Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur

Guidelines

for

College Planning Board

Planning Board

The College has set up a Planning Board to approve the proposal for development of undergraduate and postgraduate education, after identifying its needs and deciding on its priorities. It functions in the college with a view to elevate this reputed institution into a centre of excellence in the near future.

Besides, the Principal, Coordinator IQAC, and senior teachers, Librarian, a senior person from the Accounts Department may be a member of the Planning Board.

Objectives:

1) The Planning Board of the college will be responsible for approving the proposal for development during the academic year for improving the standards of teaching and research at various levels.
2) It should identify various statutory organizations such as UGC, HRD etc.
3) The board prepares and submits its proposals with a long term perspective, visualizing how the college would be after a decade.
4) After finalizing the budget allocation for UG & PG education, the planning board should submit the details of estimate as per the formats required by the funding agencies.
5) The board engages itself to see that the schemes are implemented as per the regulations and it also ensures that the distribution of funds is also made rationally.
6) The expenditure can be incurred by the college under the following heads: renovation/addition/alteration of building, book & journals, laboratory, connectivity, career and counseling cell, cultural activities, annual maintenance contract, and development of ICT, etc.

---XXX---

Co-ordinator,
Internal Quality Assurance Cell
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Principal,
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Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur

Guidelines

for

COLLEGE ACADEMIC COMMITTEE (CAC)

References:

1. UGC guidelines on the subject issued from time to time.
2. NAAC guidelines on the subject.

Introduction:

The importance of academic committee need not be stressed. It is a fundamental activity at the college aimed at continuously improving the quality of teaching and learning, review of syllabus and the delivery of the knowledge to our students who have reposed faith in us so that they graduate with all the graduate attribute s imbibed in them.

Functions:

The committee shall have no rigid guidelines or explicit dos and don'ts.

The committees shall seek required information from the office of IQAC on the aspect of academic issues arising from: A). Feedback from Stakeholders, B). Change in syllabus and C). The need to plan curriculum and implementation due to the changes.

The main objective of the academic committee is to oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. The members of the committee sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. This Committee also formulates the guidelines, rules and regulations of all Academic affairs of the College. The Academic Committee is formed under the chairmanship of Principal.

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Functions of the Committee:

1. Members of the committee should give their suggestions and directions for the smooth running of the college in academic aspect.
2. Review the academic and other related activities of the college.
3. Review the students and faculty development programs.
4. Envisage and devise perspective plans for the progress and augmentation of the college.
5. Prepare and review the Academic Calendar of Events for the college.
6. Review and update the College Prospectus.
7. Promote research and extension activities in the college campus.
8. Plan for sustaining the quality of education, quality improvement and accreditation of the college.
9. Keep vigilance on the attendance and daily diaries of teachers and regularity in taking the classes.
10. Review student's attendance/malpractices in examinations.
11. Administer the internal examinations/evaluation/recording.
12. Suggest disciplinary action to the principal for those students who are involved in violation and disobedience to the college rule.

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Guidelines

for

EXAMINATION COMMITTEE

The Examination committee is an apex body of the College which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results of HS First Year, Unit Test and Pre-final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee. The Examination Committee plans and organizes all internal as well external examinations in the college. The Examine Committee of the College is formed with the following members under the chairmanship of Principal.

Role and Responsibility:

a. The Examination Committee shall prepare relevant time tables for College Examinations.
b. The Examination Committee will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
c. Suggest Principal to appoint Assistant Officer in charges for smooth conduct of Examinations.
d. The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare budget of expenditure.
e. After the end of each examination the Committee will accept the audited accounts submitted by AOCs.
f. The Committee will hold Centre Committee meeting of HS Final Exam with the external and internal members.

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g. The Exam Cell shall analyze the College exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal.

h. To ensure that the entire exam related documents reach the university in time

i. Any Circular, Guideline, Office Order, Notification issued by the University and are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulated to the concerned Departments.

