

Dr. Bhabha Vidnyan Lokshikshan Sanstha's
K. Z. S. SCIENCE COLLEGE, BRAMHANI

Tah. Kalmeshwar Distt. Nagpur Pin 441 501

CORE VALUES

Objectives

1. To provide a quality education for rural students.
2. Maintain continuity in the continuous provision of good learning facilities (laboratories, libraries, the Internet).
3. To boost the employability of students by coordinating communication skills training classes, personality development and scheduling campus interviews.
4. Rule and regulation maintain in the college campus.
5. Generate awareness of the environment and save and conserve biodiversity in our students.
6. To provide added value by co-curricular and extra-curricular activities.
7. To maintain a healthy and stable girls' student learning climate

Values:

1. Social and Environmental Awareness.
2. Dignity for Human Beings
3. Trust in Holistic and Moral Development
4. Study and imagination
5. Search of Excellence
6. Scientific disposition and professional knowledge improvement Values of Institutional.
7. Survival Knowledge and Skills
8. Gender Equality.




Principal
Late K.Z.S. Science College
Bramhani - Kalmeshwar

Re- accredited with “B” Grade by NAAC
Dr. Bhabha Vidnyan Lokshikshan Sanstha’s
K. Z. S. SCIENCE COLLEGE , BRAMHANI
Tah. Kalmeshwar Distt. Nagpur Pin 441 501

CODE OF ETHICS AND CONDUCT

Code of conduct for Principal


- The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal.
- He has to implement the new ideas and plan to execute the vision and mission.
- Promote institution interaction and inculcate research development activities.
- Listen to the students’ ideas and set a supportive tone.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college.
- Be fair in his disciplinary actions for all the members of faculty, nonteaching staff and student.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder’s feedback.
- Execute any other qualitative and quantitative work for the welfare of the students and institution.
- Empower all his staff and students to reach their maximum potential.

The duties of the Principal may be suitably categorized as

Academic Administration :- On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by RTM Nagpur University Nagpur , UGC and State Government.

General Administration -On general administrative matters Principal shall be assisted by in-charge of Examinations, Coordinator IQAC, Heads of Departments, Senior Faculty Members and various committees.





Principal
KZS Science College
Bramhani, Kalmeshwar,
Dist. Nagpur.

Re- accredited with "B" Grade by NAAC
Dr. Bhabha Vidnyan Lokshikshan Sanstha's
K. Z. S. SCIENCE COLLEGE , BRAMHANI
Tah. Kalmeshwar Distt. Nagpur Pin 441 501

JOB RESPONSILIBITIES AND DUTIES OF HOD

1. Providing leadership in under graduate in relevant field of specialization.
2. Research and research guidance.
3. Teaching, including laboratory development & writing of books & monograph.
4. Evaluations of tutorials , assignments, answers paper
5. Interaction with industry
6. Continuing education activities.
7. Students' counseling.
8. Interaction with other institutions at university level.
9. Organizing seminar, workshop, for teachers and professionals.
10. Publishing papers in national and international journals.
11. Review of academic activities of the department periodically.
12. Maintenance of dead stock, semi consumable registers with the help of laboratory Attendant.
13. To share important information regarding to subject and departments to the faculty and students.
14. To organize for accreditation and make presentation to the visiting expert teams.
15. Any other duties assigned by the principal from time to time.



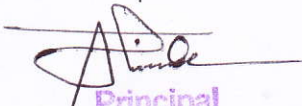

Principal
Late K.Z.S. Science College
Bramhani - Kalmeshwar

Re- accredited with "B" Grade by NAAC
Dr. Bhabha Vidnyan Lokshikshan Sanstha's
K. Z. S. SCIENCE COLLEGE , BRAMHANI
Tah. Kalmeshwar Distt. Nagpur Pin 441 501

JOB RESPONSILIBITIES OF ASSISTANT PROFESSOR

1. Teaching and ensuring attendance of students as per university norms.
2. Planning and implementation of instructions received from Head / Principal.
3. Students assessments and evaluation
4. Developing resource material for teaching and learning.
5. Extension of services to the industry and community.
6. Continuing education activities.
7. Co-curricular and extra –curricular activities.
8. Students counseling / mentoring scheme implementation.
9. Liaison with parents and community.
10. Publication of research papers, at least one in academic year.
11. Participation at least one seminar/conference/workshop in an academic year.
12. Participation in departmental administration (laboratory management)
13. Shall become member of at least two relevant professional bodies at his/her own cost.
14. Contribute to the activities sustaining accreditation of the institute.
15. Examination work pertaining to college, university such as organizing supervision and assessment etc.
16. Arrangement of remedial classes.
17. Upgrading of qualifications.
18. Writing of books and monographs.
19. Any others duties assigned by the managements and principal from time to time.





