

केल्यानें होत आहे रे I आधीं केलेंची पाहिजे II

Bhartiya Shikshan Prasarak Sanstha Amabajogai's

Shri Siddheshwar Mahavidhalaya, Majalgaon



Internal Quality Assurance Cell

Criterion 6- Governance, Leadership and Management

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Co-Ordinator

IOAC

Coordinator

Shri Siddheshwar Mahavidyalaya
Majalgaon, Dist. Beed (M.S.)

Website: www.ssmv.ac.in



Principal

Shri Siddheshwar Mahavidyalaya
Majalgaon, Dist. Beed 431 131

INTERNAL (COMPLAINTS) COMMITTEE (IC)

As per the guidelines of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the existing Sexual Harassment Redressed Committee (SHRC) is re-named as Internal Complaints Committee (ICC) as under to deal with the complaints relating to sexual harassment at workplace.

Initially, when the act was enacted in 2013, it was named as the Internal Complaints Committee (ICC). In 2016, by way of an amendment, the name was changed from Internal Complaints Committee (ICC) to Internal Committee (IC).

Objectives : The main objective of constituting a Internal committee is to form the primary line of defense in the prevention, prohibition and redressal of sexual harassment at the workplace. The Internal Committee receives, investigates and adjudges upon complaints of sexual harassment.

The ICC comprises the following members:

Sr. No.	Name	Designation	Contact No.
1	Dr. Deshmukh M. P.	Chairman	9158553597
2.	Dr. Malu K.K.	Co-ordinator	Dr. Malu K.K.
3.	Mr. Mulye Y. R.	Member	Mr. Mulye Y. R.
4	Dr. Ghadsing P. G.	Member	Dr. Ghadsing P. G.
5	Dr. Sondge T. P.	Member	Dr. Sondge T. P.

Terms of Members:

Two years for nominated members. The Committee will co opt two more members of staff / student (as the case may be), if necessary.

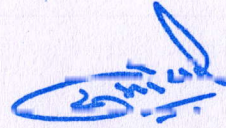
Functions:

- Adhere to the Policy on Anti-Sexual Harassment Issues
- Conduct awareness program / workshops on the functioning of IC for the students & staff.



- Conduct preliminary enquiry of all reported cases and / or complaints relating to sexual harassment at workplace involving all sections of members of faculty, staff and students of the institute.
- Submit the preliminary enquiry report to the Principal long with all documents and recommendation of possible punishment if any.
- Evolve and suggest means to take preventive measures.
- In case of allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell.

Presiding Officer
Internal (Complaint) Committee



Principal
Shri Siddheshwar Mahavidyalaya
Majalgaon

Principal
Shri Siddheshwar Mahavidyalaya
Majalgaon, Dist. Beed 431 131





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Bhartiya Shikshan Prasarak Sanstha's Ambajogai

Shri Siddheshwar Mahavidyalaya

Majalgaon Dist. Beed 431 131 (Maharashtra)
(Arts, Science & Commerce)

NAAC Accreditation Grade - 'B'
Dr. B. A. M. University Aurangabad AAA- 'A' Grade
ISO - 21001 - 2018

Principal
Professor Suhas R. Morale
M.A., L.L.B., Ph.D.



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Shri Siddheshwar Mahavidyalaya Majalgaon

INTERNAL QUALITY ASSURANCE CELL

POLICY ON ANTI-SEXUAL HARASSMENT ISSUES

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POLICY STATEMENT

The Policy Statement

- Shri Siddheshwar Mahavidyalaya Majalgaon is committed to providing a safe environment for all its stakeholders free from discrimination on any ground and from harassment at work including sexual harassment.
- Shri Siddheshwar Mahavidyalaya Majalgaon will operate a **zero tolerance policy** for any form of sexual harassment in the workplace and treat all incidents seriously and promptly investigate all allegations of sexual harassment.
- Any person found to have sexually harassed, the person will face disciplinary action, up to and including dismissal from employment.
- All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.
- No one will be victimised for making such a complaint.

