



VIDYA BHARATI MAHAVIDYALAYA AMRAVATI

NAAC Re-accredited with Grade "A" (CGPA 3.23-Third Cycle) | CPE Status (Thrice) by UGC
Mentor College under Paramarsh Scheme by UGC
'Lead College' by S.G.B. Amravati University, Amravati.

7.1.10 Any other relevant documents



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7.1.10 Any Other Documents

S.N.	List of document
1.	Handbook of Code of Conduct
2.	Brochure on Human Values and Professional Ethics
3.	Students attributes

Handbook of Code of Conduct

- ▶ Students,
- ▶ Teachers,
- ▶ Governing Body,
- ▶ Administration including Principal/Officials and Support Staff



Vidya Bharati Mahavidyalaya, Amravati

Affiliated to Sant Gadge Baba Amravati University, Amravati
Re-accredited with Grade 'A' by the NAAC (CGPA 3.23-Third Cycle)
College with Potential for Excellence (CPE) Status by the UGC
Star College Status by Department of Biotechnology, New Delhi
Identified as 'Lead College' by S.G.B. Amravati University, Amravati
(ISO Certification - 9001:2015)

PATRONS



Hon'ble Smt. Pratibhatai Patil
Former President of India

Former President,
Vidya Bharati Shaikshanik Mandal,
Amravati



Hon'ble Dr. D. R. Shekhawat
Ex-MLA & First Mayor of Amravati

Founder President,
Vidya Bharati Shaikshanik Mandal,
Amravati



Shri. R. D. alias Raosaheb Shekhawat
Ex-MLA Amravati &
President,
Vidya Bharati Shaikshanik Mandal,
Amravati

Code of Conduct for Students

- The college maintains strict discipline & expects rules to be followed by every student.
- Students are abide by the rules of the affiliating university.
- As per the University rules, the students having an attendance below 80% will not be permitted to appear for the University Examination.
- Every student is required to go for 'Physical Efficiency Test' as per the University Rules.
- Use of unfair means in the college & University Examinations is strictly prohibited.
- A genuine grievance should be brought to the notice of the Principal but only through the Class teacher/ House Advisor/ Mentor or Hostel Warden.
- Students are advised to see the information displayed on the Notice Board regularly.
- Every student should carry Identity Card during his/ her stay on the campus.
- Every student should pay visit to the Library and observe silence.
- Dress code is compulsory for all. Wearing Jeans & T-shirts is not allowed.
- Participation in Curricular, Co-curricular and Extra-curricular activities is must.
- Formation of organizations/ associations & organization of any kind of program without permission is not allowed.
- Student should take care of every asset of the college. Any damage to the property may cause penalty individually or collectively.
- Arrogance/ indecent talk /abusive language would invite the serious action.
- Littering of papers, plastic bottles and spitting at campus may attract anti disciplinary action.
- Every student should believe in dignity, truthfulness, fairness and responsibility.
- Every student should have high regards for the Nation, National heroes & National identities.
- Use of Mobile Phones in the institution and on campus is strictly prohibited.
- Ragging is a punishable act as per Government Rules.
- Smoking and Gutkha chewing are strictly prohibited. Offenders shall have to face legal action.
- Students should not scribble on walls, doors & furniture.
- Behave eco-friendly on campus.

Code of Professional Ethics

1. Code of Conducts for Teachers:

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational 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 supervision, invigilation and evaluation.
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS:

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student in the assessment of merit.
- (viii) Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop an understanding of our national heritage and national goals.
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES :

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) 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.
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may

demand. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

- (iv) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (v) Should adhere to the conditions of contract.
- (vi) Give and expect due notice before a change of position is made.
- (vii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in cooperative undertaking, within every educational institution.
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Code of Conduct for Non-Teaching Staff

- Duty hours have to be observed meticulously by all the staff members.
- Timely arrival at working place and timely departure is highly adorable.
- On duty wearing uniform is compulsory.
- Maintenance of cleanliness, neatness & tidiness at working place is must.
- Commitment, dedication, punctuality and sincerity at assigned work is expected.
- Staff working in the Laboratories shall have to maintain a stock register for all the assets available with the department and the report there on has to submit to the HoDs concerned at the end of each academic year.
- A separate register for the record of right off items has to be maintained in each department.
- The support staff has to follow the instructions of the authorities and discharge their duties as and when asked for.
- The staff shall not leave the college premises / working place without permission of the in-charge.
- The staff should respond to students' enquiries with concern and ensure all possible help.
- The staff should behave with dignity and decorum with others.
- The ICT literacy is must for all.
- While availing leaves, assign your responsibilities to the substitute.

Code of Conduct for the Principal

The Principal should

- Be a dynamic and democratic leader.
- Monitor all the activities of the college efficiently and effectively.
- Convene meeting of the council periodically to take decisions regarding college activities.
- Encourage the faculties to organize academic activities to initiate, sustain and enhance quality culture in the institution.
- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college
- Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research
- Participate in extension, co-curricular and extra-curricular activities, including the community services
- Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour
- Listen to and redress the grievances of the students, staff and parents.
- Insist on discipline, punctuality and accountability of the students and staff.

