



*Education through self help is our motto - Karmaveer*

Rayat Shikshan Sanstha's

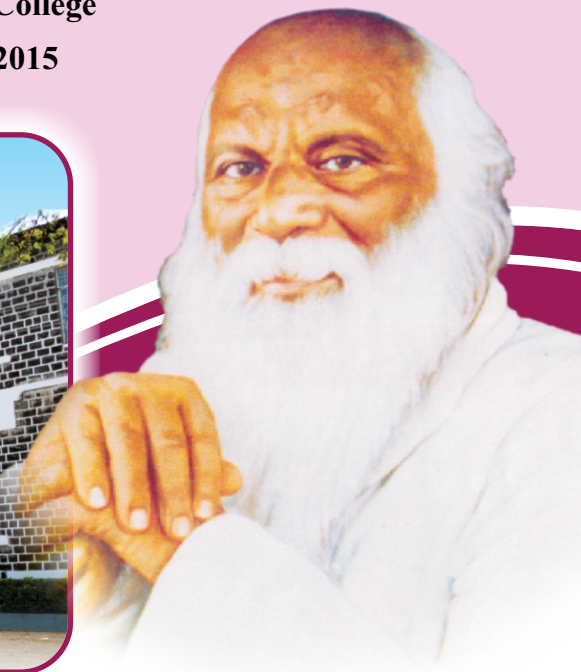
# **R. B. Narayanrao Borawake College, Shrirampur**

*Affiliated to S.P. Pune University, Pune*

NAAC Accredited 3<sup>rd</sup> Cycle 'A+' Grade (CGPA 3.44)

DST-FIST Recognized College

ISO Certified : 9001-2015



## **HAND BOOK OF CODE OF CONDUCT**



## ***Principal's Message***

It gives me immense pleasure to put forth the Handbook of *Code of Conduct* which provides standard procedures and practices of the R.B. Narayanrao Borawake College, Shrirampur for the concerned stakeholders. Codes of conduct usually describe universal values and rules to be followed by members of the group or a community and are intended to give those members clear guidance for their behavior. They are the result of the wider established culture of a group or an organization and can be supplemented by further, more specific rules and regulations of conduct.

I wish that all the stakeholders will abide by the code of conducts and will confirm the harmony on the campus which will again definitely lead the growth of the organization.

**Dr. N. S. Gaikwad**  
Principal



# Introduction

This Handbook of Code of Conduct indicates the standard procedures and practices of the R.B. Narayanrao Borawake College Shrirampur, for all the students, teaching-non teaching faculty and all the stakeholders. All the stakeholders must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

All the concerned stakeholders are expected to maintain the highest ethical standards in all associations and activities with others on behalf of the College. It is essential that all the concerned stakeholders conduct themselves in a manner that will withstand the closest scrutiny. The purpose of this Code of conduct is to provide guidance to students, teaching and non teaching and other stakeholders of the college in performing their duties as responsible citizens. All the concerned stakeholders are required to observe the fundamental principles whether set out for the stakeholders specifically or as expectations set by the college for the conduct of its affairs.





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## **CHAPTER I : INSTITUTIONAL CODE OF CONDUCT FOR THE STUDENTS**

### **• DISCIPLINE**

- Students must attend their classes, lectures, practical and tutorials and appear for tests, mid Semester, semester / term-end, annual examination. They should inform about their performance to their parents.
- Students should not loiter around the class-rooms and laboratories.
- Students should see notices displayed on various notice boards regularly. Ignorance of the same would not be justified.
- Students must carry their identity cards in the campus and these cards should be put on the chest.
- Students should note that smoking, spitting, chewing tobacco or gutakha, consumption of liquor and use of drugs is strictly prohibited on the college campus.
- Students must observe strict discipline on the College campus and should not disturb the college Teaching and Administration in any manner whatsoever.
- A college student's involvement in the act of indiscipline or violation of college rules may result in expulsion of the student from the college. The authorities /discipline committee shall deal with such matters in a serious manner. Decision of the Principal in all such cases will be final.
- Students should take proper care of College property, and help in keeping the premises clean, neat and tidy. Any damage will be treated as a serious breach of discipline and the cost of the damage will be recovered from the student concerned.
- Students must switch off their mobile or cell phones in class rooms and laboratories or during any academic activities. Use of mobile for entertainment is strictly Prohibited.
- If a student desires to remain absent for any genuine reason/s, prior permission of the Principal / Vice Principal/HOD should be taken.
- No Society or association shall be formed by the students in the college and hostel and no person should be invited to attend and address any meeting without the prior permission of the Principal.
- No annual gathering will be organized by the college; however cultural programme of two hour duration each will be organized on the occasion of Republic Day and



Independence Day.

- Students should not attend the classes other than their own without prior permission.
- Dress of the student should be neat, tidy and decent on the college campus.
- Students must keep their bicycles / vehicles at the vehicle stand only.
- The Principal has absolute discretion / right to add, amend or modify these rules and in all matters. Principal's decision shall be final and binding to the students.
- It is obligatory for all the students to remain present on the occasion of Independence Day, Republic Day, Karmaveer Bhaurao Patil Birth Anniversary and Annual Prize Distribution Day.

