



[COLLEGE REGULATION HANDBOOK]

The Apex College Regulation Handbook serves as a comprehensive guide for students, faculty, and staff, detailing institutional rules, policies, and procedures. It ensures fairness, transparency, and compliance with academic and operational standards while fostering a respectful and safe environment. The handbook aligns with university and government norms for effective governance.



APEX COLLEGE, MAKRANA

Ph.01588-242963

Noorpura, By pass road, Makrana Distt. Didwana Kuchaman (Raj.)-341505

Affiliated to Maharshi Dayanand Saraswati University, Ajmer

Accredited by NAAC, Bangalore & I/u section 2(f) of UGC Act 1956

Recognized by National Council for Teachers Education, New Delhi

Email ID: - apexcollege14@gmail.com

Website: - <https://www.apexpgcollege.in>

Ref. No. AC/121/2023/PHH.

Date:- 1st April 2023

Notification

Subject: Implementation of the Apex College Regulation Handbook

This is to formally notify all students, teaching staff, non-teaching staff, and other stakeholders that the **Apex College Regulation Handbook** is hereby implemented with immediate effect, starting **1st April 2023**.

The handbook outlines comprehensive rules, policies, and procedures designed to ensure fairness, transparency, and accountability across all aspects of college operations. It is the responsibility of every member of the Apex College community to familiarize themselves with the regulations and adhere to them in both letter and spirit.

Instructions

1. A digital copy of the regulation handbook is available on the official college website.
2. Hard copies of the handbook can be obtained from the administrative office upon request.
3. All staff and students are expected to review the handbook thoroughly and comply with the outlined policies.

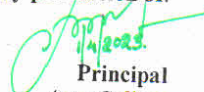
Compliance and Monitoring

- The enforcement of these regulations will be monitored by the respective departments and committees.
- Non-compliance with the regulations will result in disciplinary action as per the guidelines in the handbook.

For any clarifications or questions, please contact the administrative office at apexcollege14@gmail.com or visit the office during working hours.

Let us collectively work towards upholding the values and principles that define Apex College.

Issued by permission of:


Principal
Apex College
**Principal
Apex College
Makrana**

Preface

Welcome to the Regulation Handbook of Apex College.

This handbook serves as a comprehensive guide to the rules, regulations, and policies that govern our academic institution. At Apex College, we are committed to fostering an environment of excellence, integrity, and mutual respect. Our regulations are designed to ensure a harmonious, inclusive, and safe environment for all stakeholders, including students, faculty, staff, and visitors.

The policies outlined in this handbook are the foundation upon which our college operates. They reflect our commitment to upholding the highest standards of education, professional conduct, and institutional accountability. These guidelines also aim to provide clarity on the roles, responsibilities, and expectations of every member of our community.

The handbook is divided into multiple sections that cover key aspects of college operations,

We encourage all stakeholders to familiarize themselves with these regulations and to adhere to them in both spirit and practice. By doing so, we can collectively uphold the values and principles that make Apex College a center of excellence.

This handbook will be updated periodically to reflect changes in institutional policies and legal requirements. We welcome feedback and suggestions to further refine and enhance our regulatory framework.

Thank you for being an integral part of the Apex College community. Together, let us strive for continuous growth, learning, and success.

Principal
Apex College

Rules and Regulations of Apex College

For Teaching Staff

1. Professional Conduct:

- Maintain professionalism and decorum inside and outside the classroom.
- Follow the curriculum and academic calendar diligently.
- Encourage and uphold academic integrity and originality.

2. Attendance and Punctuality:

- Be present during working hours as specified in the employment contract.
- Attend all scheduled classes, meetings, and institutional events.

3. Evaluation and Feedback:

- Provide fair and timely evaluations of students' assignments and examinations.
- Offer constructive feedback to students to aid their learning.

4. Academic Development:

- Participate in training, workshops, and professional development activities.
- Contribute to curriculum development and research initiatives.

5. Confidentiality:

- Maintain confidentiality regarding institutional and student information.

6. Prohibited Activities:

- Avoid any form of discrimination, harassment, or inappropriate behavior.
- Refrain from engaging in or supporting any unethical practices.

For Non-Teaching Staff**1. Work Ethics:**

- Adhere to assigned duties and responsibilities with diligence and efficiency.
- Assist in maintaining smooth operations within the institution.

2. Attendance and Punctuality:

- Report to work as per the designated schedule.
- Inform supervisors promptly in case of absences or emergencies.

3. Interpersonal Conduct:

- Treat all colleagues, students, and visitors with respect and courtesy.
- Support teamwork and contribute to a positive work environment..