Code of Conduct for Governing Body

The Members of Governing Body should

1. DUTIES:

- (i) Support the aims and objectives of the College, showing it highest loyalty, and act in good faith in its interests. Each member should also act honestly and diligently in promoting the interests of the College and its students in the wider community.
- (ii) Observe the provisions of the College's Instruments & Articles of Government, with particular reference to the responsibilities which cannot be delegated, e.g. to decide strategic policy and overall direction and to monitor the performance of the Principal and other senior post holders.
- (iii) Have regard to the responsibilities given to the Principal in the Articles of Government, e.g. to implement the decisions of the Governing Body and to manage the College's affairs within the budgets and framework fixed by the Governing Body.
- (iv) Work together so that Governing Body and the Principal perform their respective roles effectively.
- (v) Work within the parameters set out in the Financial Memorandum should a Governor be concerned that the Governing Body may be acting outside its powers with regard to any particular decision, he/ she should immediately refer the matter to the Clerk, who may then take advice from an appropriate independent source, if necessary.
- (vi) Work co-operatively with other Governors for the benefit of the College as a whole and not for any improper purpose, or for personal motive.

2. COLLECTIVE RESPONSIBILITY:

- (i) Acknowledge that differences of opinion may arise in discussion of issues at the meetings, but a decision of the Governing Body, even when it is not unanimous, is a decision taken by the Governing Body collectively and each individual Governor has a duty to stand by it, whether or not he/ she was present at the meeting when the decision was taken.
- (ii) Note that if a Governor disagrees with a decision taken by the Governing Body, his/ her first duty is to have any disagreement discussed and minute. Should the Governor strongly disagree, he/ she should consult the Chair and, if necessary, then raise the matter with the Governing Body when it next meets.

- (iii) Base his or her view on matters before the Governing Body on an honest assessment of the available facts, unbiased by partisan or representative views.
- (iv) Acknowledge that, as an individual Governor, he/ she has no legal authority outside the meetings of the Governing Body's agreement, to make statements or express opinions on behalf of the Governors.
- (v) Adopt internal audit and risk management processes which enable members to be satisfied that the financial and other affairs of the institution are being conducted fairly, transparently, efficiently and effectively.
- (vi) Not to misuse the resources of the institution, or personal or commercial information held by it, for personal gain or that of any other person.

3. SKILL, CARE & DILIGENCE:

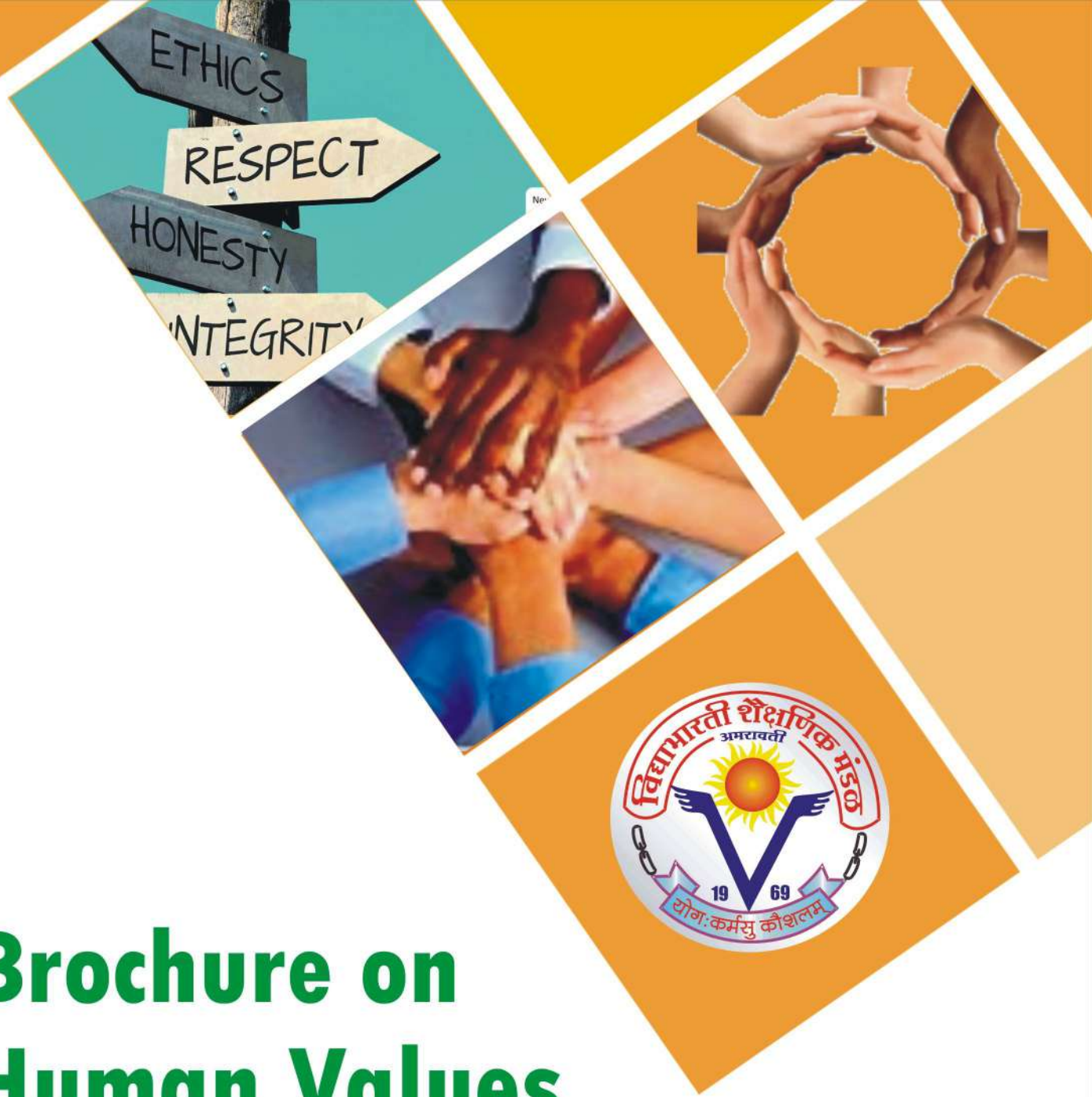
- (i) A member of the Governing Body should, in all his/ her work for the College, exercise such skill as he/ she possesses and such care and diligence as would be expected from a reasonable person in the circumstances. This will be particularly relevant when members act as agents of the College, e.g., when functions are delegated to a Committee of the Governing Body or chair. Members should be careful to act within the terms of reference of any Committees on which they serve.
- (ii) Use social networking sites responsibly both as an individual and Governor to ensure neither that personal / professional reputations nor the College's reputation is compromised by inappropriate postings.

