



*Hati Ghyal Te Tadis Nya (Accomplish What You Undertake)*

**Shree Bharat Shikshan Prasarak Mandal's**

# **Maul i Mahavidyal aya Wadala**

**Tal : North Solapur Dist : Solapur**

**Affiliated to**

**Punyashlok Ahilyadevi Holkar Solapur University,  
Solapur. (MH)**

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# **HANDBOOK CODE OF CONDUCT**

## **ABOUT US:**

Mauli Mahavidyalaya Wadala is established in the year 2000 with the objective of providing quality higher education to rural masses, especially to rural students who were forced to stop their education after passing the 12<sup>th</sup> standard. The management is very particular about the quality of higher education. They conduct the meetings with the faculty to know the development of the college and our principal is always in touch with them. Healthy atmosphere is between the faculty and management which helps and motivates to work to the fullest potential of the faculty.

“Quality Higher Education to the Rural Masses” is our vision and “Raising the educational standards of rural students” is our mission according to this we do our best to spread higher education and to raise the educational standard of rural masses. The college is located in rural area. The college has immense potential for moulding the rural masses as all teachers are fully qualified, young and energetic. Most of the faculty have completed Ph.D. and have published their research papers in reputed journals. Faculty is continuously working hard for the betterment of the student and community. Students hail from agricultural background consequently they are from economically humble background. So the visionary management is very particular about transforming the lives of masses by giving them the quality education as per the vision of the college. In this way the college and the management try to bring into practice the realization of the vision in the reality.

The college is performing very well in all aspects and that is visible through the performance of our students. Students are getting good marks and they are bagging the awards in the various competitions. That is quite noteworthy. Students do participate in the various campaigns of the government.

University prescribes the syllabus to the college. So taking into consideration the local needs we have designed and introduced 07 certificate courses 07 skill based courses and 07 value added courses that make our students competent in today’s world. These courses add value to the degree and develop the personality of the students. In this way the college try to raise the educational standards of the students in the various ways.

Parents and students are apathetic about higher education. Therefore we reach to them and make them understand the importance and value of higher education in today's world. We have to motivate the students to take admission in the college, to attend the classes regularly and to take the university examinations. We keep it following continuously therefore we say that we try to reach the last point of the society.

We feel proud in stating that all our faculty members are fully qualified (i.e. SET/NET qualified) according to UGC rules and regulations. All faculty members are energetic and passionate about teaching profession. Apart from university examinations we do conduct internal examinations by arranging unit test and term examinations.

It's noteworthy that out of 19 faculty members 08 members have completed Ph.D. The college has a good play ground and multipurpose hall with the seating capacity of 250 audiences. Along with this college has Computer Laboratory with 15 computers. Students from neighbouring area study in our college. The result of our college in university examinations is good. Our two students have topped the university list in English and Marathi subject. We do have "Career guidance and placement cell" to prepare the students for competitive examinations. To be in touch with the alumni we have a registered Alumni Association and Parent Teacher Association too.

The college administration is decentralized as all our responsibilities and duties are divided in various committees. For quality assurance we prepare and implement annual teaching plan and academic calendar. We do maintain daily diary and monthly teaching report for effective implementation of annual teaching plan. We do take feedback from all stakeholders such as students, alumni, parents, and community etc. The feedbacks are analyzed and after the analysis we do incorporate those suggestions for the improvement of our college.

## **Vision:**

**“Quality Higher Education to the Rural Masses”.**

## **Mission:**

- To raise the educational standard of the students belonging to rural area.
- To create awareness among students about existing socio-economic problems of the country.
- To uplift the society by addressing the local and regional needs.

## **Aims & Objectives:**

- To equip the students with skills and competencies to accept the challenges of the times.
- To provide education to all is the key interest of the college.
- To provide higher education to the rural masses and the backward communities to bring about social awakening and awareness in them.
- To promote education of women and accelerate the movement of women empowerment.
- To inculcate democratic values of equality, fraternity, liberty, integrity and co-existence among the students.
- To promote ethical and moral values.

