



**Smt. Ratnaprabhadevi Mohite-Patil
College of Home Science for Women, Akluj**

Tal. Malshiras, Dist. Solapur (M. S.) 413 101
Affiliated to S.N.D.T. Women's University, Mumbai



Founder : Sahakar Maharshi Shankarrao Narayanrao Mohite-Patil

President : Shri. Jaysinh Shankarrao Mohite-Patil

Principal

Chairman
Ku. Swaruparani Jaysinh Mohite-Patil
B.H.Sc.M.A.(Counselling Psychology)

7.1.10

**The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic
Programmes in this regard**

- Details of monitoring committee composition and minutes of the committee meeting

SMJ. RAJNAPRABHADEVI MOHITE

PATIL COLLEGE OF HOME SCIENCE
FOR WOMEN, ARIJUJ.

DISCIPLINE COMMITTEE

Academic Year: 2019 - 2020.

<u>Sr.No.</u>	<u>Name</u>	<u>Designation</u>
1.	Dr. Surve R. N.	Chairperson
2.	Dr. Bhosale B. S.	Member
3.	Dr. Bhise C. D.	Member
4.	Miss. Kharat Gouri R.	Students' Representative
5.	Prof. Kore K. K.	Member Secretary

Monitoring Committee composition
Discipline Committee 2019-2020

Notice :-

20/06/2019

To,

- 1 - DR. Bhosale B. S. Banaji
- 1 - DR. Bhise C. D. Sigm.
- 1 - Prof. Kore J. K. Khene
- 1 - Miss. Kharat Gouri R. Galkharat

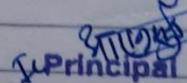
Subject:- Regarding meeting of the Discipline committee for the academic year 2019-2020.

All the members of discipline committee are informed hereby that the meeting of the Discipline Committee will be held on 22nd June, 2019 at 12.30 pm in Principals cabin.

Agenda for this meeting is attached herewith.

All members are instructed to be present for the meeting and cooperate.

Dr. Surve R.N.
(Chairperson).


Principal
Smt. Ratnprabhadevi Mohite-Patil
Vocational Training Center, Akiuj,
Tal. Malshirsa, Dist. Solapur 413101

Monitoring Committee Composition
Discipline Committee Meeting 2019-2020

Agenda for the meeting.

Agenda-I:-

To read and sanction the minutes of the last meeting held on 29/09/2019.

Agenda-II:-

To plan the activities to be conducted regarding maintenance of discipline in the college and campus.

Agenda-III

To share and communicate the details of the code of conduct among all the stakeholders.

Agenda-IV

Any other issue with prior permission of the chairperson.

Monitoring Committee Composition
Discipline Committee Meeting 2019-2020

Minutes of the Meeting.

Agenda-I:

The minutes of the last meeting held on 29/06/2019 were put forth and sanctioned accordingly by the committee.

Agenda-II:

Committee discussed various activities that can be planned and executed during this academic year. The activities which can be conducted especially for the maintenance of the discipline in college and campus were selected.

Agenda-III:

It was decided to circulate the soft and hard copies of the code of conduct in the college and premises to all the stakeholders in time through different means. It was also decided to keep strict vigilence on the activities of all the stakeholders and if necessary, the stringent actions should be taken.

Agenda-IV:

NO other issue was raised in the meeting.

Dr. Sunve R.N.
(Chairperson)


Principal
Smt. Rathnprabhadevi Mohite-Patil
Vocational Training Center, Akliuji,
Tal. Malshiras, Dist. Solapur 413404

Monitoring Committee : Minutes of the meeting
Discipline Committee Meeting 2019-2020

Attendance for the Meeting.

- The meeting of the Discipline Committee was held on 22/06/2019 at 12.30 pm. Following members were present for the meeting.

1. Dr. Surve R. N. : Surve

2. Dr. Bhosale B. S. : Bhosale

3. Dr. Bhise C. D. : Bhise

4. Miss. Kharat Gouri R. : G.R.Kharat

5. Prof. Kore K. K. : Kore

PRINCIPAL

THE SANT GADKARI INSTITUTE OF MANAGEMENT & TECHNOLOGY

SMT. RATNAPRABHADEVI MOHITE-PATIL
COLLEGE OF HOME SCIENCE FOR WOMEN,

AKLUT.

DISCIPLINE COMMITTEE

Academic Year: 2019-2020.

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>
1.	Dr. Surve R.N.	Chairperson
2.	Dr. Bhosale B.S.	Member
3.	Dr. Bhise C.D.	Member
4.	Miss. Kharat Gouri R.	Students' Representative
5.	Prof. Kore K.K.	Member-Secretary.



PRINCIPAL
Smt. Ratnaprabha Devi Mohite-Patil
College of Home Science for Women
Aklut, Tal. Malshiras, Dist. Solapur

Monitoring Committee Composition
Discipline Committee Meeting 2019-2020

Notice :-

23/06/2020

g/o,

- Dr. Bhosale B. S. *Basati*
- Dr. Bhise C. D. *Chyoti*
- Prof. Kore K. K. *Kore*
- Miss. Kharat Gouri R. *G.R.Kharat*

Subject :- Regarding meeting of the Discipline committee for the academic year 2019 - 2020.