4. Confidentiality:

- Ensure the privacy of institutional records, documents, and sensitive information.

5. Prohibited Activities:

- Refrain from engaging in any form of misconduct, misuse of resources, or workplace conflict.

For Students**1. Academic Integrity:**

- Complete all assignments, tests, and projects with honesty.
- Avoid plagiarism, cheating, or any form of academic dishonesty.

2. Attendance:

- Maintain the minimum attendance requirement as per college policy.
- Be punctual and prepared for all classes and activities.

3. Behavioral Expectations:

- Show respect towards faculty, staff, and peers.
- Refrain from disruptive behavior in the classroom or campus premises.

4. Use of Facilities:

- Use college facilities responsibly and avoid damaging property.

- Follow library, laboratory, and resource center rules.

5. Dress Code:

- Abide by the prescribed dress code, if applicable, to maintain a professional atmosphere.

6. Prohibited Activities:

- Avoid any activities involving bullying, ragging, substance abuse, or violence.
- Abstain from any acts that harm the reputation of the institution.

Operational Guidelines for Apex College

1. Governance:

- The college will operate under the supervision of a governing board or committee.
- Policies will be reviewed annually to ensure alignment with educational and regulatory standards.

2. Quality Assurance:

- Implement continuous monitoring and evaluation of academic programs.
- Encourage feedback from staff, students, and stakeholders to improve institutional processes.

3. Resource Management:

- Ensure optimal utilization and maintenance of resources and infrastructure.
- Develop eco-friendly and sustainable practices.

4. Safety and Security:

- Enforce strict security measures for the safety of staff and students.
- Provide emergency response systems and regular safety drills.

5. Communication:

- Maintain clear and effective communication channels among staff, students, and administration.
- Regularly update the community on policies, events, and developments.

Regulation on Disciplinary Actions for Stakeholders Violating College Regulations

Apex College upholds a commitment to maintaining a harmonious, respectful, and rule-abiding environment for all stakeholders, including teaching staff, non-teaching staff, and students. Any violation of the established rules and regulations will be dealt with in accordance with the following guidelines:

1. General Principles for Disciplinary Action

- **Fair Investigation:** All allegations of violations will be thoroughly investigated in a fair and impartial manner.
- **Due Process:** Individuals accused of violations will be given an opportunity to explain their actions before disciplinary measures are finalized.
- **Proportionality:** The severity of disciplinary action will correspond to the gravity of the offense and its impact on the college community.

2. Disciplinary Actions for Teaching Staff

1. **Minor Offenses** (e.g., tardiness, incomplete submissions):
 - Verbal warning.
 - Written warning with a corrective timeline.

2. **Moderate Offenses** (e.g., negligence in duties, improper behavior):
 - Written reprimand.
 - Deduction of salary or benefits.
 - Suspension without pay for a specified period.
3. **Major Offenses** (e.g., harassment, academic misconduct, fraud, or breach of confidentiality):
 - Termination of employment with a permanent record of misconduct.
 - Legal action if the violation breaches local laws.

3. Disciplinary Actions for Non-Teaching Staff

1. **Minor Offenses** (e.g., absenteeism, poor performance):
 - Verbal or written warning.
 - Performance improvement plan.
2. **Moderate Offenses** (e.g., misuse of resources, insubordination):
 - Written reprimand.
 - Salary deduction or temporary suspension.
3. **Major Offenses** (e.g., theft, harassment, violence, or gross misconduct):
 - Termination of employment.
 - Reporting to law enforcement authorities if necessary.

4. Disciplinary Actions for Students

1. **Minor Violations** (e.g., tardiness, disruptive behavior in class):
 - Verbal warning or counseling.
 - Written warning with notice to parents/guardians (if applicable).
2. **Moderate Violations** (e.g., academic dishonesty, property damage, unauthorized absence):
 - Fines or restitution for damages.
 - Temporary suspension from classes or activities.
 - Mandatory community service within the college.
3. **Major Violations** (e.g., harassment, bullying, violence, substance abuse, or illegal activities):
 - Expulsion from the institution.
 - Reporting to legal authorities for criminal offenses.
 - Revocation of certificates or degrees if fraud is discovered.

5. Appeals Process

- Any individual subjected to disciplinary action has the right to appeal the decision.
- Appeals must be submitted in writing to the designated disciplinary committee within **7 working days** of receiving the decision.

- The committee will review the case and provide a final ruling, which will be binding.

6. Reporting Violations

- Any stakeholder aware of violations should report them to the concerned department or disciplinary committee through a confidential process.
- False allegations or misuse of the reporting system will result in disciplinary action against the complainant.

