

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college ensures the effective utilization of funds and resources available for the year. We have separate Committees for maintaining and utilizing different types of facilities building committee, science committee, sports committee, library committee. Regular meetings among various committees are conducted to decide the budget allocation utilization, academic and effective support system strategies. Departmental and laboratory records are maintained by Head of departments. Sports officer take care of yearly sports activities. Librarian ensure the up-to-date record of library infrastructure, issue and purchasing records. The duly signed (by respective section in-charge) final records are needs to be approved and signed by the principal. The various cells and committees are formed to ensure students satisfaction, support, grievance's redressal, discipline, safety and so on. The administrative and academic sections have sufficient number of computes along with WIFI and LAN (Local Area Networking) connection. The hygiene maintained in the campus as water purifier enabled water coolers installed, ensure routine garbage disposal and garden and landscaping maintenance. The college campus activities are randomly inspected by the principal. The monitoring mechanism for evaluating policies and plans is effectively followed. The individual is monitored by the respective HODs. The administrative offices are monitored by the CEO-Office with the assistance of clerk. The academic head (Principal) of the institution looks into all the areas of academic of the college. The IQAC looks into the entire quality improvement prospects.

The college has a formally stated quality policy. The policies are discussed and reviewed in the governing body meeting and also circulated to staff members, when required. The IQAC also monitors the proper functioning and assure excellent academic quality of the Institution. All the recommendation from the respective committee is forwarded to principal and then to the management for final approval.

D.L.S. P.G. COLLEGE, BILASPUR (C.G.)

Under UGC Act 2(f) and 12 (B)
Affiliated to Bilaspur University



HR POLICY **Policies & Procedures**

2016

By

INTERNAL QUALITY ASSURANCE CELL
(IQAC)



1. General information :

(A) Location:

DLS PG College is located in the rural and backward area Khamtarai.

The campus is located on a sprawling and lush green campus with congenial atmosphere for learning the premises are spread over 6 Acres of scenic land. The open spaces, lawns and gardens supplement to elevate the grandeur of the environment and provide calm and peaceful and conducive atmosphere for academic pursuits.

(B) Promoter Society:

DLS PG College is sponsored by Parth Shikshan Samiti, which was founded in 1996 to educate, enrich and empower by the youth who in turn will play a decisive role in shaping the destiny of the nation. The endeavour at the Institutions stretches beyond just offering degrees to the building of character and personality of the youth professionals transforming them into complete professionals equipped with technological competence and social consciousness.

(C) Growth of the Institution:

DLS PG College was established in the year 1997 by Parth Shikshan Samiti. The institute is affiliated to Bilaspur University, Bilaspur (C.G.). DLS PG College was established with the sole objective of providing a perfect platform to the students in various fields for their academic and overall personality development. DLS PG College premier colleges in the state with current students strength of 2500+ in various undergraduate, post graduate and diploma courses.

The College has rich tradition of soaring high with academic excellence and overall personal growth of the students. This is achieved by providing them excellent

academic environment, state of the art infrastructure, state of the art laboratories and dedicated and highly qualified faculty members with decades of teaching and industrial experience.

2. Vision, Mission and Quality Policy:

(A) Vision:

To be a distinctive and innovative institution of national significance, an institution with a pivotal role in the educational, economic, social, cultural and environmental infrastructure of its region and which reaches out to the people of the marginalised sections and the rest of nation through its research and teaching.

(B) Mission:

- To provide students quality education, teachings & values.
- To be at par with modern educational policies.
- To enable teachers for modernization and helping for social change.
- To empower teachers to invigorate rational thinking and scientific temper among the students.
- To uplift the living standards of the tribal people with proper education.
- To empower women with quality education to transform them into competent and committed professional willing to perform the identified tasks.
- To develop the society and serve the humanity.
- To promote a mass approach to education.

(C) Quality Policy:

DLS is committed to provide quality education through dedicated and talented faculty, world class infrastructure, labs and advanced research centre to the students.

3. Central Facilities and Programmes:

(A) Infrastructure:

DLS PG College campus consists of various departments which are established in spacious well built block. Each block has well-ventilated classrooms, staff rooms, labs, libraries, drinking water, toilets facility and other amenities along with Wi-Fi facility.

Other facilities include GYM, Canteen, Girls Common Room, Mushroom research centre, Green house, Health centre, Medicinal plant garden and a huge sports corridor including various indoor and outdoor games.

(C) Laboratories:

DLS PG College has the state-of-the-art laboratories in all the departments concerned: Chemistry, Physics, Botany, Zoology, Microbiology, Computer Science, Biotechnology, English and Education.

(D) Library:

The library has good ventilation with both sides of windows and on the top maximum number of lights and fans are fitted. We are maintaining SC, ST, OBC, Economically weaker students and third gender. Separate Technical Section is available for classification and cataloguing. We have separate Digital Library & E-resources.

The books are arranged according to subject classification and arranged in the library in systematic manner. We have a separate News paper section. We conduct user orientation programme for fresher students every year. Separate reference section for textbooks is also available in the library.

"Hamar Chhattisgarh", a section dedicated to Chhattisgarhi culture and heritage has been created and much applauded.

4. Recruitment:

Faculty members are recruited bases on the qualifications prescribed by UGC/MHRD. Non-teaching faculty/Administrative staff is recruited as per the state government's norms.