All the members of Discipline Committee are informed hereby that the meeting of Discipline Committee will be held on 23/06/2020 at 11.30 am. in Principal's office.

All the members are conveyed hereby to attend the meeting.

Dr. Sure R. N.
(Chairperson)

SUREENI
Principal

Smt. Ratnabhaddevi Mohite-Patil
Vocational Training Center, Aklij,
Tal. Malshiras, Dist. Solapur 413101

Monitoring Committee Composition
Discipline Committee Meeting 2019-2020

Minutes of the Meeting

Agenda-I

- The minutes of the last meeting held on 22/08/2019 were read and sanctioned by the committee.

Agenda-II

- All the activities conducted by the Discipline Committee with regards to the maintenance of discipline in college and premises were discussed by the committee. The special outcomes of the activities were discussed in detail. It was decided to plan for conduction of such activities hereafter also.

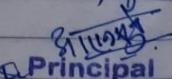
Agenda-III

It was noticed by the committee that there were no any violations of the code of conduct during this academic year. All the stakeholder were acquainted with the proper conduct policies set by the college.

Agenda-IV

No other issue was raised.

Dr. Surve S.R.N.
(Chairperson).


Principal
Smt. Ratnaprabhadevi Mohite-Patil
Vidya Bhawan, Tatyasaheb Kore, Alibaug

Attendance for the Meeting.

The meeting of Discipline Committee was held on 21/01/2020 at 11.30 am.

Following members were present for this meeting.

1. Dr. Surve R.N. :- R.N. Surve

2. Dr. Bhosale B.S. :- B.S. Bhat

3. Dr. Bhise C.D. :- C.D. Bhise

4. Miss. Kharat Gouri R. :- G.Kharat

5. Prof. Kore P.K. K. :- P.K. Kore

W.B. surve
(Chairperson)

Surve
Chairperson
Monitoring Committee
Discipline Committee 2019-2020

Monitoring Committee Composition
Discipline Committee Meeting 2019-2020

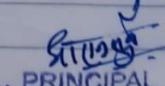
SMT. RATNAPRABHADEVI MOHITE
PATIL COLLEGE OF HOME SCIENCE
FOR WOMEN, AKLUS.

DISCIPLINE COMMITTEE

Academic Year- 2020-2021.

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>
1.	Dr. Suree R. N.	Chairperson
2.	Dr. Bhasale B. S.	Member
3.	Dr. Bhise C. D.	Member
4.	Miss. Suryamansi Ketki A.	Students' Representative
5.	Prof. Kore K. K.	Member-Secretary




PRINCIPAL

Smt. Ratnaprabhadevi Mohite-Patil
College of Home Science for Women
Akluj, Tal. Malshiras, Dist. Solapur

Monitoring Committee Composition
Discipline Committee Meeting 2020-2021

Notice :-

07/07/2020

To,

- Dr. Bhosale B. S. *Bawali*
- Dr. Bhise C. D. *Chym*
- Prof. Kore K. K. *kleve*
- Miss. Suryawanshi Ketaki A. *Aetaki*

Subject: Regarding the meeting of the Discipline Committee for the academic year 2020-2021.

All the committee members are hereby informed that the meeting of Discipline Committee will be held on 08/07/2020 at 1:30 p.m. in Principal's office.

Agenda for the meeting is attached herewith.

All members are instructed to attend the meeting and cooperate.

Dr. Surve R. N.
(Chairperson),

Principal
Bmt. Rathaprabhadevi Mohite-Patil
Vocational Training Center, Akluj,
Tal. Malshires, Dist. Solapur 413101

Monitoring Committee Composition
Discipline Committee Meeting 2020-2021

Agenda for the Meeting

Agenda - I :-

- To read and sanction the minutes of the last meeting held on 21/06/2020.

Agenda - II :-

- To plan the activities to be conducted regarding maintenance of disciplines in the college and campus.

Agenda - III :-

- To plan for dissemination of information in code of conduct handbook to all the stakeholders in the college.

Agenda - IV :-

- Any other issue raised with prior permission of the chairperson.



~~CELEBRATING~~
PRINCIPAL
Smt. Ratnabrabhadevi Mohite-Patil
College of Home Sciences for Women
AKLUJ, Tah. Malshiras, Dist. Solapur

Monitoring Committee Composition
Discipline Committee Meeting 2020-2021

Minutes of the Meeting

- Agenda-I:-

- The minutes of the last meeting held on 21/06/2020 were read and sanctioned by the committee.

- Agenda-II:-

- All the activities planned for this academic year were presented before the committee. These activities were planned taking into consideration that discipline must be maintained in the college and campus. It was decided to conduct these activities with priority.

- Agenda-III:-

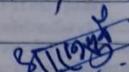
It was decided to communicate the clauses of code of conduct at the very start of the academic year among all the stakeholders of the college. Different modes of communication would be used for effective execution of code of conduct.

- Agenda-IV:-

- No other issue was raised.



Dr. Suree R.N.
(Chairperson),


Principal
Smt. Ratnprabha Devi Mohite-Patil
Vocational Training Center, Akhuj,
Tal. Malshiras, Dist. Solapur 413101

Attendance for the meeting

The meeting of Discipline Committee was held on 08/07/2020 at 1.30 p.m.

