



Mrs.Kesharbai Soanjirao Kshirsagar

Alias Kaku Arts,Sci.& Comm.Collage,

Beed-431122

**Principal****Mrs.D.B.Kshirsagar**ISO- 9001:2015 NAAC reaccredited -A Grade Green audit
[3.18 CGPA as per New RAF]**Secretary****Dr.Bharatbhushan
Kshirsagar**

ebsite-kskcollegebeed.com E-mail-kskbeed123@rediffmail.com Ph.(02442)222641 Fax-(02442)230197

Office Order**CODE OF CONDUCT: MONITORING COMMITTEE**

Mrs. K.S.K. College Beed with social responsibility is committed to establish a suitable platform for all, irrespective of socio-economic barriers, to enable them to enjoy the benefit of learning. The institute imparts sense of equality, bisecting the barriers of gender, caste, and creed and to create an atmosphere conducive to intellectual empowerment to the learners. The objective of this institution of higher learning is to shape better individuals with a spirit of service and sacrifice who could engage themselves in meaningful service to the society, contributing for its betterment. Our endeavor will always be to equip students with the necessary tools to initiate character formation, thus making them instrumental in social transformation. In this continuation a committee comprising the following members is constituted to follow and implement the code of conducts in our institute.

1	Dr. Deepa Kshirsagar	Chairperson
2	Dr. S.N.Shinde	Teachers Nominee
3	Dr. S.L. Gutte	Teachers Nominee
4	Dr. A.V.Shinde	Teachers Nominee
5	Dr. V.T.Deshmane	Non - Teaching Nominee
6	Shri.R.S.Gadekar	Local Member
7	Shri.Akshay Shete	Local Member
8	Dr.S.S.Husaini	Local Member
9	Mr. Y.H.Pawar	Local Member (Alumnus)
10	Dr.S.V.Kshirsagar	Co-ordinator, IQAC
11	Mr.Chourangnath Pawar	Secretary, Student Council
12	Dr.S.S.Jadhav	HOD (Member Secretary)
13	Dr.A.S.Hange	Invitee Member

DUTIES: The Monitoring Committee has been assigned the following functions: -

- Collaborate with the Compliance Committee in promoting the dissemination, Knowledge of and compliance with the code in each and every Group of Institute.
- Establishing the appropriate communications channels to ensure that any student and employee can seek or provide information regarding compliance with this code, ensuring the confidentiality of complaints processed at all times.
- Interpreting the regulations derived from the Code and supervising their implementation.
- Ensuring the accuracy and fairness of any proceedings commenced, as well as the rights of persons allegedly involved in possible breaches.



Navgan Shikshan Sanstha Rajuri (N.)

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Ref :kskcb/2021-2022

Date :-

Code of Conduct for Students

Mrs.K.S.K. College Beed insists that its students adhere to the rules and regulations of the institute and discharge their responsibilities as with diligence. If any student is found violating the rules, and does not abide by the norms of the institution, the College authority may deem it necessary to take appropriate action.



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Monitoring Committee for Students

For a smooth functioning of the Code of Conduct of Students in the College, the following committees are formed.

- 1. Academic Affairs Committee:** This committee comprises of the Academic Director, Principal, Vice Principal, Academic Affairs Coordinator and Heads of the Department. This committee monitors all curricular activities of the College.
- 2. Examination Committee :** This committee comprises the Principal and a team of faculty. This committee monitors the smooth conduct of examinations and address grievances related to internal and external examinations.
- 3. Students Affairs Committee:** This committee consists of Principal, Student Advisor/Coordinator and a team of faculty. All curricular, co-curricular and extracurricular activities are monitored by this committee. The committee is also responsible redressal of grievance and handling disciplinary matters. Sexual Harassment and Anti Ragging measures, programs and events are monitored by the Students Affairs Committee.
- 4. Research Committee:** The Research Committee comprises of Principal and team of faculty. The committee monitors plagiarism if any among research scholars.



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Standard Operating Procedure

I. Admission

1. At the time of admission, each student must sign an undertaking to abide by the Code of Conduct laid down by the Institution.
2. In the event, a student wishes to discontinue studies for any reason such a student may be relieved from the College after getting approval from the Principal.
3. The student shall be required to clear all fee dues to be relieved from the Institution.

II. Examination

Custodian / Prevention / Detention

1. At the end of every semester, student's attendance will be monitored and percentage calculated. A candidate who has less than 75% attendance shall not be permitted to sit for the end-semester examination in the course in which the shortfall exists.
2. Students with <75 % of attendance will not be allowed to appear for the examination. However condoned students will be allowed to write the exam after paying Custodian fee to the University.
3. Students with <50% attendance shall be prevented or detained from appearing for his/her end-semester examinations.

