



**“Dissemination of Education for Knowledge, Science and Culture.” –**  
Shikshanmaharshi Dr. Bapuji Salunkhe



**Shri Swami Vivekanand Shikshan Sanstha's,**  
**Dattajirao Kadam Arts, Science and**  
**Commerce College, Ichalkaranji.**

Tal.Hatkanangale, Dist.Kolhapur - 416115 (M.S.) India.

**Code of Conduct**  
**&**  
**Quality Policy**  
**Year - June 2017**



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**CODE OF CONDUCT & QUALITY POLICY  
FOR  
PRINCIPAL  
TEACHER  
NON – TEACHING  
STUDENTS  
YEAR - JUNE 2017**

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## 1. HANDBOOK - CODE OF CONDUCT

Welcome to the College Handbook - Code of Conduct of Dattajirao Kadam Arts, Science and Commerce College, Ichalkaranji. This handbook serves as a guide for students, faculty, non-teaching staff and Principal. It outlines the principles and policies that promote a safe and inclusive environment to all stakeholders.

### *General Principles:*

1. **Respect:** Foster an inclusive environment and respect for every individual regardless of their caste, religion and gender.
2. **Integrity:** Maintain the highest level of honesty, integrity, and ethical conduct in all academic and personal endeavours.
3. **Responsibility:** Promote a sense of personal and collective responsibility.
4. **Safety:** Promote a safe and secure environment by adhering to safety regulations, reporting concerns promptly, and avoiding any behaviour that may endanger others.
5. **Academic Excellence:** Encourage a commitment to academic excellence and intellectual progress. Promote a culture of enquiry, critical thinking and a thirst for knowledge.

### **CODE OF CONDUCT FOR STUDENTS :**

The students are expected to adhere to the highest standards of conduct at the college. The students should be obedient and follow these guidelines and ensure a respectful, inclusive and safe environment for all members of our college community. Abiding principles, the students should contribute to foster a positive learning experience and uphold the values of the college.

#### **1. Respect for Others:**

1. Students should treat the fellow students, faculty, staff and others in the college community with respect and courtesy. Respect the opinions, beliefs, and values of others, even when they differ from your own.
2. Refrain from engaging in any form of harassment, including bullying, discrimination, or intimidation.

## 2. Academic Integrity:

1. Students should maintain high standards of academic integrity which includes refraining from cheating, plagiarism and other forms of academic dishonesty.
2. Students should complete the assigned work on time and stick up to the Continuous Internal Evaluation.

## 3. Attendance and Punctuality:

1. Students must attend the classes regularly and arrive on time.
2. They should communicate with faculty in case of unavoidable absences or delays and make efforts to catch up on missed coursework.

## 4. Responsible Behaviour:

1. Comply with all college policies, rules, and regulations. Familiarize yourself with the Code of Conduct for students and any additional guidelines provided by the college time to time.
2. Demonstrate responsible use of college resources, facilities, and equipment. Do not engage in vandalism, theft, or unauthorized access to college property.
3. Abide by the college's policies regarding alcohol, tobacco, drugs, and other controlled substances. Do not possess, use, distribute, or be under the influence of illegal substances on college premises or during college-sponsored activities.

## 5. Digital and Online Conduct:

1. Use technology and online platforms in a responsible and ethical manner, adhering to the college's acceptable use policy for computer systems, networks, and digital resources.
2. Avoid engaging in cyber bullying, online harassment, hate speech, or any form of online misconduct that violates the college's policies.
3. Safeguard your personal information and respect the confidentiality of others in online interactions.

## 6. Disciplinary Procedures:

1. **Violation Reporting:** Report any violations of the Code of Conduct to the appropriate college authorities.

2. **Investigation:** The college will conduct a fair and thorough investigation of reported violations to gather relevant information and determine appropriate actions.
3. **Disciplinary Actions:** If a violation is substantiated, disciplinary actions may be taken ranging from warnings, probation, suspension, expulsion depending on the severity of the offense.
4. **Appeals:** Students may have the right to appeal disciplinary decisions following the college's established appeal procedures.

#### **CODE OF CONDUCT FOR STAFF :**

As a member of the college staff, one plays a vital role in creating a positive and productive work environment. This Code of Conduct outlines the expectations and standards of behaviour that guide your professional conduct. By adhering to these principles, you contribute to foster a respectful, inclusive, and supportive community within our college.

##### **1. Professionalism:**

1. Demonstrate professionalism in all your interactions and conduct yourself with integrity, honesty, and ethical behaviour.
2. Maintain a high standard of work performance, striving for excellence in your responsibilities and fulfilling your duties with diligence and commitment.

##### **2. Respectful and Inclusive Environment:**

1. Treat all individuals with respect, regardless of their caste, religion, gender and disability. Foster an inclusive and welcoming environment that values diversity.
2. Interact with colleagues, students, and visitors in a professional and courteous manner, promoting open and constructive communication.
3. Maintain confidentiality and respect the privacy of others ensuring the appropriate handling of sensitive information.

##### **3. Collaboration and teamwork:**

1. Foster a spirit of collaboration, teamwork, and co-operation among colleagues promoting a supportive and harmonious work environment.

2. Value the contributions and perspectives of others embracing diverse ideas and opinions while encouraging healthy and respectful discussions.
3. Share knowledge, expertise, and resources with colleagues, contributing to a culture of continuous learning and professional development.

#### **4. Ethical Conduct:**

1. Adhere to the ethical standards following all applicable rules, regulations and college policies in the professional activities.
2. Avoid conflicts of interest and disclose any personal or financial relationships that may influence your impartiality or objectivity in decision making.
3. Use college resources, facilities, and information responsibly and for authorized purposes only avoiding misuse or unauthorized access.

#### **5. Student Welfare and Support:**

1. Prioritize the well-being and academic success of students providing them with guidance, support, and mentorship whenever required.
2. Address student concerns or grievances promptly, demonstrating empathy, fairness, and confidentiality in the resolution process.
3. Create an inclusive and equitable learning environment that promotes equal opportunities for all students regardless of their background or circumstances.