## **I-CARD**

- Each student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card and Library Card from the Library at the commencement of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 20 days from the date of admission.
- If student has misplaced library card or I-card, it should be report without delay to the HOD and the librarian with an application.

## **CAUTIONARY INSTRUCTIONS REGARDING UNIVERSITY EXAMINATIONS**

- Students resorting to unfair means at the time of examinations will be dealt inaccordance with the provisions of the Govt. of Maharashtra Act. No. XXXI of 1982 and the Maharashtra University Act, 1994.
- A student is subject to punitive action as per the University rules in copy case. The University decides the course of action and nature of punishment weighing the gravit of the case. A fine of Rs. 500/- (Five Hundred) or six months' imprisonment or both at the same time will be imposed as per Maharashtra Government Act.
- The students making unfair practices during examination and wishing to seek admission next year must apply in prior to the Principal as per University Circular No. 218/1997.



Such students must tender undertaking to the Principal if they wish to appear for university examination.

- The undertaking reads as follows:- I am bound to the decision taken by the University regarding unfair practice during examination. There won't be further complaint on my part.
- If the student is found guilty, provisional admission / examination form will stand automatically cancelled and paid fees will not be refunded. Students involved in unfair practices can take admission of the college and full up the examination form at their own risk and responsibility.
- The student involved in unfair means / practices and wishing to reappear for the very examination, he /she should do for all the courses, if the decision by the University is not conveyed to him / her until the next examination, he / she will have to appear for all the papers. However further action will be taken according to the decision taken by the University.

- **DRESS CODE**

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly.
- On every Thursday students are allowed to wear formal dress.

- **MOBILE PHONE**

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- At the time of examination mobile phone is strictly prohibited in examination hall. Loss of mobiles, modern means of communications, valuables and other belongings are at students' risk.

- **RAGGING IS A LEGALLY COGNIZABLE OFFENCE**

- Any act of teasing, man handling, using abusive words, physical or mental torture and such other type of act which creates physical or mental tension to another student or a





group of students shall be treated as ragging. Complaint about ragging will be dealt very seriously.

- **Following action will be taken against student / students involved in the act of ragging.**
- Will not be allowed to take any academic benefit.
- Benefits such as scholarship / fellowships etc will be hold.
- Will not be allowed to appear for examination.
- Will be expelled from the college / hostel.
- Shall not be admitted to any other institute for a period of five years from the date of dismissal.
- Shall be punished with an imprisonment for a term up to two years and shall also be liable for a fine which may extend to ten thousand rupees.
- **STUDENTS SHOULD ABIDE BY THE ORDINANCE 157 SECTIONS 95 OF MAHARASHTRA UNIVERSITY ACT 1994 REGARDING THE MAINTENANCE OF DISCIPLINE AND GOOD CONDUCT.**

- **GENERAL RULES OF LIBRARY**

- The student admitted to the college shall purchase an Identity card from library at Rs.50/- Printed and Bar-coded Identity card will be issued from library after submitting I card from which is included in the prospectus.
- The student will get books or periodicals only on showing the identify card.
- There are separate reading rooms for boys and girls.
- Students should see carefully the notices displayed on the notice board of the library.
- Students must handle the books, newspapers or periodicals with care. Any attempt to damage books or periodicals or any other reading material by defacing, folding or tearing off the pages will be treated as misconduct and strictly dealt with.
- If the original I - card or Library Card is lost a duplicate will be issued on payment of prescribed fees.
- Details regarding timings of the library and issue of books for home reading will be



notified from time to time on the library notice board.

- Complete silence and strict discipline must be maintained in the library and reading rooms.
- Reference books and journals will be issued to students against I-cards. Students are not allowed to take them outside the study room.
- If any reference is required, student should approach the Librarian or the person on duty.

### • **RULES FOR HOSTEL STUDENTS**

- Students should abide by the instructions of the rector. They should remain present for various functions organized by hostel / college throughout the academic year.
- The hostel residents should live up to the reputation of the college and the Sanstha. Misbehavior or misconduct will lead to the expulsion from the hostel.
- Students should not damage to the hostel property. In case a student makes any such loss the amount will be recovered from he/she and appropriate action will be taken against him.

## • **CHAPTER II : CODE OF CONDUCT FOR THE TEACHING-STAFF**

### • **DISCIPLINE**

- The teaching faculty member should be present at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by UGC/College.

### • **LEAVES**

- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.



- **CONTINUOUS ASSESSMENT**

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- Every Faculty Member should maintain Teaching Diary.

- **CLASSROOM TEACHING**

- The staff should engage the class 50 minutes for UG and 60 minutes for PG and should not leave the class early.
- The staff should use ICT for effective teaching learning.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learners/advance learners students and pay special attention to their needs in special classes/extra lectures.

- **LABORATORY**

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models and charts.

- **TEST/ASSIGNMENTS/MID-TERM/MOCK**

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.