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Guidelines

for

Student Welfare Committee

The Student Welfare Committee endeavors to help a student's educational process to advance their academic as well as personal abilities. This committee complies with the policies set by the University in order to facilitate a positive academic environment to the students and help them to proceed in their career with minimal obstruction.

During the stay of a student in the campus, this committee is responsible for solving all the student's grievances. Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur, is responsible for the general and specific well-being of students. The committee works for the overall welfare of the student in terms of student development which consist of student development program and student publication, counseling of the students, social activities and many more.

In Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur, Student's Welfare Committee works on some basic functions which includes the following:

a. First and foremost to develop the student-teacher relationship bond.
b. Listening to their problems and understanding what is required for their development in any manner.
c. Assisting the students in their learning process.
d. This includes not just academics but also the practical learning experience.
e. Addressing and solving their various issues. If necessary guide them to the counsellor in the Psychology department.
f. Addressing the feedbacks of students regarding different areas of curriculum and resolving the issues with no or little efforts from the students.
g. Flourishing relationship with parents and organizing meetings for them.
h. Addressing the issues from guardians and resolving them to whatever the needs are.
i. Organizing special coaching for slow learners.

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j. Not every child understands in the same manner, the committee therefore ensures that those who could not understand the topics shall be taught in a friendlier manner, separately.

k. Conducting periodic meetings to talk over student welfare.

l. By organizing activities and facilitating student interests.

m. Organizes co-curricular activities for personality development.

n. Managing the needs for extracurricular activities.

o. It looks after activities like music, sports, etc. for students.

---XXX---

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Guidelines

for

Time Table Committee

The Time Table committee of Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur, recognizes the importance of time and ensures proper utilization for students which makes them organized and uses time effectively to maximize chance of success hence increasing productivity. Time management reflects the entire educational programme followed in the organization which serves purposes to develop qualities like punctuality, regularity, consistency thereby leads in maintaining discipline which ensures meaningful growth of organization and society.

Objective: Smooth and proficient management of the academic programme through the semesters.

Responsibilities:

1. To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
2. To prepare the Academic Calendar.
3. With the information gathered, prepare the class time tables in the prescribed format.

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4. By referring to the class timetables, prepare the timetables of individual faculty members and labs.
5. Communicate and widely publicize the class time tables to staff and students.
6. Make the class time tables available on the notice board for students' reference.
7. Prepare Academic Calendar by collecting information from Chairpersons of various Committees, HODs and the Principal.
8. To display and publicize the Academic Calendar for the information of students and staff.

Teachers are our bigger assets. This committee ensures work load is equitably distributed among the members of the staff providing adequate time for preparation between the lectures. According to the expertise in the respective subjects the staff ensures satisfactory work. Teaching activities are set up with the required resources according to their importance and their nature entitled in the university curriculum. The objective of the college is to manage the activities as the time plow remains linear.

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Guidelines

for

"NSS Advisory Committee"

The college level NSS advisory committee should be constituted as per the guide lines given in the manual. The committee should meet at least four times a year to advice on programme / planning and development and make assessment of the work done during the year.

The institution has set up an NSS Advisory Committee to advise on programme/planning and development under the chairmanship of the Principal. It will review the NSS activities at college. It will also promote a sense of participation among the members of the staff, public and students for community work.

The committee will consider the proposals submitted by the Programme officers according to the policy directives. No administrative and financial changes can be made in the pattern of financial expenditure by the committee. As far as NSS programs and activities are concerned, these can be selected as per needs and requirements of the respective colleges and NSS cell of the University.

The cardinal principle of the programme is that it is organized by the students themselves and both students and teachers through their combined participation in social service, get a sense of involvement in the tasks of national development.

The main objectives of National Service Scheme (NSS) are:

a. Understand the community in which they work.
b. Understand themselves in relation to their community.
c. Identify the needs and problems of the community and involve themselves in problem-solving.
d. Develop among themselves a sense of social and civic responsibility.

