

"ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षण प्रसार"

-शिक्षणमहर्षी डॉ.बापूजी साळुंखे.



Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's

SAMAJBHUSHAN GANPATRAO KALBHOR COLLEGE

(ARTS, COMMERCE & SCIENCE) LONI KALBHOR. TAL-HAVELI, DIST-PUNE.

HANDBOOK OF PERSPECTIVE PLAN, POLICIES

CODE OF CONDUCT







Handbook Of Perspective Plan, **Policies**

&

Code of Conduct

Published by-

Samajbhushan Ganpatrao Kalbhor Arts, Commerce & Science College, Loni Kalbhor, Tah- Haveli Dist- Pune 412201



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SAMAJBHUSHAN GANPATRAO KALBHOR ARTS, COMMERCE AND SCIENECE COLLEGE LONI KALBHOR, TAL. HAVELI, DIST. PUNE 412201

VISION:

The vision of the college is to emerge as a premier institute imparting knowledge and skills and inculcating human values at its core for the everlasting benefit of the global society.

CORE VALUES OF THE INSTITUTION:

- Quest for excellence
- Respect of human values
- Promotion to research and scientific temperament
- Environment consciousness
- Knowledge and skills for livelihood
- Global Stewardship
- Inclusiveness and tolerance

MISSION:

- Dissemination of education amongst the masses from rural and semi urban population
- Inculcation of basic human values like truth, honesty, character building, love towards humanity, sacrifice, social equality, national integration, fraternity and self-reliance
- Enhancement of the knowledge generating capacity and skills of the students suited to the pull of globalization
- Promotion of research attitude and scientific temperament among the youths with a view of developing intellectual society
- Women empowerment by conducting capacity fostering program
- Environmental awareness for sustainable development

- Boosting the use of information and communication technology to cope up with rapid digitalization Inculcation of spirit of devotion for social work for uplifting the society at large
- Development of programs providing opportunities to participate in recreational and competitive sporting activities

GOALS:

- To educate students from all strata of society
- To inculcate personal and social human values
- To develop global competence among the students
- To generate the scientific attitude
- To build environmental consciousness and eco-friendly campus
- To endorse the ICT in teaching, learning and research
- To run sports and cultural programs
- To carry out the extension and outreach activities

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SAMAJBHUSHAN GANPATRAO KALBHOR ARTS, COMMERCE AND SCIENECE COLLEGE LONI KALBHOR, TAL. HAVELI, DIST. PUNE 412201

The quality statement of college is:

Institute is committed to provide quality education to the students enabling them to excel in the fields of Arts, Science and Commerce to cater to the changing and challenging needs of society through the following initiatives reflecting the quality policy:

- Staying accountable in our core and support functions through process of self-evaluation and continuous improvement
- Inculcating moral and ethical values among the students and staff through extension and outreach programmes
- Contributing to the academic and overall knowledge development of the students
- Maintaining quality infrastructure and ambient learning environment
- Enhancing the competence of the faculty and encouraging them to adopt all modern and innovative methods in teaching-learning process
- Collaborating with industry, other institutions and organizations for mutual benefit
- Promoting Research for sustainable development
- Ensuring continual improvement of Quality Monitoring System





The Perspective plan is prepared in the context of Vision and Mission of the College for five Years.

(From 2014-15 to 2018-19)

ACADEMIC, EXTENSION and INFRASTRUCTURE

- To organize Lecture series under Extension Education Program regularly.
- To improve CCTV surveillance system in college.
- To develop separate computer Lab.
- To take efforts to start Under Graduate program in Science Stream.
- To construct building for College Canteen.
- To organize more motivational program for research promotion.
- To start UGC sponsored Certificate Course to promote self-employment.
- To establish Placement cell to facilitate employment process and prospects.
- To enrich ICT resources and strengthen it, for better teaching-learning.
- To develop library both qualitatively and quantitatively as a potential learning resource.
- To introduce Self-finance and Vocational courses to strengthen revenue resources.
- To develop on-campus Health care system in college.
- To apprise and encourage faculty for research.
- To improve drinking water and sanitation facility.
- To develop separate language laboratories for all three languages i.e. English, Hindi and Marathi.