This clause ensures transparency, fairness, and accountability while safeguarding the interests of the college community.

Process of Appointment and Removal of Human Resources at Apex College

The process for the appointment and removal of human resources at Apex College ensures that the institution hires and retains qualified personnel (as notified by UGC, State Govt. & University time to time) while providing a fair and transparent framework for dismissal when necessary. The following guidelines outline the standard procedures:

1. Appointment Process

1.1. Identification of Need

- The department head or relevant authority identifies the need for new staff (teaching or non-teaching).
- A detailed job description, qualifications, and requirements are prepared and approved by the college management committee.

1.2. Advertisement of Vacancy

- Vacancies are publicly announced through various channels, such as college websites, job portals, and print media.
- The advertisement includes details about the role, qualifications, application procedure, and deadlines.

1.3. Application and Screening

- Interested candidates submit their applications along with required documents (e.g., CV, cover letter, certifications).
- The Selection committee constituted for this purpose screens applications to shortlist candidates based on qualifications and experience.

1.4. Selection Process

- **Written Test** (if applicable): Candidates may undergo a test to evaluate their technical or subject knowledge.
- **Interviews**: Shortlisted candidates are interviewed by a selection committee (constituted as per UGC and university norms)
- **Demonstration (For Teaching Staff)**: Candidates may be required to conduct a sample lecture or presentation to assess teaching abilities.
- Background checks and reference verification are conducted for selected candidates.

1.5. Offer and On boarding

- Selected candidates are provided with an official offer letter specifying terms and conditions of employment.
- Upon acceptance, an on boarding program introduces the new employee to institutional policies, roles, and responsibilities.

2. Removal Process

2.1. *Grounds for Removal*

Removal of staff (teaching or non-teaching) may occur under the following circumstances:

- **Performance-related issues:** Consistent failure to meet job expectations or performance standards.
- **Misconduct:** Breach of institutional policies, harassment, unethical behavior, or other disciplinary issues.
- **Redundancy:** Due to restructuring or budgetary constraints.
- **Voluntary Separation:** Resignation or retirement by the employee.

2.2. *Disciplinary Procedures*

- **Investigation:** Alleged misconduct or performance issues are thoroughly investigated by a disciplinary committee.
- **Notice and Response:** The individual is issued a written notice explaining the charges and is given an opportunity to respond.
- **Hearing:** A formal hearing is conducted if necessary, where the individual can present their case.
- **Final Decision:** Based on the evidence and hearing, the committee makes a recommendation for action, which may include:
 - Warning or probation

- Suspension with or without pay
- Termination of employment

2.3. Termination Process

- **Notice Period:** The employee is provided with a notice period as per their employment contract (typically 30–90 days).
- **Settlement of Dues:** Final settlements, including pending salary, benefits, and gratuity (if applicable), are processed.
- **Exit Clearance:** The employee returns college property (e.g., ID cards, keys, equipment) and completes an exit interview.

2.4. Immediate Dismissal

For severe violations, the institution reserves the right to terminate employment immediately without a notice period. In such cases:

- The individual is informed of the immediate nature of dismissal and reasons for it.
- Legal action may be taken if the offense violates local laws.

3. Appeals Process

- Employees subject to termination have the right to appeal the decision.
- Appeals must be submitted to the governing body within **7 working days** of receiving the termination notice.

- An independent review is conducted, and the decision is finalized within **15 working days**.

4. Record Maintenance

- All appointment and removal records are securely maintained by the HR department for future reference.
- Confidentiality is upheld throughout the process.

This structured process ensures that human resource management at Apex College is transparent, equitable, and aligned with institutional goals and legal standards.

Regulations on Fair and Transparent Evaluations at Apex College

Apex College is committed to ensuring fairness, transparency, and integrity in its evaluation processes. These regulations are designed to uphold academic standards, comply with university guidelines, and adhere to state government norms for examination and evaluation.

1. Principles of Fair and Transparent Evaluations

1. **Impartiality:** Evaluations will be free from bias, favoritism, or discrimination of any kind.
2. **Confidentiality:** The identity and performance of students during the evaluation process will remain confidential.
3. **Accuracy:** Grading will reflect the true merit and performance of students based on predefined criteria.
4. **Compliance:** All evaluation and examination practices will strictly adhere to university and state government regulations.

2. Guidelines for Conducting Evaluations

2.1. Internal Assessments

- Assessment criteria, including weightage for assignments, quizzes, presentations, and projects, must be communicated to students at the start of the academic term.
- Evaluators must ensure consistency in grading by using standardized rubrics.