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e. Utilise their knowledge in finding practical solutions to the problems of individual and community problems.

f. Develop competence required for group-living and sharing of responsibilities.

g. Gain skills in mobilizing community participation.

h. Obtain leadership qualities and democratic attitudes.

i. Develop capacity to meet emergencies and natural disasters and

j. Practice and promote national integration and social harmony both in the institution and the society

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Guidelines

for

Sports Committee

To encourage and promote various sporting activities to inculcate sportsmanship qualities of leadership, perseverance, team spirit and brotherhood. The dream of the committee is to organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit. It aims at enhancing the interest of the participants in the field of sports and to ensure adequate supply and proper usage of sports resources.

Objectives:

a. The Sports Committee is to promote every individuals health, physical well-being as well as the attainment of physical skills among the students.
b. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.
c. Sports committee has clear intention that the level of commitment for sports from an extra-curricular perspective should be increased.
d. To provide an environment for physical development of the students.
e. To provide opportunity to the student to exhibit their talent in sports field.
f. Action Plan for the year: Organizing various indoor and outdoor games during sports week.
g. Motivating students to participate in sports events organized outside the campus.
h. Organizing sports events for staff members.

To achieve the above the committee plans to organize various competitions both indoor and outdoor sports activities: Cricket, Basketball, Volleyball, Table tennis, Chess, Badminton, cycling, etc and all athletic Games.

Outcome:

A holistic development of the students through effective participation in the various sports activities of the college.

---XXX---

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Guidelines

for

Anti Ragging Committee

A campus level **Anti Ragging Committee for 2019-20** has been constituted .

This committee will have vigil, lapse and patrolling functions. It will be itinerant, alert and active at all times and is empowered to periodically inspect places of possible ragging. The committee shall investigate incidents of ragging, make recommendations to the Institution. This committee will monitor the measures taken by the college for prevention of ragging, will look into the specific instances of ragging and complaints of ragging; and suggest appropriate action / punishment against individuals who indulge in ragging.

All the members are requested to take note of the same and co-operate in maintaining favorable academic atmosphere for the students both in college & hostel premises.

Roles & Responsibilities

1) To receive any grievance/complaint from students/staff regarding sexual harassment.
2) To investigate the case based on the above mentioned complaints relating to sexual harassment within 10 working days.
3) To conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the principal for suitable action.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of indiscipline, teasing or handling with rudeness.
2. Any act that prevents disrupts the regular academic activity.

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3. Any activity which is likely to cause annoyance, hardship, psychological harm or creates fear or nervousness.
4. Any Act of physical abuse causing attack, harm or danger to health.
5. Any Act of abuse by spoken words, emails, SMS or public insult etc.
6. Any Act of injury or infringement of the fundamental right to the human dignity.
7. Any unlawful assembly or conspiracy to ragging.

Punishment to those found guilty

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments

1. Debarring from appearing in any internal test / University Examination
2. Suspension from attending classes and academic privileges
3. Withdrawing scholarships and other benefits

---xxx---

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Guidelines

for

Tour and Picnic Committee

A touring group is first and foremost representing Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur. The following will apply to tours/study tours and excursions:

a. Any request to go on tour must be made through the Chairperson of the committee, who must then obtain approval for the tour from the Principal and the Management Committee.
b. For local study tours and excursions the approval must be obtained at least one month prior to the proposed departure date.
c. The financial implication of tours is significant both for parents and for the college and must be taken care of that it should not be burden for the both.
d. The approval process for each tour must include (but may not be limited to) an itinerary, a budget showing the full cost of the tour, a detailed plan of how the funds are to be collected and who will be leading the tour party.
e. In selecting the leader to lead the touring party, preference will be given to the committee members or committee's decision is final in approval from the Principal. No nepotism will be condoned.
f. No smoking or consumption of alcohol will be allowed by any member of the group management in the presence of the participants and under no circumstances are any participants allowed to smoke or consume any alcohol. This includes while being transported to the tour destination.
g. As far as possible, the entire touring party is to be accommodated together and at all times the group management is required to know the whereabouts of each and every participant.
h. Local tours can be arranged for those students who cannot afford to go on tour.
i. Safety should be given more importance

The proposal must be to the benefit of the learners as well as the college. The final decision will be made by the principal of the college.