- To develop research culture among students.
- To maintain High passing Percentage account for academic progression.
- To maintain disciplined and congenial atmosphere in the college.
- To increase E-resources in library.
- To face NAAC peer team for the 3rd Cycle of Accreditation.
- To organize skill development programs for office staff.
- To maintain eco-friendly college campus.
- To organize women empowerment activities in college.
- To register the Alumni Association.
- To strengthen the NSS activities.
- To organize Environmental, Social and Health awareness programs.
- To start hostel for girls'.
- To Prepare for Academic and Administrative Audit (AAA) every year for quality enhancement.
- To organize at least one National/ State/ International Level Seminar or Conference or Workshop every year.
- To publish proceeding with ISBN and in UGC Approved ISSN Journal.
- To develop departmental library.
- To install LED bulbs for saving power consumption.



- To develop gymnasium in the college.
- To maximize Collaborations, Linkage and MoUs.
- To increase use of non-conventional energy resources.



The Perspective plan is prepared in the context of Vision and Mission of the College for five Years.

(From 2018-19 to 2023-24)

ACADEMIC, EXTENSION and INFRASTRUCTURE

- To organize Lecture series under Extension Education Program regularly.
- To start Post Graduate Programs of Savitribai Phule Pune University, Pune in English, Hindi, Marathi, Political Science and History.
- To take efforts to start Under Graduate program in Science Stream.
- To organize National/ State/ International Level Seminar or Conference or Workshop every year regularly.
- To publish proceeding with ISBN and in UGC Approved Journal especially in e-journal.
- To Prepare for Academic and Administrative Audit (AAA) every year for quality enhancement.
- To develop incubation center in the college to promote entrepreneurship among the student.
- To encourage the teaching staff for research publication.
- To increase the use of ICT in the college.
- To start Skill based courses in the college.
- To make preparation of Academic and Administrative Audit (AAA) every year for quality enhancement.
- To make necessary preparations every year for 4th Cycle NAAC Accreditation in 2023-24.



- To organize lecture series regularly under Extension Education Program.
- To increase academic collaborations, Linkage and MoUs.
- To strengthen placement cell and career counseling cell.
- To publish Alumni Booklet every year.
- To organize women empowerment activities.
- To increase the financial contribution of Alumni of the college.
- To strengthen the NSS activities.
- To encourage faculty for sending proposals to the different funding agencies.
- To start cash prizes for the meritorious students of the college.
- To make full computerization of Library and office.
- To maintain eco-friendly atmosphere in the college campus.
- To make addition in e-books and e-journals.
- To increase ICT infrastructure in the college.
- To make necessary renovation.

ACCOUNT CODE MOBILIZATION AND OPTIMAL UTILIZATION OF FUNDS

INTRODUCTION-

Samajbhushan Ganpatrao Kalbhor Arts, Commerce and Science College, Loni Kalbhor is a part of Shri Swami Vivekanand Shikshan Sanstha, Kolhapur established by great visionary Shikshan Maharshi Dr. Bapuji Salunkhe. He established several schools and colleges by collecting donations from society and used to call these centers as the culture centers. He knew the value of public money and therefore emphasized the transparency and accountability in its mobilization and utilization. He used to say that any person passing nearby these culture centers could look into and understand the financial matters of the centers that much transparency and accountability should be maintained.

Bearing in mind his principles, the college has developed account code to maintain transparency and accountability and effective management in financial matters. The sole purpose of this account code is for efficient and effective management of money (funds) in such a manner as to accomplish the objectives of the institute. The code also extends to achieve the goal of cashless and digital financial transactions.

The objective of the Account Code is to make accounting procedures as clear and useful as possible. General accounting principles are being adopted to maintain books of accounts. It is necessary to have a unified common procedure. It defines general responsibility and accountability of the employees and authorities of the college. The unique feature of this Account Code is its suitability for the computerised system which is a need of the time. This will bring transparency in the accounting procedure of the institute.

The accounting procedures will be simple and transparent, so that it could be convenient for the audit authorities to exercise effective financial control.

GENERAL GUIDELINES AND PRACTICES

- 1. These rules are made by the institute in accordance to its statutory responsibility for the proper control of the finances of the institute.
- 2. The rules and financial procedures laid down in this Account Code apply to the conduct of all the financial affairs of the institute.
- 3. The primary objective of this code is to ensure proper use of finances and resources in a manner which satisfies the institute's requirements for accountability, internal control, and the management of financial risk.