- Results of internal assessments will be shared with students promptly to facilitate feedback and improvement.

2.2. Semester-End Examinations

- Examinations will be conducted as per the schedule approved by the affiliated university or state authority.
- The examination process will be monitored by an invigilation team to ensure compliance with anti-cheating norms.

2.3. Grading and Result Declaration

- Answer scripts will be evaluated based on pre-defined marking schemes provided by the university or academic council.
- Evaluators will avoid subjective judgments and ensure uniformity in scoring.
- Final results will be prepared, verified, and published within the timeframe set by the university.

3. Examination Conduct and Compliance Norms

3.1. Pre-Examination Preparations

- Examination halls will be set up to minimize opportunities for malpractice, ensuring adequate spacing and supervision.
- Necessary permissions and guidelines from the university and state examination authority will be obtained well in advance.
- Proper identification procedures (e.g., admit cards) will be enforced for all candidates.

3.2. On-the-Day Conduct

- Invigilators will strictly follow the code of conduct for examination supervision.
- Any instance of malpractice, such as cheating, impersonation, or disruption, will be recorded and reported immediately to the examination controller.
- Emergency protocols will be in place for unforeseen situations, such as power failures or natural disruptions.

3.3. Post-Examination Procedures

- Answer sheets will be securely collected, stored, and dispatched for evaluation in accordance with university norms.
- All unused examination materials will be accounted for and returned to the examination control office.

4. Mechanisms for Addressing Grievances

1. Student Grievances on Evaluation:

- Students who believe their evaluation is inaccurate may apply for a recheck or re-evaluation within the stipulated timeframe.
- The re-evaluation process will be conducted by a different evaluator to ensure impartiality.

2. Complaints on Exam Conduct:

- Any complaints regarding unfair practices during examinations can be reported to the disciplinary committee.

- Complaints will be investigated thoroughly, and corrective action will be taken promptly.

3. Appeals:

- If grievances are not resolved at the institutional level, students may escalate the matter to the university's grievance cell or the state examination authority.

5. Compliance with University and State Government Norms

- Apex College ensures that all examination and evaluation processes align with the policies prescribed by the affiliating university and state government, including:
 - Adhering to prescribed formats and protocols for examination papers and grading systems.
 - Timely submission of attendance, internal marks, and examination results to the university portal.
 - Implementation of anti-cheating measures, such as CCTV surveillance and electronic monitoring, where mandated.
 - Participating in training or audits conducted by the university or state authorities to ensure process integrity.

6. Penalties for Non-Compliance

1. Students:

- Any student found engaging in unfair practices during examinations will face disciplinary action, including possible disqualification from the examination.

2. Staff:

- Teaching or non-teaching staff involved in malpractice, negligence, or non-compliance with regulations will face disciplinary measures, including suspension or dismissal.

3. Institution:

- Non-compliance with university or state examination norms may result in penalties, including withdrawal of examination privileges or accreditation.

By adhering to these regulations, Apex College strives to maintain the highest standards of academic excellence and fairness while fostering trust among students, faculty, and regulatory authorities.

Provision for Amendment in the Regulations of Apex College

Apex College recognizes the need to adapt its regulations periodically to reflect changes in institutional policies, educational standards, legal requirements, and stakeholder needs. The following provisions outline the process for amending the regulations:

1. Authority to Amend Regulations

- The **Governing Board** or **Academic Council** of Apex College holds the primary authority to propose and approve amendments to the regulations.
- Amendments must align with the guidelines and policies set by the affiliating university and the state government.

2. Initiation of Amendments

- Amendments may be initiated by:
 - **Feedback:** From students, staff, faculty, or stakeholders.
 - **Review Committees:** Regular reviews of policies by designated committees.
 - **Legal or Academic Updates:** Changes in laws, university policies, or academic standards.
- A formal proposal for amendment must be submitted to the governing body, including:
 - The specific regulation to be amended.
 - Justification for the amendment.
 - Proposed changes and their implications.

3. Review and Approval Process

1. Initial Review:

- The proposal is reviewed by a designated committee (e.g., Academic Council or Policy Review Committee) to assess its validity and feasibility.
- The committee may consult relevant stakeholders for feedback.

2. Approval:

- The final draft of the amendment is presented to the Governing Board for approval.
- A majority vote or consensus is required for the amendment to be enacted.

3. Notification:

- Approved amendments are communicated to all stakeholders through official channels, such as notices, email, or updates to the handbook.

