"Dissemination of Education for Knowledge, Science and Culture."
- Shikshanmaharshi Dr. Bapuji Salunkhe

SHRI SWAMI VIVEKANAND SHIKSHAN SANSTHA'S

VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)

2130, 'E' Ward, Tarabai Park,
Tal. Karveer, Dist. Kolhapur - 416 003.
Affiliated to Shivaji University, Kolhapur (M.S.)

NAAC Reaccredited : "A" (CGPA - 3.24 in 3rd Cycle)
College with Potential Excellence by U.G.C., New Delhi
"Star College" by D.B.T. Govt. of India
ISO 9001 : 2015

Ph. : 0231-2658612   Fax : 0231-2658840   Resl.: 0231-2653962   Website :www.vivekanandcollege.ac.in   E-mail :info@vivekanandcollege.org

Founder	President	Chairman	Secretary	Principal
Dr. Bapuji Salunkhe D.Lit.	Hon. Chandrakant Dada Patil Higher and Technical Education Minister, Maharashtra	Prin. Abhaykumar Salunkhe M.A.	Prin. Mrs. Shubhangi Gawade M.Sc., B.Ed.	Dr. R. R. Kumbhar M.Sc.,M.Phil.,Ph.D.

7.1.10

Handbooks, Manuals and Brochures on human value and professional Ethics

Index

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

QUALITY POLICY

QUALITY POLICY

Vision and Mission:

The IQAC of Vivekanand college functions according to the vision provided by our founder Dr. Bapuji Salunkhe i.e. Dissemination of Education, for Knowledge, Science and Culture. The mission of IQAC is to cultivate a quality atmosphere through various initiatives in academic and administrative processes. Our mission is to meet and satisfy the requirements of students and other stakeholders through all-inclusive and progressive means.

Objectives:

1. To plan quality initiatives in order to improve the academic & administrative performance of the institution.

2. To improve the standard of Teaching –Learning & Evaluation Processes.

3. To cater to needs of students pertaining to their holistic development.

4. To structure an efficient mechanism for inculcating healthy research practices.

5. To establish a transparent and sound decision making system including all stakeholders.

6. To connect the institution and the surrounding community through collaboration of knowledge and skills.

7. To imbibe universal human values among the students and prepare them as the future Global citizens.

Composition of IQAC :

As per NAAC guidelines, the college has developed IQAC on 1.06.2004, in which the head of the institution is the chairperson. There are 8 teacher representative, 1 member from management, 1 nominee from industry, alumni and student each and one of the teacher as the coordinator.

The term for each appointed member of IQAC is for 3 years. Every academic year, min. 4 meetings of the members are held. The minutes and action taken reports of these meetings are documented and are timely displayed on the college website.
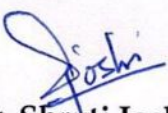
Scope:

This Policy and its procedures are applicable to all the academic and administrative departments including support services of Vivekanand College, Kolhapur (Empowered Autonomous) affiliated to Shivaji University, Kolhapur.
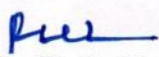
Mechanism of IQAC

IQAC plans the quality initiatives and distributes the organizational duties to various committees and cells. The outcomes of these activities are evaluated through stakeholders' feedbacks. Improvisation are made in the consequent academic year. Strategic plans are updated accordingly.

Functions of IQAC:

1. To organize various activities i.e. seminars, conferences, workshops, FDPs and training programmes for performance improvement of teachers and students.
2. To review and reform in designing value added courses and curricula.
3. To frame quality enhancements in Teaching, learning and evaluation processes.
4. To provide institutional data to different government agencies when and as per demanded.
5. To conduct external and internal academic, administrative and financial audits and taking actions according to the recommendations.
6. To provide impetus to increase research output by teachers and students.
7. To analyse Stakeholders' Feedbacks and taking action for quality assurance.
8. To frame policies and its mechanism.
9. To plan activities through NCC, NSS to shape future responsible citizens
10. To make and update e-governance in academic and administrative departments.
11. To review POs, COS in order to achieve the learning outcomes.
12. To design instructional development plan and strategic plans.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

ESTD
JUNE
1964

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

Policy of
Internal Complaints Committee
& Prevention of Sexual Harassment of
Women Committee

Internal Complaints Committee policy and Prevention of Sexual Harassment of Women Committee

Introduction:

Vivekanand College, Kolhapur (Autonomous) and its residence facilities have zero tolerance for sexual harassment. Vivekanand College, Kolhapur (Autonomous) is Sexual harassment free. Students are informed about the ICC and their key elements and procedures and they are assured a sexual harassment free campus. As per guidelines framed by Hon'ble Supreme Court of India in Vishakha Versus the State of Rajasthan and the Statute ratified vide Convention the Government of India, the Ministry of Law and Justice has constituted "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013" ("the Act"), and made it effective from December 09, 2013. The committee ensures prevention, prohibition and redressal (if there is any case) of cases of sexual harassment.

Objectives of ICC:

This Policy aims to enhance a social, physical, and psychological environment through specific objectives.

1. To establish and maintain a secure work environment that is devoid of sexual harassment, especially towards female employees and students.

2. To uphold an environment of equity and gender equality

3. Share the sexual harassment policy of Vivekanand College, Kolhapur (Autonomous) along with the names and phone numbers of the college's ICC members.
4. To address accusations of sexual harassment towards female employees, conduct investigations, and offer support.
5. Recommend fines and actions against implicated individuals to address accusations of sexual harassment towards female employees.
6. To suggest to the relevant authorities, implement further actions, and oversee their progress.
7. To compile annual reports

Definitions Related to Sexual Harassment:

1. Woman Stakeholders:
   Any female individual engaged by Vivekanand College, Kolhapur (Autonomous) regardless of their employment status or title.
2. Aggrieved Person:
   A woman shareholder who claims to have experienced sexual harassment. A woman stakeholder who is upset and files a complaint of sexual harassment under the Act or this Policy.
3. Respondent:
   Any (employed, affiliated, or visiting Vivekanand College, Kolhapur (Autonomous) mentioned in the complaint made by the aggrieved woman.
4. The workplace:
   Encompasses all offices and centres of Vivekanand College, Kolhapur (Autonomous), as well as any locations visited by its employees, students, or interns during employment, training, or internship, including travel in transportation provided by Vivekanand College, Kolhapur (Autonomous).

5. **Presiding Officer:**
   Chairwoman of the Internal Complaints Committee (ICC)

Sexual Harassment

The Act defines Sexual Harassment as any unwelcome sexual acts or behaviour, whether direct or indirect.

1. Physical contact and advances: assault, gazing, or giving excessive attention to a woman in everyday interactions.

2. Sexual harassment occurs when a woman's job, career advancement, or promotion is made contingent upon her compliance with demands or requests for sexual favors, producing a hostile work environment.

3. Making sexually suggestive comments: disrespectful remarks, offensive language, or inappropriate jokes directed towards a lady.

4. Displaying pornography involves presenting sexual images, sounds, or explicit content to a female individual.

5. Any other unwanted physical, verbal, or non-verbal behavior of a sexual character.

6. Sending any communication through mail, telephone, email, social media, etc. that is obscene, lewd, provocative, or explicitly sexual.

Process for handling complaints:

1. An aggrieved female stakeholder can file a written complaint of workplace sexual harassment to the ICC within 3 months of the incident or the latest incident in a series.

2. The ICC can extend the time restriction for filing a complaint by an additional 3 months if it deems that circumstances prohibited the aggrieved woman shareholder from submitting her complaint.

3. If an aggrieved female stakeholder cannot submit a written complaint, the Presiding Officer or any Member of the ICC will provide necessary support to help her document her complaint.

4. If the woman who has been wronged is unable to file a complaint due to physical limitations, a complaint can be submitted by a family member, friend, coworker, National Commission for Women or State Women's Commission officer, or anyone aware of the incident, with the written consent of the woman affected.

5. If the woman who has been wronged is unable to file a complaint due to her mental incapacity, a complaint can be lodged by a relative, friend, special educator, qualified psychiatrist, psychologist, guardian, or the responsible authority overseeing her treatment. Additionally, any individual with knowledge of the incident can file a complaint jointly with any of the mentioned parties.

6. If the woman who has been wronged is unable to file a complaint for any reason, another person with knowledge of the incident may file a complaint on her behalf with her written approval.

7. If the woman who was wronged is deceased, any individual with information about the occurrence can file a complaint with the written approval of her legal heir.
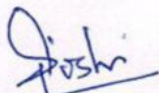
ICC Policy:

1. The ICC will notify the Complainant and the Respondent of the date, time, and location of the complaint hearing upon receiving a complaint from a woman stakeholder.

2. When submitting the complaint, the Complainant must provide the ICC with six copies of the complaint, supporting documentation, and the names and addresses of any witnesses.

3. Upon receiving a complaint, the ICC will give a copy of the complaint to the Respondent within 7 working days of receiving the complaint, with the Complainant's approval.

4. If the Complainant is concerned about potential retaliation and wishes to remain anonymous, the ICC Presiding Officer can, upon the Complainant's request, formalize charges in writing using the complaint letter provided by the Complainant and send it to the Respondent.

5. The Respondent must submit a response, including a list of documents, names, and addresses of witnesses, within 10 business days of receiving the complaint.

6. The ICC will thoroughly investigate a complaint, following processes that adhere to the principles of natural justice.

7. The ICC will offer a fair chance for the Complainant and the Respondent to present and defend their respective cases.

8. The ICC is authorized to summon the Complainant, Respondent, or witnesses many times for additional testimony or clarification.

9. The ICC may end the investigation or make a decision without the participation of the Respondent or Complainant if they miss three consecutive hearings without a valid reason. An order for termination or ex-parte action cannot be issued without providing a written notice to the involved party at least 15 days in advance.

10. For an IC proceeding to occur, a minimum of 3 members must be present to establish a quorum.

11. The ICC will convene quarterly to oversee the Policy's implementation and ensure prompt resolution of any complaints.

12. Both the Complainant and the Respondent are prohibited from having legal representation at any point throughout the proceedings before the IC.

13. The inquiry conducted by the IC must be completed within 90 days.

Initiatives taken by VCK:

Supplementary activities are arranged to empower women and foster a positive environment on campus, including guest talks by prominent figures such as lawyers, police officers, and social workers on the topic of sexual harassment.

Our college's ICC organized a workshop to educate students about the Modus Operandi of the 'Nirbhaya Squad'.
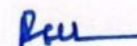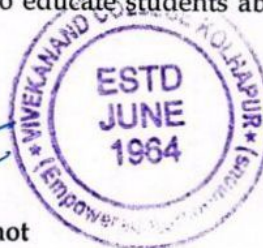

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

Dr. Urmila Khot
Presiding Officer

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

DISCIPLINE COMMITTEE
POLICY

Vision

➢ To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices.

Mission

➢ To have an optimistic approach in imparting discipline among students.

➢ To frame rules and regulations to maintain discipline in the college premises.

➢ To encourage Good and Healthy Professional Practices.

