

Rayat Shikshan Sanstha's,
S.M. Joshi College, Hadapsar, Pune-28

Perspective Plan, Policies & Code of Conduct



Perspective Plan, Policies
&
Code of Conduct

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Rayat Shikshan Sanstha's
S. M. Joshi College, Hadapsar, Pune-28

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VISION

To generate academic, scientific temper, physical, spiritual, social and cultural values among the students and to make them self-reliant through self-help to be responsible citizens of the world.

MISSION

To impart higher education with multifaceted aspects, excelling the human resources in broader perspectives of national and global context.

OBJECTIVES

The objectives of Rayat Shikshan Sanstha's S.M.Joshi College are as follows:

- Provide higher educational opportunities, primarily to the lower classes through the policy: education at their doors.
- Generate academically, physically, spiritually and sound motivated graduates with awareness of importance of national integration and social responsibilities.
- Develop the overall personality of the student.
- Impart education through self-help and dignity of labour.
- Promote women's education.
- Promote a healthy atmosphere, corporate life and welfare of the students, teaching and non teaching staff.
- Organize summer residential camp for the preparation of competitive examinations.
- Use of advanced technology in the field of ICT in teaching, learning and evaluation

THE QUALITY STATEMENT OF COLLEGE

Our College is committed to provide quality education to the students enabling them to excel in the stream 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.

PERSPECTIVE PLAN 2025 (2013-2025)

INTRODUCTION

The present Perspective Plan has been prepared for the period of five years commencing from the academic year 2013 to 2018 by taking into consideration the quality indicators of seven criteria of NAAC. The college IQAC committee, Head of the departments, and the principal, provided the guidelines for preparing the plan. It was discussed thoroughly in the IQAC meetings. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the college have been used as the base in formulating the perspective plan.

IQAC always strives to enhance the quality culture in academic and administrative activities in the college and assists to maintain quality culture and create student centric environment in the college. The feedback collected from the students, employees and other stakeholders is analyzed, and the data is adopted for the enhancement quality. IQAC maintains the documentation of various activities leading to quality enhancement at the departmental and faculty level.

IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality measures. Feedback from all the stakeholders and the recommendations of the IQAC are taken into consideration and innovations are incorporated in the perspective plan. PBAS based self appraisal of the teachers, encouragement to teachers for research through their involvement and contribution in seminars, conferences at national and international level, establishment of staff academy are some of the measures undertaken on priority basis for quality sustenance and enhancement as a strategy.

The Perspective Plan has been discussed, reviewed and approved in the local managing committee of the college. It is our sincere effort to prepare the framework for our collective efforts directed towards the attainment of our goals.

The functions of the IQAC Cell are:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

2. Facilitate to create learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. To arrange for feedback from students, parents and other stakeholders on quality-related institutional processes;
4. a) Dissemination of information on various quality parameters of higher education;
- b) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- c) Documentation of various programmes/activities leading to quality improvement;
- d) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- e) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing institutional quality;
- f) Nature Quality Culture in the institution;
- g) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Strategic plan for the accomplishment of the Recommendations by NAAC Peer Team

Sr. No.	Recommendation	Compliance
1	Library facility to be enhanced with more space and computerization of library services be completed at the earliest and addition of books and journals has to be enhanced	<p>A Well-equipped study room for students and staff has been provided. Computerization has been completed Number of books and journals has been enhanced</p> <p>(2017-2018): Number of books and journals</p> <p style="text-align: right;">Total text Books : 22024 Total reference Books :</p>

		26921 Total: 48945 Five Computers are made available with the internet facility in the library.
2	Library books be issued on all days for students of all the faculties	Books are issued on all days to the students of all faculties
3	A Women Studies Centre be established to further the cause of women's welfare	A Women Studies Centre for the empowerment of women has been established and various activities are carried out through this centre. Separate study room for girls is provided.
4	Hostel facility for boys be created	Accommodation facility is provided to boys.
5	The construction of hostel for girls be expedited	The construction of hostel for girls is completed. One Hundred and fifty (150) girls have accommodated in the hostel. . The extension of ladies hostel work is in progress under UGC XIIth plan. It is planned to bring in use in September-2018.
6	Consultancy services be offered for the resource mobilization	<p>Consultancy services have been offered in following areas:</p> <ul style="list-style-type: none"> • Competitive guidance center • IBPS centre • Tally course and development of software program • Preparation of perfumes, Rakhis and recipes, etc. • Crop Consultancy & Water Testing • Soil Testing Consultancy by chemistry Dept. • Potable Water testing in the vicinity of various societies of the college is done. <p>Extension Activities</p> <ul style="list-style-type: none"> • Community Services through NSS and NCC • Programmes for Women

		<p>Empowerment, Environmental Awareness</p> <ul style="list-style-type: none"> • Blood Donation Camp and health checkup camp • Environmental Awareness Rally
7	Canteen facility be created on the campus	Canteen facility on the campus is provided to all stakeholders.
8	Each department be headed by at least one qualified permanent faculty	All the departments are headed by qualified faculty
9	Alumni association be activated	Alumni association is activated .Faculty wise Alumni meeting, were organized.
10	College may put in efforts to establish formally linkages and collaborations with institutes of repute	At present, we have informal linkages with institutes of repute like NCL, University Departments, VSI, and Society for promotion of excellence in Electronic Discipline (SPEED), Inter University Centre for Astronomy and Astrophysics (IUCAA), etc.

Plan of Action for the Year	2013-2014
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- Increase the number of classrooms and laboratories in order to accommodate growing number of students.
- Complete the construction of the 4th floor of ladies hostel.
- Organize residential camp for the girls to prepare for the competitive examinations
- Construct the Indoor stadium hall sanctioned by UGC Delhi.
- Sensitize the stakeholders about NAAC, 3rd cycle reaccreditation
- Install CCTV cameras on the campus,
- Purchase computers and peripherals for ICT- based teaching.
- Start additional UG/PG Programmes.
- Computerize Library and office.

- Take for membership of N.List Programme.
- Strengthen Library by adding with more books and e- journals by providing additional space to the Library
- Create Hostel facilities for boys
- Submit Proposal for the provision of seed money for the research
- Apply for Infrastructure and equipment's grants Under DST and UGC funding
- Academic & Professional enrichment programmes
- Organize State level and two local level seminars on current issues.
- Implement UGC schemes like remedial teaching, career guidance & stipend to SC & ST & economical needy students.
- Motivate students to participate in National and International sports competitions.