4. CONFLICTS OF INTEREST:

- (i) Resist any temptation or outside pressure to use the position of the Governor to benefit yourself or other individuals or agencies and immediately report to the Clerk any offers or receipt of gifts, hospitality or benefits of any kind from a third party, which might be seen to compromise your personal judgment or integrity.
- (ii) Note that an interest does not have to be financial for the purposes of disclosure. If it is likely, or would if publicly known, be perceived as being likely to interface with the exercise of a Governor's independent judgment, then the interest, financial or otherwise, should immediately be reported to the Clerk and fully disclosed to the Governing Body before the matter giving rise to the interest is considered.

5. CONFIDENTIALITY:

- (i) Ensure that, as a general principle, students and staff of the College have free access to information about the proceedings of the Governing Body. Accordingly, agendas, minutes and other papers relating to meetings of the Governing Body should be available for public inspection when the Chair or Governors has approved them publication.
- (ii) Respect the confidentiality of those items of business which the Governing Body decides, from time to time, should remain confidential, in line with the Freedom of Information Act 2000. Such excluded items will kept in a confidential folder by the Clerk and will be circulated in the confidence to the Governors. However, staff and students Governors may not have access to minutes dealing with matters in respect of which they are required to withdraw from meetings under clauses.
- (iii) Note the importance of the Governing Body and its Committees having full frank discussions in order to take decisions collectively. To do this, there must be trust between Governors with a shared corporate responsibility for decisions. Governors should keep confidential any matter which, by reason of its nature. The Chair or Governors, or the Chair or Members of any Committee of the Governing Body are satisfied should be dealt with on a confidential basis.



Brochure on Human Values and Professional Ethics

Vidya Bharati Shaikshanik Mandal, Amravati's

Vidya Bharati Mahavidyalaya, Amravati

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'Mentor College' under 'Paramarsha' scheme of the UGC
'Lead College' of S.G.B.A.U., Amravati

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Human Values and Professional Ethics: The subject that enables us to understand 'what is valuable' for human happiness is called value education. Value education is important to help everyone in improving the value system that he/she holds and put it to use.

▶ **What is the relationship between ethics, values, morals, and attitude?**

The perspective given below is with the understanding that Humans seek harmony. To be a human is to care, to nurture, to inspire, to share, to help, to guide, to learn, to understand and to teach. These qualities indicate humanness and their absence is to be subhuman. Living humanness manifests harmony in relationships, community and society at large. Harmonious humankind can be sustained forever.

To realize this harmony each person's interactions can be qualified in terms of values, morals and ethics. These are all attitudes by which one may conduct himself/herself; these may also be considered as guiding principles in life. Each person needs to make a conscious decision to live in accordance with these; in absence of such a decision a person by default leads a disharmonious life.

These attitudes are reflected in our thought, speech and actions, this in turn determine the quality of our interactions with our fellow beings. These three: values, morals and ethics define a person's humanness and therefore his/her identity in terms of humanness is defined by these three.

▶ **Values - The basis of harmony in relationships**

Values are intrinsic principles that govern relationships. If one lives in accordance with values in relationships then those relationships become balanced and both the related persons feel the joy in that relationship. For example if one lives with mutual respect, trust, affection, gratitude then that relationship becomes balanced and harmonized. In this one can see that Values are the basis for harmony in relationships. **Valueless living is unfulfilled life full of mistakes.**

▶ **Morals - The basis of harmony in community**

Morals are intrinsic principles that govern community living. Morals are mainly in terms of 'earning wealth', 'marital propriety' and 'propensity towards kindness/cruelty in work-behaviour'. If one generates wealth through our own genuine efforts without cheating or stealing then it is considered righteous wealth which is considered a high moral value. Secondly, if one maintains marital propriety by being sincere, loyal & committed, then it is considered to be righteous spouse, a high moral value. Thirdly, if a person in his/her daily interactions exhibits propensity towards kindness/nurturing in work-behaviour instead of cruelty/exploitation, then that is considered high moral value. **Immoral living is sin and leads to crime.**