The Charges of the Committee are the following:

✓ To maintain and enforce strict discipline within the college campus.

✓ All the students should wear their ID Cards while they are in the campus and their respective class rooms.

✓ In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.

✓ In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.

✓ To enforce total prohibition of cell phone usage by the students within the college campus. Please note that cell phone is prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the Principal.

✓ To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.

✓ To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.

✓ Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.

Scanned with CamScanner

- ✓ To ensure that students maintain complete silence in the library.
- ✓ To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- ✓ If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- ✓ If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- ✓ Students who engage in academic misconduct or violate the standards of the college community in other ways may be brought before the College's disciplinary committee.
- ✓ The Dean of Students in the College will convene the committee, which is comprised of faculty members, administrators, and student representatives. If students are found guilty of misconduct, the disciplinary committee has the right to impose sanctions ranging from probation to suspension or expulsion in the presence of parents.

List of Committee Members

S. No	Name of the Committee member	Designation	Position in Committee
1	Mr. Kiran Patil	Head, Gymkhana	Coordinator
2	Mr. H.P Patil	Associate Professor	Convener , NSS
3	Dr. S. M. Joshi	Assistant Professor	Coordinator, IQAC
4	Ms. Sunita Bhosale	Assistant Professor	Convener, NCC
4	Dr. S.R. Kattimani	Assistant Professor	Member
5	Dr. A. S. Mahat	Assistant Professor	Coordinator, Cultural
6	Prof. H. V. Chame	Assistant Professor	Member
7.	Ms. Varsha Pawar	Associate Professor	Member
8.	Dr. S. V. Malagaonkar	Associate Professor	Member
9.	Dr. S. D. Shirke	Associate Professor	Presiding Officer (ICC)
10	Dr. Ganesh Nawathe	Assistant Professor	Convener GRC
11	Dr. Sanjay Ankushrao	Assistant Professor	Anti-ragging Cell
12	Dr. Prabha Patil	Assistant Professor	SSSWSC

Mr. Kiran Patil
Coordinator

Dr. R. R. Kumbhar
Principal

GRIEVANCE REDRESSAL POLICY

of

VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)

Introduction: In accordance with the UGC (Grievance Redressal) Regulations 2012, Vivekanand College, Kolhapur (Autonomous) has a mechanism to address grievances of Students and Staff. Accordingly a policy for grievance redressal of Staff and students has been outlined as under with an aim & objective to redress the grievances of the Students and Staff in just & fair manner. Staff refers to all academic and non-academic staff members. It includes faculty (full time, part-time and visiting), teaching assistants, tutors, directors, academic support staff members, full-time or part time employees and full time consultants who are involved in administrative or nonacademic work.

Definition of Grievance: A Grievance shall include any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the institute that a student or an employee thinks, believes, or feels, is unfair, unjust or inequitable. As regards the grievances of students the grievances are defined in UGC Regulations under clause 2(f) of the Gazette Notification No. 14-4/2012 (CPP-II) dated December 2012.

Objectives: The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Redressal Cell is constituted for the redressal of the problems reported by the students /staff of the institute with the following objectives:

- to uphold the dignity of the Institute by ensuring strife free atmosphere in the Institute through promoting cordial relationship among students, staff members and inter relationship between students and staff.
- to encourage the Students/Staff to express their grievances / problems freely and frankly, without any fear of being victimized.
- to advise Students/Staff of the Institute to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- to advise all staff to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

Functions:

- The cases are attended promptly on receipt of written/oral grievances from the students/staff directly or indirectly.
- The cell formally reviews all cases and prepares statistical reports about the number of cases received
- The cell gives report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Scope: The students and staff are the main stakeholders in any institution imparting education and it's our endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit into consideration the institute has decided to provide mechanism to students for redressal of their grievances.

The Grievances may broadly include the following:

- **Academic Matters**: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters, class room activities, labs, industrial visits, guest lectures, placement& training programs.
- **Financial matters:** Related to dues and payments for various items from library, hostels, transport etc.
- **Other Matters**: Related to certain misgivings about conditions of sanitation, preparation of food (Canteen& Hostels), availability of transport, victimization by teachers etc.

Exclusions: The grievances redressal committee shall not entertain the following issues:

- Decisions of the Executive council, Academic council, Board of studies and other Administrative or Academic committees constituted by the university.
- Decisions with regard to award of scholarship, fee concessions, medals etc.
- Decisions made by the university with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any course offered by the institute.
- Decisions by competent authority on assessment and examination result.
- Decisions related to Women grievances and ragging.

Procedure for submitting grievance: The institute has adopted following procedures for submitting grievances from students and staff:

a) **Open Door:** General invitations to students/staff informally drop in the Concerned Officer's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the concerned officer(s).

b) **Drop Boxes:** Students/staff can drop their complaints in the drop box available in the blocks, where all the departments are organized.

c) **Opinion Surveys**: Through mentor and other feedback schemes, the opinion surveys may be conducted for better understanding.

d) **E-mails:** Through separate e-mails to HoDs, Deans, Registrar or to an email created for grievances purpose --**redressalVCK2020**

Constitution of the Grievance Redressal Committee: Vivekanand College, Kolhapur (Autonomous) constitutes the Central Grievance Redressal Committee. However the cell seeks, if necessary, relevant information from the Head of the concerned departments

Central Grievance Redressal Committee (CGRC)

1. Grievance not resolved by counseling, the matter shall be referred to the Central Grievance Redressal Committee (CGRC) to be constituted by the Head of the Institution, with the following composition, namely:

Sr. No	Name of the Faculty	Name of the Department	Position
1	Dr R. R.Kumbhar	Principal	Chairperson
2	Dr Ganesh Navathe	CoE	Convener
3	Dr Chandrakant Kamble	Department of Physics	Member Secretary
4	Dr Sunita Shirke	Department of Chemistry	Member
5	Dr Prabhavati Patil	Department of English	Member
6.	Mr. C.B. Dodmani	Registrar	Member
7.	Mr.R.G. Chougule	Non teaching staff	Member
	Jabiulla Abubakar Mulla	Student Representative-PG (M.Sc I)	Member, Special Invitee
7	Ms. Aditi Kamat	Student Representative-UG(B.Com I B	Member, Special Invitee

2. The term of the members of the committee shall be of two years.

3. The quorum for the meetings of the CGRC, including the Chairperson, shall be three.

4. Before considering the grievances, the CGRC shall follow principles of natural justice.

5. The CGRC shall send its report with recommendations, if any, to the head of the institution along with a copy, thereof, to the aggrieved student, within a period of fifteen workings days from the date of receipt of the grievance.

Mechanism for Redressal of Grievances of Students and Staff:

- Suggestion/Complaints box is made available in the different places/wings
- Once/Twice a week at least the letters dropped in these boxes are collected and forward to the Grievance Redressal Committee.
- This committee classifies the Grievance submitted into
    - Academic
    - Non-Academic
    - Related to the Assessment
    - Related to the Attendance
    - Related to the conduct of Examinations
    - Related to canteen facility
    - Related to Hostel facility
    - Related to transportation facility and
    - Harassment by other student or staff.

- If the grievance is redressed by counseling made by the concerned committee, it is passed to the Central Grievance Redressal Committee.
- An aggrieved person presents his/her grievance verbally or in writing.
- Grievance Redressal Committee collects the necessary documentation based on the type of Grievance and thoroughly discussed to implement redressing mechanism.
- Grievance Redressal Committee decides the action to be taken for the redressal.
- The concerned committee is required to furnish the answer within one week of the presentation of grievance.
- If the person is not satisfied with the answer given by counseling committee, he/she can approach the Central Grievance Redressal Committee (CGRC) the committee shall give their decision within fifteen days of the presentation of the complaint(s).

Note:

- The decision of the Central Grievance Redressal Committee (CGRC), in such matters is final and there shall be no further appeal in the matter.
- The committee will recommend appropriate action against complainant(s), if complaints made are found to be baseless or trivial.
- Board of Management (BOM) of the Institution may revise the procedure from time to time.

PRINCIPAL
VIVEKANAND COLLEGE
KOLHAPUR (AUTONOMOUS)

Anti-Ragging Committee

Vivekanand College and its residence facilities have zero tolerance for ragging and proud to state that they are ragging free. Students are informed to follow the act and ensure a ragging free campus.

To ensure compliance as per the UGC Regulations on Curbing the menace of ragging in higher educational institutions 2009 and Maharashtra Prohibition of Ragging Act-1999, the Anti-ragging Committee is nominated and headed by the Head of the College.

The committee will ensure compliance with the provisions of the Anti-ragging regulations; monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the College.

Anti-Ragging Policy

As per the University Grants Commission's (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on 'Curbing the Menace of Ragging in Higher Educational Institutions', 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) and Maharashtra Prohibition of Ragging Act-1999 are strictly implemented at Vivekanand College.

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student:

a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student

b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or

1

psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

c. 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.

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

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

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

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

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

i. 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.

Measures to prevent ragging

a. Students and parents are encouraged to submit anti-ragging related undertakings issued and downloaded from https://www.antiragging.in/Site/Affidavits_registration_form.aspx to the college at the time of admission.

b. Awareness programs are conducted and Anti ragging act is read out in the class during the induction and orientation programs for fresher and senior students.

c. Anti-Ragging regulations are displayed in the prominent places in the campus and hostels and on the Institute's website.

d. Anti-Ragging Committee is constituted to ensure compliance with the provisions of the Regulations as well as the provisions of any law for the time being in force concerning ragging; It will also to nominate, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the college.

e. Anti-Ragging Squad will be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

f. Anti-Ragging Squad is empowered to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the college or any concerned complainant and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

Punishments

Depending upon the nature and gravity of the offence as established, the possible punishments as per UGC Section 9 and Maharashtra Prohibition of Ragging Act-1999 for those found guilty of ragging at the college level, shall be any one or any combination of the following:

1. File a complaint with the Police Authority
2. Suspension from college / hostels
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination/placement or other evaluation process.
5. Withholding results / Debarring from representing the college in any regional, national or international meet, tournament, youth festival, etc.
6. Expulsion from the college and consequent debarring from admission to any other institution.

Students are encouraged to report any ragging act witnessed or experienced by them to any faculty member/ anti-ragging committee or squad/ Student's grievance redressal committee/any staff member with

whom the student may feel comfortable. The College will ensure confidentiality of such a disclosure by the student.

National Anti-Ragging Help Line (UGC Crisis Hotline)

24x7 Toll Free Number* 1800-180-5522

(helpline@antiragging.in)

College Anti-Ragging Help Line
(0231) 2658612
(antiragging@vivekanandcollege.ac.in)

Dr. R. R. Kumbhar
PRINCIPAL
Vivekanand College
Kolhapur

4

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

RESEARCH & ETHICS POLICY

Index

A. Preface

Vivekanand College, Kolhapur (Autonomous) was established in 1964 by Shri Swami Vivekanand Shikshan Sanstha, Kolhapur founded by Shikshanmaharshi Dr. Bapuji Salunkhe with a motto "Education for Knowledge, Science and Culture" -Shikshanmaharshi Dr. Bapuji Salunkhe. The college is located in the prime area of the city having pleasant and healthy atmosphere. The college is recognized as one of the best colleges in the university, not only in academics but also in the fields of sports, cultural and extension activities. Over the years it has achieved recognition in teaching, learning, evaluation, research, development and outreach. It has displayed competency in education and research through its academic programmes and promotional activities in research and development. The college offers a wide range of conventional program options in B.A., B.Com., B.Sc. along with the self-supported professional courses like BBA, BCA, BCS, B.Sc. (Bio-Tech), B.Voc ,and PG courses M.Sc., M.Com., M.A.

