





# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC  
Recognition of *college* under Section 2(f)/12(B), UGC Act, 1956  
Affiliated to *Pandit Deendayal* Upadhyaya *Shekhawati University*, Sikar

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

Sr. No.	Particular	Availability
1.	The Code of Conduct is displayed on the website	√
2.	There is a committee to monitor adherence to the Code of Conduct	√
3.	Institution organizes professional ethics programmes for students, teachers, administrators and other staff	√
4.	Annual awareness programmes on Code of Conduct are organized	√

**Options: A. 4 or All of the above**

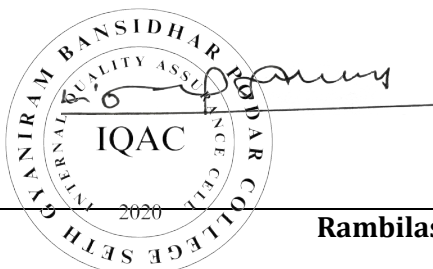
**B. Any 3 of the above**

**C. Any 2 of the above**

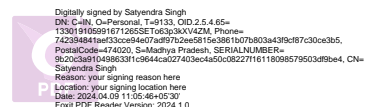
**D. Any 1 of the above**

**E. None of the above**

**Answer: A. 4 or All of the above**



**Satyendra  
Singh**



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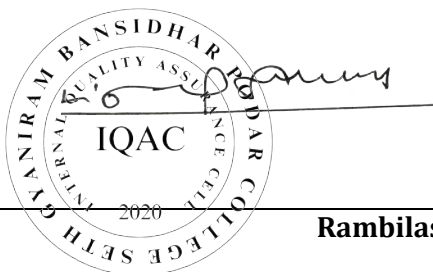


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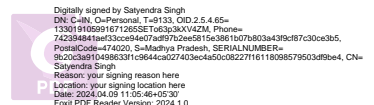
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1. Monitoring Committee
2. Report of Faculty Development Programme
3. Report of Student Orientation Programme



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## SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

### College Committee (2022-2023)

The various statutory, academic and non-academic committees constituted, monitored and complied for key academic policies, extension activities recommend, suggested and take actions related to their respective committees. Each committee is headed by a Convener who works with the assistance of the members taken from teaching and administration staff.

Following is the list of the committees that are operative during 2022-23 formed for monitoring and governing various activities:-

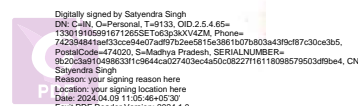
	Discipline, Cleanliness and Campus Supervision Committee		Department	Functions of working Committee
I	Dr. Vinod Kumar Saini	Convener	Pol. Science	<ul style="list-style-type: none"><li>The committee shall assure that discipline is adhered to in the college by the students.</li><li>The committee shall lay down the college rules and regulations to be followed by the college community and shall enforce the same.</li><li>The committee shall decide on disciplinary matters pertaining to students and staff. Set mechanism for prevention of ragging of students of the college.</li><li>To maintain the overall discipline in the college campus.</li><li>To prepare daily timetable for campus supervision.</li><li>To look over any misconduct happenings in the college campus and report them to the principal.</li></ul>
II	Dr. V. S. Jakhar	Member	Sociology	
III	Mr. Chetan Dadheech	Member	Chemistry	
IV	Dr. Vidyadhar Sharma	Member	Mathematics	
V	Mr. Sandeep Jangir	Member	Commerce	
VI	Dr. Daulal Bohra	Member	Zoology	
VII	Ms. Shyama Deedwania	Member	Botany	
VIII	Ms. Suman Saini	Member	Botany	
IX	Mr. Kamlesh Kumar	Member	NCC, ANO	

Principal  
Seth G.B. Podar College  
Nawalgarh - 333042

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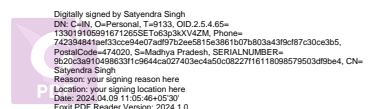
countries around the globe and developed various institutes, schools colleges and have taken them forward with the efforts and the most important thing which is their experts which are selected by a very stringent process and it is considered as a moment of pride for any expert to be affiliated with SES.

The college management signed up an agreement with SES and arranged for a senior expert from SES, Germany Ms. Wolf for a visit to the college for a period of 21 days over which she would conduct faculty development program and provide her expert opinions on after various aspects related to the development of the college apart from this Miss Wolf also interacted with the students of the college to make them aware the global education system and the values, ethics and other crucial aspects that matters when a student wants to take higher education in other countries especially Europe.



Lecturers at the FDP Session

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Singh



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Apart from this her assignment also included to check and analyse to give suggestions for the overall development of the college and how it can progress fourfold and give the best to the students professionally as well as academically. The management is really thankful to the Senior Expert Services, Germany to have been agreed to get associated with the college and permitting to send an expert of the level of Ms. Wolf for 21 days for the development of faculties, students and college and SES has also agreed for future cooperation in the field of educational development for the professionalism of faculties through more FDP programs and ultimately the students.

Faculty Development Programs were held from the 18<sup>th</sup> October to 5<sup>th</sup> September, 2022 for Lecturers of Seth Gyaniram Bansidhar Podar College. The sessions were organized and executed by the IQAC department of the college.



Lecturers having interaction with Ms. Wolf



The international FDP was conducted By Ms. Ulrike Wolf, **Satyendra Singh** **Ms. Wolf** **with rich experience** in this field and has delivered sessions in many countries **associated**

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with (SES) Senior Expert Services (an initiative of the government of Germany which is a nonprofit organization established in the year 1998) constituted to provide expert services by experienced and top notch people. SES is an expert in academics having expert people in this field with unmatched knowledge, skills and relevant experience.

The FDP sessions were scheduled from 02:00 pm to 04:30 pm in the Conference Hall of the college and Smart Classroom. The sessions were held for all college faculties and they participated wholeheartedly showing great intent to learn new things and improve their portfolio as a whole and willingness to get international exposure at the same time.

Objectives of the Faculty Development Programs are as under:

- The main objective of the program is to make participants abreast of the current awareness of the educational system advancements.
- To make all Lecturers of the college understand effective communication strategies
- To make Lecturers make understand how to effectively use communication strategies to the ultimate benefit of students
- To make Lecturers feel the need of changing teaching methodologies and the current methodologies used internationally
- To apprise lecturers of the different ways of processing information that can be used during delivering lectures
- To make lecturers aware of the different ICT tools used and how their effectiveness can be taken to a level above
- To realize college lecturers importance of Team Building in the success of any



To overall develop the college lecturers and motivate them as

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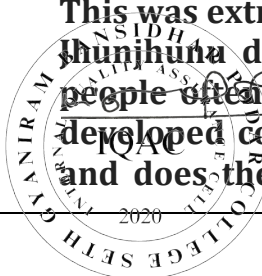
patiently and whole heartedly answered all the queries resolving them to the satisfaction and the answer she provided for the first query itself set an example for the other participants to motivate and ask their queries whatever they had in their mind, this approach of Miss World was very very effective and soon other participants also came forward and ask that questions which again was satisfactory resolved by Miss World and she appreciated the people who put for the queries and set an example for other participants that it is all right to put forward that queries as it is very important for her to understand each and every participant so that they can benefit in the maximum way possible. Experience played a very vital role in the introductory session itself as she was successful in achieving a goal what she had decided for the introductory session as she got and overwhelming response from the participants and she was very happy with the results of the session the benefits the participants could get from the sessions and most importantly to take out the hesitation from the participants as she being an international person from Germany for the participants as they had your own apprehensions regarding her. A Presence of Mind and the ability to handle the situation is not were the and it help her to achieve her goal she intended from the introductory session.

After a brief introduction and the queries that she resolved she asked every participant to give a brief introduction of themselves she also listed down the points that she wanted the participation the participants to speak a poem and it was very very general so that each and every participant can speak confidently participate whole heartedly and gain a level of confidence which is very important for such sessions.

One by one the participants gave out their introduction and as it preceded from one participant to the other It Started becoming better and better and the positive Vibes and confidence among the participants was easily visible during the training sessions and keenly observed and listened to each and every participate and at the same time made her notes for future reference.

This also resulted in participants giving out more information then what was required and ask to them as they gained a level of confidence and willingly gave out information about themselves which they thought were important and CC should know about it.

This was extraordinary and noteworthy as the college is situated in a small town in Jhunjhunu district of Rajasthan where communication skills is a challenge and people often are reluctant to speak in front of foreigners especially people from developed countries having good knowledge people and does they have tendency of having hesitation to speak out in front of such



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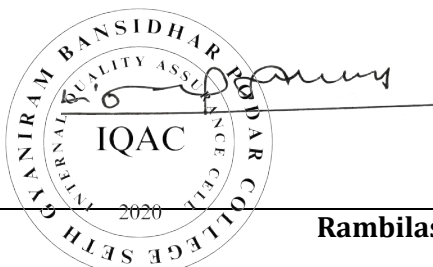
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people but the approach initiated by Miss Wolf certainly overcame this barrier and it was certainly evident in the session as the participants openly give out their introduction and Ms. Wolf was impressed by this and she also thank all the participants for the interaction that they were involved in and information that the provided.

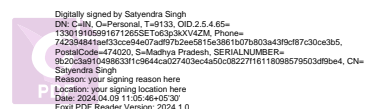
This being an introductory session and the first session of the series of FDP sessions which were planned for the future it was a very light hearted friendly and she was successful in creating an environment where participants really looked forward for future sessions and having set in their mind to participate more in the forth coming sessions which is a big achievement in itself.

