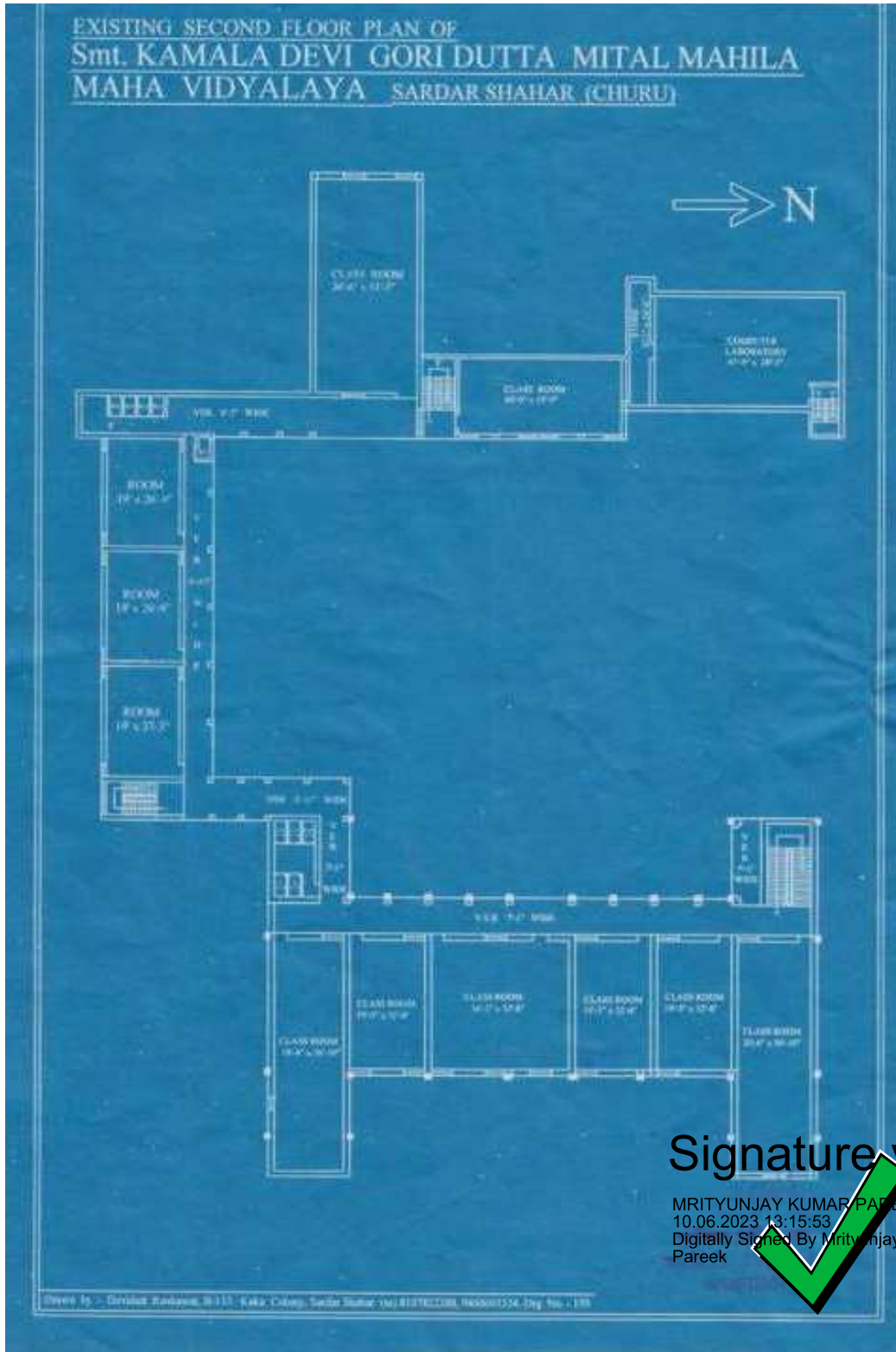




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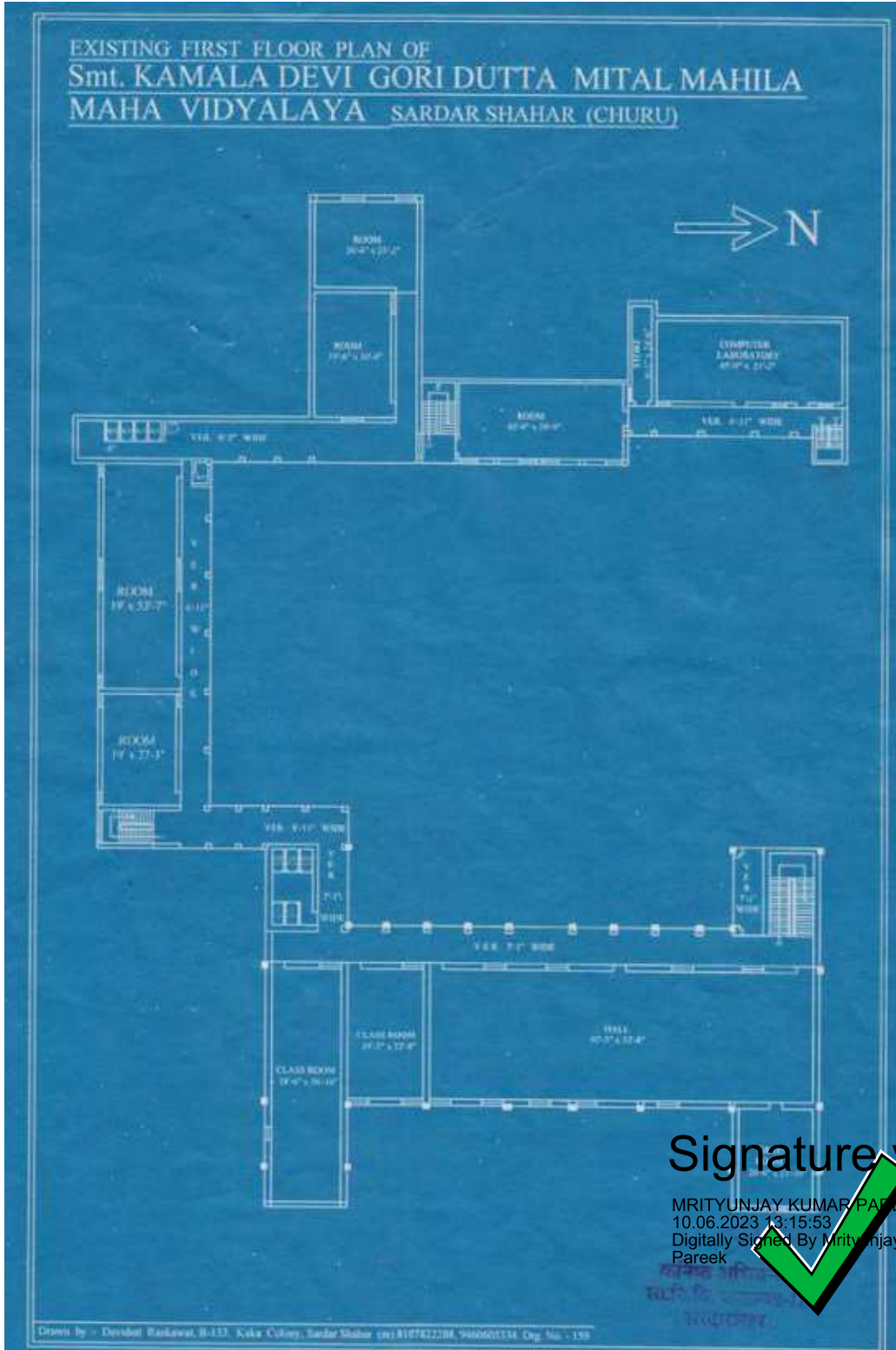




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Pareek

Digitally signed by Mrityunjay Kumar Pareek  
DN: cn=Mrityunjay Kumar Pareek, o=Smt. Kamla Devi Gauridutt Mittal Mahila Mahavidyalaya, ou=Churu, c=IN