Research and development are an integral part of our education system. It enhances curiosity, vision and look forward to new ideas and innovations through experimentation and efforts. College is engaged in exploring areas of research which can support social and national needs.

College has identified major areas of research which include Nano Technology, Material Science, Physics, Mathematics, Statistics, Life sciences, Humanities, Chemistry, Bio-remediation, Bio-diversity, Optimization Techniques, Process Control, Energy Technology, Space Science, Argo based Economics, Pollution Control, Geoinformatics, e-commerce, etc. including Animal, Chemical & Bio-ethics etc.

This college offers the experiences to students to enrich the quality education. Keeping pace with current scenario, college lays strong emphasis for its students to gain academic and technical competencies. The commitment of teachers, staff, stakeholders, constitutional organizations, regulatory authorities and funding agencies look ahead to bringing upon success in creating scholarly community.
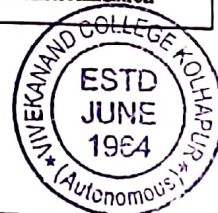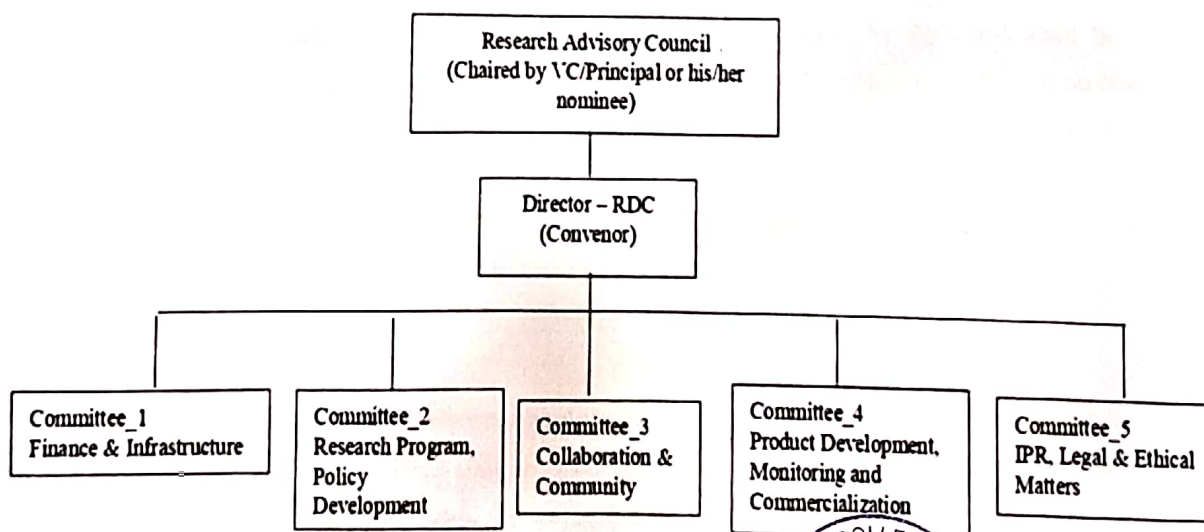
3

B. Research and Ethics Policy

1. Preamble:

To achieve high quality research culture, college makes the objectives for research initiatives, innovations and research productivity. The research of this college looks forward for exploring new ideas, invention in humanities, science and technology and ensure to undertake quality research within the legal framework. The guidelines and provisions of the research policy shall prepare such that it demonstrates a continuous commitment to maintenance of academic standards and quality of research.

College makes efforts to create awareness among all stakeholders regarding importance of quality research useful for society and has been working consistently to create awareness of research especially among the teachers and students. Major, minor, research projects have been one of the important programmes in all the schemes of college which were submitted to UGC and DBT, besides this guidance to PhD students, short society related research projects to both PG and UG students. Since the Ideal Research Practice is a process of understanding and undertaking research in planned manner. Hence it can be considered as a framework of planning, organizing and executing research practices for recording and reporting the results. It looks ahead to appropriate training, experience and supervision of researcher. Thus, code of practice will systematically achieve and execute the results of research. Therefore, as per the UGC new guidelines the college shall establish a Research Committee is as follow:

```
                    ┌─────────────────────────────┐
                    │  Research Advisory Council   │
                    │ (Chaired by VC/Principal or  │
                    │       his/her nominee)       │
                    └─────────────────────────────┘
                                  │
                    ┌─────────────────────────────┐
                    │       Director – RDC         │
                    │        (Convenor)            │
                    └─────────────────────────────┘
                                  │
   ┌──────────┬───────────────┬──────────┬──────────────┬──────────────┐
┌────────┐ ┌────────────┐ ┌────────────┐ ┌──────────────┐ ┌────────────┐
│Committee_1│Committee_2 │ │Committee_3 │ │Committee_4   │ │Committee_5 │
│Finance &  │Research    │ │Collaboration││Product       │ │IPR, Legal &│
│Infrastructure│Program,  │ │& Community │ │Development,  │ │Ethical     │
│           │Policy      │ │            │ │Monitoring and│ │Matters     │
│           │Development │ │            │ │Commercialization│ │          │
└────────┘ └────────────┘ └────────────┘ └──────────────┘ └────────────┘
```

4

The Roles and responsibilities of the committee shall have to review the research proposal and finalize the topic of research, to guide the research scholar to develop the study design and methodology of research and identify the course(s) that he / she may have to do, to periodically review and assist the research scholar in the progress of the research work. Further the committee which looks into affairs and needs for research of the college and has been placed in a broader framework which provides guidelines for teacher's/ researcher's in the college, initiatives taken by the college and guidelines on authorship in scholarly or scientific publications of the college. The Committee offers help to students to take initiative to undertake research. The sensitization programmes are available for researchers through the program like Vivekanand Mahotsav शोध चैतन्याचा, Research Colloquium, *Avishkar*, expert talks, programs under MoUs, collaborations and linkages. Various schemes and available resources for undertaking research shall be notified for information of students. The Research Development Committee under the Research Advisory Council (RDC & RAC) encourage teachers and students to participate in various seminars/ conferences and present their research and organize industry-academia innovative practices. To enhance research culture among teachers and student's college provide financial assistance, incentives through seed money and letter of appreciation from the college.

The RAC & RDC shall identify the thrust areas of research in consultation with the respective college authorities. Further these areas of research to be documented systematically along with the details of facilities, availability of funding/ scholarship/ incentives/ fellowships and infrastructure available for undertaking research in these areas. As such this shall be a department wise / subject wise document or list placed under circulation for information and reference of teachers and students. This list shall offer ideas and title of proposed project or research work to be undertaken. This document shall also cover the information of industry-based projects, projects to be undertaken under MoUs and linkages, details regarding interdisciplinary projects, etc.

## 2. Aim of the policy

This policy shall be implemented along with all other relevant policies approved, revised and published by the college from time to time. Research in Vivekanand college is undertaken for pursuit of excellence and accuracy of end results. Therefore, research policy provides guidelines on good and ethical practices in the conduct of research to achieve highest standards.

5

The Research policy look ahead to creation of conducive research environment by creating focused research groups at par with international standards. This policy also focuses on utilizing the outcome of the research for benefit of society.

College aims at promotion of research culture in accordance with the academic standards, legal framework, good governance and ethical practices. This policy looks upon to support research work with high standards and provide a strategy on how to achieve research goals. Some other points are also focused as below.

1. To find out potential research areas for different departments and planning of research activities to develop scientific tempore among faculty members and students.
2. To provide a guideline for the publication in reputed journals
3. To provide necessary infrastructure to motivate and support research work in campus
4. To encourage researcher to apply research grants for projects and fellowships from external funding agencies.
5. Internal funding in the form of Seed Money and other incentives for the research will be provided and will make clear decision-making system for the allotment of seed money
6. Promote scholarship/ fellowship schemes for researchers.
7. To establish linkage between other research institutes college will provide required services.
8. To provide financial, infrastructural and human resources to develop and enhance institutional research.
9. Raise the quality of research and the college research profile.
10. Enhance external funding for research through different scheme available time to time.
11. Encourage research under MoUs and linkages
12. Support national, regional and industry-specific research and development policies.
13. To clarify roles and functions of various committees, Head/ Director/ Coordinator of Department/ Centre, Research Guide in order to facilitate researcher to understand Vivekanand college research system and smoothly undertake research
14. To affirm research on prime agenda.
15. To provide a framework of regulations and mandates for the governance of research and development.
16. To encourage and promote good research practices
17. To ensure and create research culture with regard to ethical considerations
18. To introduce legal provisions of ethical practices in research, intellectual property rights, patent norms, cyber laws, anti- plagiarism policy and tools for conduct of fair research

6
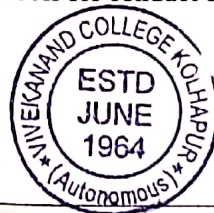
19. To provide required support for meeting all legislative, regulatory requirements for undertaking research.

20. To frame guidelines with reference to financial support available for research.

21. To integrate 'research facilities for facilitating academic community and to best utilize available resources for research.

22. To facilitate MoUs and linkages for encouraging research and to encourage research in interdisciplinary areas

23. To ensure the fair treatment to all researchers, faculty, students and staff.

24. To ensure effective communication (internally and externally) for conduct of research

25. To establish fair, rational, transparent decision-making processes and policies for allocation of research funds and other kinds of support for research.

26. To balance the needs of researchers in view of capacity development and encourage post-doctoral fellows, Young Scientists, Women Scientists, INSPIRE fellows, etc. to join this College.

27. To attract researchers from across the globe to join research in Vivekanand College Campus.

3. Code of Ethics

The college shall undertake the same Ethical values as our parent university/affiliated university i.e. Shivaji University, Kolhapur as below:

Academic and research work in view of constitutional Rights

It shall be a prime responsibility of the academic community of college to adhere to the following norms in view of constitutional rights while undertaking research work. It shall reflect both the letter and spirit of the constitutional provisions. The right to:

- Equality and non-discrimination
- Human dignity
- Life
- Freedom and security of the person
- Privacy
- Freedom of religion, belief and opinion
- Freedom of expression
- Access to information
- Just administrative action

The research policy expresses the ethical values of all those engaged in academic and/or research activities of the college.

- Uphold the values of freedom, democracy, equality, human dignity and respect for diversity and rights of all stakeholders.

- Strive for distinguished merit and excellence in teaching, reputable research and innovation through leading, challenging, creating and exploring knowledge.