Following members were present for this meeting.

1. Dr. Surye R.N. :- Surye

2. Dr. Bhosale I.S. :- Bhosale

3. Dr. Bhise C.D. :- C.D. Bhise

4. Prof. Kore K.K. :- Kore

5. Jyots. Suryawanshi Ketki A. :- Ketki

PRINCIPAL
AKTU, TIER, MELAUNI, DILIP, SAWAR
COLLEGE OF HOME SCIENCES, MONTES-PAH
SRI. KUMARASWAMY COLLEGE OF HOME SCIENCES



SMT. RATNAPRABHADEVI MOHITE PATIL
COLLEGE OF HOME SCIENCE FOR
WOMEN, AKLUJ.

DISCIPLINE COMMITTEE

Academic Year: 2020-2021

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>
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1.	Dr. Surve R.N.	Chairperson
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2.	Dr. Bhosale B.S.	Member
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3.	Dr. Bhise C.D.	Member
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4.	Miss. Survanshi Ketaki A.	Students' Representative
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5.	Prof. Kore K.K.	Member-Secretary
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PRINCIPAL
Smt. Ratnprabha Devi Mohite-Patil
College of Home Science for Women
Akluj, Tsh. Malshirgaon, Dist. Solapur
Date: 2019-2020

Monitoring Committee Composition
Discipline Committee Meeting 2020-2021

Notice

30/07/2021

To,

- Dr. Bhosale B. S. *Bhosale*
- Dr. Bhise C. D. *Bhise*
- Prof. Kore K. K. *Kore*
- Miss. Suryavanshi Ketaki H. *Ketaki*

Subject:- Regarding the meeting of discipline Committee for the academic year 2020-2021.

All the members of discipline committee are informed hereby that the meeting of the Discipline Committee will be held on 31/07/2021 at 12.30 pm in Principal's office.

Agenda for the meeting is attached herewith.

All the members are instructed to attend this meeting.

Dr. Suree R.N.
(Principal)

PRINCIPAL
Smt. Ratnprabhadevi Mohite-Patil
College of Home Science for Women
Akluj, Tsh. Malshiras, Dist. Solapur

Monitoring Committee Composition
Discipline Committee Meeting 2020-2021

Agenda for the Meeting

Agenda-1

To read and sanction the minutes of the last meeting held on 08/07/2020.

Agenda-2

To review the issues regarding discipline in the online teaching-learning process, examination and other activities.

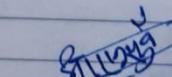
Agenda-3

To review the code of conduct during online sessions.

Agenda-4

Any other issue raised during meeting with prior permission of the chairperson.

Dr. Suree R.N.
(Principal)



PRINCIPAL

Smt. Ratnaprabhadevi Mohite-Patil
College of Home Science for Women
Akluj, Tah. Malshiras, Dist. Solapur

Monitoring Committee Composition
Discipline Committee Meeting 2020-2021

Minutes of the Meeting

1] The minutes of the last meeting of the committee held on 08/07/2020 were confirmed and sanctioned by all the committee members.

2] The detailed report of conduction of online teaching-learning process was discussed in the meeting.

It was observed that many-a-times etiquettes of the online sessions were not followed by the students. Hence, it was decided that all students should be instructed to join online sessions in time, teachers should send the links for joining the sessions well in advance, all teachers should use LMS platforms as set up by the college.

The issues regarding attending the college duties by teachers physically were also discussed.

3] Issues regarding code of conduct for students in online sessions were also discussed. It was decided that all teachers should record the videos to be uploaded to SPM App, in classrooms while teaching with the use of green-boards. It was also decided to prepare code of conduct manual for online sessions also.

4] No other issue was raised.



PRINCIPAL
Smt. Ratnabrabhadevi Mohite-Patil
College of Home Science for Women
Akluj, Tah. Malshiras, Dist. Solapur.

Attendance for the Meeting

The meeting of Discipline Committee was held on 31/07/2021 at 12.30 pm in the Principal's office.

Following members were present for this meeting.

1. Dr. Surve J. N. -: Present.
2. Dr. Bhosale B. S. -: Present.
3. Dr. Bhise C. D. -: Present.
4. Prof. Kore K. K. -: Present.
5. Miss. Suryavanshi Ketaki A. -: Present.



Monitoring Committee Composition
Discipline Committee Meeting 2020-2021



**Smt. Ratnaprabhadevi Mohite-Patil
College of Home Science for Women, Akluj**

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Principal

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B.H.Sc.M.A.(Counselling Psychology)



7.1.10

The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic Programmes in this regard

The institution convey code of conduct to the students with the help of various platforms like

- **Orientation programme for FY BSc students.**
- **Fresher's Party**
- **Classrooms**
- **Laboratory**
- **Library**

Orientation Program to F.Y. Students

Academic year 2017-2018



Gymkhana



**Food Science
&
Nutrition**



**Extension
Education**



**Textile
Science**





**Family
Resource
Management**



**Human
Development**



Library



English



Science



Computer

Orientation Programme to F. Y.