▶ **Ethics - The basis of harmony in society & social order.**

Ethics is the policy of living in the society. It is a way of living which nurtures the order in society. The order in society needs to be established and sustained to ensure the continuity of the humankind from one generation to the next forever. This can only be achieved if the resources in form of mind, body and material are purposefully utilized & protected from generation to generation. The policy to do the same is by abundant production, proper distribution & full utilization of all the resources for social welfare so that there is no scarcity, no waste, no deprivation, no exploitation. The sustainability of these resources can be achieved by 1) Proper education, 2) Guarding natural cycles, 3) Protecting the sources of resources, 4) Protecting the goods in transit and storage etc. Only

such practices can ensure the continuity of availability of the splendor of this life sustaining planet for the future generations. To live in accordance with these principles is to be ethical. To waste, to hoard, to deprive, to destroy, is to be unethical. Unethical living leads to imbalance, exploitation, struggle and conflict/war.

▶ **How to Develop Harmonious Relationships: 13 Steps**

▶ **Step 1. Be with Understanding**

Understand with empathy. Listen attentively, with compassion. Ask clarifying and open ended questions to fully understand and to show your interest. Communicate your understanding with "active listening" and by responding in a non-critical and non-defensive way.

▶ **Step 2. Be Respectful**

Honour each person by showing positive regard and respect. Relate to the essential goodness of each person, even when it is hidden. Recognize their great potential. Show them that you know how precious and valuable they are by expressing respect and appreciation.

▶ **Step 3. Be Sincere**

Be genuine. Be really present with authentic and sincere interest. Share your best self, your highest feelings, your soulful connection, your caring and desire to help.

▶ **Step 4. Be Exemplary**

Teach by example. Be a living example of what you want to teach. Inspire others with your positive attitude, joyful feelings and actions. Be a good role model.

▶ **Step 5. Be Clear**

Communicate well. Speak their language, verbal and non-verbal, to build rapport, comfort and trust. For good communication, speak in ways that allows them to understand you, and in ways, such as by accurately summarizing and reflecting what they have said, so that they feel heard and understood.

▶ **Step 6. Be Encouraging**

Praise other people's positive attributes and express admiration and appreciation for their talents, qualities, accomplishments, values and courage. Validate their feelings and normalize their reactions. Acknowledge and endorse their positive aspirations such as their desire to learn and grow.

▶ **Step 7. Be Supportive**

Support and assist sensitively and compassionately with information, referrals, contacts, endorsements, backing, coaching, mentoring, teaching and training.

▶ **Step 8. Be Empowering**

Empower others by supporting them in making their own decisions. Gently offer guidance in clarifying goals, considering consequences and choosing accomplishable steps. Their successes will increase their self-respect, confidence, sense of responsibility and empowerment.

▶ **Step 9. Be Prayerful & Optimistic**

Optimistically trust in the essential goodness and growth of others. Visualize a harmonious relationship, seeing the other blessed in light and love, protected and growing. Prayers, blessings, affirmations and visualizations are powerful forces, benefiting everyone!

▶ **Step 10. Be Grateful & Gracious**

Express your gratitude. Show your appreciation. Be specific with your thanks and gratitude in a timely fashion. Be grateful and acknowledge what others mean to you. Showing gratitude works wonders. Be gracious and find grace in the eyes of the Creator and of Mankind.

▶ **Step 11. Be Kind & Caring**

Being kind and caring is our true calling, our soul's divine nature. The benevolent giving of ourselves, with kind gestures, caring attitudes, and actions, is a blessing and healing for those we give to, and are a blessing and healing for ourselves.

▶ **Step 12. Be a Good Friend**

A good friend allows us to give, as well as to receive and feel appreciated. Even when friends are not equally capable, each has something to give the other. Creating opportunities for the other to give and gratefully receiving their gifts are the acts of a good friend.

▶ **Step 13. Be Loving**

To love is to give unselfishly. God created us with love and He instructed us to love Him and His creation. Love is our soul's calling. Our destiny is to be loving, emulating the qualities of God. Love is nurturing & healing, stimulating emotional, spiritual physical growth & development.

▶ **WHAT IS RELATIONSHIP BUILDING ALL ABOUT?**

Relationships are the building blocks for all community organizing activities. Whether you want to organize a volleyball game or get rid of unfair housing practices in your town, you will need lots of good relationships. Why? Because the relationships we have with our coworkers, the communities we serve, and even our adversaries are the means for achieving our goals. People don't work in isolation: we need to be working together! It is our relationships all added together that are the foundation of an organized effort for change. We need lots of people to contribute their ideas, take a stand, and get the work done.

It is also the people who motivate us to reach our goals. As community builders, we care deeply about people and caring is part of our work. It is our caring for others that motivates us to work as hard as we do. It is often the health and happiness of our children, neighbors, and co-workers that we hold fixed in our minds as we push ourselves to overcome obstacles and take on challenges that can feel overwhelming.

If you are the official leader, or an active citizen without an official title, you will be most effective if you establish many strong relationships around yourself in the community.

In this section, we will talk about building and sustaining relationships and give you some practical tips and general guidelines.