Definition of sexual harassment

- Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated.

- It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.
- Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.
- Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct:

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a stakeholder's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser.

Shri Siddheshwar Mahavidyalaya Majalgaon recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

- Shri Siddheshwar Mahavidyalaya Majalgaon recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.
- Anyone, including employees of [company name], clients, customers, casual workers, contractors or visitors who sexually harass another will be reprimanded in



accordance with this internal policy.

- All sexual harassment is prohibited whether it takes place within Shri Siddheshwar Mahavidyalaya Majalgaon premises or outside, including at social events, business trips, training sessions or conferences sponsored by Shri Siddheshwar Mahavidyalaya Majalgaon.

Complaints procedures:

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that, then conduct is unwanted and unwelcome.

Shri Siddheshwar Mahavidyalaya Majalgaon recognises that sexual harassment may occur in unequal relationships and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, the person can approach the designated presiding officer having responsibility under IC for receiving complaints of sexual harassment.

When the presiding officer receives a complaint of sexual harassment, she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the college's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework

Throughout the complaints procedure, a victim is entitled to be helped by a counsellor within the company. Shri Siddheshwar Mahavidyalaya Majalgaon will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment. Shri Siddheshwar Mahavidyalaya Majalgaon recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. Shri Siddheshwar Mahavidyalaya Majalgaon understands the need to support victims in making complaints.

Informal Complaints Mechanism:

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint



- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the college resolve the matter
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
- ensure that the above is done speedily and within **04 days** of the complaint being made

Formal Complaints Mechanism:

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether or not the incident(s) of sexual harassment took place
- produce a report detailing the investigations, findings and any recommendations
- if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim.
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome if it cannot determine that the harassment took place, the person may still make recommendations to ensure proper functioning of the workplace keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within **45 days** of the complaint being made

Sanctions and Disciplinary Measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- Restricting from attending regular classes
- restricting from education and exams



- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

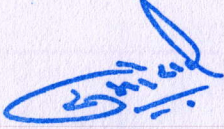
Implementation of this Policy

- Shri Siddheshwar Mahavidyalaya Majalgaon will ensure that this policy is widely disseminated to all relevant persons.
- It will be included in the staff handbook. All new employees must be trained on the content of this policy as part of their induction into the college.
- It is the responsibility of every Principal, Vice Principal and HoDs to ensure that all his/her employees/colleagues and students are aware of the policy.

Monitoring and Evaluation

- Shri Siddheshwar Mahavidyalaya Majalgaon recognises the importance of monitoring this sexual harassment policy and will ensure that it is implemented effectively.
- Principal, Vice Principal, Presiding officer of IC and its members and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made.
- This will be done on a yearly basis. As a result of this report, the college will evaluate the effectiveness of this policy and make any changes needed.

Presiding Officer
Internal (Complaint) Committee


Principal
Shri Siddheshwar Mahavidyalaya Majalgaon
Principal
Shri Siddheshwar Mahavidyalaya
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Policy for Maintenance and Utilization of Physical, Academic and Support Facilities

Introduction

Shri Siddheshwar Mahavidyalaya, Majalgaon is committed to provide the necessary Physical, Academic and Support Facilities. In order to have smooth functioning and use of these facilities, the college has devised the defined policy for Maintenance and Utilization Physical, Academic and Support Facilities.

Statement

The policy assures proper use of the academic and physical infrastructure provided by the college in order to excel academic development of all the stakeholders.

Aims of the Policy

1. To make use of the facilities provided at the maximum level
2. To provided continuously Physical, Academic and Support Facilities to all the stakeholders
3. To prevent all kinds of obstacles in the smooth functioning of the facilities.
4. To make timely updation, modification and changes in the facilities.
5. To set standard in the Utilization Physical, Academic and Support Facilities.