- Put intellectual capital to work by offering access to a wide spectrum of vocational and academic programmes.

- Accomplish the above through individuality, collective effort and partnerships

- Promote human well-being.

- Promote ethical values and fulfill all academic/research activities according to such values.

- Uphold and promote individual, group and institutional integrity in the process of fulfilling our roles as Teachers, Researchers, Staff Members.

8

- Engender trust in undertaking research and the practice of science.

- Facilitate appropriate ethical decision making.

4. Guidelines to the researchers

Since the college affirms its policies to inculcate research culture through various schemes and scholarly efforts. The college strives hard to support research in every manner to provide facilities and protect the interests of college and students. Following are some guidelines to the researcher.

1. The research conducted at Vivekanand College, Kolhapur (Autonomous) should be conducted as per the guidelines of UGC.
2. Faculty can select any UGC notified reputed journal for the publication of their work in peer reviewed and UGC listed journals.
3. Authors must make affiliation of Vivekanand College, Kolhapur (Autonomous) when publishing any paper.
4. The researchers are free to choose the subject of their research, to seek support from any funding source for their research work
5. The researchers should report their findings and conclusions to the RAC & RDC.
6. Research techniques used by the researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
7. It is mandatory for a teacher/ researcher to mention name of college as author's affiliation.
8. For research papers published under various scheme of UGC/ DBT/DST, the author's need to mention name of funding agency in the Acknowledgment section.
9. They must avoid publication in predatory/ dubious journals or participant.
10. Any publications in predatory / dubious journals or presentations in predatory / dubious conferences should not be considered for academic for selection, confirmation, promotion, performance.
11. Any attempt of compromised academic integrity should be challenged, questioned and derecognized at all levels.
    a. Demonstrate integrity and professionalism, fairness and equity, and intellectual honesty.

b. Effectively and transparently manage conflicts of interest or potential conflicts of interest.

c. Ensure the safety and well-being of those associated with the research.

5. Policy for Seed Money Scheme:

Seed Money policy is designed with the following objectives"

1. To provide financial support to research projects with significant practical applications and academic value.
2. To identify projects conducive to innovation for college research culture development
3. To adopt the creation of intellectual property rights (IPR) beneficial to faculty, students, and the parent organization.
4. To facilitate the dissemination of research findings, enhancing the likelihood of securing funding from national agencies.
5. To cultivate professionalism and research acumen among faculty and students engaged in research activities.

Process:

1. Following through review of received research proposals and scrutiny by outside subject experts (College RD Cell) will determine amount for disbursement no. of proposals to be sanctioned for research funding.
2. To enhance research culture Eligibility for funding will extends all full-time permeant and CHB faculty members, without condition of their doctoral status, within the senior college.
3. Proposals should emphasize teachers and student involvement
4. Priority consideration will be given to interdisciplinary proposals connecting multiple faculty members.
5. Proposals should address local issues, demonstrate practical relevance, and support academic growth of the institution.
6. Merit factors include the application value of the project, future research prospects, potential for innovation, and paths for publication or patenting.
7. Funds may be allocated for contingencies, research materials, literature, and limited travel expenses related to fieldwork or data collection.
8. The seed money scheme will allocate a minimum of Rs. 25,000.00 per project, with the flexibility to extend up to Rs. 1,50,000.00, based on the project's requirements and significance. Exceptional cases, such as global research initiatives, may warrant exceeding the stipulated amount.
9. Upon completion of the project, it is compulsory to publish the findings in an accredited (UGC CARE / SCOPUS / Web of Science etc.) journal, accompanied by acknowledgment of support from the college, including its affiliation
10. Funds cannot be utilized for membership/subscription fees
11. Project duration shall not exceed 2 years, extensions permitted to applied research only.
12. Compliance with Research guidelines are mandatory for the utilization of seed money grants.

10

13. Failure to complete the project will result in the repayment of the sanctioned amount plus 10% annual interest.
14. Faculty members are eligible for seed money support once every two to three years.
15. Submission of payment bills within the stipulated timeframe is mandatory, with approval from the project investigator, RAC coordinator, C.A. & the higher authority Principal of the college.
16. The principal of the college retains the prerogative to modify procedures as required.

Responsibilities:

The Research Committee will engage with overseeing the implementation and monitoring of the entire seed money research funding process.

This policy framework seeks to replicate the structure and objectives specified in the provided policy while also meeting the particular context and requirements of senior college research efforts.

6. Promotion of Research:

In order for promotion of research in college, the college believes that researchers are free to choose the subject of their research, to seek support from any funding source for their research work. Some of the points are given below for the promotion of research condition which can be revise time to time when necessary.

1. Establish Chairs and fellowships that can help nurture research at the institute.
2. Establish policies on innovation, patent, academic integrity and commercialization of technology through consultancy.
3. Comply with all legislative framework associated with conduct of research in ethical manner by following required processes and guidelines provided by the College and other agencies from time to time
4. Creation of college Research Fund that supports students registered for the PhD program with fellowship and young faculty with start-up grant.
5. The college shall allocate funds in its budget for promotion of research activities and research facilities.
6. The Ph.D. and Masters programme regulations to include publication of two research articles in peer reviewed journals before submission of Ph.D. thesis and open viva-voce (if funded).
7. The college to establish collaborations with national institutions like DRDO, CSIR, University Laboratories, and international organizations and other research organizations to promote research.

11

8. Organize seminars, workshops, and training programs for young faculty for submission of research projects, and publications in peer reviewed journals to increase the citations.

9. Strengthen infrastructure which evolve as centers of excellence.

10. The college shall recognize, encourage and reward research and innovation. The excellence in research shall be acknowledged by incentives and award schemes. Incentives for the publications in SCOPUS, Web of Science and other reputed journal.

7. X-Plagiarism Software:

1. College has purchased Plagiarism software to conduct code of ethics i.e. X-Plagiarism.

2. Each and every document has been checked via Plagiarism (**X-Plagiarism**) software and after generated/ analyzed check documents proceeds for final submission.

3. College is committed to health, safety and environmental protection in all its various programs and activities. This commitment is congruent with - and important for achieving - overall mission of advancing, disseminating, and preserving knowledge, and striving to educate leaders in the service of society. All members of the college community (including students, faculty and staff) share responsibility for safety, and shall comply with established governmental environmental health and safety policies norms and procedures.

4. Wherever animal experimentation is involved or maintaining laboratory animals is needed, permission of Committee for the purpose of Control and Supervision on Experiments on Animals (CPCSEA)to be followed.

5. Anti-Plagiarism: Since the University Grants Commission, New Delhi has published promotion of academic integrity and prevention of plagiarism in higher educational institutions regulations 2018. In view of the same college has framed the regulations for prevention of plagiarism. The research work shall be verified through the X plagiarism software tool available in the college. It is the responsibility of all research students, research guides and the faculty and staff of the college to read and understand the regulations on plagiarism.

13

8. The institution is taking following actions to develop research culture:

1. The IQAC identifies the potential research areas for different departments and plans the research activities to develop scientific temper among the faculty and the students.

2. The **college provides seed money** to the faculty for promotion of research culture among teachers.

3. Faculty members are encouraged to apply for research grants for projects and fellowships offered by UGC and other agencies. **This year 18 applications for MRP were sanctioned.**

4. Faculty members are encouraged for publication of research articles in UGC notified journals and college provides **incentives** of Rs. 5000 /- for **Patent** and Rs. 3000/- to Rs. 1000/- for Research papers published in UGC CARE, SCOPUS or WEB OF SCIENCE.

5. IQAC through RAC gives directives to the departments to submit proposals for financial support to various agencies i.e. ICSSR, DST -SERB, UGC, National Commission for Women, Shivaji University and so on...

6. IQAC through RAC gives directives to the departments to submit proposals for **financial support to organize seminar/conferences** to the same agencies.

7. The college Provides **incentives** in the form of TA and DA for National/International/state Level Conference, Seminar or Workshops.

8. The college creates conducive environment for research. Along with infrastructure and support, it also provides opportunities to researchers for maintaining and development of quality research, support for writing research proposals and reports, publications, patent filing, etc.

9. The college have been developed Common Facility Centre for all teachers and students.

10. Students were guided and encouraged to participate in Vivekanand Mahotsav, शोध चैतन्याचा (**Innovative Research Ideas Competition & Business Start-up Competition**) *Avishkar* and **Inspire Scholarship programme** and undertake research projects.

11. The departmental seminars, study tours, industrial visits, wallpaper and poster presentation, project works etc. are undertaken to provide active environment to student.

12. The IQAC has launched the online **E-Vivek Research journal** and faculty members are directed to publish papers in this journal.

14

13. The college provides **laboratory facility, research journals, e-books, and internet facility** to faculty as well as students.

14. **Vivek Vahini** organizes activities and lectures in order to develop scientific attitude among the students.

15. **Duty leave is allotted** to the faculty with strong research aptitude and performance.

16. Some research work may require licenses, permissions or agreements before the research work is commenced. This may include, for example, import licenses for materials Licenses/permissions to use certain materials, material transfer, agreements, permissions from individuals/communities or private/government agencies, export control licenses etc. and hence college helps for these matters.

17. The college shall establish research collaborations and partnerships with national and international universities, research institutions and industries. Establishing **incubation center** for undertaking research related to agriculture and industry shall be placed on priority agenda. Such initiatives and collaborations look ahead to students' capacity building and enriching their competencies.

18. All research projects/proposals/Thesis/Dissertation shall be conceived, designed and implemented according to the norms. A researcher and his/her research guide shall follow the procedures underlying these rules as per guidelines given by UGC, further these guidelines revised time to time accordingly instructions from UGC.

19. Research Misconduct: Misconduct in research can be defined as any breach of the University's Code of Practice for Research or other practices that seriously deviate from those that are commonly accepted within the academic and research communities for proposing, conducting or reporting research. Research misconduct may be defined as fabrication, falsification or plagiarism in proposing, performing or reviewing research, or in reporting research results.

20. The college shall have a responsibility to deal with incidents of research misconduct as per the prescribed norms. (UGC/University) It shall be a prime responsibility of the college to initially verify the case of research misconduct through at fact finding committee. Fact finding is a formal procedure to determine whether or not misconduct has taken place. A fact-finding committee shall gather information and submit a report in writing about initiating further inquiry procedure or otherwise.