And remember: ordinary people learn the skills of establishing and maintaining relationships all the time. You don't need to be particularly charming, witty, or talented. However, if you are charming, witty, or talented, these guidelines may help you, too!

▶ **FUNDAMENTAL REASONS TO BUILD RELATIONSHIPS:**

- Community building occurs one-to-one. You need to build relationships with people one-to-one if you want them to become involved in your group or organization. Some people become involved in organizations because they believe in the cause. However, many people become involved in a community group or organization, just because they have a relationship with another person who is already involved.
- We need relationships in order to win allies to our cause. In order to get support from people outside our organizations, we need to build relationships in which people know and trust us.
- Our relationships give meaning and richness to our work and to our lives. We all need a community of people to share the joys and the struggles of organizing and making community change. A little bit of camaraderie goes a long way.

▶ **WHAT KINDS OF RELATIONSHIPS ARE WE TALKING ABOUT?**

Every relationship is different, but they all matter. If you smile and say hello to the school crossing guard on your way to work every day, you have formed a relationship. That crossing guard may be the one who will be watching out for your kids or grandchildren when they are old enough to walk to school by themselves. The guard will remember you and your warm smile when escorting your child across the street. And maybe the crossing guard will be the one you eventually recruit to head up the citizens' traffic safety committee.

Your relationship with the crossing guard may be quite different from the relationships you have with people involved in your neighbourhood park-cleaning committee. The relationships you have with the mayor's aide, with your staff, with members of your board of directors, and with your spouse will all be different but they all play an important role in community organizing.

The more relationships you have, the better. You never know when they will come in handy. A local gang member might be just the person you need to help you organize a group to build a new playground in your neighbourhood. Whether they are government officials, school teachers, business people, elders, gardeners, children, people with disabilities, homeless people or whoever else--building friendships will pay off in ways you may never have anticipated.

▶ **YOU ARE AT THE CENTER**

Imagine a wheel in which you are at the hub or center and each spoke represents a relationship with another person. Does that sound egotistical? It doesn't need to be. It takes a lot of spokes to hold the wheel together and the wheel is what helps move the initiative along. There is enough room in the group for everyone to create their own wheel of strong relationships.

The point is that you have to take the time to set up and sustain relationships. If you wait for others to establish relationships with you first, you may spend a lot of time waiting.

One reminder: It doesn't make sense to form relationships just to get people to do work for you. That won't work because people will feel used. Community builders approach relationships with integrity. We form relationships because we genuinely like someone,

because we have something to offer that person, or because we share some common goal.

▶ **WHEN DO YOU BUILD AND SUSTAIN RELATIONSHIPS?**

You do it all the time. If you take an extra five minutes to ask the person who is stuffing envelopes how they think the baseball team is doing this year, you will have built a stronger relationship.

Some relationships require more time than others. You may want to meet for lunch once a month with all the other directors of youth organizations in your town. You may need to meet twice this week with a staff member who has some built up resentment about the job. You may want to call your school committee representative every now and then to check in about issues of common concern.

As community organizers with few resources, we are often under enormous pressures that distract us from paying attention to relationships. We feel the urgency of achieving important goals. We mistakenly feel that spending time on relationships is the fluffy stuff that makes a person feel good, but doesn't get the job done. Often, however, relationships are the key to solving a problem or getting the job done. Building and sustaining many solid, strong relationships is central to our work as community leaders.

▶ **RELATIONSHIPS ARE THE GROUNDWORK**

Often building relationships is the groundwork that must be laid before anything else gets done on a project. The bigger the project, the more relationships you will usually need as a foundation.

For example, if you are organizing a coalition of community groups that will work to create a multicultural arts center, it would be a good idea to get to know people in each organization before trying to get them together to work on the project.

Ask yourself: "Would you be more persuaded by someone you know, or by a complete stranger?" Then be guided by your own answer.

When you plan a project, you need to include the time it takes to build relationships into your plan. People need time to build trust. Whenever people work together, they need to have trusting relationships. When trust is missing, people usually have a difficult time functioning cooperatively. They worry about risking too much. Disagreements seem to erupt over no important reason. Investing time, resources, and one's organizational reputation can be risky. At the least people want some return for their investment. They have to feel like you know them as a person, understand their interests, and will not let them down.

Back to the multicultural arts center example--if creating one will involve several community groups and if you don't know them well (and they don't know each other), start working together on a smaller project first. For example, you can jointly sponsor an evening of cultural sharing. If the evening is successful, you will have gained some shared trust and confidence on which to build. You can plan several similar events that will build trust over a period of time.

If things are not going well, back up and try an easier challenge. If you begin to hold discussions on the multicultural arts center and people show signs of apprehension rather than excitement, slow down the process. Take on an easier challenge until strong relationships are better established.

▶ **ESTABLISH RELATIONSHIPS BEFORE YOU NEED THEM**

It's always better to build relationships before you need them or before a conflict arises. If you already have a good relationship with the grocery store owner in your neighborhood, you will be in a better position to help solve a dicey conflict between him and some neighborhood teens. If you have already established a relationship with your school committee representative, she might be more willing to respond to your opinions about special education funding.

