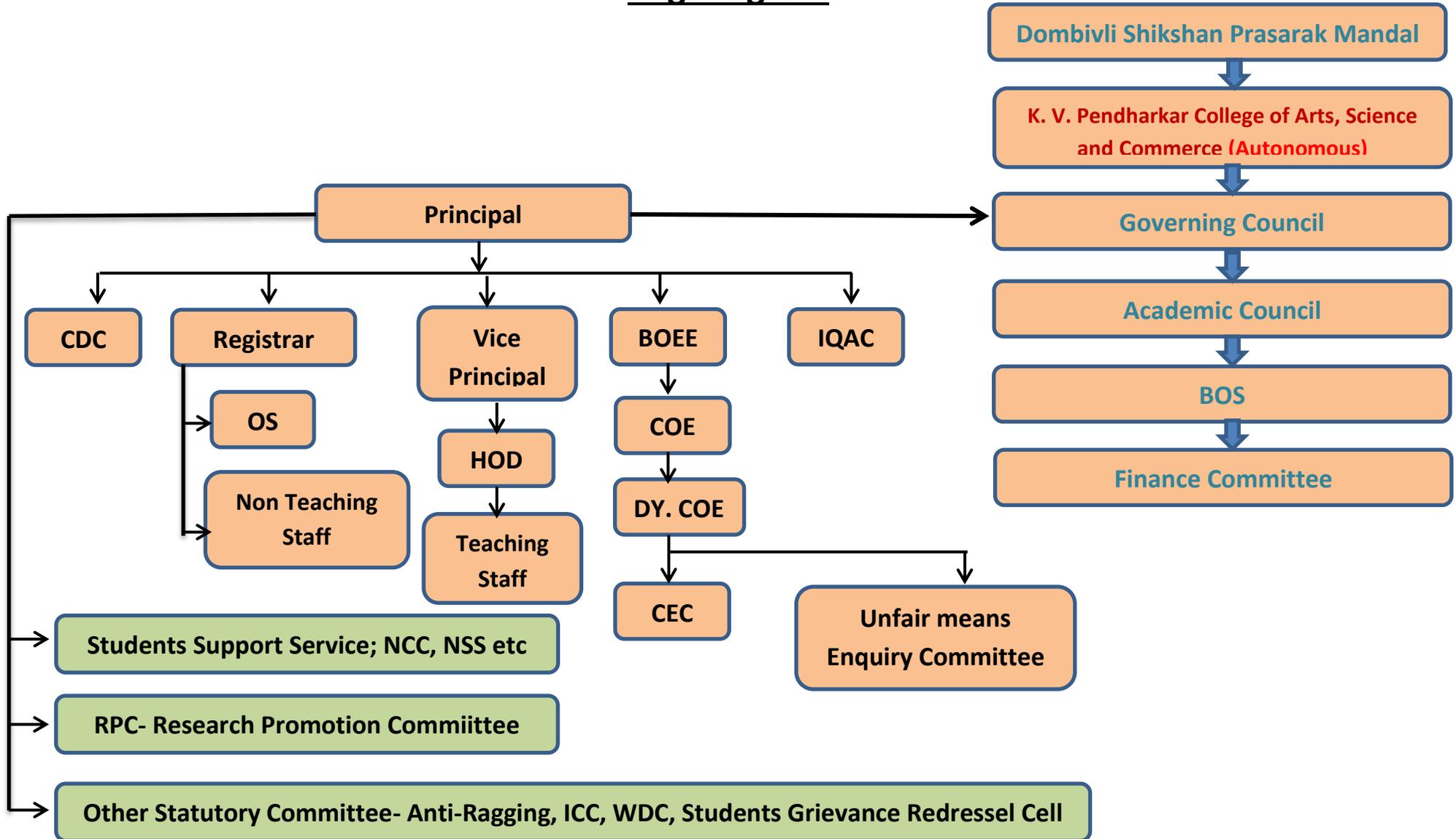


Dombivli Shikshan Prasarak Mandal's
K. V. Pendharkar College of Arts, Science & Commerce, Dombivli-(E)

- The institution has a defined hierarchical governing system for effective formulation of policies and their implementation.
- Well-established administrative, academic and non-academic committees function in synergy.
- The Governing Body, with the help of nominees from the external academic and non-academic organisations, evolves policies and monitors the programmes of the college.
- The Board of Management is the local administrative body.
- The academic administration is decentralized and the responsibility is shared at various levels viz. the Principal, the Vice-Principals, the Chairman of Examinations Committee, the IQAC coordinator etc.
- The Management extends an unflinching support towards the development of the students and the institution.
- The NSS and NCC units are headed by competent persons.
- **Quality of Institutional Management:** Institutional management involves the following hierarchy:



Organogram



- **Institutional Planning:**

Institutional planning is needed because of the reasons:

1. Proper direction and base for educational planning.
2. Optimum utilization of resources.
3. Betterment and improvement of the institution.
4. Provision for teamwork.
5. Democratic approach to planning.
6. Encourages initiative of the individual teacher.
7. State of the Art Planning
8. Augmentation of support services, library resources, educational facilities
9. Improvement of work culture
10. Quality enhancement and sustenance
11. Orientation for extension activities



I/C Principal

I/C Principal

DEPM's K.V. Pendharkar College
Dombivli

Teaching.

ESTD. 1979



DOMBIVLI SHIKSHAN PRASARAK MANDAL'S

K. V. PENDHARKAR COLLEGE

OF ARTS, SCIENCE & COMMERCE

Dombivli (E) - 421 203. DIST. THANE

Telefax : 0251 - 2473282

E-mail : kvpcollege@hotmail.com



CODE OF CONDUCT

Codes for Teachers/Professors of K.V. Pendharkar College of Arts, Science and Commerce, Dombivli (East).

A Teacher / Professor :

1. Should advance and disseminate knowledge through his/her professional activity.
2. Should try to give his / her best to the students as well as to the institution.
3. Should serve as a role model and hence should have very honest dealings and fair play.
4. Should act with honesty and integrity in all aspects of his/her work.
5. Shall always maintain high standards of personal behaviour at all times and to do nothing that brings them, the college and the profession to disrepute.
6. Should make constant efforts to improve professionally.
7. Should prepare complete, concise, daily lesson plans.
8. Should promote gender equality
9. Should not assault any student.
10. Should not take advantage of a position of authority with student for personal, political or other purposes.
11. Shall not subject his/her students to painful body posture such as frog jumping, standing in the sun, holding heavy loads on outstretched hands etc.
12. Shall continuously update lecturing contents in order to align with latest developments in the field of science, technology, arts, commerce as may be applicable to him/her.