15

9. Research Advisory Council & Research Development Cell / Committee

Ref. No. VCK/ 1953/22-23

Date : 15.12.2022

RESEARCH ADVISORY COUNCIL

Sr. No.	Name	Designation	Organization
1.	Dr. R. R. Kumbhar	Chairman	Principal, Vivekanand College, Kolhapur (Autonomous)
2.	Dr. G. K. Sontakke	Member	Vivekanand College, Kolhapur (Autonomous)
3.	Prof (Dr). A. S. Kumbhar	Member	Vivekanand College, Kolhapur (Autonomous)
4.	Dr. Sumit Kamble	Member	Scientist, CSIR, Bhavnagar
5.	Dr. Rahul Kamble	Member	Savitribai Phule University, Pune
6.	Prof (Dr). Madhuri Walvekar	Member	Shivaji University, Kolhapur
7.	Prof (Dr). Tripti Karekatti	Member	Shivaji University, Kolhapur
8.	Dr. Lalita Joshi	Member	I.G.G.P.G. College of Commerce Haldwani, Nainital
9.	Dr. Anil Chougule	Member	Sydenham College of Commerce & Economics, Mumbai

Dr. R. R. Kumbhar
PRINCIPAL
Vivekanand College
Kolhapur

Scanned with OKEN Scanner

''ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षण प्रसार''
शिक्षणमहर्षी डॉ. बापूजी साळुंखे

Estd. : June 1964

Shri Swami Vivekanand Shikshan Sanstha's

VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)

2130, 'E' Tarabai Park, Kolhapur, Tal. Karveer, Dist. Kolhapur-416003
Affiliated to Shivaji University, Kolhapur (M.S.)

NAAC Reaccredited : "A" (CGPA 3.24)
College with Potential for Excellence by U.G.C., New Delhi
"Star College" by D.B.T. Govt. of India
ISO 9001 : 2015

(म्यावन) कोल्हापूर

Ph. : 0231-2658612, 2658840 | Fax : 0231-2658840 | Resi. : 0231-2653962 | Website : www.vivekanandcollege.org | E-mail : info@vivekanandcollege.org

Founder	President	Chairman	Secretary	Principal
Dr. Bapuji Salunkhe D. Lit.	Hon. Chandrakant Dada Patil MLA	Prin. Abhaykumar Salunkhe M.A.	Prin. Mrs. Shubhangi Gavade M.Sc., B.Ed.	Dr. R. R. Kumbhar M.Sc. M.Phil. Ph.D.

Ref. No. VCK/ 1953/22-23

Date : 15.12.2023

RESEARCH DEVELOPMENT CELL

Sr. No.		Name	Designation	Committee
1.	i.	Dr. R. R. Kumbhar	Principal	Chairman and Coordinator
2.	i.	Dr. Gajanan Sontakke	Member	Director
3.	i.	Prof (Dr). A.S. Kumbhar	Member	Finance and Infrastructure
	ii.	Mr. R. B. Jog	Registrar and Financial offer	
4.	i.	Dr. Shubhangi Kale	Member	Research Programmes
	ii.	Dr. K.A. Undale		
5.	i.	Dr. Sanjay Latthe	Member	Collaboration and Consultancy
	ii.	Dr. S. G. Kulkarni		
6.	i.	Dr. Sanjay Ankushrao	Member	Product Development, Monitoring and Commercialization
	ii.	Ms. Varsha Pawar		
7.	i.	Dr. Inamdar Sumayya	Member	IPR, Legal and Ethical Matters
	ii.	Dr. Vishal Waghmare		

ESTD
JUNE
1964

Dr. R. R. Kumbhar
PRINCIPAL
Vivekanand College
Kolhapur

"Dissemination of Education for Knowledge, Science & Culture"

-Shikshanmaharshi Dr. Bapuji Salunkhe

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

E-GOVERNANCE POLICY

E-Governance Policy

Introduction:

Vivekanand College, Kolhapur (Autonomous) is always committed to promote modern technologies to enhance our academic as well as administrative processes. This E-Governance Policy outlines our dedication to make the paperless systems, improving transparency and promoting environmental responsibility through the implementation of digital solutions for the college.

Objectives:

- Implementation of E-Governance to enhance college functionality by integrating digital technologies, leveraging them to streamline academic and administrative processes and improve overall efficiency in college administration.

- Reduce paper usage in college administration processes by promoting the adoption of electronic communication (E-mail and other sources) and documentation.

- Improving accountability by enhancing transparency in college operations and decision-making processes. Establish clear responsibilities and processes to promote accountability among students, teachers and stakeholders.

- Enabling smooth communication among different executive bodies and various committees within the college through the use of online platforms like Zoom and Google meet etc. by implementing digital communication for efficient and real-time interactions.

- Secure storage and management of data with easy and controlled access with the help of Cloud storage and data servers.

- Implement automation in the library facility to streamline cataloging, lending and resource management. Provide online access to digital resources for students and faculty.

- Utilize digital media to showcase the institution globally. Enhance the online presence to attract students, faculty and collaborators from around the world.

- Provide e-facilities to students, teachers, alumni and parents for various activities related to the institution. Enable online access to academic information, events and other relevant updates.

Policy Content:

1. College Website:

The college website (www.vivekanandcollege.ac.in) is regularly updated by all departments and examination section with relevant information and announcements. Relevant data should be made easily available to any new user. Admission registrations, Examination form filling, Online payments, Students logins through ERP is provided by college website.

The College website gives regular updates about the activities organized by various departments and college committees. Timely training is given to all faculty members for regularly update college website.

2. Student Admissions:

An online registration/application form will be generated by ERP and all admission process will be done through college official website to enhance accessibility. The online registration, application, examination and all fees will be paid through online mode like internet banking, using credit card, debit card, UPI etc. only. SMS facility is also given to get username and passwords at any time. The student seeking admission will have to come to the college for physical verification of documents only. Telegram group will be enabled for admission-related queries and updates.

3. Administration:

- Digitize administrative processes including website blogs updation and document management within the college is encouraged. Encourage the use of electronic communication within the administrative departments.

4. Biometric attendance:

- Implement Biometric attendance (thumb and face biometric) for tracking the record of all employees and reporting will be given on first day of every month.

5. Finance and Account:

- Utilize an online financial management system for budgeting, accounting and financial reporting at the end of every financial year.
- Enable secure online payment options for fees and transactions.

6. Library:

- Digitize library processes and provide an online platform for resource access.
- Integrate library automation systems for efficient management.

7. Examination:

- Online examination form filling, online fees payment, Hall ticket.
- Conduct online examination, including scheduling, question paper setting, question paper generation and result processing and publication.

8. E-Waste Management:

- Implement an e-waste management system for responsible disposal of electronic equipment.
- Formation of MOU's with e-waste management organizations.

9. ICT Infrastructure:

- Regularly upgrade and maintain the college's ICT infrastructure for seamless operations.
- Provide Reliable and high-speed robust internet connectivity.
- Establish data center to securely store and manage the vast amounts of data generated by examination section. The data server employ advanced technologies for data storage, processing and backup to ensure data integrity, confidentiality and availability.
- Procurement and maintenance of hardware devices (e.g., Computers, servers, Laptops, Printers/Scanners etc.) and software applications (e.g., operating systems, databases, security software etc.)
- Establishing reliable digital identity frameworks and authentication mechanisms like Biometric authentication, digital signatures and multi-factor authentications are commonly employed to verify the identity of users accessing College services.
- Provide necessary training to faculty, teaching and non-teaching staff for enhanced digital literacy.

Areas of operation

i. Digital Infrastructure:

Essential digital infrastructure needed for e-governance, encompassing hardware, software, and network systems.

ii. Data Management:

Data collecting, storage, security, and privacy to adhere to applicable legislation such as GDPR or local data protection laws.

iii. Online Services:
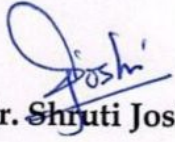
Specify administrative services that will be accessible online, including admissions, fee payments, course registration, and test scheduling.

iv. Training program to introduce staff to the new digital tools and platforms. This guarantees seamless execution and efficient use of e-governance technologies.

v. Security and Privacy:
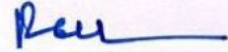
Strong cybersecurity protocols to protect critical information and deter unlawful entry or security breaches.

The E-Governance Policy will be periodically reviewed and updated to align with technological advancements and the evolving needs of Vivekanand College, Kolhapur (Autonomous).

Dr. Shruti Joshi

Coordinator - IQAC
Vivekanand College,
Kolhapur

ESTD
JUNE
1964
VIVEKANAND COLLEGE KOLHAPUR
(Empowered Autonomous)

Dr. R. R. Kumbhar

PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

Governance and Leadership Policy

ESTD
JUNE
1964
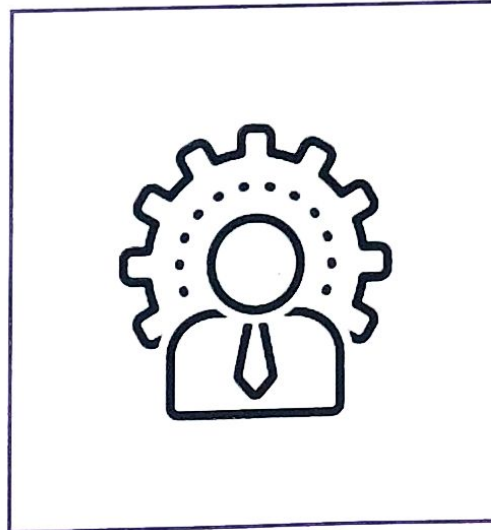
Governance and Leadership Policy

Introduction:

Vivekanand College, Kolhapur (Empowered Autonomous) identifies the importance of effective governance and leadership in fostering academic excellence, innovation, and holistic development. This policy aims to establish a transparent and accountable framework to guide the college's autonomous operations. This policy outlines the governance and leadership framework for Vivekanand College, Kolhapur, operating as an autonomous institution.

2. Governing Body:

The college shall have a Governing Body consisting of representatives from academia, industry, and society. The Governing Body will oversee major policy decisions, financial matters, and strategic planning. Committees, both academic and administrative, shall be constituted for specialized functions with defined roles and responsibilities. There should be surety in transparent selection processes for Governing Body members. The roles, responsibilities, and terms of service for Governing Body members will be defined appropriately for smooth work.

3. Academic Leadership:

The Principal of the college will serve as the academic leader and shall provide vision also gives the direction for research activities and academic programs. The Heads of the different department shall be accountable for the effective functioning of their respective departments. Participation of staff in decision-making processes, syllabus development, and academic innovations shall be encouraged.

4. Financial Management:

The Finance Committee shall supervise budgeting, resource allocation, and financial planning with regular audits and transparency in financial transactions. Periodic financial audits shall be conducted to ensure fiscal responsibility and compliance with regulatory standards.

5. Decision-Making Processes:

Inclusive decision-making processes shall be followed, with faculty, students, and staff contributing to important decisions through participatory mechanisms. A streamlined process for policy formulation, review, and approval shall be

established, ensuring transparency and representation. Various Committees will establish for specific decision domains, promoting inclusivity.

6. Stakeholder Engagement:

A strong relationship will **retain** with students, faculty, staff, alumni, and the local community to ensure the quality enhancement of the college in all sector. The mechanisms implemented for regular feedback and communication channels to address concerns promptly.

7. Quality Assurance:

An Internal Quality Assurance Cell (IQAC) is accountable for monitoring and improving the overall quality of education and services. The Internal Quality Assurance Cell (IQAC) shall monitor and enrich the quality of administrative processes, education and research. Continuous assessment and enrichment of academic programs shall be ensured through consistent evaluations, accreditation processes and feedback mechanisms.