Exam Rules and Regulations:

4. Students are bound by the rules of the University of Madras during the days of examinations.
5. Students are expected to be punctual during exam days. They should submit themselves for inspection by the Invigilator/ Chief Superintendent / Flying Squad of the University of Madras/ or any other authorized person/s.
6. Possessing mobile phones / smart watches / electronic gadgets / blue tooth / incriminating material are prohibited.

III. Research

Plagiarism Policy

1. The PG and Ph.D. Students should be tested for plagiarism by the respective Head of the Departments before the students submit their hardcopy.
2. All research work must be based on original ideas.
3. The research thesis must be checked for originality and plagiarism by the Research Supervisor before submitting it to the University.
5. The Research papers/articles must be tested for plagiarism through software (online tools)
6. Before submitting them to Research Journals/ Scopus etc. for publication.
7. According to the UGC norms, the level of plagiarism must be less than 10% for research articles and thesis.
8. Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
9. Any violations in this regard should be taken to the knowledge of the Principal for necessary disciplinary action.
10. Plagiarism Disciplinary Committee constituted by the Principal will look into all the issues of plagiarism and recommend suitable action to be initiated against the defaulter.

IV. Ragging

The Institute has an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The said UGC Regulations shall apply to all. Ragging constitutes one or more of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b. Indulging in undisciplined 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 other student;

Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Principal and other faculty advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by Students Affairs Advisor, Faculty Advisors, and Head of the concerned Department.

A student found guilty by the committee will attract one or more of the following punishments

- a. Warning or suspension from attending classes
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Cancellation of admission
- d. Expulsion from the institution
- e. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

V. SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical misconduct that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

The Objectives:

- To develop healthy and safe atmosphere to the faculty and students of the College and prevent sexual harassment.
- To develop policy and procedures together and to conduct informative programs how to combat sexual harassment.
- To ensure that all understand the policy and procedures for dealing with harassment – through seminars and outreach programs.
- To facilitate safe environment, protection and support for the students and staff members of the College.
- To provide a mechanism for addressing sexual harassment in a confidential and sensitive manner if a grievance has been filed.
- To take a proactive measure so that College will be an excellent and safe place for all.

If any student approaches a committee member either through the complaint box kept in front of the College office or by telephone necessary action is taken through counseling and conciliatory methods. If it requires an inquiry it will be conducted and the matter will be sorted within one week from the date of complaint. The Committee will take the responsibility to ensure that no such incident happens in the campus.

Measures to be followed

1. The meeting will be held if a complaint is received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of Internal complaints Committee
4. Sort the issue within seven days
5. File the minutes of the inquiry.

Action Plan:

- To address the student to overcome the anxiety and stress caused by sexual harassment.
- Display anti sexual harassment posters, current laws and affairs about sexual harassment and gender discrimination on notice board at the entrance.
- Have written policy prohibiting sexual harassment and periodically review the policy.
- Conduct awareness programs and campaigns.

Breach of Code of Conduct

If there is a case against a student for a possible breach of code of conduct the disciplinary committee will recommend a suitable disciplinary action based on the nature of misconduct.

1. Warning- Indicating that the action of the said student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. Suspension- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, attending classes and taking part in curricular and extracurricular activities.
3. Expulsion – A student will be expelled of a student from the College for any serious/unpardonable offence.

Common Codes of conducts for the students

1. Every student must carry identity card in the college campus.
2. No outsider or student without ID is allowed to enter in the college premises.
3. Every student is required to maintain a minimum of 75% average attendance in the classes, failing which the student can not appear for the term and examination and also the student will not avail of any government scheme.
4. College activities should be informed to the parents timely.
5. Political activation is strictly prohibited in the college campus.
6. Students must attend the entire programme conducted by the college.
7. For any academic problem and query, students should contact to the principal.
8. Students should follow the discipline and the instructions given by the authority.
9. Students must not loiter in the college premises while the classes are going on.
10. Keep your mobile phone on silent mode in the classes as well as in the college premises.
11. Students should avail of library reading room facility in their off lecture time.
12. Smoking, Tobacco / Gutkha Chewing is strictly prohibited in the college campus as per the law.
13. Official / disciplinary action will be taken against the students for their misbehavior / misconduct in the class as well as in the college campus
14. Disobeying the college rules, regulations and discipline will lead to the cancellation of the admission as well as further action.
15. Advertisement posters and banners are not allowed in the college campus.

Code of Conduct for Teachers:

The following Ordinances to govern service and conduct of teachers shall apply to all the teachers in this college.