Academic year 2018-2019



EXTENSION
EDUCATION



FOOD
SCIENCE
&
NUTRITION



HUMAN
DEVELOPMENT





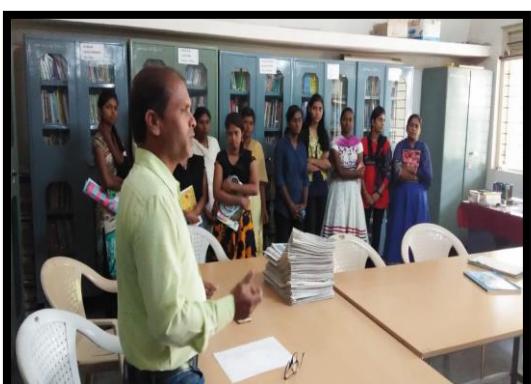
TEXTILE
&
CLOTHING



SPORTS



COMPUTER



LIBRARY



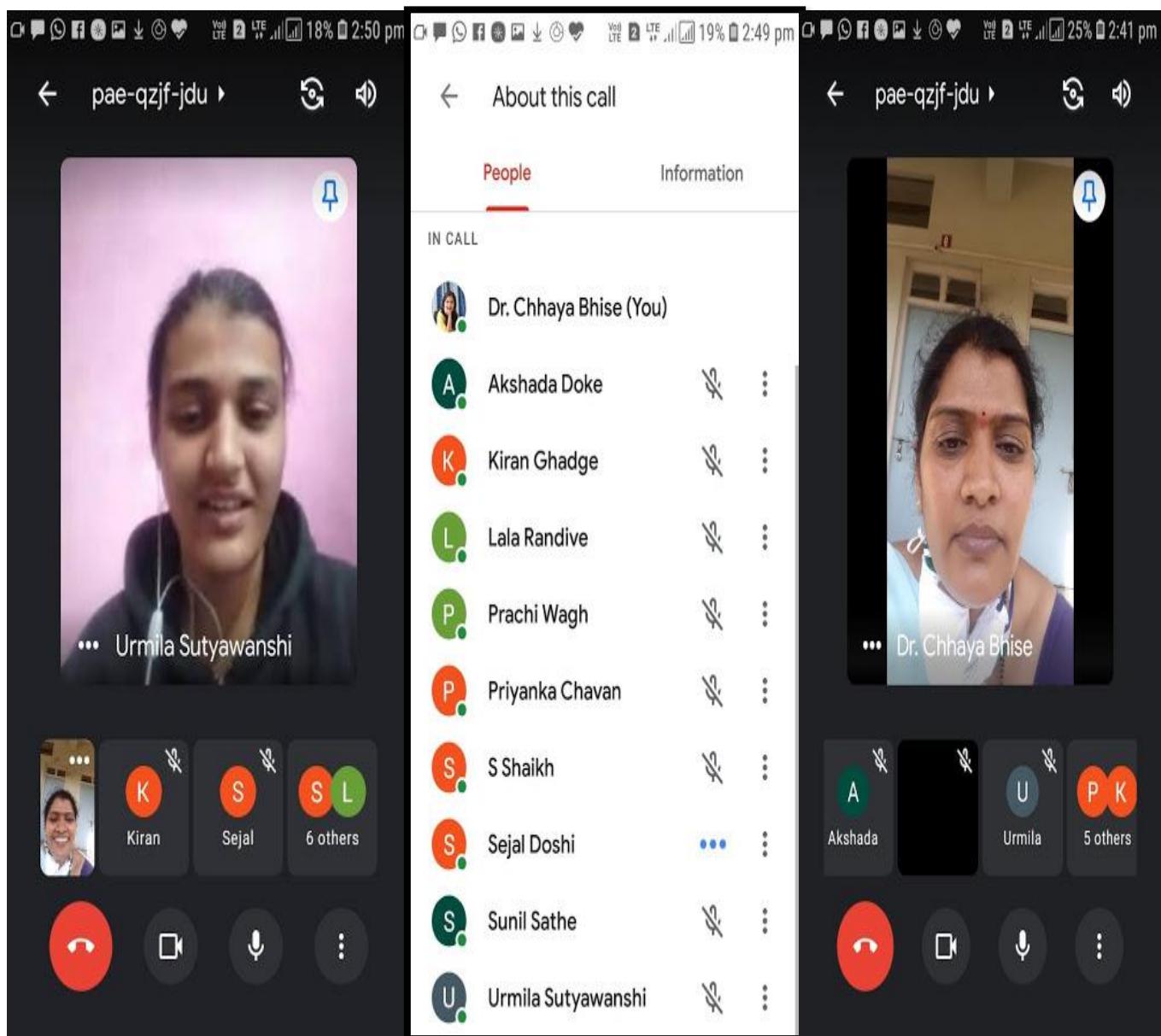


Orientation Programme 2019-2020

Orientation programme

Academic year 2020-2021

Orientation : On 02.12.2020 conducted orientation of F.Y. students. In this online orientation introduction of each student was conducted and departmental and subject orientation was conducted. Introduced students with different subjects offered during three years of the course.





