



“Knowledge is Power”
Maratha Samaj Seva Madal’s
Chhatrapati Shivaji Night College of Ars and Commerce, Solapur

HANDBOOK CODE OF CONDUCT

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ABOUT US

Our Chh. Shivaji Night College of Arts and Commerce was established on 4th August of 1989. It was affiliated to Shivaji University Kolhapur till the establishment of Solapur University, Solapur in 2005. It is the one and only Night College in the in the Solapur district, which is located on the borders of Karnataka state.

Our college is established exclusively for those students who are engaged during day time doing jobs and services. They come to our college in evening time. Our college offers a best opportunity to the needy, jobless, and poor students. Most students learn in our college on Earn and Learn basis.

It has been our prime concern to impart qualitative and valuable service in the field of higher education to those students who are deprived of this education as they are engaged in service during daytime.

Hon. President Mr. Manohar Sapate (Ex. Mayor), the entire Board of Directors and Principal Dr. A. N. Barbole always aim at the overall personality development of the students fraternity through extracurricular activities with various social and cultural organizations

We always ensure and inculcate perfect discipline in terms of regularity, sincerity amongst Students so that they contribute to the society and nation as most responsible and respectable citizens. We truly believe that the education [knowledge] that we impart to our Night college students, as in the words of Dr.A.P.J.Abdul Kalam” Will change them into enlightened Citizens”

VISION, MISSION & GOALS

Vision:

To provide the opportunities of higher education to those students who are working during day time and have no time to attend the day colleges.

Mission :

- 1) To impart education to the wards of the neglected classes like-workers, masons, farmers etc. in this 'city of mills'.
 - 2) To impart qualitative and valuable service in the field of higher education to those students who are deprived of this education as they are engaged in service during day time.
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Goals :

- 1) To ensure & inculcate perfect discipline in terms of regularity, sincerity and punctuality amongst the students so that they contribute to the society and nation as most responsible and respectable citizens.
 - 2) To aim at overall personality development of the students fraternity through extracurricular activities in association with various social and cultural organizations.
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Objectives :

- 1) To provide better facilities of education to those persons/students and employees who do not have time for regular day college due to this or that reason.
- 2) To provide a platform to the students by giving them an opportunity to face all the challenges of the competitive world, with utmost utilization of their potential in sports, athletic and other events.

Core Values of the Institution

- *Employability Enhancement and skills for livelihood*
- *Aspiring for quality higher education through ICT*
- *Nurturing Good Citizenship with Empathy to others*
- *Towards increasing Number of Women's in HEI*
- *Higher Education to all girls without donation.*

Code of Conduct for Students

1. The identity card with photograph a fixed and signed by Principal must be carried by the student while in the campus and must be produced on demand.
2. Student should be regular and punctual in attending classes, tutorials and assignments as per the timetable.
3. Student should have minimum 75% attendance in the classroom.
4. A very high standard of discipline, regularity and punctuality is expected from the student.
5. Students are advice to read all the notices and circulars displayed on the notice board.
6. The conduct of the student in the campus of the college as well as in their classes should be satisfactory.
7. Use of mobile phone is strictly prohibited in college primacies.
8. Any kind of ragging within the college campus is strictly prohibited. Any student convicted of an offence of ragging shall be dismiss from the college.
9. Student must not bring any outsiders in to the college primacies.
10. Student must appear for all the test and examinations.
11. Student must attend national functions and various activities organised by college.

Rules for Parking

1. All vehicles should be park in the parking area provided by the college.
2. A vehicle should be properly locked and parked.

Examinations Rules

1. Student must appear for all Internal as well as University examination.
2. Student must read the timetable of examination displayed on notice board carefully and check regularly the changes made in timetable if any.
3. Student must be present in the examination hall 20 minutes before the start of examination.
4. Student cannot enter an examination hall more than half an hour after the start of examination.
5. Students are not allowed to carry any kind of study material, mobile phone with them during exam.
6. The student should obey the instructions given by supervisor in the examination hall.
7. Student must not leave the class until all answer books are collected by the supervisor.