8. Student Involvement:

Students shall have representation in decision-making bodies, in different college committees contributing to the development and improvement of the college. Platforms for open communication between students and faculty/administration shall be established to address a positive learning environment.

9. Accountability and Transparency:

Mechanisms for accountability, performance assessment, and reporting shall be in place for all levels of leadership and administration. Regular communication with stakeholders through publications, reports, and meetings shall ensure transparency in the college's functioning.

10. Ethical and Inclusive Leadership:

The college shall uphold ethical standards in all activities, promoting integrity, fairness, and responsible conduct among its members. Policies on academic integrity, plagiarism, and research ethics shall be enforced to maintain a culture of honesty and credibility. The college will ensure in inclusivity, diversity and equal opportunities for all members of the institution.

11. Continuous Improvement:

This Governance and Leadership Policy shall be reviewed periodically to adapt to evolving educational landscapes and comply with regulatory requirements. Amendments may be made through a consultative and democratic process involving all stakeholders.

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

SCHOLARSHIP POLICY
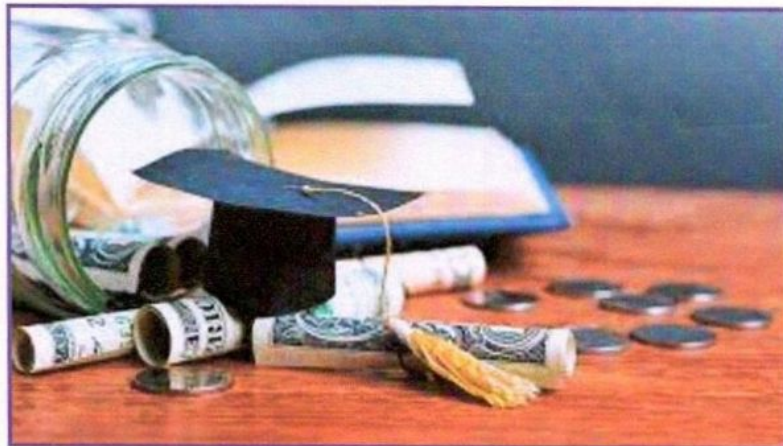
Scholarship Policy

Introduction:

Vivekanand College, Kolhapur (Empowered Autonomous) aspires to impart quality education, equity and access to all the aspiring students irrespective of the class and background. The college works in adherence to the motto of the society 'Dissemination of Education for Knowledge, Science and Culture' – Shikshanmaharashi Dr. Bapuji Salunkhe founder of Shri Swami Vivekanand Shikshan Sanstha, Kolhapur. The college maintains a policy that no student who is admitted discontinues his/her study due to financial difficulties. At the beginning of every academic year, the newly admitted students are given orientation Programmes to create awareness about various schemes of scholarships available in the college. The notices of the scholarships are displayed on central Notice board of the college. The committee communicates and assists the students to apply for the various types of scholarships available from Central , State Government and non-government etc.

Objectives:

1. To make the students aware about various scholarships.
2. To guide them in applying for various scholarships.
3. To aid financially weaker students through institutional scholarships and funds.

Procedure:

Notices about various scholarships are circulated in the respective academic year for students' eligibility for the scholarship. The students fill the forms at MAHA-DBT website by uploading the required documents (Income certificate, Aadhar Card, admission receipt, etc.) and submit one hard copy of the scholarship form to the college. The sanction amount of the scholarship is deposited to the student's bank account which is linked to the phone number of the students, and college fee is deposited in the college account of the student.

<u>**Types of the scholarships offered by the college:**</u>

A. National Level Scholarships:

1. Scheduled caste (S.C) Scholarship, income limit 2 lakhs /free ship No income limit.
2. O.B.C Scholarship
3. VJNT Scholarship
4. S.B.C Scholarship
5. S.T. Scholarship
6. Minority Scholarship (Scholarship for Students belonging to the Minority Communities, Muslims, Christian, Sikh, Boudha, Parsi & Jain)
7. Central Sector Scholarship
8. S.C./N.T/S.B.C/O.B.C/S.T/Free-ship
9. Inspire Scholarship
10. N.C.C Scholarship

B. State Government Level Scholarships :

1. Rajarshi Chh. Shahu Maharaj Shikshan Shulk Shishyavrutti Scheme (For Open Category students to which the income limit is 8 Lakhs.)

2. State Open Merit Scholarship

3. Handicap Scholarship

4. Ex. Serviceman Scholarship

5. P. T.C. Scholarship

6 M.T.C. Scholarship

7. Dr. Panjabrao Deshmukh Nirvah Bhatta

8. Dr. Babasaheb Ambedkar Swadhar Yojna

C. Institutional Level Scholarships /Aid :

1. Student Aid Fund (financial assistance to the poor students to meet partially their examination fees S.T Pass or for purchase of books or similar other expenses)

2. The College encourages aspiring and distinguished students by offering following prizes through donors.

- Shikshan Maharshi Dr. Bapuji Salunkhe Cash Prizes by Prin. D. A. Patil
- Shikshan Maharshi Dr. Bapuji Salunkhe Cash Prize by Sagar Chavan
- Smt. Manjulabai Chavan Cash Prize by Sagar Chavan
- Late Shri Vijay Charankar Cash Prize by Dr. M. V. Charankar

- Shikshan Maharshi Dr. Bapuji Cash Prize by Prof. A. S. Kadam
- Dr. S. R. Patil Cash Prize
- Late. Prof. B. N. Patil Cash Prize
- Late. Shri Rahul Hatti Memorial Prize
- Smt. Ratnabai Chougule Cash Prize
- Earn and Learn Scheme:

(prevent the student's dropout due to economic problems by offering work to them on college campus and fulfilling their financial needs)
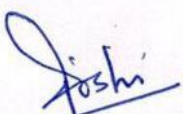
D. Non-Government Scholarships:

NGO KEKHUSRU and PUTLAN Mehta Benevolent Trust
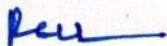
F . Scholarship Committee:

The Scholarship Committee of the college provides information students about various scholarship schemes given by National, State Govt, NGOs and college.

The committee reviews scholarship applications of ST/SC/OBC/Minority students and make recommendations to the Principal of the college for final decision. The scholarship committee of the college has been constituted with the following members under the chairmanship of Principal.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

ESTD
JUNE
1964
VIVEKANAND COLLEGE KOLHAPUR
(Empowered Autonomous)

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

"Dissemination of Education for Knowledge Science & Culture"

-Shikshanmaharshi Dr. Bapuji Salunkhe

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

CURRICULAM DESIGN & IMPLEMENT POLICY

Curriculum Design and Implementation Policy

Introduction:

Vivekanand College, Kolhapur has been given autonomous status by the UGC since the academic year 2018-19. An independent college is responsible for developing and updating all the academic program curricula offered by the institution. The current policy will direct the complete process of planning, revising, and implementing the syllabus at Vivekanand College, Kolhapur (Empowered Autonomous). It outlines the specific tasks and responsibilities of each component within the autonomous college framework for the development and execution of the college's programs. The college's academic framework and procedures will adhere to the University Grants Commission Regulation for Autonomous Colleges. The composition of statutory bodies and regulatory mechanisms in the college's academic structure will adhere to the UGC guidelines, parent institution regulations, and government regulations as updated periodically.

Objectives of Policy:

1) To document the process of curriculum design and development in the autonomous college.
2) To delineate the duties of various stakeholders in the curriculum design and development.
3) To establish the guidelines for syllabus modification.
4) Establishing the protocol for implementing new academic programs.

Curriculum alignment with Sanstha's vision and mission:

Shri Swami Vivekanand Shikshan Sanstha was founded by Shikshanmaharshi Dr. Babuji Salunkhe with the aim 'Dissemination of Education for Knowledge, Science and Culture.' The college's parent organization aspires to cultivate competent students with a scientific mindset and strong ethical values through its Sanskar Kendras. The curriculum of the autonomous college will be structured to align with the vision, goal, and objectives of the parent organization, as well as with academic and industry trends at local, regional, national, and worldwide levels. The academic culture and operations of Vivekanand College, Kolhapur (Empowered Autonomous) would be guided by the slogan of the Sanstha.

Outcome based Curricula:

The college will provide Outcome-based Education. Learning Outcomes are specific and measurable goals established for accomplishment at the end of each course and degree program. The Learning Outcomes will be defined. The Learning Outcomes are structured in three layers, with each layer corresponding to the one below it.

- Programme Outcomes (POs) are the achievements expected upon finishing a degree in an academic program.

- Programme Specific Outcomes (PSOs) are the achievements expected upon finishing a degree in a particular field.
- Course Outcomes (COs) are the achievements expected upon finishing the instruction and learning of each course during a semester.
1. The faculty deans or directors of professional programs will create and update the Program Outcomes at the start of each syllabus cycle. The Program Outcomes (POs) must align with the ethical standards, objectives, and student characteristics outlined in the vision and purpose of the Sanstha. The purchase orders must focus on fostering crucial abilities and skills necessary for graduates.
2. The BoS will design and update the Programme Specific Outcomes (PSOs) for each degree topic at the start of each syllabus cycle to align with the Programme Outcomes (POs).
3. Course Outcomes (COs) are specified at the start of each course curriculum in the academic degree program. The Course Outcomes will be created and updated throughout each new course introduction and review, based on the course content, and will align with the Specific Outcomes (PSOs) of the Programme.

Role of Statutory Bodies :

1. Board of Studies (BoS):

i. The composition of each subject's Board of Studies will adhere to the UGC criteria.

ii. The BoS will be updated every three years as necessary.

iii. The Head of the Department is responsible for choosing and recommending distinguished and seasoned subject matter experts, industry representatives, and alumni to serve on the Board of Studies. They are also in charge of upholding high standards in appointments and replacements.

iv. The Board of Studies will create the curriculum to be implemented in the upcoming academic year. Once the Board of Studies approves the draft syllabi, they will be presented to the Academic Council for final approval and implementation.

v. The Board of Supervisors will convene semi-annually.

vi. The syllabi will include a mix of theoretical underpinnings, practical applications, and chances for research and experiential learning.

2. Approval by the Academic Council:

i. The Academic Council will be established in accordance with the UGC regulations.

ii. The Academic Council will be reviewed every three years based on necessity and performance evaluation.

iii. The Academic Council will convene biannually.

iv. The Academic Council will assess proposed syllabi rigorously to guarantee academic excellence and significance, providing detailed

recommendations to the Chairpersons of the Board of Studies during the meeting.

v. The Academic Council's recommendations and amendments will be included in the syllabi for final approval. The revised syllabi, which have been adjusted based on feedback and suggestions from the Academic Council, will be submitted for ultimate approval.

Feedback from stakeholders and industry on curriculum:

Annually, the college will gather organized feedback from stakeholders, as well as industry and academic experts, regarding the curriculum introduced and implemented during that academic year. The college will create a distinct feedback policy to outline the process of collecting, analysing, and implementing feedback. The curricula for each subject at the autonomous college will be based on comments and proposals from students, alumni, parents, professors, and industry professionals. Feedback is crucial for ensuring that the curriculum is in line with students' learning levels, demands, and current industry requirements, thereby promoting employability and industry preparedness.