13. Should recognize, respect and uphold the dignity and worth of students as individual human beings and therefore deal justly and considerately with students.
14. Should ensure that communication with students, colleagues, parents, management is appropriate including communication via electronic media such as e mail, texting and social networking sites.
15. Should ensure that they do not knowingly access, download or otherwise have in their possession, while engaged in college activities, inappropriate materials / images in electronic or other form.
16. Should regularly attend the College. They should report at least 15 minutes before their first lecture or practical every day.
17. Should conduct all the lectures fully in the time allotted every day.
18. They should attend all the staff meetings and meetings of teachers and parents of their students.
19. Should actively supervise students while on playground duty.
20. Should actively supervise students while on excursion or field visit or study tour.
21. Should clearly instruct and carefully supervise students while operating equipments.
22. Should not have physical contact with the student as far as possible. In case it is necessary then in a way that doesn't make student uncomfortable.

23. Should respect the seniority as a matter of protocol.
24. Should use appropriate language and behaviour in his /her interactions with colleagues.
25. Should use college resources very sparingly and only for the discharge of official duties.
26. Should co-operate in formulating policies of institution by accepting various offices and discharge responsibilities which such office may demand.
27. Should not engage in private and personal conversation during class period when he/she is expected to teach or to supervise the students at work or play or undergoing examination.
28. Shall not trade or transact any private financial business on the college premises during college hours.
29. Should take part in approved co-curricular activities of the college.
30. Should intervene to stop a student from perpetrating physical violence or abuse upon another student.
31. Should intervene to stop a fellow teacher from perpetrating physical violence or abuse upon another teacher.
32. Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.
33. Maintains confidentiality of the information concerning students and dispenses such information only to those

- who are legitimately entitled to it.
34. Shall not intimidate, insult, tease, harass, threaten, snub or discriminate against any student.
 35. Shall not use physical challenges of students to intimidate or ridicule them.
 36. Shall not compel any female or male student in the college to marry him/her with or without the consent of the student's parents.
 37. Shall not publicly or in secret willfully commit any acts of indecency towards any student.
 38. Shall not cause a deliberate damage to the property of Dombivli Shikshan Prasarak Mandal.
 39. Shall not in the course of discharge of duties, disobey, disregard or willfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives.
 40. Shall not engage in any act that brings the Dombivli Shikshan Prasarak Mandal into disrepute.
 41. Shall not drink alcohol while on duty or be found drunk during college hours.
 42. Shall not smoke in classroom during college hours or at any place within the college campus.
 43. Shall not involve a student by sending him/her to purchase alcoholic beverages or cigarettes.
 44. Shall not advance any loan whatsoever to another teacher or non teaching staff at interest or shall not act

- as an intermediary between any teacher or non teaching staff and money lender or take part in collecting debtson behalf of any money lender.
45. Shall not without the express permission of management, act as editor of newspaper, magazine or periodical or take part directly or indirectly in the management thereof.
 46. Shall not give unauthorized press interviews or releases.
 47. Shall not involve himself or herself in students' strikes, riots or demonstrations without recourse to the due process.
 48. Shall not write or circulate anonymous letters with malicious intent.
 49. Shall not take or show official correspondence or records to private persons, corporations, companies or other bodies without the express and prior consent of Dombivli Shikshan Prasarak Mandal or its authorized representative.
 50. They are prohibited from keeping a cell phone with them while on college campus. Use of other electronic devices like any form of voice recorder and any device of photography is also prohibited while on college campus.

Following shall be construed as Misconduct on the part of teacher / professor of K. V. Pendharkar College of Arts, Science & Commerce - Dombivali (E)

1. Willful failure to perform academic duties assigned to him / her in accordance with the applicable Acts, Statutes and Ordinances.
2. Victimisation of and discrimination against students, colleagues and other staff.
3. Inciting students against students, colleagues, university administration and its employees. A teacher, however, shall have the right to express his/her opinion and ventilate differences on matters of principle in meetings, seminars or formal assemblies of students.
4. Raising question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
5. Knowing or willful neglect of duties.
6. Propagating through his teaching or otherwise, communal or sectarian outlook or inciting or allowing students to indulge in communal or sectarian activities.
7. Discriminating against any student on the ground of caste, creed, language, place of origin, social or cultural background or any of them.
8. Indulging or encouraging any malpractice connected with examinations or any other college activity.

9. Making sustained neglect in correcting class-work or home or class tests or home assignments done by the

- duties and indulging in any sort of agitation to coerce or embarrass college authorities and staff.
32. Divulging confidential matters relating to the college.
 33. Possessing weapons, explosives or any other

- objectionable material in college premises.
34. Subjects any student to fear, trauma, anxiety, physical punishment, sexual abuse and mental and emotional harassment.
 35. Making unsubstantiated allegations against colleagues or higher authorities.
 36. Entering into a sexual relationship with the student regardless of an apparent consent from student.
 37. Performs his duties while under the influence of alcohol or drugs.
 38. Leaving the class unattended or leaving the students earlier than the scheduled time so that they are unsupervised.
 39. Throwing dust, chalk or other object at the student to seek their attention
 40. Arranging activities or meeting alone with a student that are not within college guidelines or that are without informed approval of higher authorities.
 41. Putting the arms around the students while instructing them on computers.
 42. Conversing about sexual matters with the students that are unrelated to the syllabus.
 43. Telling jokes of a sexual nature to the students.

- or embarrass college authorities and staff.
32. Divulging confidential matters relating to the college.
 33. Possessing weapons, explosives or any other

- objectionable material in college premises.
34. Subjects any student to fear, trauma, anxiety, physical punishment, sexual abuse and mental and emotional harassment.
 35. Making unsubstantiated allegations against colleagues or higher authorities.
 36. Entering into a sexual relationship with the student regardless of an apparent consent from student.
 37. Performs his duties while under the influence of alcohol or drugs.
 38. Leaving the class unattended or leaving the students earlier than the scheduled time so that they are unsupervised.
 39. Throwing dust, chalk or other object at the student to seek their attention
 40. Arranging activities or meeting alone with a student that are not within college guidelines or that are without informed approval of higher authorities.
 41. Putting the arms around the students while instructing them on computers.
 42. Conversing about sexual matters with the students that are unrelated to the syllabus.
 43. Telling jokes of a sexual nature to the students.