General Library Rules

1. Every student entering the Library must present his/her own Identity Card as well as Library card, otherwise the use of the Library will be denied.
2. Students are advised not to keep any personal items with their Identity Card.
3. Readers are responsible for any damage or injury done to the reading materials or any other property of the Library, and shall be required to replace such books/property as has been damaged or injured or be required to pay the full value there of as determined by the Library Authorities.
4. CDs or any other accompanying materials available with books may be viewed /used only in the library.
5. Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials. The Library property and furniture is to be handled with utmost care.
6. Students should maintain silence in the Library.
7. No Library material will be issued against Identity Card.
8. Reference Material (Newspaper/Current Periodicals) will be issued but it should not be taken out of the Library.
9. If a book is lost by a student, he/she should replace it with a new copy of the same
10. Book to the library.
11. The loss of Identity card should be reported immediately to the Librarian. After submitting written application. Duplicate Identity card will be issued against a fine of Rs.25/- for new Identity card.
12. Eatables and beverages are not allowed in the library premises.
13. Smoking, spitting, eating, loud conversation and similar objectionable practices are
14. Forbidden in or near the Library.
15. Use of Mobile Phones is prohibited within the library premises.

Code of Professional Ethics for Teachers

Teachers should :

1. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
2. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
3. Seek to make professional growth continuous through Study and Research.
4. Perform their duties in form of teaching tutorial, Practical, Seminar and Research work conscientiously and with dedication.
5. Participate in extension, co-curricular and extra-curricular activities including community service.
6. Maintain active membership of professional organizations and strive to improve education and profession through them.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as Admission Process, Counseling to the students as well as assisting the conduct of college and University examinations including supervision, Invigilation and evaluation.
8. Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
9. Respect the right and dignity of the student in expressing his/her opinion.
10. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
11. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy , patriotism and peace.
12. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
13. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
14. Aid students to develop an understanding of our national heritage and national goals.
15. Treat other members of the profession in the same manner as they themselves wish to be treated.
16. Speak respectfully of other teachers and render assistance for professional betterment
17. Code of Conduct for the Principal

18. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution. 2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
19. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
20. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
21. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
22. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
23. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
24. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
25. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
26. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
27. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
28. To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.

29. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
30. To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

Code of Conduct for Support Staff

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.
6. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students

Anti-Ragging Measures: (As per UGC Notification No. F.1-I6/2009(CPP-II) Dated September 2009)

Ragging is totally prohibited in the college and anyone found guilty of ragging and /or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force. As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Ragging constitutes one or more of any of following acts:

- I. Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- II. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- III. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- III. Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- IV. Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- V. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- VI. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd act, gestures, causing bodily harm or any other danger to health or person.
- VII. Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student.
- VIII. Any act that affects the mental health and self- confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Symbiosis International University ensures that the congenial and welcoming environment is given to the flashers in all its constituent institutes. To achieve this objective following committees have been formed by the University as per UGC Regulation 2009:

1. University Anti Ragging Committee
2. Anti Ragging Squad at Institute level
3. University Monitoring Cell
4. Monitoring Cell will be constituted by all the constituent Institute of the University at the beginning of each academic year.

Administrative Action in the event of Ragging:

The Anti Ragging Committee may, depending upon the nature and gravity of the guilt established by the Anti Ragging Squad, award, to those found guilty, one or more of the following punishments:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results
5. Debarring from representing the institution in any regional, national or International meet, tournament, youth festival etc
6. Suspension/expulsion from the hostel
7. Cancellation of admission

POLICY FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

College has a number of policies procedures and practices to govern its operation. The policies are meant for day-to-day dealing. They provide guidance to members in a number of academic areas. The maintenance and cleaning of the classrooms and furniture are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to the experts. The college has adequate number of computer with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management. CCTV camera is installed in the campus. The college website is maintained regularly by AMC with Micro link Pvt. Ltd, Solapur.