Plans of Action for the Year	2014-2015
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- Construct the 4th floor (Area: 11500 sq ft) of the main building and make the space available for classrooms. Also start construction work of the 5th floor.
- Complete roofing, plaster and grill of the indoor stadium (through UGC Plan.)
- Organize residential summer camp for girls
- Increase the height of safety wall compound with grill in front of ladies hostel.
- Level the sport ground and other area of the campus.
- Submit the proposals for extension of divisions, start new subjects at special level
- Start refectory and purchase required furniture for it in the Ladies hostel.
- Start Research Center in Chemistry
- Create study- room with air conditioning facility
- Provide research grant to faculty and students.
- Provide Financial support for international sports events
- Start 'Yuvaspandan' wall paper for students
- Start Competitive Exams guidance center on regular basis for MPSC and IBPS
- Start Tally course
- Complete second phase of construction of indoor sport stadium.
- Start construction of the college canteen
- Enhance of physical Infrastructure.
- Strengthen of the use of ICT in teaching.

- Introduce Research center in Science and Commerce faculty
- Develop Central Instrumentation Facility with Advanced Equipment's for researchers.
- Regularize COC courses sanctioned by the UGC.
- Involve more faculty members and students in research activity

Plan of Action for the Year	2015-2016
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- Start more batches under Competitive Exams Guidance Center.
- Create classroom facility and Common hall in basement of the main building.
- Create air conditioned Study room for girls in the basement of ladies hostel building.
- Develop rooms with infrastructure for Short- term courses, yoga and gymnasium for girls in ladies hostel.
- Construct well adjacent to basement of main building and ladies hostel as a part of water harvesting
- Organize Study tour of M.Sc. students to IISER and various chemical industries.
- Arrange Rakhi making and exhibition cum sale under short-term course.
- Felicitation of meritorious, sports, cultural and other outstanding students on the opening day of the college.
- Boost the activities of Research Center in Chemistry.
- Introduce Best Teacher Award
- Complete second phase of indoor stadium construction
- Complete the construction of fifth floor of the main building
- Start construction of college canteen
- Extension of the physical Infrastructure
- Enhancement of use of ICT in teaching Learning processes
- Regularize COC courses sanctioned by UGC more effectively
- Involvement of more faculty members and students in research activity
- Develop Virtual and Digital Classrooms.
- Provide financial support for international conference.

Plan of Action for the Year	2016-2017
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- Organize International Conference.
- Organize one month NET/SET Crash Course in summer vacation.
- Start Certificate Course in Tax Practices.
- Organize workshop on Pre-marriage Counselling.
- Organize Self-defence workshop for girls.
- Organize workshop on 'Banking Competitive Examinations 'and to boost the Institute of Banking Personnel Selection (IBPS) activity.
- Organize food festival.
- Create open study facility for boys and girls.
- Start student facility Centre to provide- stationary, Xerox, internet etc. to the students.
- Enhance the research aptitude of teachers and students
- Organize International, National and State level conferences, workshops, seminars etc.
- Enhance Entrepreneurship , job skills and ensure placement
- Implement extra-curricular and other activities through N.S.S. and N.C.C etc.
- Create awareness about clean and green campus, and conduct green audit of the campus.
- Conduct Academic and Administrative Audit (AAA)
- Prepare for ISO 9001-2015 certification.
- Start B.Sc. course in facility services.
- Prepare proposal of Ladies hostel for the UGC.
- Construct 'B' building on the college campus.
- Develop Tissue Culture laboratory.
- Shift of Library to a more spacious location.
- Plan up-gradation of ICT tools.
- Conduct Gender audit, Green Audit and Energy audit of the college campus.
- Start construction of new Ladies hostel building.
- Construct Poly house and Cactus garden.

Plan of Action for the Year	2017-2018
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- Construct “**B**” wing of the college: An eleven storey building. It will be named as Rayat Shatabdi Tower. In the first phase, four floors will be constructed.
- Establish IBPS Centre to support students for placement in a banking sector
- To Establish Central Research Facility Centre and Patent Cell
- Make association with International Centre, Savitribai Phule Pune University, (Providing Hostel facilities, New collaborative courses)
- Start the following UG Courses.
- Start Diploma in Green Chemistry
- **Teaching learning process:** ICT- based classroom teaching will be enhanced, the use of Smart boards in TLE will be used effectively. The experts lectures in various subjects will be organized. Short term and Add- on courses will be run effectively.
- **Faculty development program:** Teachers will be motivated to pursue higher degrees to enhance their knowledge through Faculty Improvement Program (FIP) and will be encouraged to undertake research studies.
- **Research Project :** Teachers will be motivated to prepare research projects proposals to submit to the funding agencies like UGC, university research cell, DST, as well as to participate in various seminars / workshops/ conferences. The college intends to start research centers in more subjects.
- **Quality Assurance Cell:** Performance based Appraisal system will be implemented more effectively for the Teaching and Non-teaching faculty.
- **Student support and progression:** more focus will be put on the overall development of the students by encouraging them to participate in various cultural, co-curricular and sports activities along with academic involvement.
- **Infrastructure:** Infrastructural requirements in the form of classrooms, laboratories and instruments will be enhanced as per the need of growing strength of courses and students. The existing infrastructure will be optimally utilized
- **Administrative wing:** Training program for the administrative staff will be organized to create healthy atmosphere and to facilitate students by using ICT and advanced technology. Online admission process will be adopted more effectively and will be made accessible to improve our administrative work.