- 4. Accounting of the Institute shall be on a financial year basis, the financial year commencing on 1st April and ending on 31st March.
- 5. The accounts of the Institute shall be maintained on cash basis.
- 6. The Accountant is required to undertake reconciliation of receipts and expenditure at the end of every three months with the Cash-book. The reconciliation statement shall be signed by Principal as well as by the Accountant.
- 7. Every employee of the institute shall exercise the same vigilance in respect of expenditure incurred in connection with the transactions of the institute, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- 8. The expenditure shall not be prima-facie more than what the occasion demands.
- 9. No authority shall exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- 10. The amount of allowances granted to meet expenditure of a particular type shall be so regulated that the allowances are not on the whole a source of profit to the recipients.
- 11. Any employee of the institute on whom financial delegation has been made shall not incur any expenditure which is likely to involve at later date expenditure beyond the power of his sanction.
- 12. No employee of the institute shall without previously obtaining extra funds incur liability in excess of the amount provided in the budget under the respective heads of accounts. Where the employee exceeds the grant, he shall be held personally responsible for the same.
- 13. Responsibility of internal control within a institute rests with the head of the institute, who shall ensure that appropriate and adequate arrangements exist to safeguard all assets; that institute policies, including the regulations and financial procedures are complied with; and that records are maintained in as complete and accurate a form as possible.
- 14. Every bit of expenditure requires an administrative approval by the competent authority. All sanctions to expenditure shall indicate the details of provisions under the relevant budget head wherefrom expenditure is to be met. A sanction order shall come into force from the date of issue unless any other date is specified therein.
- 15. All money received by or on behalf of the institute either as dues or for deposit or otherwise, shall be brought into institute account immediately. The sums received shall forthwith be paid into the authorized bank account.

- 16. Accounting Records and all money should be kept safely, and are used only for the purposes for which they are approved; and that all transactions are properly recorded in the Institute's accounting system.
- 17. Account Administration is responsible for opening, closing and assigning numbers to most institute accounts; budget, approval (approving expenditures and commitments against accounts); preparing periodic financial statements and account billings as required, responding to queries regarding transactions against accounts, accounting policies and procedures and account
- 18. Private cash or accounts of the members of the staff shall not be mixed up with the institute eash or accounts under any circumstances.
- 19. No duplicate copy of a receipt for money received, or of a bill or other document for the money already paid, shall be issued on the ground that original has been lost. If any necessity arises for such a document, a certificate may be given stating that on a specified day a certain sum on a certain account was received from or paid to a certain person.
- 20. The accounts and financial records of the institute shall be maintained in the prescribed forms and registers. Every Account Administrator is personally responsible for the money, which passes through his hands or is paid on his behalf and for proper records of receipts and payments in the prescribed accounts as well as for the correctness of the account in every respect.
- 21. No addition or, and alteration in or modification of any register shall be made without the prior sanction of the Local Management Council.
- 22. For administrative convenience, however, such registers as may be subsidiary to the account books may be maintained but such registers will not be recognized as account books.
- 23. The accounts of the Institute shall be maintained separately for each Financial Year.
- 24. All books of accounts and registers shall be properly bound. No account shall be prepared on loose sheets or in loosely bound volumes.
- 25. The pages of all account books shall be serially numbered and each page shall bear a stamp of the institute. The Head of Institute shall record on each book a certificate of the number of pages it contains.
- 26. Every correction or alteration in accounts shall be made neatly in red ink (a single line being drawn through the original entry to be corrected) and attested by the dated initials of the employee drawing the bill or person preferring the claim. Erasures shall be absolutely forbidden and no document with an erasure shall be accepted.



POLICY FOR MAINTENANCE AND UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT SERVICE FACILITIES

INTRODUCTION-

The college is committed to provide the academic ambience, accordingly services and facilities are developed to the benefit of the stakeholder. These physical, academic and support services and facilities cover almost every aspect of the college functioning such as teaching learning, building and classrooms, library, laboratories etc. The need of policymaking arises from the expectation of constant, uninterrupted and smooth functioning of these services and facilities.

STATEMENT-

The policy assures the optimum utilization and proper maintenance with a standard required specifications of physical, academic and support service facilities of the college to accomplish the high degree of excellence imbibing human values in all endeavours.

AIM OF THE POLICY-

- 1. To achieve optimum utilization of facilities and services for the benefit of stake holders
- 2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
- 3. To prevent misuse and misconduct of resources and services.
- 4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services.
- 5. To set standardized maintenance and utilization procedure for resources.
- 6. To reduce probabilities of accidents at workplace for ensuring safety.

MECHANISM FOR IMPLIMENTATION OF THE POLICY

The following mechanism is developed to look after the maintenance, up-gradation, replenishment, repairing and replacement of facilities and services. The mechanism assures the involvement of all the stakeholders.