43. Telling jokes of a sexual nature to the students.
44. Making sexually suggestive remarks or actions or obscene gestures or showing inappropriate videos in front of students.
45. Deliberately exposing students to the sexual behaviour of others, including access to pornography.
46. Giving students alcohol or narcotic drugs.
47. Sexually, emotionally or physically harass colleagues or other employees working in college.
48. Exploit the educational institute for personal gains.
49. Misuse of funds received as aid or grant or help.
50. Knowingly misrepresents facts or makes false

statements.

51. Makes any comment about colleagues, other staff and management within educational community or by electronic means which is likely to undermine their status and standing.
52. Any negligence on the part of teacher which causes unacceptable loss, damage or injury, shall be a breach of contract of service.
53. Forges or falsifies any document or impersonates any person with the intent of misleading the Mandal and general public.
54. Demands/receives a bribe or any benefit whatsoever from any person in the course of performance of his/her normal duties.

43. Telling jokes of a sexual nature to the students.
44. Making sexually suggestive remarks or actions or obscene gestures or showing inappropriate videos in front of students.
45. Deliberately exposing students to the sexual behaviour of others, including access to pornography.
46. Giving students alcohol or narcotic drugs.
47. Sexually, emotionally or physically harass colleagues or other employees working in college.
48. Exploit the educational institute for personal gains.
49. Misuse of funds received as aid or grant or help.
50. Knowingly misrepresents facts or makes false

statements.

51. Makes any comment about colleagues, other staff and management within educational community or by electronic means which is likely to undermine their status and standing.
52. Any negligence on the part of teacher which causes unacceptable loss, damage or injury, shall be a breach of contract of service.
53. Forges or falsifies any document or impersonates any person with the intent of misleading the Mandal and general public.
54. Demands/receives a bribe or any benefit whatsoever from any person in the course of performance of his/her normal duties.

55. Financial embarrassment which is likely to impair efficiency of a teacher.
56. Commits alleged criminal act or omission at work place such as stealing, falsification of records or a deliberate misrepresentation of facts.
57. Any alleged criminal act or omission by a teacher outside the work place that renders, in the opinion of employer, the teacher unsuitable for his/her present job.
58. A teacher who is convicted of a criminal offence involving fraud, theft or dishonesty or moral turpitude sentenced to imprisonment without the option of a fine shall be dismissed from the service as from the date of his conviction.

Non Teaching

ESTD. 1979



DOMBIVLI SHIKSHAN PRASARAK MANDAL'S

K. V. PENDHARKAR COLLEGE

OF ARTS, SCIENCE & COMMERCE

Dombivli (E) - 421 203. DIST. THANE

Telefax : 0251 - 2473282

E-mail : kvpcollege@hotmail.com



CODE OF CONDUCT

के. वि. पेंढारकर कला, विज्ञान व वाणिज्य महाविद्यालय

डोंबिवली (पूर्व)

शिक्षकेतर कर्मचाऱ्यांसाठी आचार संहिता

प्रत्येक शिक्षकेतर कर्मचाऱ्याने :

१. आपले कोणतेही काम प्रमाणिकपणे व एकनिष्ठपणे करावे.
२. सदैव आपल्या वैयक्तिक वर्तनाचा दर्जा उच्च ठेवून आपल्या महाविद्यालयाची किंवा व्यवसायाची बदनामी होईल अशी कुठलीही कृती करू नये.
३. स्त्री-पुरुष समानतेचा पुरस्कार करावा.
४. कोणत्याही विद्यार्थ्याला / विद्यार्थिनीला मारहाण करू नये.
५. वैयक्तिक, राजकीय किंवा अन्य कारणासाठी स्वतःच्या पदाचा विद्यार्थ्यांच्या करवी फायदा करून घेऊ नये.
६. विद्यार्थ्यांशी न्यायबुद्धीने व समजूतदारपणे वागावे की, ज्यामुळे त्यांचा आत्मसन्मान व प्रतिष्ठा जपली जाईल.
७. ई-मेल किंवा सामाजिक संकेत स्थळावरील संदेश किंवा विद्यार्थी, सहकारी, पालक, व व्यवस्थापनाशी होणारा संवाद उचित असेल हयाची खात्री करून घ्यावी.
८. महाविद्यालयीन काम करताना इलेक्ट्रॉनिक माध्यमाच्या सहाय्याने कोणतीही अयोग्य माहिती / छबी मिळवू नये किंवा बाळगू नये.
९. महाविद्यालयात नियमित हजर असावे व आपल्या कामाच्या विहित वेळेअगोदर १५ मिनिटे हजर असावे.

१०. खेळाच्या मैदानावर लक्ष ठेवण्याचे काम नेमुन दिले असताना मैदानावर खेळणाऱ्या विद्यार्थ्यांवर चुस्तीने लक्ष ठेवावे.
११. विद्यार्थी शैक्षणिक दौऱ्यावर किंवा विशिष्ट ठिकाणी माहिती मिळविण्यासाठी गेले असताना व विद्यार्थीसोबत असण्याचे काम नेमुन दिले असताना सदर विद्यार्थ्यांवर चुस्तीने लक्ष ठेवावे.
१२. विद्यार्थी उपकरणे हाताळत असताना त्यांना स्पष्ट सूचना द्याव्यात व त्यांच्यावर काळजीपूर्वक लक्ष ठेवावे.
१३. शक्यतोवर विद्यार्थींना शरीर स्पर्श करू नये. अगदीच आवश्यक भासल्यास विद्यार्थींना अवघडल्यासारखे होणार नाही ह्याची काळजी घ्यावी.
१४. शिरस्ता म्हणून वरीष्ठांचा आदर करावा.
१५. सहकाऱ्यांशी वागताना भाषा व वर्तन योग्य ठेवावे.
१६. महाविद्यालयातील वस्तूंचा वापर जपून व महाविद्यालयीन कामासाठीच करावा.
१७. कार्यालयीन वेळात महाविद्यालयात कोणतेही आर्थिक व्यवसाय किंवा उद्योग करू नयेत.
१८. महाविद्यालयाने मान्यता दिलेल्या अभ्यासांतर्गत व अभ्यासाशी निगडित उपक्रमांमध्ये भाग घ्यावा.
१९. कोणताही विद्यार्थी जेव्हा दुसऱ्या विद्यार्थ्यांवर हल्ला करित असेल तेव्हा हस्तक्षेप करून त्याला तसे करण्यापासून रोखावे.