#### **6. Professional Development:**

1. Staff should enhance the professional skills, knowledge and abilities through the continuous professional development.
2. They should also share their knowledge and expertise with colleagues and contribute to the improvement of the college.

Staff should familiarize to themselves with and adhere to the policies and regulations of the college including those related to the grading, attendance and academic integrity.



## 2. INCUBATION CENTRE

An incubation centre, also known as an innovation centre or start-up incubator, is a dedicated space within a college campus that provides support and resources for aspiring entrepreneurs, start-ups, and innovative projects. It serves as a hub for fostering creativity, innovation, and entrepreneurial spirit among students, faculty, and the wider community. Here are some key aspects and benefits of having an incubation centre in a

### 1. College:

**Infrastructure and Facilities:** An incubation centre offers physical spaces such as co-working areas, meeting rooms, and specialized labs equipped with the necessary tools and technologies to support start-ups and innovation-driven projects. These facilities provide a conducive environment for collaboration, experimentation, and the development of new ideas.

### 2. Mentorship and Guidance:

Incubation centres often provide access to a network of experienced mentors, entrepreneurs, industry experts, and advisors who offer guidance and support to aspiring entrepreneurs. They can provide valuable insights, industry knowledge, and help start-ups navigate the challenges of building a business.

### 3. Training and Workshops:

Incubation centres typically organize workshops, seminars, and training programs on various aspects of entrepreneurship, business development, marketing, finance, and technology. These educational opportunities help entrepreneurs acquire the skills and knowledge needed to succeed in their ventures.

### 4. Funding and Investment Opportunities:

Incubation centres often have connections with investors, venture capitalists, and funding agencies, providing start-ups with opportunities to secure funding for their projects. They may also organize pitch events, demo days, or investor networking sessions to connect entrepreneurs with potential investors.

### 5. Collaboration and Networking:

Being part of an incubation centre allows start-ups to interact and collaborate with like-minded individuals, fellow entrepreneurs, and industry professionals. This



networking fosters a culture of collaboration, sharing ideas, and forming partnerships, which can lead to new business opportunities and collaborations.

#### **6. Access to Resources:**

Incubation centres provide access to a range of resources such as market research data, legal and intellectual property support, business development services, and access to industry-specific networks. These resources can significantly benefit startups in their growth and development.

#### **7. Validation and Credibility:**

Being associated with an incubation centre in a college can enhance the credibility and reputation of start-ups. It demonstrates that the venture has undergone a rigorous selection process and is supported by the college, which can instil confidence in potential investors, customers, and partners.

#### **8. Alumni Engagement:**

Incubation centres often maintain relationships with successful alumni who have gone on to become entrepreneurs or industry leaders. This alumni engagement provides opportunities for networking, mentorship, and potential collaborations between current and former students.

Overall, an incubation centre in a college provides an ecosystem that nurtures entrepreneurial talent, fosters innovation, and supports the growth of start-ups. It creates a platform for students and faculty to transform their ideas into viable businesses, contributing to economic development and fostering a culture of entrepreneurship within the college and the surrounding community.



### 3. KNOWLEDGE TRANSFER POLICY

A Knowledge Transfer Policy in a college establishes guidelines and mechanisms for effectively transferring knowledge and expertise generated within the institution to various stakeholders, including students, faculty, staff, industry partners, and the broader community. The primary objective of such a policy is to ensure that the knowledge and intellectual assets created within the college are shared, applied, and utilized to benefit society. Here are some key components that are typically included in a Knowledge Transfer

#### 1. Policy: Definition and Scope:

Define what constitutes knowledge transfer within the college context, encompassing a broad range of activities such as technology transfer, commercialization of research, consultancy, entrepreneurship support, industry collaborations, community engagement, and continuing education.

#### 2. Objectives:

Outline the overarching objectives of the Knowledge Transfer Policy, such as: Facilitating the application and utilization of knowledge generated within the college for societal, economic, cultural benefits. Enhancing the college's reputation as a hub of innovation, entrepreneurship and knowledge exchange. Strengthening ties between the college and external stakeholders, including industry, government, non-profit organizations, and the local community. Promoting entrepreneurial activities and supporting the creation of start-ups and spin-off ventures. Roles and Responsibilities: Specify the roles and responsibilities of key stakeholders involved in knowledge transfer activities, including:

Faculty and Researchers: Encouraging and supporting faculty members to engage in knowledge transfer activities, such as patenting inventions, publishing research outcomes, and participating in industry collaborations.

#### 3. Students:

Providing opportunities for students to engage in practical projects, internships, and entrepreneurship programs that facilitate the transfer of knowledge and skills.

#### **4. Knowledge Transfer Office/Unit:**

Establishing a dedicated office or unit responsible for coordinating, supporting, and facilitating knowledge transfer activities within the college.

Industry Partners and External Collaborators: Encouraging collaboration with industry partners, non-profit organizations, government agencies, and other external entities to foster knowledge exchange and application.

#### **5. Intellectual Property:**

Define the college's policies and procedures regarding intellectual property rights, ensuring that the rights of creators and inventors are protected while also providing avenues for commercialization and technology transfer. Address issues related to patents, copyrights, licensing agreements, and royalty sharing.

#### **6. Support Mechanisms:**

Identify the support mechanisms, resources, and services available to facilitate knowledge transfer activities, such as: Technology transfer offices or units to assist with intellectual property protection, commercialization, and licensing. Entrepreneurship and incubation centres to support start-ups and spin-off ventures. Continuing education programs to facilitate knowledge dissemination and up skilling.

Funding opportunities, grants, and incentives to support knowledge transfer initiatives.

Evaluation and Measurement: Establish mechanisms for evaluating and measuring the impact and effectiveness of knowledge transfer activities, including metrics such as patents filed, licenses executed, start-ups created, industry collaborations established, and societal impact achieved. Regular assessment ensures continuous improvement and accountability.

