



BhairavnathShikshanMandal's

## PopatraoKisanraoThorat College,

Khutbav, Tal.-Daund, Dist.-Pune-412203

**6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. BhairavnathShikshanMandal has been established in 1984. This parent organisation started PopatraoKisanraoThorat College (formerly BhairavnathVidnyanMahavidyalaya) in 2009. It has a Governing body to monitor and achieve the vision and mission of the institution.

The Secretary is the administrative head of the institutionshouldering the responsibilities of administration, appointments and infrastructure.

The Principal is the academic head, ensuring the proper conduct of all the academic, research and extension activities.

The Statutory Bodies are constituted and meetings are conducted as per the UGC, MHRD, State Government and University guidelines.

The Non-statutory Bodies are constituted by the Board of Management to complement the functions of the Statutory Bodies.

The programmes, courses and activities are periodically evaluated by the College and reported in the appropriate Bodies for proper implementation.

There are Committees, Cells and Associations focusing on specific tasks and roles in the College.

The executive leadership is shared by IQAC Co-ordinator and all the Heads of the Departments.

The Management encourages the faculty to participate in various committees. This enhances the leadership qualities and skills.

The Grievance Redressal Committees have been formed for both staff and the students.

The power delegation and decentralization of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation.

The Management plays a crucial role in enriching the bottom-up approach in planning and execution of various academic activities.

**IQAC Coordinator**

**IQAC Co ordinator**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal. Daund, Dist. Pune.

**Principal**

**Principal**

Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.



Bhairavnath Shikshan Mandal's

**Popatrao Kisanrao Thorat College, Khutbav**

Tal.Daund, Dist.Pune-412203

**Composition of Code of Conduct Committee**

Sr. No.	Name Of Member	Designation
1)	Dr. Jagadish Aute (Principal)	Chairperson
2)	Asst.Prof. Pranay Jhadhav	Coordinator
3)	Asst.Prof. Dipti Satav	Member
4)	Asst.Prof. Vikas Dhumal	Member
5)	Asst.Prof. Archana Memane	Member
6)	Asst.Prof. Akshta Thorat	Member
7)	Mr. Nilesh Thorat	Member

**IQAC Coordinator**

**Popatrao Kisanrao Thorat College**  
Khutbav, Tal.-Daund, Dist.-Pune.

**Principal**

**Popatrao Kisanrao Thorat College**  
Khutbav, Tal.-Daund, Dist.-Pune.



### Code of Conduct (Minutes)

The code of conduct of college was prepared by CDC, IQAC and management of the college. This code of conduct is designed for students teachers and non-teaching staff of Popatrao Kisanrao Thorat College, Khutbav. This particular code of conduct was designed during the meeting which on held 10/07/2022

Sr. No.	Resolutions	Action taken
1)	The previous proceedings was read and maintained	To read and complete it within time
2)	Rules and regulations were considered for the students.	Informed the students with proper written notice.
3)	Consideration was given to provide information on college time and discipline.	Every professor got the information and they are bound to follow.
4)	The professors decided to follow their principles and honesty.	Professors are expected to follow the decided principles.
5)	It was decided to explain the rules for the professors appointed by the university.	Advised the professors to follow the rules.
6)	The teacher shall abide the code of professional ethics laid by the UGC OR other apex bodies from time to time.	Discussed the professional ethics and instructed all and it is bound to follow every professor.
7)	Every faculty member should be responsible to conduct regular classes and practicals and also take extra classes whenever necessary	All the teachers agreed to follow the resolution.
8)	All Non - teaching staff members should display higher possible standards of professional behavior.	Discussed with the staff and they are instructed to do so.
9)	All staff of Non - teaching staff members should co - operate with students, colleagues, and superiors.	Non - teaching staff was advised to cooperate with students and teaching staff.
10)	All teaching and non - teaching staff members should be punctual and disciplined towards their work disciplined.	Teaching and non - teaching staff agreed unanimously to be punctual and

**IQAC Coordinator**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.

**Principal**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.



## **Code of conduct Non-Teaching Staff**

### **Job Responsibilities of Non-Teaching Staff**

Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.

Non-Teaching Staff assigned to Laboratories should keep the Labs clean.

Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.

Non-teaching staff will carry out their duties as instructed by the authorities.

### **Job Responsibilities of Office Superintendent**

Scrutinize Admission and Eligibility documents and registers of admission.

