

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

Code of Conduct for Teachers/Professors

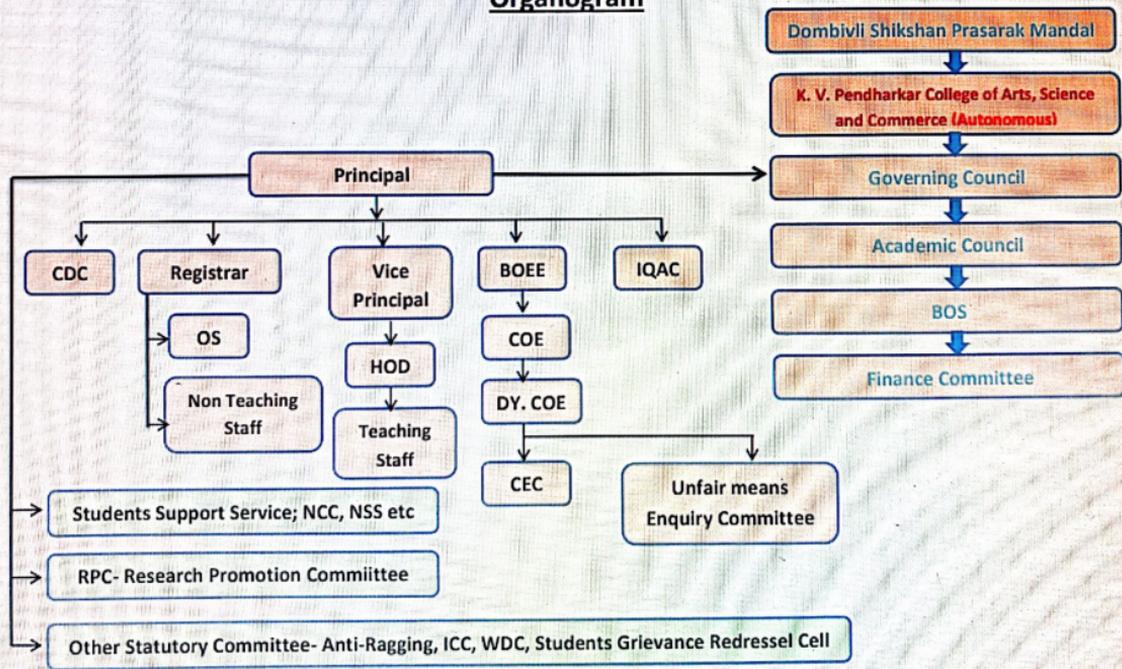
Following shall be the rules governing the code of conduct for teachers:

1. A teacher shall comply with work as per rules and regulations given by the Management.
2. Every teacher shall always maintain absolute integrity and devotion to duty.
3. A teacher shall report to the duty regularly and punctually.
4. A teacher ought to wear decent attire. A teacher should wear the identity card regularly during the entire working hours.
5. A teacher ought to co-operate and assist in all functions of the institution related to educational and administrative responsibilities.
6. A teacher shall complete his/her duty of 7 hours on every working day. Teachers shall take 5 periods daily (i. e. per period of 50 minutes)
7. A teacher shall sign the attendance register on arrival and before leaving the campus after working hours. A teacher may be required to work beyond the required time for the benefit of the students.
8. A teacher shall not leave the institution during working hours without the permission of the Administrative Officer. A teacher leaving the institution for duty elsewhere shall inform his/her head about the work and where he/she is going.
9. A teacher shall serve as a role model to learners showing a high degree of decency in speech, mannerism, discipline, dressing and in general.
10. A teacher shall not disclose or reveal any information to a third party or outsiders.
11. A teacher shall not approach the court of law regarding any matter related to his service/employment without exhausting available remedies and without giving proper intimation to the Management.

12. The duties assigned to teachers consist of lectures/practicals/tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, provide counselling to students and participating in extra-curricular activities and institutional support activities as required.
13. As per new education Policy 2020, the teacher pattern will get changed. Therefore, teachers should note that they should adopt a multidisciplinary teaching approach.
14. Institution Timing: A grace time of 15 minutes is permitted after which it will be treated as Late Coming. This is limited to 3 late marks every month. For every late coming in excess of the three late marks shall result in a deduction of one-day leave or salary in lieu of leave. A teacher should report at least 15 minutes before their first lecture or practical every day.
15. It is mandatory for teachers to take attendance of the students in each and every lecture and proper attendance record to be maintained and submit it to the Administrative Officer/Management of the Institution at the end of every month.
16. A teacher should follow the 7 criteria of NAAC as mentioned in the Act and the NAAC work should be completed at the end of every month.
17. The Academic diary (logbook) should be maintained by a teacher. It has the details of daily syllabus taught in the class or events and the signatures of the concerned persons. A teacher should write a logbook daily (topics taught in class, No. of Students present & absent). All portions/syllabi to be completed 10 to 15 days before the Semester examination. It is mandatory to submit the logbook to the Administrative Officer for two days at the end of every month and collect the same from Administrative Officer after two days.



Organogram



Dombivli Shikshan Prasarak Mandal's
K.V. Peshwarkar College of Arts, Science and Commerce (Autonomous)
College Committee List
Academic Year-2023-2024

Sr. No.	Name of the Committee	Role	Name of the Member
1	Grievance Redressal Cell	Chairperson	ICC Principal
		Member	Ashwini Bagkar
		Member	Shilpa Dhobale
2	Sports	Student Representative	
		Convener	Pramila Yadav
		Member	Suyash Agnihorti
		Member	Akshada Singh
		Member	Revati Joshi
3	Student Career & Placement	Member	Madhuri Nigudkar
		Convener	Priyanka Ambre
		Member	Sweta Patel
		Member	Sandeepha Ratinandan
		Member	Rasika Dhupkar
	NCC	Girls	Lt. Dr. Varsha Narwade
		Boys	
4	NSS	Program Officer	Akash Gangavane
		Program Officer	Sushma Jadhav
		Member	Taruni Vayankar
		Member	Avinash Dongre
		Member	Rupali Jawale
5	Cultural Committee	Convener	Shalendra Mishra
		Member	Priva Popale
		Member	Jayashree Gawandi
6	Cultural Committee	Member	Bhakti Pawaskar
		Member	



		Member	Premkumar Nair
		Member	Trupti Shetye
		Member	Sanchita Patil
		Member	Renuka Gatekar
		Convener	Management Administrative Officer
		Member	Priyanka Ambre
		Member	Pallavi Sonawane
		Member	Tejaswree Gawde
		Member	Hemlata Wajichaur
		Member	Omkar Tarte
		Member	Jayashree Sen
8	Student Council	Convener	All VPS
9	Students Remedial/Innovative Coaching	Convener	All Subject Incharge Teachers
		Convener	I/C Principal
	Magazine	Member	Dr. Anila Patwardhan
		Member	Dr. Mrinal Kulkarni
10		Member	Deepali Zore

Dr. Kailash R. Jagdeo
I/C-Principal