#### **Ethical Considerations :**

Address ethical considerations related to knowledge transfer, including issues of confidentiality, conflicts of interest, data protection, and ethical standards for engagement with external partners.

### **Policies on Open Access and Knowledge Sharing :**

Encourage open access to research outputs and promote knowledge sharing through publications, open educational resources, open data initiatives, and engagement with the wider academic and public communities.

### **7. Review and Revision:**

Specify a process for periodic review and revision of the Knowledge Transfer Policy to ensure its alignment with evolving best practices, legal requirements, and institutional goals.

By implementing a robust Knowledge Transfer Policy, colleges can leverage their intellectual assets, promote innovation and entrepreneurship, and contribute to the advancement of knowledge and the betterment of society.



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

This policy aims to establish guidelines for the effective maintenance, management, and utilization of physical, academic, and support service facilities within the college. These facilities include classrooms, laboratories, libraries, administrative offices, recreational spaces, and other amenities provided by the college. Adhering to this policy ensures that these facilities are well-maintained, accessible, and utilized optimally to support the educational mission of the college.

### 1. Maintenance of Facilities:

1. **Regular Inspections:** Conduct routine inspections of the facilities to identify and address any maintenance or safety issues promptly. This includes electrical systems, plumbing, ventilation, and air conditioning systems and safety equipment.
2. **Maintenance:** An Annual Maintenance Contract shall be signed for the maintenance of equipment wherever necessary. A Complaint Register System shall be implemented for the maintenance of minor repairs. Relevant staff members shall be trained on the procedures and policies related to equipment maintenance and repair, including the use of the Complaint Register System.
3. **Repairs and Upgrades:** Any individual who identifies a facility repair or maintenance issue should report it immediately using the designated reporting system. Urgent repairs should be given the highest priority and addressed as quickly as possible to minimize disruptions and ensure the safety and well-being of occupants. Procedures shall be in place to ensure that repairs and upgrades are scheduled in a timely manner.
4. **Safety and Compliance:** Ensure that all facilities comply with relevant safety regulations and make necessary improvements to ensure the well-being of all stakeholders.

### 2. Facility Utilization:

1. **Allocation and Scheduling:** A system is developed for allocating and scheduling the use of facilities such as recreation hall, gymnasium and computer laboratories, ensuring equitable access for various departments,

programs, and activities. Consider factors such as class size, program requirements, availability of specialized equipment or venue.

2. **Classroom Management:** Implemented policies for classroom management, including guidelines for maintaining a conducive learning environment and ensuring appropriate usage of resources.
3. **Laboratory Access and Safety:** Established protocols for laboratory access, usage, and safety. Compliance with safety procedures, proper handling and disposal of hazardous materials is ensured through proper guidelines from respective authorities. Fire extinguisher, first aid box and doctor on call facilities are made available wherever required.
4. **Library Services:** Library policy is well defined for library services, including loan periods, book bank scheme, access to resources, study spaces, and protocols for reserving and returning materials decided by the library committee time to time. Book issue is done through the fully automated system using SLIM21 software.

### 3. Accessibility and Inclusivity:

1. **Special facilities:** Ensured that all facilities meet accessibility standards to accommodate individuals with disabilities. Assistive technologies, ramps, single window system and other necessary accommodations to promote inclusivity and equal access to differently abled students is provided.
2. **Inclusive Design:** Principles of universal design in the planning and development of new facilities or renovations to existing facilities, aiming to create spaces that are accessible and usable by individuals with diverse abilities are incorporated.

### 5. Facility Improvement and Expansion:

1. **Needs Assessment:** Regular needs assessment is conducted to identify areas where facility improvements or expansions are required based on changing academic programs, technological advancements and student needs.
2. **Strategic Planning:** A strategic plan is developed for facility improvement and expansion, prioritizing projects based on urgency, available resources, and alignment with the college's vision.



## 5. RESEARCH: ETHICS, PLAGIARISM AND POLICY

This policy outlines the guidelines and expectations regarding research ethics and plagiarism in the college community. It aims to foster a culture of integrity, responsible conduct of research and respect for intellectual property rights. Adhering to this policy ensures the maintenance of academic standards and promotes ethical practices in research. Also, it outlines the guidelines and expectations regarding research activities and responsibilities for college teachers. It aims to promote and support a culture of research excellence, fellowship, and professional development among faculty members.

### 1. Research Ethics:

1. **Compliance with Ethical Standards:** All researchers including faculty, staff, and students are expected to comply with ethical standards and guidelines relevant to their specific research discipline. This includes following ethical principles outlined by University Grants Commission, and Shivaji University, Kolhapur, such as obtaining informed consent, protecting human subjects and ensuring the welfare of animals used in research.

### 2. Plagiarism:

1. **Definition of Plagiarism:** Presentation of someone else's ideas, words, or work as one's own without proper attribution, direct copying and paraphrasing without appropriate citations is strictly prohibited.
2. **Plagiarism Detection:** Online plagiarism detection software or individually purchased software tools are used to assist in identifying potential instances of plagiarism.
3. **Consequences for Plagiarism:** The consequences of plagiarism are the disciplinary procedures that are fair, consistent and in compliance with institutional policies and guidelines of the apex bodies.

### 3. Intellectual Property Rights:

Intellectual property rights as described and guided by the Shivaji University, Kolhapur and office of Controller General of Patents, Design and Trademarks.

Workshops or seminars should be arranged to aware students and faculty members about the IPR. College has established IPR cell which defines policy and procedures of the college and regarding intellectual property rights, ensuring that the rights of creators and inventors are protected. IPR cell helps in addressing issues related to patents, copyrights, licensing agreements and royalty sharing.