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Guidelines

for

Anti-Sexual Harassment Cell

Sexual harassment is perceived to violate an individual's dignity which has ruined countless innocent lives and careers. The responsibility of educational institutions is not only to treat women students regardless of gender as citizens who have a right to safety but to assist them physically, emotionally and intellectually to claim that right and seek it. Every effort also needs to be made to provide the college an atmosphere in which education can be freely and fearlessly pursued.

As per the guidelines of UGC, NAAC and the Supreme Court an Anti Sexual Harassment Cell has been established by Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur, to provide a healthy and friendly atmosphere to the staff and students of the College.

Objectives:

a. To develop the guidelines for a policy against sexual harassment.

b. To develop procedures for combating sexual harassment.

c. To create a secure physical and social environment which will deter acts of sexual harassment

d. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Responsibilities:

a. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.

b. To achieve gender equality and eradication of gender discrimination, sexual harassment if there are any and other acts of gender based violence;

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c. Redress complaints received from any member of the College including students, staff, and hostel residents in College premises charging sexual harassment.
d. Conduct fair and just inquiry and take appropriate decisions upon the complaint and propose apt punishment or action to be taken, by the appropriate authority.
e. If necessary suitable legal services can be engaged of a professional or an expert in the course of performing its functions.
f. Confirm that all information pertaining to complaints registered, the proceedings and the findings of any inquiries are kept strictly confidential;
g. In the event of complications, the matter can be referred to the principal whose decision on the matter shall be final.
h. The committee shall maintain all the records and the minutes of the meeting.

Anti Sexual Harassment Cell assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints shall be maintained confidential.

Definition of sexual harassment, covered by the committee:

1) Verbal or Physical threats.
2) Insulting, offensive, Embarrassing or Patronizing behavior or Comments.
3) Offensive gestures, Language, Rumors, Gossip or Jokes.
4) Humiliating, threatening, or constant criticism.
5) Suggestive comments or Body language.
6) Publishing, Circulating or Displaying offensive pictures or other materials.
7) Unwanted physical contact.
8) Gender based insults or sexist remarks
9) Obnoxious telephone calls or messages.
10) Touching or brushing against any part of the body and the like
11) Physical confinement against one's will and privacy

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Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur

Anti-Sexual Harassment Cell

COMPLIANT FORM

A. Name :

B. Class :

C. Complainant :

D. Contact Number :

E. Mail ID :

F. Accuser :

G. Class (of accuser) :

H. Compliant :

I. Time :

J. Date :

Signature

( )

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Guidelines

for

College Elections Committee

References: (6.1.2)

Introduction:

In order to provide holistic education, develop leadership qualities and making the students aware of democratic processes in the country, the practice of active participation in election processes at the college is envisaged. This practice would also add to the students learning experiences in their chosen subjects. In the context of this college the purpose of this election processes is to establish a democratically elected Student Council.

The College Elections Committee shall oversee and coordinate all Student Union elections as per the rules of the institution. The Elections Committee shall preserve impartiality, fairness, transparency, and accessibility in all Student Union elections.

The Elections Committee shall additionally consist of the HoD of Political Science department as one of the members and other senior faculties as members under the chairmanship of the principal of the institution.

Regulations:

1. All candidates must comply with all election rules as established by the college.
2. No student or candidate may spread false information or intentionally insult another candidate or member of the student union.
3. No student or candidate may interfere or tamper with ballots in any way that might serve to benefit or disadvantage any candidate.
4. No candidate may vote multiple times or engage in election rigging of any sort.