▶ **ESTABLISHING RELATIONSHIPS IN A CRISIS**

It is not impossible to establish relationships during a crisis, and often a crisis can bring people together. While it may seem unusual, make the most of your organization's crises. Call for help and people will rise to the call. You can build relationships when you are in need, because people often want to help.

▶ **HOW DO YOU BUILD RELATIONSHIPS? AN 11-STEP PROGRAM**

Here are some tips for getting your relationships off the ground. Some of these ideas we learned in the first grade but, as adults, we sometimes forget.

1. Build relationships one at a time. Fortunately or unfortunately, there are no short cuts. Sending out a newsletter helps you keep in touch with lots of folks, but it's no substitute for getting to know a real person.
2. Be friendly and make a connection. This may seem self-evident, but a friendly word or smile can make someone's day. Try to find something in common: all of us want to have close connections with our fellow humans.
3. Ask people questions. People love to talk about themselves and about what they think. If you ask people about themselves and then take the time to listen attentively, they can become your fast friend.
4. Tell people about yourself. People won't trust you unless you are willing to trust them. Tell them what you genuinely care about and what you think.
5. Go places and do things. When asked why he robbed banks, the robber replied, "Because that's where the money is." If you want to make friends, you have to go where the people are: picnics, conferences, events, fundraisers, parties, playgrounds, bowling alleys, little league games, bake sales, etc.
6. Accept people the way they are. You don't have to agree with them all the time in order to form a relationship with them. No one likes to be judged.
7. Assume other people want to form relationships, too. Underneath the crabbiest looking person is often a lonely soul hoping someone will make a crack in their shell.
8. Overcome your fear of rejection. Most of us suffer from a fear of rejection, and there's only one thing to do about that: get over it. If you want to form relationships, plan on being rejected some of the time. You will be richly rewarded the rest of the time with the new relationships you have made.
9. Be persistent. People are often shy and suspicious. It takes a while to win trust. You can almost always form a relationship if you stick with it.
10. Invite people to get involved. People want to become part of something bigger than themselves. Many people are looking for an opportunity to meet other people who share common goals. At the worst, people will be flattered that you invited them to join.
11. Enjoy people. If you genuinely enjoy people, others will be attracted to your attitude. People will more likely want to be around you.

▶ HOW DO YOU BUILD RELATIONSHIPS WITH PEOPLE OF DIFFERENT CULTURAL BACKGROUNDS THAN YOUR OWN?

Here are some common-sense guidelines:

- Learn about the person's culture. Any effort will go a long way in showing that you care enough to find out about the reality of another person's life.
- Put yourself at the center of another person's culture. Especially if you are getting to know someone who is not a part of majority culture, try going to their cultural events where you are the minority. If you are willing to take risks and put yourself in a situation in which you might feel uncomfortable, people will be more inclined to want to get to know you.
- Take a stand against the person's oppression. Actions speak louder than words. People who experience oppression need allies to speak out against injustice. Strong relationships are forged when people act courageously on behalf of each other.
- It's okay to make mistakes. You may have to make mistakes as you build relationships with people who have different cultural backgrounds than your own, but people are generally forgiving, especially if your intentions are good. Remember, hang in there even if you feel rejected.

▶ HOW DO YOU BUILD RELATIONSHIPS WITH PEOPLE WHO HOLD POSITIONS OF POLITICAL POWER?

Here are some guidelines for forming relationships with elected officials, business leaders, and heads of large organizations.

- *Don't be intimidated.* People who hold titles or positions of political power are humans, too. They like to form relationships just like everyone else does.
- *Listen and withhold judgment.* People with titles rarely get a chance to be listened to. They rarely get a chance to think through an issue without someone pressuring them to vote one way or another. One way to befriend such a person is to take the time to listen to them. See what you can offer them, not just in a political context but as a sympathetic human being.

▶ HOW DO YOU SUSTAIN RELATIONSHIPS?

Okay, now you've built some relationships. Relationships, like any other living thing, need care to keep them alive and healthy. So what do you do with them to keep them going?

- **Pay attention to people.** Check in with people when you need to. This may take only a few minutes a week, but those few minutes can make the difference in helping your friend or co-worker remember the importance of the work you are doing together.
- **Communicate openly.** People need to communicate. It's a good idea to set aside some time just to talk about the way things are going. When people don't have a chance to talk about important issues, misunderstandings can occur and tensions often build up. Communication is a discipline that has to be practiced regularly; it's like taking vitamins or doing push-ups.
- **Appreciate each other.** Everyone needs to be appreciated in order to keep relationships going. If you notice that someone did a stellar job of collecting the necessary data for the committee, say so. If you enjoy working with someone, let them know. We are all human beings and appreciation helps us thrive.
- **Extend yourself.** Go a little out of your way, at least once in a while. If your coworker needs to spend some extra time with his daughter, you might tell him go home early and you'll finish up the grant proposal.
- **Volunteer to do some work for their organization** (if they are not already in

yours). If you lend them a hand, they are likely to think well of you and give something back in return.

- **Challenge each other to do better.** We all need a buddy to help us stretch ourselves beyond what we think we can do. We can also build stronger relationships by challenging our work partners to take on bigger challenges.
- **Back each other when things get tough.** Loyalty is essential to keeping relationships healthy. We may not agree with a co-worker or friend, but we can stand by him or her when they are in a jam.