Administrative Office: The administrative office is a ground level step to fulfill the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office, in consultation with the principal. The office looks after this all routine maintenance.

Purchase Committee: The purchase committee headed by a senior faculty takes annual review of the facilities and services. The report is put forth in the meeting of purchase committee chaired by the principal. The co-coordinator of IQAC is an invitee to these meetings. In these meetings, priorities are fixed and important decisions are considered for IQAC and LMC/CDC meetings. After receiving permissions in IQAC and LMC/CDC committees, the purchase or maintenance expences are utilized as per the pre-determined procedures.

Local Management Committee/ College Development Committee: LMC/CDC monitors overall functioning of facilities and services. The reports and reviews received from the purchase committee are considered during these meetings. The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned. The major requirements of large expenses are sent to the parent institute for approval and funding.

GENERAL MEASURES FOR OPTIMUM UTILIZATION-

- 1. Departments and office staff takes care of facilities provided to them.
- 2. Instructions are displayed for the proper use of infrastructure facilities.
- 3. The college has contact with local service provider to look after technical issues of ICT.
- 4. The support staff having technical and mechanical skills to look after day to day maintenance of infrastructure.
- 5. Students carefully use major instruments under the supervision of the teaching or non-teaching faculty.
- 6. For library books and office, document preservation periodic paste control is carried out.
- 7. Electric fittings and wiring are periodically monitored by external experts for replacements and
- 8. For maintaining aesthetic value of campus proper landscaping of available free land is carried out by extensive potting practice.
- 9. For drinking water supply, the college has installed water purifier and coolers which are maintained by the support staff.



KNOWLEDGE CREATION AND TRANSFER POLICY



INTRODUCTION-

In the view of expectation from the institute of knowledge creation and transfer, the college takes initiative to create knowledge transfer policy in alignment with core value of college. This policy is supposed to monitor, control and retrieve knowledge transfer process in the college.

STATEMENTE-

Development of simple and robust procedure of knowledge transfer in the benefit of the stakeholder of the institute

AIMS AND OBJECTIVES-

To motivate the knowledge creation by innovation methods

To facilitate innovation in knowledge transfer

To gear up the use of ICT in knowledge creation and transfer

To elicit conversion of knowledge transfer into enterprise

SCOPE OF POLICY-

The policy is applicable to the all the individuals from the institute involved in procedures and processes of knowledge creation and transfer.

PRACTICES-

Research committee and publication committee will be responsible for implementation of this policy.

The college needs to plan the promotion of e-publication and development of e-content for the benefit of its stakeholders.

The college should work out to establish MOU's, linkage and collaborations with industries and institute to share innovative start-ups and ideas

For the sharing of monitory gain between the institute and individuals, the income distribution strategy mentioned in the consultancy policy should be reffered.

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RESEARCH POLICY

INTRODUCTION-

In the recent years, the higher educational institutions are expected to contribute the national growth through augmenting the quality research by the government and national bodies of assessment. Accordingly, the college has accepted the promotion of research as its core value. Hence, under the guidance of IQAC, the college has developed a comprehensive research policy.

RESEARCH POLICY STATEMENT-

"To promote research culture and aptitude and seek to achieve the highest standards with regard to quality research practice and the handling of possible scientific misconduct."

AIMS-

- 1. To pursue the quality research as reiterated in the core value of the institution
- 2. To create and support research culture among its teachers, staff, students and leverage it for enriching and enhancing the professional competence of all members.
- 3. To develop and promote the scientific temper and research aptitude.
- 4. To promote the collaborative endeavors in the research.
- 5. To contribute the national development by establishing the institutional fund and plan for facilitating the research participation and related activities.
- 6. To cultivate the strong research leadership and effective research support structure
- 7. To promote the innovative ideas in research leading to intellectual property rights
- 8. To promote the interdisciplinary research.

SCOPE-

This policy will be applicable to all researchers of the college and these researchers are defined as

- 1. All staff, temporary and permanent, performing their teaching, research and administrative duties and supporting to the core value of the college.
- 2. All registered students.
- 3. All research guides of the college.
- 4. Alumni having research aptitude- This policy will be applicable to all the research area and activities enlisted below

- a) Research activities including basic and applied, undertaken for achieving academic degrees and for solving problems.
- b) Research activities as a part of completing minor and major research project undertaken by faculty and funded by different agencies.
- c) Projects undertaken by students as a part of academic achievement, part of curriculum or for enrichment.
- d) Knowledge developing and communication initiatives related to academic progress.
- e) Activities involving innovative ideas, concepts and start-ups leading to intellectual property rights.
- f) Research endeavor leading to presentations and publications.