Plan of Action for the Year	2018-2019
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- This academic year will be celebrated as **RAYAT SHATABADI YEAR**. Many activities like ***Rayat Marathon competition will be organized.***
- Construct “**B**” wing of the college: An eleven storey building. It will be named as **Rayat Shatabdi Tower**. In the first phase, four floors will be constructed. Infrastructural requirements in the form of classrooms, laboratories and instruments will be enhanced as per the need of growing strength of courses and students. The existing infrastructure will be optimally utilized
- NAAC accreditation of 3rd cycle will be completed.
- Develop Invention, Innovation & Incubation centre (CIII) with an investment of 20 crores.(Rayat-TATA-STP collaboration)
- Centers for technology dissemination and incubation/innovation will be start.
- **Developing R&D partnership with Industry** Manufacturing Services, Agro based Industrial Consultancy. Enhancement in Technology Transfer MoUs/ Collaborations Number of faculty working on industrial projects R&D partnership with industry would be developed.
- Start Rayat IIT Academy for 12th Science
- To Establish Central Research Facility Centre and Patent Cell.
- To Develop basketball ground.
- Make association with International Centre, Savitribai Phule Pune University, (Providing Hostel facilities, New collaborative courses)
- Start the following UG Courses; B. Sc. in (Botany, Zoology, and Mathematics), B.A. (Political Science, and Psychology)
- Start the Following PG Courses; MSc. In (Analytical Chemistry, Micro Biology, Physics, and Computer Science, M.C.A Science), M.A. in Economics and Geography.
- Start Courses in Nanotechnology, Android Technology and Soft Skill Training.
- Start Diploma in Green Chemistry.
- Teachers will be motivated to prepare research projects proposals to submit to the funding agencies like UGC, university research cell, DST, as well as to

participate in various seminars / workshops/ conferences. The college intends to start research centers in more subjects.

- **Quality Assurance Cell:** Performance based Appraisal system will be implemented more effectively for the Teaching and Non-teaching faculty.
- **Student support and progression:** more focus will be put on the overall development of the students by encouraging them to participate in various cultural, co-curricular and sports activities along with academic involvement.
- **Infrastructure:** Separate cabins for all Head of the departments.
- **Administrative wing:** Training program for the administrative staff will be organized to create healthy atmosphere and to facilitate students by using ICT and advanced technology. Online admission process will be adopted more effectively and will be made accessible to improve our administrative work.
- **Industry Institute Interaction:** The College has signed MOUs with various institutes. The linkages and participation as well as exchange program has been planned with some of them.

Plans of Action for the Year	2019-2020
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- **More Focus on students' welfare activity**
 - Career counseling and guidance center
 - Training in competitive examinations
 - Earn and Learn' schemes for students
 - Orientation program and skill training
- To apply for the natural growth and continuation of affiliation for UG and PG Courses B.Sc. in (Botany, Zoology, and Mathematics), B.A. (Political Science, and Psychology) MSc. In (Analytical Chemistry, Micro Biology, Physics, and Computer Science, M.C.A Science) M.A. In Economics and Geography.
- **Developing R&D partnership with Industry.**
- **Financial assistance for research**
- **To develop the research centre in History and English.**
- Enhancement in Technology Transfer

- Empowering faculty and staff
Quality Assurance Cell: Performance based Appraisal system will be implemented more effectively for the Teaching and Non-teaching faculty.
- **Student support and progression:** more focus will be put on the overall development of the students by encouraging them to participate in various cultural, co-curricular and sports activities along with academic involvement.
- **Infrastructure:** To enhance the quality of cricket, volleyball ground , hand ball ground.
- Construct “**B**” wing of the college: An eleven storey building. It will be named as **Rayat Shatabdi Tower**. In the next phase, additional floors will be constructed. Infrastructural requirements in the form of classrooms, laboratories and instruments will be enhanced as per the need of growing strength of courses and students. The existing infrastructure will be optimally utilized
- **Industry Institute Interaction:** The College has signed MOUs with various institutes. The linkages and participation as well as exchange program has been planned with some of them.
- Organize residential summer camp for girls
- Competitive Exams guidance center activities on regular basis for MPSC and IBPS will be enhanced.

Plan of Action for the Year	2020-2021
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- To start skill development and entrepreneurship courses of B.Voc.
- To develop the research Centre in Physics, Botany, Economics
- Number of students benefitting from scholarships/schemes for economically and socially challenged students will be enhanced.
- Start more batches under Competitive Exams Guidance Center.
- Organize Study tour of UG and PG level especially M.Sc. students to IISER and various chemical industries.
- Arrange Rakhi making and exhibition cum sale under short-term course.

- Felicitation of meritorious, sports, cultural and other outstanding students on the opening day of the college.
- Enhancement of use of ICT in teaching Learning processes
- Apply for COC courses sanctioned by UGC .

Quality Assurance Cell: Performance based Appraisal system will be implemented more effectively for the Teaching and Non-teaching faculty.

- **Student support and progression:** more focus will be put on the overall development of the students by encouraging them to participate in various cultural, co-curricular and sports activities along with academic involvement.
- **Industry Institute Interaction:** The College has signed MOUs with various institutes. The linkages and participation as well as exchange program has been planned with some of them.
- Competitive Exams guidance center activities on regular basis for MPSC and IBPS will be enhanced.

Plan of Action for the Year	2021-2022
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- Soft skill development programs will be enhanced
- To start skill development and entrepreneurship courses of B.Voc.
- To develop the research Centre in Physics, Botany, Economics
- Number of students benefitting from scholarships/schemes for economically and socially challenged students will be enhanced.
- Start more batches under Competitive Exams Guidance Center.
- Organize Study tour of UG and PG level especially M.Sc. students to IISER and various chemical industries.
- Arrange Rakhi making and exhibition cum sale under short-term course.
- Felicitation of meritorious, sports, cultural and other outstanding students on the opening day of the college.
- Enhancement of use of ICT in teaching Learning processes
- Apply for COC courses sanctioned by UGC .

Quality Assurance Cell: Performance based Appraisal system will be implemented more effectively for the Teaching and Non-teaching faculty.

- **Student support and progression:** more focus will be put on the overall development of the students by encouraging them to participate in various cultural, co-curricular and sports activities along with academic involvement.
- **Industry Institute Interaction:** The College has signed MOUs with various institutes. The linkages and participation as well as exchange program has been planned with some of them.
- Competitive Exams guidance center activities on regular basis for MPSC and IBPS will be enhanced.

Plan of Action for the Year	2022-2023
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- To apply for the autonomy , College for Potential for Excellence (CPE)
- To send AQAR of the year 2021-2022 to NAAC
- To strengthen the Central Research Facility Centre and Patent Cell
- Teachers will be motivated to prepare research projects proposals to submit to the funding agencies like UGC, university research cell, DST, as well as to participate in various seminars / workshops/ conferences. The college intends to start research centers in more subjects.