#### 4. Education and Training:

1. **Research Ethics Education:** Research promotion and monitoring cell conducts training and resources to faculty, staff, and students on responsible conduct of research, ethical decision-making, and professional standards in their respective disciplines.
2. **Academic Support Services:** Support services such as writing centres or academic tutoring are provided to assist students in developing proper research and citation skills.
3. **Faculty Development:** Provide resources and professional development opportunities for faculty to stay updated on the recent trends in research.

#### 5. Research Expectations:

1. **Research Productivity:** Encourage college teachers to engage in scholarly research and contribute to the knowledge base in their respective fields. The expectations for research productivity are defined such as the number of publications, presentations at conferences or securing research grants.
2. **Collaboration and Interdisciplinary Research:** Promote collaboration and interdisciplinary research by fostering partnerships within and outside the college. Encourage faculty members to engage in research collaborations with colleagues, industry partners, and other academic institutions to enhance the quality and impact of their research.
3. **Research Supervision:** Encourage faculty members to actively supervise research projects and mentor students in their research endeavours. Provide guidelines and resources for effective research supervision ensuring the ethical conduct of research and adherence to disciplinary standards.



## 6. Research Funding and Support:

1. **Grant Opportunities:** Facilitate access to research funding opportunities by providing information, training, and support in identifying and applying for research grants from external funding agencies.
2. **Internal Funding:** Internal research funds are allocated within the college to support faculty research activities. The committee follows transparent and fair procedures to award and manage internal research grants.
3. **Research Support Services:** Necessary infrastructure, facilities, and resources are provided to support research activities as per the requirement of funding agencies. These include well-equipped laboratories, access to research databases, research software, and technical assistance.



## 6. E-GOVERNANCE POLICY IN COLLEGE

This policy outlines the guidelines and principles for implementing e-governance practices in the college. E-governance refers to the use of technology and digital platforms to enhance administrative processes, improve efficiency, and facilitate effective communication within the college community.

### 1. Scope:

- 1. Administrative Processes:** E-governance practices cover various administrative processes which include admissions, registration, fee collection, academic records and financial management.
- 2. Stakeholders:** The policy addresses the needs and concerns of all stakeholders, including students, faculty, staff and administrators.

### 2. Infrastructure and Systems:

- 1. Technology Infrastructure:** College provides robust and secure technological infrastructure including hardware, software, network connectivity and data storage facilities to support e-governance initiatives effectively.
- 2. Information Systems:** Information systems that enable seamless data flow and accessibility across different administrative departments is provided in the campus. These systems facilitate automation, data analysis and reporting for informed decision-making.

### 3. Service Delivery:

**1. Online Services:** Online platforms services provided and portals for students, faculty, and staff to access various services, such as course registration, grade viewing, fee payment, library services and administrative support.

### 4. Communication and Collaboration:

- 1. Online Communication Channels:** Online communication channels such as email and messaging platforms are established to facilitate effective communication among students, faculty, staff and administrators. Use of these platforms for announcements, notifications and discussions is encouraged.

2. **Web Presence:** College website serves as a central hub for accessing information about programs, courses, faculty, events, and resources. The website is user-friendly, accessible, and regularly updated.

#### 5. Capacity Building and Training:

1. **Training Programs:** Organize training programs to familiarize students, faculty and staff with the e-governance systems, tools and processes to enhance digital literacy and effective utilization of e-governance platforms.
2. **Help Desk and Support:** A dedicated support facilities are established to address user queries, technical issues, and provide assistance related to e-governance systems.
3. **Feedback Mechanisms:** Mechanisms for collecting feedback from students, faculty, and staff regarding e-governance has been established.



## 7. FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING CONFERENCE/WORKSHOP POLICY

This policy outlines the guidelines and procedures for providing financial support to teachers in the college for attending conferences, workshops, seminars, and other professional development activities. The objective is to promote continuous learning, professional growth, and the dissemination of knowledge within the academic community.

### 1. Eligibility:

1. **Full-Time Faculty:** Financial support for attending conferences/workshops is generally available to full-time faculty members for research or other scholarly activities.
2. **Approval Process:** Faculty members must obtain prior approval from their department head and principal to attend the conference/workshop. The request should include details such as the event name, location and dates.

### 2. Funding:

1. **Allocation:** The College will allocate a designated budget for supporting faculty attendance at conferences/workshops as per the university and UGC guidelines. The budget may be distributed based on available funds.
2. **Funding Limits:** Establish funding limits per faculty member for conference registration fees or travel expenses whichever is lower.

### 3. Application Process:

1. **Submission:** Faculty members should submit a formal application well before the actual date of event to the principal for financial support to attend the conference/workshop. The application should include details of the event and estimated expenses.

### 4. Selection Criteria:

1. **Relevance and Quality:** Consider the relevance and quality of the conference/workshop/seminar to the faculty member's field of study, research interests, or teaching areas. The faculty should publish and present a

full-length paper in the conference/workshop/seminar and will be relieved only if the paper is accepted in the said event.

#### **5. Reimbursement Process:**

- 1. Expense Documentation:** Faculty members should keep detailed records of their expenses including registration receipts and travel-related documents as per the college's financial policies and procedures.
- 2. Reimbursement Procedures:** After fulfilling the required criteria and submission of the required documents reimbursement of the fees will be done within 10 days of the joining of the faculty in the college.



## 8. GREEN PRACTICE POLICY

This policy outlines the guidelines and principles for implementing sustainable and environment-friendly practices within the college community. It aims to promote environmental awareness, reduce ecological impact and foster a culture of sustainability among students, faculty, staff and administrators.

### 1. Energy Conservation:

1. **Energy Efficiency:** Promote energy-efficient practices by encouraging the use of energy-efficient appliances, lighting and equipment. Implement energy-saving technologies and strategies such as LED lighting, installing energy efficient equipment to optimize energy consumption in buildings.
2. **Renewable Energy:** Investment in renewable energy sources is promoted to generate clean and sustainable energy on campus such as solar panels, wind turbines.
3. **Awareness and Education:** Awareness campaigns as well as educational programs are conducted to educate the college community about energy conservation emphasizing the importance of turning off lights and electronics when not in use and promoting energy-saving habits. Display slogans about environment awareness and energy conservation on front part of building and compound wall area.