Supervise and maintain personal files of staff and faculty.

Keeping discipline and work schedule of class IV employees.

Maintain movement register for staff under office administration.

Organize printing of brochures and placement documents for the institute.

Assist Principal in receiving guests and visiting dignitaries in a dignified manner.

Initiate and record all correspondence and put up to Principal /HODs

He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.

To maintain the records of scholarships of students.

To take care of biometric requirement.

### **Job Responsibilities of Clerk under Office Superintendent**

Checking website of Savitribai Phule Pune University, Pune.

Maintaining of personal files of teaching and non-teaching staff.

Maintenance of attendance registers of teaching and non-teaching staff,

Maintenance of service books.

Maintaining leave record of staff.

Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.

### **Job Responsibilities of Accountant**

To prepare budget estimate of the college under guidance of Principal

**Principal**

**Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.**



- To prepare documents for submission of six monthly and annual audit.
- Allotment of Budgets to every department of the college.
- To verify bills for payment
- To check the monthly pay sheet
- To check the cash book daily
- To hold custody of receipt books and vouchers.
- To prepare all the records as required by the statutory auditors.
- To Settlement of journey claims and advances.
- To prepare TDS statement and submit to Chartered Accountant.

### **Job Responsibilities of System Administrator**

- To maintain the network and PCs.
- To attend complaints received from students and staff regarding PC or the Network.
- To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- To assist the management in procurement of hardware, software and equipment.

### **Job Responsibilities of Examination Officer**

- Preparation of supervision chart, appointments of senior supervisors in consultation with principal.
  - To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
  - To organize the filling of examination forms, revaluation and verification forms of students for submission to Savitribai Phule Pune University.
  - To arrange for online examinations as per schedule and instructions of university.
  - To maintain the records of all passed out students of the institute.
  - To submit term work /oral practical marks to Savitribai Phule Pune University in time .
  - To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
  - To receive the examination stationery from Savitribai Phule Pune University,
- ### **Job Responsibilities of Placement Officer**
- Prepare a data bank of potential industries for placements and keep updating.
  - Initiate MoUs with industries and organize recruitment process for placements.
  - Organize printing of placement Brochures/soft copies of information regarding students' placements.



- Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
- Grooming the students for placements by organizing soft skill trainings.
- Counseling of students regarding emerging areas of job opportunities.
- Organize talks by experts to motivate students to seek job opportunities in emerging areas.
- Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.

### **Job Responsibilities of Librarian**

- To prepare and issue of Identity and Library cards to students and staff.
- To follow up return of books issued to students and staff members.
- To display new arrivals of books and journals.
- To receive journals and magazines and highlight important articles and news.
- To maintain the day wise records of visits of staff faculty members in library.
- Display of cuttings of newspapers on education /social matters on notice board
- To prepare list of required books received from head of the departments and upload to e-tender portal of BSM(Bhairavnath Shikshan Mandal) for approval.
- To increase reading habit of faculty and student by orientation programme, book exhibition and readers club.
- To weed out outdated reading material

### **Job Responsibilities of Lab Assistant / Attendant**

- To ensure safety of the students in the laboratory.
- To prepare the lab schedules for the students and display on the board.
- To record and maintain the attendance of the students.
- To ensure discipline of the students in the laboratory.
- To conduct lab examination as and when required.
- To assist the faculty member in conducting lab sessions of their students.
- To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
- Maintenance of all instruments/equipment s in the respective laboratories.
- To prepare the requirement of consumables for the lab and place indent for the same.

## **PROFESSIONAL ETHICS FOR THE EMPLOYEES**



Act with the highest standards of honesty and ethical conduct while working on the college premises and at off-site locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.

Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.

Staff should respect the dignity, rights and opinions of colleagues and students.

Staff should respect cultural, ethnic and religious differences of colleagues and students.

Staff must respect the person, privacy of students and other staff members of the Institute.

Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.

## **CODE OF CONDUCT FOR STUDENTS**

Each student should behave sincerely and politely with the teachers, non-teaching staff members and co-students in the college campus. If the students have any problem they should meet concerned teacher, the principal or the vice-principal of the college.

Identity Card is compulsory for each student in college campus.

Students should park their vehicles in the place allotted to them.

Students should not wander in the college campus by bunking the classes and practical's.