Making the a cultural powerhouse in a region

- **The courses relates in liberal, fine and performing arts,** fine Art , Performing Art Tourism and Hospitality will be started
- **Achieving excellence in sports** Health, fitness and sports facilities will be enhanced to (% satisfaction level) Students will be inspired by providing special facilities for participating at State, National International competitions
- **Engagement with regional economic development and aspirations**
- Engagement of college with local bodies (Zilla Parishads, Gram Panchayats, etc.) and social programmes in the form of consultancy, Jalyukt Shivar works, Rural Water schemes, Unnat Bharat Abhiyan, Unnat Maharashtra Abhiyan, Swatch Bharat, other government schemes, Gram Panchayat Development Plan preparation, Knowledge input to self-help group (specify the type of SHG),

Techniques and Management of solid waste in the city/village, enhancing tourism etc....

- **Quality Assurance Cell:** Performance based Appraisal system will be implemented more effectively for the Teaching and Non-teaching faculty.
- **Student support and progression:** more focus will be put on the overall development of the students by encouraging them to participate in various cultural, co-curricular and sports activities along with academic involvement.
- **Infrastructure:** Separate cabins for all Head of the departments.
- **Administrative wing:** Training program for the administrative staff will be organized to create healthy atmosphere and to facilitate students by using ICT and advanced technology. Online admission process will be adopted more effectively and will be made accessible to improve our administrative work.
- **Industry Institute Interaction:** The College has signed MOUs with various institutes. The linkages and participation as well as exchange program has been planned with some of them.

MOBILIZATION AND OPTIMAL UTILIZATION OF FUND

The college has an effective mechanism to monitor the use of available financial resources. It prepares the annual budget in advance considering the requirements of different heads such as equipments, computers, consumables, library resources, sports, infrastructure, furniture etc.

The details of the major sources of institutional receipts and funding are as follows:

- Salary and non-salary grant from state Govt.
- Development grants of UGC, DST FIST under various schemes.
- For self-financed and short-term courses major source of receipt is students' fees.
- To manage the deficit, part of students' fees is utilized by the management as per the norms.

Audited statements of income and expenditure of the previous four years are attached herewith

In addition the college requires funding for its requirements like organization of activities and programs and with that aim, a fund raising committee has been operational to generate funds from individuals and society. The infrastructural needs are sometimes met through the alumni contribution for that an appeal to members of the alumni association is made and they generously donate.

The college is committed to and adopts the following mechanism/s to monitor effective and efficient use of available financial resource:

- The governing institution of the college Rayat Shikshan Sanstha, Satara has a well formulated mechanism for financial and infrastructural policy which ensures monitoring of effective and efficient use of available financial resources by its affiliating colleges.
- Budgetary provision is prepared well in advance by the college taking into consideration the requirements of its departments and support services. The college allocates budget to each department at the beginning of the year.

- Major financial transactions are put before the CDC and submitted to the Sanstha officials for their approval. The CDC observes the need and significance of each such transaction and then forward to the Sanstha management for its final approval.
- The college has a separate Planning Board, Building and Maintenance Committee and Purchase Committee which plan for effective and efficient use of the available financial resources. These committees are responsible for the proper utilization of the grants received from various funding agencies and the budget allocated by the college to the departments and support services.
- The institution has a regular system of annual budgeting and auditing of its account as internal audit, statutory external audit and audit by the Sanstha and the granting authority.

POLICY FOR MAINTAINANCE 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, buildings 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 imbining human values in all endeavours.

AIMS 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 procedures for resources.
6. To reduce probabilities of accidents at workplace for ensuring safety.

MECHANISM FOR IMPLEMENTATION 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 fulfil 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 registrar 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-ordinator 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 expenses 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. For ICT facility maintenance and up-gradation College appointed the technical staffs. It is the policy of the parent institute to recruit the support staff having mechanical and technical skills of certain kinds.

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 infrastructure facilities.
3. The technical staff looks after ICT facilities. For major problems, the college has AMC with local service provider.
4. The support staff having technical and mechanical skills looks after day to day maintenance of infrastructure.
5. Students carefully use major instruments and hazardous chemicals under the supervision of the teaching or non-teaching faculty.
6. Fire extinguishers are placed at appropriate places and they are replaced periodically. The demos regarding its use are given to staff and students for its prompt use.
7. For library books and office, document preservation periodic paste control is carried out.

8. Electric fittings and wiring are periodically monitored by external experts for replacements and repairing.
9. For maintaining aesthetic value of campus proper landscaping of available free land is carried out by extensive potting practice
10. For drinking water supply the college has installed water purifiers 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 values of college. This policy is supposed to monitor, control and retrieve knowledge transfer processes in the college.

Statement:

Development of simple and robust procedures of knowledge transfer in the benefit of the stakeholders of the institute.

Aims and objectives:

To motivate the knowledge creation by innovative methods.

To facilitate innovations 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, incubation terminal and publication committee will be responsible for implementation of this policy.

The college needs to develop KCT facilities such as KT office, seed fund, Entrepreneurship education, IP fund, incubators, proof of concept fund, knowledge portal , KCT training , etc.

The college should work out to establish MOUs, linkages and collaborations with industries and institutes to share innovative start-ups and ideas.

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

For the sharing of monetary gain between the institute and individual, the income distribution strategy mentioned in the consultancy policy should be referred.

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 values of the institution
2. To create and support research culture among its teachers, staff and 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 values of the college.
2. All registered UG and PG students.
3. All registered research students and scholars.
4. All research guides, experts from other institutes and sponsors associate with any of research activities of the college.
5. Alumni having research aptitude.

This policy will be applicable to all the research area and activities enlisted below:

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

Mechanism for policy implementation

As per the guidelines provided 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 evaluation curriculum oriented research projects.
5. The cell will take initiative to include research methodology in curriculum.
6. The cell will organise introductory workshop on research for staff and students to inculcate research culture.
7. The cell will take efforts to develop funds for providing research facilities like sophisticated instruments, research journals, common facility centre, common computing centre 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, Hindex and impact factor.

12. It will approach various funding agencies like UGC, DST, DBT, ICHR, ICSSR 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 PLAGIARISM

BACKGROUND:

Research, education and extension are integral parts of any University system. The reputation of any University depends on quality of research and education. Various assessment, accreditation and ranking agencies worldwide give substantial weightage to quality and quantity of research undertaken by faculty and students of the University. Research quality, quantity and impact can be measured by various ways. The number of quality publications in peer reviewed reputed journals, their citations and utility of patents are commonly used for such metrics. Higher the number of quality research publications, citations and patents, higher is the academic reputation of the University.

