स्वावलंबी शिक्षण हेच आमचे ब्रीद
कर्मवीर

Rayat Shikshan Sanstha, Satara

LAXMIBAI BHAURAO PATIL MAHILA MAHAVIDYALAYA, SOLAPUR.

1428, Modikhana, Near Sat Rasta, Solapur - 413001

Phone - (0217) 2620602   FAX - (0217) 2620602

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• Best college award 2018 Received by P.A.H. Solapur University • UGC AwardedCollege with Potential for Excellence

• Reaccreditated by NAAC with 'A' Grade (CGPA 3.23) • Recertified with ISO 9001:2015 College

CODE OF CONDUCT HAND BOOK

Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

"Education Through Self – Help Is Our Motto" - Karmveer

Rayat Shikashan Sanstha's
Laxmibai Bhaurao Patil Mahila Mahavidyalay, Solapur

HANDBOOK
CODE OF CONDUCT

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ABOUT US
RAYAT SHIKSHAN SANSTHA, SATARA

A premier institution of education like the Rayat Shikshan Sanstha, known and honoured far and wide, not only at the national level, but at the global level too. The institution itself is regarded as a noble mission, a noble cause, so earnestly and so endearingly pursued by its founder- Hon.Padmabhushan Dr.Karmaveer Bhaurao Patil, the educator of the educators and his legendary wife Sou. Laxmibai Patil with her exemplary sacrifices made to turn the mission into a reality. The Rayat Shikshan Sanstha is one of the leading educational institutions in Asia. The value of its contribution to education in general is enormously great as it has, from the very beginning, tried all its best to lay emphasis on the education of the down-trodden, the poor and the ignorant who really form the major bulk of society. The founder of the institution, late Dr. Karamaveer Bhaurao Patil, was a man of the masses who devoted all his mind and heart to the cause of their education. He believed that education alone could correct the social ills such as caste-hierarchy, money-lending, illiteracy, untouchability, superstitions and social and economic inequality. Throughout his life he tried to translate this belief into reality.

LAXMIBAI BHAURAO PATIL MAHILA MAHAVIDYALAYA, SOLAPUR

Laxmibai Bhaurao Patil Mahila Mahavidyalaya,Solapur is a NAAC "A" grade, ISO 9001:2008certified, Karmaveer Paritoshik received college catering the needs of downtrodden and needy girls from nearby rural areas.The college has received CPE status from UGC. The college has received Government of Maharashtra's Jagar Janivancha & Rasta Suraksha Abhiyan puraskar. The college is founded in 1989 by the visionary late Hon. Jaykumarji Patil to cater the needs of deprived girls. The college comprising Arts and Commerce stream with M.Com. College also runs 50 student National child labour project. The college is affiliated to Solapur university,Solapur. Beside scholarly formal education, to make the student self employed college provides short term course.

VISION, MISSION &GOALS

- **Vision:**

"Quality education to all especially rural, socially and economically deprived students to make them self-reliant."

- **Mission:**

"Women Empowerment and Excellence through Quality Education."

- **Goals:**

1. To inculcate each student to develop her full intellectual potential through a focused academic experience with at least one self-employability skill.

2. To create an awareness of women's issues, human rights, social, legal and environmental issues.

3. To create a sense of national identity with respect and tolerance of all cultures and religions.

4. To groom the versatile personality of students with social and institutional responsibility.

5. Towards developing responsible women leaders for the future.

6. To empower women through a pragmatic and mental development, towards an idea of complete womanhood.

Core Values of the Institution

- *Employability Enhancement and skills for livelihood*

- *Aspiring for quality higher education through ICT*

- *'Breathing Space' to budding Women Entrepreneurs*

- *Nurturing Good Citizenship with Empathy to others*

- *Towards increasing Number of Women's in HEI*

- *Education through Self-Help and Earn While Learn*

- *Higher Education to all girls without donation.*

PERSPECTIVE PLAN

2019-2025

INTERNAL QUALITY ASSURANCE CELL

The perspective plan of the college for the year 2019-2024 is prepared by Internal Quality Assurance Cell of the college. The suggestions are collected from all stakeholders of the collegethrough oral and online feedback. The interaction process included the meeting with IQAC Members ,HoD's of different departments, members of faculty, Alumni Meetings etc. Recommendations and suggestions received through it have been incorporated by keeping thevision and Mission of the college alien with.

Curricular Aspects

- Organization of workshops on revised syllabus.
- To introduce new undergraduate program in B.Sc.
- Introduction of online feedback system.
- Introduction of skill based short term courses.
- To promote faculty members to participate in curriculum design at university level.
- Execution of syllabus as per curriculum planning and academic calendar
- Continuation of short term courses
- Introduction of new program like B.SC in Mathematics, B.SC in Chemistry, B.SC inMicrobiology.
- Formation & Functioning of Admission Committee

Teaching Learning and Evaluation

- Slow & Advance Learners
- Use of ICT Tools in Teaching Learning and Evaluation
- Organization of FDP for Improving Teacher Quality
- To use student centric teaching methods.
- Collection & analysis of Student Satisfaction Survey
- Innovative techniques in Teaching methodology
- To strengthen CIE through Surprise Test, Open Book Tests, Unit Tests
- Field visit, Industrial visit, Study Tours, Project Work ,Seminar ,Group Discussion

Research, Innovations and Extension

- To establish Research Development Cell.
- To promote faculty for research paper publication in CARE List Journal and in ISBN.
- To provide seed money for research project and research paper publication.
- To establish MoU, Collaboration and linkages with other reputed national andinternational organizations.
- To organise workshop on Intellectual Property Rights and Patent Filing, ResearchMethodology etc.
- To motivate faculty to undertake research projects.
- To strengthen research facilities in the college.
- To organise seminar, conferences on recent trends and topics.
- To organise various extension and outreach programs.
- To organise Avishkar Research Projects, Poster Competitions and Model exhibitionsfor students to inculcate research

culture among them.

Infrastructure and Learning Resources

- To purchase and increase number of books, journals in library.

- To expand infrastructure facilities as per the need.

- To build and strengthen science laboratories and to make them well-equipped.

- To add computers in computer laboratories.

- To set up Skill Development Centre.

- To create adequate infrastructural facilities like classroom, canteen facility,commonroom facility ,Yoga Centre etc.

- To provide adequate sports facilities to the students by adding necessary sportsequipment's.

- To renovate all classroom with ICT enabled classrooms.

- To provide E-learning resources like N-LIST ,e-journals ,e-books to the teachers andthe students

Student Support and Progression

- To conduct various capacity building programs such as skill development,communication skill, ICT and Computing Skill and heath awareness programs.

- To organise online and offline campus placement drives for students.

- To motivate students to take Higher education and promote students progression.

- To organise various cultural and sports competitions for the overall development of thestudents and increase participation in activities.

- To provide guidance for Competitive & Banking Examination.

- To organise Career guidance activities

- To strengthen mentoring and counselling facility for the students.

- To provide the Government and Institution Scholarship to the needy students.

- To provide the institutional scholarship to the meritorious students.

- To provide and strengthen Cycle Bank Facility, Book Bank Facility to the needystudents.

Governance, Leadership and Management

- To communicate and display Vision, Mission and objectives of the college in college premise on college website and convey it to all stakeholders of the college.

- To strengthen IQAC and CDC by empanelling eminent stakeholders, and to work in coordination with management by implementing policies formulated by parent instituteand management for overall development of the college.

- To promote faculty to attend Faculty Development Programs &Teacher Training Programs.

- To organise training programs for teaching and non-teaching staff.

- To conduct academic and administrative audit and ISO Audit for quality assurance.

- To provide incentive to faculty to attend seminar, conferences and workshops.

- To promote e-governance in administrative and in academics.

- To participate in NIRF,AISHE for quality sustenance.

- To strengthen appraisal mechanism for teaching and non-teaching staff.

- To encourage faculty for professional development.

- To implement various staff welfare schemes and programs.

Institutional Values and Best Practices

- To conduct gender equity sensitization activities.

- To create environment consciousness among the students and staff by organisingrelated activities.

- To organize awareness programs on social and educational issues.

- To inculcate national and institutional values.

- To maintain campus clean, green and plastic free by implementing policy.

- To conduct green audit and energy audit of the college.

- To promote energy conservation by using LED and Solar system in campus.

- To harvest rain water and recharge bore well.

- To initiate best practices, institutionalise it and to work for distinctiveness of the collegewith its priority and thurst.

Code of Conduct for Students

1. The identity card with photograph a fixed and signed by Principal must be carried by the student while in the campus and must be produced on demand.

2. Student should be regular and punctual in attending classes, tutorials and assignments as per the timetable.

3. Student should have minimum 75% attendance in the classroom.

4. A very high standard of discipline, regularity and punctuality is expected from the student.

5. Students are advice to read all the notices and circulars displayed on the notice board.

6. The conduct of the student in the campus of the college as well as in their classes should be satisfactory.

7. To wear college dress code is compulsory.

8. Use of mobile phone is strictly prohibited in college primacies.

9. Any kind of ragging within the college campus is strictly prohibited. Any student convicted of an offence of ragging shall be dismiss from the college.

10. Student must not bring any outsiders in to the college primacies.

11. Student must appear for all the test and examinations.

12. Student must attend national functions and various activities organised by college.

Rules for Parking

1. All vehicles should be park in the parking area provided by the college.

2. A vehicle should be properly locked and parked.

3. Last Saturday of every month will be No Vehicle Day.

Examinations Rules

1. Student must appear for all Internal as well as University examination.
2. Student must read the timetable of examination displayed on notice board carefully and check regularly the changes made in timetable if any.
3. Student must be present in the examination hall 20 minutes before the start of examination.
4. Student cannot enter an examination hall more than half an hour after the start of examination.
5. Students are not allowed to carry any kind of study material, mobile phone with them during exam.
6. The student should obey the instructions given by supervisor in the examination hall.
7. Student must not leave the class until all answer books are collected by the supervisor.

