



SARASWATI VIDYA MANDIR LAW COLLEGE
SHIKARPUR, BULANDSHAHR (U.P.)

(Affiliated to C.C.S. University Meerut & Approved by BCI)

College Mob.: 9258321275, 8218421248

Website : www.svmlawcollege.com, E-mail Id : svmlawcollege@gmail.com

Programs

LIST OF PRGORAM CONDUCTED FOR SOFT SKILLS (2021-22)

1	2021-22	04-09-2021	Code of Conduct Program for Administrator
2	2021-22	19-03-2022	One Day Workshop on Research Methodology

[Signature]
PRINCIPAL

सaraswati Vidya Mandir Law College
शिकारपुर (बुलन्दशहर)



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Dated- 01 Sep 2021

NOTICE

All the Faculty of Saraswati Vidya Mandir Law College ,Shikarpur,Bulandshar are informed that our college going to organized a Awerness program on **CODE OF CONDUCT FOR ADMINISTRATORS** on 04 Sep 2021 at 11.00 a.m. In Seminar Hall.

You all are requested to attend the same.


CONVENER

DISCIPLINE COMMITTEE


PRINCIPAL

प्राचार्य
सरस्वती विद्या मन्दिर लॉ कॉलेज
शिकारपुर (बलन्दशहर)

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2. Faculty members
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CODE OF CONDUCT AWARENESS PROGRAM REPORT 2021

CODE OF CONDUCT FOR ADMINISTRATORS

The Administrators Awareness Program on Code of Conduct of Saraswati Vidya Mandir Law College Shikarpur, Bulandshahr is organized for the Administrators in Law college , along with Discipline committee on 04 September 2021 in Saminar Hall, There were Administrators in Law college who attended the program.

The session was conducted by Mr. Uttam Vir Singh Chief Proctor of Saraswati Vidya Mainer Law College; who first briefed the participants about the policies and code of conduct for Administrators enthusiastically welcomed the entire to the in family of Saraswati Vidya Mainer Law College.

The session was conducted by Mrs Sweta Singh Procter / Head of Department of Law college who briefed the participants regarding the policies of college and the various incentive schemes. She motivated the Administrators to take the benefit of these policies. She announce the policy of code of conduct -



The Administrators are expected to

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conservant with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.



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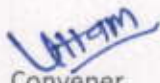
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- Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
- Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non-administrative staff for the smooth conduct of the Institution.
- It becomes the responsibility of the divisional head to provide the necessary infrastructure and a conducive & fair ambience to all the team members, impartially in order to achieve the desired goals.
- Be very precise and clear in communicating all the information to the concerned teaching and non-teaching members.
- Ensure all the expenditures are within the budget approved by the Institute and also ensure that a fair practice is followed in budget allocation.
- Exercise caution to avoid favours and shall not involve or encourage in any kind of activities that cause any disrupt between the team members.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- Ensure that they shall not misuse their authoritative powers which shall affect the reputation of the Institution.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct. Dividable both inside and outside the campus.


All Administrators participated and benefited by this program. Mr. Nikhal Jain , Mr, Gaurav Kumar , Mr. Brijesh Kumar, Mr. Gajraj Singh ,Shri kashan, Atar Singh , Naresh, Shayam and Others.

Vote of Thanks delivered by the Mr. Uttam Vir Singh assistant professor chief Proctor of college


Uttam

Convener

Discipline Committee


Principal

प्रधान

सaraswati Vidya Mandir Law College
शिकारपुर (बुलन्दशहर)



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Notice

All the administrative staff are inform that discipline committee is going to organized a code of conduct program on 04th September 2021 in seminar hall at 11:30 A.M. under the supervision of chief proctor of college.

All administrative staff will be mandatory to attend this program.

Convener

Discipline Committee

Principal

सaraswati विद्या मन्दिर लॉ कॉलेज
शिकारपुर (बुलन्दशहर)

CC to :-

Administrative Staff

HOD

Students Notice Board

Office File



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सरस्वती ला कालेज में
विशिष्ट कक्षा सत्र आयोजित
शिकारपुर : सरस्वती विद्या मंदिर
ला कालेज में विशिष्ट कक्षा सत्र
का आयोजन किया गया। 'विद्यार्थी
संकाय सदस्य एवं प्रशासनिक
सदस्यों का व्यावसायिक नीति
आचरण' विषय पर हुए सत्र में
मुख्य वक्ता प्रवक्ता श्वेता सिंह ने
कहा कि उचित आचरण, निष्ठा
और साहस से विद्या ग्रहण करके
विद्यार्थी अपना भविष्य उज्ज्वल कर
सकता है। कालेज में जो
शिष्टाचार सिखाया जाता है वह
विद्यार्थी का समस्त जीवन
संवारता है। संचालन उत्तमवीर
सिंह यादव ने किया। कार्यक्रम में
प्राचार्य डा. बीके सिंह, प्रवक्ता
प्रमोद कुमार व मुख्य अनुशासन
अधिकारी उपस्थित रहे।