Research publications carry substantial weight in the faculty selection, promotions, increment and academic performance index (API) as advised by the University Grants Commission (UGC). Good API scores are required for career advancement and promotions. Many Universities have mandatory provision for certain number of publications before submitting PhD thesis and to get recognition as PhD guide. Therefore, clarity on what should be considered as a 'research publication' becomes very essential.

PRESENT STATUS

Increasing number of University faculty and students are falling prey to dubious/spurious/ bogus / predatory publishers, journals and other periodicals. There is need for better clarity on what should be considered as good publication and what the broad criteria of good journal are. The unprecedented desperation of publication for reasons mentioned in the background, has resulted in mushrooming of hundreds of new publishers and open access, online.

Many predatory commercial journals aggressively advertise and assure publication of any manuscript rapidly at cost. Most such Journals are from natural, applied and biomedical sciences, pharmacy, technology, and engineering and management disciplines, where there is huge demand. Especially in India, explosion of spurious journals and fraud/ unreliable indexing agencies has become a worrisome scam. Many private colleges and Universities have started in-house journals. It is

noteworthy that Indian academic Societies and Academies are coming forward to take responsibility in dissemination of new research findings through their quality journals in the present outburst of unethical commercial publishers.

PUBLICATION ETHICS

The desperation to publish might have adverse effects on quality of publications, temptation to find short cuts and easy ways to publish, which in turn can compromise publication ethics. The Committee on Publication Ethics (COPE) as a forum of editors and publishers of peer review journals promotes integrity in research publications. COPE guidance and tutorials are valuable to promote publication ethics among faculty and students. COPE guidelines for authors, editors and publishers are available at www.publicationethics.org

COPE guidelines for authors are more relevant for this report, which stress ethical and responsible research, compliance to all relevant legislation, presenting results clearly, honestly, and without plagiarism, fabrication, falsification or inappropriate data manipulation. Avoiding temptation of splitting data or using contents in parts to increase number of papers.

PREDATORY JOURNALS

Detailed description of predatory publishers, journals and related issues is available at <http://scholarlyoa.com/publishers/> The Beall's List of predatory publishers and Journals has grown in size from merely 18 in 2011 to nearly 700 in 2015. Beall's list also contain over twenty six misleading metrics companies fabricating spurious variants of Impact Factors. Many spurious Indian journals have not yet been included in Beall's list and there no authentic data about them as of now.

Several reputed Journals like Science, Nature, British Medical Journal, The Royal Society Journal of Medicine, Current Science and many more have published articles and editorials appealing academic fraternity to take stringent and immediate measures to curb academic pollution being created by spurious / bogus predatory journals. Experts have suggested ways to avoid predatory journals. Easy way to avoid predatory journal is to do careful due diligence of the journal / publisher and ensure that it is indexed at least in two of following: Web of Science, Scopus, Scholar, Pub med, Social Science Research Network (SSRN) and most importantly the reputed publishers do not

necessarily compel you to pay fees ((page charges, processing fee, reviewing fee and open-access charge) as a prerequisite of publication.

It must be noted that many reputed open access journals do charge fees but it is done in an ethical and transparent manner and they do not compromise publication ethics in lieu of such payments. Further, it is important to note that like predatory journals, many book publishers and bogus conference organizers have mushroomed which are being used to increase API scores. In general, if the Book is positioned/claimed as a research book or reference book, most of the criteria for Journals will be applicable. Admittedly, it is very difficult to set guidelines to avoid predatory conferences, which can be best controlled through careful scrutiny by the departmental research committee at the time of granting leave.

PRESENT PROBLEM

A recent analysis of who is publishing in such spurious Journals has indicated that most authors in predatory journals are from developing countries, especially India, Nigeria, and some African and Middle East countries.

It is unfortunate that the name and reputation of Indian academia is getting maligned due to few desperate individuals who tend to compromise publication ethics, knowingly or unknowingly, fall prey to dubious publishers and bogus journals. This is certainly not good for India and Indian Universities. It is a collective responsibility of academic community first to improve quality of research and promote culture of ethical publishing.

The present UGC guidelines have not clearly explained what is 'peer reviewed' and have indicated ISSN number as a criterion for a research Journal. However, the UGC has put this responsibility of the respective Universities. The UGC Regulations 2010 requires every University to develop comprehensive list of quality Journals in each subject. The UGC regulations also made it mandatory for each University to publish such a list on its website.

It important to note here that the UGC notification in the Gazette of India dated September 18, 2010, Part III Sec.4, page 7950 clearly states in the note that "It is incumbent on the Coordination Committee proposed in these regulations and the University to prepare and publicize within six months subject-wise lists of Journals, periodicals and publishers under categories III A and B". Our University has not yet prepared such lists of Journals.

Our University's present rules for PG Teachers/ MPhil/ PhD Guides notified via circular 94/2014 from the BCUD states as follows: "Must have published three independent research papers in National/ International recognized /reputed/refereed journals with ISSN number after obtaining PhD". In absence of clarity, faculty and students perceive that any Journal with ISSN number will be acceptable for API and other academic purpose. In reality, "International Standard Serial Number' (ISSN) is an 8-digit code used to identify newspapers, journals, magazines and periodicals of all kinds and on all- print and electronic media. Similarly, 'International Standard Book Number' (ISBN) is the thirteen-digit number assigned to books and monographs, which helps in handling of long bibliographic descriptive records. These numbers are mainly for identification through bar code and library classification, ordering and distribution purpose. Obviously, ISSN and ISBN numbers are necessary for administration and logistics, however they do not reflect quality of any Journal, periodical, monograph or Book.