▶ **WHEN RELATIONSHIPS GET MESSY**

Many relationships get messy sooner or later and that's not necessarily a bad thing. In fact, sometimes people need a good fight or a clearing of the air in order to get a relationship back on track. A conflict doesn't mean the relationship has to come to an end. Remember: we often fight with the people we care about the most and with whom we share our greatest hopes.

Here are some ideas that might come in handy when things get hard:

- **Take time to listen to each other.** This is not always easy. Each person should take time some time to listen without interrupting, while the other person talks.
- **Put yourself in the other person's shoes.** Everyone in a conflict has distinctly different views of a situation. In the thick of a fight, people are usually convinced they are absolutely right. Try to see why the other person sees things the way they do. Just your attempt to do so will help the other person see that you are trying.
- **Look at what is true about what the other person is saying.** See if you can correct the situation. If you need to apologize, go ahead. It may feel horrible, but an apology can often help a relationship get back on the right track.
- **Separate emotions from reality.** Everyone has emotions that surface intermittently. People often say things they don't mean when they are in the middle of an emotional upset. Allow time and space for people to feel their emotions before you try to work things out.
- **Continue to appreciate and respect each other.** Even though it may be difficult, focus on the positive aspects of the relationship. If you model appreciation, the other person will often follow.
- **Speak from your heart.** As you try to unravel the difficulty, keep focused on what you and the other person care about most: the goals of the project, each other, the community, etc.
- **Don't give up your principles.** Don't sacrifice what you believe in just to make a relationship work. If you give up on your principles, you won't be effective and the relationship won't work anyway.
- **Hang in there when things get hard.** You can take some breathing room, but try not to give up on the relationship altogether. When things are the toughest, there are important lessons to be learned. It's best to keep a relationship that you've invested your time and caring into?
- **You can act independently to improve any relationship.** Even if the other person or group of people is acting rotten, you can act in a way that is positive, respectful, constructive, and thoughtful. This may surprise people, and they may follow your lead.

Is all this easier said than done? Yes. Managing relationships may be hard, but it is not impossible. Think of yourself as an explorer, charting your course through the mysterious and murky waters of relationships. Treasure lies ahead!

▶ **RELATIONSHIPS WITH ADVERSARIES**

Yes, you can even have relationships with the people who disagree with you and who may even be working against you and the goals of your organization. You can use the same guidelines listed in the "When relationships get messy" section above, with these additions:

- You can disagree and still build relationships with individuals who are working against your goals. If you do so, members of the other camp will begin to see you as human rather than viewing you as the enemy. In turn you will get a picture of their humanity as well. You might try inviting someone from the "other" camp to lunch and find out what you have in common.
- You can set up a dialogue group to hear why adversaries view the issues the way they do. You can hire a neutral facilitator to come in and lead a discussion about the areas of disagreement. With a skilled facilitator, people may start to understand the values and caring that others bring to their opinions, and find areas of common interest.

▶ **IN SUMMARY**

Building and sustaining relationships are at the heart of organizing communities. The strength of community lies in the strength of the connections that we have with each other. With strong connections, people have the power to make real change. Building these connections takes time; but it is worth it.

Relationships are often the source of our greatest joys and greatest challenges. Understanding relationships is no simple task. People are so unique and complex that there is no easy formula.

Central to almost every religion is the idea that we should treat our neighbors the way we would like to be treated. If you keep that in mind, you will most likely succeed in building relationships that you can depend on.

Whether you are a "leader" or a follower, you have the ability to build a community of friends, colleagues, associates, allies, partners, and buddies around you. Together, there is no telling what you can do.



Vidya Bharati ShaikshanikMandal, Amravati's
VIDYA BHARATI MAHAVIDYALAYA,
AMRAVATI

**Affiliated to SantGadge Baba Amravati University,
Amravati**

NAAC Re-accredited with Grade "A"(CGPA 3.23-Third Cycle)

CPE Status (Third Time) by UGC,

Mentor College under Paramarsh Scheme by UGC

'Lead College' by S.G.B. Amravati University, Amravati

ISO Certification: 9001:2015 and 14001:2015

Website: vbm.org

Report

on

The Student Attributes

Facilitated by the Institution

The Student Attributes Facilitated by the Institution

VidyaBharatiMahavidyalaya, Amravati is one of the leading institutions of the region, known for its quality in higher education. It has understood its responsibility as an academic institution to shape the future generations of the nation who contribute their mite for the nation building. The institution has been shaping the future of the youths by providing all types of facilities and platforms to allow them to excel in variety of fields. VidyaBharati has understood and identified the areas like discipline, building relationship, sense of respect, responsibility, thirst for knowledge, hard work with honesty, love for nation, commitment to the society, participation in cultural activities and learn work as a team etc. in which it gives systematic and structured training and conducted ample of activities for the students enrolled with the institution. The college has developed excellent and very rich physical and academic infrastructure to run support academic activities. Our campus is known for transforming and empowering students who come from diverse backgrounds ranging from under privileged sections to affluent ones. It nurtures the potential of the students by empowering them to carve their unique paths. It facilitates self-growth, self-worth and actualization of potential of the students through innumerable ways of empowerment and competence building.