General Library Rules

1. Every student entering the Library must present his/her own Identity Card as well as Library card, otherwise   the use of the Library will be denied.

2. Students are advised not to keep any personal items with their Identity Card.

3. Readers are responsible for any damage or injury done to the reading materials or any other property of the   Library, and shall be required to replace such books/property as has been damaged or injured or be required   to pay the full value there of as determined by the Library Authorities.

4. CDs or any other accompanying materials available with books may be viewed /used only in the library.

5. Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials. The Library property and furniture is to be handled with utmost care.

6. Students should maintain silence in the Library.

7. No Library material will be issued against Identity Card.

8. Reference Material (Newspaper/Current Periodicals) will be issued but it should not be taken out of the Library.

9. If a book is lost by a student, he/she should replace it with a new copy of the same

10. Book to the library.

11. The loss of Identity card should be reported immediately to the Librarian. After submitting written application. Duplicate Identity card will be issued against a fine of   Rs.25/- for new Identity card.

12. Eatables and beverages are not allowed in the library premises.

13. Smoking, spitting, eating, loud conversation and similar objectionable practices are

14. Forbidden in or near the Library.

15. Use of Mobile Phones is prohibited within the library premises.

Code of Professional Ethics for Teachers

Teachers should :

1. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

2. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.

3. Seek to make professional growth continuous   through Study and Research.

4. Perform their duties in form of teaching tutorial, Practical, Seminar and Research work conscientiously and with dedication.

5. Participate in extension, co-curricular and extra-curricular activities including community service.

6. Maintain active membership of professional organizations and strive to improve education and profession through them.

7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as Admission Process, Counseling to the students as well as assisting the conduct of college and University examinations including supervision, Invigilation and evaluation.

8. Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.

9. Respect the right and dignity of the student in expressing his/her opinion.

10. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

11. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy , patriotism and peace.

12. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

13. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

14. Aid students to develop an understanding of our national heritage and national goals.

15. Treat other members of the profession in the same manner as they themselves wish to be treated.

16. Speak respectfully of other teachers and render assistance for professional betterment

17. Code of Conduct for the Principal

18. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution. 2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.

19. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.

20. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.

21. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.

22. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)

23. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

24. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

25. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

26. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.

27. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.

28. To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.

29. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

30. To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

Code of Conduct for Support Staff

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.

3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.

4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.

5. They should not hamper the functioning of the college by engaging themselves in political or antisecular activities.

6. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students

Anti-Ragging Measures: (As per UGC Notification No. F.1-I6/2009(CPP-II) Dated September 2009)

Ragging is totally prohibited in the college and anyone found guilty of ragging and /or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force. As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Ragging constitutes one or more of any of following acts:

I. Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

II. Indulging if rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension there of in any fresher or any other student.III. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

III. Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

IV. Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

V. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

VI. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd act, gestures, causing bodily harm or any other danger to health or person.

VII. Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student.

VIII. Any act that affects the mental health and self- confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Symbiosis International University ensures that the congenial and welcoming environment is given to the flashers in all its constituent institutes. To achieve this objective following committees have been formed by the University as per UGC Regulation 2009:

1. University Anti Ragging Committee
2. Anti Ragging Squad at Institute level
3. University Monitoring Cell
4. Monitoring Cell will be constituted by all the constituent Institute of the University at the beginning of each academic year.

Administrative Action in the event of Ragging:

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

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results
5. Debarring from representing the institution in any regional, national or International meet, tournament, youth festival etc
6. Suspension/expulsion from the hostel
7. Cancellation of admission

POLICY FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

College has a number of policies procedures and practices to govern its operation. The policies are meant for day–to-day dealing. They provide guidance to members in a number of academic areas. The maintenance and cleaning of the classrooms and furniture are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to the experts. The college has adequate number of computer with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management. CCTV camera is installed in the campus. The college website is maintained regularly by AMC with Dream Technologies, Solapur.

The students are charged for the library, language lab and general computer lab expenses at the time of admission as suggested by the statutory body and in addition to that other grants are allocated for the maintenance of the labs and the classrooms which are a part of teaching – learning process. *The gardener is appointed by the institute to maintain the garden and beautification committee assists in this regard*. *The maintenance of generator is regularly done by AMC*. Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from budget gained by college from different sources.

The college owns an enormous library which has got a separate reading hall. It facilitates a Net café, Smart Classroom, own book reading hall, separate systems to operate reading and borrowing books through online software with barcode. An MOU is drafted with MKCL (Maharashtra Knowledge Corporation Ltd.), who annually maintains the infrastructure in the library. Further, an *MOU is signed with fire & Safety license that periodically lists the library and fills the gas extinguisher equipments*. Library maintenance is done by management by providing a provision of the budget. Library software is maintained by AMC. Disinfecting and keeping library clean is done frequently by library staff. There are 10 desktop computers for students to use it for their study purpose as a part of knowledge resource centre. The sports department of the college is meritorious. The running track is used by students, staff and local community and maintenance of that facility is done with the help of the

management. For some indoor games, MoU has been signed with the nearest indoor stadium run by the municipal corporation. A competitive examination centre is established by the college, which helps the students to prepare for competitive examination such as UPSC, MPSC, IBPS, SSC, RRB etc. and the expenses are met by the management and partially by the students.

The management understands the external and internal stake holders of the college uniting the vast campus regularly. Maintaining supporting facilities in the campus requires meticulous system. The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities. The institution facilitates 2 computer labs which consist of 30 desktops in general computer lab and 15 in the Language lab. The language lab is used by the English, Marathi and Hindi department. The systems are maintained with the help of the hardware technicians of Mudra Computers, Solapur, appointed on AMC exclusively for this purpose by the management. The institution possesses spacious classrooms as per the rules and regulations of the affiliation norms of the Solapur University, Solapur which have sufficient fans and LED tube lights and comfortable desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance.

The department of physical education functions in a separate room. Physical Director looks after at the sports activities of the girls. The college has a large ground which has a separate court for Kabbadi, Volley ball, Kho-Kho, Long Jump and other sports activities. An exclusive estate officer is appointed by the parent institute for overseeing maintenance of Buildings, Classrooms, laboratories and the entire campus. The Principal constitutes a committee with a convener and members at the end semester and they take a stock of the maintenance of infrastructure in the campus. A registrar is maintained in every department to record the stock and the consolidated report is submitted to the superior authorities. The college has its own canteen run by the vendor appointed by the college committee. The rates of food and beverages are finalized after the discussion of the committee and specific instructions are given about the hygiene and quality of the food.

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM

The main objective of this stratagem which is undertaken to promote the research and research publications and prevention of misconduct including plagiarism in R&D. The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research including qualitative analysis, quantitative & statistical techniques and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research.

Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the Institution by many professional associations and in the case of funded research, the respective funding agency.

These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research including scientific research, social and behavioural sciences that involve collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each scholarly discipline or academic unit. In fact, many academic units have developed excellent handbooks on research ethics and integrity. When in doubt about the accepted ethical standards in a particular case, a researcher should discuss the matter on a confidential basis with an academic supervisor, another respected colleague, or the Dean of Research of the Institution.

Plagiarism - Ethics and plagiarism are the significant components in research and publication. Sometimes it is to be observed that researchers claim others work as their own, which will degrade the reputation of the individual/institution. There is every need to assess the academic/research work of the student/researcher scholar/ researcher who produce their work in the form of Project reports, Seminar papers, Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects should go through the process of plagiarism and

has to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability across the globe and needs to reach the highest success. We take some extra measures to ensure that the work is at par with the National/International standards professional type setters which are engaged to bring about the best of results. The Authors are made responsible for their research work carried out, presentation and results are expressed. The institution deplores and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The same rules apply to grant applications and proposals, to clinical research protocols, and to student papers submitted for academic credit. Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by infringing on a copyright held by the original author or publisher.

Plagiarism constitutes unethical scientific behaviour and is never acceptable. Proper acknowledgement of the work of others used in a research work must always be given. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

1. Verbatim or nearly verbatim copying or translation of a full paper(s), or the verbatim or nearly verbatim copying or translation of a significant portion(s) of another paper(s).

2. Disclosing unpublished data or findings without permission, even if attributed.

Alumni Association

Established in 1989, Laxmibai Bhaurao Patil Mahavidyalaya's Alumni Association creates and maintains a life-long connection between the Institute and its alumni. In collaboration with the Alumni Association college works to connect alumni, support students and build an unforgettable Institute experience through a diversity of events, programming and services. The Association is registered and works to foster strong bonds between alumni, students and the Institute, to keep alumni informed, and create a network enabling them to remain engaged with their college and help shape it's future through the Association's programmes and services. Alumni of the college contribute to the college development by giving financial assistance or donating educational material. Any graduate of Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur can register themselves with the nominal fees of Rs.100/- after the completition of their graduation.

List of Memorandum of Understanding

Sr. No	MOUs /Collaboration/Linkage
1	D.A.V.Velankar College of Commerce,Solapur
2	Sangmeshwar College,Solapur
3	DBF Dayanand College of Arts and Science,Solapur
4	Farm Seeds Agro,Solapur
5	Hirachand Nemchand College of Commerce,Solapur
6	Mauli Mahavidyalaya Wadala ,North Solapur
7	Maharashtra Centre for Entrepreneurship Development (MCED), C/O District Industries Centre, Solapur.
8	Vasundhara Arts and Science College, Solapur.