Smoking and chewing tobacco is strictly prohibited in the college campus.

Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet.

Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.

The rules of the office and the library are mandatory for each student.

At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student as per university rules and regulations.

Every student must complete average attendance as per university rules and regulations.

Students should strictly adhere to all the instructions written on the college Notice Board and messages send to them by college, otherwise the student himself will be responsible for the loss.



Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular "UGC Regulation No.f-1- 8/2006(C P PII) 4th March 2008No.170. Such students will be expelled from the college. Legal action will be taken against them.

The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.

Students should strictly follow all the above rules as well as any other rules made by the college from time to time.

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

The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.

The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.

The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute. The Principal should form various college level committees which are necessary for the development of the Institute.

The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.

The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.

The Principal should provide leadership, direction and co-ordination within the Institute.

The Principal should convene meetings of any of the authorities, bodies or committees, as and when required. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.

The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.

The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.

The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.





### **Job Responsibilities and Duties of HOD**

Departmental Administration  
Consultancy services.  
Teaching, laboratory development & writing of books.  
Evaluations of tutorials, assignments, journals, answer papers.  
Interaction with industry.  
Student's counseling.  
Interaction with other institutions, Universities at state, National and International levels.  
Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.  
Publishing papers in national and international journals.  
Review of academic activities of the department periodically.  
To maintain dead stock, consumable registers with the help of lab in-charge  
To display notices, mark sheets, attendance sheets etc. pertaining to the students  
Organize parents meet in association with Teacher & Parent.

### **Job Responsibilities of Associate Professor/Assistant Professor**

Teaching and ensuring attendance of students as per University norms  
Planning and implementation of instructions received from Head/principal.  
Student assessment and evaluation.  
Developing resource material for teaching and learning.  
Extension of services to the industry and community.  
Curricular, Co-curricular and extra-curricular activities.  
Publication of research papers, articles & Books.  
Participation in seminars/conferences/workshops.  
Contribute to the activities sustaining accreditation of the institute.  
Examination work pertaining to College / University  
Arrangement of remedial coaching.  
Upgrading of qualifications.  
Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.  
Any other duties assigned by the Management and Principal from time to time.



### **Job Responsibilities of Lab Assistant / Attendant**

- To ensure safety of the students in the laboratory.
- To prepare the lab schedules for the students and display on the board.
- To record and maintain the attendance of the students.
- To ensure discipline of the students in the laboratory.
- To conduct lab examination as and when required.
- To assist the faculty member in conducting lab sessions of their students.
- To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
- Maintenance of all instruments/equipment s in the respective laboratories.
- To prepare the requirement of consumables for the lab and place indent for the same.

### **PROFESSIONAL ETHICS FOR THE EMPLOYEES**

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at off-site locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.