### 2. Waste Management:

1. **Waste Reduction:** Waste reduction initiatives are promoted which includes encouraging the use of reusable water bottles, coffee mugs, and tiffin box.
2. **Composting:** A composting program is promoted for organic waste generated on campus especially garden waste and it is used to enrich soil in campus gardens.
3. **Hazardous Waste Management:** Develop procedures for the proper handling, storage, and disposal of hazardous materials, including chemicals, batteries, and electronic waste. Ensure compliance with relevant regulations and promote responsible disposal practices such as signing MoU is promoted for proper disposal of e-waste.

### 3. Water Conservation:

1. **Water Efficiency:** Water-efficient technologies and fixtures like low-flow faucets at toilets to reduce water consumption on campus are to be promoted. Regular maintenance and leak detection should be done by the building conductor to minimize water wastage.
2. **Water Harvesting:** Rain water harvesting systems for non-potable uses like gardening or cleaning purposes should be installed.

### 4. Sustainable Transportation:

Use of sustainable transportation options such as walking, cycling, carpooling or public transportation and use of electric vehicles among students, faculty and staff is encouraged. Organization of no vehicle day is promoted which serves purpose of energy saving and environment protection.



## 9. ICT PROMOTION AND SMART CAMPUS POLICY IN COLLEGE

This policy outlines the guidelines and principles for promoting information and communications technology (ICT) and establishing a smart campus environment in the college. It aims to leverage technology to enhance teaching and learning, improve administrative processes, and create an innovative and connected campus community.

### 1. Infrastructure and Connectivity:

- 1. Robust ICT Infrastructure:** Availability of reliable and high-speed internet connectivity throughout the campus including classrooms, laboratories, libraries, and common areas should be ensured. A robust network infrastructure that can support the increasing demand for digital resources and connectivity should be maintained.
- 2. Wi-Fi Coverage:** Campus-wide Wi-Fi coverage, enabling students, faculty, and staff to access digital resources, online learning platforms, and collaboration tools from anywhere on campus is to be provided.
- 3. Hardware and Software:** Up-to-date computer systems, multimedia equipment, and software licenses necessary for instructional and administrative purposes should be provided; regularly upgraded and outdated equipment should be replaced to ensure optimal performance.

### 2. E-Learning and Digital Resources:

- 1. Learning Management System:** Comprehensive Learning Management System (LMS) should be implemented to facilitate online course delivery, content management, student engagement, and assessment. Training and support for faculty and students should be organized to effectively utilize the LMS.
- 2. Digital Libraries:** Digital libraries and online databases provided to access wide range of scholarly resources, e-books, journals, and research databases. Access to these resources for the college community is ensured.
- 3. Open Educational Resources:** Use of open educational resources (OERs) and open-access materials to support affordable and accessible education is to be promoted.



### 3. Smart Campus Initiatives:

1. **Smart Classrooms and Laboratories:** The number of classrooms equipped with interactive whiteboards, audiovisual systems, and collaboration tools to facilitate dynamic and engaging learning experiences should be added. Training to faculty is to be organized for members on utilizing these technologies effectively.

### 4. Cyber security Awareness

Cyber security awareness campaigns and training programs should be conducted to educate the college community about safe online practices, password security, phishing prevention, and protection against cyber threats.

### 5. Collaboration and Communication:

1. **Collaborative Tools:** Digital collaboration tools, such as video conferencing, instant messaging should be implemented to facilitate effective communication and teamwork among students, faculty, staff, and administrators.
2. **Virtual Meetings and Webinars:** Use of virtual meetings and webinars should be made to facilitate remote participation, guest lectures, and academic conferences. The necessary infrastructure and support should be provided for organizing and conducting online meetings and webinars.



## 10. INSTITUTIONAL E-CONTENT DEVELOPMENT POLICY

This policy outlines the guidelines and principles for developing institutional e-content in the college. E-content refers to digital educational materials, resources, and learning objects created to support teaching and learning activities. The policy aims to promote the development of high-quality, accessible, and relevant e-content that enhances the educational experience of students and supports faculty members in their instructional efforts.

### 1. Objectives:

- 1. Enhance Teaching and Learning:** Develop e-content that complements and enhances traditional teaching methods, promotes active learning, and engages students in meaningful ways.
- 2. Accessibility and Inclusivity:** Ensure that e-content is accessible to all students, including those with disabilities or diverse learning needs. Adhere to accessibility guidelines and standards to provide equal educational opportunities for all.
- 3. Quality and Relevance:** Maintain high standards of quality and relevance in e-content development, aligning it with the college's curriculum, learning outcomes, and pedagogical approaches.
- 4. Collaboration and Sharing:** Encourage collaboration among faculty members, instructional designers, and educational technologists to foster the development and sharing of e-content resources.

### 2. E-Content Development Process:

- 1. Needs Assessment:** Conduct a needs assessment to identify gaps in existing e-content and determine the areas where e-content development is required. Consider input from faculty members, students, and relevant stakeholders in identifying priority areas.
- 2. Content Creation and Duration:** Facilitate the development and duration of e-content through a collaborative process involving subject matter experts, instructional designers, multimedia specialists, and other relevant

stakeholders. Use a variety of content types, such as text, images, videos, interactive simulations, and quizzes, to cater to different learning styles.

- 3. Review and Quality Assurance:** Establish a review process to ensure the accuracy, currency, and relevance of e-content. Conduct regular quality assurance checks, including proofreading, fact-checking, and technical testing, before publishing and deploying e-content to students.
- 4. Intellectual Property Rights:** Adhere to copyright laws and intellectual property rights when creating or utilizing third-party content in e-content. Obtain necessary permissions, licenses, or properly attribute content to respect copyright holders' rights.