9	Shri Nitin Krushnanand Anvekar,(History Researcher) Solapur.
10	Bharti Vidyapeeth-Abhijit Kadam Institute of Management and Social Science (AKIMSS) Solapur.
11	Consumer Guidance Society of India (CGSI), Mumbai.
12	Elixir Skill Academy,Solapur
13	Family Planning Association of India, Solapur Branch.
14	Dr. Hedgewar Blood Centre, Solapur.
16	LokMangal Science and Entrepreneurship College, Wadala.
17	Sports Officer, Solapur Municipal Corporation Solapur.
18	Solapur Social Association Arts and Commerce College, Solapur.
19	V. G. Shivdare College of Arts Commerce and Science Solapur.
20	A.R. Burla Mahila Varishta Mahavidyalaya, Solapur.
21	Kamini Gandhi Institute, Solapur.
22	Dhiraj R. Jawalkar, Chartered Accountant, Solapur.
23	Laxmi Druken Komponent, Solapur.
24	Karmaveer Bhaurao Patil Mahavidyalaya, Pandarpur.
25	Matoshri Gurubasavva Kalayanshetti Mahavidyalaya, Akkalkot.
26	Prin.K.P Mangalvedekar Institute of Management Career Development and Research, Solapur.

Short Term Certificate Courses

Sr. No	Name of the Short Term Course
1	A Certificate course in Brahmi and Modi–Department of History
2	A Certificate course in Basic Tailoring
3	A certificate course in Motor Drving
4	A Certificate course in /Travel Tourism
5	A Certificate course in Beauty Parlour
6	A Certificate course in Journalism
7	A Certificate Course in Tally
8	A Certificate course in Russian Language
9	A Certificate Course in Rural Banking Operations
10	A Certificate Course in MS-Office & Internet Browsing
11	A Certificate Course in Government Politics and Leadership Development Programme
12	A Certificate Course in Yoga Mediation
13	A Certificate Course in Human Value And Ethics
14	A Certificate Course in Insurance
15	A Certificate Course in Personality Development
16	A Certificate Course in Soft Skill
17	A Certificate Course in Mehandi
18	A Certificate Course in Photography & Short Film Making
19	A Certificate Course in Hindi Translation
20	A Certificate Course in Retail Marketing
21	A Certificate Course in Journalism in Hindi
22	A Certificate Course in Event Management
23	A Certificate Course in Gender Sensitization
24	A Certificate Course in Vermi compost
25	A Certificate course in House Keeping And Management
26	A Certificate course in Research Methodology

27	A Certificate course in Competitive Examination Foundation
28	A Certificate course in Cake Making
29	A Certificate course in Account Executive
30	A Certificate course in Beauty and Wellness
31	A Certificate course in Soap Making for Beginners
32	A certificate course in Insurance Agent
33	A certificate course in Laboratory Safety and First A ids
34	A certificate course in Indian History for Competitive Examination
35	A certificate course in Content Writing and Editing in English Language
36	A certificate course in Rojgarparak Hindi
37	A certificate course in Intellectual Property Rights (IPR)
38	A certificate course in Digital Marketing
39	A certificate course in Marathi Bhasha aani Lekhan Kaushlya
40	A certificate course in Introduction to Archeology
41	A certificate course in Oral English Communication Training
42	A certificate course in Flower Making Banquet

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

E-Governance Policy

Laxmibai Baurao Patil Mahila Mahavidyalaya is committed to integrating technology not only in teaching and learning but also in the administration and governance of the institution. This E-Governance Policy supports the IT policy of the institution and aims to enhance the efficiency and transparency of all operations.

Scope

The policy applies to the following areas:

- General Administration
- Student Admission
- Examination
- Library Services
- Accounts and Finance
- ICT Infrastructure
- E-Waste Management

Objectives

- To implement e-governance across all functions of the institution, ensuring a simpler and more efficient system for all stakeholders.
- To enhance transparency and accountability in all college functions.
- To achieve a paperless work environment.
- To provide easy and quick access to information.

- To offer ICT facilities to students, faculty, and other stakeholders.
- To make the campus Wi-Fi enabled.
- To establish fully automated processes for administration, finance, accounts, student admission, and support services such as the library and examination.

Policy

The college will implement e-governance in all operational areas, including academic departments, student admission, library, finance and accounts, teaching-learning and evaluation, and support service centers. This policy aims to ensure transparency and accountability in all functions.

Website as a Source of Information

The website will serve as the primary source of information for stakeholders, reflecting the institution's operations. It will include details on activities, important notices, courses offered, admissions, upcoming events, circulars, IQAC, NAAC, departments, support services, and more. The Website Vigilance Committee will oversee the maintenance and updating of the website regularly, ensuring it meets current needs and showcases the college's achievements and activities.

Student Admission

An admission portal is available on the college website to ensure transparency in the admission process, adhering to the ethical practices and regulations of Punyashlok Ahilyadevi Holkar,Solapur UniversityAdmission guidelines, including schedules, counseling sessions, and procedures for cancellation, will be displayed on the website. Admission forms will be uploaded to the university web portal for online eligibility checks. Transfer certificates (TC) will be issued online for PG progression and higher studies. Fees for admission, library, laboratories, and other services will be collected via QR codes.

Finance & Accounts

- The college will use Tally software for accounting, ensuring the latest version is purchased and utilized.

- Attendance management for administrative and teaching staff will be handled through software

- Administrative staff will use advanced Excel and file management tools for database maintenance.

- The goal is to provide a hassle-free, smooth, and paperless administration process.

- Most student services, including notices, timetables, examination circulars, and scholarships, will be accessible online.

- Automation of administrative tasks will be prioritized.

- Administrative staff will receive adequate training to adapt to new technologies.

Examination

The college is affiliated to solapur university hence adopted MKCL software for examination related matters. Teachers enters internal assessment marks at the end of each semester and report any discrepancies. The semester examination process is regulated by the university, and the e-governance policy of the affiliating university will be followed. University examination forms and hall tickets, as well as results, will be available through the online portal.

Waste Management and Green Campus Initiatives

The college is committed to effective waste management, including the disposal of biodegradable, non-biodegradable, e-waste, and biomedical waste, to minimize environmental impact. The institution promotes environmental sustainability with initiatives such as rainwater harvesting, solar energy use, plastic-free zones, and plantation drives.

Hardware and Software Infrastructure

The college will ensure adequate hardware and software resources are available for staff and students:

- Computers and printers will be provided for staff use.

- Multimedia devices and projectors will be installed in classrooms, auditoriums, laboratories, seminar halls, and conference rooms.

- Infrastructure will include scanners, printers, photocopiers, and interactive boards.

- Adequate configuration will be maintained to facilitate fast data transmission.
- Accounting, statistical, and scientific software will be provided for effective management.
- Office automation tools, including MS Office and antivirus software, will be purchased and updated regularly.

This policy is designed to ensure that Laxmibai Baurao Patil Mahila Mahavidyalaya remains at the forefront of technology integration in education and administration, fostering a more efficient and transparent environment for all stakeholders.

Financial Audit Policy

Laxmibai Baurao Patil Mahila Mahavidyalaya is committed to establishing and maintaining a robust financial and accounting system to safeguard the interests of all stakeholders. This policy aims to ensure the efficient administration of the institution's financial system and the smooth functioning of budgetary matters.
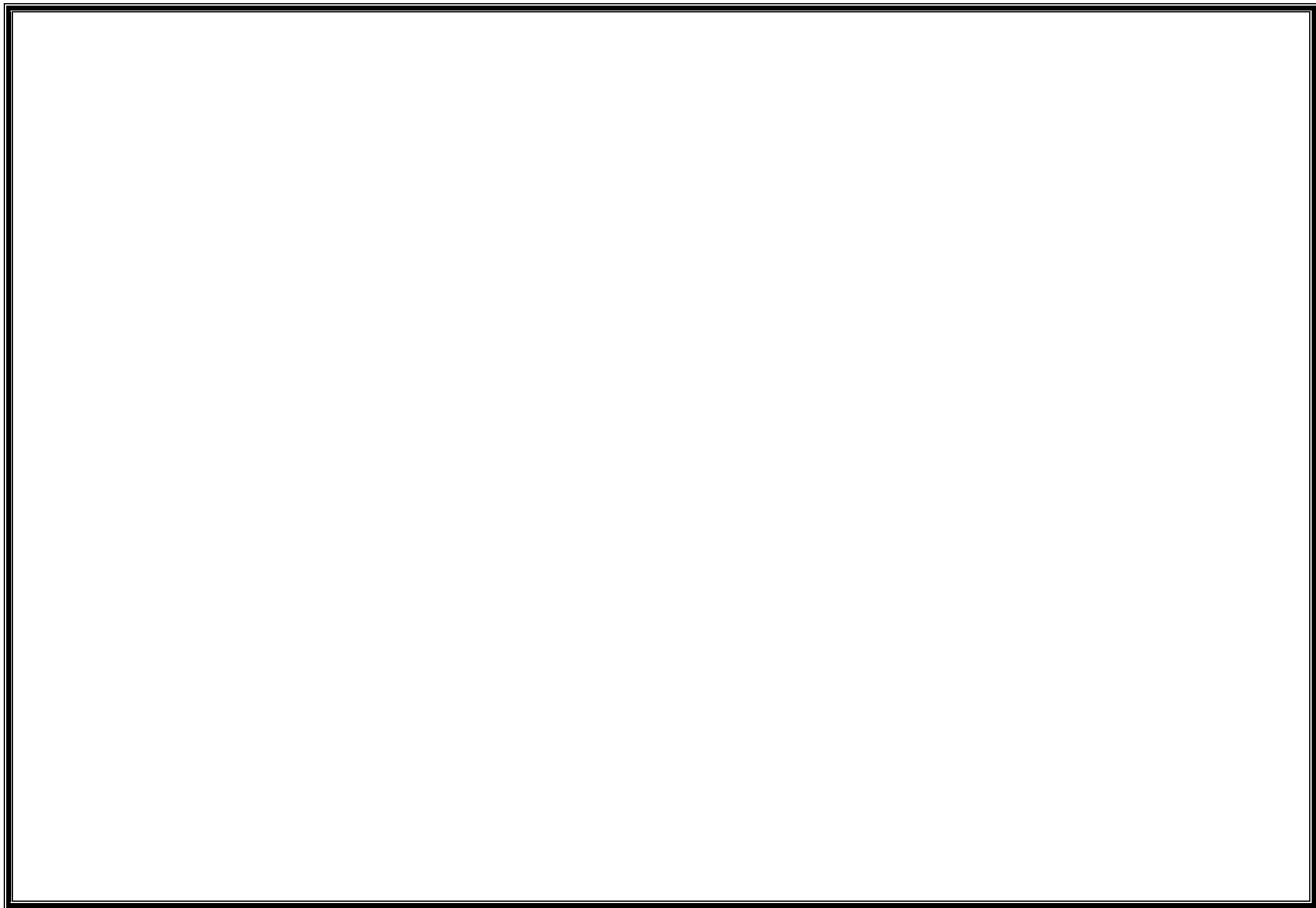
Policy Overview

- **Training and Orientation**: Periodic orientation and training programs will be organized for staff in the accounts section to ensure they are up-to-date with financial procedures and best practices.

