



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Rajasthan Shikshak Prashikshan Vidyaapeeth
(THE SPIRIT OF QUALITY & EXCELLENCE)

A Unit of B.Ed., Shikshashastri & B.A.B.Ed. College



NAAC "B" GRADE ACCREDITED

Affiliated to UOR & JRRSU - JPR and Recognized By: NRC-NCTE

SHAHPURA BAGH, AMER ROAD, JPR (RAJ.) 02.

Tel : 0141- 2671967, Fax : 2670724, Email : info@rspv.org, www.rspv.org

Maintaining & utilizing physical, academic support facilities

1. Every staff/ student of the college is eligible for membership of the Library.
2. Silence must be observed in the Library.
3. Personal belonging are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 12 A.M. to 5 P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning students.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, B.T. cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of book issued him/her.
11. Members/Students are not permitted to underline, write in, folding /tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs. 5 per day for students will be collected per book.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. All final year students should return their library token and library book based on library circular and obtain " NO DUE CERTIFICATE" from the library for getting Hall ticket of university examination .
15. Students can use well equipped Library study room from 10.30 to 5.00 p.m. with kind permission of the Principal /Librarian.



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The professional Ethics & Code of Conduct for Non- Teaching Staff.

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms lay down by the U.G.C./University/College/Management from time to time.
2. Maintain their professional knowledge & skills updated him/her professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and behave with polite to the everyone of the college. (The Principal, teacher, students, visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere to the Professional ethics and code of conduct of the institution.
12. Every employee should apply knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as a employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the college at the public places / in the society.
17. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any group or unhealthy activity.



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18. Avoid conflicts between their professional work and personal activity.
19. No one of the non-teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police station, court or forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development
24. No one shall meet/approach directly to any member of the Management/Governing Body of Rajasthan Shikshak Prashikshan Vidhyapeeth for their personal or any issue or matter. She/he should put/forward their issue/matter through the Principal to the Management/Governing Body of the Rajasthan Shikshak Prashikshan Vidhyapeeth, in written form.
25. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

Code of conduct for sports complex-

Good sport conduct or sportsperson ship is the behaviors appropriate of a sport participant. Sportsperson ship occurs when athletes show respect and concern to opponents, teammates, coaches, and officials. In other words, coaches should teach their athletes to "treat others, as you would like to be treated." Sportsperson ship is an important issue facing all people involved in athletics. Episodes of coaches, parents, and athletes behaving poorly at sporting events are often reported in newspapers and on television.

- * Examples of good sport conduct include:
- * shaking hands with opponents after a game
- * helping an opponent up after a play
- * showing concern for injured opponents
- * accepting all decisions of the referees
- * encouraging less skilled teammates
- * congratulating an excellent effort by opponents



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Facilities:

All students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. Towards this end Rajasthan Shikshak Prashikshan Vidhyapeeth has developed the following Code of Classroom Conduct.

Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class. Classroom misconduct is any behavior which disrupts or interferes with the learning environment.

Examples of Classroom Misconduct Includes, but is not limited to, the following:

- * Engaging in behavior that disrupts or interferes with the learning environment. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.
- * Using cell phones or other electronic devices that disrupt the learning process or teaching environment. Faculty members have the right to restrict the use of electronic devices in their classrooms.
- * Entering the classroom late or leaving the classroom prior to the end of class may be considered a disruption to the learning environment.

Rajasthan Shikshak Prashikshan Vidhyapeeth ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the amount of the college of as per the requirement in the interest of students. Basically RSPV has to maintain the following spaces from the view point of teaching of learning there maintains provisions are given as follows-

Library: - Library is the central place for academic life. Students and teachers frequently use library hence we have special provision for its maintains. For new procurements old departments or subject teachers are suppose to submit a list of books or journals , important from the view point of their courses and programs . Final list of the selected books is approved by the principal and purchase through library purchase committee. All new books & journals are entered in the library's



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stock registers. Each student is allowed to issue to books. After reading students can exchange the books. Librarian keeps a watch on returned books. If books are not good condition or Its pages are missing, torn than such students have to replace a new book. Before university exams, students, staff members have to deposit all the books and get their no dues certificates. Every year stock verification has to complete.

Library is maintained by keeping and displaying everything including books journal, newspaper, furniture etc. orderly. For that librarian and helping staff is there for keeping.

Lab: - Vidhyapeeth running labs and workshops. (1) Technology (2) Psychology (3) Language Lab (4) Geography Lab (5) Computer Lab (6) Science Lab

Labs are the places where students learn to self-work. They also learn performing activities. These are best sources of learning by doing and experimentation. Labs are maintain by required equipments and articles as per the suggestions of lab in charges and subject teachers are purchase by due permission of competent Authorities. As per the requirement student's practical material issued to the student lab in charges, take cares of the up-keeping of labs practical examinations are important dimensions of the result students grade/ results.

Computer lab is equipped with 50 computers it is well furnished. Computers are well functional and used by students as It ICT & information technology integral part.

Art & Craft rooms for preparing and use of teaching ads & pedagogy inputs art & craft rooms is essentially useful. Students are not allowed work on tharmacols. Train is teacher is there to work with students and maintain the art & craft rooms.

Sports rooms:-Games and sports are basic courses maintaining health and wellness. Institutions have developed proper playground. Regular trained PTI as responsible for organize game & sports within the institute with other sister institutions to participate in game competition. Our students are winner of many sports in enter collage competition.

Seminar & Meeting Halls: - Institutions organize various cultural and academic activities spacious multipurpose hall seminars rooms equip with small boards and sound systems are and develop. Such halls well-furnished and well maintain.

Girl's Common rooms & boys common rooms: - They are separate girl & boy common attach with separate facilities. We take special care cleanliness & safety. Not only common room all are under the vigilance CCTV cameras.

Prayer Ground: - Assembly prayers & Yoga important activity are starting new working day. Partially shaded & open grand platform available assembly prayer & Yoga activities



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Policy regarding Other Physical Resources :-

1. Yearly renovation
2. Timely Paint , Distemper & whitewashes
3. Regular cleaning, spray, treatment for rates & other infections elements.
4. Proper management of garbage in separate dustbin.
5. Covert dry leaves and organics wastes for organic murmuring.
6. Use of solar energy for saving the electricity.
7. Through vigilance of every corner of the campus by CCTV Cameras.
8. Greenery & plantations is safe and birds get regular water & threw in the care of Gardner also the environment cell volunteer.