MECHANISM FOR POLICY IMPLEMENTATION-

As per the guidelines by IQAC, Research cell of the college shoulders the responsibility of implementing the research policy.

COMPOSITION OF CELL-

Research cell is important committee of the college, which decides all strategies of research policy and agenda and implements it. The cell comprises of the pool of expertise including principal in role of leadership, IQAC coordinator, senior teachers from all streams, which are research guides, industry/ academic representative, research student representative etc.

The research cell functions in following way:

- 1. The cell will continuously develop its research agenda with relative priorities considering the inclusiveness.
- 2. The cell will develop code of ethics and monitoring the malpractices and plagiarism in research.
- 3. The cell will motivate the faculty for the process of knowledge development and its sharing.
- 4. The cell will prepare guidelines for designing and evaluating curriculum oriented research projects.
- 5. The cell will take initiative to include research methodology in curriculum.
- 6. The cell will organize introductory workshop on research for staff and students to inculcate research culture.
- 7. The cell will take efforts to develop funds for providing research faculties like sophisticated instruments, research journals and ICT in college.
- 8. It will also develop fund for providing seed money and incentives to students and research scholars.



- 9. It will encourage the faculty to undertake major and minor research projects, giving priorities in interdisciplinary areas in collaboration with other departments and institutes.
- 10. The cell will encourage the faculty and students to publish their research work in reputed /referred research journals with high impact factors.
- 11. The cell will create a database of research work with respect to citation index, H-index and impact factor.
- 12. It will approach various funding agencies like UGC, BCUD etc. to avail funds for research activities.
- 13. The cell will incubate innovations in start-ups and take efforts to convert it into enterprise.



RESEARCH POLICY

FOR

ETHICS AND PLAGIARISM

The goal of this policy is to promote scientific research by providing the code of ethical practices for individual and collaborative work, and guidelines for author, patenting policies.

- 1. It focuses on the disciplines that study norm and standards of conduct such as, Philosophy, Law, Psychology, Sociology, and Science and distinguish between acceptable and unacceptable behavior that suit their particular aims and goals.
- 2. There should be honesty in collection of data, data analysis and interpretation, methods and procedure, result writing, and publication status and other aspects of research where objectivity is expected or required which should not affect the research which is open to criticism and new ideas.
- 3. It should be done confidently, sincerely and there should be consistency of thought and action.
- 4. A proper honor is given to patent, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or result without permission. Give proper acknowledgement or credit for all contributions to research.
- 5. Show proper respect and care for life forms when using them in research. Do not conduct unnecessary or poorly designed experiments, relevant laws and institutional and governmental policies.
- 6. The research should not be in the form of misconduct or FFP i.e. "fabrication, falsification or plagiarism"
- 7. If any researcher is found to be guilty of plagiarism is liable for severe punishment.

PRINCIPAL

RESOURCE MOBILIZATION POLICY



INTRODUCTION-

The college is multy-faculty College and needs the considerable amount of fund for maintenance and development of the academic facility and physical facilities. It has also strategy for supporting students in all possible endeavours. Considering the need of overall expenditure recurred for the development and maintenance of the college, the college has decided to frame the resource mobilization policy. Accordingly, The IQAC has framed the resource mobilization policy for generation and utilization of all types of resources available at

POLICY STATEMENT-

Generation of revenue through ethical means and utilization of it, in justified and prudent way.

AIMS AND OBJECTIVE-

- 1. The policy upholds the ethical practices in creation of funds
- 2. It aims to bring transparency in generation and utilization of funds raised from society.
- 3. It aims to care with utmost prudence the revenue collected for societal use.
- 4. It aims to keep the record of credit and debit in the most open and the steps to implements the policy.

SOURCES-

- 1. Courses and grantable programs and non-grantable fees.
- 2. Service Charges.
- 3. Funding from government agencies.
- 4. Funding from non-government agencies.
- 5. College development fund.
- 6. Help from alumni and Philanthropists.

CONSULTANCY POLICY



INTRODUCTION-

The institute is aware of the value of its staff-providing consultancy for external bodies. This work is an important for the expertise knowledge flows to external agencies and it contributes to the development of growing relationship with these bodies.

Consultancy activities in the college intend to serve community at affordable cost. It is a policy of the college to encourage staff to engage in consultancy. It should be in a manner that is consistent in their social responsibilities.