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College of Home Science for Women, Akluj**

Tal. Malshiras, Dist. Solapur (M. S.) 413 101
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Principal

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B.H.Sc.M.A.(Counselling Psychology)



7.1.10

The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic

- Code of conduct manual for students, Teaching and Non-Teaching staff handbook



॥ तेयो सदा ज्ञानव्यप ग्रदीप ॥

Shikshan Prasarak Mandal's



**SMR. RATNAPRABHADEVI MOHITE PATIL COLLEGE OF
HOME SCIENCE FOR WOMEN, AKLUJ, TAL-MALSHIRAS,
DIST-SOLAPUR,413101**

College Code of Conduct

♣ विद्यार्थीनीसाठी शिरक्त पालनासंबंधी नियम व सूचना ♣

- ✓ विद्यार्थीनीची कॉलेजमधील दैनंदिन तासांना ८० टक्के पेक्षा कमी हजेरी असेल तर तिला मिळण्या सवलती व स्कॉलरशिप रद्द केल्या जातील . तसेच तिच्या सू मंजूर केल्या जाणार नाहीत व तिला वार्षिक पत्रीक्षेस बसता येणार नाही .
- ✓ प्रत्येक विद्यार्थीनीने आपल्या प्रत्येक वर्गातील सर्व तासांना व प्रॅक्टीकल्सना वेळेवर उपस्थित राहणे आवश्यक आहे .
- ✓ महाविद्यालयात प्रवेश घेतलेल्या प्रत्येक विद्यार्थीनीला ओळखपट दिले जाईल . महाविद्यालयाच्या पत्रीसरात ओळखपट जवळ असणे आवश्यक आहे .
- ✓ प्रत्येक विद्यार्थीनीने १५ ऑगस्ट ह रुतांत्र्यादिन ९ २६ जानेवारी हृप्रजासत्ताक दिनांक सहकार महार्षी शंकरराव मोहिते पाटील यांची जयंती हृ१४ जानेवारी ९ पुण्यतिथी हृ११ फेब्रुवारी ९ श्रीमती रत्नप्रभादेवी मोहिते पाटील यांची जयंती हृ२५ जुलै ९ पुण्यतिथी हृ२८ जून ९ रोजी होणार्या कार्य कमांना हजार राहणे आवश्यक आहे .
- ✓ महाविद्यालय पटीसरात सार्वजनिक जागा इ . ठिकाणी विद्यार्थीनीनी शिरक्त सभ्यता व शांतता राखली पाहिजे .
- ✓ महाविद्यालयातील सर्व विद्यार्थीनीना प्राचार्य प्राध्यापक ग्रंथपाल व कार्यालयीन कर्मचारी यांच्या सूचनांचे पालन करणे आवश्यक आहे .
- ✓ एखाद्या विद्यार्थीनीने महाविद्यालयातील वरक्कुचे व फर्निचरचे नुकसान केले तर तिला ती नुकसान भरपाई रोख भरावी लागेल .
- ✓ सर्व विद्यार्थीनीनी ग्रंथालयातील पुस्तके काळजीपूर्वक वापरावीत व ती ग्रंथालयातील नियमानुसार वेळच्या वेळी परत करावित .
- ✓ महाविद्यालय व महाविद्यालयातील मालमत्ता प्रत्येक विद्यार्थीनीने आपलीच आहे याची जाणिव ठेवून त्याच्या सुरक्षिततेची व रुच्छतेची काळजी घ्यावी .
- ✓ कॉलेज सोडल्यापासून एक टर्म संपण्याच्या आत कॉशन मनीच इतर अनामत रक्कम परत नेली पाहिजे अन्यथा ती परत देता येणार नाही .
- ✓ विद्यार्थीना स्टाफरुममध्ये जाण्यास मनाई आहे .
- ✓ सर्व विद्यार्थीनीनी आपापल्या वर्गात तासांना उपस्थित असणे आवश्यक आहे .
- ✓ कॉलेजशी व संस्थेशी संबंधित कोणतीही माहिती अथवा वृत्त मा . प्राचार्याच्या पूर्व परवानगीशिवाय वृत्तपत्रमध्ये अथवा अन्यं प्रसिद्धीस देऊ नये .
- ✓ ज्या विद्यार्थीनीना तास नसतील त्यांनी वाचन कक्षात शांततेने बसावे .
- ✓ महाविद्यालयासंबंधी किंवा विद्यार्थीनीच्या आपापसात काही तकार व मतभेद असल्यास त्यांची लेखी तकार मा . प्राचार्यांकडे देण्यात यावी व समुपदेशन समितीकडेही यावी .
- ✓ विद्यापीठ नियमांप्रमाणे असलेल्या वर्ग प्रतिनिधीच्या निवडणूका घेतल्या जातील . प्रत्येक वर्गातील सर्वोच्च गुणवत्ता प्राप्त असलेल्या विद्यार्थीनीस वर्ग प्रतिनिधी म्हणून नियुक्त केले जाईल .
- ✓ महाविद्यालयाच्या आवारात विद्यार्थीनीनी मोबाईलचा वापर करू नये .
- ✓ महाविद्यालयातील सर्व विद्यार्थीनीस एक अन्यंत महत्वाची सूचना की त्यांनी पालकांना वर्षातून दोन वेळा घेण्यात येणार्या पालक विद्यार्थी शिक्षक मेलाव्यास हजार करणे बंधनकारक आहे .