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5. No student or candidate may personally remove or deface Student Union campaign materials. Any possible violations should instead be reported to the committee.
6. No student or candidate may threaten, bully, force, pressure, or otherwise harass any other student or candidate in relation to an ongoing election.
7. No student or candidate shall improperly use funds to finance their campaign or any other candidate's campaign, including accepting inappropriate economic or material donations.
8. No student or candidate may in any way bribe or improperly influence another student or candidate in relation to an ongoing election.
9. No candidate may conduct themselves in a manner that is intentionally inconsistent with the core values of the college
10. No candidate may violate the policy of the college with relation to Student Union Elections.
11. All candidates must comply with orders issued by the Elections Committee. If violated, following action may be taken:
    a) The candidate may be disqualified from the election.
    b) The candidate may be required to issue a public apology for their violation.

Rules for Candidates and Voters:

1. No student shall campaign as a candidate for any Student Union position until they have submitted an application to run for that position.
2. Students shall have the option to vote for any candidate for which they are eligible to vote.
3. There is a provision for NOTA
4. Ballot statements shall be posted on the ballot in the order that they were submitted.
5. The order in which candidates are listed for the purpose of voting shall be the same as the order in which their ballot statements are listed.

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Election Procedures:

1. The Elections Committee shall determine the timeline for every election, in conformity with the Calendar of Events of the college.

   a) The schedule for any election must be finalized and published at least two weeks before the application is opened.

   b) The schedule shall include the dates and times at which the application is opened, the application is closed, the ballot is opened, and the ballot is closed.

   c) The application shall be open for at least a five day period which shall conclude not earlier than three days before the ballot is opened.

   d) The ballot shall be open for at least twenty-four hours.

2. The Elections Committee shall publicize the application and the Updated ballot, and shall otherwise work to ensure a high rate of student participation in the electoral process.

3. The Elections Committee shall publicly announce the results of any election immediately after voting and counting is completed.

4. Results shall be posted on the College Notice Board which shall include the precise number of votes cast for each individual candidate, and shall clearly indicate which candidate has been elected.

5. The Election Committee should submit a copy of the Student Union to the Principal of the college duly signed by the committee members.

6. Oath taking ceremony should be conducted so that the elected representatives can start their work.

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Guidelines

for

GRIEVANCE REDRESSAL CELL (GRC)

Objective:

A Grievance Redressal committee has been formed in our college to settle genuine grievances of students, staff and parents up to a satisfaction level so as to create a healthy relationship among the students, parent's employees and employer. The grievance will include any matter relating to student and staff. The committee is requested to contribute effectively to dispose the grievances at the earliest.

Rules:

1) To deals with all the genuine grievances of students and staff of the college.

2) All complainants should file their grievances either by writing in paper to the committee or by directly approaching the committee members.

3) The committee will meet at least once in a month to resolve the grievances, if there are any..

4) To take conclusive decision and submit its recommendations to the deciding authority (Principal) for removal of alleged grievances.

5) The student/staff shall bring up his/her grievance in a prescribe format immediately to the grievance cell without fail. The number of grievance settled or pending will be report to the Principal every month.

Procedure:

a. A compliant box is provided at the Library, at Principals office and ground floor of the college building for students.
b. All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member.
c. All complaints should be resolved within a time frame by looking into its seriousness and the committee is empowered to sort out the problems at their level through discussion with the students.
d. The result of the grievance will be informed to the complainant within the period defined.
e. In case the committee fails to find out any solution then the matter is referred to the principal for final comment on the matter.

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f. Any staff/ student may report directly to the principal for resolving their grievance if he/she is dissatisfied by the GRC.

GRIEVANCE FORMAT

Name of the complainant: _____.

Designation (if any): _____.

Place of Work-(Department): _____.

Nature of Grievance: _____

_____

_____.

Undertaking

I here declare that the information furnished above by me is true and accurate. Further, I understand that disciplinary action can be taken against me if the above allegations are found incorrect or malicious.

Signature of the Complainant:

Date:

Co-ordinator,
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Action Taken Report against Grievances

Complaint No:

I. Action Taken:

_____
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_____
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_____
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Signatures: 1. _____. 2. _____.
3. _____. 4. _____.

II. Current Status:

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Signatures: 1. _____. 2. _____.
3. _____. 4. _____.