**IQAC Coordinator**  
**Popatrao Kisanrao Thorat College**  
**Khutbav, Tal.-Daund, Dist.-Pune.**

**Principal**  
**Popatrao Kisanrao Thorat College**  
**Khutbav, Tal.-Daund, Dist.-Pune.**

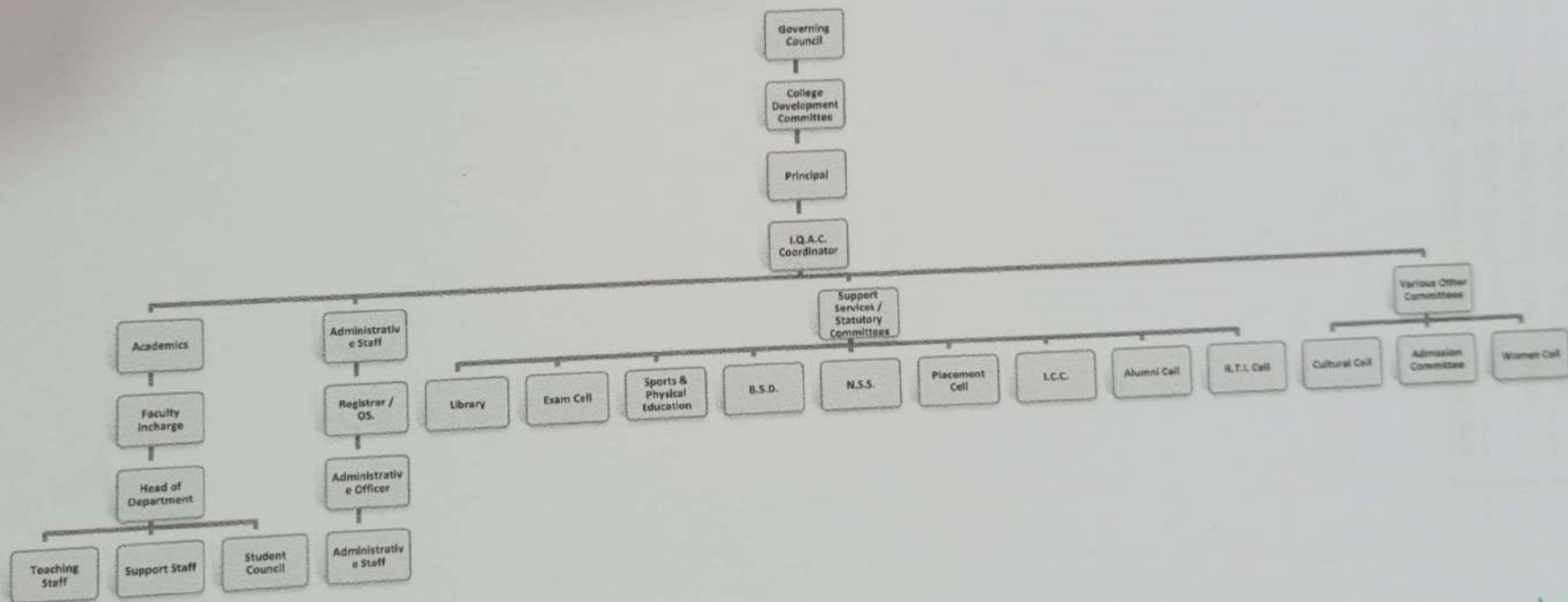


Bhairavnath Shikshan Mandal

# Popatrao Kisanrao Thorat College

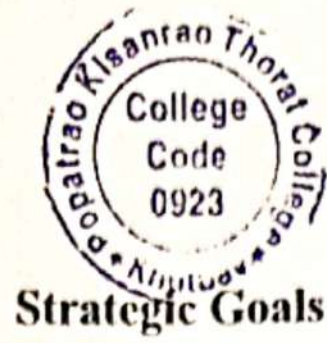
Khutbav, Tal. Daund, Dist. Pune-412203

## Organogram of the College




*V. Mahal*  
**IQAC Coordinator**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.

*P. Sahas*  
**Principal**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.



1. Following effective teaching learning process
2. Developing and following leadership and participative management
3. Establishing a continuous Internal Quality Assurance System
4. Ensuring good governance
5. Ensuring student's development and participation
6. Ensuring staff development & welfare
7. Developing financial management
8. Put emphasize on Institute – Industry interaction and partnership
9. Development of entrepreneurship
10. Encouraging research and development work
11. Increasing internal revenue generation
12. Increasing Alumni Interaction and participation and Outreach activities
13. Engagement in Community Services and Activities
14. Developing physical infrastructure
15. Getting memberships of professional bodies, Local chapters, student's chapter etc.

  
**Principal**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.



## Monitoring of Strategic Plan

The implementation of strategic plan will be monitored time to time by Principal, IQAC through periodic review. The section heads & committee coordinators will prepare the detailed progress report and present it in the review meetings. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently. The IQAC will report the findings to the principal. With thorough analysis of outcomes and based on IQAC report, the above will recommend the corrective actions, need of further processes and deployment of resources. All these reports will be forwarded for further discussions and approval to management & GC members.

**IQAC Coordinator**  
**IQAC Co ordinator**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal. Daund, Dist. Pune.

**Principal**  
**Principal**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.



Est. 28/10/2009

॥ स विद्या या विमुक्तये ॥

Bhairavnath Shikshan Mandal's

# POPATRAO KISANRAO THORAT COLLEGE,

Khutbav - 412203, Tal. - Daund, Dist. - Pune, Ph. No. 02119-284012

NAAC Accreditation 'B' Grade

(Affiliated to Savitribai Phule Pune University)

ID No : PU/PN/S/391/2009

College Code : 0923

Founder

Hon.Ex. M.L.A. Rameshappa Thorat  
Chairman, P.D.C.C. Bank, Pune

Principal

Dr. Avinash Sangolekar  
M.A. (Marathi), M.Phil, Ph.D., C.J.