The main highlights of the first session are as under:

- Started with a very brief introduction of herself, made the lecturers comfortable enough to make them speak up. After gaining confidence and getting familiar, lecturers were given a change to give their introduction without any jitters or apprehension
- The main aim of the first FDP sessions to make each participant comfortable creating an environment and making them comfortable
- To make participants speak out without any prejudices, creating a positive ambiance for the lecturers
- The introductory session also aimed at knowing the teaching methodology currently used by the lecturer.
- To orient faculties of the upcoming FPD's and explaining in detail



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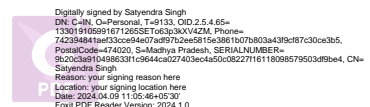
**Participants at the introductory session providing their intros**

- To make participants speak out without any prejudices, creating a positive ambience for the lecturers
- The introductory session also aimed at knowing the teaching methodology currently used by the lecturer.



To orient faculties of the upcoming FPD's and explaining in detail

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**Ms. Wolf asking participations to write points of self introduction**

The object set by Ms. Wolf for the first session was aptly achieved thanks to her professionalism, friendliness and expertise at the same time. Faculties were at ease and aware of the upcoming activities. For ease of conducting the sessions and the main aim of Ms. Wolf by communicating with each faculty the faculties were divided into groups of two to enable to spend more time with each faculty member.

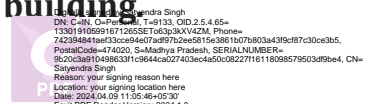
The faculties gained much needed confidence and opened up after this introduction session and felt confident that future sessions will be of upmost important for their own development, enriching their student benefit.

## **Second Topic:**

**Team Building, Four sessions on Team Building were conducted**

**The second topic of the faculty development program was on team building.**

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Team building in today's day and world is a very important aspect in all organisations including Institutions such as schools colleges and other visionary institutes. Team building today has become an essential part of the work culture a especially when we consider an institution like a college in a college there are various departments department heads and the lecturers working under them so it becomes of utmost importance that there is coordination between the departments so that the college and the students benefit in a smooth and cognitive manner.

Desc crushal aspect of coordination between the departments was one of the main objectives of the session held on team building.

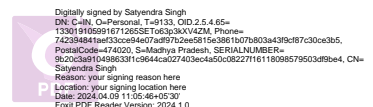


Participants imbibing instruction during one of the Team Building Session

Team building is an exercise which is not only interesting but also bills motivation the ability to take initiative coming forward to help other departments and does achieving the common goals of the college along with the individual goals of each department.



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Sessions of team building are often considered as normal sessions however if we dive deep into the subject we can realise how important team building and team building exercises are for coordination between departments the lecturers students the stakeholders of the Institution and the society at large.

Keeping in mind all the above aspects miss wolfs organised this session to instal a sense of cooperation mutual understanding a culture of learning and an ideal and environment where development can be at its maximum.

The main objective of these sessions of team building where to ultimately benefit the students we are the lecturers the enthusiasm the coordination and their helpfulness.

Miss Wolf started the session with very basic things like understanding what team building is the need for team building importance of team building and many points which reflex how to achieve the optimum level of team building and its effectiveness.



Ms. Wolf giving assignments during Team Building Session

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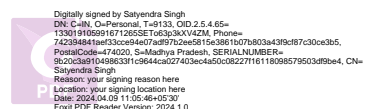
College personnel with Ms. Wolf at one of the sessions on Team Building

Ms Wolf also focused on some general facts on Team Building such as:

1. leaders are responsible to define where and with whom a team-building process is necessary.

2. Welcome team diversity if you want to initiate creativity and have new ideas

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## 7. Inventor:

New ideas, unorthodox thinking theoretical, difficulties to see practical results

## 8. Observer:

Strategic, critical, feasibility-oriented, lack of inspiration

## 9. Specialist:

Intelligent, dedicated, expertise. Might get lost in technical details



Participants interacting and getting queries resolved

## Third Topic:

Teaching Methodology, Four sessions on this topic were conducted

As per Ms. Wolf studies show that it is easier to memorize when learning is active and multisensory and that subjects are better memorized when proceeding information are used

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- Giving students a more active role means they are given the chance to learn how to structure and comment on the subjects instead of only „inhaling“ it.
- Although for exam preparation it might be enough to reproduce what the lecturer has said, it does not trigger creativity, trying to solve problems and developmental spirit.
- Students should learn how to find and evaluate relevant information themselves very quickly as a preparation for their post-studying life.
- Students summarizing a topic in groups of two with bank neighbor.



Satyendra Singh  
Participants at one of the Teaching Methodology Sessions

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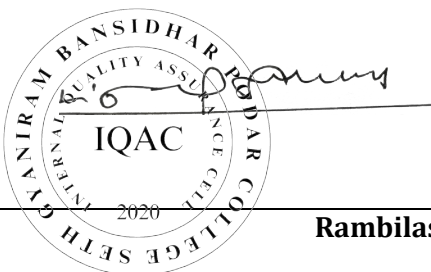


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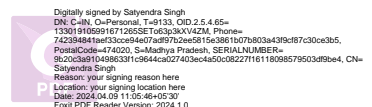
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**Students discussing for two or three minutes what could be the relevant aspects of the topic to come ahead. This can be achieved by observing below points**

- Solving a task given by the lecturer individually or in groups of two, correct solution given by lecturer afterwards.
- Mutual control if tasks are correctly solved
- Brainstorming in small groups on problem solving or previous knowledge or relevant items
- Making students prepare „mini-lecture“ on a given subject as homework for one of the next sessions with a very well-defined time limit for presentation
- Giving students two minutes time to find a solution or an information in the internet
- Using their mobiles as a device for finding information even during a session and similar procedures.
- Within a given lecture, as many students as possible should have been active in one way or the other.



Satyendra  
Singh



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**Ms. Wolf discussing some important aspects on Teaching Methodologies**

**Other important points of these session are enlisted below:**

**1. Promote students activity by telling them to ...describe..., explain..., discuss..., illustrate..., define..., compare..., verify..., clarify..., outline..., review... as often as possible**

**2. Asking questions to students:**

**General:**

**Satyendra  
Singh**

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722038441, email=SatyendraSingh@podarcollege.com, cn=Satyendra Singh,  
PostalCode=474020, S=Madhya Pradesh, SERIALNUMBER=  
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Students retain information better when there is an element of finding out instead of being told.

3. Ask the question first to the whole group before addressing an individual student, and wait for some seconds before addressing an individual student. Reason: When right from the beginning an individual student is asked, the others might be leaning back not thinking so much about the answer.

4. Make sure a student's answer is understood by the whole group.

5. You may repeat the correct answer in a loud voice so that everybody understands.

6. Repeating the correct answer also ensures the other students what they are supposed to remember or know.

7. Don't make a student feel ashamed when he or she did not know or was wrong.

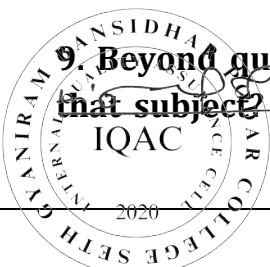
Questions can be used for a variety of purposes: to collect knowledge already available in class, to make students think about structure or relevance, for repetition, for opinion-building, to arouse students curiosity and interest, and other purposes. Generally questions starting with a verb or an auxiliary verb produce less interactivity than questions starting with how, why, what, in what respect etc.

8. When starting with a new subject you can ask questions like „What do you already know about this subject?“ or „What have you have already read or heard about that? You may also ask: „Is there anybody who already knows something about the subject, making it easier to answer.

Suggestion: Let students give only one aspect each in order to make as many students speak as possible.

9. Beyond questions on knowledge: „What do YOU think should you know about that subject? Or : What aspects do you think should we focus on? This sort of

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questions help students to learn how to analyze and structure knowledge and supports logical way of learning.

**10. Make students see the relevance of the subject.** Questions like „Why do you think you should know something about that? or What is it relevant for or how does this subject affect our lives?“ Might be useful, either before starting with a new topic or after having informed on it or while informing.

**For repetition:** What do you remember about xy? What was the most relevant point for you? What would you ask your students if you were the one to have our last session repeated?

**General:** Ask students to give examples on the topic you have been explaining, or give examples and ask them to fit them to the topic you had been presenting. Ask students about their opinions: Do you think that something related to your subject would be a good idea or not? Why? Or how would you solve the following problem?

**Asking the whole group:** A question to be answered by one word (like yes/no or right/wrong) very often can maintain students attention. Please pay attention if everybody is answering. Are there students who might not have understood what you explained before? Then maybe you should repeat it.

## 11. Making students ask questions

It is important to create an atmosphere where students dare to ask questions.

**Encouraging students:** Tell them there are no stupid questions. Tell them asking a question is a sign of showing interest and wanting to learn. Questions should be allowed at any time. If inappropriate in a given moment, you can tell them that you will answer later because it is not the right moment (Please don't forget to do so).  
**In case you don't know the answer:** Admit it – Nobody is perfect. Promise to answer next time, and do so.

## 12. About promoting interactivity in between the students



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The easiest way for interactivity between the student is to make them work together in groups of two or three. Interactivities can take quite long, or they may also last only two minutes. When grouping your students with a task, give them a time limit. Better to give a shorter time limit and later to extend it a little bit then to give them very much time, because then they might not try to hurry up. It must be very clear what exactly they are supposed to do!

## Some suggestions:

Let them have discussion on the relevance of a certain topic or on their opinion on it

Let them sum up the topic together

Make them agree on the most important points

Let them draw a timeline, a diagram, a chart or something similar on what you have said before.