III. Referred to Higher Authorities:

_____
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Signatures: 1. _____. 2. _____.
3. _____. 4. _____.

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Appendix II

Action Taken Against Grievances (To be done by CSGRC)

Complaint No. [ ]

A) Action Taken:

_____
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_____
_____

Signatures 1)_____ 2)_____
3)_____ 4)_____

B) Current Status:

_____
_____
_____
_____

Signatures 1)_____ 2)_____
3)_____ 4)_____

C) Referred To Higher Authorities:

_____
_____
_____

Signatures 1)_____ 2)_____
3)_____ 4)_____

Note: Grievances Application form and details are available on College website www.belacoolege.org. Mail can be send to drbaljitsingh@ymail.com

Co-ordinator,
Internal Quality Assurance Cell
SECAB Association's
A.R.S.I. Arts, Sci. & Com. College
for Women, BIJAPUR.

Principal,
SECAB's A.R.S. Inamdar Arts, Science & Commerce College for Women,
VIJAYAPUR-586109.

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Secab's A. R. S. Inamdar Arts, Science & Commerce College for Women, Vijayapur

Guidelines

for

Library Advisory Committee:

The library has an advisory committee which comprises of Chairman, Professor-in charge, Secretary and the Members from departments and student representative. The duties of the committee include formulation of policies and strategies for the development of the library services and facilities.

Responsibilities of Library Advisory Committee:

1. To provide general direction to the Library.
2. To review the functioning of the library with regards to its support to the academic programmes of the institute.
3. To outline the library collection development policy as and when required, for its implementation.
4. Facilitate coordination between Students & Faculty and the library. That is to obtain the advice and views of Students & Faculty on library needs in their area, and report these views to library.
5. Participating in regular meetings with Librarian concerning library related problems & suggestions.
6. Help in getting recommendations for New Books.
7. Help in getting recommendations for New Journals & Magazines.
8. Overall, advice Library of specific findings, issues, problems and concerns related to the library and make recommendations to library related matters.

Aims and Objectives:

a. To strengthen the efforts of the librarian in planning library activities and policies.
b. To take the feedback from the departments and plan for improvement and enrichment of the library.

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c. To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.

d. To act as a liaison between the library and the readers.

e. Any other function towards library as assigned by Principal.

The library committee ensures that proper care is taken with regard to the following.

- Allocation of funds for books and journals in various subjects.
- Framing and suggesting amendments to library code of conduct.
- Assessment of the library services provided by the library, if necessary. Suggesting improvements in library services.

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Guidelines

for

Career Guidance and Placement Cell

Career Counseling and Placement Cell of the college is a dynamic body functioning to provide overall development to the students. The cell works under the guidance of college Principal who is supported by committee members. The Principal and all faculty members extend their enthusiastic support to the functioning of the unit.

The Placement cell operates year around to facilitate contacts between the institutions/companies and the students. Students are adequately trained in preparing resumes, handling group discussions and attending personal interviews. This facilitates in chalking out a right career path and equipping them for an effective job search.

Career guidance includes the concept of educational, vocational, personal and all other forms of guidance. It aims at, enhancing the social image and status of the students and develop her personality, which is the sole aim of career counseling & placement cell, besides, academic excellence. College has started promoting the activity of developing students' skill for various competitive examinations and campus selection programs by arranging special lectures on personality development, in the field of administration, professionals and other related disciplines, and also coaching for various competitive examinations by inviting experts.

The following are the aims and objectives:

a) To make awareness of different competitive examinations among the students.

b) To gather and provide necessary information and guidance for the preparation of different competitive examinations.

c) To familiarize the students for competitive examinations.

d) To inform and guide for placement in various fields.

e) To arrange campus selection programs.

f) To help in the overall of the student.

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g) To help in the proper choice of courses.

h) To motivate the student for self employment.

i) To identify and motivate the students from weaker sections of society.

j) To ensure the proper utilization of time spent outside the classroom by the students.

k) To help young generation to choose a career, gain competencies required for it, make decisions, set goals and then take an action.

l) To help in tackling problems arising out of students' explosion.