## **Core Values of the Institution:**

- Addressing the local and regional needs.
- Transformation of the rural masses.
- Enabling the rural hands.
- Enhancing the employability.
- Bridging the gap between rural and urban.
- Nurturing the good citizenship values.
- Reaching to the last point in the society for education.
- Encouraging the spirit of integrity, equality and fraternity.
- Quest for Excellence

## **Code of Conduct for Students:**

1. The identity card with photograph affixed 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 80% attendance in the classroom.
4. Students are advised to read all the notices and circulars displayed on the notice board.
5. The conduct of the student in the campus of the college as well as in their classes should be satisfactory.
6. Dress code is compulsory.
7. Use of mobile phone is prohibited in college primacies.
8. Any kind of ragging within the college campus is strictly prohibited.
9. Student convicted of an offence of ragging shall be dismissed from the college.
10. Student must not bring any outsiders in the college primacies.
11. Student must appear for all the tests and examinations.
12. Student must attend national functions and various activities organised by college.
13. Students must show respect and dignity to the teachers and other staff and higher authorities too.
14. Students should obey the rules set by the institute in order to maintain discipline in the campus.
15. Students should not behave arrogantly in campus.
16. Students should not damage the college property.
17. Students should not commit any sort of cyber crime.
18. Violation of the Code of Conduct is punitive.

## **Code of Professional Ethics for Teachers:**

### **Teachers should:**

1. Motivate, inspire and encourage students to improve their attainments.
2. Develop the personalities of students and contribute to community welfare.
3. Seek to make professional growth continuously through study and research.
4. Perform their duties punctually in the form of teaching tutorial, Practical, Seminar and research work 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 duties relating to the educational responsibilities of the college.
8. Render help in Admission Process, Counselling to the students as well as in conducting college and University examinations.
9. Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
10. Respect the right and dignity of the student in expressing his/her opinion.
11. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

12. Eradicate the wrong perceptions about various things in the society from the minds of students.
13. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
14. Make themselves available to the students even beyond their class hours and help students.
15. Treat other members of the profession in the same manner as they themselves wish to be treated.

## **Code of Professional Ethics for the Principal:**

### **Principal should:**

1. Provide inspirational and motivational value based academic and executive leadership.
2. Showcase transparency fairness, honesty and highest degree of ethics.
3. Adhere to responsible pattern of conduct and demeanour expected of them by the community.
4. Support, guide and think innovatively for overall development of students in the college.
5. Promote a work culture and ethics that brings quality professionalism, satisfaction and service to the nation and society.
6. Encourage and support research activities.
7. Take initiatives to motivate students to avail for various scholarships and he should also avail various grants for the college development.
8. Establish good public contacts with society, Govt. Officers, University etc. for overall development of the college.
9. Uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
10. 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.
11. Give equal treatment to all the stakeholders in the College.
12. 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.
13. Create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all should enjoy equal opportunities.
14. Initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College.
15. Maintain and promote academic activities in the College.
16. Encourage exploration of newer avenues for further academic pursuit.
17. Promote and maintain the practice of extra-curricular activities amongst the students.
18. Promote and maintain harmonious relationships of the College with the adjoining society.

19. Endeavour 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 the casual leave with prior intimation to the extent possible.
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 anti-secular activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students

### **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 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.

### **Library Rules for the Users:**

1. Every student entering the Library must present his/her own Identity 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 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 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.
6. The Library property and furniture is to be handled with utmost care.
7. Students should maintain silence in the Library.

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 book to the library within 10 days.
10. The loss of Identity card should be reported immediately to the Librarian.
11. Duplicate Identity card will be issued against a fine of Rs.25/- for new Identity card after submitting written application
12. Eatables and beverages are not allowed in the library premises.
13. Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in or near the Library.
14. Use of Mobile Phones is strictly prohibited within the library premises.



## **PERSPECTIVE PLAN: 2015-2020**

1. To make compliance of the recommendations made by the NAAC in First Cycle.
2. To practice Green College and Clean College
3. To introduce, revise and strengthen the certificate courses as per the needs of students.
4. To construct Ladies Hostel for the girl students.
5. To strengthen research, consultancy and extension of the college.
6. To organize maximum programmes/activities for contributing to the national development.
7. To provide seed money for innovative research of the teacher and students.
8. To enrich library with maximum printed books and extend to e-resources.
9. To make the campus Wi-Fi.
10. Beautification of the campus with innovative environmental practices.
11. To modify the computer lab and language lab.
12. To energize feedback mechanism and involvement of the students.
13. To submit more and more proposals to the UGC and University.
14. To sign more functional MoU's for academic and extension exchange.
15. To arrange programs for capability enhancement and development schemes.
16. To purchase more equipments for sports department.
17. To Purchase software and other teaching aid to divyangjans.