२०. एक शिक्षकेतर कर्मचारी दुसऱ्या शिक्षकेतर कर्मचाऱ्या किंवा विद्यार्थ्यांवर शारीरिक हल्ला करत असेल तर त्याला तसे करण्यापासून रोखावे.
२१. सहकाऱ्यांविषयीची माहिती गोपनीय ठेवावी व परवानगी दिल्यासच ही माहिती उघड करावी.
२२. विद्यार्थ्यांबद्दलच्या माहितीविषयी गोपनीयता पाळावी व ज्यांना ही माहिती देणे आवश्यकच असेल त्यांनाच ती द्यावी
२३. कोणत्याही विद्यार्थ्यांचा अपमान करू नये किंवा त्याला धमकी देऊ नये किंवा त्याचा छळ करू नये व विद्यार्थ्यांमध्ये भेदभाव करू नये.
२४. कोणत्याही विद्यार्थ्यांच्या शारीरिक व्यंगावरून त्यांची टिंगल, चेष्टा करू नये व त्यांची हिंमत खचवू नये.
२५. पालकांच्या संमतीने किंवा संमतीशिवाय महाविद्यालयातील कुठल्याही मुलाला किंवा मुलीला आपल्याबरोबर विवाह करण्याविषयी जबरदस्ती करू नये.
२६. कोणत्याही विद्यार्थी/विद्यार्थीनीशी खाजगीमध्ये किंवा सार्वजनिक ठिकाणी असभ्य वर्तन करू नये.
२७. डोंबिवली शिक्षण प्रसारक मंडळाच्या मालमत्तेची जाणूनबुजून नासधूस करू नये.
२८. कर्मचाऱ्यांनी आपले कर्तव्य बजावताना, त्यांना कायदेशीर सूचना, वाजवी आदेश अथवा निर्देश देण्याचा अधिकार ज्यांना आहे, अश्यांनी दिलेल्या कायदेशीर सूचना, वाजवी आदेश अथवा निर्देश धुडकावून देऊ नयेत किंवा मुद्दाम त्यांचे पालन करण्यात कुचराई करू नये.

२९. ज्या कृतीमुळे डोंबिवली शिक्षण प्रसारक मंडळाची बदनामी होईल अशी कोणतीही कृती करू नये.
३०. कामावर असताना दारू पिऊ नये किंवा महाविद्यालयीन वेळेत दारू प्यायलेल्या अवस्थेत आढळू नये.
३१. महाविद्यालयाच्या ईमारती/आवारात धुम्रपान करू नये.
३२. कोणत्याही विद्यार्थ्याला दारू किंवा सिगरेट आणण्यास पाठवू नये.
३३. कोणत्याही शिक्षक / शिक्षकेवर कर्मचाऱ्याला व्याजाने कर्जाऊ रक्कम देऊ नये किंवा कोणत्याही कर्मचाऱ्याच्या व सावकारांच्यामध्ये मध्यस्थ म्हणून राहू नये किंवा कोणत्याही सावकाराकडून कर्मचाऱ्यांनी घेतलेल्या कर्जाची वसुली सावकाराच्या वतीने करू नये.
३४. व्यवस्थापनाच्या स्पष्ट लिखित परवानगी शिवाय कोणत्याही वृत्तपत्र किंवा मासिकाचा संपादक होऊ नये किंवा त्याच्या व्यवस्थापनात सहभागी होऊ नये.
३५. वृत्तपत्राला अनधिकृतपणे मुलाखत देऊ नये किंवा कोठलीही बातमी छापण्यास सांगू नये.
३६. कर्मचाऱ्यांनी विद्यार्थ्यांच्या आंदोलनात, दंग्यात व निदर्शनात सहभागी होऊ नये.
३७. कर्मचाऱ्यांनी कोणत्याही आकसाने, द्वेषाने किंवा वाईट हेतूने कोणत्याही प्रकारची निनावी पत्रे लिहू किंवा वाढू नयेत.

३८. डोंबिवली शिक्षण प्रसारक मंडळ किंवा त्यांच्या अधिकृत प्रतिनिधींच्या पूर्व संमती शिवाय कोणताही कार्यालयीन पत्रव्यवहार किंवा नोंदी कुठल्याही खाजगी व्यक्तीला, मंडळाला किंवा कंपनीला दाखवू नये किंवा त्याची प्रत स्वतःकडे ठेवू नये.
३९. महाविद्यालयामध्ये असताना स्वतःजवळ भ्रमणध्वनी ठेवू नये. महाविद्यालयामध्ये असताना ध्वनीमुद्रणाचे कोठलेही यंत्र किंवा छायाचित्रणाचे कोठलेही यंत्र याच्या वापरावर मज्जाव आहे.

के. वि. पेंढारकर कला, विज्ञान व वाणिज्य महाविद्यालय

डॉंबिवली (पूर्व)

शिक्षकेतर कर्मचाऱ्यांच्या बाबतीत

खालील गोष्टी गैरवर्तन ह्या सदरात येतात

- लागू असलेल्या कायदान्वये, अधिसूचनांन्वये व परीपत्रकान्वये त्यांना सोपविलेल्या जबाबदाऱ्या जाणून बुजून पुऱ्या न पाडणे.
- विद्यार्थी, सहकारी व इतर कर्मचारी यांच्यात भेतभाव करणे व त्यांना त्याचा बळी बनवणे / करणे.
- विद्यार्थ्यांना विद्यार्थ्यांविरुद्ध, सहकाऱ्यांविरुद्ध, महाविद्यालयाच्या प्रशासना विरुद्ध, महाविद्यालयाच्या कर्मचाऱ्यांविरुद्ध, विद्यापीठ प्रशासनाविरुद्ध किंवा विद्यापीठाच्या कर्मचाऱ्यांविरुद्ध चिथावणे.
- वैयक्तिक स्वार्थापोटी अथवा फायदयासाठी जात, पोटजात, धर्म, कुळ किंवा स्त्री पुरुष भेदभाव असे प्रश्न उपस्थित करणे.
- जाणून बुजून अथवा सहेतूक दिलेले काम टाळणे.
- आपल्या वर्तवणुकीतून धार्मिक अथवा पंथिय दृष्टिकोनाचा प्रकार करणे किंवा विद्यार्थ्यांना अशा कामात पडण्यास चिथावणे.
- जात, वंश, भाषा, प्रदेश, सामाजिक व सांस्कृतिक पार्श्वभूमी ह्या आधारे विद्यार्थ्यांमध्ये भेदभाव करणे.

