

त्रिमूर्ती शिक्षण संस्थेचे  
श्रीमती विमलबाई उत्तमराव पाटील कला  
व कॅ.डॉ.भास्कर सदाशिव देसले विज्ञान  
महाविद्यालय,साक्री जि.धुळे ४२४३०४



Trimurti Shikshan Sanstha, Sakri  
Smt. Vimalbai Uttamrao Patil Arts  
& Late Dr. Bhaskar Sadashiv Desale  
Science College, Sakri Dist. Dhule 424304

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PRINCIPAL

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Ref. TSS / / 202

Date : / / 202

**Q. 7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

The college is recognized by state government and affiliated to KBCNM University, Jalgaon. The college follows all the rules and regulation for teacher and non-teaching staff prescribed by UGC, KBCNM University, and Government of Maharashtra 1) Recruitment. Appointment. Service Condition, Leave rule. Rules regarding conduct and disciplines, duties and responsibilities are according to teacher statutes of KBCNM University, and UGC. Norms. 2) Service rules for Teaching Staff as per the UGC norms and as per government resolution Higher and Technical Education Department No. NGC 1298 (4619) uni.4, dated 1 1th Dec 1999 3) Service Rules for Non-teaching staff as per the Government of Maharashtra Civil Service rules as per Standard 7th Mar 1985 and MCSR 1981 (Maharashtra Civil Service Rules)

### Code of Ethics

Trimurti Shikshan Sanstha's Smt. Vimalbai Uttamrao Patil Arts and Late Dr. Bhaskar Sadashiv Desale Science College, Sakri expects staff, students and administrator to follow the minimum expected protocols as mentioned in the code of conduct. This policy is intended for maintaining dignity of each and every individual involved in teaching learning process. The policy aims at maintaining healthy

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staff/students should adhere to the constitutional rights and should obey all the laws laid down by the Constitution of India. Students/staff should be present 10 minutes before commencement of lectures and should complete all the stipulated lectures and practical. The gender equity should be assured in all academic, cultural, co-curricular activities organized in the college. The consumption of tobacco, alcohol, drugs and objectionable beverages should be strictly avoided in the college as it disturbs individual as well as surrounding's health and atmosphere. The use of plastic should be avoided and minimized in college campus.

The students are motivated to participate in all the academic, curricular, and co-curricular committees as these activities will improve students' personality. Any attempt for ragging, assault, bullying, discrimination, threatening, violence, harassment, mobbing, and misconduct should be avoided in the college premises. Staff should adhere to the rule laid down by university and UGC related for the official work like leaves, promotion related issues etc.

### CODE OF CONDUCT FOR STUDENTS

Students of the Trimurti Shikshan Sanstha's Smt. Vimalbai Uttamrao Patil Arts and Late Dr. Bhaskar Sadashiv Desale Science College, Sakri should note that the college has following committees for the overall development of the students. Students should always refer to notices issued by various committees and departments. The students are encouraged to participate the activities of the following committees and also abide the rules laid down by the college and respective committees. Students should obey the rules paved by KBC NM University, Jalgaon & UGC.

### STATUTORY COMMITTEES OF THE COLLEGE

- 1) NAAC Committee
- 2) Examination Committee
- 3) NSS Committee
- 4) Student's Council
- 5) Anti-Ragging Committee
- 6) Grievance Redressal Committee
- 7) Academic Monitoring Committee

  
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- 8) Women Development Cell/ Women Empowerment Cell
- 9) Career Counseling Cell
- 10) Parent Teachers Association
- 11) Purchase Committee
- 12) Library Committee
- 13) Staff Academic Committee
- 14) Sports Committee
- 15) Cultural Committee
- 16) Student Counseling Committee
- 17) Discipline Committee

### CODE OF CONDUCT

1. Student should always carry their valid College Identity Card prominently displayed whenever in the college or representing the college in any other place. Students without I-card will not be allowed to enter the college premises. Identity card must be produced whenever demanded by any of the college staff. During class hours, students should not roam around in the college premises or make noise.
2. Silence should be maintained in classrooms, library, laboratories and corridors.
3. Though there is no dress code, all students are expected to observe decorum with regard to clothing and behavior.
4. While representing college, student's behavior must not be detrimental to the image of the college. Students shall not bring outsiders to the college; no person should be invited.
5. Students shall not organize picnic, excursion, trips etc. without the prior written permission of the Principal.
6. Students should not write on walls, benches and should help in maintaining the college premises neat and clean.
7. Use of mobile phones and tobacco is strictly prohibited in the college premises.

  
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8. Use of plastic should be avoided.

10. Any violation will be treated as Misconduct. The powers relating to the disciplinary action in the college will rest with the Principal and his/her decision in this respect shall be final. Anyone who violates the code of conduct will be strictly punished.

**ANTI-RAGGING CELL:- Rules & Regulations**

**SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN  
HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in Consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

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 in disciplined activities by any student or students which causes 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 students.

  
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G) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and 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. dent by students.

### CODE OF CONDUCT FOR FACULTIES

**Code of conduct for Non teaching faculty:** - All non-teaching faculty should display their identity cards continuously when in college campus. All non-teaching faculties should follow the rules laid down by KBCNM University, Jalgaon. To perform duties allotted by the Principal HOD.