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## CCTV Camera Bill

NEELKANTH COMMUNICATION			
MOBILE NO. 9649371417 01564- 220476		DATE	28-05-15
TECHNICAL SPECIFICATIONS	QTY	RATE	AMOUNT
1 DVR - DAHUA 16 CH. Features HDCVI up to 16 camera with 1080p Realtime Preview HDMI/VGA/BNC simultaneous video output 16 channel synchronous playback GRID interface & smart search, motion Detection 3D intelligent positioning with PTZ DOME camera support 2 sata HDD up to 8TB ,2 USB.0 multiple network monitoring ; web viewer ,CMS(DSS/PSS)&DMSS DOMIN ID FREE ( mobile online camera) ip camera support	2	17500	35000
2 CAMERA- MODAL 1100 L2A HDCVI DOME 12 IR DOME CAMERA (night vision) CP-UVC-D1100L2A - 1/2.9" 1 MP HQIS Pro - 25/30fps@720P day /night(ICR),AWB,AGC,BLC, 3D DNR-3.6MM LENS IR RANGE 20 M, smart IR -High speed, long distance real time transmission	25	2950	73750
3 CAMERA- MODAL 1100 L2A HDCVI BULLET WATER PROOF WEATHAR PROOF 12 IR night vision range 20 m, 3.6 mm lens	7	3150	22050
4 POWER SUPPLY CP PLUS 16 CH. 20 AMP.	2	1500	3000
5 DC CONECTOR	32	10	320
6 BNC CONECTOR	64	20	1280
7 HARD DISK- 1 TB WD AV SUREVILLANCE SATA HDD	2	4150	8300
8 CCTV WIRE- ( APPROX ) COPPER ROLL 80 MTR 3+1	20	1250	25000
9 LED SONY 32 INCH. FULL HD IPS DISPLAY	1	28500	28500
10 HDMI CABLE 3 MTR.	2	250	500
11 INSTALLATION PER CAMERA 300 RS.	32	300	9600
<b>TOTAL</b>			<b>207300</b>
ALL VAT TAX PAID			
WARRANTY CAMERA ,DVR , HDD 2 YEAR WARRANTY			
SERVICE 1 YEAR FREE			
PAYMENT 50 % ADVANCE			
WIRE WILL BE CHARGES AS PER REQUIRED			

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श्रीमती कामला देवी गौरिदत्त मिittal  
सहायिका

*(Handwritten signature)*





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## WiFi Bill

UA NO. : KJ1100003/39  
BR No. : 8004660022000015  
98872 94225

**Aditya & Ashish**  
Near Kalukhan Well, SARDARSHAHR-331403, Distt. - Churu (Rajasthan)  
LAPTOP : COMPUTER : PRINTER Peripherals & Stationery

S.No. :- 1833. Date : 26-2-2020  
Consignee Smt. K.D. Mittal College

Description of Goods	Qty.	Rate	Per	AMOUNT
ONT Modem.	1	3250	kin	3250.-
<del>Internet Connection</del>				
<del>Indi watsal</del>				
FOR OEC MODEM				
INTERNET CONNECTION				
TOTAL				3250.-

Ruppes (in words) Three thousand and two hundred fifty rupees

Replacement period as per Company Rules.  
Product warranty by Service Center.

हम विक्रेता हैं, निर्माता नहीं, वारन्टी कम्पनी की है, हमारी नहीं।

For: Aditya & Ashish  
MRITYUNJAY KUMAR PAREEK  
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Tel. & Fax : 01564-220200  
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Email : officekdgd@gmail.com

## Perspective plan 2021-22

- To plan for maximum use of modern technology in the delivery of curriculum.
- To enhance employability of students by providing value added courses to more and more students.
- Enhancement of programs to provide flexibility to the students in the selection of stream.
- Creating an all-inclusive academic calendar.
- To promote social participation through co-curricular and extra-curricular activities that supplement the curriculum.
- Incorporate students of different background and abilities through effective teaching-learning experiences.
- Maximum use of ICT-enables tools for the effective teaching learning.
- Maintain the documents through geo-tagged photos.
- Increase a budget for purchase of books, e-books, journals and e-journals.
- Motivate the staff and students to increase usage of library and increase the footfalls.
- Increase the number of students getting benefit from scholarships provided by private institutions/organizations and by the parent institute.
- Motivate the placement committee and the officer to arrange placement activities for all the students.
- Increase the communication with industries and other organizations, and institutions.

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Principal  
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Sardarshahar



# SMT. KAMLA DEVI GAURIDUTT MITTAL MAHILA MAHAVIDYALAYA

Sardarshahar - 331403 Distt. Churu (Raj.)