- **Audit Mechanism**: A well-defined mechanism for financial audits will be adopted to ensure discipline and transparency. The institution's accounts will be subjected to both internal and external audits.

- **Internal Audit**: The college will conduct internal audits annually through Kirtane and Pandit, who will review all fiscal matters to ensure compliance and accuracy.

- **External Audit**: Government assessments and audits will be carried out by the Joint Director of Higher Education, Kolhapur, and the Auditor General, Mumbai. Any issues raised during these audits will be rectified, and compliance reports will be prepared.

- **Certification and Accreditation**: The college will undergo ISO Certification by TUV Rheinland, & AQC Middle East LLC an academic audit by P A H S University, Solapur, and an academic and administrative audit by Rayat Shikshan Sanstha, Satara. These certifications and audits will ensure adherence to quality and regulatory standards.

- **Participation in National Initiatives**: The college will participate in national initiatives such as AISHE (All India Survey on Higher Education), NIRF (National Institutional Ranking Framework), and NPTEL (National Programme on Technology Enhanced Learning) local chapter to stay aligned with national educational standards and best practices.

Implementation

The Financial Audit Policy will be implemented under the guidance of the Principal of Laxmibai Baurao Patil Mahila Mahavidyalaya. This policy is designed to promote financial integrity, transparency, and accountability within the institution.

Anti-Ragging Committee Policy Statement

About the Anti-Ragging Committee

Laxmibai Bhaurao Patil Mahila Mahavidyalaya has established an Anti-Ragging Committee to prevent harassment and address any criminal activities that may occur on campus. The committee is chaired by the Principal and includes senior teachers, as well as representatives from the NGO and legal field in line with the guidelines provided by the University Grants Commission (UGC).

Objectives

1. To foster a healthy and respectful atmosphere on campus.
2. To prevent ragging activities and ensure a safe environment for all students.
3. To promote friendly relations among students.

Measures to Prevent Ragging

1. **Quarterly Reviews**: The Principal reviews the Anti-Ragging Committee's activities and addresses grievances on quarterly basis to resolve any issues promptly.
2. **Student and Parent Undertakings**: At the time of admission, students and their parents are required to sign undertakings agreeing to adhere to anti-ragging norms. The college collaborates with the police and the Damini Squad to enforce strict actions against violations.
3. **Ragging Prohibition**: Ragging is strictly prohibited both within and outside the campus. Individuals found guilty of ragging or abetting ragging will face severe penalties.

Monitoring Mechanism

1. **Consultation and Representation**: Effective monitoring is conducted in consultation with the Block Development Officer of Solapur and the Police Inspector. The committee also includes student representatives to ensure comprehensive oversight.
2. **Identity Card Requirement**: Students must carry their identity cards while on campus to maintain discipline and accountability.

3. **Awareness Programs**: The committee organizes awareness programs on anti-ragging policies to educate students and staff about the implications and prevention of ragging.

4. **Surprise Raids**: The Anti-Ragging Committee is authorized to conduct surprise inspections of college campus vulnerable to ragging. The committee has the authority to inspect these locations and address potential issues.

5. **On-the-Spot Enquiries**: The committee can conduct immediate inquiries into any reported incidents of ragging, as referred by the Head of the Institution, faculty members, or staff.

Actions Against Students Involved in Ragging

1. **Decision on Punishment**: The Anti-Ragging Committee will make appropriate decisions regarding punishment based on the facts and gravity of each incident.

2. **FIR Filing**: An FIR will be filed with local police authorities for every reported incident of ragging, without exception.

3. **Possible Punishments**: Depending on the nature and severity of the offense, the following actions may be taken:

   o Suspension from attending classes.

   o Rustication from the institution for a specified period.

   o Cancellation of admission.

   o Withholding or withdrawing scholarships, fellowships, and other benefits.

   o Prevention from appearing in tests, examinations, or other evaluation processes.

   o Debarment from representing the institution in regional, national, or international events, tournaments, or festivals.

Action Taken Report

The institutional authorities will provide periodic reports to the Council detailing incidents of ragging that occurred on campus and the actions taken in response.
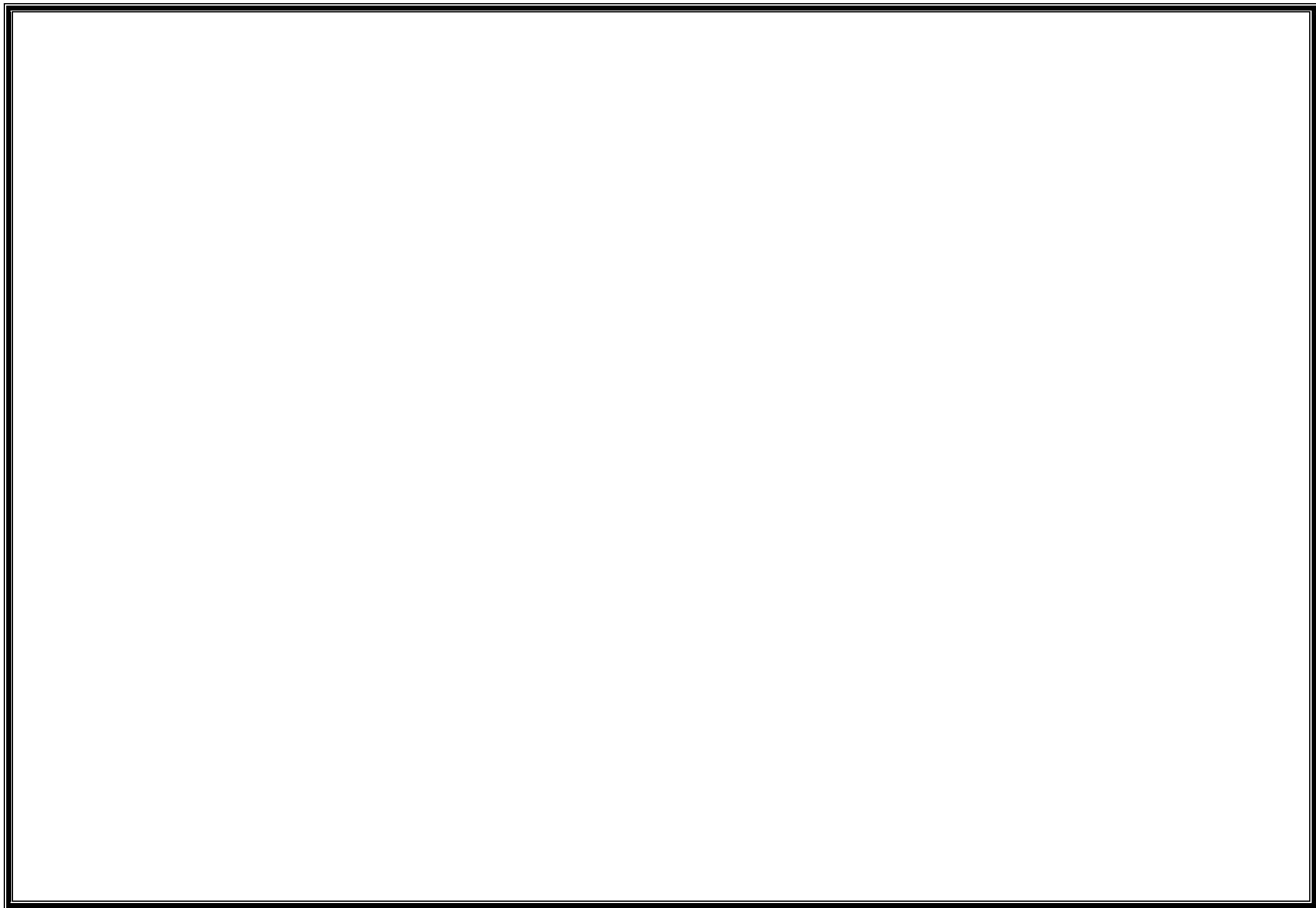
Grievance Redressal Policy

About the Grievance Redressal Cell

Laxmibai Bhaurao Patil Mahila Mahavidyalaya has established a Grievance Redressal Cell to address concerns and complaints related to academic activities, physical facilities, administrative services, library resources, and other support services. This cell aims to resolve individual and collective issues effectively. The committee handles grievances and suggestions received through a suggestion box as well as through direct oral communication with the administration. If individuals prefer not to present their grievances in person, they may submit their complaints anonymously via the suggestion box. These boxes are opened at the end of each semester in the presence of the committee chairman and members, and the complaints are documented and reviewed.

Aims and Objectives

Aims:

- To ensure transparency in educational processes, including admissions, and to prevent unfair practices.
- To provide a mechanism for students, faculty, and staff to address and resolve their grievances.

Objectives:

- To maintain a healthy and conducive atmosphere within the college.
- To encourage students and faculty to express their grievances openly and honestly.
- To advise and promote mutual respect and the dignity of all individuals.
- To strictly prohibit ragging in any form.