Let them think of examples

Let them think of what else they would like to know on the subject

Let them examine each other on the subject (for repetition and learning)

Let them correct one another a task you have given them to solve.

During group works in the class:

Watch and listen how the groups are doing.

Lecturer should intervene only when a group doesn't know how to do it. In this case the lecturer can give a hint or a little suggestion making them continue.

A strong group has already finished while the others still need more time. In this case the strong group can be given a small additional, more demanding task for the remaining time.

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Within a group solutions are definitely wrong. In this case you can give a hint.  
In all other cases it is better to refrain from comments while the group is working.

After group work in class:

After small sequences of student interaction and depending on what the task was you can let groups demonstrate or talk about what they found out.

To save time: One group can be asked to explain their results (time limit recommendable!) The other groups can be asked to add on what has not already been said by the first group. Lecturer can add on what is missing in the end.

Time-demanding group activities can also be given out as a task for homework and presented in class later on.

Forming interactive students groups:

The ideal size of interactive students groups is 2-3 students, because in a bigger group there is usually again somebody who is not so active. Varying group composition helps students to learn how to deal with different personalities.

Criteria's can be:

Randomly (for example, by alphabet, counting out, etc.) In the long run you can even let them have fun with that choosing strange criteria such as shoe size or wearing glasses)

By sitting arrangements (neighboring students). Advantage: can be quickly done, no changing seats necessary. Disadvantage: Working and talking with the same students all the time, not coming to know somebody new)

By knowledge/intellectual strength. Advantage: Strong students can show their capacities with demanding tasks, go more into detail or reflection. Weak students might not be dominated by strong students but can take their time. Disadvantage: Make sure weak students are not overcharged by the task. Make sure there is a demanding task for the strong ones. Make sure the weak ones still learn something instead of always being with other weak students. Note: **still learn g students**

**Sayendra Singh**

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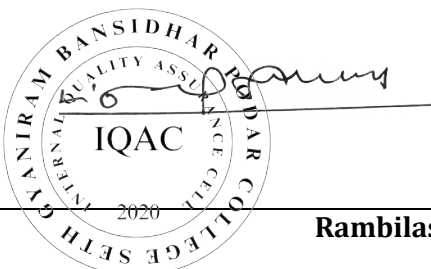
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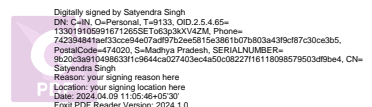
working with weak ones sometimes may profit as to their social skills like having patience, taking care etc.

There are numerous more ways to make students more active in class. Some examples:

- Role-playing
- Giving them a quiz to solve
- Let hem guess about facts: „How many per cent of the population do you think are...?”
- Having them find out information themselves with their mobiles
- Letting them write on the whiteboard
- Let them brainstorm on a subject in a group by telling them to only give one item/idea/sentence/aspect on a time by each student (focus on quickness rather than quality)
- Having them debating on a controversial issue
- Let them discuss on how to solve a problem, etc.
- Let them prepare to give a lecture on a topic themselves and give them time of 15 minutes for presentation. After that you can do corrections or add information.



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## Orientation Programme:-



# SETH GYANIRAM BANSIDHAR PODAR COLLEGE, NAWALGARH

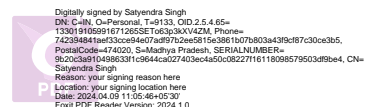
STUDENT WELFARE COMMITTEE

STUDENT ORIENTATION PROGRAMME

## REPORT



Satyendra  
Singh



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## SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Date: 29-10-2022

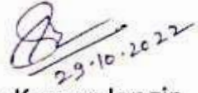
### Student Welfare Committee

Principal  
Seth G. B. Podar College  
Nawalgarh

Subject: Permission for organizing an Orientation Programme.

Sir  
Student Welfare Committee is going to organize an Orientation Program for UG Part-I and PG Previous on Thursday, 3<sup>rd</sup> November 2022 at Dr. Ramnath A. Podar Auditorium.  
We seek your kind permission for the same.  
With warm regards.

Yours sincerely

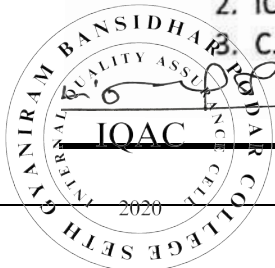


Prof. Sandeep Kumar Jangir  
Coordinator  
(Student Welfare Committee)

Permitted  
adh  
29/10/2022

Copy to:

1. Executive Director (APT)
2. IQAC Cell
3. C. O.O.



Satyendra  
Singh

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1330191059916712655E763b3bXV4ZM, Phone=+919848444444, PostalCode=333042, SerialNumber=1  
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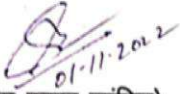
Podar Educational Campus, Nawalgarh - 333042 (Raj.)

क्रमांक / जी.बी.पी.सी / 2022-23 / 19 )

दिनांक:- 01 / 11 / 2022

### नोटिस

महाविद्यालय के स्नातक प्रथम वर्ष एवं स्नातकोत्तर पूर्वार्द्ध के सभी विद्यार्थियों को सूचित किया जाता है कि दिनांक 03-11-2022 को समय 11:00 बजे डॉ.रामनाथ ए पोदार सभागार (हॉल ) में एक ओरियंटेशन प्रोग्राम (अभिविन्यास कार्यक्रम) का आयोजन किया जाएगा जिसमें आप सभी की उपस्थिति अनिवार्य है।

  
(प्रो. संदीप कुमार जांगिड)  
**Coordinator,**  
**Student Welfare Committee**

  
(डॉ. सत्येन्द्र सिंह)  
प्राचार्य

### प्रतिलिपि सूचनार्थ:-

- श्रीमान एम. डी. शानभाग सर, अधिशाषी निदेशक, ए.पी.टी., नवलगढ
- श्रीमान् प्रतीक पाराशर, सी.ओ. ओ., ए.पी.टी., नवलगढ
- डॉ. रामगोपाल शर्मा, सलाहकार, पोदार कॉलेज, नवलगढ
- डॉ. विनोद कुमार सैनी, उप प्राचार्य/NAAC Coordinator, पोदार कॉलेज, नवलगढ
- क्लास सर्कुलेशन
- Website प्रतिलिपि
- ऑफिस रिकॉर्ड
- नॉटिस बोर्ड



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722394844e4d30ce4e47a89732ee815638107b7803a439e87c30a3b5,  
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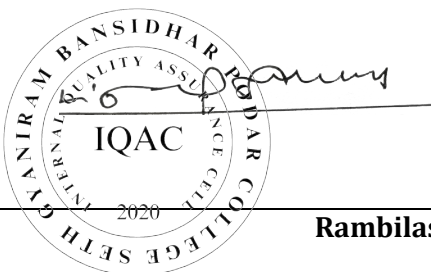


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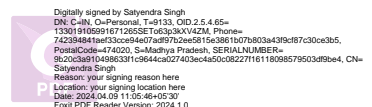
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## Objectives

- To aware the students about college's rule and regulations.
- To aware the students about all the committee.
- To aware the students about their welfare.
- To aware the students about the physical facilities of the college.
- To aware the students about all the governmental and non-governmental scholarships.
- To aware the students about the expectations which college has from them.
- To make the students made aware about all the educative functions of the college.
- To prepare the students for new competitive era.



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## REPORT

Date : 03<sup>rd</sup> November 2022

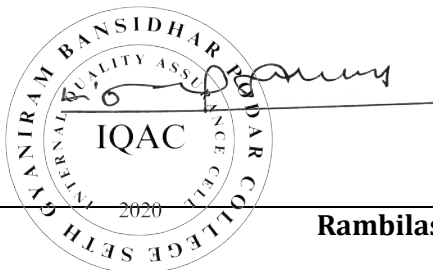
Time : 11:00 onwards

Event : **Orientation Programme for New Students**

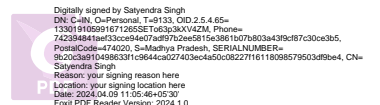
Speaker : Dr. J.P. Yadav (Vice-Chancellor, Rajrishi  
Bharatahari Matsya University, Alwar),  
Dr. Satyendra Singh (Principal), Prateek  
Parashar (C.O.O.), Dr. Vinod Kumar Saini (Vice-  
Principal), Prof. Sandeep Kumar Jangir, Prof.  
Shantilal Joshi, Dr. Anil Kumar Sharma, Prof.  
Rakesh Jangir, Prof. Suman Saini, Lft. Kamlesh  
Saini (ANO)

Attended by : Students of all streams of UG Part-I and PG  
Previous.

Distribution : IQAC Cell & Principal Office



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about the expectations of the college from the students. Dr. Satyendra Singh, the Principal made aware the students about the physical facilities of the college. Dr. Vinod Kumar Saini, Vice-Principal and Discipline Committee incharge gave an orientation regarding the rules and regulations of the college. Prof. Sandeep Kumar Jangir, Student Welfare Committee and Scholarship Coordinator informed the student about the entire student related committee and rules and regulations of all government and non-government scholarship schemes. Prof. Rakesh Jangir introduced everyone to NSS and its activities. Lft. Kamlesh Kumar presented the report of the Sports & NCC activities which were undertaken by the college in the previous year and encouraged students to join the Club. Prof. Suman Saini informed the students about Women Welfare and Sexual harassment. Prof. Shantilal Joshi hosted this program and awarded the students about all the cultural activities of the college. Dr. Vikram Jakhar informed the students about the working of anti-raging cell. Almost 200 students attended the program along with all the staff members. This was followed by the Vote of Thanks by Prof. Sandeep Kumar Jangir. The Orientation concluded with the National Anthem after which the students dispersed with full satisfaction.



