



Bhairavnath Shikshan Mandal's  
**Popatrao Kisanrao Thorat College,**  
Khutbav, Tal.-Daund, Dist.-Pune-412203

**6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. Bhairavnath Shikshan Mandal has been established in 1984. This parent organisation started Popatrao Kisanrao Thorat College (formerly Bhairavnath Vidnyan Mahavidyalaya) in 2009. It has a Governing body to monitor and achieve the vision and mission of the institution.

The Secretary is the administrative head of the institutions shouldering the responsibilities of administration, appointments and infrastructure.

The Principal is the academic head, ensuring the proper conduct of all the academic, research and extension activities.

The Statutory Bodies are constituted and meetings are conducted as per the UGC, MHRD, State Government and University guidelines.

The Non-statutory Bodies are constituted by the Board of Management to complement the functions of the Statutory Bodies.

The programmes, courses and activities are periodically evaluated by the College and reported in the appropriate Bodies for proper implementation.

There are Committees, Cells and Associations focusing on specific tasks and roles in the College.

The executive leadership is shared by IQAC Co-ordinator and all the Heads of the Departments.

The Management encourages the faculty to participate in various committees. This enhances the leadership qualities and skills.

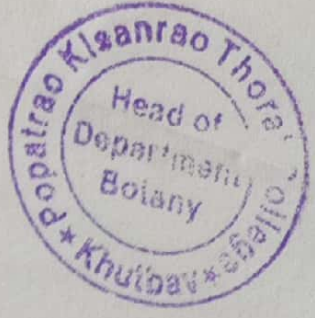
The Grievance Redressal Committees have been formed for both staff and the students.

The power delegation and decentralization of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation.

The Management plays a crucial role in enriching the bottom-up approach in planning and execution of various academic activities.

**IQAC Coordinator**  
**IQAC Co ordinator**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal. Daund, Dist. Pune.

**Principal**  
**Principal**  
Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.



**Bhairavnath Shikshan Mandal's**  
**Popatrao Kisanrao Thorat College, Khutbav**

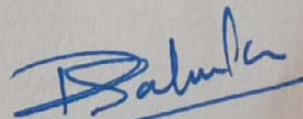
Tal. Daund, Dist. Pune, 412203

**Composition of code of conduct committee**

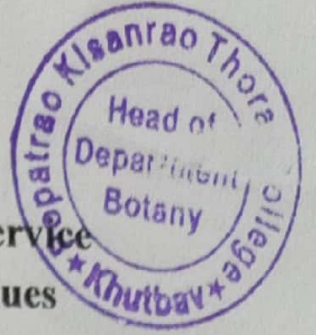
Sr.No.	Name of Member	Designation
1	Dr.Rekha Salunke (Principal)	Chairperson
2	Asst.Prof. Pranay Jadhav	Co-ordinator
3.	Asst.Prof.Archana Memane	Member
4.	Dr. Sunita Bankar	Member
5.	Asst.Prof.Akshata Thorat	Member
6.	Mr. Nilesh Thorat	Member

The code of conduct of college was prepared by CBC, IQAC and management of the college. This code of conduct is designation for students, teachers and non-teaching staff of Popatrao Kisanrao Thorat College, Khutbav. This particular code of conduct was designed during the meeting.

Sr.No.	Resolution	Action Taken
1.	Rules and Regulation were considered for the students.	Every professor got the information and they are bound to follow.
2.	The professors decided to follow their principles and honesty.	Professors are expected to follow the decided principles.
3.	It was decided to explain the rules for the professors appointed by the university.	Advised the professors to follow the rules.
4.	The teacher shall abide the code of professional ethics laid by the UGC or other apex bodies from time to time.	Discussed the professional ethics and instructed all and it is bound to follow every professor.
5.	All Non-teaching staff members should co-operate with students, students, colleagues and superiors.	Discussed with the staff and they are instructed to do so.