Implementation and Procedure

1. **Collection of Grievances**:

      o Complaints and suggestions can be submitted either through the suggestion box or directly communicated to the office administration.

2. **Review and Action**:
   - o At the end of each semester, the suggestion boxes are opened by the Grievance Redressal Committee. The committee, comprising the chairman and members, records and reviews all complaints.

3. **Resolution Process**:
   - o The committee investigates the grievances and works towards resolving the issues in a timely manner. Feedback is provided to the complainant, and actions are taken as necessary.

4. **Encouragement of Reporting**:
   - o Students and faculty are encouraged to report their grievances freely. The institution aims to foster an environment where concerns can be addressed without fear of retribution.

5. **Advisory Role**:
   - o The committee also provides guidance on respecting the rights and dignity of others and actively works to prevent any form of ragging within the institution.

This policy is designed to ensure that Laxmibai Bhaurao Patil Mahila Mahavidyalaya remains a supportive and fair environment for all its stakeholders. The Grievance Redressal Cell is committed to addressing and resolving issues promptly and effectively.

Type of the Grievances	Specifications	In-charge
Academic Issues	Admission, Examinations, Evaluation, Laboratory Facilities, Library Services, Research & Development	Faculty In-charge
Amenities and Maintenance	Hostel, Canteen, Wi-Fi, Computer facilities, Pure Drinking Water. Sanitation & Hygiene, Sports, Primary Healthcare facilities etc.	Office superintendent
Placement, Internship & Skill Development	On and off campus, soft skill training, internships, human rights, social & moral values, art circle etc.	Placement Officer
General Administration	Collection of fees: Online/ offline fees payment, Scholarships, free ships etc.	Principal and Office superintendent
Other issues	Discipline, Safety, Security, Emergency Services etc.	Discipline Committee
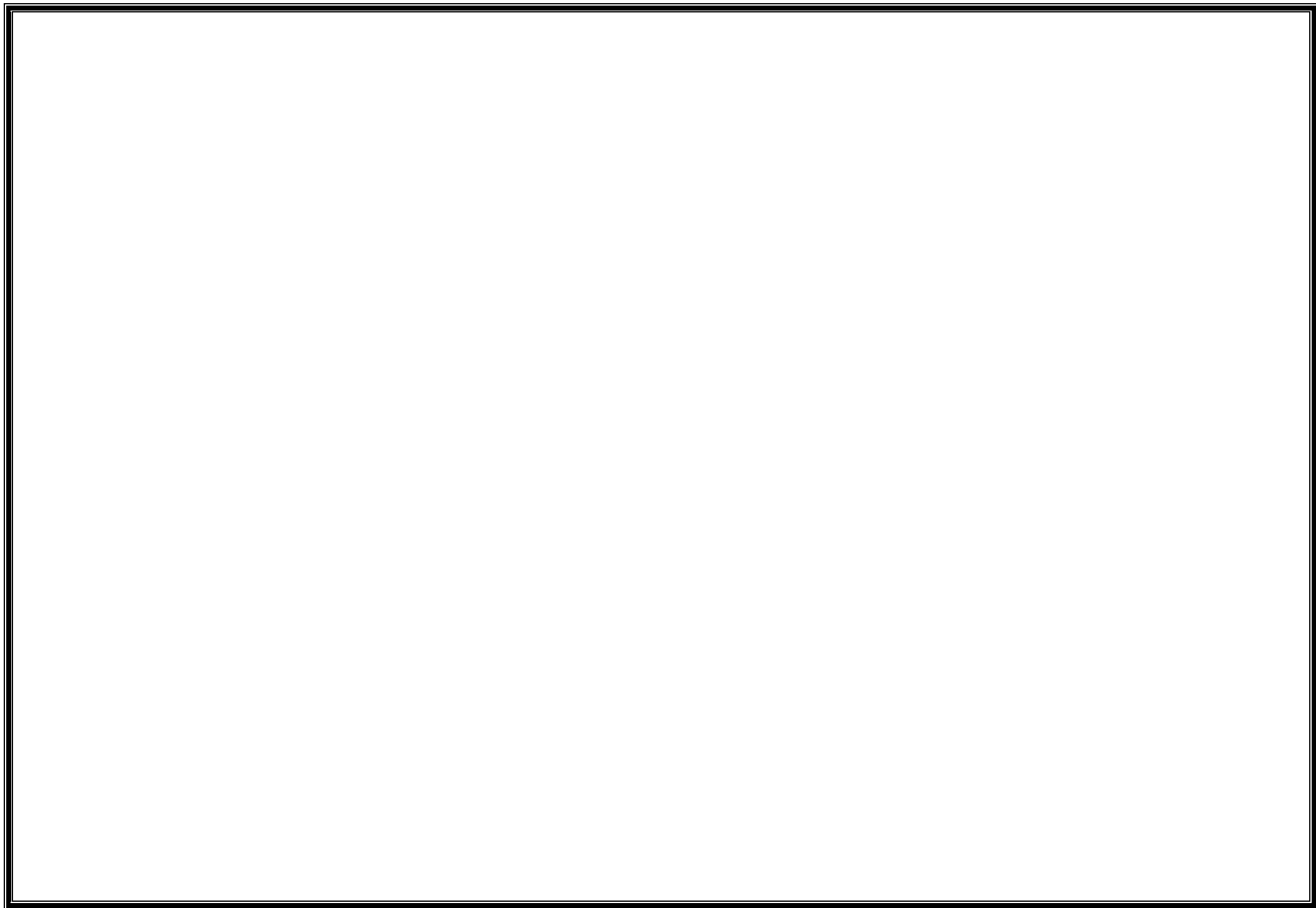
Intellectual Property Rights Policy

Introduction

The Intellectual Property Rights (IPR) Policy of Laxmibai Bhaurao Patil Mahila Mahavidyalaya is designed to facilitate the protection and management of intellectual property generated within the institution. This policy aims to ensure coherent management and potential commercialization of intellectual property (IP), while providing unbiased mediation between various interests involved.

Scope

- The IPR policy applies to all faculty members (both permanent and temporary), visiting scholars, fellows, research scholars, students, and other stakeholders associated with Laxmibai Bhaurao Patil Mahila Mahavidyalaya.
- Intellectual property under this policy includes, but is not limited to, patents, copyrights, trademarks, geographical indications, and product/process patents.

Ownership of Intellectual Property

- If an invention is developed using Laxmibai Bhaurao Patil Mahila Mahavidyalaya's resources (such as space, equipment, and infrastructure) and financial support for professional and statutory fees is provided, the institution will hold the IP rights.
- Individuals who develop a patent or other IP without using the institution's resources, outside their official duties, and without substantial involvement from the college, will retain full IP rights.

Copyrights

- Original works of intellectual nature are protected under copyright law. Ideas alone are not copyrightable, only their expressed forms.
- For pedagogical, scholarly, conceptual, and other literary and artistic works created for the college, the author retains ownership while granting the institution the right to revise, modify, and create derivative works.

- If the college seeks to benefit financially from copyrighted works, it may file for protection and share financial rewards with the creator under specified terms.
- Copyrights on books and publications authored by college personnel will be held in the name of the respective authors.

Inventions and Patents

- Patents are granted for ideas that are non-obvious, commercially applicable, and novel (including new products, processes, or improvements).
- Inventions developed at the college that meet these criteria and qualify for patent protection will be owned by the institution. The filing of patent applications will include the researcher as the named inventor.
- Patents resulting from research sponsored by external parties will be subject to agreements between the institution and the sponsors.

Royalty Sharing

- Revenue generated through the sale, licensing, or technology transfer of IP will be shared as follows, unless otherwise specified:
  - Inventor: 70% (reviewed every 3 years)
  - Inventor's Department: 20%
  - College: 10%
- For IP jointly held by constituent institutions, the distribution must be communicated by the lead investigator, ensuring the inventor's share does not exceed 20% of the total allotted share.
- If multiple inventors are involved, royalty will be equally distributed among them, contingent upon the IP being sold, licensed, or transferred. No royalty will be claimed for patents that do not generate interest.

Conflict of Commitment and Interests

- All potentially patentable inventions created using college resources must be disclosed to the college promptly.
- Inventors must disclose any conflicts of interest to the respective Head of Institutions.

- The college discourages legal disputes regarding IP policy and aims to resolve issues through arbitration or suitable mechanisms. Decisions by the competent authority or through arbitration are final and binding.

Infringement

- The college may choose to engage in or abstain from legal actions related to patent or license infringements.
- Faculty involved in technology transfer or licensing should ensure that insurance clauses are included in agreements with licensees.

Procedure

1. **Patent Applications**:
   - All patent applications must be submitted to the Head of Institution, regardless of whether the inventions arise from in-house research or sponsored projects.
   - The Head of Institution must ensure that IP-related discussions are kept confidential.
   - Applications will be reviewed by the Internal Academic Monitoring Committee and Research Advisory Committee.

2. **Presentation and Review**:
   - Inventors must present their inventions to the Research Advisory Committee.
   - Based on the committee's discussion and the CDC members' feedback, application fees may be reimbursed, and further processing will be initiated through an approved agency.

3. **Abandonment of Application**:
   - If an inventor decides to withdraw or abandon a patent application at any stage, prior approval from the Research Advisory Committee is required.

This policy is designed to ensure that intellectual property generated at Laxmibai Bhaurao Patil Mahila Mahavidyalaya is managed effectively, with respect to the rights and contributions of all involved participants.

Research Promotion Policy

(Laxmibai Bhaurao Patil Mahila Mahavidyalaya reserves the right to modify this policy as deemed appropriate from time to time.)

Vision

Laxmibai Bhaurao Patil Mahila Mahavidyalaya is dedicated to providing quality education that aligns with global standards to address educational, social, cultural, and economic needs. Our vision focuses on the all-round development of students and stakeholders, underpinned by ethics and accountability.