1. The Teacher appointed on one year probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a post.
2. Annual increment can be granted to teachers by the Principal as a matter of course unless it is specifically withheld.
3. The Governing Body/Principal shall maintain proper and regular service record of the teachers and as and when any punishment is to be given to any staff member, the service record shall be taken into account. Adverse remarks, if any, shall be communicated to the person concerned by the 31 August of the current year and the concerned teacher shall have the right to appeal within 30 days of receipt of the said remarks.
4. Leave cannot be claimed as matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.
5. Duty leave may be allowed to the teachers for attending meetings of the University, State Government, Educational Seminars, Conferences, Workshops, Youth Festivals etc. and for delivering extension lectures, if the sanctioning authority is satisfied that such Attendance/Participation is in the interest of the college.
6. Teacher shall not take part or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union, or to disturb public peace.
7. Except with the previous sanction of the college authority wholly or in part, No employee shall participate in managing of any newspaper or any other periodical publication.
8. Except in accordance with the general or special orders of the Principal or college Authorities or in the performance of the duties assigned to him, employee can not convey directly or indirectly any official documents or information to any person to whom he is not authorised to convey the said documents or information.

9. Teacher shall not in any manner criticize adversely in public any administrative action of the Governing Body of the college.
10. Every teacher shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
11. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.

Code of Conduct for Support staff

1. The recruitment of non-teaching staff can be made by direct recruitment, promotion or transfer. However considering appointment by promotion to a higher post due consideration shall be given to seniority-cum-merit and also by recommendation of Principal by observing his/her work and behavior of non-teaching employee.
2. The right of appointment, suspension and dismissal of the clerical staff rest towards the governing body of the college.
3. Office superintendent shall maintain the Service Record of each employee of the college on the printed service books prescribed for the purpose.
4. Office superintendent shall maintain Separate personal files of the employees Confidential Report in the proforma of each employee shall be recorded every year in the month of June and shall be maintained. Adverse remarks; if any, shall be communicated to the concerned employee who will be entitled to represent against such remarks to the appointing authority within three months of the communication of such remarks. The orders passed by the appointing authority in this behalf shall be final.
5. No employee can claim the Leave as a matter of right. When the exigencies of service so require, discretion to refuse leave of any description is reserved to the principal empowered to grant leave.
6. Office superintendent shall maintain Leave account. All leave other than casual leave must be entered in the service book of the employee & his leave account completed as soon as it is sanctioned.
7. In case of a need, leave without pay (LWP) may be permitted at the recommendation of the Principal, provided no employee may be granted such leave for more than 2 years during the whole period of service.
9. All employees shall abide by the rules of the college and all orders and directions of his competent authorities issued from time to time.
10. Employee of the college will not apply for any post outside the college except through the Principal

Human values and professional ethics

Following are the human values and professional ethics of the Mrs. Kesharbai Sonajirao Kshirsagar alias Kaku Arts, Science and Commerce College, Beed.

Human values:

There are five main core human values of the college

1) Righteous conduct:

Care of possession, hygiene, self respect, good behavior, good relationship, helpfulness and good environment are the values of righteous conduct.

2) Peace:

Attention, calmness, dignity, equality, gratitude, humility, patience, satisfaction, self control, and self-esteem are the values of peace.

3) Truth:

Accuracy, curiosity, fairness, honesty, fearlessness, intuition, justice, quest for knowledge, tolerance & understanding are the values of truth.

4) Love:

Affection, care, compassion, dedication, devotion, forgiveness, friendship, humanness, patriotism, sacrifice and trust are the values of love.

5) Non-violence:

Compassion, happiness, manners, morality concern for other, loyalty, brotherhood, care of environment, respect for property and social justice are the values of non-violence.

Professional ethics:

- The college is abided by the outlined professional ethics to be followed.

1) Fairness:

We maintain proper balance and fairness and ensure equitable investment to all the stakeholders of the college.

2) Responsibility:

We accept the responsibility for all the action taken by the college.

3) Mutual respect:

We respect each other irrespective of conflicts of opinions.

4) Honesty:

We build trusting relationships by being Honest and truthful.

5) Integrity:

We maintain integrity by being in corruptible and prejudiced.

Core Values of the college

Mrs. Kesharbai Sonajirao Kshirsagar alias Kaku Arts, Science and Commerce College is committed to provide quality education and to create the liking for education among students. We believe in transforming knowledge and value based education will create the positive impact on the overall development of the students. The following core values felicitate these beliefs. They are fundamental to the success of college and the society.

1) Social responsibility:

The college runs such activities that promote the belief “Helping one another” will enhance our own lives and lives of others.

2) Freedom for creative expression:

Learning is rooted and grows in creative thought, inquiry and self discovery.

3) Development of leadership:

The college offers the students opportunities to be good citizens both on the campus and off the campus.

4) Personality development:

The college is dedicated to facilitate the development of a Holistic perspective among students towards life, profession and happiness, based on a correct understanding of the Human reality and the rest of existence. Such a holistic perspective forms the basis of Value based living in a natural way.

5) Inculcation of scientific vision

Programs of the college offered to students will create the scientific temperament to understand the miss-beliefs exist in the society.

6) Development of communication skills

Reading, speaking, writing, listening and visual communication are the main tools for better communication which is well supported by language laboratory in the college.