\*\*\*\*\*

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## SETH GYANIRAM BANSIDHAR PODAR COLLEGE Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Date- 03.11.2022

### Orientation Programme Attendance Sheet

S.No.	Name of Students	Class	Sign
1	Abhishek Singh Malwadi	B.Sc. I math	Abhishek
2	Aditya Singh Rao	Pawan kumar Rao	Aditya
3	Satyendra Singh Rathore	Gulab Singh Rathore	Satyendra
4	Anmol Saini	Bishamal Saini	Anmol
5	Ankit Singh	Rajiv Singh	Ankit
6	Nitesh	Vinod Kumar	Nitesh
7	Himanshu Saini	Nemi Chand Saini	Himanshu
8	Kaif Kar Sharma	B.Com I	Kaif
9	Tarun Singh	B.Com I	Tarun
10	Ashish Kumar	Bec. I <sup>st</sup> year	Ashish
11	Aakash Saini	B.Sc. I <sup>st</sup> year	Aakash
12	Rahul Kumar Kumar	B.Sc. I <sup>st</sup> year	Rahul
13	Nikhil Tarkar	B.Sc. I <sup>st</sup> year	Nikhil
14	Nikhil Jazid	B.Sc. I <sup>st</sup> year	Nikhil
15	Sonu Jangid	B.Sc. I <sup>st</sup> year	Sonu Jangid
16	Akash Saini	B.Sc. I <sup>st</sup> year	Akash Saini
17	Hasim	B.Sc. I Bio	Hasim
18	Kapil Kumar	B.Sc. (I) Bio	Kapil
19	Karan Saini	B.Sc. (I) Bio	Karan
20	Raghendra Singh Shekhawat	BCA (I)	Raghendra
21	Jayant Singh	BCA I <sup>st</sup>	Jayant
22	Ankit Bhoslaya	BCA I <sup>st</sup>	Ankit
23	Ravik	Bec. I <sup>st</sup>	Ravik
24	Akshat Singh Vadi	BCA - I	Akshat

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Singh

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1300191059916712655E763b3xV42M, Phone=+919468194953, PostalCode=474020, S=Madhya Pradesh, SERIALNUMBER=96203891049533116944ca027403ec450c022716116088579503d9be4, CN=Satyendra Singh  
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S.No.	Name of Students	Class	Sign
(1)	HARSH SANE	B.Com - 1 <sup>st</sup> year	Harsh
(2)	Prateek Jangid	B.Com - 1 <sup>st</sup> year	Prateek
(3)	Rohit Saini	B.A - 1 <sup>st</sup> year	Rohit
(4)	Pritam Kumar	B.A - 1 <sup>st</sup> year	Pritam
(5)	Jaljit Kumar	B.A - 1 <sup>st</sup> year	Jaljit
(6)	Vinay Kumar	B.A - 1 <sup>st</sup> year	Vinay
7	KUNAL POOLIA	B.A - 1 <sup>st</sup> year	Kunal
8	Prince Kumar	B.Sc (I) math	Prince
9	Karan Jangir	B.Sc (I) Bio	Karan
10	Avin Saini	B.Com. I	Avin
11	Raghvendra Nayak	B.Com I	Raghvendra
12	Karunesh Sharma	B.Com I	Karunesh
13	Pratyaksh Chhabela	B.Com - 1 <sup>st</sup> year	Pratyaksh
14	Vivek Sunda	B.Com. Part I	Vivek
15	ARYAN	BCA - I	Aryan
16	Ankit Chavhan	B.A - 1 <sup>st</sup> year	Ankit
17	Balaram	B.A - 1 <sup>st</sup> year	Balaram
18	Jayant Kumar	B.A - 1 <sup>st</sup> year	Jayant
(19)	Kalid Mehla	B.A - 1 <sup>st</sup> year	Kalid
20	Vikash	BCA 1 <sup>st</sup> Year	Vikash
21	Naveen Kumar	B.Sc 1 <sup>st</sup> year	Naveen
22	Vikash Kumar	B.Sc 1 <sup>st</sup> year	Vikash
23	Chandan Saini	B.Sc 1 <sup>st</sup> year	Chandan
24	Tarun Singh	B.Sc 1 <sup>st</sup> year	Tarun

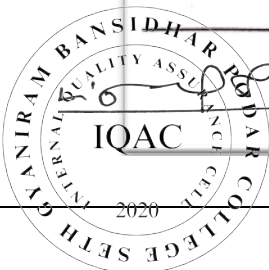
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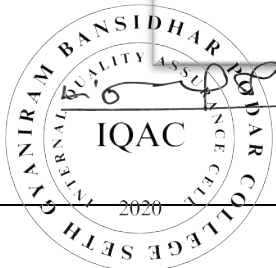
### Orientation Programme Attendance Sheet

S.No.	Name of Students	Class	Sign
1	LAL BAHADUR	B.A I	Darsi
2	Taimur khatir	B.A	Taimur
3	अहमद अली	B.A I	Ahmad
4	Ramesh Kumar Saini	B.A - I	Ramesh
5	Keishan Kulkarni	B.A.I	Keishan
6	Kavi Jangir	B.A.I	Kavi
7	Shudham Kumar	B.A I	Shudham
8	Ankur Saini	B.A I	Ankur
9	Paaveen Saini	B.A.I	Paaveen
10	Sonu Jangir	B.A - I	Sonu
11	Mohammad Saini	B.A - I	Mohammad
12	Sunil Saini	B.A. P-I	Sunil
13	Praveen Joot	B.A. P-I	Praveen
14	Davendra Saini	B.A (I) - G(O)	Davendra
15	Ms. Raif Parwar	B.COM I	Raif
16	Sumit Jangir	B.A.II <sup>st</sup>	Sumit
17	Anam Saini	B.A.I <sup>st</sup>	Anam
18	Vikash Indaruka	B.com I	Vikash
19	Sameer Bhatti	B. Com. I	Sameer
20	Diana Padaria	B. Com. I <sup>st</sup>	Diana
21	Suresh Kumar	B. Com. I <sup>st</sup>	Suresh
22	Ramak Verma	B.A I <sup>st</sup>	Ramak
23	Ankit Sharma	B.A I <sup>st</sup>	Ankit
24	Rahul Kumar	B.A I <sup>st</sup>	Rahul Kumar

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1300191059916712655E76333XV42M, Phone=+919468119983, PostalCode=474020, S=Madhya Pradesh, SERIALNUMBER=96203891049853316964ca027403e450c0822716116088579503d9e64, CN=Satyendra Singh  
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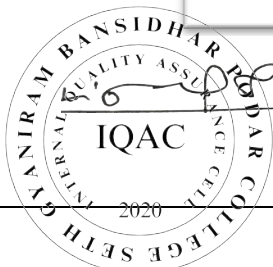
### Orientation Programme Attendance Sheet

S.No.	Name of Students	Class	Sign
1.	Poonam Saini	M.A. (Geo. (Pre))	Poonam Saini
2.	Priganka Saini	M.A. Geo. (Pre)	Priganka
3.	Deepika Verma	B.A. I <sup>st</sup> Year	Deepika
4.	Jyoti Kamdar	B.A. I <sup>st</sup> Year	Jyoti
5.	Shikha Jangir	B.A. I <sup>st</sup> Year	Shikha
6.	Chamchal Patwari	B.A. I <sup>st</sup> Year	Chamchal
7.	Khushbu Bano	B.A. I <sup>st</sup> Year	Khushbu
8.	Samita Saini	B.A. I <sup>st</sup> Year	Samita Saini
9.	Sonal Saini	B.A. I <sup>st</sup> Year	Sonal
10.	Priya Kumari	B.A. I <sup>st</sup> Year	Priya
11.	Neha Sonani	B.A. I <sup>st</sup> Year	Neha
12.	Kanchan Kumari	B.A. I <sup>st</sup> Year	Kanchan
13.	Disha Saraf	B.Com I <sup>st</sup> Year	Disha
14.	Priya	B.Com I <sup>st</sup> Year	Priya
15.	Hem Sharma	B.Com I <sup>st</sup> Year	Hem
16.	Yogita Soni	B.Sc I <sup>st</sup> Year	Yogita
17.	Nisha	B.Sc I <sup>st</sup> Year (Maths)	Nisha
18.	Khushi Saini	B.Sc I <sup>st</sup> Year (Maths)	Khushi
19.	Riya Gadaiya	B.Sc I <sup>st</sup> Year (Maths)	Riya
20.	Nishtha Saha	B.Com I <sup>st</sup> Year	Nishtha
21.	Anisha Rulamiya	B.Sc I <sup>st</sup> Year (Maths)	Anisha
22.	Ravina Saini	B.Sc I <sup>st</sup> Year (Maths)	Ravina
23.	Vijay Shree	M.Sc (Pre) (Zoology)	Vijay Shree
24.	Kavita	M.Sc (Pre) (Zoology)	Kavita

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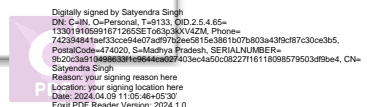
### Orientation Programme Attendance Sheet