Mission

- To deliver quality education that generates a skilled human resource of high calibre.
- To provide educational opportunities to all societal classes, with a special focus on economically and socially disadvantaged groups.
- To instill values such as gender equality, social equity, cooperation, sportsmanship, and dignity of labour for the comprehensive development of students.
- To foster a sense of national integration, social justice, and secularism among students and act as a catalyst for socio-economic transformation and national development.
- To initiate and offer timely and innovative programs that utilize advanced technologies and promote continuous upgrading.

Introduction

Laxmibai Bhaurao Patil Mahila Mahavidyalaya promotes both basic and applied research to create a research-oriented environment within the institution. The management is committed to supporting research and development activities by providing financial assistance and encouraging faculty to seek external funding. The policy aims to establish a research ecosystem involving staff, research scholars, UG and PG students, and collaborators.

Purpose

This policy aims to create a conducive environment for research among faculty, students, and researchers. It provides a framework that facilitates high-quality research activities within the college.

Scope

The policy applies to all departments within the college, promoting research across various fields.

Aims and Objectives

The specific objectives of this policy are to:

- Promote research in emerging areas of science, humanities, and commerce.
- Encourage faculty to seek grants from government and non-government funding agencies and publish research in reputable national and international journals.
- Strengthen the institute's knowledge base and reputation at national and international levels through MoUs and collaborations.
- Organize national and international workshops, seminars, and training programs to enhance research and development capacities.
- Monitor and evaluate the effectiveness of the policy, addressing any shortcomings to ensure high-quality research activities.
- Establish Advisory Committees and other committees under the Research and Development Cell to promote research.

Grants for Research Projects

Grants for research projects by faculty members will be allocated following a proposal review by the Research Advisory Committee. The selection of proposals and funding amounts will be decided by the Principal and the Research Advisory Committee, subject to approval by the College Development Committee.

Planning of Research Projects

Research projects should adhere to the following quality measures:

- Maintain comprehensive documentation of records and experimental evidence in laboratory notebooks or project files.
- Follow laboratory protocols and safety measures for all experiments.
- Regularly review research progress to identify new findings and adjust the project plan as necessary.
- Submit utilization reports and a copy of the research project in the prescribed format.

Study Leave

Study leave may be granted for activities such as library research, participation in conferences, field visits, and research laboratory work. Such leaves are provided in accordance with the policies of the affiliating university and the office of the Joint Director or Department of Higher Education, Maharashtra.

Financial Assistance

Financial assistance will be provided to teachers for membership in academic, research, or professional bodies and for attending faculty development programs. This includes:

- Orientation, refresher, and short-term courses (STCs).
- Conferences, seminars, and symposiums.
- Hands-on training to enhance knowledge and skills.
- Membership in academic and professional bodies.

This policy is designed to support and enhance research activities at Laxmibai Bhaurao Patil Mahila Mahavidyalaya, fostering an environment conducive to academic and professional growth.

Staff Welfare Policy

Introduction

Laxmibai Bhaurao Patil Mahila Mahavidyalaya is dedicated to fostering a positive work environment and culture on campus. To support this goal, the college has established a comprehensive Staff Welfare Policy encompassing various statutory and non-statutory measures. These provisions are designed to benefit all academic and administrative employees, as well as students. The following sections outline the key components of the policy:

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1. Leaves

The college provides a range of leave options to accommodate various needs:

- **Casual Leave:** For short-term, personal reasons.
- **Medical Leave:** For health-related issues or medical treatments.
- **Duty Leave:** For official duties or responsibilities outside regular work.
- **Maternity Leave:** For female staff members expecting a child, in accordance with statutory requirements.
- **Paternity Leave:** For male staff members supporting their partners during childbirth.
- **Encashment of Earned Leaves:** Option to encash accumulated earned leaves as per the college's policy.
- **Study Leave:** For pursuing higher education or research activities.

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2. Health and Fitness

To promote overall well-being and health:

- **Regular Health Check-up Camps:** Organized periodically on campus for early detection and prevention of health issues.
- **Health and Fitness Club:** Facilities and programs to encourage a healthy lifestyle.

- **Health Care Centre Facility:** On-campus medical facility to address health concerns.

- **Practice of Yoga:** Regular yoga sessions to enhance physical and mental health.

- **Staff Academy Lectures on Health Care:** Educational sessions on health and wellness topics.

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3. Financial Relaxation

To ease financial burdens for staff members:

- **Fee Installment Facility:** Option to pay admission fees for their wards in installments.
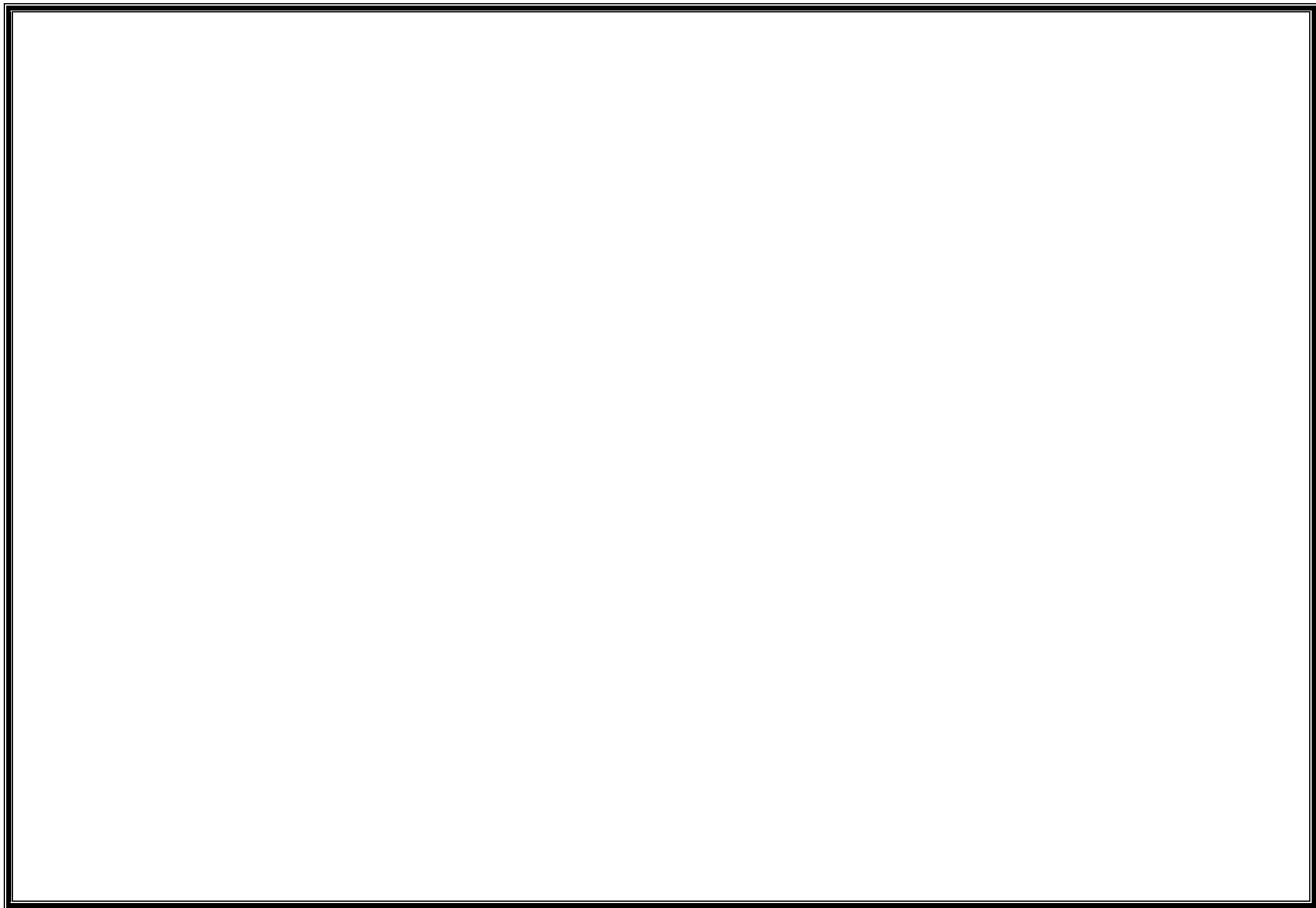
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4. Financial Assistance and Provision

To support staff in various financial matters:

- **Festival Advance:** Advance payment provided to staff in need during festivals.

- **Loan Facility through Rayat Co-operative Bank:** Access to loans for personal or professional needs.

- **Advance Payment (Subject to Grant Approval):** Provision for advance payments based on approved grants.

- **Annual Dividend by Rayat Co-operative Bank:** Share of annual dividends distributed to staff.

- **Timely Channelization of Medical Bill Reimbursement:** Efficient processing and reimbursement of medical expenses.

- **Financial Assistance for Seminars and Conferences:** Support for staff participation in professional development events.

- **Research Promotion through Seed Money:** Provision of initial funding to support research initiatives.

Conclusion

The Staff Welfare Policy of Laxmibai Bhaurao Patil Mahila Mahavidyalaya is designed to create a supportive and enriching environment for its employees. By addressing various aspects of staff welfare, including leaves, health, financial support, and professional development, the college aims to enhance staff satisfaction, well-being, and overall work experience.

Student Mentoring Policy

"Mentorship for Integrated Development of Mentees"

Introduction

Mentoring is a fundamental component of enhancing student performance across various aspects of their academic and personal lives. The role of a mentor involves understanding and addressing the academic, economic, emotional, physical, social, and spiritual needs of mentees. This holistic approach is essential for their overall development and helps in identifying and working on their strengths and weaknesses to achieve their educational goals.

The Internal Quality Assurance Cell (IQAC) at Laxmibai Bhaurao Patil Mahila Mahavidyalaya has established a robust Mentor-Mentee Scheme (MMS) to support and guide students throughout their academic journey. At the start of each academic year, the IQAC allocates mentors to students and ensures continuous monitoring and support to facilitate their growth and address any issues they may face.