4. Implementation

- Amendments take effect from the date specified by the Governing Board or as mandated by university or government directives.
- Adequate time will be given to stakeholders to adapt to significant changes.

5. Periodic Review

- Regulations are subject to periodic review to ensure their relevance and effectiveness.
- A formal review process will be conducted at least every **three years** or as deemed necessary by the Governing Board.

6. Emergency Amendments

- In case of urgent legal or administrative requirements, the Governing Board may enact temporary amendments without prior consultation.
- Such amendments must be ratified in the next formal meeting of the council or board.

7. Record and Transparency

- All amendments, including their rationale and approval details, will be documented and archived for future reference.
- Stakeholders can request access to amendment records to ensure transparency.

This provision ensures that Apex College remains responsive, progressive, and aligned with evolving educational and administrative standards.

Accounts Regulations of Apex College

The accounts regulations of Apex College are established to ensure transparency, accuracy, and accountability in the management of the institution's financial resources. These regulations outline the procedures for budgeting, income generation, expenditure, auditing, and compliance with legal and institutional standards.

1. Budgeting and Financial Planning

1. Annual Budget:

- The college prepares an annual budget before the commencement of the fiscal year.
- The budget includes projected income, operational expenses, capital expenditures, and contingency funds.
- Approval is obtained from the Governing Board.

2. Departmental Budgets:

- Departments submit budget proposals for specific needs (e.g., equipment, events, and workshops).
- The accounts department consolidates departmental budgets into the overall institutional budget.

3. Review and Monitoring:

- The accounts committee reviews budget performance quarterly to ensure adherence to financial plans.

2. Income Generation

1. Sources of Income:

- Tuition and other student fees.
- Grants or funding from government and private organizations.
- Donations and sponsorships.
- Income from college events, workshops, and facility rentals.

2. Fee Collection:

- Fees are collected according to the approved fee structure, communicated to students at the beginning of the academic year.
- Payment methods include online transfers, bank deposits, or direct payment at the accounts office.

3. Late Fee Penalties:

- Late payment of fees incurs penalties as per institutional policy.
- Extensions or waivers may be granted in exceptional cases, subject to approval.

3. Expenditure Management

1. Approval of Expenses:

- Expenditures must align with the approved budget.
- All expenses require prior approval from the designated authority (e.g., department head, principal).

2. Procurement Process:

- Goods and services are procured through a transparent tendering or quotation process.

- Vendors are selected based on quality, cost-effectiveness, and compliance with institutional requirements.

3. Payment Process:

- Payments are processed through verified invoices and supported by proper documentation.
- Cheques, bank transfers, or other approved methods are used for payment disbursements.

4. Financial Records and Reporting

1. Record Maintenance:

- All financial transactions are documented and securely stored by the accounts department.
- Records include receipts, invoices, payroll details, and bank statements.

2. Financial Reporting:

- Monthly and annual financial reports are prepared by the accounts department.
- Reports include statements of income, expenses, and balance sheets.
- Reports are presented to the Governing Board for review and approval.

5. Payroll Management

1. Salary Disbursement:

- Salaries are paid monthly to teaching and non-teaching staff as per the approved payroll schedule.
- Tax deductions and other statutory contributions (e.g., provident fund) are processed in compliance with government regulations.

2. Allowances and Benefits:

- Eligible staff receive benefits such as travel allowances, medical reimbursements, and performance incentives.
- Policies governing benefits are communicated clearly to staff members.

6. Auditing and Compliance

1. Internal Audit:

- Regular internal audits are conducted to ensure compliance with financial policies and detect discrepancies.
- The audit team submits findings to the accounts committee for corrective action.

2. External Audit:

- Annual audits are conducted by certified external auditors to verify the accuracy of financial records and ensure compliance with statutory requirements.

3. Compliance with Laws:

- The college adheres to all applicable tax, labor, and financial regulations set by the state and federal government.

7. Financial Accountability

1. Ethical Practices:

- All financial transactions must adhere to ethical standards, ensuring no misuse of funds.
- Any suspected financial irregularities must be reported to the Governing Board immediately.

2. Penalties for Non-Compliance:

- Staff or students involved in financial misconduct may face disciplinary action, including fines, suspension, or legal proceedings.

8. Emergency Financial Protocols

1. Contingency Fund:

- A contingency fund is maintained to address unexpected financial needs or emergencies.
- Usage of the fund requires approval from the principal or Governing Board.

2. Crisis Management:

- In case of financial crises, the accounts committee will draft a plan to manage expenditures and recover resources.

These regulations ensure the responsible management of financial resources at Apex College, fostering trust, transparency, and sustainability in institutional operations.