Principal
Late K.Z.S. Science College
Bramhani - Kalmeshwar

Re- accredited with "B" Grade by NAAC
Dr. Bhabha Vidnyan Lokshikshan Sanstha's
K. Z. S. SCIENCE COLLEGE , BRAMHANI
Tah. Kalmeshwar Distt. Nagpur Pin 441 501

JOB RESPONSILIBITIES OF LIBRARIAN

1. To prepare and issue of library cards to students and staff.
2. To follow up return of books issued to students and staff members.
3. To receive requisitions and issue, receive books from students, staffs following complete procedure.
4. To display new arrivals by photocopy of the cover page books and journals.
5. To update and maintain files of paper cutting.
6. To compile back volumes of journals and periodicals and arrange for binding and stacking.
7. To see that library is in a presentable and tidy condition at all the time.
8. To attend to problems of the staff members, if any, and redress the same promptly.
9. To maintain the day wise record of visit of students / staff/ faculty member in library.
10. Display of cutting of news paper on education / social matters on notice boards.
11. To conduct the meeting of library committee as per guidance & work as a secretary of library committee.
12. To compile requirements of books & periodically & submit to the principal for further procurement.
13. To take care of library automation & update the same from time to time.
14. To carry out annual verification and prepare list of books which one outdated & damaged beyond use.
15. To regularly under take binding of books which are damaged.
16. Upgrade of library with ITC.




Principal
KZS Science College
Bramhani, Kalmeshwar,
Dist. Nagpur.

Dr. Bhabha Vidnyan Lokshikshan Sanstha's
K. Z. S. SCIENCE COLLEGE , BRAMHANI
Tah. Kalmeshwar Distt. Nagpur Pin 441 501

Duties and responsibilities of Physical Director

1. Preparation of program of work (action plan) and sports budget for each academic year and execute the same.
2. To mandatorily conduct selections for students and form teams and participation in various Inter Collegiate, University and State level Sports and Games competitions.
3. To evaluate essential fitness among students selected for different competitive sports, at the beginning of academic year as per standard fitness test norms.
4. To facilitate training and coaching of selected students for various Inter-College, University Inter University games and sports competitions.
5. Preparation of budget for every academic year.
6. Maintenance of equipment's and facilities.
7. To conduct and assist inter-collegiate tournaments.
8. To encourage the students for participation and also to promote team play.





Principal
KZS Science College
Bramhani, Kalmeshwar,
Dist. Nagpur.

Re- accredited with "B" Grade by NAAC
Dr. Bhabha Vidnyan Lokshikshan Sanstha's
K. Z. S. SCIENCE COLLEGE , BRAMHANI
Tah. Kalmeshwar Distt. Nagpur Pin 441 501

Code of Conduct for Non-Teaching

1. Trustworthiness to the College by punctual and reliable in all duties.
2. Dignity by treating students by care and kindness.
3. Any Loss or damage to any article in the laboratory or Class Room should be reported to the HOD in writing immediately.
4. Non-Teaching Staff assigned to laboratories should keep the Labs clean.
5. Non-Teaching Staff, working in the laboratory, shall maintain a stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
6. Maintain honesty, integrity, fairness in the Administration
7. Adhere strictly to the laws and regulations of the college.
8. Must not be absent from duty without official approval or approved sick leave.
9. Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
10. Remain on duty during college hours.


Principal
KZS Science College
Bramhani, Kalmeshwar,
Dist. Nagpur.


Re- accredited with "B" Grade by NAAC
Dr. Bhabha Vidnyan Lokshikshan Sanstha's
K. Z. S. SCIENCE COLLEGE , BRAMHANI
Tah. Kalmeshwar Distt. Nagpur Pin 441 501

CODE OF ETHICS AND CONDUCT

Code of conduct for students

1. Students shall obey all orders of the Principal.
2. Students will have to behave respectfully with the Principal, Teaching and Non-teaching staff of the college. They will also have to behave politely with fellow students. Any sort of disobedience, improper conduct or indecent remarks is punishable.
3. Students are prohibited to carry mobile phones in the college campus.
4. Any change in the address of the student must be informed to the admission clerk.
5. Any complaints regarding college should be addressed to the Principal.
6. All notices will be displayed on the notice board. Students must see these notices daily.
7. It is compulsory for every student to have minimum 75% attendance in theory and practical classes separately.
8. It is compulsory for every student to appear in various unit tests and common test.
9. It is compulsory for every student to be present in college dress code.




Principal
KZS Science College
Bramhani, Kalmeshwar,
Dist. Nagpur.

Re- accredited with "B" Grade by NAAC
Dr. Bhabha Vidnyan Lokshikshan Sanstha's
K. Z. S. SCIENCE COLLEGE , BRAMHANI
Tah. Kalmeshwar Distt. Nagpur Pin 441 501.

General Rules and Regulations of Library

1. All the book are issued for 10 days
2. The owner of this BT card is responsible for the books issued on this BT card.
3. Borrowers shall not issue any kind of library materials to any other persons
4. Readers shall not write upon, damage, or make any mark upon any book.
5. Identity card and borrowers cards are must for making entry to the stack area
6. Reference books are not meant for circulation.
7. Book must return within a specified time, delay in return of books will involve a fine of Rs.1.00 per day per volume.
8. The librarian may recall a book at any time in case of urgency.
9. Issue and return of books are also carried out through computers.
10. Strict silence must be observed inside the Library.




Principal
KZS Science College
Bramhani, Kalmeshwar
Dist. Nagpur.