Aims and Objectives

- **Academic Improvement:** Enhance student performance to achieve their educational objectives.
- **Psychological Counseling:** Provide emotional and psychological support to students.
- **Career Guidance:** Offer career counseling and guidance sessions to help students plan their future.
- **Problem Solving:** Address and resolve personal, academic, economic, and emotional issues.
- **Learning Support:** Cater to the individual learning needs of students and foster academic interest.
- **Scientific Approach:** Encourage a scientific and analytical approach towards learning.

Key Factors in the Mentoring Program

- **Identification of Capabilities:** Recognize the strengths and abilities of each learner.

- **Socioeconomic Status:** Consider the economic background and its impact on student performance.

- **Understanding Expectations:** Comprehend the expectations and aspirations of the mentees.

- **Intensity of Issues:** Assess the severity and nature of the issues faced by mentees.

- **Rational Solutions:** Provide thoughtful and effective solutions to address mentee issues.

Role and Responsibilities of Mentors

- **Information Collection:** Gather and maintain comprehensive information about each mentee.

- **Meeting Organization:** Schedule and conduct regular mentor-mentee meetings.

- **Support Provision:** Offer support to enhance the mentee's academic performance.

- **Issue Identification:** Identify and address the needs and challenges of mentees.

- **Proctoring:** Act as a guide for the integrated development of mentees.

- **Encouragement:** Motivate mentees to participate in curricular, co-curricular, and extra-curricular activities.

- **Facility Utilization:** Advise on effective use of college facilities for holistic development.

- **Guidance:** Understand mentees' strengths and weaknesses and provide tailored guidance.

Role and Responsibilities of Mentees

- **Meeting Attendance:** Regularly attend scheduled mentor-mentee meetings.

- **Self-Improvement:** Work on self-improvement based on mentor feedback.

- **Loyalty and Sincerity:** Maintain honesty and dedication in the mentor-mentee relationship.

- **Effective Communication:** Engage in open and effective communication with the mentor.

- **Understanding Expectations:** Comprehend and strive towards the expected outcomes of the mentoring scheme.

Mechanism of Allotment of Mentees to Mentors

- **Allocation Timing:** Mentees are assigned to mentors at the beginning of each academic year.
- **Notification:** A notice is issued to inform all faculty members about mentee allocations.
- **Finalization:** After discussions, the final list of mentors and mentees is prepared and confirmed.

Frequency and Schedule of Mentor-Mentee Meetings

- **Meeting Schedule:** Meetings are arranged based on the needs and issues raised by mentees.
- **Average Meetings:** Each mentor is expected to conduct 3-4 meetings with their mentees.
    - **Initial Meeting:** Conducted after the allocation of mentees at the start of the academic year.
    - **First Semester Meeting:** Held before the end of the first semester.
    - **Second Term Meeting:** Scheduled after the commencement of the second term and declaration of first-term results.
    - **Final Meeting:** Organized before the end of the academic year to review progress and outcomes.

Conclusion

The Student Mentoring Policy at Laxmibai Bhaurao Patil Mahila Mahavidyalaya is designed to support students' holistic development through a structured and supportive mentoring process. By focusing on various aspects of student growth and providing dedicated guidance, the college aims to foster an environment conducive to academic success and personal development.

Continuous Internal Evaluation (CIE) Policy

- **Introduction:**

The evaluation of the students is an integral part of the teaching-learning process. The Continuous Internal evaluation (CIE) helps:

A. To evaluate the performance of their students in accordance with the course objectives.

B. To enhance the students' abilities and skills like creative and critical thinking, working in a team, communication skill, etc.

C. To distribute course work throughout the semester for reducing stress on the students.

D. Encourages the students to progress continuously in the semester leading to thorough understanding of the course.

Rayat Shikshan Sanstha's Laxmibai Patil Mahila Mahavidyalaya, Solapur is an affiliated college of P. A. H. Solapur University, Solapur and is governed in principle by the acts and ordinances of the affiliating University for conduct of its internal and external examinations. The College offers various Under Graduate and Post Graduate courses as per the curriculum approved by P. A. H. Solapur University, Solapur. The College also follows a semester system of examination as per the commencement and conclusion dates prescribed by P. A. H. Solapur University, Solapur. These examinations are conducted and managed by the college through a well- defined and robust mechanism. The final evaluation and grading of the students in every semester is done based on 30% weightage to Continuous Internal Evaluation and 70% weightage for academic year 2018-19 only and 20% weightage to Continuous Internal Evaluation and 80% weightage for academic year 2019-20 onward to External Evaluation based on Semester End examinations conducted by the End. This examination policy is an important document for the Teaching Learning and Evaluation process adhered to by the college. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation. The examination policy will be reviewed every year by the committee for the purpose and any changes as and when felt necessary, are/a incorporated after due consultation with all the stakeholders. The purpose of this exam examination policy is...

1. To ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the

students.

2. To have a streamlined mechanism of Continuous Internal Evaluation.

3. To ensure the operation of an efficient examination system with clearly defined roles for both staff and students.

4. To have a transparent and effective mechanism to address any examination related grievances of the students.

- **Examination responsibilities:**

The affiliating university has introduced CBSC pattern at PG level in the year 2017-18 and at UG level in the academic year 2019-20. In this pattern evaluation is done at college as well as university levels. Continuous assessment is carried out by college and Semester End Examination is carried out by the affiliating university with the help of college. Therefore, examination related grievances may be at two levels i.e. internal examination and external examination.

The College has Examination Committee which ensures smooth and transparent conduct of Internal Evaluation Examinations. The internal tests, home assignments, orals, projects, group discussions, students' seminars and practical examinations are planned and conducted as per the University guidelines. The members of the committee monitor smooth conduct of the examination. The students are free to raise grievances regarding evaluation process if they are not satisfied. The Examination Committee to look into the grievance related to internal examination. Grievance related to internal evaluation is immediately informed to the concerned departments and get them resolved.

- **Examination Committee:**

The college examination committee works for the conduct of UG and PG Internal examinations. The committee is constituted by the Principal of the College from among the teaching faculty and non-teaching office staff of the College. The composition and tenure of the committee is decided by the Principal. The Committee is headed by the College Examination Chairman and

1. Prepares CIE calendar and look after its implementation

2. Communicates regularly with staff and students concerning important deadlines and events.

3. Communicates through the Principal with the affiliating University in all matters relating to examinations.

4. Receives checks and stores and securely transports all examination related material as per guidelines.

5. Advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.

- **Components of Continuous Internal Evaluation:**

For Internal Evaluation, the College follows a uniform and robust mechanism. The Continuous Internal Evaluation is based on the following components:

1. Mid Term/semester exams aimed at evaluation of the learning progress of the course contents. The guidelines and schedule for the conduct of this examination is formulated by the examination committee. A supplementary examination is to be conducted for the absent and failed students at departmental level.

2. The methods for continuous internal evaluation conducted by individual departments are decided by the concerned departments and are aimed at both summative and formative evaluation of the students. These are in the form of class tests, home/al assignments, multiple choice questions based evaluation, surprise tests, open book tests, seminar presentations followed by question answer session, orals, attendance, group discussions among the students on specific topics moderated by the teachers, etc.

- **Mechanism for Evaluation:**

For the Internal Evaluation, the Department is responsible for smooth and fair implementation of the evaluation process as per the examination policy of the College. Question papers for sessional as well as class tests are set and examined by departments. All members of the faculty are assigned responsibilities for specific subject of the programme. Evaluation and scrutiny of the answer scripts is done by the faculty of

the concerned Department. The Head of the Department is responsible for allotment of evaluation duties amongst the departmental faculty as well as ensuring that the process of evaluation is fair and efficient. All issues arising out of and during the process will be taken up by the Department. The Department is responsible for proper maintenance of records. The process of conducting and monitoring the Continuous Internal Evaluation of the students is the sole responsibility of the Department. Each Department has the flexibility to design and decide on the components of the Continuous Internal Evaluation process as per the subject specific requirements whilst strictly adhering to the broad guidelines of the examination policy of the College and affiliating university. The department is responsible for finalising the grades/marks and maintaining necessary records.

- **Exam Grievance:**

The college has well-structured internal examination grievance redressal mechanism. The college follows the guidelines of the affiliating university for conducting internal examination and redressing grievances.

Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the CIE Chairman through either an online mode or off-line mode. The application is accessed by the CIE Chairman and is forwarded it to the concerned Department to report. The report is shared with the student and if the student is still not satisfied, the grievance is forwarded to the Principal of the College. The Principal in consultation with the concerned faculty make a remark on the application before sending it back to the examination section or reject it. After taking necessary steps, student's grievances will be settled after due consultation at with the Principal of the college. The process is completely transparent.

- **CIE rules and guidelines:**

1. The teachers should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester.

2. The teachers should also inform the students regarding different ways of internal assessment and their weightages through a 'course overview'.

3. All the teachers should prepare their course plan carefully and should share it with the students within first week of the semester.

4. The pattern of question paper for the Unit Tests should be structured by the concerned teacher.

5. The teachers should evaluate the papers of the Unit Tests in time bound manner. The teachers should evaluate the students continuously on the basis of performance in the unit Tests and other methods of evaluation.

6. The answer scripts of the Unit Tests should be shown to the students after evaluation for their information, providing sufficient transparency and accountability.

7. The faculty members should display the grades/marks on the departmental notice board before submitting the same to the respective Head of the department.

8. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there a grievance exists regarding the revision of the awarded grades/marks, student may appeal to HOD.

9. In the case of student failing to complete the Credit Based Course under extraordinary circumstances, as per university circular, the teacher would arrange additional assignment or any other course related work for such students.