- महाविद्यालयातील परीक्षा किंवा इतर कामात गैरप्रकार करणे किंवा गैरप्रकारांना उत्तेजन देणे.
- महाविद्यालयात उपस्थित असूनही (वरीष्ठांची पूर्व परवानगी असेल अशा वेळी सोडून) नेमुन दिलेले काम न करणे
- अत्यंत आवश्यक कारणांव्यतिरिक्त इतर कारणांसाठी वरीष्ठांची पूर्व परवानगी न घेता गैरहजर राहणे.
- त्यांना लागू असलेल्या कायदे अथवा अधिसूचना संमत काम अथवा धंदा अथवा व्यवसाय सोडून महाविद्यालया-व्यतिरिक्त अन्य कुठल्याही मार्गाने मेहनताना / मोबदला मिळणारे कोठलेही काम करणे किंवा व्यवसाय किंवा धंदा करणे.
- कोणत्याही प्रकाशकाचे किंवा प्रकाशन संस्थेच्या विक्रेत्याचे काम करणे किंवा त्यांच्या प्रकाशनाच्या प्रसिध्दीचे काम करणे.
- शिक्षकेतर कर्मचाऱ्यांच्या संघटनेच्या वर्गणी व्यतिरिक्त अन्य कोठलीही वर्गणी, निधी रोखीने अथवा वस्तुस्वरूपात कोठल्याही उद्दिष्टांसाठी संकलित करणे.
- कर्मचाऱ्यांनी कोणताही विद्यार्थी व /वा पालक यांच्याशी आर्थिक व्यवहार करणे. तसेच कर्मचाऱ्यांनी विद्यार्थी व /वा पालक यांच्यावर असलेल्या प्रभावाचा स्वहितासाठी वापर करणे त्याचप्रमाणे ऐपतीपेक्षा जास्त परतफेड करायला लागणारी उसनवारी अथवा कर्जे घ्यावी लागतील अशा प्रकारे आपले व्यक्तिगत व्यवहार करणे.

१५. महाविद्यालयाच्या माध्यमातून संपर्क झालेल्या कोठल्याही विद्यार्थ्यांकडून अथवा विद्यार्थीनींकडून अथवा त्यांच्या पालकांकडून कोणत्याही स्वरूपातील भेट स्वीकारणे अथवा त्यांच्या वतीने त्याच्या/तीच्या कुटुंबातील कोठलाही सदस्य अथवा त्याच्या / तीच्या वतीने अन्य कोठल्याही व्यक्तीस वर उल्लेखलेली भेट स्वीकारण्याची अनुमती देणे.
१६. स्वतःजातीयवाद / प्रांतीयवाद किंवा अस्पृश्यता पाळणे अथवा कोठल्याही विद्यार्थ्यांस या सर्व बाबी पाळण्यास चिथावणी देणे.
१७. डॉबिवली शिक्षण प्रसारक मंडळाच्या मालमत्तेचे स्वतः नुकसान करणे अथवा कोणत्याही व्यक्तीला असे नुकसान करण्यास चिथावणे.
१८. महाविद्यालय व परिसरात स्वतः गुंडगिरीने वागणे अथवा गैरवर्तन करणे अथवा असे वागण्यास विद्यार्थ्यांना प्रोत्साहीत करणे अथवा चिथावणे.
१९. हिंसक किंवा अनैतिक वर्तन करणे किंवा असे वर्तन करण्यास प्रोत्साहन देणे.
२०. महाविद्यालयातील विद्यार्थी, त्यांचे पालक, शिक्षक किंवा इतर कर्मचारी यांच्याशी गैरवर्तन करणे किंवा त्यांच्याशी कुरपणे वागणे.
२१. डॉबिवली शिक्षण प्रसारक मंडळाच्या व्यवस्थापनाने, महाविद्यालयाच्या अथवा मंडळाच्या मुख्य कार्यकारी अधिकाऱ्याने, महाविद्यालयाच्या निबंधकाने, प्राचार्य, उपप्राचार्य किंवा मंडळाच्या प्रशासकीय अधिकाऱ्याने

परवानगी दिलेल्या सभेव्यतिरिक्त इतर कोणतीही सभा महाविद्यालयीन कामकाजाच्या वेळात भरविणे किंवा अशा सभेला उपस्थित रहाणे.

२२. महाविद्यालय सुरु होण्यापूर्वी आणि कामकाज संपल्या नंतर महाविद्यालयातून बाहेर जातांना हजेरी पुस्तकात वेळ न टाकणे किंवा त्या पुस्तकात सही न करणे.
२३. महाविद्यालय सुरु होण्यापूर्वी किंवा संपल्यानंतर डॉबिवली शिक्षण प्रसारकमंडळाने, मंडळाच्या किंवा महाविद्यालयाच्या मुख्य कार्यकारी अधिकाऱ्याने, महाविद्यालयाच्या निबंधकाने, प्राचार्य, उपप्राचार्य किंवा मंडळाच्या प्रशासकीय अधिकाऱ्याने दिलेल्या अतिरीक्त कामासाठी न येणे.
२४. डॉबिवली शिक्षण प्रसारक मंडळाच्या व्यवस्थापनाने, मंडळाच्या अथवा महाविद्यालयाच्या मुख्य कार्यकारी अधिकाऱ्याने, महाविद्यालयाच्या निबंधकाने, प्राचार्य अथवा उपप्राचार्यांनी अथवा मंडळाच्या प्रशासकीय अधिकाऱ्यांनी नेमुन दिलेले तास, त्यांना नेमून दिलेले काम न करणे.
२५. महाविद्यालय व परिसरात शिवीगाळ करणारी भाषा वापरणे, भांडणे किंवा दंगलखोर वृत्तीने वागणे.
२६. शिरजोर किंवा मुजोरपणे वागणे अथवा कायदेशीर आदेश न जुमानणे.
२७. कोणत्याही चिथवणीमुळे किंवा अन्य कारणाने एखादया व्यक्तीवर खोटे आरोप करणे.