The students are charged for the library, language lab and general computer lab expenses at the time of admission as suggested by the statutory body and in addition to that other grants are allocated for the maintenance of the labs and the classrooms which are a part of teaching – learning process. *The gardener is appointed by the institute to maintain the garden and beautification committee assists in this regard. The maintenance of generator is regularly done by AMC.* Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from budget gained by college from different sources.

The college owns an enormous library which has got a separate reading hall. It facilitates a Net café, own book reading hall, separate systems to operate reading and borrowing books through online software with barcode. An MOU is drafted with MKCL (Maharashtra Knowledge Corporation Ltd.), who annually maintains the infrastructure in the library. Further, an *MOU is signed with fire & Safety license that periodically lists the library and fills the gas extinguisher equipments.* Library maintenance is done by management by providing a provision of the budget. Library software is maintained by AMC. Disinfecting and keeping library clean is done frequently by library staff. There are 02 desktop computers for students to use it for their study purpose as a part of knowledge resource centre. The sports department of the college is meritorious. The running track is used by students, staff and local community and maintenance of that facility is done with the help of the management.

A competitive examination centre is established by the college, which helps the students to prepare for competitive examination such as UPSC, MPSC, IBPS, SSC, RRB etc. and the expenses are met by the management and partially by the students.

The management understands the external and internal stake holders of the college uniting the vast campus regularly. Maintaining supporting facilities in the campus requires meticulous system. The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities. The systems are maintained with the help of the hardware technicians of Mudra Computers, Solapur, appointed on AMC exclusively for this purpose by the management. The institution possesses spacious classrooms as per the rules and regulations of the affiliation norms of the Solapur University, Solapur which have sufficient fans and LED tube lights and comfortable desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance.

The department of physical education functions in a separate room. Physical Director looks after at the sports activities of the girls. The college has a large ground which has a separate court for Kabbadi, Volley ball, Kho-Kho, Long Jump and other sports activities. An exclusive estate officer is appointed by the parent institute for overseeing maintenance of Buildings, Classrooms, laboratories and the entire campus. The Principal constitutes a committee with a convener and members at the end semester and they take a stock of the maintenance of infrastructure in the campus. Office Superintendent is maintained in every department to record the stock and the consolidated report is submitted to the superior authorities. The college has its own canteen run by the vendor appointed by the college committee. The rates of food and beverages are finalized after the discussion of the committee and specific instructions are given about the hygiene and quality of the food.

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM

The main objective of this stratagem which is undertaken to promote the research and research publications and prevention of misconduct including plagiarism in R&D. The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research including qualitative analysis, quantitative & statistical techniques and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research.

Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the Institution by many professional associations and in the case of funded research, the respective funding agency.

These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research including scientific research, social and behavioural sciences that involve collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each scholarly discipline or academic unit. In fact, many academic units have developed excellent handbooks on research ethics and integrity. When in doubt about the accepted ethical standards in a particular case, a researcher should discuss the matter on a confidential basis with an academic supervisor, another respected colleague, or the Dean of Research of the Institution.

Plagiarism - Ethics and plagiarism are the significant components in research and publication. Sometimes it is to be observed that researchers claim others work as their own, which will degrade the reputation of the individual/institution. There is every need to assess the academic/research work of the student/researcher scholar/ researcher who produce their work in the form of Project reports, Seminar papers, Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects should go through the

process of plagiarism and has to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability across the globe and needs to reach the highest success. We take some extra measures to ensure that the work is at par with the National/International standards professional type setters which are engaged to bring about the best of results. The Authors are made responsible for their research work carried out, presentation and results are expressed. The institution deplores and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The same rules apply to grant applications and proposals, to clinical research protocols, and to student papers submitted for academic credit. Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by infringing on a copyright held by the original author or publisher.

Plagiarism constitutes unethical scientific behaviour and is never acceptable. Proper acknowledgement of the work of others used in a research work must always be given. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

1. Verbatim or nearly verbatim copying or translation of a full paper(s), or the verbatim or nearly verbatim copying or translation of a significant portion(s) of another paper(s).
2. Disclosing unpublished data or findings without permission, even if attributed.