



KARVE INSTITUTE OF SOCIAL SERVICE, PUNE

Student Zone

Policies

1. Research/ Term Paper Policy

RESEARCH PROJECT OR TERM PAPER

- 1.1 Every student is expected to conduct research on a selected topic, and submit a research report or term paper, as partial fulfillment of the requirements of the MSW degree. The faculty members guide the students in the process of conducting research or term paper. The Research Project is based on the application of the theory of Research Methodology. The Research Project or Term paper, whatever is applicable, is to be submitted (hard bound and soft copy in CD form) along with a copy of the Abstract at the end of the second year according to the stipulated schedule of the Institute.
- 1.2 Completion of the Project Report or term paper and its approval by the Research Project/ Term paper Guide is a pre-requisite to appearing at the final examination of fourth semester.



KARVE INSTITUTE OF SOCIAL SERVICE, PUNE

2. Student Code of Conduct:

Policy:

The vision of the Karve Institute of Social Service envisages a society which ensures peace, harmony, dignity, justice and equal opportunities for development. The Institute is deeply committed towards its value base and endeavors to imbibe in its students the core institutional values of harmonious relationships, dignity towards each other and equality in their academic pursuits. The students as a stakeholder of the institution are expected to conduct themselves in a worthy manner in due recognition of prescribed code of conduct.

Regulation:

The regulations for student Code of Conduct shall be applicable to and binding on all the students of the institution irrespective of their level of the study. The student's coordinators and department head shall be responsible for monitoring students for effective observance of the regulation. Any serious disobedience or frequent non-observance of the prescribed Code of Conduct, as may be reported shall be deemed to be misconduct and liable for appropriate disciplinary action against the concern student/s specified by the institution.

General Code of Conduct:

1. Students should maintain discipline, decorum and harmony all the time both inside as well as outside the campus of the institute.
2. Students, while on the campus and in the field work agency, are expected to have decent and modest attire and must follow the dress code from time to time as per instructed by their faculty members.
3. Students should maintain the cleanliness of their respective classrooms as well as campus.
4. Students are responsible for switching off the lights, fans and or any other classroom amenities while in no use.
5. Students should follow the instruction given by Library staff from time to time. The library reading hall should be used for reading purpose only and strictly silence should be observed.
6. Students should wear their identity card in the campus as well as field work agency. The Identity card issued by the institute is nontransferable
7. Students driving vehicles inside the institute campus must maintain moderate speed and take care that any injury or accidents should not happen.
8. Students must follow the instructions or orders given by the faculty members and the Director from time to time.

Code of conduct under university regulation:

The students are abiding and obliged to follow the instructions contained in various regulations of the Savitribai Phule University. The students are supposed to be aware of the relevant regulations. The students should take care not to get involved in any kind of misconduct. Some

important Regulations in this regard shall include, (a) Regulation on Examination Code of Conduct, (b) Regulation for Prevention and Control of Ragging (Revised) 2019, (c) Regulation for Prevention and Control of Substance Abuse and (d) Regulation for Prevention, Prohibition and Redressal of Sexual Harassment.

Monitoring Committee for Code of Conduct:

There shall be a committee in the campus for monitoring the conduct of the students with reference to the prescribed Code of Conduct.

- a. The committee shall consist of five members including the Chairperson.
- b. The Director of the institute will be the Chairperson along with two senior faculty members and two student representatives.
- c. All the nominated members shall have a tenure of two years and shall not be renominated in continuity.
- d. The committee shall meet as many times as possible it may deem necessary, but at least twice in a year.
- e. The committee functions shall include:
 - i. Monitoring the compliances of code of conduct by continuous observations conducting random visits to the campus.
 - ii. Periodic review and modifications should be made if any feedback is received.
 - iii. Creating awareness about the Code of Conduct should be done by the committee. The document of Code of Conduct should be uploaded on the institute website.
 - iv. Considering and resolving complaints about any particular Code of Conduct confidentiality should be maintained all the time.
 - v. The annual report of the action taken should be prepared.

Monitoring Committee for Code of Conduct (Academic Year 2018-19)

Sr. No.	Name of the Member	Designation	Role
1	Dr. Deepak Walokar	Director	Chairperson
2	Dr. Chitra Rajuskar	Faculty Member	Member
3	Dr. Devanad Shinde	Faculty Member	Member
4	Gosavi Mrunal	Student Representative	Member
5	Bidwe Rahul	Student Representative	Member

Monitoring Committee for Code of Conduct (Academic Year 2019-20)

Sr. No.	Name of the Member	Designation	Role
1	Dr. Deepak Walokar	Director	Chairperson
2	Ms. Ujjwala Masdekar	Faculty Member	Member
3	Dr. Devanad Shinde	Faculty Member	Member
4	Badar Pritesh	Student Representative	Member
5	Dini Kirti	Student Representative	Member

Monitoring Committee for Code of Conduct (Academic Year 2020-21)

Sr. No.	Name of the Member	Designation	Role
1		Director	Chairperson
2		Faculty Member	Member
3		Faculty Member	Member
4		Student Representative	Member
5		Student Representative	Member

Monitoring Committee for Code of Conduct (Academic Year 2021-22)

Sr. No.	Name of the Member	Designation	Role
1	Dr. Deepak Walokar	Director	Chairperson
2	Dr. Sharmila Ramteke	Faculty Member	Member
3	Mr. Chetan Diwan	Faculty Member	Member
4	Garud Digvijay	Student Representative	Member
5	Mane Punithjoline	Student Representative	Member

Monitoring Committee for Code of Conduct (Academic Year 2022-23)

Sr. No.	Name of the Member	Designation	Role
1	Dr. Sharmila Ramteke	Director	Chairperson
2	Dr. Chitra Rajuskar	Faculty Member	Member
3	Mr. Chayan Pardhi	Faculty Member	Member
4	Joshi Arundhati	Student Representative	Member
5	Kulkarni Smaran	Student Representative	Member

Monitoring Committee for Code of Conduct (Academic Year 2023-24)

Sr. No.	Name of the Member	Designation	Role
1	Dr. Sharmila Ramteke	Director	Chairperson
2	Dr. Chitra Rajuskar	Faculty Member	Member
3	Dr. Priti Kamble	Faculty Member	Member
4	Khollam Akshay	Student Representative	Member
5	Tidke Mansi	Student Representative	Member