

Handbook
On
CODE OF ETHICS & CONDUCT
For
PRINCIPAL /DIRECTOR, TEACHERS, NON
TEACHING STAFF AND STUDENTS



CSIBER Trusts
CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND
RESEARCH (CSIBER) KOLHAPUR

An Autonomous Institute under UGC, New Delhi and Shivaji University,
College with Potential for Excellence (CPE) III Phase,
Reaccredited by NAAC with 'A+' Grade (CGPA 3.55)

HANDBOOK ON CODE OF ETHICS AND CONDUCT FOR PRINCIPAL /DIRECTOR, TEACHERS, NON TEACHING STAFF AND STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Chhatrapati Shahu Institute Of Business Administration and Research (hereinafter referred to as the 'Institute') for the Director, Teachers, Non-Teaching Staff And Students

All Employed Members of CSIBER Principal /Director, Teachers, Non-Teaching Staff and Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

Students means Students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

2. JURISDICTION FOR STUDENT

2.1 The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. DIRECTOR

1. Principal should make a conscious effort to be fair to personnel and students. Principal should fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
2. Principal must apply honesty in his/her job. They should never directly lie to anyone. They must never withhold vital information that should be made public.
3. The Principal assumes responsibility and accountability for his or her performance and continuously strives to demonstrate competence.
4. The Principal endeavours to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
5. Principal should maintain professional boundaries.
6. Train teachers to be responsible for their actions.
7. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
8. The Principal shall not knowingly misappropriate, divert, or use money , personnel, property, or equipment committed to his or her charge for personal gain or advantage.
9. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.
10. The Principal shall not make fake records, or direct or force others to do so.
11. The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.
12. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
13. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.

4. TEACHERS / HEAD of DEPARTMENT

1. Teachers should handle the subjects assigned by the Head of the Department/Director.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them. A faculty member is assigned to

every student as a Mentor. The Mentor acts as de-facto guardian for the student in providing guidance and mentorship in both academic as well as individual-based needs of the student. The Mentor/Class In-Charge will also stay in correspondence with parents and guardians of the respective student.

4. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
8. Teachers should sign the attendance register and bio-metric while reporting for duty.
9. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
10. Teachers should remain in the campus till the end of the College hours.
11. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
12. Twelve days of causal leave can be availed in a calendar year.
13. All must report for duty on the reopening day and the last working day of each semester.
14. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
15. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences
16. Staff members are encouraged to take up Research projects.
17. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
18. Teachers Associations should not be formed without the permission of the Management.
19. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
20. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.
21. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
22. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
23. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
24. Teachers are barred from using cell phones while taking classes.
25. Teachers must always wear their identity badges while inside the college premises.
26. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing

27. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
28. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
29. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, electrical appliances) must be reported to the Principal in writing immediately.
30. Teachers should take active part in the student activities and support and guide them.
31. Teachers should actively engaged in the allotted committees.
32. Teachers should submit the action plans, progress report as per the guidelines.
33. Teachers should take part in development of new programs , syllabus in the interest of the students, institute , society and nation as whole.
34. They must inform the office and HOD if they are going to absent, or engaging any work, activity, or taking part in any events outside the institute.
35. Teachers will be assessed by the standard appraisal system every year.
36. All above rules are applicable to the all Heads of the Department also. HOD will report to the Director and update the progress of the department. They will be responsible for the development of their department.
37. Nobody should be involved in the grapevine formation and spread of the same.

5. STUDENTS DISCIPLINE AND CAMPUS NORMS

1. Students shall come clean, tidy and smartly dressed.
2. Every student should wear Identity Card (ID) issued by the College at all times while on campus. In case of loss of identity card, student must inform the office to get a new ID card by paying Rs. 25/-.
3. Student should be regular and punctual in attending the classes and all other activities of the College.
4. The first bell announcing commencement of the session shall find them seated in their respective class rooms.
5. During class hours gathering in groups at entrance and exit pathways, playfield, garden, gateways and lobby (veranda) is strictly prohibited.
6. Strict silence should be observed inside the class room.
7. Student should get up quietly as lecturer enters the class and keep standing till the latter sits or desires them to be seated.
8. Students will not be permitted to attend the classes without the text books.
9. No student should leave the classroom without permission of the lecturer.

