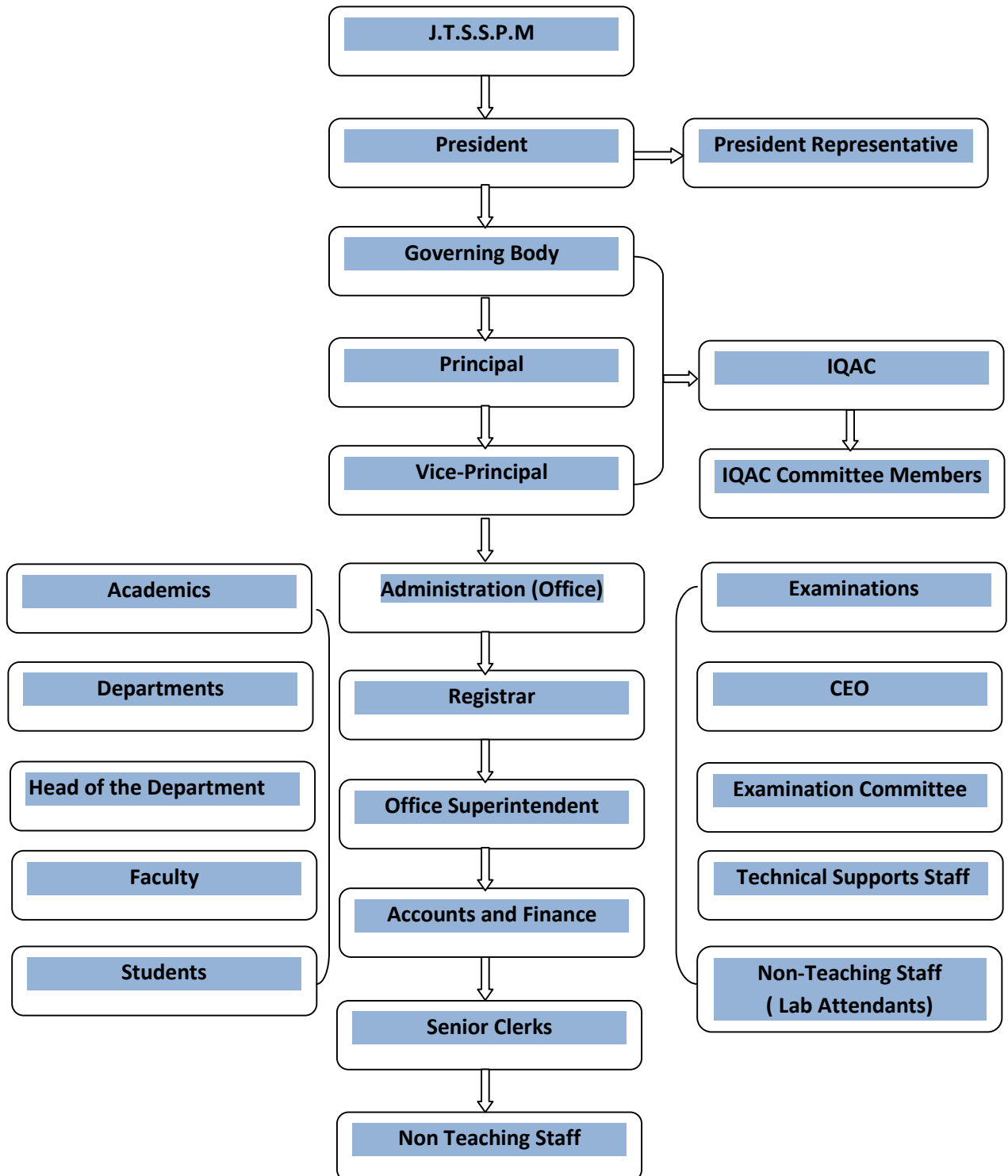