Mechanism for implementation of the policy

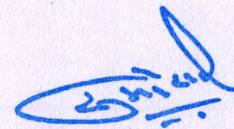
- There is system including committees and departments to identify, evaluate, and monitor the proper use of available infrastructure.
- The Principal, Head of various departments, in-charge of various committees, the librarian, and director of physical education, inform about their infrastructural requirements to plan ahead.
- The requisition from the departments are routinely scrutinized and validated by the purchase and maintenance committee.

General Measures to Utilize the Facilities

- The committee periodically visits the campus and prepares programme of maintenance as per the necessity so as to keep the infrastructure in order.
- At the beginning of every academic year, proper availability of blackboards, lighting, and furniture in classrooms etc. is taken care of by committees.
- Non-teaching staffs working in the laboratories, library and office is trained enough to look after the normal repairs and maintenance and services to keep the systems in safe and operating conditions.
- The maintenance of the computers and invertors is done through AMCs
- For repair regarding electricity, leakage, plumbing, etc. concerned technician are hired.
- Sometimes, skilled labors are appointed on daily wages for certain repairs and maintenance. Certain skilled people are also hired on contractual basis for the maintenance of sanitary blocks.
- College ensures comprehensive warranty for every newly purchased computer, laptops, and other equipments.



- The outdated machines/equipment's are replaced by the machines having new configuration.
- The library is kept open from 10.00 am to 04.00 pm
- Generator has been installed in order to avoid interruption in the use of the facilities.
- On Sundays, the college infrastructure is available for conducting different competitive examinations organized by the parent institute, various functions, and for university examinations.
- Proper checks and balances, periodic inspection, review, grievance redressal, suggestion box, comment by students, alumni, parents, peers, and visitors do help in the maintenance of the infrastructure.
- Adequate parking facilities for bicycles motorized two wheelers and four-wheelers are available at various locations.
- CCTV cameras have been installed at strategic locations such as corridors, of buildings, library, at the corners of each floor.
- Fire systems have been installed at the prime locations.
- The water coolers / purifiers are cleaned on weekly basis.
- The central systems (water tanks) are checked on a monthly basis.



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Shri Siddheshwar Mahavidyalaya, Majalgaon

Grievance Redressal Mechanism

The college has a Grievance Redressal Committee to redress the grievance of its stakeholders. The students approach the Committee to voice their grievances regarding academic matters health services, library and all other matters. A Student may send her/his grievance to the Principal over email siddheshwar.college@gmail.com or put the note in the Grievance box kept in campus. The cell redresses the grievances by sorting out the problems promptly and judiciously.

Objective:

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

Grievance Redressal Committee is constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in the library in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:

Grievance Redressal Committee will deal with Grievances received in writing from the students about any of the following matters:-



-
- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
 - Other Matters: Related to certain misgivings about conditions of sanitation, victimization by other students, any kind of harassment etc.

Functions:

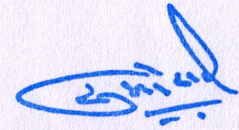
- The cases will be attended promptly on receipt of written grievances from the students
- The Committee will review all cases formally and will act accordingly as per the Management policy
- The Committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

The students may feel free to put up a grievance in writing and drop it in box

The Committee will act upon those cases which have been forwarded along with the necessary documents.

The Committee assures that the grievance has been properly solved in a stipulated time limit provided by the cell.



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Shri Siddheshwar Mahavidyalaya, Majalgaon Dist. Beed (MS)

ANTI-RAGGING POLICY

1. Objectives: -

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including 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, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the management brings forth these regulations :



2. **What Constitutes Ragging:** - Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any 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, posts, 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.

3. **Measures for prevention of ragging: -**

It shall be mandatory for every stake holder to take following measures for prevention of ragging at such institutions.