Institute has established this policy to support all staff in the delivery of approved consultancy.

DEFINATION-

Consultancy is a work of a professional nature, undertaken by staff in their field of expertise, for client outside the institution, for which some financial return is expected.

SCOPE OF THE POLICY-

The institute uses a broad definition of what constitute consultancy. Its essential features are:

- Unlike research, it does not have a prime purpose of the generation of new knowledge
- Consultancy will produce informational output, which may be partially, may be completely owned by the client.
- The college normally does not have freedom of publication over the result of consultancy.
- By this policy, the college confirms minimal use of college resources and involves extra work for existing staff rather than the employment of new staff.

The college staff is advised to ensure that they comply with institute policy when undertaking any consultancy work.

MECHANISM FOR IMPLEMENTATION-

Staff should seek advice from their Head of Departments if they are unclear about whether their proposed work constitute consultancy.

The IQAC provides advice where necessary to Head of Departments in reaching a decision about the classification of work, but the final decision should be made at the college level.

PERMITTED LEVEL OF CONSULTANCY-

Faculties are permitted to undertake up to 30 working days consultancy activity per academic year with the approval of their Head of Departments.

In some circumstances, the college may authorize staff to undertake further consultancy work out with this limit, but this should discussed and approved by the IQAC and the college leadership on a case-by-case basis.

APPROVAL OF CONSULTANCY ACTIVITY-



The decision process for whether an individual is permitted to undertake a consultancy at The decision process for whether an individual is possible to IQAC and the Head of departmental level. All consultancy proposals should be passed over to IQAC and the Head of departmental level. All consultancy proposals will take the decision to accept or deal. departmental level. All consultancy proposals should be passed on the Head of Institute will take the decision to accept or decline the Institute in the first instance. The Head of Institute will take the decision to accept or decline the proposal.

The decision to accept a proposal to undertake consultancy activity taking into consideration community needs and income generated.

INCOME DISTRIBUTION-

For institutional cost expenditure, recovery on the particular consultancy the following income distribution model is applied.

The revenue generated through consultancy will be distributed as follows:

INCOME Up to Rs. 1000	EMPLOYEE 100%	COLLEGE 0%
Over Rs. 1000	80%	20%

COSTING/PRICING OF CONSULTANCY-

Normally, daily rates for consultancy activity should be decided by the consultant by taking into consideration labour work and instrumentation required and only in exceptional circumstances (and with the approval of the Head of the college) should consultancy be undertaken at below this

DISCIPLINARY REQUIREMENT-

If consultant is violating institutional policies, the institute is free to take action against him/her.

The institute, therefore, strictly prohibits staff from entering into work-related consultancy arrangement with outside agencies without approval from their Head of the Institute.

Staff involved in non-work related consultancy must not use the name of the institute to endorse this activity without prior written approval from the Head of the Institute.

RECORDING ACTIVITY-

All staff is required to record their consultancy activity with the IQAC.

Original copies of consultancy activities should be forwarded to the IQAC for the institutional records and for processing to the account section.

Samajbhushan Ganpatrao Kalbhor Mahavidyalaya

CODE OF CONDUCT FOR STAFF



INTRODUCTION-

Samajbhushan Ganpatrao Kalbhor Arts, Commerce & Science College, Loni Kalbhor was established in June 1984 by Swami Vivekanand Shikshan Sanstha Kolhapur founded by Lt. Dr. Bapuji Salunkhe, a man who devoted all his life and mind to the education of the masses. His dream to establish a multi-faculty college in Loni Kalbhor came into reality after its establishment.

Late Dr. Bapuji Salunkhe had understood the role of teacher, members of administration and even of students in fulfilling the noble mission of the parent institute. He made the code of conduct for the teachers, administrators and students and integrated it with the ideology of the parent institute. Since, the college is constituent part of the parent institute; it follows this code of conduct, and, has extended the gamut of its application by accepting the global values.