Ref. No. : 1239/2023

Date : 20/06/2023

To:  
Mrs. Memane Archana Dada,  
A/P- Nathachiwadi Tal-Daund,  
Dist-Pune 412215.

Dear Sir/Madam,

With reference to your application, dated 15/06/2023 the Registrar /Principal is pleased to inform you are/hereby appointed to the post of Assistant Professor in the College /University of a starting pay of RS.12200/- per month.

2. Your appointment is on Probation/Temporary up to Academic Year 2023-2024 during the period of Probation, your service are likely to discontinued by giving one months notice on either side.

3. After the completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereon from concerned head of the Section/Unit.

4. Your appointment is on Probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.

5. Your service will be governed by the provisions of the University Acts and the Statutes including Manuals, Ordinances, Regulations and Rules of the University for the time being in force and Maharashtra Non-Agricultural Universities and affiliated Colleges, Standard Code (terms and conditions of service of non-teaching employee), Rules 1985 and/or the Rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations, and Rules of the University.

6. You will be entitled to receive the allowances as per rules prevailing at present and as may be revised from time to time.

Contd .page 2

Page 2



7.If your acceptance is not received up to 20/06/2023 your appointment is liable to be cancelled/withdrawn.

8.In case you are accepting of the appointment ,you shall have to submit the discharge certificate from your present employer ,if any ,and will have to give an undertaking agreement in the prescribed form(enclosed) before joining the duties.

  
Yours Faithfully,



  
**Principal**  
Papatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.

Est. 28/10/2009

**POPATRAO KISANRAO THORAT COLLEGE,**  
Bhairavnath Shikshan Mandal's  
Khutbav - 412203, Tal.- Daund, Dist.- Pune, Ph. No. 02119-284012  
NAAC Accreditation B Grade  
(Affiliated to Savitribai Phule Pune University)  
ID No : PU/PN/S/391/2009

**Founder**  
Hon.Ex. M.L.A. Rameshappa Thorat  
Chairman, P.D.C.C. Bank, Pune

College Code : 0923

**Principal**  
Dr. Avinash Sangolekar  
M.A. (Marathi), M.Phil, Ph.D.,C.J.

Ref. No. : 1238/2023

Date : 20/06/2023

To:  
Mr.Dhumal Vikas Dattatray,  
A/P-Kusegaon Tal-Daund,  
Dist-Pune 412219.

Dear Sir,

With reference to your application, dated 15/06/2023 the Registrar /Principal is pleased to inform you are/hereby appointed to the post of Assistant Professor in the College /University of a starting pay of RS.10000/- per month.

2.Your appointment is on Probation/Temporary up to Academic Year 2023-2024 during the period of Probation, your service are likely to discontinued by giving one months notice on either side.

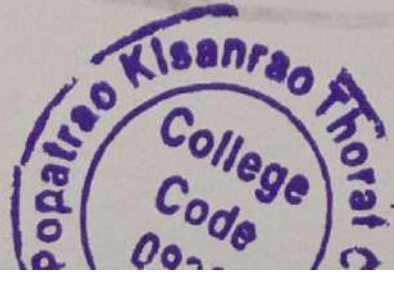
3.After the completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereon from concerned head of the Section/Unit.

4. Your appointment is on Probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.

5.Your service will be governed by the provisions of the University Acts and the Statues including Manuals, Ordinances, Regulations and Rules of the University for the time being in force and Maharashtra Non-Agricultural Universities and affiliated Colleges, Standard Code(terms and conditions of service of non-teaching employee),Rules 1985 and/or the Rules of the Governing Body not inconsistent with the Act, Statutes , Ordinances , Regulations , and Rules of the University.

6.You will be entitled to receive the allowances as per rules prevailing at present and as may be revised from time to time.

Contd .page 2  
Page 2





7.If your acceptance is not received up to 20/06/2023 your appointment is liable to be cancelled/withdrawn.

8.In case you are accepting of the appointment ,you shall have to submit the discharge certificate from your present employer ,if any ,and will have to give an undertaking agreement in the prescribed form(enclosed) before joining the duties.



  
Yours Faithfully,

  
**Principal**  
**Popatrao Kisanrao Thorat College**  
**Khutbav, Tal.-Daund, Dist.-Pune.**