- a) Ragging within and outside the campus is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- b) Every candidate has to fill an affidavit, preferably both in English and Marathi and/or in one of the regional languages. The affidavit should be filled up and signed



- by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- c) printed affidavit, preferably both in English and Marathi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
 - d) The applicant must submit a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
 - e) A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
 - f) Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on regular basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
 - g) In case of freshers admitted to a Hostel, it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers would be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
 - h) Institute provides the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in the hostels.
 - i) A Student Handbook detailing when and whom student has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc. is being provided to all the freshers.
 - j) The Institute through its policy on Anti-Ragging displayed on college website would be point of access for all students.
 - k) Institute has tight security in its premises, especially at the vulnerable places. Necessary and intense policing is resorted to at such points at odd hours during the early months of the academic session.
 - l) Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to



reach out for help from teachers, parents and Institution authorities.

4. Monitoring Mechanism

- a) **Anti-ragging Committee:** Institute has constituted an Anti-ragging Committee which is headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and have a diverse mix of membership in terms of level as well as gender.
- b) The Anti-Ragging Committee can make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and is empowered to inspect such places.
- c) The Anti-Ragging Committee can conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and shall submit enquiry report along with recommendations to the Principal for action.

5 Actions to be taken against students for indulging and abetting ragging in the institute.

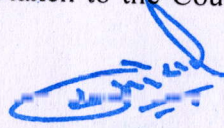
- a) A strong, exemplary and justifiably harsh punishment would be meted out to the persons indulged in ragging to act as a deterrent against recurrence of such incidents.
- b) Every single incident of ragging a First Information Report (FIR) would be filed without exception by the institutional authorities with the local police authorities.
- c) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- d) a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.



- (vii) Suspension/expulsion from the hostel
- (viii) Rustication from the institution for period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

6 Appeal - An appeal against the order of punishment by the Anti-Ragging Committee shall lie to the Chairman or Head of the Institution, as the case may be.

7 Action Taken Report - The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.



Chairman, Anti-Ragging Committee

PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL

ANTI-PLAGIARISM POLICY

(Shri Siddheshwar Mahavidyalaya, Majalgaon reserves the right to modify the policy as deemed fit from time to time)

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- I. Vision of** The college works with the vision and mission of our parent body i.e. Bhartiya Shikshan Prasarak Sanstha. It's vision is "To build a tradition of ideal citizens loyal to democracy, virtuous, scholarly, morally sound , nationalist through Indian Education"

Mission of the college

1. Nation building through man making and character building .
2. To adopt requisite pedagogies for quality awareness of knowledge and skills among the students for fulfillment of national and International requirements
3. To promote the competences of the students by imparting value added education to face challenges of rapid changing world.
4. To promote teachers and students to undertake academic activities and training programmes related with higher education.

III Introduction

Plagiarism is an act of academic dishonesty committed by students or faculties and is widely recognized as a serious issue amongst institutions all over the world. To keep plagiarism in check, each institution should have a plagiarism policy which deals with acts similar to academic dishonesty and educates the students and the faculties regarding the ill effects of this act. Shri Siddheshwar Mahavidyalaya, Majalgaon is committed to high standards of academic excellence and ethical conduct. The institution has zero tolerance to any sort of scientific misconduct owing to data fabrication, falsification or plagiarism applicable to all students and teaching faculty of the college.

IV Definition

The dictionary defines plagiarism as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

V Scope

- Any academic activity viz, publications, research work, dissertations, case reports can be subject to plagiarism. Examples of plagiarism include the following:



- Copying another writer's work with no attempt to acknowledge that the material was found in an external source.
- Copying material from several writers & rearranging with citation.
- Incorporating another writer's words or phrases within a larger paraphrase, without quotation marks or citation.
- Changing the words of an original source, but using the ideas without citing.
- Self-Plagiarism: reproducing or publishing one's own published work, in a part or whole, without referring to the earlier published work.

VI Prevention and Control

- Cite the source: When taking the idea from a source, add a citation to your writing mentioning the full name of source, the year the source was published in and any other necessary citation element.
- Add quotations: Add quotations around the text that is taken from a source
- Paraphrase: Paraphrasing involves using a source's work but putting it in one's own language. It should be done carefully. Since it involves using someone else's work, citations should be used.
- Present your own idea: Teachers are both encouraged and instructed to make use of their own innovative ideas in their research making the research the most genuine one.
- Use a plagiarism checker: while conducting research on a topic, one might use certain sentences or phrases from the source.