S.No.	Name of Students	Class	Sign
1	Priyanka Saini	M.sc zoology (P)	Priyanka Saini
2	Aashi Saini	" "	Aashi
3	Vaishali Saini	" "	Saini
4	Pinkisaini	M.sc (Botany)	Pinkisaini
5	Geetingsoni	M.sc (Botany)	Geetingsoni
6	Manishy	" "	Manishy
7	Madhu Saini	" "	Madhu
8	Minakshi	M.B.C. (Chemistry)	Minakshi
9	Neelam Lakhar	M.Sc (Chemistry)	Neelam
10	Manisha Saini	M.Sc (Chemistry)	Manisha
11	Priyanka Saini	M.Sc (Chemistry)	Saini
12	Jyoti	M.Sc. (Botany)	Jyoti
13	Anu Saini	" "	Anu
14	Rupal Jangir	M.Sc Chemistry (P)	Rupal
15	Priyanka Chobdar	M.Sc Chemistry (P)	Priyanka
16	Manisha Kumari	M.Sc chem. (P)	Manisha
17	Sangeeta Kumari	M.Sc chem. (P)	Sangeeta
18	Priyanka Shekhawat	B.A. 5 <sup>th</sup> year (Eng)	Priyanka
19	Neetu Sharma	B.A. 1 <sup>st</sup> year (Eng)	Neetu
20	Pragya Maharshi	B.A 1 <sup>st</sup> year (Eng)	Pr.
21	Priya Saini	B.A 1 <sup>st</sup> year (Eng)	Priya
22	Vandana Sharma	B.A 1 <sup>st</sup> year (Eng)	Vandana
23	Vaishali Saini	B.A 1 <sup>st</sup> year (Eng)	Vaishali Saini
24	Manshi	B.A 1 <sup>st</sup> year (Eng)	Manshi



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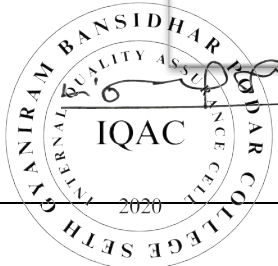
Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Date- 03.11.2022

### Orientation Programme Attendance Sheet

S.No.	Name of Students	Class	Sign
1	Ramod Yadav	BCA - I	Ramod
2	irfan Ali	BCA - I	(S)
3	Alimul Gani	BCA - I	(A)
4	Geopal Singh Shekawat	BSC - I	Geopal
5	Vijay Poonia	B.Sc. - I	(S)
6	Hitesh Jangid	BEA - I	Hitesh
7	Nitin Jangid	BCA - I	Nitin
8	Pankaj Kumar	BCA - I	Pankaj
9	Deepak Kumar	BCA - I	Deepak
10	Parasrath	M.Sc. I	Parasrath
11	Sant Kumar	M.Sc. I	Sant Kumar
12	Anur Kumar	M.Sc. I	Anur
13	Sumit Kumar Saini	BSC - I	Sumit
14	Vikas Bouda	B.Sc. - I	Vikas
15	Ankit Bhuria	BCA - I	Ankit
16	Shail	BC - I	Shail
17	Abhinav Kumar	BCA - I	Abhinav
18	Ramesh	M.Sc.	Ramesh

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Reason: your signing reason here  
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S.No.	Name of Students	Class	Sign
1.	Vikash Chohan	B.A I	Vikash
2.	Ajay Kumar Sain	B.Com <sup>1<sup>st</sup></sup> year	Ajay Kumar
3.	Rohit Parshampuria	B.Com <sup>1<sup>st</sup></sup> year	Rohit
4.	Amit Kumar	B.A I (Geo)	Amit
5.	Umeshwar Singh	B.A I (Geo)	Umeshwar
6.	Anurag	BCA-I	Anurag
7.	Harshit	"	Harshit
8.	Pankaj Jaiswal	"	Pankaj
9.	Jyoti Deepak Bansal	B.Sc Math I	Deepak
10.	Vishu Swami	BCA-I	Vishu
11.	Yogesh Sanodia	B.Sc Math I	Yogesh
12.	Karan	BCA-I	Karan
13.	Rohit	BCA-I	Rohit
14.	Vipul	BCA-I	Vipul
15.	Vikesh	BCA-I	Vikesh
16.	Amit	BCA-I	Amit
17.	Mahipal Singh	B.S.C Math I <sup>st</sup>	Mahipal
18.	Mohit Kumar	B.S.C (math) I <sup>st</sup>	Mohit
19.	Avesh Qureshi	"	Avesh
20.	Ajay	B.S.C (Math) I <sup>st</sup>	Ajay
21.	Anurag	B.S.C MATH	Anurag

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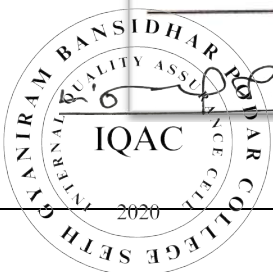
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S.No.	Name of Students	Class	Sign
1.	Reema chyara	BA 1 <sup>st</sup> Geo	Reema
2.	Aditya	M.Sc.(Pre.) Botany	Aditya
3.	Manish	M.Sc.(Pre) Botany	Manish
4.	Priya Saini	B.Sc I <sup>st</sup> (Bio)	Priya
5.	Amisha Jangir	B.Sc I <sup>st</sup> (Bio)	Amisha
6.	Pooja Kumari	M.Sc.(Math) Pre.	Pooja
7.	Ritu	M.Sc.(math) Pre.	Ritu
8.	Nisha	M.Sc.(math) pre	Nisha
9.	PooJA	M.Sc.(P) Physics	Pooja Kumari
10.	Nitu	M.Sc.(P) Physics	Nitu
11.	Rashmi Jangir	M.Sc(P) Physics	Rashmi Jangir
12.	Nikita	M.S.C.C.P) Physics	Nikita
13.	Priyanka Saini	M.Sc (P) Physics	Priyanka Saini
14.	Chanchal Nehra	B.Sc. I <sup>st</sup> Maths (Eng)	chanchal
15.	Ankita Kumawat	B.Sc I <sup>st</sup> Maths (Eng)	Ankita
16.	Bharti Saini	B.Sc. I <sup>st</sup> Maths (Eng)	Bharti
17.	Anjali Saini	B.Sc. I <sup>st</sup> M. (Hindi)	Anjali
18.	Anu Saini	B.Sc I <sup>st</sup> maths (Hindi)	Anu Saini
19.	Aakriti sharma	B.sc I <sup>st</sup> maths (Hindi)	Aakriti
20.	Manika Saini	B.sc. I <sup>st</sup> maths (Hindi)	manika
21.	Anu Jagarwal	B.sc I <sup>st</sup> maths (Hindi)	Anu
22.	Savita Saini	B.sc I <sup>st</sup> math (Hindi)	Savita

Rambilas Podar Road, Nawalgarh Dist: Jhunjhunu - 333042  
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Satyendra  
Singh

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DN: c=IN, o=Podar College, ou=PODAR COLLEGE, ou=2, s=4, email=1330191059916712655E763b3bXV42M, Phone=72203484, serial=1563811076763343958730a3b5,  
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# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC  
Recognition of college under Section 2(f)/12(B), UGC Act, 1956  
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar



## SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Date- 03.11.2022

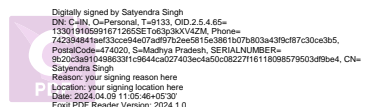
### Orientation Programme Attendance Sheet

S.No.	Name of Students	Class	Sign
1.	Antim Saini	B.Sc I <sup>st</sup> year (Math)	Antim
2.	Manisha Saini	B.Sc I <sup>st</sup> year (math)	Manisha
3.	Reena Jangir	B.Sc I <sup>st</sup> year (Bio)	Reena Jangir
4.	Anu Jangid	B.Sc I <sup>st</sup> year (Bio)	Anu Jangid
5.	Sakshi Saini	B.Sc I <sup>st</sup> year (Bio)	Sakshi
6.	Naresha Kumari Saini	B.Sc I <sup>st</sup> year (Bio)	Naresha
7.	Manika	B.Sc I <sup>st</sup> year (Bio)	Manika
8.	Anu Verma	B.Sc I <sup>st</sup> year (Bio)	Anu Verma
9.	Rinku Saini	B.Sc I <sup>st</sup> year (Bio)	Rinku Saini
10.	Radhika Kanwar	B.Sc I <sup>st</sup> year (Bio)	Radhika
11.	Priya Kumari	B.Sc I <sup>st</sup> year (Bio)	Priya
12.	Ritika Lakshara	B.Sc I <sup>st</sup> year (Maths)	Ritika
13.	Bhoomika Sharma	B.A I <sup>st</sup> year (BPO)	Bhoomika
14.	Somy Saini	B.Sc I <sup>st</sup> year (Bio)	Somy
15.	Muskan Choudhary	B.Sc I <sup>st</sup> year (Bio)	Muskan
16.	Anjali Saini	B.Sc I <sup>st</sup> year (Bio)	Anjali
17.	Divya	B.Sc I <sup>st</sup> year (Bio)	Divya
18.	Preeti Kumari	M.Sc. Pre. Chem.	Preeti
19.	Prachi Ganeshwar	M.Sc. Pre. Chem.	Prachi

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SETH GYANIRAM BANSIDHAR PODAR COLLEGE NAWALGARH

## Student Orientation Programme Feed Back Form

For Session 2022-23

Date: 03-11-2022

Name: Ramesh Kumar Saini

Class and Faculty: B.A.I. Arts

- Did you find the Student Orientation Programme Useful? Yes/No
- Please tick a box in the table below to indicate your rating for each session from 1-5 where 1 is very poor, 2 is poor, 3 is average, 4 is good and 5 is very good.