  
**Principal**

**Popatrao Kisanrao Thorat College**



Popatrao Kisanrao Thorat College, Khutbav, engage itself in an extensive community service through education and development of the students. It believes in the internal core values which leads us towards the excellence in the higher education.

### **Commitment:-**

- Support the mission and vision statement of the college.
- Bound to share knowledge.
- Concentrate the rural input of the students and their needs.
- Persistent evaluation of the policies.

### **Excellence:-**

- Ensures the quality education.
- Organize the quality program.
- Need based education.
- Inspire collaboration and MOU's.

### **Unity:-**

- Maintains unity among students, Stakeholders and Staff
- Fosters social equality.
- Decision making through democratic principles.

### **Respect and Honour:-**

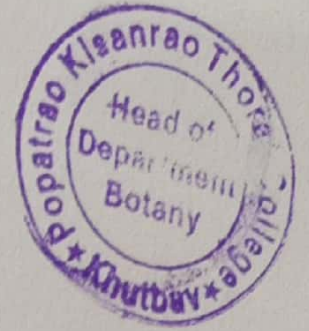
- Maintains the dignity of the students, staff and stakeholders.
- They includes in decisions.
- Promote the respect through professional ethics.
- Believes in the social justice and fair treatment.

*Bahul*

**Principal**

**Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daulad, Dist.-Pune.**

## Code of Conduct



### Code of conduct for students:

(undertaking is sought by students and the parents at the time of admission)

1. Throughout the academic year, students must attend all classes.
2. Minimum 75% attendance for lectures and practical's is compulsory.
3. All students must carry their identity cards in the campus.
4. Ragging is strictly prohibited. If found guilty of ragging, he/she will be liable for strict disciplinary action.
5. All students are bound to use assets of the college carefully and properly.

### Code of conduct for teachers :-

1. Teacher should maintain absolute integrity.
2. Teacher must show devotion to his profession.
3. Teaching plan of the allotted subjects should be prepared by the teachers.
4. Teacher should maintain Diary and Roll Call Register.
5. The teacher must solve the doubts and questions from the students.

### Code of conduct for Non-teaching staff:-

1. Peons should ensure cleanliness of respective classroom, staff rooms, laboratories.
2. Lab attendance should ensure the cleanliness and keep ready the respective laboratory for the practical.
3. The administration staff should ensure the smooth functioning of the student's admission, examination issues and college/institution administration.