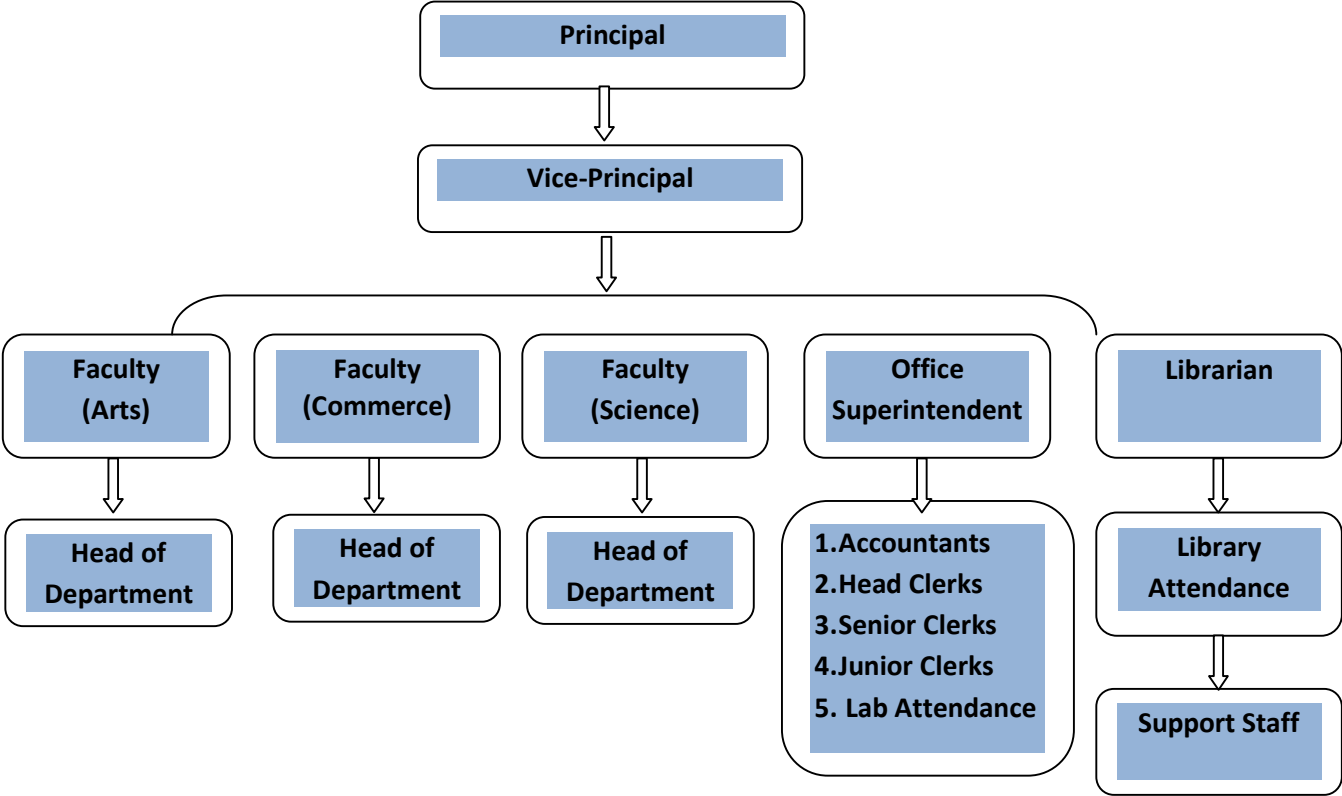