### Session On Scholarship- Mr. Sandeep Kumar Jangir

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Student Council- Dr. Anil Sharma

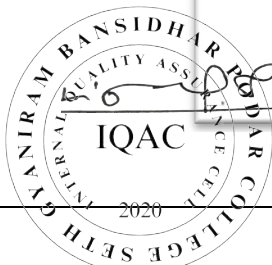
	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Sexual Harassment and Woman Welfare- Ms. Suman Saini

	1	2	3	4	5
Was the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Student Discipline and Campus Supervision- Dr. Vinod Kumar Saini

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓



PTO

Satyendra  
Singh

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DN: cn=Satyendra Singh, o=Podar College, ou=Podar College, email=satyendra@podarcollege.com, c=IN  
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PostalCode=474020, S=Madhya Pradesh, SERIALNUMBER=962038819498533116944ca027403e4450c0822716116088579503d9be4, CN=Satyendra Singh  
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## Session On Extra- Curricular Activities- Mr. Shantilal Joshi

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?				✓	

## Session On Sports Activities- Lt. Kamlesh Kumar (ANO)

	1	2	3	4	5
Is the Session Use Full?					
Is the Content easy to understand?					

## Session On Grievance Redressal & Anti-Ragging- Dr. Vikram Jakhar

	1	2	3	4	5
Is the Session Use Full?			✓		
Is the Content easy to understand?				✓	

## Session On Grievance NSS & Scout- Dr. Vikram Jakhar

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

3. Were all your doubts clarified by the teachers and management? Yes/No

If No, mention the Question or issue on which you need more clarification.....

..... No .....

4. Do you think session on any other topic/aspect should be Conducted?

5. Any Suggestion..... No .....

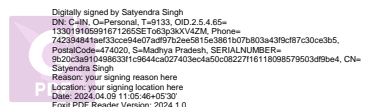
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Signature of Students



Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042  
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SETH GYANIRAM BANSIDHAR PODAR COLLEGE NAWALGARH

## Student Orientation Programme Feed Back Form

For Session 2022-23 Date: 03-11-2022

Name: Manisha

Class and Faculty: B.M.Sc (Botany)

- Did you find the Student Orientation Programme Useful? Yes/No
- Please tick a box in the table below to indicate your rating for each session from 1-5 where 1 is very poor, 2 is poor, 3 is average, 4 is good and 5 is very good.

Session On Scholarship- Mr. Sandeep Kumar Jangir

	1	2	3	4	5
Is the Session Use Full?				✓	
Is the Content easy to understand?				✓	

Session On Student Council- Dr. Anil Sharma

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?				✓	

Session On Sexual Harassment and Woman Welfare- Ms. Suman Saini

	1	2	3	4	5
Was the Session Use Full?					✓
Is the Content easy to understand?				✓	

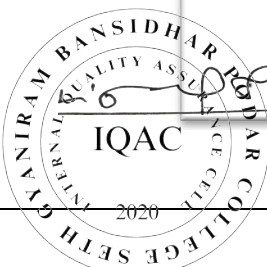
Session On Student Discipline and Campus Supervision- Dr. Vinod Kumar Saini

	1	2	3	4	5
Is the Session Use Full?			✓		
Is the Content easy to understand?				✓	

PTO

Satyendra  
Singh

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DN: cn=Satyendra Singh, o=Podar Educational Institutions, ou=Podar College Nawalgarh, email=Satyendra.Singh@podarcollege.com, postalCode=333042, serialNumber=1, c=IN  
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## Session On Extra- Curricular Activities- Mr. Shantilal Joshi

	1	2	3	4	5
Is the Session Use Full?				✓	
Is the Content easy to understand?				✓	

## Session On Sports Activities- Lt. Kamlesh Kumar (ANO)

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

## Session On Grievance Redressal & Anti-Ragging- Dr. Vikram Jakhar

	1	2	3	4	5
Is the Session Use Full?				✓	
Is the Content easy to understand?					✓

## Session On Grievance NSS & Scout- Dr. Vikram Jakhar

	1	2	3	4	5
Is the Session Use Full?				✓	
Is the Content easy to understand?					✓

3. Were all your doubts clarified by the teachers and management? Yes/No ✓

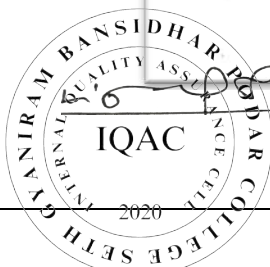
If No, mention the Question or issue on which you need more clarification.....

No

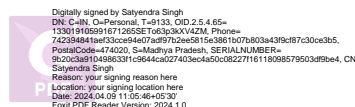
4. Do you think session on any other topic/aspect should be Conducted?

5. Any Suggestion..... No

*Monisha*  
Signature of Students



Satyendra  
Singh



Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042

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SETH GYANIRAM BANSIDHAR PODAR COLLEGE NAWALGARH

## Student Orientation Programme Feed Back Form

For Session 2022-23

Date: 03-11-2022

Name.....Jyoti.....

Class and Faculty.....M.Sc.(Pae.) Botany.....

- Did you find the Student Orientation Programme Useful? Yes/No
- Please tick a box in the table below to indicate your rating for each session from 1-5 where 1 is very poor, 2 is poor, 3 is average, 4 is good and 5 is very good.

### Session On Scholarship- Mr. Sandeep Kumar Jangir

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Student Council- Dr. Anil Sharma

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Sexual Harassment and Woman Welfare- Ms. Suman Saini

	1	2	3	4	5
Was the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Student Discipline and Campus Supervision- Dr. Vinod Kumar Saini

	1	2	3	4	5
Is the Session Use Full?				✓	
Is the Content easy to understand?				✓	

PTO

Satyendra  
Singh

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DN: cn=Satyendra Singh, o=Podar College, ou=Podar College, email=satyendra@podarcollege.com, c=IN  
1300191059916712655E76330XV4ZM, Phone=+919848444444, SerialNumber=156381107670334395873000305,  
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Date: 2024.04.03 11:05:46+05'30'  
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Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042

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SETH GYANIRAM BANSIDHAR PODAR COLLEGE NAWALGARH

## Student Orientation Programme Feed Back Form

Name... Ankur Saini For Session 2022-23 Date: 03-11-2022

Class and Faculty... B.A.-P Arts

- Did you find the Student Orientation Programme Useful? Yes/No
- Please tick a box in the table below to indicate your rating for each session from 1-5 where 1 is very poor, 2 is poor, 3 is average, 4 is good and 5 is very good.

### Session On Scholarship- Mr. Sandeep Kumar Jangir

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Student Council- Dr. Anil Sharma

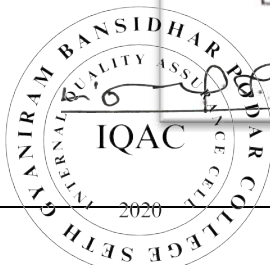
	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Sexual Harassment and Woman Welfare- Ms. Suman Saini

	1	2	3	4	5
Was the Session Use Full?				✓	
Is the Content easy to understand?				✓	

### Session On Student Discipline and Campus Supervision- Dr. Vinod Kumar Saini

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓



PTO

Satyendra Singh

Digitally signed by Satyendra Singh  
DN: c=IN, o=Personal, 1=8153, 2=D, 2.5.4.65=1330191029918712655E7693930XV42M, Phone=722034841, email=3006467@rediffmail.com, cn=Satyendra Singh, postalCode=474020, st=Madhya Pradesh, SERIALNUMBER=962034810498533116944ca027403ec4450c0822716116088579503d9be4, CN=Satyendra Singh  
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### Session On Extra- Curricular Activities- Mr. Shantilal Joshi

	1	2	3	4	5
Is the Session Use Full?				✓	
Is the Content easy to understand?				✓	

### Session On Sports Activities- Lt. Kamlesh Kumar (ANO)

	1	2	3	4	5
Is the Session Use Full?			✓		
Is the Content easy to understand?			✓		

### Session On Grievance Redressal & Anti-Ragging- Dr. Vikram Jakhar

	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

### Session On Grievance NSS & Scout- Dr. Vikram Jakhar

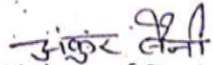
	1	2	3	4	5
Is the Session Use Full?					✓
Is the Content easy to understand?					✓

3. Were all your doubts clarified by the teachers and management? Yes/No

If No, mention the Question or issue on which you need more clarification.....

4. Do you think session on any other topic/aspect should be Conducted?

5. Any Suggestion.....

  
Signature of Students



Satyendra Singh

Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042  
Contact No: 8619868884

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Digitally signed by Satyendra Singh  
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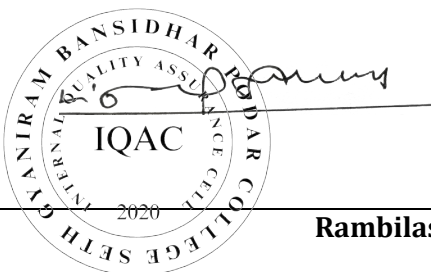


# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

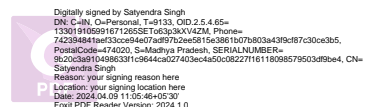
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Dr. Vinod Kumar Saini, Vice-Principal addressing the students



Satyendra  
Singh



Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042

Contact No: 8619868884

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# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

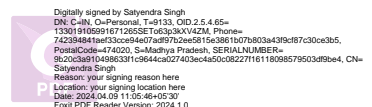
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Affiliated to *Pandit Deendayal* Upadhyaya *Shekhawati University*, Sikar



Prof. Sandeep Kumar Jangir, Coordinator,  
Student Welfare Committee informing the Students



Satyendra  
Singh



Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042  
Contact No: 8619868884

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## SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh-333042(Raj.)