10. Students are expected to read notices put up on the College notice board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
11. Students shall not hold meeting for criticizing the authorities of the College. Such meeting will be deemed unlawful and the Principal may take such action as he/she may feel necessary under the rules.
12. No Notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Principal.
13. Bicycles and Two wheelers must be parked safely in the allocated places only. Vehicles found parked in unauthorized placed shall be impounded.
14. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will distract any player or team.
15. While attending College or any public function they will conduct themselves in such a way as to bring credit to themselves and to the institution.
16. Students are forbidden from collecting any donation for any purpose without the permission of the Principal.
17. Students are not allowed to address any authority in a body. Such combined action is subversive of good order.
18. Students should not address public meetings, media or take part in the political activities of any kind. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
19. The Principal will deal strictly with students who play a leading part by organizing or assisting in strikes.
20. Regular attendance in the class room as well as submission of periodical assignments is expected from all the students. Any irregularity in this regard or absence without prior permission will affect adversely the evaluation of the student concerned and may entail disciplinary action.
21. The Principal can suspend a student for irregular attendance for habitual neglect of homework, indolence, disobedience and disrespect towards teachers and office staff and for indecorous conduct.
22. Students should not indulge in misbehaviour such as ragging, eve teasing, etc., such students shall be strictly dealt as per law and may be dismissed from the College. (See Tamil Nadu Government Act in the upcoming pages).
23. Cell phones are banned on campus. Students are not permitted to use cell phones at any times or in any place in the College campus.
24. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.

25. Spitting, smoking and throwing bits of paper inside the College campus must be avoided. 26. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively.
27. Representation of complaints and grievances may be made individually to the Principal through Class In-charge and HOD.
28. Smoking or alcoholic consumption are strictly prohibited.
29. All students admitted to the College are subject to the discipline and control of the College authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the College authorities. Proper observance of College discipline, good conduct and participation in games and other events will play an important role in recommendation for final College examination/scholarship/placement/award of certificates, when leaving the College. In case of breach of discipline the Principal shall have the power to fine, suspend or even compel the concerned student(s) from the College.
30. For any certificates that are to be collected from the Principal's Office, request letter must be submitted through Class-In-Charge & HOD and the same can be submitted two days in advance.
31. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.

6. NON-TEACHING STAFF

1. Loyalty to the College by punctual and reliable in all duties.
2. Integrity by being honest in words and actions.
3. Creating and maintaining strong relationships with students by Proper interactions
4. Maintaining professional boundaries with students and staffs.
5. Dignity by treating students by care and kindness.
6. Being supportive and cooperate with other staff members
7. Responsibility by meeting the required standards for every assigned task.
8. Respect by mutual respect, trust and confidentiality
9. Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
10. He / she must respect and maintain the hierarchy in the Administration.
11. He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
12. Must not use unauthorized persons to perform official duties.
13. Nobody should be involved in the grapevine formation and spread of the same.

7. STUDENTS

1. This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
2. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
 - a) He/she shall be regular and must complete his/her studies in the Institute.
 - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Deans
 - c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
4. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
5. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
6. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
7. Any disruptive activity in a class room or in an event sponsored by the Institute
8. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
9. Participating in activities including
 - a. Organizing meetings and processions without permission from the Institute.
 - b. Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - d. Unauthorized possession or use of harmful chemicals and banned drugs
 - e. Smoking on the campus of the Institute
 - f. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
 - g. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles 3.9.8 Rash driving on the campus that may cause any inconvenience to others
 - h. Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - i. Theft or unauthorized access to others resources

- j. Misbehaviour at the time of student body elections or during any activity of the Institute.
 - k. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
 - l. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
 - m. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
 - n. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 - o. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
 - p. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
 - q. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
 - r. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
 - s. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,
- 10** If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- 10.1 Warning-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 10.2 Restrictions** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

- 10.3 Community Service-** For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 10.4 Expulsion-** Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
- 10.5 Monetary Penalty-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 10.6 Suspension-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.
- 10.7** Ineligibility to reapply for admission to the Institute for a period of three years, and
- 10.8** Withholding the grade card or certificate for the courses studied or work carried out
- 11 Appeal:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:
- 11.1** Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- 11.2** Refer the case back to the committee for reconsideration.

In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

12. Academic Integrity

As a premier institution for research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitutes a serious offence.

12.1 Scope and Purpose

- A.** This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy. The purpose of the Policy is twofold:
- To clarify the principles of academic integrity, and

- To provide examples of dishonest conduct and violations of academic integrity.
- B.** Failure to uphold these principles of academic integrity threatens both the reputation of the Institute and the value of the degrees awarded to its students. Every member of the Institute community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- C.** The principles of academic integrity require that a student,
- properly acknowledges and cites use of the ideas, results, material or words of others.
 - properly acknowledges all contributors to a given piece of work.
 - makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

12.2 Violations of this policy include, but are not limited to:

- (i) **Plagiarism** means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.
- (ii) **Cheating:**
- Cheating includes, but is not limited to:
- (a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - (b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
 - (e) Creating sources, or citations that do not exist
 - (f) Altering previously evaluated and re-submitting the work for re-evaluation
 - (g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet
- (iii) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is

necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

12.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- (b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- (d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- (e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- (f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

12.4. Individual and Collective Responsibility in Research work : The responsibility varies with the role one plays.

- a) Student roles: Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly

recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

- c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

13. Anti-Ragging

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

13.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in 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 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 a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a 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 student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, 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 any other student ; i) any act that affects the mental health and self-confidence of 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 other student.