२८. माहविद्यालयाच्या अथवा मंडळाच्या मालमत्तेचा दुरुपयोग करणे किंवा चोरी करणे किंवा लबाडी करणे किंवा फसवणूक करणे किंवा महाविद्यालय अथवा मंडळाच्या निधीचा अपहार करणे.
२९. महाविद्यालयातील कर्मचाऱ्यांची कायदेशीर कर्तव्ये पार पाडण्यात त्यांना अडथळा आणणे आणि महाविद्यालयातील पदाधिकारी व कर्मचारी ह्यांना पेचात पाडणाऱ्या व वेठीला धरणाऱ्या आंदोलनात सहभागी होणे.
३०. महाविद्यालयाशी निगडित गोपनीय माहिती फोडणे.
३१. महाविद्यालय व परीसरात शस्त्रास्त्रे व स्फोटके किंवा इतर कुठल्याही आक्षेपार्ह गोष्टी बाळगणे.
३२. एखाद्या विद्यार्थ्याला / विद्यार्थिनीला भिती दाखविणे, शारीरिक शिक्षा करणे, त्यांचा लैंगिक छळ करणे व त्यांची मानसिक व भावनिक छळवणूक करणे.
३३. वरिष्ठ किंवा सहकाऱ्यांबद्दल निराधार व पुरावाहीन दोषारोप करणे.
३४. विद्यार्थ्यांच्या संमती शिवाय अथवा संमतीने त्यांच्याशी / तिच्याशी लैंगिक संबंध ठेवणे.
३५. मद्याच्या किंवा अंमली पदार्थांच्या अंमलाखाली असतांना महाविद्यालयात काम करणे.
३६. नेमुन दिलेल्या जागेवर अथवा नेमुन दिलेल्या ठिकाणी नेमुन दिलेले काम न करणे. कामाच्या वेळात कामाची जागा सोडून वरीष्ठांच्या पुर्व परवानगीशिवाय अथवा आदेशाशिवाय अन्यत्र जाणे अथवा महाविद्यालयाबाहेर जाणे.

३७. वरीष्ठांच्या ज्ञात परवानगीशिवाय विद्यार्थ्यांना एकटयाने भेटणे अथवा त्यांचे कार्यक्रम ठरविणे की जे महाविद्यालयाच्या मार्गदर्शक सुचनांमध्ये मोडत नाहीत.
३८. विद्यार्थ्यांच्या अभ्यासक्रमाशी संबंधित नसलेल्या लैंगिक बाबींविषयी त्यांच्याशी चर्चा करणे.
३९. विद्यार्थ्यांना लैंगिकतेवर आधारलेले विनोद सांगणे.
४०. विद्यार्थ्यांसमोर लैंगिकता सूचित करणारे शेर मारणे किंवा अश्लील हावभाव करणे किंवा त्यांना अयोग्य चित्रफिती / फोटो / मासिके / पुस्तके दाखविणे.
४१. इतरांचे लैंगिक व्यवहार विद्यार्थ्यांना मुद्दाम दाखविणे, अशिलल किंवा विभत्स साहित्य अथवा चित्रफिती अथवा फोटो विद्यार्थ्यांना उपलब्ध करून देणे.
४२. विद्यार्थ्यांना दारु किंवा मादक पदार्थ देणे.
४३. महाविद्यालयातील सहकाऱ्यांची अथवा इतर कर्मचाऱ्यांची लैंगिक, शारीरिक किंवा भावनिक छळवणूक करणे.
४४. स्वतःच्या फायद्यासाठी शिक्षण संस्थेचा उपयोग करून घेणे.
४५. मदत अथवा अनुदान अथवा साहाय्यता रूपाने मिळालेल्या निधीचा गैरवापर करणे.
४६. खोटी विधाने करणे किंवा वस्तूस्थिती मुद्दाम चुकीच्या पद्धतीने मांडणे.
४७. शिक्षण क्षेत्रातील सहकारी, इतर कर्मचारी व व्यवस्थापनाचा दर्जा कमी लेखणारे शेर मारणे अथवा वर्तमानपत्रे / इलेक्ट्रॉनिक माध्यमांमध्ये असे शेर प्रसृत करणे.

४८. कर्मचाऱ्यांचे दुर्लक्ष व कामात कुचराई यांमुळे महाविद्यालयास कोणत्याही प्रकारचे गैरवाजवी नुकसान, तोटा , हानी झाल्यास तो सेवा कराराचा भंग मानला जाईल.
४९. मंडळाची अथवा लोकांची दिशाभूल करण्याच्या हेतूने बनावट दस्तऐवज तयार करणे अथवा तोतया स्वरूप धारण करणे.
५०. दैनंदिन काम करीत असतांना लाच घेणे किंवा मागणे किंवा अन्य कोठलाही प्रकारचा फायदा अन्य कोठल्याही व्यक्तीकडून मागणे अथवा मिळविणे.
५१. कामाच्या ठिकाणी चोरी, खोट्या नोंदी व मुद्दाम चुकीच्या पद्धतीने सादर केलेली वस्तुस्थिती यांसारखे फौजदारी गुन्हे करणे.
५२. महाविद्यालयाबाहेर केलेल्या फौजदारी गुन्हासदृश गोष्टी ज्यामुळे कर्मचारी त्यांच्या महाविद्यालयातील नोकरीस अपात्र ठरतो अशा गोष्टी करणे.
५३. चोरी, आर्थिक घोटाळा व अप्रामाणिकपणा, अनैतिक आचरण इत्यादींशी निगडित फौजदारी खटल्यांमध्ये कर्मचारी दोषी आढळल्यास व / वा त्यास तुरुंगवास झाला असल्यास कुठलाही आर्थिक दंड न करता न्यायालयीन आदेशाच्या दिवसापासून सदर कर्मचाऱ्यास सेवेतून बढतर्फ करण्यात येईल.