10. The performance of the students in the practical subjects should also be evaluated on a continuous basis.

11. Internal evaluation of the final year Projects and Seminar should also be done on a continuous basis.

12. Faculty members should maintain the proper records of each class of assigned subject.

Information and Communication Technology (IT Policy)

Laxmibai Bhaurao Patil Mahila Mahavidyalaya,Solapur promotes use of technology into its educational environment to increase the learning experience for students.With this objective,the IT policy has been constituted to provide a responsible effective and secure use of technology resources and services.

- **Purpose**: This policy provides guidance and support for the effective and ethical use of information and communication technology (IT) in teaching,Learning and research within the college.

- **Scope :** The policy is applicable to all members of the college including students,faculty,staff and administrators.

- **Objective of IT Policy :**
    1. To promote the use of IT in teaching,learning and evaluation processes.
    2. To provide easy access to the internet and other communication networks for educational and research purposes.
    3. 3.To provide access to e-learning resources and to content to support teaching and learning using different e-platforms.
    4. To ensure the privacy and security of electronic information and data.
    5. To provide training for professional development.
    6. To promote digital literacy among students and faculty.

- **Code of Ethics for IT :**

    This policy includes a code of ethics for the use of IT,which outlines the responsibilities of users to:

    1.Use technology in an ethical and responsible manner

    2.Respect the privacy and security of electronic information and data

    3.Avoid using technology for illegal activities

    4.IT resources must be used for educational and research purpose only.

IT Policy :

- **Hardware and Software resources :** The college will provide hardware and software resources to promote the use of IT in teaching, learning, research and Evaluation. The college will upgrade its hardware and software resources as per the changing needs of the user.

- **Network &Internet :** The college will provide free access to internet and other communication networks for educational and research purpose.

- **E-learning and digital content :** The college will provide access to e-learning resources such as N-LIST ,NPTEL etc**.**

- **Data privacy and security :**The college will implement measures to protect the privacy and security of electronic information and data.

- **Professional Development and training :** The college will provide training and professional development opportunities to support integration of IT in teaching and learning.The college will encourage faculty members to participate in IT related training program.

- **Review and update :** The IT policy will be regularly reviewed and updated as per the latest technological advancement.

Disabled Friendly-Barrier Free Environment Policy

Introduction

This policy has been prepared to ensure that all members of Rayat Shikshan Sanstha's Laxmibai Bhaurao Patil Mahila Mahavidyalaya,Solapur are aware of the facilities provided for the people with disabilities. The college takes utmost care in providing the needed amenities and creates an environment of inclusive education for students.

➢ Assuring that the buildings, toilets, laboratories, libraries, etc. are barrier free and accessible for all types of differently abled persons.

➢ Ensuring inclusion and effectiveness in the participation of differently abled students' in curricular, co-curricular and extra-curricular activities.

➢ Adopting suitable medium and method of teaching for the differently abled
Students.

➢ Providing assistance to the students in the learning process apart from regular class hours.

➢ Providing education and training resources / materials in an accessible format

➢ Providing assistance or facility needed in taking up examinations.

➢ Permitting the people with disabilities to use their own personal assistive devices in the campus.

➢ Updating the facilities available for differently abled in the campus.

➢ Providing Parents-Teachers Counseling and addressing the grievances through Grievance Redressal System.

➢ Providing counseling sessions with a psychologist in the campus

➢ Ensuring that the differently abled persons have equal opportunities for psychologist in the campus.

➢ Ensuring that the differently abled persons have equal opportunities for sports and games.

➢ Every member of the college is made aware of the amenities and facilities available for the disabled and support them to access the in-house resources.

Provides barrier-free environment where people with disabilities can move about safely and freely and use the facilities within the built environment. The environment supports the independent functioning of individuals so that they can participate without assistance in everyday activities within the campus. Buildings / places / transportation systems are made barrier free.

RAMP - Ramp-Rails, an inclined plane, are built in addition to staircase.The ramps are carefully designed as per specifications to be used by the differently abled people.

SIGN BOARDS - Sign boards ensure visually impaired persons are able to familiarize with the road and path. Tactile sign on handrails at the ends of a staircase, guide the visually impaired.

WHILCHAIR : Wheelchair is available in the campus for differently abled students.

Green Campus Policy

The initiatives of, Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur are devoted to champion the conservation and promotion of life on earth. Standard Operating Procedure of Green Campus for operational practice developed to control the pollutant discharges by using routine maintenance procedures for mowing and debris control.

1) MAINTENANCE OF GARDEN/GREEN AREA

- STEP 1: Plants/Tree Care: Regular watering of plants. Pruning of trees and plants/shrubs as and when required. Removal of garden refuse from garden to the designated place. Conversion of garden garbage to compost its use as manure. Encourage plantation of seasonal flowers and trees. Report damage/compromise to landscape areas or bare areas void of vegetation that may result in sediment being transported off site; prepare a repair schedule and implement repairs for nightly.

- STEP 2: Care and Signage in Garden proper maintenance of garden benches, if any. Classify trees and plants by proper signage and prepare report monthly.

2) AUDIT

- The intention of organizing Green/Energy Audit is to upgrade the environment condition in and around the institutes, colleges, companies and other organizations.

- Awareness program related to green campus initiative should be conducted.

- The objective of carrying out Green/Energy Audit is securing the environment and cut down the threats posed to human health.

- To make sure that rules and regulations are taken care of

- To avoid the interruptions in environment that are more difficult to handle and their correction requires high cost.

- To suggest the best protocols for adding to sustainable development

- Yearly audit should be done.

3) PLASTIC BAN POLICY

- Ban on the use of plastic in all important parts of College.

- Awareness program related to Ban on use of plastic should be conducted.

- To all teaching and non teaching staff ban on plastic is mandatory.

- Promote to all staff as well as students to use alternate solution on plastic via
use of paper folders, jute files, cloth bags, etc.

4) COLLECTION AND SEGREGATION OF GENERATED WASTE

- Say NO to Plastics: The first and most critical element for success of waste management is the rejection of non-biodegradable materials such as plastic covers and plastic bottles etc.

- Say Yes to Plastic Alternatives: Instead of plastic, utilize biodegradable materials such as cloth bags, jute baskets, reusable bags, reusable glass bottles etc.

- Assess the current usage of plastic bottles and bags through a survey form, observation from the collected waste and general usage across the college.

- Deliver a one week notice to everyone in the institution to eliminate all their current non-recyclable plastic bottles and bags as well as to ban the carrying of plastic bottles or bags.

- The Principles of 'Refuse' and 'Reuse' will be promoted for eliminating usage of plastic in the college.

5) WASTE TREATMENT:-

- Vermi-composting is done for solid waste generated in college campus.

- Waste paper sale –Waste papers are given to junk dealer for recycling.

- E-waste is given to the junk dealer for recycling .

Water Conservation Policy

INTRODUCTION

Water, which is vital for sustenance of life and economic development is becoming an increasingly scarce resource. The planning and execution of water resources development have by and large been carried out individually. Water conservation is an integral part of ensuring an adequate water supply across the state, now and into the future. It is the least expensive strategy for meeting our water needs and should be the first choice for communities to protect their local water resources.

OBJECTIVE

The purpose of this policy is to ensure the college operates in a sustainable manner managing water consumption by using water efficiently, wisely and responsibly. This policy contributes to meeting the college authority's commitments and goals with respect to water-related costs.

MAJOR INITIATIVES

1. This policy supports and enhances the college commitment to environmental sustainability and encourages change in individual behaviors, actions, and campus processes.

2. Water use can be managed by all departments, colleges and units through awareness and adoption of the most efficient procedures and practices.

3. Reducing water consumption and protecting water quality shall be the key objectives of college.

4. Student and staff engagement play a major role in our water sustainability strategy. The college is implementing water-efficient fixtures in its new constructions in campuses, ensuring 100% treatment and recycling of sewage and rainwater harvesting.

ACTIONS PLAN

1. Report water leaks to concerned person.

2. Develop engagement and awareness programs with regular publicity campaigns.

3. Provide incentives to students and staff for efficient water use and conservation.

4. Provide training on the water conservation measures adopted by the college to all the students, staffs and other stakeholders of college and nearby community.

5. Ensure awareness about the water conservation policy of the college among all the stakeholders.

6. Establishment waste treatment and recycling centres.

7. Use rainwater effectively.

8. Make effective use of soil water reserves

9. Avoid wasting water through evaporation

10. Reduce water losses through drainage

11. Soak pit for laboratory wastage

12. Refilling of Borewell

Reaccreditated by NAAC with 'A' Grade (CGPA 3.23)

UGC Awarded College with Potential for Excellence

Recertified with ISO 9001:2015 College

Best college award 2018 Received by P.A.H. Solapur University

❋ रयत गीत ❋

रयते मधुनी नव्या युगाचा माणूस आता घडतो आहे,

वटवृक्षाच्या विशालतेचा मोह नभाला पडतो आहे !! धृ !!

कर्मवीरांचे ज्ञानपीठ हे शक्तीपीठ ही ठरते आहे

शाहूफुल्यांचे समानतेचे तत्व मानसी मुरते आहे

धर्म जातीच्या पर गांधीचे मूल्य मानवी जपतो आहे...१

गरीबांसाठी लेणी मोडून लक्ष्मी वहिनी ठरली आई

कमवा आणि शिका मंत्र हा तरुणाईला प्रेरक होई

स्वावलंबी वृत्ती ठेवून ज्ञान साधना करतो आहे...२

दीन दलितांसाठी आण्णा तुमची झिजली चंदन काया

अनाथ जीवा सदा लाभली मातृ दयी तुमची माया

शून्यामधल्या नवसृष्टीचा निर्मिक तोही ठरतो आहे...

जीवनातला तिमिर जावा प्रबोधनाची पहाट व्हावी

इथे लाभले पंख लेवूनी उंच भरारी नभात घ्यावी

प्रतिभाशाली बहुजनांचा वेलू गगणी चढतो आहे...४

कवी – विठ्ठल वाघ