Categorization of journals like national and international is not relevant today Reputed publishers and Journals who are members of bodies like COPE and who strictly follow ethics in publication are all in a way international. For example many Indian journals like Current Science, Indian Journal of Medical Research, Economic and Political Weekly are actually international. At the same time several journals starting with names like international, global, Asian etc are bogus, spurious and predatory. The subjective terms like 'recognized' and 'reputed' may raise problems of interpretation. There can be questions like 'recognized' by whom and 'reputed' by which yard stick. This problem can be addressed by giving qualifying statements like 'journal recognized by reputed indexing agencies like Scopus, SCI, Chemical Abstracts, Biological Abstracts, Pub Med etc. Of course this is more relevant to faculties of science, engineering, technology and pharmacy basic medical sciences. Faculties like Arts & Fine Arts, Law, Education, management may need their preferred indexing agencies. There are globally accepted indexing and database agencies for disciplines like Science, Medical, Engineering, Pharmacy, Management, Social Sciences etc, which can be accepted by the University. Consideration of the "Impact Factor" remains inevitable but it is not a foolproof metric. Moreover, many spurious agencies giving fraud impact factors have emerged in last few years. Therefore, the evaluation of publication quality should not be mechanically dependent on impact factors. In this context, San Francisco Declaration on

Research Assessment (DORA) provides a set of recommendations regarding assessment of individuals and institutions, without emphasizing the impact factor <http://am.ascb.org/dora/>. DORA general recommendation suggest that while evaluating research performance focus should be given on scientific content rather than publication metrics. Few Universities like Shivaji University have already framed guidelines giving specific information on how to judge quality of publications. Institutions like IISER rather than relying on mere impact factor metrics prefer to go in depth to see how much effort has gone in research and rely more on rigorous blind review from external experts. BITS Pilani has notified on University website information about 'Fake or predatory publishers and Journals'. This is a good beginning and many more Universities need to join the movement to strengthen ethical publishing. In such a situation, appointment of this committee by Hon Vice Chancellor, Savitribai Phule Pune University (SPPU) is commendable. As a leading institution with international standing in research and teaching, our University must take appropriate affirmative actions to prevent potential damage to its reputation.

GUIDELINES AND RECOMMENDATIONS

The problem of publication ethics and predatory journals is very serious and is a global phenomenon. However, there cannot be centralized policy or solution. Each country / region, every University / institute may have to come out with its own guidelines. The committee feels that good research publication need good quality research, which can happen with enquiry, investigation, innovation and hard work. The desperation to publish poor qualitywork, plagiarized or fudged data in dubious journals will bring in the long run only disgrace to individuals, institutions and countries, which must be avoided.

The committee is convinced that there is an immediate need to control publications in spurious / bogus predatory journals, periodicals etc. The committee feels that the present policy of the University to strengthen research culture by providing support from its own resources is good, however more stringent methods are needed to evaluate impact and outcome of research. The committee therefore recommends the following as a policy to encourage responsible research and ethical publishing:

1. Generally, those journals which are regularly published at least for consecutive five years, do not guarantee publication in short time at cost consideration, publish true and

correct information on websites, have reputed academicians on editorial boards and are members of reputed bodies like COPE can be considered as good journals and research publications in such journals can be considered for academic purposes. Papers published in private in-house journals, proceedings of workshops, seminars, refresher/orientation courses should not be considered as research publications.

2. In accordance with the UGC Regulations 2010 our University should develop comprehensive faculty-wise list of quality Journals and reputed publisher in each subject. This should be used as reference when dealing with research guides recognition, PhD / M.Phil submissions, selection, confirmation, increments, career advancement, as well as for considering scores under categories III A and B of the API.

3. To qualify individual publications in peer reviewed / reputed / refereed journals mere ISSN number is not sufficient. The publisher / journal should be indexed in globally accepted databases, should preferably be members of reputed bodies like COPE and must follow publication ethics in a transparent manner where all true, correct and vital information is available on the journal website.

4. A good journal that complies with ethics in publishing, which is indexed in reputed agencies like Scopus, Web of Science, Science Direct, Pubmed, SSRN etc should be considered as a reputed journals. Various types of tools and metrics developed by reputed agencies like Thomson Reuters (Science Citation Index, Impact Factor), Scopus, Scimago (h index, SJR) are few of the reliable indicators. Record of citations to a particular publication in other reputed journals is also a very useful parameter to judge quality of a research paper. In open access, Google Scholar offers citation records and h5-index, which can also be considered in primary evaluation. However, it should be kept in mind that many predatory / bogus journals have managed to enter Google Scholar. Therefore, it is always better not to rely on any single metrics agency but it is best to ensure that the Journals are indexed in at least three of the reputed indexing / metrics agencies and databases.

5. Research publications in Marathi, Hindi and other languages constitute an important aspect especially for the Faculties of Arts, Fine Arts, Humanities and Social Sciences. Due recognition to Marathi and other language journals should be given. The modalities to identify reputed research journals in Marathi and other languages should be decided by a committee of senior social science professors together with external national experts duly approved by the Vice Chancellor.

6. The faculty-wise lists should be developed by independent committees to be appointed by Vice Chancellor consisting of senior professors from University and external experts including national research professors, Directors of National Institutes, Fellows of National Academies and such other distinguished academicians. Journals published by National Academies, National Institutions and National Societies should be recognized. These lists should be updated every year and should be published in annual reports and displayed prominently on the University website.

7. Classification of Journals like national or international and ranking merely based on impact factors is not relevant today especially because large number of predatory journals with names starting with 'international' 'global', 'world' etc are in plenty as also several counterfeit impact factor agencies are in existence. Because many counterfeits and spurious agencies have cropped up giving fake h index and impact factors, utmost care needs to be taken before including any journal in the official list of the University.

8. Many fake indexing agencies, societies, academies have created false identity to sound / appear similar to reputed agencies. Beall's list provide primary guidance and information on predatory publishers, predatory standalone journals, misleading metrics companies and hijacked journals <http://scholarlyoa.com/2015/01/02/bealls-list-of-predatory-publishers-2015>.

9. Very careful due diligence should be done while developing a comprehensive faculty-wise list of approved journals. For this purpose following guidelines should be followed:

a. For Faculty of Science, Engineering, Pharmacy, Medicine: Web of Science, Scopus, Scholar, Pub med, Scifinder, Chemical Abstract Services, Biological Abstracts and such other reputed indexing agencies as recommended by a committee of Deans, senior professors and external experts as approved by the Vice Chancellor.

b. For Faculty of Social Sciences and Humanities: Social Science Research Network (SSRN) and such other reputed indexing agencies as recommended by a committee of Deans, senior professors and external experts as approved by the Vice Chancellor.

c. For Faculties of Management, Commerce, Law, Education, Physical Education, recommended by a committee of Deans, senior professors and external experts as approved by the Vice Chancellor.

d. For Faculty of Arts and Fine Arts, Deans and senior professors should recommend to Vice Chancellor for approval suitable system for judging publications, performances or such other means.

e. As a regional University in Maharashtra, creation and dissemination of knowledge in Marathi is an important mandate of our University. Therefore, the University should appreciate publication of quality research in Marathi. This should also be applicable to Hindi and other languages as well as disciplines from humanities and social sciences wherever applicable.