#### **Code of ethics for Faculties:**

1. Continues display of identity cards is mandatory in college campus
2. Faculty should be reach 10 minutes before the commencement of the daily lectures according to the time table and complete the entire allotted work load in the stipulated time.
3. Faculty should apply responsible ethical practices in teaching
4. Faculties should undertake continuous teaching and research improvement activities.
5. Regular student attendance should be maintained.
9. Faculties should follow the leave rules laid down by the university of KBCNM University, Jalgaon.

### CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- 1) HOD should plan, conduct. Pursue and monitor all curricular and non-curricular activities in departments as per the university KBCNM University, Jalgaon norms.
- 2) To frame time table and distribution of work load for proper implementation of the desired teaching outcomes

  
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- 3) To monitor and ensure classes are held according to the time-table
- 4) Guide and help staff members for better knowledge dissemination
- 5) To monitor and ensure overall development.
- 6) To conduct meetings of faculty to plan and review department activities
- 7) To arrange guest lecture, Industrial visits. Webinar to encourage students for gaining practical knowledge
- 8) Consider students grievances and try to resolve them through ethical academic practice.
- 9) To monitor department/ laboratory maintenance.

### **CODE OF CONDUCT FOR PRINCIPAL**

1. The Principal should ascertain the smooth and efficient functioning of the institute for the overall development of the students.
2. The Principal should monitor and ensure proper discipline in college campus with ethical disciplinary actions.
3. Form. Coordinate and monitor various college level committees.
4. Encourage staff members for continuous knowledge up gradation via various activities like research work, workshops. Seminars, etc.
5. The Principal should ensure the implementation of the directions given by college management.
6. The Principal should plan. Review and implement the short and long term plan of action for the progress of students and institute.
7. The Principal should forward unbiased confidential report of all staff members to the Management.

  
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**5.1.5 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.**

Number of cases registered comes to the committees.

Sr. No.	TYPE OF COMPLAINT	NAME OF COMMITTEE	NUMBER OF GRIEVANCE REGISTERED
	Ragging	Anti-Ragging committee	Nil
	Sexual Harassment	Sexual Harassment	Nil
	SC/ST/OBC Harassment case	SC/ST/OBC Committee	Nil

**GRIEVANCE REDRESSAL POLICY AND MECHANISM TO DELIVER IT.**

**5.1.5-The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organization wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

The Institution has a transparent mechanism for timely redressal of student related grievances. The institute confirms to tackle the issue of grievances. Below we discuss all the four points of student related issues:

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**5.1.5-The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

College follows the guidelines of statutory/regulatory bodies for the following grievances

**(A) Mechanism for submission of Student grievance**

**POLICY-** A grievance redressal cell is constituted in this college. This works together with the discipline committee. The aim of the cell is to solve or to discuss how to solve the case of a student's grievance. This committee also gives suggestions to deal with problems within a time limit.

**MECHANISM-**As a mechanism of student's grievance redressal, there is one main way of offline method.

**5.1.5-The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

a student can register the complaint offline. his complaint, either by putting a letter in the complaint-box, or by direct meeting with the principal to give any written complaint. But for your kind information, there is no case registered till date regarding this issue. Another mechanism of the offline method is again of two ways: There is one complaint-box in the Central Library.

**(B) Mechanism for submission of Sexual Harassment**

**POLICY-**

The Sexual Harassment committee is constituted for this purpose. The aim of the cell is to take steps such that there does not become any case of Sexual Harassment, j.e., zero tolerance, and to discuss how to solve this type of problem, if any. This committee also gives suggestions to deal with the case, if any. This committee organizes awareness programs like international women's day, lectures, etc. regarding women security.

**MECHANISM-**

Instead of solving the complaint of sexual-harassment, the college tries that there should not be any complaint of this type. For, the college gives lectures to girls and boys students on sexual harassment and keep programs in college which discourages the sexual-imbalance in the society. Rangoli competition, "Beti-bachao Beti-padhao"construction of girls security training teams are such types of programs. (a) Programs on sexual equality

  
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**5.1.5-The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- (a) Program on women's day
  - (b) Essay, Rangoli, cultural and literacy program on women-literacy, etc.
  - (c) An awareness notice about sexual harassment is put in college showcase. -
- Due to these steps, the college has no any complaint of Sexual Harassment.

**(C) Mechanism for submission of Ragging Cases**

**POLICY-**

An Anti-Ragging committee is constituted for this purpose. There are two types of cells within this committee. This committee has members including the representative of second Third year students, local member, guardian, administrative officers and teachers of the college. This committee is constituted according to the rule of UGC. It will follow the rules, if it comes to its knowledge. The aim of the committee is to take steps such that there does not become any case of ragging, i.e., zero tolerance, and to discuss how to solve this type of problem, if any. This committee also gives suggestions to deal with the case, if any. This committee organizes awareness programs for anti-ragging.

**MECHANISM-**

Ragging is banned in college. There is a systematic mechanism to prevent the ragging case, if any. Following are some of the steps:

- (a) Construction of anti-ragging committees, including student-representative, guardian-representative, member of management committee, and college teachers etc.
- (b) CCTV installed in the veranda and at various places..
- (d) Anti-ragging awareness program.
- (e) Anti-ragging poster, mentioning the result of ragging.
- (f) Farewell and welcome programs organized as an interaction of students.

  
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