05-09-2021

**SARASWATI VIDYA MANDIR LAW COLLEGE,
SHIKARPUR, BULANDSHAHR**

INVITATION

Under the auspices of IQAC and Discipline Committee
Program

By

Mr. Uttam Vir Singh
(Chief Proctor)
(Asst. Prof., SVM Law
College)

On

“Code of Conduct” for Administrative Staff

04 September, 2021 - 10:30 A.M.

Venue : Seminar Hall

All the Administrative Staff are cordially invited to attend

**CONVENER
IQAC COMMITTEE**

**CONVENER
DISCIPLINE COMMITTEE**

PRINCIPAL



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CODE OF CONDUCT AWARENESS PROGRAM 2021

ATTENDANCE SHEET

04-09-2021

SL.No.	CANDIDATE NAME	DESIGNATION	SIGNATURE
1	Rashmi Paghav	Admission Consiler	
2	Mikhail Jain	Registrar	
3	Gaurav Sharma	office	
4	Abhay Sarsena	office	
5	Brijesh Kumar	office	
6	-Gopal	office	
7	-Gopal Pathak	Computer operator	
8	Pratik Nagar	u	
9	Shyam Sunder	u	
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Convener

Discipline Committee

Principal

सaraswati विद्या मन्दिर लॉ कॉलेज
शिकारपुर (बुलन्दशहर)



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Dated-25 Feb 2022

NOTICE

ONE DAY WORKSHOP ON "RESEARCH METHODOLOGY"

One Day Workshop on "RESEARCH METHODOLOGY" will be organized by Academic Activity Committee Association With Co-curricular Activity Committee on 19 March 2022 at 11.00 a.m. in seminar hall.

All LL.M. students are cordially invited to participate and attend the workshop. Any students who wants to register his name for the workshop should registered to Asst. Prof. Avedesh Kumar 10 march 2022.

NOTE-

- 1-Workshop for only LL.M. Year Students.
- 2-Students have to report to the venue at 10.30 A.M.
- 3-Certificate will be given only those Students who will attend the complete Workshop.


CONVENER

Academic Activity Committee


PRINCIPAL
श्रीवाय

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शिकारपुर (बुलन्दशहर)

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REPORT

One Day Workshop on Research Methodology

Jointly Organized By Research and Publication Committee and Academic Activity Committee of Saraswati Vidya Mandir Law College Shikarpur, Bulandshahr

Date – 19 March 2022

Venue – Seminar Hall

No. of Participants - 30 LL.M Students

Report Date – 22 March 2022

The Research Methodology Workshop was tailor-made to facilitate the academic of the Post-Graduate student community. The one-days trans-disciplinary workshop was conceptualized with the intention of knowledge-building on the fundamentals of research concepts, methodologies and processes in addition to providing hands-on training in synopsis/thesis writing with inputs on the essentials of academic writing

The **objectives** of the workshop were

- ❖ To develop knowledge on the fundamentals of research
- ❖ To build knowledge on research design, application & data analysis
- ❖ To develop skills for synopsis/thesis development & academic writing

Workshop Coordinator

★ Mrs. Sweta Singh H.O.D. /Assistant Professor, Convener of Research and Publication committee

Workshop

The workshop which was held on 19 March 2022 was at 10.30AM attended by LL.M students of svm Law College. The workshop was also attended by Dr. Sundeep kumar Deod of Education Department, Shyamalal saraswati Mahavidhyalaya shikarpur, Bulandshahr..

The workshop started with the inauguration at 10.30 AM on 19 March 2022.

Mrs. Sweta Singh H.O.D.svm Law College gave the welcome speech and introduced the Workshop to the audience.



The workshop started with the session on 'Fundamentals of Research' by chief guest Dr Sundeep kumar, Professor and Head, Department of Education and briefly discussed the steps to develop a good research proposal and the related key components. Sir also listed good books and stressed on the importance of On-the-Job training. Dr. Sun deep Kumar underlined the importance of carrying out an Ethical research. Sir also emphasized on addressing issues, mapping them in one's own service/product and then being able to practically apply that research in one's own domain.