संस्थेच्या कार्यकर्त्यानी पाळावयाची मार्गदर्शक तत्वे

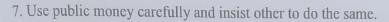
- 1) ध्येय 'ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षण प्रसार'
- 2) सत्य, चारित्र्य, प्रामाणिकपणा, पिळवणूक प्रवृत्तीस आळा, सेवा आणि त्याग या तत्वांच्या आचरणाने वरील ध्येय गाठण्याचा प्रयत्न करणे.
- 3) संस्थेच्या अमान्य धोरणाबद्दल आपण जाहीर चर्चा करणे योग्य नाही. त्याबद्दल संस्थेत दाद माग्न घेणे योग्य होईल.
- 4) स्वतः महाविद्यालयात वेळेवर येणे.
- 5) प्रार्थनेला नियमित वेळेत हजर राहणे.
- 6) गैरहजर राहावयाचे असल्यास वरिष्ठांची पूर्व परवानगी घेणे.
- 7) सार्वजनिक पैसा काळजीपूर्वक वापरणे.
- 8) रोजच्या रोज डायरी किंवा किर्द पूर्ण लिहिणे.
- 9) रोजची शिल्लक पाहून सही करणे, शिल्लक स्वतंत्र ठेवणे.
- 10) देनंदिनी लिहित जाणे.
- 11) संस्थेकडे एखाद्याचे येणे किती व देणे किती? हिशाब अद्ययावत ठेवणे व ते लवकरात लवकर पूर्ण करणे.
- 12) संस्थेचे देणे असल्यास आपण सार्वजनिक पैशाचा दुरुपयोग करतो याबद्दल कबुलीजबाब आहे असे मान्न ताबडतोब परत करणे.



- 13) वसूल केलेली फी महाविद्यालयाकडे ज्यावेळची त्यावेळेला जमा करणे.
- 14) संस्थेतील वस्तूंचा वापर व्यक्तीने खाजगी रीतीने करणे योग्य नाही.
- 15) आपले किती तास चुकले? जादा किती तास घेतले? चिंतन करणे, नोंदी ठेवणे.
- 16) आपल्या हातून काटकसर कोणती झाली? चिंतन करणे, नोंदी ठेवणे.
- 17) आपल्या सहकाऱ्यांशी चर्चा करुन निर्णय घ्यावा. एकाकीपणे निर्णय घेणे योग्य नाही.
- 18) संस्थेच्या कामात एकजिनसीपणा येण्यास काही सूचवायचे असल्यास संस्थेकडे सूचविणे.
- 19) आपल्या वरिष्ठांचे ऐकण्यात आपणास साभिमान, आनंद वाटावा.
- 20) नेहमीच्या कार्याव्यतिरिक्त आपल्या हातून सार्वजनिक सेवेचे काही कार्य होणे आवश्यक आहे.
- 21) विद्यार्थ्यांना आदर्श सवयी लावणे.
- 22) विद्यार्थ्यांच्या नजरेत येणाऱ्या आपल्या ठिकाणच्या वावग्या सवयी दूर करणे.
- 23) संस्था कार्यकर्ते, बंधु-भगिनींच्या सुख-दुःखात सामिल होणे.
- 24) विद्यार्थ्यांच्या नेहमीच्या वागण्यातील आचार आणि उच्चार याबाबतीतील दोष शोधून ते दुरुस्त करण्याचा प्रयत्न करणे.
- 25) सहकाऱ्यांकडून सहकार्य मिळविणे.
- 26) गृहपाठ नियमित दिले जावेत. लेखी काम, परीक्षा, उत्तरपत्रिका मूल्यमापन, आदर्श करणे.
- 27) ज्ञानार्जनासाठी जादा पुस्तके वाचणे हा संस्कार आहे, स्वतः आचरणात आणणे.

CODE OF CONDUCT (translation)

- 1. Aim: dissemination of education through knowledge, science and culture.
- 2. Fulfilling the above aim by accepting principles, i. e. truth, character, honesty, resistance to exploitation, service and sacrifice
- 3. It is not appropriate to discuss unacceptable policies of the parent institute publically. It is better to ask justice from the parent institute.
- 4. Insist on timely presence of yourself and other.
- 5. be present at the prayer in time.
- 6. Take prior approval of the senior for your absence.



- 8. Complete the diary or account ledger daily.
- 9. Sign cashbook daily and keep the balance cash in safe.
- 10. Register daily important event in dairy.
- 11. Keep the note of all credits and debits of the institute.
- 12. Confess the indebtness taken from the institute as it is the misuse of public money.
- 13. Deposit the fees of the college as and when recovered.
- 14. Do not use institutional property for personal use.
- 15. How many lectures missed? How many extra lectures taken? Keep record, and think over.
- 16. How much money saved? Just think over.
- 17. Always take decision after discussion with your colleagues; it is inappropriate to take decision alone.
- 18. Give suggestions to institute if any, to bring integrity in institutional work.
- 19. Feel proud and happy while obeying the orders of the seniors.
- 20. It is expected to give emphasis on social work apart from regular duties.
- 21. Inculcate ideal habits among students and insist on practicing the same.
- 22. Give up bad habits, which are observable by students.
- 23. Take efforts to identify and remove flaws in regular behavior and language of the students.
- 24. Be a part of joy and sorrow of the colleagues working in the institute.
- 25. Be cooperative with other and get the same.
- 26. Allot home assignment regularly, assess it carefully and correct the mistakes.
- 27. For acquiring knowledge read more and more books and keep its record.