Website: [www.podarcollege.com](http://www.podarcollege.com)

### Human Values and Professional Ethics:

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard:**

**(Code of ethics policy document)**



Satyendra  
Singh

Digitally signed by Satyendra Singh  
DN: c=IN, o=Personal, t=91133, oID.2.5.4.65=  
133019109591671265SETo63p3kxv42M, Phone=  
7422394841ae133cc994e07ad97b2ee5515a3861b07b803a43f9cf87c30ce3b5,  
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CN=Satyendra Singh  
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**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

Sr. No.	Particular	Availability
1.	The Code of Conduct is displayed on the website	√
2.	There is a committee to monitor adherence to the Code of Conduct	√
3.	Institution organizes professional ethics programmes for students, teachers, administrators and other staff	√
4.	Annual awareness programmes on Code of Conduct are organized	√

**Options: A. 4 or All of the above**

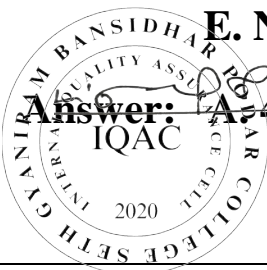
**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**E. None of the above**

**Answer: ~~A. 4 or All of the above~~**



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# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

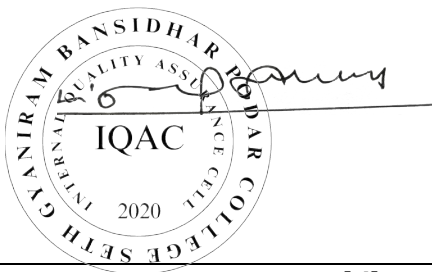
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## 7.1.10 INDEX

1. Code of Conduct for Students
2. Code of Conduct for Faculty
3. Code of Conduct for Departmental Heads
4. Code of Conduct & Responsibilities for Principal/Vice-Principal
5. Code of Conduct for Members of Governing Board



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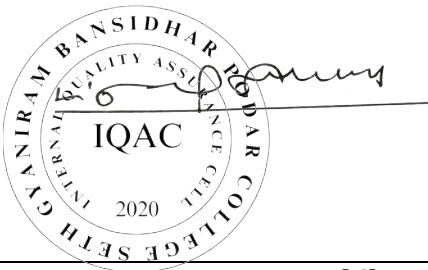
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## Values, Ethics & Code of Conduct



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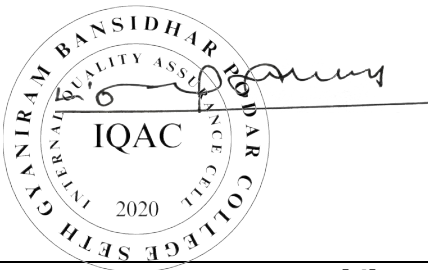
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## Core Values, Ethics & Code of Conduct

### Core Values of the Institute:

- Respect for Nation:** Every member of SETH GYANIRAM BANSIDHAR PODAR COLLEGE family should abide by the constitution of India and respect its ideals and institutions, the National Flag, National Anthem, its heritage, and uphold and protect the sovereignty, unity and integrity of the country.
- Responsibility:** Everyone in the institute must discharge his/her duties with utmost responsibility.
- Accountability:** Every individual who has been entrusted certain roles and responsibilities shall be accountable for his/her actions.
- Transparency:** All the activities should be conducted in a transparent manner and records should be maintained properly.
- Faculty Development:** Institute believes in the individual academic development of its faculty and shall encourage them to undertake higher studies, provide facilities to carry out innovative research, and promote them to participate in the development of the Institute and nation building.
- Quality:** Institute would pursue quality in all its endeavors like teaching learning process, examinations, research and development and all related functional areas.
- Environmental stewardship:** Committed in incorporating green technologies for environmental protection and sustainable development of the Nation.
- Respect for others:** The dignity and respect of every individual must be observed while interacting with others.
- Fairness:** Everyone in the Institute must treat others honestly and without any bias based on cast, creed, sex, religion, disability or any other matter of personal performance.



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## Code of Ethics:

### 1. Adherence to the Highest Ethical Standards

It is expected that every employee, faculty members, officer, staff, members of Governing Board, management to adhere to the highest ethical standards and respect rules, regulations and laws which are applicable to his or her position and duties and to comply with them in letter and spirit.

### 2. Maintenance of the Highest Standards of Academic Integrity

Every member of the Institute involved in teaching and research activities is expected to the highest standards of honesty and integrity. Activities such as plagiarism, misrepresentation and falsification of data are strictly prohibited.

### 3. Maintenance of Accurate Records

Every member is expected to create and preserve correct records and documents regarding all the activities performed.

### 4. Compliance with All Grant Terms & Conditions

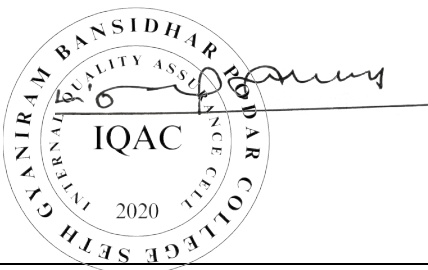
Every member is expected to comply strictly with the terms and conditions of each grant on which he or she is working.

### 5. Work Towards Achieving Vision and Mission of the Institute

Every member is expected to faithfully carry out his or her professional duties in furtherance of the Institute's vision and mission.

### 6. Equal Policy for all stakeholders of the Institute

The Institute is committed to a policy of equal treatment, opportunity and respect in its relations with its faculty, staff, students and others who come into contact with the institute. Every member is prohibited from discriminating on the basis of caste, religion, colour, gender, age, disability or parental status.



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## Code of Ethics for Prevention of Malpractices and Plagiarism in Academics and Research

The Institute firmly believes in following ethics and honesty in every aspect of academic activities. Teaching and research are novel professions which necessitate stringent moral obligations. Therefore, certain measures are established for prevention of malpractices and plagiarism failing which would evoke disciplinary actions at various levels.

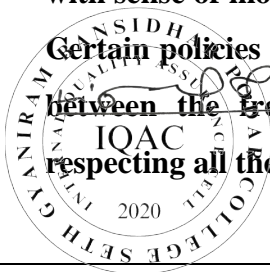
- Mandatory Similarity Check:** It is mandatory for each student to get a plagiarism check performed for submitting project report/dissertation/ research paper to the Institute or any other agency for ensuring the authenticity of the submitted document.
- Mandatory Similarity Check of Conference Paper Submission:** The similarity check is also performed on abstract and research papers submitted to the conference organized by the Institute to curb plagiarism.
- Award of Incentive and Certification:** Faculty members are encouraged to publish their research finding in reputed research journals.
- Academic Integrity Panel:** An Institutional integrity panel is formed to address any complaint or allegation of malpractice against student/faculty member.

## Code of Conduct

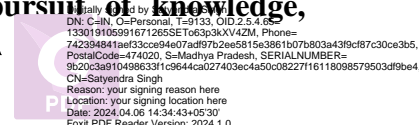
The Institute has got a code of conduct for all the students and the staff members. All the staff and students must know that it is important for them to follow these Code of Ethics and Conduct and the rights/ responsibilities including the restrictions flowing from it.

It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity.

Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.



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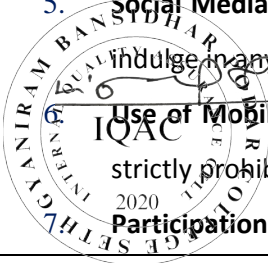
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## Code of Conduct for Students:

The Institute is a temple of learning. All the students who have been admitted must act in a dignified manner so that the prestige of Institute, their parents or their own is not compromised. SETH GYANIRAM BANSIDHAR PODAR COLLEGE students assume an obligation to conduct themselves in a manner compatible with the Institute's norms. They should behave respectfully with others. The students must strictly follow the following code of conduct.

- Dress Code:** The students are required to follow the dress code while they are in the campus on Four days. This will keep all the students belonging to different economic strata at a common footing.
- Discipline:** The students should maintain proper discipline and decorum in the premises of the Institute & hostel. The following will be the acts of indiscipline and may invite disciplinary action.
  - Non-compliance of rules, orders and notices of the Institute and hostel.
  - Involvement in ragging is strictly prohibited as per the directives of the Govt. of India and the Supreme Court.
  - Absence from classes and hostels without permission.
  - Misuse or damage of institute and hostel property.
  - Use of drugs/alcohol/tobacco etc. in the institute/hostel/city.
  - Involvement in acts against the law of the land and mass bunk from classes.
  - Malpractices/using unfair means during test/examination or knowingly furnishing false information.
  - Possession or use of weapons, explosives, fireworks or items of destruction.
- Conservation of Natural Resources:** Wastage of water, electricity and other raw material is strictly prohibited.
- Cleanliness:** Every student is expected to maintain general cleanliness within classrooms, laboratories, corridors, canteen, hostel and the campus in general.
- Social Media:** Students are expected to use the social media carefully and responsibly. They cannot indulge in any activity having grave ramification on the reputation of the Institute.
- Use of Mobile Phone:** use of cell phone in classrooms, drawing halls, labo and corridors is strictly prohibited.
- Participation in Extra-Curricular Activities:** Every student is expected to participate in one or more



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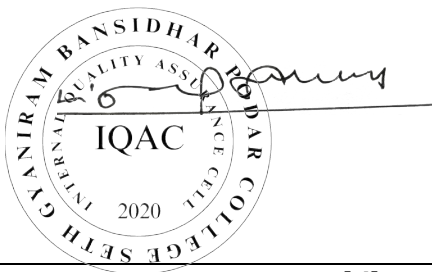


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co-curricular activity in the institute.