10. Jayakar Library should critically review its present list of subscribed Journals. It should maintain list of spurious publishers and predatory Journals. For this purpose Beall's List and other available reliable sources should be considered. Further, Jayakar Library may seek information on such fraud journals from the teaching community as and when they come across such journals. In this manner, the teaching community can assist the library to make and maintain a database of such journals on the library web portal. Jayakar Library should not deal with such publishers and should not subscribe any such spurious/ predatory Journals, databases and indexing agencies.

11. A committee of senior professors should develop a module of about four lectures on Publication Ethics, which should be part of library orientation course, pre-PhD course, research methodology or similar courses under every faculty. This work may be coordinated by IQAC Cell in association with Jayakar Library and Department of Library and Information Sciences.

12. Research publication ethics and guidelines should be widely circulated and undertaking should be obtained from PhD guides and the research students, stating that he/she has understood the guidelines and violating them can lead to appropriate actions by the University.

13. As a good publication practice, manuscripts proposed to be published as research articles, thesis, dissertation may preferably go through screening by individual Departmental Research Committee consisting internal and external experts duly approved by the Vice-Chancellor. All such research manuscripts should be scanned through reputed anti-plagiarism software like Turnitin, which our University has subscribed.

14. Our University should create more awareness about predatory publishers and importance of publication ethics so that faculty and students are encouraged to do high quality rigorous research and not succumb to desperation to publish poor quality work by taking short cuts and easy ways.

15. Quality of any publication can be best judged after considering amount of work, rigor, methodology, novelty etc, which can be evaluated by external experts in the field in an anonymous manner. As a long term policy, the University should strengthen its research culture and bring stringent external peer review system to critically evaluate its research output.

16. These guidelines and comprehensive faculty-wise lists of Journals in each subject should be published in the University Annual Report and prominently displayed on the University website for creating awareness and dissemination of information. In conclusion, at present we are witnessing serious issues related to professionalism verses amateurism. The 21st century knowledge society demands open, transparent, objective and unbiased evaluation. It is necessary to develop right strategy, conducive environments and suitable methodologies. In the digital world, the decisions regarding quality of academic and research contributions could also be enabled by networked communities of scholars across the Universities and countries. The national Academies, Societies and international bodies like COPE can play important role in this process.

At present, increasing number of publications in most Indian Universities are coming out of compulsion. This could be for selection, increments, career advancement, assessments or for seeking higher qualifications like MPhil/ PhD. This can lead to desperation to publish and temptation to explore short cuts and easy ways. It is necessary for Universities change present system of number driven assessment and give more emphasis on quality of papers than mere quantity of papers. Institutes of national importance like IISER do not require any specified number of publications before submitting a PhD thesis. However, the rigorous training, continuous assessment, able mentorship and institutional culture empower research students to perform with best capabilities where quality publications naturally emerge. For University like ours with large number of students, diverse disciplines and relatively limited resources, this might be a difficult task but has to be addressed on priority.

The committee wishes to recognize integrity and hard work of many faculty members and students of our University who are bringing excellence despite many constrains. This is visible from high h index of our University. However, our University has potential to do much more. We need to gradually evolve conducive environments to nurture a culture of reading, thinking, questioning, inquisitiveness, enquiry, investigation and innovation where high quality research becomes a pleasure. As rightly stated in an

editorial of Proceedings of Indian National Science Academy, “why we publish, what we publish and where we publish should be our pleasure and not compulsion”.

We hope these guidelines help to maintain and enhance academic excellence and reputation of our Savitribai Phule Pune University.

RESEARCH MOBILIZATION POLICY

The college has an effective mechanism to monitor the use of available financial resources. It prepares the annual budget in advance considering the requirements of different heads such as equipment's, computers, consumables, library resources, sports, infrastructure, furniture etc.

The details of the major sources of institutional receipts and funding are as follows:

- Salary and non-salary grant from state Govt.
- Development grants of UGC, DST FIST under various schemes.
- For self-financed and short-term courses major source of receipt is students' fees.
- To manage the deficit, part of students' fees is utilized by the management as per the norms.

Audited statements of income and expenditure of the previous four years are attached herewith. In addition the college requires funding for its requirements like organization of activities and programs and with that aim, a fund raising committee has been operational to generate funds from individuals and society. The infrastructural needs are sometimes met through the alumni contribution for that an appeal to members of the alumni association is made and they generously donate.

The college is committed to and adopts the following mechanism/s to monitor effective and efficient use of available financial resource:

- The governing institution of the college Rayat Shikshan Sanstha, Satara has a well formulated mechanism for financial and infrastructural policy which ensures monitoring of effective and efficient use of available financial resources by its affiliating colleges.
- Budgetary provision is prepared well in advance by the college taking into consideration the requirements of its departments and support services. The college allocates budget to each department at the beginning of the year.
- Major financial transactions are put before the CDC and submitted to the Sanstha officials for their approval. The CDC observes the need and significance of each

such transaction and then forward to the Sanstha management for its final approval.

- The college has a separate Planning Board, Building and Maintenance Committee and Purchase Committee which plan for effective and efficient use of the available financial resources. These committees are responsible for the proper utilization of the grants received from various funding agencies and the budget allocated by the college to the departments and support services.
- The institution has a regular system of annual budgeting and auditing of its account as internal audit, statutory external audit and audit by the Sanstha's and the granting authority.

CENTER FOR INVENTION, INNOVATION AND INCUBATION

The objective behind this Center is to have a one stop shop for anyone, regardless of skill and experience, to come in and can make a product through an interactive design process known as digital modeling and fabrication.

Over the past few years, Tata companies have focused on Invention, Innovation, Incubation and skill development with an objective of partnering with key universities, Institutes and government bodies to create the support structure for invention, promoting startups and also provide R&D and Product Development support to Industries. Also create skilled resource pool. This initiative contributes towards Sustainable Development Goals 4 (Ensure inclusive and quality education for all and promote lifelong learning), 9 (Build resilient infrastructure, promote sustainable industrialization and foster innovation) and 12 (Ensure sustainable consumption and production patterns) set by United Nation.