Curriculum Update:

The syllabus revision process will entail a thorough examination of industry trends, technological progress, and academic advancements to ensure the curriculum remains up-to-date. Collaborating with industry professionals and academia will be crucial to ensure that the updated syllabi stay current with the latest knowledge and innovation.

Execution of educational programs based on the Academic Calendar:
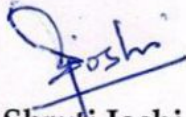
i. The Internal Quality Assurance Cell requests the departmental calendars from each department at the start of the year.

ii. The departmental calendars will be consolidated into the college's Academic Calendar.

iii. The Academic Calendar contains term start and finish dates, important commemoration days, departmental activities, and assessment schedules.

iv. The calendar will be designed with flexibility to handle unexpected situations, guaranteeing a smooth continuation of the learning process.

Evaluation Mechanism:

i. Evaluation comprises term-end, practical, and continuing internal assessment.

ii. The Examination calendar will be created and published by the Examination Cell at the start of the academic year.

iii. Term-end and continuing internal evaluation exams will be designed to thoroughly evaluate the achievement of Course Outcomes.

iv. Departments will create ongoing internal assessments based on the course material and specific skills to be emphasized.

v. Each Board of Studies will create and implement the evaluation pattern for each year after approval from the Academic Council.

Introducing New Academic Programs:

i. The college will aim to develop new and professional academic programs independently based on the necessity and potential of such additions.

ii. The Sanstha management, college administration, and the Internal Quality Assurance Cell (IQAC) will collaborate to discover new fields and industries in demand, as well as the corresponding academic programs to be introduced in the autonomous college. The relevant departments will be notified to conduct a detailed review with input from stakeholders such as students, alumni, teachers, employers, and academic colleagues.

iii. The relevant departments will draft a proposal for the implementation of new programs.

iv. New program proposals must be submitted to the Academic Council and the Governing Body for review.

v. Approved suggestions from the Academic Council and Governing Body will be sent to the government and the parent university.

vi. The administration will establish necessary infrastructure for the new academic programs based on the resources available.

vii. The Board of Studies will create the syllabus for academic programs if approved by the appropriate government and university authorities.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

ESTD
JUNE
1964

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

GENDER SENSITIZING POLICY

Gender Sensitization Policy

Introduction:

Vivekanand College is committed to creating an environment that values diversity and gender equality. This policy outlines the College's approach to promoting gender sensitivity and preventing discrimination and violence based on gender.

The success of any institute lies in the equity in the stakeholder. The gender balanced approach of any institute plays an important role in development of the institute, the term Gender sensitization is nothing but find out the position of gender equality in the institute, create awareness about gender approach and create equal platform to all genders

Objectives:

1. To promote positive gender relationships built on mutual trust, respect and cooperation between all students, staff and faculty.

2. To uphold the constitutional mandate of equal rights and opportunities for men and women in education and employment.

3. To prevent, prohibit and redress sexual harassment and all forms of gender based discrimination.

4. To provide a safe and supportive environment for students of all genders to learn, participate, lead and express themselves.

5. To foster gender sensitivity and awareness through curricular and extra-curricular activities.

Scope:

This policy is applicable to all students, faculty, staff, departments, centres, offices, committees, clubs and bodies operating under the jurisdiction of Vivekanand College. It covers gender related issues on campus, in hostels, during external events, field work, internships, excursions, extra-curricular activities etc.

Institutional Mechanisms:
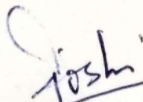
1. A Gender Issues Redressal Committee headed by a senior faculty member shall be instituted to receive complaints, conduct inquiries and recommend actions related to gender discrimination and sexual harassment.

2. A Counselling Cell comprising trained counsellors shall be available on campus for guidance and support to complainants and victims.

3. Gender sensitization workshops shall be organized for all students, faculty and staff annually. Attendance is compulsory.

4. New faculty and staff orientation programs will include gender sensitization modules focused on higher education.

5. Awareness campaigns, seminars, competitions, talks and discussions on gender issues shall be organized regularly by the Gender Champions Club set up under the Students' Council.

Key Components:

1. college will give more attention on Create awareness regarding gender issues through different activities

2. college will create inclusive environments for both gender which creates more engagement of girl's students in day-to-day activities

3. college will conduct various activities which will give focus on gender sensitization

4. college will arrange various skill-based activities which leads to provide more employment opportunity to the girls students

5. various training programs and workshops will be arranged for girls while keeping mind the need of safety and security of girls

6. College will focus on consoling activity, health related activity which create increasing engagement of girls students to the college.

7. Various safety and security facilities will be provided continuedly to the girl's students

8. Create self-confidence and skill among the girls students

9. CCTV

10. Nirbhaya Pathak visit
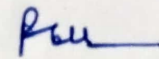
Violations of this policy shall attract disciplinary action as per service rules for faculty and staff. For students, it shall result in penalties as identified in Statutes / Ordinances. The goal of this policy is to make Vivekanand College a safe, just and inclusive campus for all genders. It seeks to prepare students to contribute to an equitable society.

This gender sensitisation policy is intended to create equal opportunity environment to the girls and ladies which contributing their share in development of institute. Vivekanand college Kolhapur always focus on creating equal opportunity to both gender for the overall and inclusive development process of both institute and community.

Dr. Shruti Joshi

Coordinator - IQAC
Vivekanand College,
Kolhapur

Dr. R. R. Kumbhar

PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

INNOVATION AND INCUBATION

POLICY

Vivekanand Innovation and Incubation Centre (VIIC)

Introduction:

The Vivekanand College in Kolhapur was established in 1964 by Shri Swami Vivekanand Shikshan Sanstha, which was established by Shikshanmaharshi Dr. Bapuji Salunkhe. The college was given the motto "Education for Knowledge, Science, and Culture" by Shikshanmaharshi Dr. Bapuji Salunkhe. The college may be found in a superb location within the city, within an area that is both pleasant and conducive to good health. It is widely acknowledged that the college is among the most prestigious colleges within the university, not only in terms of academics but also in terms of the disciplines of athletics, cultural events, and extension programs. The organization has garnered acclaim during the course of its existence in the areas of teaching, learning, assessment, research, development, and outreach.

Through its academic programs and promotional initiatives in research and development, it has demonstrated its competence in the fields of education and research. In addition to the self-supported professional courses such as BBA, BCA, BCS, B.Sc. (Bio-Tech), B.Voc, and postgraduate courses such as M.Sc. (Organic Chemistry), M.Sc. (solid-state Physics), M.Sc. (Mathematics), and M.Com, the institution provides a broad variety of conventional program options for Bachelor of Arts, Bachelor of Commerce, and Bachelor of Science degrees. In our educational system, research and development are considered to be an essential component. It encourages inquisitiveness and vision, and it anticipates the development of novel concepts and inventions through the application of effort and experimentation. The college is actively investigating potential research fields that can help meet the requirements of society and the nation. The college has identified major areas of research which include Nano Technology, Material Science, Physics, Mathematics, Statistics, Life sciences, Humanities, Chemistry, Bio-remediation, Bio-diversity, Optimization Techniques, Process Control, Energy Technology, Space Science, Agri-based Economics, Pollution Control, Geoinformatics, e-commerce, etc. The experiences that this college provides to its students are designed to enhance the quality of their education. In order to keep up with the present situation, colleges place a significant amount of importance on the students' ability to acquire both academic and technical skills. It is anticipated that the dedication of educators, staff members, stakeholders, constitutional groups, regulatory authorities, and financing agencies will bring about success in the process of establishing a community of scholars.

Vivekanand Innovation and Incubation Centre (VIIC)

About:

Entrepreneurship in India is on the verge of experiencing a period of rapid expansion. This presents the eco-system with fresh opportunity to take shape, which is another benefit. There is going to be an increase in the number of angel investors, venture capitalists, media outlets, start-up groups, service providers, mentors, and training firms. One of the most significant aspects of this transition is the incubator, which is the location where new businesses are established.

A nonprofit business incubation centre has been established at Vivekanand College in order to provide students from the college as well as students from other

institutions with the opportunity to gain first-hand experience in the field of entrepreneurship, to encourage activities at the college that are driven by innovation, and to offer a comprehensive and integrated spectrum of support. The numerous incubation facilities that we provide to start-ups include all of the fundamental facilities, such as office space, desktops, high-speed internet access, uninterrupted power supply, and so on. Additionally, the VIIC offers mentoring and training facilities to incubates. These facilities are provided by a variety of distinguished specialists, including entrepreneurs, scientists, researchers, faculty members from a variety of academic institutes, legal advisors, economic advisors, and others. The provision of incubation facilities for the purpose of fostering the development of creative business ideas by incubates and the establishment of businesses into ancillary units, micro and medium scale industries is the primary objective of the VIIC programs.

Objectives of VIIC:

- To ensure that innovators are able to create new items.
- To encourage new businesses in the technology sector.
- In order to increase the likelihood of obtaining jobs of a high grade, to provide high-end industrial training.
- To provide young entrepreneurs with a shared office space in order to encourage the launch of new businesses.
- For the purpose of providing effective mentoring to those who are interested in developing new goods, services, and processes, as well as those who are interested in establishing their own businesses.
- To offer assistance in the management of intellectual property rights and technology, including patents, copyrights, design registration, and other related matters, as well as the commercialization of these areas.

1. Mission and Goals:

The purpose of the incubation policy is to encourage students, alumni, and faculty members of Vivekanand College to engage in innovative and entrepreneurial activities, as well as experiential learning.

A number of goals are being pursued, including the promotion of interdisciplinary collaboration, the establishment of new business ventures, and the contribution to the socioeconomic growth of the region.

2. Eligibility Requirements:

The event is open to both current students and alumni of Vivekanand College, as well as faculty members. The practicality of the company idea, the dedication of the founding team, and the degree to which it aligns with the college's beliefs and aims are all variables that could be considered during the selection process.

3. Support Services:

Guidance and instruction from seasoned business owners, executives in the field, and members of the faculty.

Collaborative working space, prototyping facilities, and other physical resources are all available to you.

It is helpful to have assistance with company planning, conducting market research, developing products, and fundraising. Chances for networking with investors, partners in the industry, and other business owners.

4. Policy Regarding Intellectual Property (IP):

In the event that there are provisions for licensing or revenue sharing agreements, participants will continue to maintain ownership of the intellectual property that was generated during the incubation period. In order to use the intellectual property for teaching and research purposes, Vivekanand College might need to obtain a license that is not exclusive.

5. Duration and Graduation:

The incubation period normally lasts between six and twenty-four months, however it can be longer or shorter depending on the requirements of the firm.

One of the conditions for graduation could be the completion of critical milestones, the acquisition of external finance, or the launch of the startup product or service commercially.

6. Evaluation:

The participants are obligated to supply various data, including financial statements, regular updates on their development, and other pertinent information. Among the parameters for evaluation are the number of firms that were formed, the amount of income earned, the number of jobs created, and the level of engagement from alumni.