Dombivli Shikshan Prasarak Mandal's
K. V. Pendharkar College of Arts, Science and Commerce (Autonomous), Dombivli - East

LIST OF COLLEGE COMMITTEES Academic Year 2021-2022

Sr. No.	Name of the Committee	Role	Name of the Member	Responsibilities, bechnmarks, etc
1	Board of Examination and Evaluation (BoEE)	Chief Controller	Dr. Suryakant Vishwanath Lasune	As per examinations and evaluation Manual, UGC Rules & Regulations, Parent Universities Ordinances, Vice Chancellor Directives.
		Controller	Dr. Janardan S. Hotkar	
		Deputy Controller	Dr. Seema Agashe	
		Member (Sci. Dept.)	Dr. Bholanath Mukherjee	
			Dr. K. R. Jagdeo	
			Dr. Nisha Valayudhan	
			Asst. Prof. Sandeeptha R.	
		Member (Comm. Dept.)	Prof. Neha Salagare	
			Dr. Prasad Supekar	
			Asst. Prof. Shruti Bhosle	
			Asst. Prof. Sanjana Singh	
		Member (Arts Dept.)	Asst. Prof. Kaustubh Khorwal	
			Dr. Santoshkumar J. Mishra	
			Asst. Prof. Jayashree Sen	
	Asst. Prof. Pallavi Sonawane			
	Asst. Prof. Kapil Ashtekar			
	Prof. P. B. Kusmude			
	IT Coordinator	Asst. Prof. Rupali Patil		
1.1	Centralised Evaluation Centre (CEC)	Chairperson of CEC	Prof. D. T. Pagare	As above
		Member	Mr. Sanjay Abhyankar	
		Member	Dr. Sumita Kalekar	
		Member	Prof. Hemlata Waghchaure	
		Member	Asst. Prof. Usha Gupta	
		Member	Ms. Prachi Ahuja	
2	Staff Common Room	Staff Secretary	Mr. Kishor Phalak	To conduct Staff meeting
3	Time Table	Convener	Mr. Dhananjay Pagare	To prepare Time-Table for B.A., B.Sc.
		Member (Sci. Dept.)	Dr. Kavita Kamath	B.Com. And all programs
		Member (Comm. Dept.)	Ms. Sanjana Singh	
		Member (Self Finance)	Ms. Priyanka Ambre	

Sr. No.	Name of the Committee	Role	Name of the Member	Responsibilities, bechnmarks, etc	
4	Attendance Committee	Convener	Mr. Yuvraj Morgha	Checking of attendance daily and	
		Member	Ms. Jayshree Pawar	Reporting to Parent	
		Member	Ms. Prachi Ahuja		
		Member	Ms. Lavanya Samla		
5	Student Welfar Fund	Convener	Dr. Suryakant Vishwanath Lasune	As per Manual	
		Member	Ms. Smruti Samant		
		Member	Ms. Amala Patwardhan		
		Member	Mr. Nishant Shirsat		
6	Website Devlopment Committee	Convener	Ms. Kavita Parab		
		Member	Ms. Supriya Dhurat		
		Member	Mr. Shrikant Shinde		
7	Unfair Means Enquiry	Convener	Dr. Sharad Mahajan	Copy case Reporting to Principal	
		Member	Dr. Balasaheb Lahor		
		Member	Ms. Sangeeta Hirlekar		
		Member	Ms. Megha Marathe		
		Member	Ms. Vinita Punjabi		
8	Discipline Committee	Convener	Dr. Ajay Kumar Lokhande	Maintain the discipline in College	
		Member	Ms. Vimal Hinge	as per Instruction Given by	
		Member	Ms. Chetana Khadke	Management and Principal	
		Member	Ms. Pratibha Sangle		
		Member	Mr. Sandip Bavaskar		
			All HODs & coordinators of various Department		
			NCC offices &NSS Programme Officeecs Chiarperson & Members of Gymkhana Committee		
9	NSS	Programmee Officer	Dr. Balasaheb Lahor	As per University Guidelines	
		Programmee Officer	Ms. Pramila Yadav		
		Member	Mr. Yuvraj Morgha		
		Member	Mr. Premkumar Naik		
		Member	Ms. Jyotsna Tari		
		Member	Ms. Mukund Raut		
		Member	Ms. Sushma Jadhav		
		Member	Ms. Prachi Jadhav		
10	NCC	NCC Officer	Lt.Dr. Varsha Narwade	As per University Guidelines	
		NCC Officer	Lt. Udy Naik		

Sr. No.	Name of the Committee	Role	Name of the Member	Responsibilities, bechnmarks, etc
11	Research Committee	Conener	Dr. Bholanath Mukherjee	Research Plan and Guidance
		Member	Dr. Sharad Mahajan	Organizing Workshops on research methodology, IPR
		Member	Dr. Ajay Kumar Lokhande	
		Member	Dr. Janardan S. Hotkar	
12	Incubation & Start-Up	Convener	Dr. Rehana Shah	Setting up Incubation
		Member	Dr. Kavita Kamath	Centre
		Member	Mr.Suyash Prasad	Workshop on Entrepreneurship
		Member	Mr. Shailndra Mishra	
		Member	Ms. Shipla Ingole	
13	Grievance Redressal Cell	Convener	Mr. Kishor Phalak	Work as per UGC guidelines
		Member	Mr. Dhananjay Pagare	
		Member	Dr. Kailas Jagdeo	
		Member	Ms. Jyotsna Sancheti	
		Member	Mr. Vijay Gangurde	
14	Anti-Ragging Cell	Nodal Officer	Dr. N.S. Suryawanshi	Work as per Revised Procedure Circular
		Member	Dr. Sanjay Dhabarde	UGC and University of Mumbai
		Member	Ms. Ashwini Bagkar	
		Member	Prof. G. B. Sangle	
		Member	Dr. Varsha Narwade	
		Member	Ms. Priya Chaudhari	
15	Mentors Committee	Convener	Dr. Abhijeet Sahastrabudhe	To allocate the students to Mentor as per total strenth of Students to number of Teaching Staff To Prepare Report and Submit to Principal monthly
		Member	Ms. Mohini Savedkar	
		Member	Mr. Harshvardhan Naik	
		Member	Ms. Sweta Patel	
		Member	Ms. Usha Gupta	
		Member	Ms. Manjusha Todase	
		Member	Ms. Sridula Mondkar	
		Member	Ms. Kanchan Parab	
16	DBT Star Scheme	Convener	Dr. Bholanath Mukherjee	
		Member	Dr. Kailas Jagdeo	
		Member	Dr. Abhijeet Sahastrabudhe	
		Member	Dr. Kavita Kamath	
		Member	Ms. Rupali Patil	