### 3. Accessibility and Universal Design:

- 1. Accessibility Guidelines:** Follow accessibility guidelines, such as the Web Content Accessibility Guidelines (WCAG), to ensure that e-content is accessible to students with disabilities. Provide alternative formats, captions, transcripts, and other accessibility features to accommodate diverse learning needs.
- 2. User-Friendly Interfaces:** Design user-friendly interfaces and navigation structures for e-content platforms and tools. Ensure that students can easily locate and access e-content resources, regardless of their technical proficiency.

### 4. Copyright Compliance:

- 1. Intellectual Property Policies:** Establish clear policies and guidelines on copyright compliance for e-content development. Educate faculty members and content creators on copyright laws, fair use, and Creative Commons licensing.
- 2. Proper Attribution:** Encourage the proper attribution of sources and give credit to content creators when using external resources in e-content. Promote a culture of academic integrity and respect for intellectual property rights.

### 5. Metadata and Organization:

- 1. Metadata Standards:** Develop metadata standards and conventions to ensure effective organization, search ability, and discoverability of e-content

resources. Include relevant information such as title, description, keywords, subject, and learning objectives.

- 2. Content Management System:** Implement a content management system or e-learning platform that facilitates efficient organization, storage, and retrieval of e-content. Provide training and support for faculty members and content administrators to effectively manage and update e-content.

#### 6. Review and Continuous Improvement:

Evaluation and Feedback: Regularly evaluate the effectiveness and usability



## 11. INSTITUTIONAL SPORTS POLICY

This policy outlines the guidelines and principles for the development and management of sports activities in the college. It aims to promote a culture of sportsmanship, physical fitness and overall well-being among students and staff. The policy establishes a framework for organizing sports events, ensuring fair competition, and providing necessary resources to support sports related activities.

### 1. Objectives:

- 1. Promote Physical Fitness:** Encourage students and staff to engage in regular physical activity through participation in sports activities.
- 2. Foster Sportsmanship and Teamwork:** Instil values of sportsmanship, fair play, respect, and teamwork among participants through sports events and activities.
- 3. Talent Development:** Identify and nurture talented athletes within the college community by providing training, coaching, and opportunities for competitive sports participation.
- 4. Facilities and Resources:** Provide adequate sports facilities, equipment, and resources to support a wide range of sports activities and events.
- 5. Collaboration and Partnerships:** Collaborate with external sports organizations, community groups and neighbouring institutions to enhance sports programs and facilitate competitive opportunities.

### 2. Sports Management:

- 1. Sports Committee:** Sports committee should be established comprising faculty members, sports coaches and student representatives responsible to look after sports related activities, planning events and ensuring adherence to the sports policy.
- 2. Sports Calendar:** Sports calendar should be prepared that includes a variety of sports events, tournaments, intercollegiate competitions, and recreational activities throughout the academic year as per the time table of Association of Indian Universities (AIU). The calendar should be communicated well in advance to allow participants to prepare and plan their participation.

3. **Coaching and Training:** Qualified coaches and trainers are provided for different sports disciplines to offer professional guidance and training to interested students. Regular practice sessions, workshops, and skill development programs to enhance athletes' performance are arranged.
4. **Sports Safety and Risk Management:** Establish safety protocols, including the provision of first aid facilities, proper equipment maintenance and risk assessments, to ensure the well-being and safety of participants during sports activities.
5. **Sports Awards and Recognition:** Recognize and appreciate outstanding sports achievements through awards, certificates and public acknowledgments. Encourage a positive and supportive environment that celebrates individual and team accomplishments.

### 3. Sports Infrastructure and Facilities:

Develop and maintain sports facilities and infrastructure related to indoor and outdoor sports activities and training. These sports facilities are accessible to all individuals as per the demand.

### 4. Intercollegiate Competitions and Tournaments:

1. **Participation in Tournaments:** Encourage teams and individual athletes to represent the college in intercollegiate competitions, regional tournaments and national-level championships. Facilitate participation by providing logistical support and necessary clearances.
2. **Sports Scholarships and Grants:** Financial assistance should be provided to selected students for training, travel and participation in various competitions.

### 5. Gender Equity and Inclusivity:

1. **Equal Opportunities:** Ensure equal opportunities for male and female students to participate in sports activities, competitions and leadership roles within the sports department. Promote gender equity and inclusivity in sports programs.



## 12. STUDENTS AID FUND POLICY

The Students Aid Fund policy aims to provide financial assistance and support to students who face financial problems and require financial assistance to pursue their education. The policy ensures transparency, fairness and equitable distribution of funds to eligible students.

### 1. Objectives:

1. **Financial Assistance:** Provide financial assistance to students who are unable to meet their educational expenses due to financial constraints. It helps them to continue their studies without interruption.
2. **Equity and Inclusion:** It should be ensured that financial assistance is available to students from diverse backgrounds, regardless of their gender or socio-economic status.
3. **Academic Support:** Offer additional support services like mentoring, counselling, and academic guidance to aid the students in their educational journey and improve their academic performance.
4. **Transparent Process:** Establish a transparent and well-defined process to disburse and monitor the funds to ensure accountability and prevent misuse.

### 2. Eligibility Criteria:

1. **Financial Need:** Students who do not get any kind of financial support scholarship of government e.g., EBC, GOI, minority scholarships are provided with the financial support of Student Aid Fund. This is done considering need of the student, family income and exceptional circumstances that impact the student's ability to afford education.
2. **Academic Performance:** Consider academic performance as a criterion for eligibility, ensuring that students receiving aid demonstrate satisfactory progress in their studies.
3. **Good Conduct:** The students are required to maintain good conduct and adherence to the college's code of ethics and disciplinary policies to be eligible for financial assistance.

### 3. Types of Financial Assistance:

Financial assistance to the students should be provided for examination fees, uniform, travel grants and support for study material.