Towards these efforts we targeted the under-graduates and post graduates with NSQF skill level 7 & 8 and successfully kicked-off multiple engagements across the country. To support this further we partnered with OEMs like Tata Motors and enhanced the NSQF skill level 5 & 6. (Polytechnic Diploma Level)The objective of this proposal is to support the skill level 6 & 7 for Manufacturing industry.

There are countless issues which requires immediate attention. The pace at which technology is progressing needs highly skilled technical resource pool. The current education system is not good enough to address the present and upcoming skill requirements and related challenges. There is a need of series, dedicated and focused Technical Training and skill development.



CONSULTANCY POLICY

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

Consultancy activity in the college intends 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.

Definition:

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

Scope of the Policy

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

- Unlike research, it does not have as a prime purpose 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 results 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 institutes 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 constitutes 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 the department. In some circumstances, the college may authorise staff to undertake further consultancy work out with this limit, but this should be 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 piece of consultancy at departmental level. All consultancy proposals should be passing over to IQAC and the head of institute in the first instance. The Head of institution will make the decision to accept or decline the proposal. The decision to accept a proposal to undertake consultancy activity taking in to 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	Employee	College
Up to Rs.1,000	100%	0%
Over Rs.1,000	80%	20%

Disciplinary requirements

If consultant is violating institutional policies, the institute is free to take actions against him/her. The institute, therefore, strictly prohibits staff from entering into work-related consultancy arrangements with outside agencies without approval from their Head of 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 forwarding to the IQAC for the institutional records and for processing to the account section.

CODE OF CONDUCT

Code of Conduct for Students

The College expects students to behave in exemplary manner both academically and socially. We expect Student to abide by the code of conduct.

1. Student may avail the admission to this College by considering Code of conduct.
2. Submitting false documents, to avail governmental facilities by providing false documents will be considered as Cognizable offence.
3. Students should have at least 75% presence for taking university examinations otherwise the examination forms would not be submitted to towards the university.
4. Students should possess their Identity Cards always.
5. Students should attend all the lectures regularly and help to complete their curriculum in time.
6. Dress code must be followed by the Students.
7. The college provides Wi-Fi facility to all the students. The college expects that the students should not misuse the facility.
8. Treat all the members of college community with due respect and courtesy.
9. Students should follow strictly all the rules and instructions framed by the college from time to time.
10. Students should not indulge in ragging or other illegal activities.
11. Students should properly utilize resources/facilities provided by the college.
12. Students should not arrange any programme without the prior permission of the competent authority.

13. Students are expected to participate in all co-curricular and extracurricular activities.
14. Students are expected to maintain discipline and cleanliness in the campus.
15. Students are expected to inform the college administration about their serious illness such as fits etc. as to take care of such students.
16. If any student is found misbehaving and affecting smooth functioning of the college then the principal may take disciplinary action as per rule.
17. Students are expected to take care of their precious belongings. The College will not take any responsibility in the manner.
18. The College expects that all the socially and economically backward Students should be aware and avail the governmental facilities or any other facilities time to time. The administration is always ready to extend help.
19. The college has girls hostel facility . Girl students may avail this facility and abide by the rules and regulations of the Girls hostel amenities.

EMPLOYEES PROVIDENT FUND ORGANISATION

New Delhi, the 16th August 2010

No. C-Ex/E-III/16(7)/2000/WB/CE/EZ—In exercise of the powers conferred by clause (a) sub-section (4) of Section-17 of the EPF & MP Act, 1952, I, S. Chatterjee, Central Provident Fund Commissioner hereby cancel with effect from the date of publication of this notification, the exemption granted under clause (a) of sub-section (1) of section 17 of the EPF & MP Act, 1952 vide Notification No. E-102(19) E/A dated 17.10.1957 to M/s. Jai Jute & Industries Ltd. Unit Nuddea Jute Mills, WB/36 & 47 having its Registered Office at Kanthal Para, P. O. Naihati, District-24 Parganas (North), Pin Code-743165 for sufficient cause, which I consider appropriate, according to information laid before me.

S. CHATTERJEE
Central P. F. Commissioner

UNIVERSITY GRANTS COMMISSION

New Delhi-110002, the 30th June 2010

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010

No. F.3-1/2009—In exercise of the powers conferred under clause (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), and in pursuance of the MHRD O.M. No. F.23-7/2008-IFD dated 23rd October, 2008, read with Ministry of Finance (Department of Expenditure) O.M. No. F.1-1/2008-IC dated 30th August, 2008 and in terms of the MHRD Notification No. 1-32/2006-U.II/U.I(1) issued on 31st December, 2008 and in supersession of the University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it) Regulations, 2000, issued by University Grants Commission vide Regulation No. F.3-1/2000 (PS) dated 4th April, 2000, together with all amendments made therein from time to time, the University Grants Commission hereby frames the following Regulations, namely :—

1. Short title, application and commencement :
 - 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2010
 - 1.2 They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
 - 1.3 They shall come into force with immediate effect.
Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 31st December, 2008, the promotion of such a candidate shall be governed by the provisions of these Regulations.
Provided further that notwithstanding anything contained in these Regulations, in the event any candidate became eligible for promotion under Career Advancement Scheme prior to 31st December, 2008, the promotion of such a candidate under Career Advancement Scheme shall be governed by the University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it) Regulations, 2000 notified vide Notification No. F.3-1/2000 (PS) dated 4 April, 2000, as amended from time to time, read with notifications and guidelines issued by the University Grants Commission (UGC) from time to time, in this regard.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. Consequences of failure of the Universities to comply with the recommendations of the Commission, as provision of Section 14 of the University Grants Commission Act, 1956 :
If any University Grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section, 12-A in contravention of the provisions of the sub-section, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause (f) of clause (g) of Sub-Section (1) of Section 26, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the university the grants proposed to be made out of the fund of the Commission.

N. A. KAZMI

- 15.1. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College. Direct teaching-learning process hours should be as follows:

Assistant Professor	16 hours
Associate Professor and Professor	14 hours

- 15.2 A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

16.0 SERVICE AGREEMENT AND FIXING OF SENIORITY

- 16.1. At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy of the same should be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the rates applicable.
- 16.2. The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record.
- 16.3. **Inter-se seniority between the direct recruited and teachers promoted under CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0. CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

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