INSTITUTIONAL CODE OF PROFESSIONAL CONDUCT

FOR ADMINISTRATION-

- 1. The administrator should provide the effective academic and administrative leadership to the institution.
- 2. The principle of decentralization and participative management should be followed in the institutional practices.
- 3. The administrator should look after the effective implementation of e-governance in the different areas of administration.
- 4. The administrator should give proper representation considering social inclusiveness.
- 5. The college administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
- 6. The administrator should ensure welfare of the staff and students.
- 7. The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
- 8. The college administrator should respect the rights of the colleagues and the students while performing the duties.
- 9. The college administrator shall take responsible action to protect students and staff from conditions harmful to health and safety.
- 10. The college administrators should perform his duties in non-discriminatory manner.
- 11. The college administrators should maintain financial transparency and delivery.
- 12. The college administrators should make the utmost effort to develop the institution in versatile manner.
- 13. The college administrators shall take responsible action to maintain educational ambience.
- 14. The college administrators should keep the interest of institute above the personal interest.

FOR TEACHERS-

- 1. A teacher should teach such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
- 2. A teacher is responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and high quality, and evaluating progress of students.
- 3. A teacher may not delegate his or her responsibilities to any person who is not teacher.

- 4. A teacher should act with honesty and integrity of their work.
- 5. A teacher should avoid conflicts between professional and private interest, which could affect the professional ethics.
- 6. A teacher should respect the privacy of other and confidential information confessed by the colleagues and students.
- 7. A teacher does not engage in activities, which adversely affect the qualities of professional ethics.
- 8. A teacher should integrate his teaching, learning with his or her research.
- 9. Every teacher should take and follow the oath given by Ex-president Late Dr. A. P.J. Abdul Kalam.

FOR STUDENTS-

- 1. Students shall abide by the rules and regulations of the college and behave in a way that highlights the discipline of the college.
- 2. The students shall attend the national anthem and the classes punctually.
- 3. Students attendance must be minimum 80% of total working days.
- 4. No student shall enter or leave the classroom when session is on, without permission of teacher.
- 5. Student should produce leave note at the time of absence.
- 6. The student shall give respect to teacher and staff.
- 7. The student should not be involved in ragging acts.
- 8. The student should not get involved in eve teasing and behave disrespectfully with girl students and women in the campus.
- 9. Student should strictly follow dress code and carry identity cards in the campus.
- 10. Students should not use cell phone in the classroom.
- 11. Student should read notices daily displayed on board, sent by mail or social media.
- 12. Students should participate in co-curricular and extracurricular activities as per their interest.
- 13. Students should follow the rules of internal as well as University examination.
- 14. Student should follow rules made by Library.
- 15. Students should involve in green practices organized by college to maintain campus eco-

ELEVEN POINT OATH FOR TEACHERS

BY

HON. EX-PRESIDENT LATE DR. A. P. J. ABDUL KALAM

- 1. First and foremost, I will love teaching. Teaching will be my soul.
- 2. I realize that I am responsible for shaping not just students but ignited youth who are the most powerful resource under the earth, on the earth and above the earth. I will be fully committed for the great mission of teaching.
- 3. As a teacher, it will give me great happiness, if I can transform an average student of the class to perform exceedingly well.
- 4. All my actions with my students will be with kindness and affection like a mother, sister, father or brother.
- 5. I will organize and conduct my life, in such a way that my life itself is a message for my students.
- 6. I will encourage my students and children to ask questions and develop the spirit of enquiry, so that they blossom into creative enlightened citizen.
- 7. I will treat all the students equally and will not support any differentiation on account of religion, community or language.
- 8. I will continuously build the capacities in teaching so that I can impart quality education to my students.
- 9. I will celebrate the success of my students.
- 10. I realize by being a teacher, I am making an important contribution to all the national development initiatives.
- 11. I will constantly endeavor to fill my mind, with great thought and spread the nobility in thinking and action among my students.