### 4. Application and Selection Process:

- 1. Application Submission:** Establish a designated application period during which eligible students can submit their applications for financial assistance. Clearly communicate the application process, required documents, and deadlines to ensure timely submission.
- 2. Evaluation Committee:** Form an evaluation committee comprising representatives from the college administration, faculty, and student body to review and assess the applications. Maintain confidentiality and impartiality during the selection process.
- 3. Selection Criteria:** Develop a set of objective criteria to evaluate and prioritize applications based on financial need, academic performance and any additional requirements specified for specific scholarships or grants.
- 4. Decision Notification:** Notify applicants of the decision regarding their application in a timely manner.

### 5. Fund Management and Monitoring:

- 1. Fund Allocation:** Allocate a specific budget or percentage of college funds to the Students Aid Fund, ensuring its sustainability and availability to the students in need.
- 2. Financial Accountability:** Maintain transparent records of fund allocation, disbursement, and utilization. Conduct regular audits to ensure compliance with financial regulations and proper utilization of the Students Aid Fund.

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## 13. PROFESSIONAL DEVELOPMENT POLICY

This policy outlines the guidelines and principles for professional development opportunities for faculty and staff in the college. Professional development aims to enhance knowledge, skills, and competencies, fostering a culture of continuous learning and growth among employees. The policy promotes the acquisition of new skills, the improvement of teaching and administrative practices, and the overall professional advancement of faculty and staff.

### 1. Objectives:

- 1. Skill Enhancement:** Provide opportunities for faculty and staff to acquire new skills, knowledge, and competencies relevant to their roles and responsibilities within the college.
- 2. Teaching Excellence:** Support faculty members in improving their teaching methods, pedagogical approaches, and student engagement strategies through professional development activities.
- 3. Leadership Development:** Foster leadership skills and qualities among faculty and staff members, enabling them to take on leadership roles within their departments or in broader college initiatives.
- 4. Research and Innovation:** Encourage faculty members to engage in research activities, explore innovative teaching methodologies, and contribute to the advancement of knowledge in their respective fields.
- 5. Employee Satisfaction and Retention:** Demonstrate the college's commitment to employee growth and development, leading to increased job satisfaction, motivation, and retention.

### 2. Professional Development Opportunities:

- 1. Workshops and Training Programs:** Organize workshops, seminars, and training programs on a wide range of topics relevant to teaching, research, administration, technology, and professional skills. These programs may be conducted by internal or external experts.
- 2. Conferences and Professional Events:** Support faculty and staff participation in relevant conferences, symposiums, and professional events to facilitate

networking, knowledge exchange, and exposure to the latest trends and practices in their respective fields.

3. **Continuing Education:** Encourage faculty members to pursue advanced degrees, certifications, or specialized courses that align with their professional goals and contribute to their professional development.
4. **Mentoring and Coaching:** Establish mentoring and coaching programs to provide guidance, support, and feedback to faculty and staff members. Experienced colleagues or external mentors can offer valuable insights and assist in professional growth.
5. **Research Grants and Funding:** Provide research grants or financial support to faculty members to pursue research projects, attend research-related workshops, or publish scholarly work, fostering a research-oriented culture within the college.

### 3. Professional Development Planning:

1. **Individual Development Plans:** Encourage faculty and staff members to create individual development plans that outline their professional goals, areas for improvement, and the specific professional development activities they intend to undertake.
2. **Performance Evaluation and Feedback:** Link professional development to performance evaluations, allowing supervisors and employees to discuss strengths, areas for improvement, and identify relevant professional development opportunities.
3. **Professional Development Committees:** Establish committees responsible for overseeing the planning, coordination, and evaluation of professional development activities. These committees may include faculty, staff, and administrative representatives.
4. **Resource Allocation:** Allocate sufficient resources in the college's budget for professional development activities, including funding for workshops, conferences, training programs, and other initiatives.

5. **Collaboration and Sharing:** Encourage faculty and staff members to share their learning's, experiences, and best practices with colleagues through internal workshops, presentations, or community-building platforms.

#### 4. Evaluation and Monitoring:

1. **Impact Assessment:** Regularly assess the effectiveness and impact of professional development activities on faculty and staff performance, teaching quality, student outcomes, and overall institutional improvement.
2. **Feedback Mechanisms:** Establish feedback mechanisms, such as surveys or focus groups, to gather input from faculty and staff regarding the quality, relevance, and effectiveness of professional development programs.
3. **Continuous Improvement:** Use evaluation results and feedback to improve the design and delivery of professional development activities, identify emerging needs



## 14. WOMEN EMPOWERMENT CELL POLICY

This policy outlines the guidelines and principles regarding the establishment and function of the Women Empowerment Cell (WEC) in the college. The WEC aims to create a safe, inclusive, and empowering environment for women students, faculty and staff. It addresses gender-related issues, promotes gender equality and supports the overall development and well-being of women within the college community.

### 2. Objectives:

- 1. Safety and Security:** Ensure the safety and security of women students and staff within the college premises. Create mechanisms to prevent and address instances of harassment, discrimination or any form of violence against women.
- 2. Gender Sensitization:** Promote awareness and understanding of gender issues and bias among all members of the college community. Encourage respectful attitudes, behaviours and equal treatment of women.
- 3. Support and Counselling:** Provide support services, counselling and guidance to women students and staff addressing their specific needs, concerns and challenges. Foster an environment that encourages women's personal and professional development.
- 4. Empowerment and Skill Development:** Organize workshops, seminars and training programs that empower women with skills, knowledge and confidence that will enable them to excel academically, professionally and personally.

### 2. Structure and Functioning:

- 1. Women Empowerment Cell:** Establish a Women Empowerment Cell comprising faculty members, staff and student representatives. The cell should have a diverse composition including members from different disciplines, backgrounds and age groups.
- 2. Leadership and Accountability:** Appoint a designated coordinator for the Women Empowerment Cell responsible to carry out its activities, coordinate

with relevant authorities and ensure the implementation of policies and initiatives.