Code of Conduct for Principal

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conductive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

Code of Conduct for Teachers

I. 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher 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;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, 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;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. 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 making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. 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 tuitions 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 the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; 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.

V. Teachers and Non-Teaching Staff

Teachers should :

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

VI. Teachers and Guardians

Teachers should:

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.

VII. 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;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. 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.

Code of Conduct for Non-Teaching Staff

Head Clerk/Senior Clerk/Junior Clerk and Equivalent Cadres

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through P. A's Stenographers/Secretaries.
2. To acknowledge letters received.
3. To submit documents to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a note-book to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt *viz.* file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.
13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

Code of Conduct for Non-Teaching Staff

Chief Accountant

1. To ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authorities.
2. To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the Assistant Accountant.
3. To ensure proper attendance of staff working under him.
4. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
5. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
6. To recover grants due to the University from the outside bodies including State and Central Government.
7. To report to the Assistant Registrar (Finance and Accounts)/ Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the department/Sections which are attached to him.
8. To attend to such other works assigned to him with the approval of the Finance Officer.

Code of Conduct for Non-Teaching Staff

Laboratory Assistants

1. To Assist students and teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to Incharge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

Laboratory Attendants

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical's and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the laboratory.

Code of Conduct for Non-Teaching Staff

Peons

Persons shall ---

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. carry out any other work of similar nature which the Officer incharge/Dy. Registrar/ Assistant Registrar/Section Officer/Principal/Office Superintendent, may instruct.
9. serve drinking water to employees and to visitors, when required.
10. dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
11. Any other work as may be assigned to him by the concerned officer from time to time.
12. Peon shall also have to attend to the duties assigned to Hamals.

Sweepers

Sweeping and cleaning the Laboratories, latrines, floors in the building and university premises and any other office work related to cleaning as assigned by the officer/Hawaldar.

Any other work as may be assigned to him by the concerned officer from time to time.

Code of Conduct for College Director Physical Education and Sports and College Librarian

College Director Physical Education and Sports and College Librarian should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.



**Smt. Ratnaprabhadevi Mohite-Patil
College of Home Science for Women, Akluj**

Tal. Malshiras, Dist. Solapur (M. S.) 413 101
Affiliated to S.N.D.T. Women's University, Mumbai



Founder : Sahakar Maharshi Shankarrao Narayanrao Mohite-Patil

President : Shri. Jaysinh Shankarrao Mohite-Patil

Principal

Chairman
Ku. Swaruparani Jaysinh Mohite-Patil
B.H.Sc.M.A.(Counselling Psychology)



7.1.10

The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic

- Code of conduct manual for students is given in the college prospectus



शिक्षण प्रसारक मंडळ, अकलूज संचालित

श्रीमती रत्नप्रभादेवी मोहिते-पाटील गृहविज्ञान महिला महाविद्यालय, अकलूज

ता. माळशिरस जि. सोलापूर

एस.एन.डी.टी. महिला विद्यापीठ, मुंबई संलग्नित

नंक मूल्यांकित : बी दर्जा



माहिती पत्रक

विद्यार्थीनीनी प्रथम वर्षासाठी प्रवेश घेताना खालील सूचना विचारात घ्यावयाच्या आहेत.

प्रवेश पात्रता:

बारावी किंवा तत्सम परीक्षा पास (१२ वी कला, विज्ञान, वाणिज्य व द्विलक्षी व्यवसाय अभ्यासक्रम उत्तीर्ण)