Sr. No.	Name of the Committee	Role	Name of the Member	Responsibilities, bechnmarks, etc
17	Cultural Committee	Convener	Ms. Sangeeta Hirlekar	To organize Cultural Activities
		Member	Ms. Shruti Bhosle	
		Member	Mr. Shailendra Mishra	
		Member	Ms. Utakarsha Dhuri	
		Member	Ms. Ashwini Nagare	
		Member	Ms. Kajal Salekar	
		Member	Ms. Bhakti Pawaskar	
		Member	Ms. Tejas Risbood	
		Member	Mr. Kapil Ashtekar	
		Member	Ms. Sanjana Singh	
18	Commerce Association	Convener	Ms. Usha Gupta	
		Member	Ms. Vinita Punjabi	
		Member	Ms. Tejashree Gawde	
19	Science Association	Convener	Mr. Suyash Agnihotri	
		Member	Ms. Sneha Pande	
		Member	Ms. Mamta Devre	
20	Gymkhana & Sports	Chairperson	Dr.S. J. Mishra	To organize sports Activities
		Member	Mr. Sambhaji Patil	
		Member	Mr. Deepankar Nikam	
		Member	Mr. Tejas Pednekar	
		Member	Ms. Payal Rikame	
		Member	Ms. Prem Rajani	
		Member	Ms. Pratibha Kokare	
		Member	Mr. Shrikant Shinde	
		Member	Mr. Suyash Agnihotri	
		Member	Mr. Vikas Gupta	

Sr. No.	Name of the Committee	Role	Name of the Member	Responsibilities, bechnmarks, etc
21	Students forum	Chairperson	Ms. Hemlata Waghchaure	
22	Career & Placement	Chairperson	Ms. Priyanka Ambre	Provide continuous placement
		Member	Ms. Tejashree Gawde	
		Member	Ms. Megha Patil	
		Member	Dr. Suman Satyaram	
		Member	Ms. Jayshree Sen	
		Member	Ms. Sweta Patel	
		Member	Ms. Ashwini Ravi	
		Member	Ms. Prerna Singh	
23	Magazine	Chief Editor	Dr. Suryakant Vishwanath Lasune	Publication of yearly Magazine with ISBN
		Editor	Dr. Mrunal Kulkarni	
		Member	Ms. Mohini Savedkar	
		Member	Dr. Madhuri Ramdharne	
		Member	Ms. Amala Patwardhan	
		Member	Ms. Sridula Mondkar	
		Member	Ms. Shraddha Tarkar	
		Member	Mr. Brijesh Pande	
24	Standing Committee for Reservation	Chairperson	Dr. Suryakant Vishwanath Lasune	Check the Equal Opportunities for SC/ST
		Convener	Ms. Niyati Dude	
		Member	Dr. N.S. Suryavanshi	
		Member	Mr. G.B. Sangle	
		Member	Ms. Hemalata Waghchaure	
25	Women's Development Committee (WDC)	Convener	Dr. Mrunal Kulkarni	
		Member	Mr. Dhananjay Pagare	To apply for WDC Scheme for grant to UGC
		Member	Ms. Hemalata Waghchaure	Workshop on Gender Sensitization
		Member	Dr. Varsha Narwade	
		Member	Ms. Kajal Salekar	
		Female students (2)	To be decided	
		NGO Representative (1)	Adv. Vrunda Kulkarni	
Non-teaching female representative	Ms. Tembhre			

Sr. No.	Name of the Committee	Role	Name of the Member	Responsibilities, bechnmarks, etc
26	Internal Complaints Committee	Presiding Officer	Dr. Varsha Narwade	Work as per UGC guidelines
		Dr. Varsha should constitute the committee as per UGC womens & submit the details of the principal		
27	UGC & RUSA & others	Convener	Dr. Abhijeet Sahastrabudhe	Send Praposal for Grant to UGC, RUSS
		Member	Dr. Lokhande & Dr Prasad Supekar	ICSSR and Othere Agencies
		Member	Ms.Amla Patwardhan & Ms. Geeta Chaudhari	
28	Linkage Committee	Convener	Dr. Mukharjee	More than 100 MoU in 21-22
		Member	Dr. Jagruti Suroshe	
		Member	Ms. Pratima Patil	
29	Library	Convener		Book Bank, Onliline library
		Member	Ms. Amala Patwardhan	
		Member	Ms. Mohini Savedkar	
30	Marathi Vangmay Mandal	Convener	Dr. Balasaheb Lahor	Organized Cultural Activity
		Member	Dr. Ramadharne	
		Member	Ms. Shrudula Monkar	
		Member	Mr. Balu Sable	
31	National Conference	Convener	Dr. Jagruti Suroshe	Minimum 2 Conference for Each
		(Member To be decided by the convener)		
		Member	Mr. Akash Gangavane	
		(Member To be decided by the convener)	Mr. Suyash Prasad	
		Member	Ms. Seema Jadhav	
32	International Conference	Member	Ms. Anuja Chavan	Minimum One Conference
		Convener	Dr. Kailas Jagdeo	
		(Member To be decided by the convener)		
33	E-content & MOOC Development	Member	Dr. Nisha Velaudhane	Minimum One Quadrant for each
		Convener	Ms. Smita Sonawane	
		Member	Mr. Kapil Ashtekar	
		Member	Ms. Kinnari Shinde	

Sr. No.	Name of the Committee	Role	Name of the Member	Responsibilities, bechnmarks, etc
34	KVP Edu-funding	Chairperson	Dr. Sharad Mahajan	
		Member	Mr. Sanjay Abhyankar	
		Member	Ms. Priyanka Ambre	
		Non-teaching Staff member	Mr. Vijay Gangurde	
		Staff Member with higher donation	To be decided	
		Staff Member with 2nd higher donation	To be decided	
35	Students Progression	Chairperson	Dr.A P Lokhande	
36	Competative Exam.	Chairperson	Mr. Deepankar Nikam	
37	Branding	Chairperson	Principal All Vice-Principals Ms.Amla Pathwardhan	

[Handwritten signature]

[Handwritten signature]
PRINCIPAL
K. V. PONDHARKAR COLLEGE OF
ARTS, SCIENCE & COMMERCE,
DOMBIVLI (EAST)