## **STRATEGIC PLANS**

### **Strategic Plan: 2015-16**

1. Proper utilization of GDA Grant for the overall development of the college.
2. To encourage teacher for research projects.
3. Maximum use of Technology and online courses.
4. Enrichment of the library
5. Programmes for gender-equality.
6. Submission of MRP proposals to UGC.
7. To apply for the funding to Solapur University.

### **Strategic Plan: 2016-17**

1. To organize teacher enrichment programmes for e-courses
2. To start new capability enhancement activities for students
3. To conduct AAA of the college.
4. To get acquainted with the new NAAC assessment process.
5. To encourage teachers for standard publication.
6. To arrange workshops on IPR
7. To arrange workshops on Reaccreditation and Assessment Framework of the NAAC.

### **Strategic Plan: 2017-18**

1. Developing ICT facilities for students and teachers in the college.
2. Arranging the lectures of an expertise from outside.

3. Increasing the number of certificate courses
4. Increasing the number of bridge courses.
5. To arrange workshops on revised syllabus

### **Strategic Plan: 2018-19**

1. Arranging the lectures on gender sensitization and women empowerment.
2. Increasing the number of books and rare books in the library.
3. Increasing the number of bridge courses.
4. All-round development of the students
5. To arrange workshops on IPR
6. To arrange workshops on revised syllabus

### **Strategic Plan: 2019-20**

1. To arrange workshops on revised syllabus
2. To sign more functional MoU's for academic and extension exchange
3. To give industrial exposure to the students s
4. To arrange more visit to neighbouring college libraries
5. To arrange workshops on IPR

### **Rules for Parking:**

1. All vehicles should be parked in the parking area provided by the college.
2. A vehicle should be properly locked and parked.
3. **Last Saturday** of every month will be **No Vehicle Day.**

### **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 if 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. 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.
- vii. 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.

### **Administrative Action in the Event of Ragging:**

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

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/college
7. Cancellation of admission

### **CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM**

The main objective of this stratagem 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.

# Internal Complaint Committee (ICC)

## Introduction:

Everybody has the right to be treated with dignity and respect and a right to safe and healthy work environment. The Parliament of India passed The Sexual Harassment of Women at workplace Prevention, Prohibition and Redressal ) Act.2013.The Act provides protection against Sexual Harassment of Women at Workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected there with or incidental there to. INTERNAL COMPLAINTS COMMITTEE to the spirit of Vishakha guidelines preceding this legislation in order to address the issue of sexual harassment at workplace for ensuring gender equality. The ICC aims to look into the complaints of Sexual Harassment in the establishment and also to generate awareness about the issue. All members of Mauli Mahavidyalay - students,teaching faculty, administrative staff, both contractual and temporary will come under the purview of this policy.

## Objectives of the committee:

The ICC is an educational resource as well as a complaint redressal mechanism for the members of faculty, A staff and students of the college, its mandates are:-

- 1.To advice complaints of means of resolution as specified by the legislation.
- 2.To ensure fair and timely resolution of Sexual Harassment complaints.
- 3.To provide counseling and support services on campus.
- 4.To promote awareness about Sexual Harassment through educational initiatives that Encourages and fosters a respectful and safe campus environment.
- 5.To provide a natural, confidential and supportive environment for members of the campus community who may have been sexually harassed.

## The Process for Complaint and Inquiry....

### Step I:

An aggrieved woman should give a written complaint either in person or Notification box . It should be submitted to the 'Prevention of Sexual Harassment and Atrocities against Women Committee' within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

### **Step II:**

On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

### **Step III:**

If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.

**Step IV:** The college management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.

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**Step V:** Appeal against the decision of the ICC is allowed within 90 days of the recommendations.

### **Alumni Association:**

Established in 2008, Mauli Mahavidyalaya Wadala Alumni Association creates and maintains a life-long connection between the Institute and its alumni. In collaboration with the Alumni Association college works to connect alumni, support students and build an unforgettable Institute experience through a diversity of events, programming and services. The Association is registered and works to foster strong bonds between alumni, students and the Institute, to keep alumni informed, and create a network enabling them to remain engaged with their college and help shape its future through the Association's programmes and services. Alumni of the college contribute to the college development by giving financial assistance or donating educational material. Any graduate of Mauli Mahavidyalaya, Wadala can register themselves with the nominal fees of Rs.100/- after the completion of their graduation.

**Chairman**

**SBSPM, Wadala**

**Principal.**

**Mauli Mahavidyalaya Wadala**