- Test, prelim, mid-term, CIE, project work, submission and mock practical examination must be conducted as per the academic calendar and rules and regulation laid by SPPU.
- **APPRAISAL REPORT**
- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

## **CHAPTER III : CODE OF PROFESSIONAL ETHICS FOR THE TEACHERS**

### **TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### **Teachers should**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;



- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (i) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (ii) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication, Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (iii) Participate in extension, co-curricular and extra-curricular activities including community service.

## **TEACHERS AND THE STUDENTS**

### **Teachers should:**

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (iv) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (v) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vi) Pay attention to only the attainment of the student in the assessment of merit;
- (vii) Make themselves available to the students even beyond their class hours and help



and guide students without any remuneration or reward;

(viii) Aid students to develop an understanding of our national heritage and national goals; and

(ix) Refrain from inciting students against other students, colleagues or administration.

## **TEACHERS AND COLLEAGUES**

### **Teachers should:**

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

## **TEACHERS AND AUTHORITIES**

### **Teachers should:**

(I) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(II) Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;

(III) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(IV) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

(V) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;



- (VI) Should adhere to the conditions of contract;
- (VII) Give and expect due notice before a change of position is made; and
- (VIII) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **TEACHERS AND NON-TEACHING STAFF**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (i) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **TEACHERS AND GUARDIANS**

#### **Teachers should:**

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **TEACHERS AND SOCIETY**

#### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (i) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (ii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



## **CHAPTER IV : CODE OF CONDUCT FOR SUPPORTING STAFF**

### **ADMINISTRATIVE STAFF**

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.
- Staff should maintain service book of all teaching and non-teaching staff of the institution.

### **ACCOUNTANT**

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports time to time.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

### **STUDENT SECTION**

#### **Student section should**

- Enter the students information
- Ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.





- Submit the student Prorata, eligibility and student insurance to Savitribai Phule Pune University
- Ensure timely submission of examination forms to Savitribai Phule Pune University
- Ensure caste certificate/caste validity from concern divisional office.
- Provide all necessary student data to prepare various committee reports

- **LAB ASSISTANT**

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register.
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.
- Lab assistant should maintain the departmental stock register.

- **LAB ATTENDANT**

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

- **CLERK**

- Clerk should maintain college level/department level all document files.

- **PEON**

- Peon should report the college half an hour before the college time.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

- **CHAPTER V : CODE OF CONDUCT FOR THE HEAD OF DEPARTMENT**

- The work load of all the staff should be assigned by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than prescribed by UGC/SPPU.



- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the meetings of the staff to appraise the progress of academic and administrative work.
- The HOD should conduct the TD-IQAC meeting.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from all the stakeholders.
- The HOD should verify the teachers teaching diary on regular basis.

## • **CHAPTER VI : CODE OF CONDUCT FOR THE PRINCIPAL**

- The Principal should supervise 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 is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should organize the CDC/IQAC meeting periodically. 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 ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should write confidential report of all staff members of the Institute.
- The Principal should look after the NAAC Assessment and Accreditation responsibilities.

- **CHAPTER VII : CODE OF CONDUCT FOR THE COLLEGE DEVELOPMENT COMMITTEE (CDC)**

- There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely:-
  1. Chairperson of the management or his nominee ex-officio Chairperson;
  2. Secretary of the management or his nominee;
  3. One head of department, to be nominated by the principal or the head of the institution;
  4. Three teachers in the college or recognized institution, elected by the full-time



amongst themselves out of whom at least one shall be woman;

5. One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
6. four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
7. Co-ordinator, Internal Quality Assurance Committee of the college;
8. President and Secretary of the College Students' Council;
9. Principal of the college or head of the institution – Member – Secretary.

### **The College Development Committee shall;**

Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities;

The College Development Committee shall meet at least four times in a year.

Recommends to the management of Rayat Shikshan Sanstha about introducing new academic programmes and the appointment of additional teaching and administrative posts;

Take review of the self-financing, short term, career oriented courses in the college, if any, and make recommendations for their upgrading;

Formulate specific recommendations to the management to promote and strengthen research, consultancy and extension activities in the college;

Make specific recommendations to the principal to foster academic collaborations to strengthen student exchange, teacher exchange, field projects etc.;

Make specific recommendations to the management to augment and encourage the use of information and communication technology in teaching and learning process;



Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;

Prepare the annual financial estimates and financial statements of the college and same is recommended to the management for approval;

Make an effort for enriching the students' and employees' welfare facilities in the college. Discuss on the Internal Quality Assurance Report submitted by IQAC and approve for submission to NACC.

Formulate suitable admissions procedure for various programmes by following the statutory rules and regulation laid down by SPPU and Govt. of Maharashtra;

Plan for major annual events in the college, such as annual day, sports events, cultural events, various competitions, seminars/conferences etc.;

Discuss and review regarding the discipline, safety and security of the students on the college campus and to take appropriate steps;

Consider and make appropriate recommendations on inspection reports, local inquiry reports, Sanstha audit report, Govt. Audit reports, SSR of National Assessment and Accreditation Council, etc.

Approve the budget for self finance research projects

Recommends for apply for various funding agencies for fund mobilization.

Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of the college.

Carry out such other duties and exercise such other powers as may be entrusted by the management and the university.





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