The college has established the career counseling & placement cell for the professional up gradation of learners by conducting lectures and seminars on various avenues of professionalism and personality development. Concerted efforts are made to enhance skill and competence of learners to keep pace with current competitive world. Placement services are being organized by various institutions and companies.

The activities of the cell include:

• Counseling and guidance services for students to explore their career options and effectively plan their career.

• Workshops to help students decide a career path and an academic field of study.

• To provide information on:

a) Job opportunities in India and Abroad.

b) Opportunities for self employment.

c) Opportunities for higher studies in India and Abroad.

d) Competitive examinations like KPSC, UPSC, Indian Railways, Banking, LIC, SSC, etc.

Placement services through campus interview: There is a great demand of graduates and post graduates in different institutions for teaching post, banking sector, state and central government and various companies. Looking into the needs of these the college helps talented students through campus interview. Many students are selected in the interviews.

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Guidelines

for

Youth Red Cross

The Red Cross Society is a worldwide, well known, universally accepted, admired and internationally identified humanitarian service organisation. It is the biggest, independent non-religious, non-political, non-sectarian and voluntary relief organisation treating people equally all over the world without any discrimination as to their nationality race and religious beliefs. It was established in 1863 in Geneva, Switzerland. The Father of Red Cross movement and recipient of noble award for peace in 1901 was "Jean Henry Dunant", who was a successful businessman. While going on a business mission, Dunant came on 24th June 1859 to Castiglione. It was on the same day, the battle of Solferino was fought nearby between French and Austrian armies. Dunant was horrified and moved by the sight and plight of the wounded soldiers. On witnessing the pathetic scene he forgot his business and started relief operations to all the wounded soldiers with the help of people in nearby villages. In 1862 Dunant wrote a book *"A memory of Solferino"* which paved the way for the first Geneva Conference in 26th October 1863. The Geneva Society for Public Welfare considered Dunant's proposals which were mentioned in his book and convened a multinational conference for implementing them.

The two proposals are:

- Formation of trained medical relief team in every country in peace time to be employed in the relief work for wounded soldiers in the battle field.
- Framing of rules to alleviate the suffering of war victims and to have international treaty among the nations. Once agreed upon and satisfied this might assure humane care for wounded.

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The Red Cross through its junior and youth programmes, plays an important role in channelling and guiding the young energy in the cause of humanitarian action. The following are some glimpses of Youth Red Cross.

The main purpose of organizing the Youth Red Cross is:

- Informing the youth members and others the roles and responsibilities of the Red Cross and encourage them to contribute.
- Creating awareness on the care of their own health and that of others.
- Understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfill the same.
- To enable the growth and development of, spirit of service and sense of duty with dedication and devotion in the minds of youth.
- To foster better friendly relationship with all, without any discrimination.

Based on the etymological information of Youth Red Cross, it was established in the academic year of 2014-15. From the time of inception, it started growing in various avenues such as

- Organizing blood donation camps.
- Rendering help and assistance to the needy and meritorious physically challenged people.

The mission of The Indian Red Cross Society aims to inspire, encourage and initiate at all times, all forms of humanitarian activities so that human suffering can be minimized, alleviated and even prevented, thus contribute to creating a more congenial climate for peace.

The Youth Red Cross is a group activity organized within a college and the teacher is the recognized leader and called programme officer of the group. Indian Red Cross Society youth groups should be established at colleges, universities and community levels targeting age group 18-30 years.

Group Formation:

A school/college which would like to establish a Junior Red Cross group must obtain an application form from the district branch or if there is no district branch in place, state branch headquarters. The form is printed in Appendix I to the guidelines and when completed should be forwarded by the counsellor/programme officer in district or state headquarters, where it will be

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filed for reference and a membership certificate is issued accordingly. The membership fee should be forwarded at the same time.

Pupils who wish to become members of the junior/youth groups should have their names entered on the membership roll and shall pledge themselves to carry out the fourfold programme of personal health, service to others, international friendliness and dissemination of Red Cross. They are then entitled to wear a membership button and to take part in the activities of the group.