8. **Safety:** Student should understand that upkeep of all equipment, including computers, OHP, LCD etc. and electrical fittings in classrooms laboratories, hostels are for their benefit and they are jointly responsible for their safety, upkeep and maintenance. They are expected to follow all safety precautions required during work in laboratories and workshops.
9. **Respect for Others:** Students must take care that his/her behavior is impeccable toward opposite gender. Any unwelcome behavior towards other students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law.
10. **Hostel Discipline:** Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.
11. **Social Responsibility:** The life of a student is not about scoring marks or grades and passing through examinations. They have to be social responsible and serve the society. They have to be involved in social services. All are expected to donate blood voluntarily if they can do so.
12. **Ethical Behavior:** Ethical behavior includes honesty, integrity, respect, Open- mindedness, Discipline, tolerance, Team spirit, Sense of responsibility, fairness and a variety of other positive traits. Students should strive to maintain ethical behavior in his/her personal, social and professional interactions.



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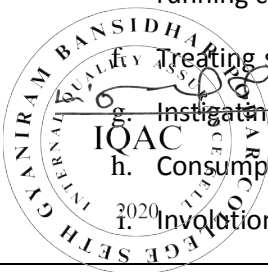
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students, accompany students on educational tour as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation

11. Manage their private affairs in a manner consistent with the dignity of the profession.
12. Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

## Code of Conduct for Faculty:

1. Faculty must carry out all the following duties faithfully, honestly, and to the best of their ability.
  - a. Academic activities such as teaching, demonstration, lab development, examination, assessment etc.
  - b. Research activities
  - c. Extension activities
  - d. Administrative activities
  - e. Extracurricular activities
2. The following lapses on the part of the faculty would constitute improper conduct.
  - a. Failure to perform his/her academic activities to the satisfaction of all stake holders.
  - b. Failure to carry out decisions taken by academic bodies, authorities, management etc. promptly and within the time frame provided.
  - c. Improper behavior with both male and female students and other employees
  - d. Refusal to carry out administrative responsibility such as departmental head, conduction of examination work, practical work, student counseling work, placement work etc.
  - e. Indulgence in anti-academic activities directly or indirectly such as undertaking private tuitions, running coaching institute, holding any office of profit etc.
  - f. Treating students unfairly by victimizing them on personal ground.
  - g. Instigating students against other students, colleagues, administration etc
  - h. Consumption of drugs, alcohol and tobacco etc. in the institute/hostel/c
  - i. Involvement of the Anti-academic activities directly or indirectly such as.



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- i. Writing of questions-answers guide, key, likely questions, cyclostyled or Xeroxnotes, etc.
  - ii. Undertaking of any office of profit, agency.
3. Faculty would not take leave without informing the departments and making alternate arrangements for the classes.
  4. Faculty must be fair during evaluation of students in internal assessments, laboratory and sessional work and examinations.
  5. The behavior with students and other colleagues should be modest. Faculty should maintain proper discipline and decorum of the Institute.
  6. Faculty must undertake additional or administrative duties assigned in the departments and the Institute.
  7. Various forms of misconduct:
    1. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
    2. Intentionally damaging or destroying Institute property or property of other faculty /staff members
    3. Participating in activities including
      - a. Organizing meetings and processions without permission from the Institute.
      - b. Possessing, Consuming, distributing, selling of alcohol in the Institute
      - c. Parking a vehicle in a no parking zone
      - d. Rash driving in the campus that may cause any inconvenience to others
  8. The teacher shall not avoid any work related to the University/Institute examinations without reasonable grounds.
  9. Every faculty is expected to maintain general cleanliness within staff room, classrooms, laboratories, corridors, canteen, hostel and the campus in general.
  10. Faculty member and all other staff members are expected to follow all safety precautions required during work in laboratories and workshops. They would follow all rules and regulations related to road safety also.

11. All are expected to donate blood voluntarily if they can do so.



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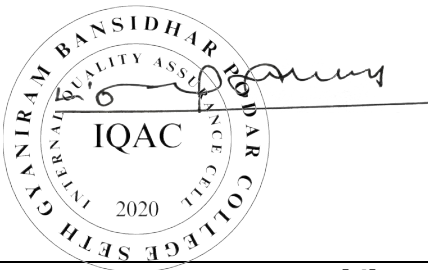
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14. The HODs will hold a special meeting of the faculty well in advance of the beginning of Session and decide about the allocation of teaching load in a fair and democratic manner. The class-wise and faculty-wise teaching load should then be forwarded to the Principal and to the timetable in-charge for preparing the time- tables.
15. The HODs will encourage the faculty members to undertake industry sponsored projects, undertake consultancy work through the Institute, carryout research and publish papers in SETH GYANIRAM BANSIDHAR PODAR COLLEGE Research Journal or any other SCI Journal.
16. The HODs will forward the leave applications of the faculty and staff well in time (at least two days in advance for planned leave) but discourage recommending of frequent leave without pay. No short leave should be forwarded for faculty/staff if they have teaching load during that period.
17. If any faculty remains on leave due to sudden illness or due to any unforeseen reason, the respective HOD will make alternative arrangement so that his/her teaching load is engaged.
18. The HODs should regularly monitor the class attendance of students through the batch counselors. They should find out from the chief batch counselor about the actions taken against the students having poor attendance.
19. The HODs will take strict disciplinary action against the students of their respective departments if they indulge in the activities of in discipline such as mass cut of classes.
20. The HODs will take strict disciplinary action against the faculty/staff if they do not engage classes in time or leave classes early.
21. The HODs must check the unit/midterm test question papers set by the faculty members and also ensure that the answer books have been evaluated properly by inspecting randomly selected answer books.
22. The HODs must regularly obtain reports from the faculty after every unit/midterm test whether the course outcomes and programmed outcomes have been achieved.



Satyendra  
Singh

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Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu – 333042

Contact No: 8619868884

Web Site: [www.podarcollege.com](http://www.podarcollege.com) E-Mail: [principal@podarcollege.com](mailto:principal@podarcollege.com)



# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC  
Recognition of *college* under Section 2(f)/12(B), UGC Act, 1956  
Affiliated to *Pandit Deendayal* Upadhyaya *Shekhawati University*, Sikar

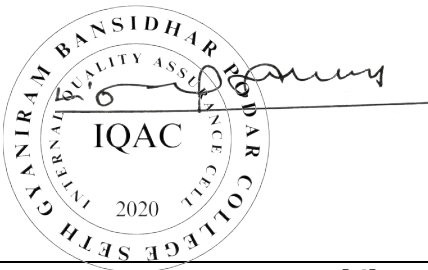
## Code of Conduct & Responsibilities for Principal/Vice-Principal

**Principal/ Vice-Principal is the executive/academic head of the Institute and shall be responsible for –**

1. All round academic growth of the Institute including accreditation of the Institute/Departments by National Accreditation bodies by NAAC/NBA.
2. Planning and implementation of all academic programmes such as refresher/orientationcourse, seminars, conferences, workshops, faculty development programmes, short term

**Training programmes, expert lectures etc. to be organized for the development of facultyand students.**

3. Participation in teaching and research programmes of the Institute.
4. Planning for admissions of the students and maintenance of discipline in the institute.
5. Correspondence with outside institutions like UGC/ Affiliating University/Govt.and other institutes within and outside the country.
6. Supervision of internal and University examinations and all such matters pertaining to the examinations.
7. Evaluation and maintenance of performance appraisal scoring system (PASS) of thefaculty and the supporting staff.
8. Administration and supervision of curricular, co-curricular and extra activities conductedin the Institute.
9. Any other responsibility which may be assigned to him/her by the Management.
10. Grant approval of scholarship/free ship to any needy student.



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## Code of Conduct for Members of Governing Board

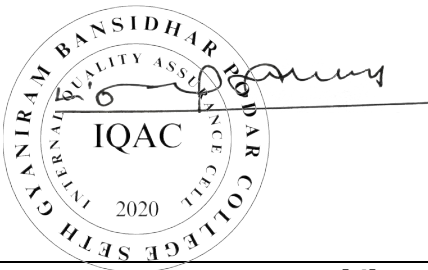
The Institute shall be managed by a regularly constituted Governing Board as per norms and guidelines specified by UGC/ University.

### Responsibilities:

1. The Governing Board will hold its meeting at least two times in an academic year and frame policy guide lines to be implemented in the institute.
2. It will decide and approve budget proposals of the Institute/Departments.
3. It will take decision about launching any new course in the Institute and also decide about increase/decrease in intake in the existing courses.
4. It will make available funds required for creating new infrastructure facilities in the institute.
5. It will grant creation of new academic and other positions.

### Code of Conduct

1. The members of Governing Board shall maintain their character, mannerism, and good image and observe transparency in all their decisions.
2. The decisions and resolutions made by the Governing Board shall be mandatory and to be implemented by the Principal.
3. No member of the Governing Board shall use Institute's property for his personal use.
4. All the members of the Governing Board have the right to express their opinion freely and frankly but once the decision has been taken by the majority members it shall be binding for all.
5. The Governing Board will receive all communication in writing from the Principal and similarly it will convey all its decisions through the Principal.
6. Every member has a duty to avoid conflict between his or her personal interests and official responsibilities.



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