VII Obligations

- **College Name** encourages all its teachers and students to hold regular workshops about principles of anti-plagiarism and ethics in research work.
- All staff members, research scholars are provided a copy of the Anti-Plagiarism Policy.



- All research submitted to the college/University should have an attached report obtained from the plagiarism detection tool, certified by the publications committee.

VIII Reporting and Handling

- Any suspected case of plagiarism against a student or a research scholar or teachers will be addressed by the committee.
- According to the committee's recommendation with the plagiarism detection report, the level of plagiarism will be divided into the following categories:
 - a) Below 10%: The similarity between two documents within acceptable limits, relevant references present – No actions required.
 - b) 11-20%: Counseling on how to avoid plagiarism and resubmit the document.
 - c) 21-50%: Online resources used to copy certain excerpts, no references mentioned, lack of knowledge. Such researchers would have to undergo research training and then resubmit document again
 - d) More than 50%: This would indicate high level plagiarism, intentional copying of someone's work. The researcher would have to redo the entire submission from initial stages as per guides recommendation and would be reprimanded as per the guidelines
- Any faculty member or a student found guilty of plagiarism has the right to appeal against the punishment awarded if they desire so.

IX Constitution of the Committee

- The Research Advisory Committee constituted at the college will be by-default the **Plagiarism Check Committee** of the respective college. And it will continue to work in association with its library as **Information Resource Centre**.

Coordinator
IQAC

Chairman
Research Advisory Committee

Principal
Principal

Shri Siddheshwar Mahavidyalaya
Majalgaon, Dist. Beed 431 131





केल्यानें होत आहे रे । आधीं केलेंची पाहिजे ॥

Bhartiya Shikshan Prasarak Sanstha's Ambajogai

Shri Siddheshwar Mahavidyalaya

Majalgaon Dist. Beed 431 131 (Maharashtra)
(Arts, Science & Commerce)

NAAC Accreditation Grade - 'B'
Dr. B. A. M. University Aurangabad AAA- 'A' Grade
ISO - 21001 - 2018

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Financial Support Policy for Staff Training Programs

Policy Statement:

We are committed to supporting the professional development of our college staff by providing financial assistance for attending training programs. This policy outlines the guidelines for staff members seeking financial support for approved training opportunities.

Guidelines:

Eligibility:

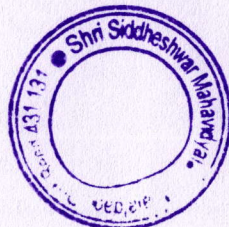
- Staff members employed for a minimum period of [timeframe] are eligible.
- Training programs must be relevant to their job responsibilities and professional growth.
- Prior approval from the department head or supervisor is required.
- Financial Assistance:
 - We offer financial assistance to cover a portion of training expenses, up to a specified limit.
 - The amount depends on available funds and the significance of the program.
 - Staff members are encouraged to explore additional funding sources.
- Application Process:
 - Staff members must submit an application with program details, expenses, and anticipated benefits.
 - Applications should be submitted within a reasonable timeframe before the training program.

Approval and Reimbursement:

Applications will be reviewed by the department head or supervisor.

Approved staff members will be notified of the granted support and reimbursement procedures.

Reimbursement requires submission of original receipts and supporting documents.



Training Program Evaluation:

Staff members are expected to actively participate in the program.

Upon completion, they must provide feedback on relevance and impact.

Sharing acquired knowledge and skills with colleagues may be requested.

Accountability and Compliance:

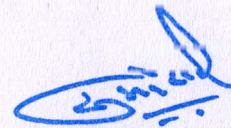
Staff members must use funds solely for approved training expenses.

Misuse may result in disciplinary action and repayment.

Records of applications, reimbursements, and evaluations will be maintained.

Review and Amendments:

This policy will be periodically reviewed and amended to ensure alignment with training needs and legal requirements.



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