7. Governance:

A dedicated group that includes college academics, alumni, industry experts, and local stakeholders is in charge of overseeing the incubation program. When conducted on a regular basis, evaluations and assessments guarantee transparency, accountability, and perpetual progress.
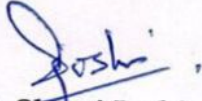
8. Feedback mechanism:

This is done in order to elicit information from participants, stakeholders, and external partners with the purpose of continuously improving the program. Feedback mechanisms are established.

Through the implementation of this individualized incubation approach, Vivekanand College is able to effectively help prospective business owners and make a contribution to the ecosystem of business owners in Kolhapur and beyond.

- **Selection Process for Incubation:**

1. Submit an e-application form to the portal **Idea Submission** www.vivekanandcollege.org

2. Examination by the Expert Committee of the VIIC. It is important to take into consideration the financial, technical, and social impact parameters while evaluating proposals.

3. The Principal of Vivekanand College in Kolhapur has given their final clearance.

In order to formally begin the incubation process at VIIC, an agreement was executed.

4. Assistance with incubation is often provided over a period of one year.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur
Contact:

Dr. S. S. Ankushrao
Chairman-VIIC

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

Vivekanand College, Kolhapur (Autonomous)

Vivekanand Innovation and incubation Centre (VIIC),

C. S. No 2130 "E" ward,
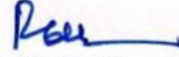
Tarabai Park, Kolhapur – 416 003

Phone: (0231) 2658612/ 9096070345

Email: viickolhapur@gmail.com

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

MENTORING POLICY
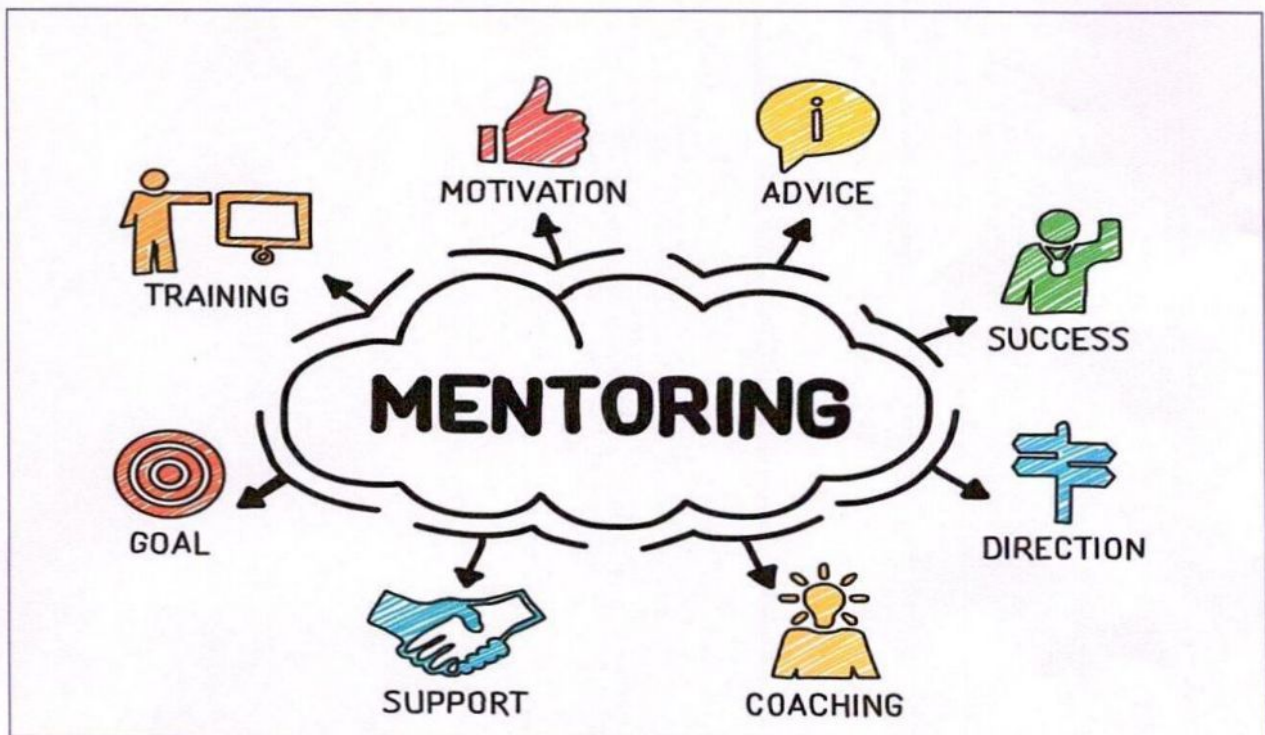
STUDENTS MENTORING POLICY

The student centric Mentor- Mentee policy of our college is based on our sanstha's motto 'Education for Knowledge, Science and Culture'. Student mentoring system helps for grooming of students and assesses their academic strengths and orients them to choose appropriate academic careers. This system also helps students to adapt to new environment especially for students coming from rural and hilly areas. The College has been on the forefront in mentoring students and imparting to them required knowledge and guidance.

The IQAC of the college has formalized the mechanism to mentor and guide all students seeking admission for all programmes. It is expected that each teacher conducts at least two sessions of mentoring per semester and maintains the record of such sessions in their respective department.

❖ OBJECTIVES OF STUDENT MENTORING POLICY

The objective of this Student Mentoring Scheme is to identify fundamental mechanisms that will

1) Provide students with career counseling.
2) Provide students with information on various skill courses, bridge courses and value added coerces etc. for their academic prosperity.
3) Focus and motivate students to achieve learning goals and thereby improve their academic performance.
4) Generate curiosity and interest in academics and other institutional activities amongst the students.
5) Guide, encourage, and advice the students about their student life, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.

❖ SCHEDULE OF MEETINGS

Mentors and student mentees will meet according to a pre-arranged calendar, as well as per need of the student or the moment. They will be introduced to each other in the first few weeks after admission. Mentors and mentees should meet at least twice in each semester.

❖ HUMAN RESOURCES:

1. Mentor- Teacher
2. Mentee-Students

❖ MENTOR- MENTEE ALLOCATION

Mentor- Mentee allocation for First and second year of each programme will be done by IQAC and for last year by that concerned department. Mentor serve as a thought partner for students on their academic journey and help empower students to become agents of their own change. They express understanding of student's aspirations and fears, and support their success by acting as an advocate for students' best interests.

❖ ROLE AND RESPONSIBILITES OF THE MENTOR

A mentor should wear multiple hats. For effective mentoring, the mentor should embrace the ability and willingness to

1. Provide guidance and help to the mentee in navigating through her/his difficulties in student
2. life and enable them for meaning academic experience.
3. Coach to advise the mentees on how to accomplish their goals
4. Share mistakes, failures and lessons learned.
5. Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
6. If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area
7. Maintain strict confidentiality of the information shared by the mentee.

❖ MENTEE'S ROLES AND RESPONSIBILITIES

1. Mentee is responsible for initiating contact with the mentor and should be prepared and punctual for the mentoring sessions.
2. Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time. At the beginning of each session, the mentee should provide a brief update on progress since the last conversation.

3. Mentee should share his/her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.

4. Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.

5. Mentee should ask direct questions about what he/she most wants to know and shouldn't be shy about asking. Mentee is responsible for ensuring that the conversation meets, his/her needs

❖ STEPS IN THE MENTORING PROCESS

1. Mentor-Mentee allocation to be done at the beginning of the academic year.

2. The mentor-teacher should call for a meeting with the allocated students. Mentoring relationship should be characterized by mutual respect, trust and warmth.

3. The students are to be asked to fill the SWOT form given by the mentor. The SWOT forms would be submitted to IQAC at the end of the year. In the meeting the mentor- teacher will clarify student's query. In case of emotional issue the mentor-teacher would have to connect the student with the counselor, student counseling cell of the college.

4. The frequency of meeting is at least twice in a semester.

❖ MENTORING FOCUS

The mentor teacher can have discussion around the topics mentioned in the table.

For all UG Programmes	
Class	Mentoring Focus
First Year	Helping mentees deal with adjustment issues and developing self awareness by using SWOT
Second Year	Providing mentees with subject related guidance for better career choices. Creating awareness about skills required for professional growth.
Third Year	Creating awareness amongst the mentees about internship opportunities, career and/or academic choices that can be pursued after graduation and the preparation for the same.

For all PG Programmes	
Class	Mentoring Focus
First Year	Helping mentees deal with adjustment issues and developing oneself to face challenges. SWOT may be done.
Second Year	Helping mentees with finding internships and placements. Also creating awareness about research opportunities available.

❖ **THE MENTORING SYSTEM**
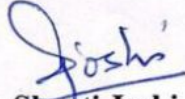
Sr. no.	Activity	Responsibility
1	Mentor- Mentee allocation	IQAC (for First year and second year)/ Head of the department (For Final year)
2	Send the name of the teachers with the allotted students to the IQAC at the beginning of the semester	IQAC (for First year and second year)/ Head of the department (For Final year)
3	Conduct meeting with the allocated students	Mentor-Teacher
4	Filling of SWOT form given by the Mento	Mentee-Students
5	Follow the goals of mentoring with respect to assigned students	Mentor-Teacher
6	Collect all the SWOT forms at the end of year	Dean of the concerned programme
7	Submit all SWOT form to IQAC at the end of year	Dean of the concerned programme

❖ **MENTORING STRUCTURE**

- ➤ IQAC Coordinator
- ➤ NAAC Coordinator
- ➤ Deans of all programme
- ➤ Physical director
- ➤ Counselor (College Counseling Cell)
- ➤ Mentor teacher
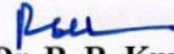
❖ GRIEVANCE REDRESSAL

In-case there is any complaint/concern from a student or the mentor teacher the issue should be discussed with respective dean. If still the complaint/concern continues then it can be brought to the notice of the Principal.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

Annexure A
Mentor –Mentee Allocation

Name Of the Programme :						
Academic Year :						
Sr. no	Roll No.	Name of the Student / Mentee	Class	Mob. No.	Email. Id	Name of the Mentor
Signature, Head of the department						

Annexure B
MENTOR - MENTEE SESSIONS ATTENDANCE RECORD

Class	Roll No	Name of the student	Session	1	2	3	4	5	6
			Date						
		Mentor's Signature							
		Signature of HOD							
		Signature of Dean							

Annexure C
MENTOR - MENTEE DISCUSSION REPORT

Mentors Name :

Sr. no	Date	Name of the Mentee	Class	Roll no.	Points discussed	Mentee's Signature

Annexure D
PHONE CALL RECORD

Mentors Name :

Sr. no	Date	Name of the Mentee	Class	Roll no.	Ph. No	Time	Points discussed	remark

Mentors signature

Annexure E

IMPROVEMENT STATUS OF MENTEES

Sr.	Class	Roll No.	Name of the Student	Active Participation in Mentor Program (Yes/No)	Areas of Improvements Seen in Student	Remark
Mentors signature						

****