It has also developed many platforms to let the students excel and exhibit their hidden latent potential. To name a few are-

- **VidyaBharati GEMS**
- **Social Outreach and Enabling Center**
- **Enviro Club**
- **Various Subject Societies**
- **NCC Unit**
- **NSS Unit**
- **Department of Games and Sports**
- **Participation in Youth Festival**

- **Host of the State Level Elocution Competition every year**
- **Pratibha, the college Magazine**
- **Sahitya Kala Mandal, etc.**

All these platforms mentioned above provide students opportunities to acquire many skills and learn lot of intricacies needed in practical life. Thus, theories are applied in practice and get cemented everything here.

For a faster all round development of a student, there is a need of striking a balance between syllabus curriculum, books and co-curricular activities. Co-curricular activities give the students an opportunity to develop particular skills and exhibit their nonacademic abilities. There are various types of extracurricular activities conducted in the college, which offer students, an opportunity to work with others and to gain essential life skills.

- **Vidya Bharati GEMS** is a forum that organizes programmes like visit to the NGOs in the town to learn their functioning, celebration of commemorative events like Shastri and Gandhi birth anniversaries, Patriotic Song Competition on the Independence and Republic Day, Skill orientation programmes like Idol making, paper bag making, trade fair to learn entrepreneurial skills, organizes Sports Carnival, celebrates Teacher's Day and arranged the mega event JOSH: the Annual Social gathering devoted to a specific theme in the month of January. It also felicitates the sports persons, achievers and the faculty that excels in academics every year in February.
- **Social Outreach and Enabling Centre** takes our students to the society, the neighborhood community to sensitize on various social issues like female foeticide, cleanliness, women atrocities, plastic and its hazards, AIDS awareness, waste management, hazards of e waste, importance of rain water harvesting and conservation of natural resources etc.
- **Enviro Club** works for ecological concerns and sensitizes students on water scarcity, energy crises, recycling of wastes, to undertake green

practices, observes no vehicle Day. It takes the students outside somewhere in the lap of nature to make them study facets of the environment.

- **Subject Societies provide** the students opportunities to organize various guest lectures, inviting academicians, arranging stage and conducting programmes. Their leadership thus gets flourished.
- **NCC & NSS** are the two units wherein they learn discipline and paramilitary training and also work hard for the security of our beloved country. NSS teach them lessons of cleanliness and contribution of services to the society.
- **Department of Games and Sports** throughout organizes the sports events and competitions of both the types- Indoor and Outdoor. The college has a huge playfield with turf and specially prepared pitch for cricket with the Spectator's Gallery. Sports Complex having facilities of Badminton and Tennis Court. Hall for Yoga and Meditation enables the college to conduct sessions for the students by an expert faculty Dr. Parate and Dr. Rathore, belong to Dept of Chemistry. The Department has brought many laurels to the college. Due to all facilities and practice the college wins 30 color coats on an average every year.
- **Youth Festival:** Our students take parts in almost all the segments arranged in the Youth Festival organized by the university. Our students have established our monopoly in grabbing medals and colors every year. Almost hundreds of students in various competitions get participated and prove their abilities.
- **State Level Elocution Competition** is a unique feature of the college. We as a host invite all A graded colleges of the state to participate in the said competitions. Around 100 entries make us to arrange the event for the whole day in the month of September every year with cash prizes and a Rolling Trophy for the winners.

- **Pratibha: The College Magazine** is the only magazine in the university that was awarded with First Prize for 12 times in a row at the university level competition. Our student representatives as the editorial board take lot of efforts, edited the drafts, bring lot of sections of languages devoted to a particular theme make it excellent one. Thus they get good experience to start giving expressions to their creative talents.
- **Sahitya Kala Mandalis** a platform where the students present their own composed poems and narrate the stories. Thus they cultivate the culture of art of story- telling. The Mandal (Group) every year organizes a Literary Fair in which students perform as writers and poets. They also invite good writers and poets to have a dialogue with the students. Thus, the forum has proven its immense utility and has become instrumental in sharpening their creative potential.
- **The Students Council** remains active throughout the year and takes initiatives in arranging cultural activities and support the administration in organizing academic events like seminars and conferences. This also helps them to learn the life skills. The Council remains on the forefront to assist the T & P Cell during the campus placement drives. As a result of common efforts we have become successful in placing our hundreds of students in MNCs every year.


Through various cultural events, student life becomes interesting and successful. Cultural events strengthen creative skills, confidence and overall personality of students. Through cultural events, one to two students every year follow choreography, as a career. Through sports activities, about six to eight students work successfully as coaches of various sports like fencing, volley ball etc. Through N.S.S. and sports activities many students have joined the police department. Due to our focused efforts many of the students have developed their own businesses. Every year a dozen of students join the law programmes in reputed institutions of law and thereafter join the judiciary.

Students have opportunities to improve their leadership and interpersonal skills while increasing their self-confidence. Extracurricular involvement allows students to link academic knowledge with practical experience thereby leading to a better understanding of their own abilities, talents and career goals. The college

feels proud to mention that through these various extracurricular activities, students of our college have been successful in various fields as journalists, as news reporters, MPSC selected officers and soon. We are pleased to state that our students have been working successfully. The Campus will continue to maintain this momentum further in future in all its endeavors and competitions.


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SIGNATURE
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