Vote of thanks was proposed by Mrs. Sweta Singh H.O.D. /Assistant Professor, Convener of Research and Publication committee.

Report on Research Methodology Workshop Held on 22 March 2022.

Dr.Sundeep kumar started with a very strong statement that said "Actual Research starts only after PhD." Ma'am focused on the importance of identifying and customizing one's proposal when applying for PhD with the help of a funding agency. She highlighted the importance of making a strong conceptual framework and focused on devoting time while conceptualizing Research Design. Sir also introduced the participants to Notable features of the Mendeley Desktop which is very practical and helpful.

Dr.Sundeep Kumar enlightened the participants and emphasized on the importance of contribution of research in the larger domain and benefaction to the society at large. Sir ended the oration with to make the right minded and the likeminded a part of one's research team.

The Research Scholars and all the other participants were benefitted immensely from this workshop. The workshop motivated the aspiring researchers and also helped the PhD holders update themselves. The University looks forward to conduct multiple informative workshops on Research like this in the near future.

Convener

Research and Publication Committee

Principal

प्राचार्य
परमेश्वरी विद्या मन्दिर लॉ कॉलेज
शिकारखर (बलन्दशहर)



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One Day Workshop on Research Methodology

ATTENDANCE SHEET

19-03-2022

SL.No.	STUDENTS NAME	COURSE	SEMESTER	SIGNATURE
1	AAYUSHI SHARMA	LL.M	II SEMESTER	Aayushi
2	ABHISHEK TOMER	LL.M	II SEMESTER	Abhishek
3	AKASH SINGH	LL.M	II SEMESTER	Akash
4	AMIT KUMAR GAUR	LL.M	II SEMESTER	Amit
5	ANJALI	LL.M	II SEMESTER	Anjali
6	ANJALI VERMA	LL.M	II SEMESTER	Anjali
7	ANSHUL VARSHNEY	LL.M	II SEMESTER	Anshul
8	ASHWANI BANSAL	LL.M	II SEMESTER	Ashwani
9	DEEPAK SHARMA	LL.M	II SEMESTER	Deepak
10	DEVESH KUMAR	LL.M	II SEMESTER	Devsh
11	DHERMENDRA SHARMA	LL.M	II SEMESTER	Dhema
12	GAURAV KUMAR	LL.M	II SEMESTER	Gaurav
13	JYOTI SAXENA	LL.M	II SEMESTER	Jyoti
14	KM AYASHA KHAN	LL.M	II SEMESTER	Ayasha
15	KM RAFAT ALI	LL.M	II SEMESTER	Rafat
16	KM RUBY KHANAM	LL.M	II SEMESTER	Ruby
17	NEERAJ YADAV	LL.M	II SEMESTER	Neeraj
18	NEHA GUPTA	LL.M	II SEMESTER	Neha
19	NITISH KUMAR BANSAL	LL.M	II SEMESTER	Nitish
20	PARUL AGARWAL	LL.M	II SEMESTER	Parul
21	PUSHKAR VISHWAS	LL.M	II SEMESTER	Pushkar
22	RANVEER SINGH	LL.M	II SEMESTER	Ranveer
23	ROHIT KUMAR	LL.M	II SEMESTER	Rohit
24	RUKHSAR	LL.M	II SEMESTER	Rukhsar
25	SACHIN AGRAWAL	LL.M	II SEMESTER	Sachin
26	SHUBHAM VARSHNEY	LL.M	II SEMESTER	Shubham
27	SHUBHAM VERMA	LL.M	II SEMESTER	Shubham
28	SRISHTI GUPTA	LL.M	II SEMESTER	Srishti
29	SUMEDHA ARYA	LL.M	II SEMESTER	Sumedha
30	SUSHANT SINGH JADOUN	LL.M	II SEMESTER	Sushant
31	TULSI CHAUDHARY	LL.M	II SEMESTER	Tulsi
32	UDAY PRATAP SINGH	LL.M	II SEMESTER	Uday
33	UMESH KUMAR SHARMA	LL.M	II SEMESTER	Umesh
34	VIJAY KUMAR MAHOR	LL.M	II SEMESTER	Vijay
35	VIJAY KUMAR SHARMA	LL.M	II SEMESTER	Vijay

Coordinator

Research & Publication Committee

Principal

सरस्वती विद्या मन्दिर लॉ कॉलेज
शिकारपुर (बलन्दशाहर)