- प्रथम प्रवेश नोंदणी अर्ज भरून ऑफिस मध्ये सादर करावा.
- महाविद्यालयात प्रवेश घेतेवेळी विद्यार्थीनीने माहिती पत्रकातील छापील प्रवेश अर्जाचा उपयोग करावा.
- प्रवेश नोंदणी अर्ज महाविद्यालयाने दिलेल्या मुदतीत सादर करणे आवश्यक आहे व त्यासोबत मागील परीक्षेच्या गुणपत्रिकेची प्रमाणित झेरॉक्स २ प्रति व जातीच्या दाखल्याची प्रमाणित झेरॉक्स प्रत जोडावी.
- नोंदणी अर्जाची छाननी केल्यानंतर शासन व शिक्षण खात्याचे नियमानुसार गुणवत्ता व आरक्षणानुसार यादी तयार करण्यात येईल व त्यानुसार प्रवेश देण्यात येतील.
- गुणवत्ता यादीमध्ये नाव असणाऱ्या विद्यार्थीनीनी महाविद्यालयात जे अभ्यासक्रम शिकविले जात नाहीत (उदा. मेडिकल, इंजिनिअरींग, कॉम्प्यूटर, इ.) त्या अभ्यासक्रमासाठी अर्ज केला असेल किंवा तसा अर्ज करावयाचा असेल तर प्रथम तसे या महाविद्यालयात लेखी कळविले पाहिजे.
- प्रवेश घेताना माहिती पत्रकात नमुद केल्याप्रमाणे व नियमानुसार प्रवेश शुल्क भरावे लागेल. प्रवेश घेतल्यानंतर तो कारणानी रद्द करावयाचा असल्यास प्रवेश शुल्क परत मिळणारे नाही याची नोंद घ्यावी.
- एखाद्या विद्यार्थीनीस महाविद्यालयात प्रवेश घ्यावयाचा का नाही यासंबंधीचे सर्व अधिकार मा. प्राचार्य यांचेकडे आहेत.
- प्रथम वर्षात प्रवेश घेताना प्रवेश अर्जसोबत खालील प्रमाणे प्रमाणपत्रे जोडावीत.
 - शाळा सोडल्याचा दाखल्याची मूळ प्रत व त्याच्या प्रमाणित केलेल्या दोन झेरॉक्स प्रति.
 - इ. १२ वी च्या गुणपत्रिकेची मूळ प्रत व त्याच्या प्रमाणित केलेल्या दोन झेरॉक्स प्रति.
 - मागासवर्गीय विद्यार्थीनी जातीच्या दाखल्याच्या प्रमाणित केलेल्या दोन प्रती अर्जसोबत जोडाव्यात. वरील पैकी शाळा सोडल्याच्या दाखल्याची मूळ प्रत परत केली जाणार नाही. म्हणून त्याच्या जादा झेरॉक्स प्रती आपल्या जवळ काढून ठेवाव्यात.
- बी.एस्सी. भाग २ साठी प्रवेश घेणाऱ्या विद्यार्थीनीनी कोणत्याही विद्यापीठाची बी.एस्सी. (गृहविज्ञान) भाग १ पास असणे आवश्यक आहे.
- एस. एन. डी. टी. महिला विद्यापीठाच्या कक्षेबाहेरील म्हणजे इतर विद्यापीठातील महाविद्यालयातून येणाऱ्या विद्यार्थीनीनी त्यांच्या पूर्वीच्या महाविद्यालयाकडून स्थलांतर दाखला (मायग्रेशन) मिळवावा लागेल. यासाठी प्रवेशानंतर या महाविद्यालयाच्या प्राचार्यामार्फत आवश्यक ती फी भरून विहित अर्ज नमुन्यातील पूर्वीच्या महाविद्यालयाकडे पाठवावा लागेल.
- आर्थिक दृष्ट्या मागासवर्गाच्या विद्यार्थीनी (इ.बी.सी.), मागासवर्गाच्या विद्यार्थीनी (बी.सी.), स्वातंत्र्य सैनिकांच्या मुली, जवानांच्या मुली, अनुसुचित जाती-जमाती व भटक्या विमुक्त जातीतील मुलींना शासकीय नियमानुसार सवलत मिळेल. अशा सवलतीसाठी ठराविक मुदतीच्या आत विहित नमुन्यातील अर्ज करणे आवश्यक आहे.
- महाविद्यालयीन (अंतर्गत) परीक्षा व विद्यापीठ परीक्षा या क्रेडीट व सेमिस्टर पद्धतीने घेतल्या जातात.
- अंतर्गत परीक्षेतील गुणांना २५ टक्के व सेमिस्टर परीक्षेतील गुणांना ७५ टक्के असे वेटेज दिले जाईल.
- विद्यार्थीनीच्या प्रगती निर्देशनासाठी खालील तक्त्यात दर्शविल्याप्रमाणे ६ ग्रेड पॉइंटचा अवलंब केला जाईल.

Grade Points	Average Grade
10.00	O+
9.00	O
8.00	A+
7.00	A
6.00	B+
5.50	B
5.00	C
4.00	P
0.00	F

* अभ्यासेतर उपक्रम:

विद्यार्थीनीच्या सर्वांगीण विकासासाठी अभ्यासाबरोबर विद्यार्थी मंडळ, वकृत्व स्पर्धा, क्रीडा स्पर्धा, इ. उपक्रम राबविले जातील. भव्य क्रीडांगण व सर्व प्रकारच्या खेळासाठी आवश्यक ते क्रीडा साहित्य व सुविधा महाविद्यालयात उपलब्ध आहेत.

* वसंतीगृह सुविधा:

उत्तम बांधकाम, प्रशस्त खोल्या असलेले महाविद्यालयाच्या विद्यार्थीनीसाठी अद्यावत असे वसंतीगृह बांधणेत आले आहे.

* विद्यार्थीनीसाठी शिस्त पालनासंबंधीचे नियम व सूचना:

- विद्यार्थीनीची कॉलेजमधील दैनंदिन तासांना ८०% पेक्षा कमी हजोरी असेल तर त्यास मिळणाऱ्या सवलती व स्कॉलरशिप्स रट केल्या जातील. तसेच त्याच्या सप्र मंजूर केल्या जाणार नाहीत व त्यास वार्षिक परीक्षेस बसता येणार नाही.
- प्रत्येक विद्यार्थीनीने आपल्या प्रत्येक वर्गातील सर्व तासांना व प्रक्रियाकृत उपस्थित राहणे आवश्यक आहे.
- महाविद्यालयात प्रवेश घेतलेल्या प्रत्येक विद्यार्थीनीला ओळखपत्र दिले जाईल. महाविद्यालयाच्या परिसरात ओळखपत्र जवळ असणे आवश्यक आहे.
- प्रत्येक विद्यार्थीनी १५ आँगरेट (स्वातंत्र्य दिन), २६ जानेवारी (प्रजासताक दिन), सहकार महार्षि शंकरराव मोहिते-पाटील यांची जयंती (१४ जानेवारी) व पुण्यतिथी (११ फेब्रुवारी) श्रीमती रत्नप्रभादेवी मोहिते-पाटील यांची जयंती (२५ जुलै) व पुण्यतिथी (२८ जुलै) रोजी होणाऱ्या कार्यक्रमांना हजर राहणे आवश्यक आहे.
- महाविद्यालय परिसर, सार्वजनिक जागा, इ. ठिकाणी विद्यार्थीनीनी शिस्त, सम्यता व शांतता राखली पाहिजे.
- महाविद्यालयातील सर्व विद्यार्थीनींना प्राचार्य, प्राध्यापक, गंधापाल व कार्यालयीन कर्मचारी यांच्या सुचनांचे पालन करणे आवश्यक आहे.
- एखाद्या विद्यार्थीनीने महाविद्यालयातील वस्तुचे व फर्निचरचे नुकसान केले तर तिला ती नुकसान भरपाई रोख भरावी लागेल.
- सर्व विद्यार्थीनींनी ग्रंथालयातील पुस्तके काळजीपूर्वक वापरावीत व ती ग्रंथालयातील नियमानुसार वेळाच्यावेळी परत करावित.
- महाविद्यालय व महाविद्यालयातील मात्रमत्रा प्रत्येक विद्यार्थीनीने आपलीच आहे याची जाणीव ठेवून त्याच्या सुक्षितेची व स्वच्छतेची काळजी व्यावी.
- कॉलेज सोडल्यापासून एक टर्म संपन्न्याच्या आत कॉंशन मनी व इतर अनामत रक्कम परत नेली पाहिजे अन्यथा ती परत देता येणार नाही.
- विद्यार्थीनींना स्टॉफ रुममध्ये जाण्यास मनाई आहे.
- सर्व विद्यार्थीनींनी आपापल्या वर्गात तासांना उपस्थित असणे आवश्यक आहे.
- कॉलेजशी व संस्थेशी संबंधीत असलेली कोणीही माहिती अथवा वृत मा. प्राचार्याच्या पूर्व परवानगीशिवाय वृतपत्रामध्ये अद्यवा अन्यत्र प्रसिद्धीस देऊ नवे.
- ज्या विद्यार्थीनींना तास नसतील त्यांनी वाचन कक्षात शांततेने बसावे.
- महाविद्यालयासंबंधी किंवा विद्यार्थीनीच्या आपापसात कारी तक्रार व मतभेद असल्यास त्याची लेखी तक्रार मा. प्राचार्यांकडे देण्यात वावी व समुपटेशन समितीकडे यावी.
- विद्यार्थीठ नियमाप्रमाणे असणाऱ्या वर्ग प्रतिनिधीच्या निवडणूका येतल्या जातील. प्रत्येक वर्गातील सर्वांच्या गुणवत्ता असलेल्या विद्यार्थीनीस वर्ग प्रतिनिधी म्हणून नियुक्त केले जाईल.
- महाविद्यालयाच्या आवारात विद्यार्थीनींनी मोबाईलचा वापर करू नवे.
- महाविद्यालयातील सर्व विद्यार्थीनींना एक अत्यंत महत्त्वाची सूचना की त्यांनी पालकांना वर्षातून दोन वेळा येण्यात येण्याचा पालक विद्यार्थी शिक्षक मेळाव्यास हजर करणे बंधनकारक आहे.

* शिक्षण पूर्ण आत्मावर उपलब्ध संदी *

फॅशन डिझाईनिंग, इंटरिअर डेकोरेशन, बेकरी, स्पोर्ट्स, न्युट्रीशन, इ. क्षेत्रामध्ये तसेच सर्व स्पर्धा परीक्षेस पात्र होतात.

* पदवीनंतर उपलब्ध अभ्यासक्रम *

गृहविज्ञान विषयांतील पदव्युत्तर अभ्यासक्रम, आहारशास्त्र, मानव-विकास इत्यादी विषयात. * सामाजिक कार्य वा विषयात पदव्युत्तर पदवी * हॉटेल मैनेजमेंट वा विषयात डिप्लोमा * हॉटेल व्यवसायात संघी डिप्लोमा * कॉम्प्युटर कॉर्सेस

* नोक्यांगर्धीत संदी *

* प्राध्यापक, शिक्षक (महाविद्यालये-शाळा)	* यंगवाढी	* हॉस्पिटलमध्ये आहारतज्ज्ञ	* हॉटेल व्यवसायात संघी
* विविध कौशल्याचे वर्ग चालविणे	* बुटिक सुरु करणे	* स्वघंसेवी संस्थामध्ये कार्य	* सर्व स्पर्धा परीक्षेस पात्र
* पालण्यायर - बालवाढी चालविणे	* संस्कार केंद्र, उन्हाळी शिवीर चालविणे		