Programme Officer:

A lecturer/reader other than the lecturer in the charge of NCC/NSS who is enthusiastic and committed to the service of the needy should be appointed as the youth Red Cross programme officer of the college. Preference should be given to those lecturers who have received programme officers training, training in first aid, disaster management, road safety, hygiene etc., or have organized blood donation and leadership camps.

Composition of the Group:

A group can be established with 20 members. Each group will identify a peer educator. There can be several such groups within an institution.

- One programme officer/counsellor for four such groups to be identified.
- The programme officer or counsellor of the group will administer the pledge to the members of the groups:

> "I, [SAY NAME], a member of the Indian Junior/Youth Red Cross, pledge to serve in the promotion of health, the relief of suffering, and in the building a culture of peace without any form of discrimination, and to hold in friendship the boys and girls of all nations. I also pledge to uphold the Fundamental Principles of the Red Cross; humanity, impartiality, neutrality, independence, unity, universality, voluntary service."

- The president of the group will be the principal of the institution or his nominee.

The groups formed will carry out the activities of the Red Cross as per the principles of the Movement. The programmes given by the district branch will be carried out by the group.

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The president will nominate a member on an annual basis for awards and international/national and state level activities.

Each group will select its own activities according to its own capacity and local needs.

- The promotion of health.
- Health activities, HIV and AIDS campaigns, accident prevention and first aid.
- Service to the community.
- Community based social welfare activities, environmental activities, disaster preparedness programme.
- Informing Youth members and others the role and the responsibilities of the Red Cross and encourage them to contribute.
- Dissemination of information about the International Red Cross and Red Crescent Movement, its Fundamental Principles, four Geneva Conventions, and emblem awareness use and the promotion of understanding of International Humanitarian Law (IHL).

Youth Red Cross Body:

The president, programme officer / counsellor and two peer educators will form the Junior or Youth Red Cross body of the school or college respectively which will guide the affairs of the Red Cross group in the institution.

Role and Responsibility of the College Body:

- Enrolment register of volunteers,
- Membership fund management and remittance as per orders,
- Income & expenditure register, Stock register,
- Attendance register for volunteers,
- Register of project activity reports,
- Blood donors directory,
- Conduct community reach programme and maintain expenditure.

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Youth Red Cross College Unit

"The Youth Red Cross" is a constituent of the Indian Red Cross Society (Karnataka): A group movement organized at the initial stages for students between 18 to 25 years of age. We in our college, have a Youth Red Cross wing. Any student of any discipline can become an YRC member. Our YRC unit has 05 members, under the guidance of a programme officer.

The Red Cross Unit of our institution prepares our students to be caring citizens so that they have an opportunity to feel the lives of the needy and the helpless.

The very MOTTO of Red Cross, that is, ***"SERVICE TO SOCIETY"***

Activities of the Members:

Three cardinal principles encompass all YRC activities:

- Promotion of health and life
- Service to the sick and the suffering
- Promotion of national and international friendship to develop the mental and moral capacities of the youth

Holding on to these principles the volunteers work in the following areas:

- Promotion of health and hygiene
- Service to others
- Relief work during emergencies like flood, fire and other natural calamities
- National Integration
- World friendliness

Creating awareness about health and hygiene is a priority area. So YRC observes the following commemorative days with lectures, and NSS Units o the college: health camps & blood donation camp.

- World Health Day
- World Red Cross Day
- World Blood Donation Day
- World AIDS day
- International Women's Day
- Blood Donation Camp

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Collaborations

- NSS unit of this college.
- Department of Sociology.
- Department of Zoology.

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Promotes Humanitarian Principles and Values

We, through our YRC unit, inculcate in our students, humanitarian action based on the fundamental principles of the Red Cross Society, which include:

- Protection of Life
- Health and human Dignity
- Respect for others
- Acceptance of responsibility to help others without discriminations based on nationality, Gender, belief, class or political opinions

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