13.2 Anti-Ragging Committee: The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students' affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

13.3 Anti-Ragging Squad: To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

13.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges. b) Withholding/ withdrawing scholarship/ fellowship and other benefits. c) Debarring from appearing in any test/ examination or other evaluation process. d) Withholding results. e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work. f) Suspension/ expulsion from the hostels and mess. g) Cancellation of admission. h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment. j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

13.5 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

14. Sexual Harassment

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students at <http://www.iisc.ernet.in/misc/harashment.htm> Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

15. Student Grievance Procedure

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

16. Student Participation In Governance

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.



CSIBER Trusts
CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND
RESEARCH (CSIBER) KOLHAPUR

An Autonomous Institute under UGC, New Delhi and Shivaji University, College with
Potential for Excellence (CPE) III Phase,
Reaccredited by NAAC with 'A+' Grade (CGPA 3.55)

Date: 22-06-2021

NOTICE

CAMPUS DISCIPLINE COMMITTEE

The following campus Discipline Committees Members of Different Departments are
hereby inform to attend meeting, scheduled on Thursday, dated 24-06-2021 in the
Board Room at 3.00pm.

Prof. S.H. Jagtap

Dr. R.P. Joshi

Prof. M. B. patil

Er. D.S. Mali

Dr. K.N. Ranbhare

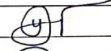
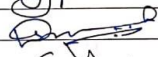




Dr. Bindu Menon

Dr. S. S. Apate

Chairman, Campus Discipline Committee

Address: University Road Kolhapur, 416004.
Website: www.siberindia.edu.in email: director@siberindia.edu.in
Contact: 0231-2535706/2535707 Fax: 02312535708

24/6/21

Dr. S. S. Apate - 
Er. D. S. Mali 
Dr. R. P. Joshi 
Dr. K. N. Ranbhare 
Mr. M. B. Patil 
Dr. Bindu Menon 

The meeting was successfully completed under
the chairmanship Dr. S. S. Apate
Following minutes of meeting discussed and
approved by committee members.

① we have an official documents of code
of conduct and ethics for all stake holders on
the basis of which webinars or online session to
be conducted for Teachers, Students, Non Teaching
Staff.

② Immediately next week an activity
is being planned for teachers, which will be
notified to all through appropriate channel

③ The soft copy of document will be share
by vinayak salunke sir

④ From 2016 to 2021 necessary proofs or
records be located with earlier committee members
and follow up. and before sept 2021 we ought
to complete our task and share necessary
input for SSR.

28/01/2021



CSIBER Trusts
CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER) KOLHAPUR
An Autonomous Institute under UGC, New Delhi and Shivaji University, College with Potential for Excellence (CPE) III Phase, Reaccredited by NAAC with 'A+' Grade (CGPA 3.55)

Date: 25-01-2021

NOTICE
CAMPUS DISCIPLINE COMMITTEE

The following campus Discipline Committees Members of Different Departments are hereby inform to attend meeting, scheduled on Thursday, dated 28-01-2021 in the Board Room at 3.30pm.

- Prof. S.H. Jagtap
- Dr. R.P. Joshi
- Prof. M. B. patil
- Er. D.S. Mali
- Dr. K.N. Ranbhare
- Dr. Bindu Menon

Dr. S. S. Apate
Chairman, Campus Discipline Committee

- Dr. S. S. Apate
- Prof. S. H. Jagtap
- Dr. R. P. Joshi
- Prof. M. B. Patil
- Er. D.S. Mali
- Dr. K.N. Ranbhare
- Dr. Bindu Menon
- V. S. Salokhe

The meeting was successfully completed under the chairmanship of Dr. S.S. Apate.

Following points were discussed & approved by the Committee.

1. Overview of situation due to Covid
2. Required disciplinary measures for discipline.
3. Possibility of parking pass for regular users of parking.
4. Covid protocol for students and new courses.
5. Other disciplinary measures for better conduct.

As per discussion in next meeting detailed discipline related matters will be submitted to the chairman and decided about future action.

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