**6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Organizational Structure**



**Administrative Set-up**



## Functions of Various Committees

### Internal Complaint Committee :

The Institutions advocates the empowerment women and has zero tolerance for the sexual harassment. As per the guideline of the University Grants Commission and Government of India the Internal Complaint Committee has constituted looks swiftly and diligently into matters related to sexual harassment. The complaint boxes and procedure to attend the complaint has been placed properly. Board related to information containing details related members of the committee has been displayed in the college campus and also college website. To create awareness about the sexual harassment the Institutions and women study centre have conducted the orientation programme about the sexual harassment at workplace and other places.

### Grievance / Complaint

A “Grievance/Complaint” is defined as any communication that expresses dissatisfaction about an action or lack of action, about the standard of service/deficiency of service of an institute and the complainant asks for remedial action.

### Grievance Redress- Grievance

Redress Mechanism is a part and parcel of the machinery of any administration. No administration can claim to be accountable, responsive and user-friendly unless it has established an efficient and effective grievance redress mechanism. In fact, the grievance redress mechanism of an organization is the gauge to measure its efficiency and effectiveness as it provides important feedback on the working of the administration.

STUDENTS GRIEVANCES IN VARIOUS ISSUES	
ACADEMIC MATTERS	Pertaining to leave of absence, Change of Subject, Cancellation of Admission
ADMINISTRATIVE MATTERS	Issue of Documents/Certificates, Facilities Provided
DISCIPLINE MATTERS	Pertaining to violation of student conduct such as Teasing/Abusing fellow mates, damage to College property, Violation of Library rules, Violation of LAB/Studio Rules, etc
ATTENDANCE RELATED ISSUES	Pertaining to student attendance such as cases relating to shortage of attendance due to Ill-health, Accidents, Unforeseen emergencies etc.
FEE RELATED MATTERS	Matters such as excess or less fee, late fee related cases
MEDICAL MATTERS	Deserving cases such as relating to ill health, accidents, unforeseen emergencies etc.

## **Procedure for Redressal of Grievances**

1. An aggrieved student who has the Grievance or Grievances shall make an application first to any of the member of Student Grievance Redressal Committee. Student Grievance Redressal Committee, after verifying the facts, will try to redress the grievance within a reasonable time, preferably within a week of the receipt of application of the student. If the student is not satisfied with the verdict or solution of the Student Grievance Redressal Committee, then the same should be placed before the Vice Principal.
2. The Vice Principal, after verifying the facts and the papers concerned and after discussion with the Chairman of the Student Grievance Redressal Committee, will place the matter before the Principal. The Principal shall either endorse the decision of the Chairman of the Student Grievance Redressal Committee or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 10 days of receipt of application.

### **Committee**

Offg. Principal Dr. C. R. Mandlik	Chairman
Vice Principal Dr. V. S. Joshi	Member
Prof. U. B. Shelar	Member
Dr. Cpt. B. M. Mane	Member
Prof. A. K. Bade	Member
Prof. L. N. Thorat	Member
Shri. P. T. Kute	Member
Shri. S. A. Kedari	Member

**Frequency of Meeting : 2 Times**

**( Beginning of the Academic Year and End of the Academics Years )**

### **Anti- Ragging Committee :**

As per the guidelines of Hon'ble Supreme Court of India and concerned notification from University Grants Commission (UGC), Anti-Ragging committee is constituent and functioning in the college. Anti Ragging Squad - Office bearer under the supervision of Anti-Ragging Committee engage in the works of checking places like Hostel, Canteen, and the campus of the college. Anti- Ragging Committee is involved in designing strategies and action plan for curbing the menace of Ragging in the college by adopting array of activities.

### **Service Rule**

The Service rule of the teaching and non teaching staff are govern by the rules and regulations of Government of Maharashtra, UGC and University of Pune.

### **Code of Conduct:**

It is universally accepted the code of ethics in the education profession. Teaching profession also have its own code of professional ethics which indeed is a pre-requite to enhance the quality education and ensure the dignity and integrity. It is considered necessary that the code of professional ethics be evolved and adopted by the faculty.

The code of ethics in for the teacher provides a guideline and principle to conduct the smooth functions in academics and discharge their obligations towards students, parents and college colleagues and community. It increases the awareness about the principles, ethics in the teaching profession is essential to ensure the professionalism among the faculty.

1. Every teacher shall discharge him/ her duties efficiently and diligently to match the academic standards and performance norms laid down by concern authorities and management of the Institutions.
2. Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper functioning of assigned duties to him/her.
3. No teacher shall absent himself/herself from their duties at any time without prior permission.
4. No teacher shall by act deed degrade, harass or insult any other person for any reason whatsoever or act in manner unbecoming of the teaching profession.
5. To uphold the reputation and standing of the teaching profession.
6. To take reasonable steps in relation to the care of student under the supervision, so as to ensure their safety and welfare.
7. To work within the framework of concern legislation and rules and regulation laid by the relevant authorities.
8. To comply with agreed with national and higher education policies , procedures an guidelines which aim to promote and student welfare.
9. To report the appropriate, incidents or matters which impact on the students welfare.
10. To communicate effectively with the students, colleagues, parents, administration, and management in manner that is professional and collaborative and supportive and based the ethics, honesty, respect and trust.
11. To maintain high quality standard of practices in the relation to students teaching and learning, evaluation and assessment and providing feedback.
12. To apply their knowledge and experience in facilitating their student holistic approach
13. To prepare the students for the overall challenges for lifelong learning skills.

14. To inform the parent of the student and judge the progress of the student.
15. No Teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against college management or that seeks to disrupt the academic activities of the college.

**Recruitment**

Recruitment process followed by the college laid by as per the rules and regulations of Government of Maharashtra, UGC and Savitribai Phule Pune University, Pune.

**Promotional Policy**

Promotion given to the teaching and non teaching staff as per rules and regulations of the concern authorities.