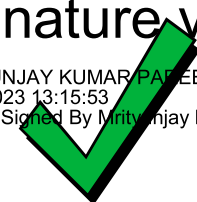
9461813058 [www.mgcsrdr.com](http://www.mgcsrdr.com) Email: [officekdgd@gmail.com](mailto:officekdgd@gmail.com) [mittal.mahavidyalaya](https://www.instagram.com/mittal.mahavidyalaya) [/mittal.mahaviyalaya](https://www.facebook.com/mittal.mahaviyalaya)

- Increase activities related to health and hygiene, physical fitness, yoga etc.
- Strengthen the alumni association of the college.
- Motivate the alumni to participate in all the curricular, co-curricular and extracurricular activities conducted in the college.
- Communicate the vision and mission of the college with all the stakeholders.
- Review the working of college committees and increase the participation of students and teachers in the college committees.
- Motivate the staff and students to attend conferences/workshops at national and international level by providing financial support to the staff.

  
Principal  
Principal  
Smt. Kamla Devi Gauridutt Mittal  
Mahila Mahavidyalaya  
Sardarshahar

Signature valid

MRITYUNJAY KUMAR PAREEK  
10.06.2023 13:15:53  
Digitally Signed By Mrityunjay Kumar  
Pareek





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Smt. Kamla Devi Gauridutt Mittal Mahila Mahavidyalaya  
Sardarshahar – 331403, Churu (Rajasthan)

Sponsored by Mittal Charities, Mumbai

Approved by NCTE & DCE, Raj. Affiliated To M.G.S. University, Bikaner & Recognized by UGC (2F & 13B)

Tel. & Fax : 01564-220290

Web : www.mgcsrdr.com

Email : officekdgd@gmail.com

## Service Rules and Regulations Administrative Manual Of 2021-22

### APPOINTMENTS AND SCALES OF PAY

- Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of the staff of the Institute.
- Selection Committee for filling teaching posts by open advertisement and subject experts will be invited.
- Applications received shall be scrutinized by the Principal / Head of the department for selecting the candidates to be called for interview.
- The selection committee interviews the candidates called for interview and the names of the selected candidates are arranged in order of merit.
- Qualifications required for filling a post in the Institute shall be such, as may be determined by the Governing Body from time to time, taking into consideration the norms prescribed by NCTE /U.G.C.
- The Chairman/Vice-Chairman/ Secretary/Principal shall be the appointing authority for all the posts in the Institute.
- For all teaching and non teaching Staff suitable scale of pay shall be prescribed by the management committee.
- Allowance shall be adopted as per State Government rates by the management committee.

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- Chairman/Vice-Chairman/ Secretary shall be the authority to sanction the increment for the Principal and other staff.
- All the employees are given increments on the basis of their performance which is decided by the managing committee.

## LEAVE RULES FOR REGULAR EMPLOYEES OF THE INSTITUTE :-

- Casual leave will be admissible to an employee of the Institute for a total period of not exceeding 15 days for teaching staff and 12 days for non-teaching staff in a calendar year.
- On Duty leave, not exceeding 05 days in a calendar year may be granted to a teaching staff member of the Institute for academic purpose but not exceed 2 days in a seminar (with paper and certificate of seminar).

## ADMINISTRATIVE POLICIES:-

The Smt. Kamla Devi Gauridutt Mittal Mahila Mahavidhyalaya, Sardarshahar funded by the Mittal Charitable Trust, Mumbai, will follow the rules contained in this document.

The document is a hybrid creation derived from

- University Grants Commission
- NCTE
- MGS University Bikaner

The purpose of this guidelines document is to guarantee good governance at all level that satisfies all stakeholders. The fundamental rules of good governance are in this document. The adoption of these governance guidelines will result in the

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efficient use of the institute's resources—staff, buildings, and infrastructure—improving educational quality.

Guidelines must ensure that the infrastructure, facilities, and human resources in the institution are used efficiently to raise the standard of instruction. Transparency and accountability in the administration will result from the standards. The following outcomes may result from implementing good governance in accordance with the recommendations made in this document:

- To uphold integrity in appointments at all levels
- To strengthen the Industry-Institute interaction
- To establish fair and transparent processes in internal control
- To comply with rules and regulations
- To establish strong and capable financial processes and procedures relating to procurement, appropriate use of funds, and audit.

## EMPLOYEE BENEFITS :-

- Employee's Provident Fund Scheme:-All the employees of the Institute are covered by the "Employees Provident Fund Act".
- Faculty encouragement for research paper publications:
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Governing Body. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals.

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