3. **Regular Meetings:** Conduct regular meetings of the Women Empowerment Cell to discuss and plan activities, address issues and review progress. Maintain minutes of the meetings and document decisions taken.
4. **Collaboration and Networking:** Collaborate with other college departments, committees and external organizations working on women's issues to leverage resources, expertise and support for gender-related initiatives.

### 3. Awareness and Sensitization:

1. **Orientation Programs:** Organize orientation programs for newly admitted women students, providing information about college resources, support services and policies related to women's safety and well-being.
2. **Awareness Campaigns:** Conduct awareness campaigns on women's rights, gender equality and related topics through posters, banners, seminars and social media platforms.

### 4. Support and Counselling:

1. **Grievance Redressal Mechanism:** Establish a grievance redressal mechanism to address complaints, concerns, or instances of harassment or discrimination against women. Ensure confidentiality, impartiality and timely resolution of complaints.
2. **Counselling Services:** Provide counselling services to women students and staff, addressing their academic, personal and career-related concerns.
3. **Mentorship Programs:** Establish mentorship programs that pair women students with experienced faculty or staff mentors who provide guidance, support and career advice.



## 15. ZERO TOLERANCE POLICY

The Zero Tolerance Policy is a comprehensive approach adopted by the college to address and avoid issues that are deemed unacceptable and incompatible with the code of conduct of the college. This policy aims to ensure a safe, inclusive and respectful environment for all members of the college community.

### 1. Prohibited Behaviours:

1. **Harassment** : Any form of unwelcome conduct based on caste, gender, religion, disability or any other protected characteristic that creates an intimidating, hostile or offensive environment.
2. **Violence** : Any physical, verbal or psychological acts that cause injury, insult or threat of harm to oneself or others.
3. **Substance Abuse** : Possession, distribution or use of illegal substances or abuse of legal substances within the college premises or during college-related activities.

### 2. Reporting and Investigation:

1. **Reporting Mechanism:** Establish clear channels and procedures for reporting incidents of prohibited behaviour. Encourage individuals who have witnessed or experienced such behaviour to come forward and report them without fear of retaliation.
2. **Confidentiality:** Maintain strict confidentiality in handling reports of prohibited behaviour ensuring the privacy of individuals involved to the extent possible and within legal boundaries.
3. **Investigation Process:** Conduct prompt, fair and thorough investigation into reported incidents. Committees lead by senior faculty members conduct investigation, gather evidence, interview relevant parties and make determination based on the available information.
4. **Support for Victims:** Provide support, counselling and resources to victims of prohibited behaviour, ensuring their well-being and facilitating their recovery process.

5. **Disciplinary Actions:** Impose appropriate disciplinary actions like warnings, probation, suspension, termination or legal actions, depending on the severity of the offense and in accordance with applicable college policies and University Law on individuals involved in prohibited behaviour.
6. **Compliance Monitoring:** Regularly monitor compliance with the Zero Tolerance Policy and evaluate its effectiveness.



## 16. MOBILIZATION AND OPTIMAL UTILIZATION OF FUND POLICY

The Mobilization and Optimal Utilization of Fund Policy aims to provide guidelines and principles for effective financial management and utilization of funds in the college. It ensures transparency, accountability, and efficiency in the mobilization, allocation, and expenditure of funds to support the college's educational objectives, infrastructure development, research activities, student welfare programs, and other institutional needs.

### 1. Fund Mobilization:

1. **Government Grants and Funding:** Actively seek government grants, funding opportunities and financial assistance programs to support various initiatives and projects in the college.
2. **Alumni Contributions:** Establish mechanisms to engage alumni and encourage their financial contributions towards the college's development and specific programs.
3. **Sponsorships:** Collaborate with foundations and sponsors to secure financial support for infrastructure and development of academic facilities.

### 2. Financial Planning and Budgeting:

1. **Strategic Planning:** Align financial planning with the college's strategic goals, objectives and priorities to ensure the effective utilization of funds.
2. **Annual Budgeting:** Prepare an annual budget that allocates funds for different areas, including academic programs, faculty development, student support services, infrastructure augmentation, maintenance, seminar/conference/workshop and administrative expenses.
3. **Funds Allocation:** Allocate funds based on identified needs, priorities and expected outcomes, taking into account the requirements of various departments and programs.
4. **Contingency Planning:** Set aside a portion of the funds for contingency purposes, such as unforeseen expenses, emergencies or urgent infrastructure repairs.



### 3. Financial Monitoring and Control:

1. **Financial Reporting:** Maintain accurate and transparent financial records and regularly produce financial reports to ensure effective monitoring and control of funds.
2. **Audit:** Conduct periodic internal and external audits to ensure compliance with financial policies and procedures, identify irregularities or discrepancies and recommend corrective actions.
3. **Procurement Policies:** Establish transparent procurement policies and procedures in accordance with the parent institute and government guidelines to ensure fair and competitive practices while acquiring goods, services or infrastructure development.

### 4. Optimal Utilization of Funds:

1. **Academic Programs and Student Support:** Allocate funds to enhance the quality of academic programs, promote innovative teaching methodologies, provide scholarships, and support student welfare initiatives.
2. **Faculty Development:** Allocate funds for faculty training, professional development programs, research grants and incentives to foster a culture of continuous learning and academic excellence.
3. **Infrastructure Development:** Prioritize funds for the maintenance, renovation, and development of infrastructure including classrooms, laboratories, libraries, sports facilities and student common areas.
4. **Research and Innovation:** Allocate funds for conferences, workshops and equipment to encourage faculty and student research and promote innovation within the college.
5. **Student Services and Activities:** Allocate funds for extracurricular activities, student clubs, cultural events, sports programs and student support services to foster holistic development and a vibrant campus life.
6. **Performance Assessment:** Regularly evaluate the effectiveness of fund utilization in achieving desired outcomes and objectives, such as improved student performance, faculty development.



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