### Code of conduct for Principal:-

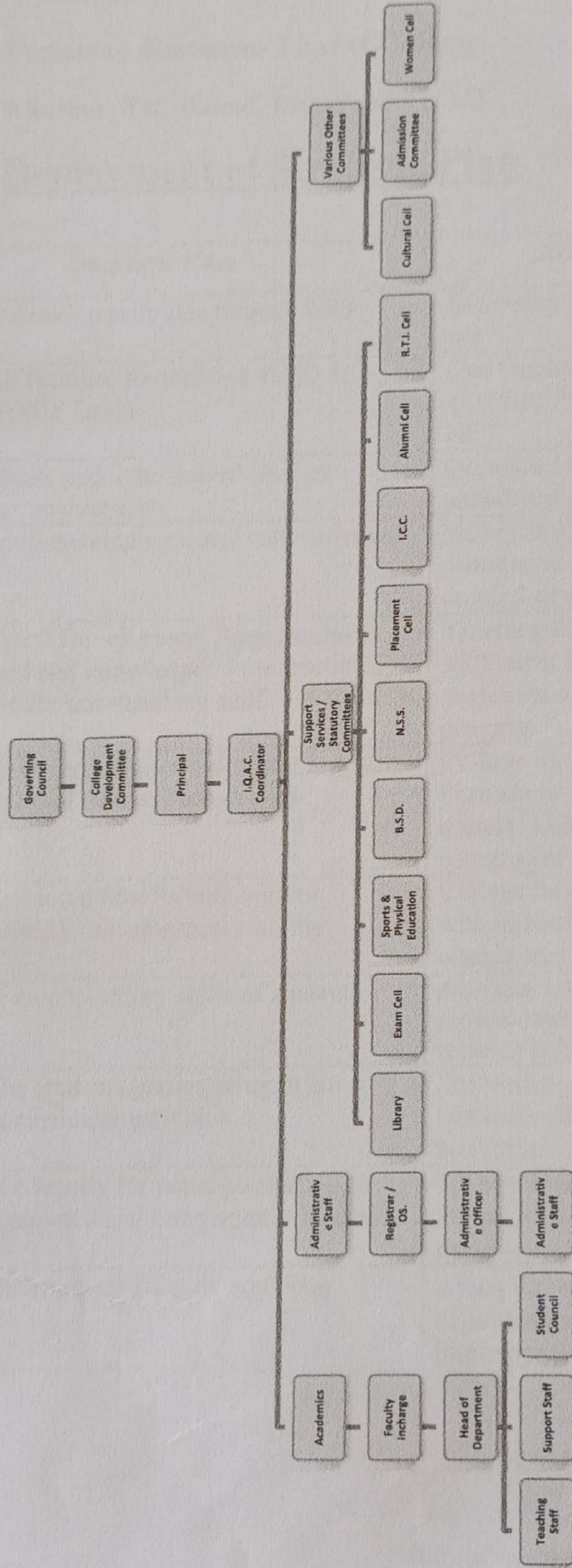
1. The principal should take all necessary disciplinary actions as and when required to maintain the discipline in the college.
2. The principal should encourage faculty members to update their knowledge by attending seminars/workshops/conferences.
3. The principal should function as a mediator between the college and the institution/stakeholders.
4. The principal should encourage faculty members to publish text books, research papers in reputed national/international/Journals/ Conferences.

*J. Salunke*

Principal

Papatrao Kisanrao Thorat College  
Khutbav, Tal. Deuna, Dist. Pune.

Bhairavnath Shikshan Mandal  
**Popatrao Kisanrao Thorat College**  
 Khutbav, Tal.Daund, Dist.Pune-412203  
**Organogram of the College**



*[Signature]*

**IQAC Coordinator**  
 Popatrao Kisanrao Thorat College  
 Khutbav, Tal.-Daund, Dist.-Pune.

*[Signature]*

**Principal**  
 Popatrao Kisanrao Thorat College  
 Khutbav, Tal.-Daund, Dist.-Pune.

# पोपटराव किसनराव थोरात महाविद्यालय,

खुटबाव - ४१२२०३, ता.दाँड, जि.पुणे, फोन नं. ०२११९-२८४०१२

नॅक मानांकन व श्रेणी

(सावित्रीबाई फुले पुणे विद्यापीठाशी संलग्न)

सावित्रीबाई फुले पुणे विद्यापीठाशी संलग्न क्र. PU/PN/S/391/2009

कॉलेज कोड : ०९२३



स्थापना : २८/१०/२००९

\* संस्थापक \*

मा. आमदार रमेशअप्पा थोरात

अध्यक्ष, पुणे जिल्हा मध्यवर्ती सह. बँक, पुणे

\* प्राचार्य \*

डॉ.अविनाश सांगोलेकर

एम.ए.(मराठी), एम.फिल.,पीएच.डी.,सी.जे.

जा.क्र. 634/2023

दिनांक : 15/06/2023

To:

Mrs.Lavhe Sneha Hanumant,  
A/P- Khutbav Tal-Daund,  
Dist-Pune 412203.

Dear Sir/Madam,

With reference to your application, dated 15/06/2024 the Registrar /Principal is pleased to inform you are/hereby appointed to the post of Assistant Professor in the College /University of a starting pay of RS.9000/- per month.

2.Your appointment is on Probation/Temporary up to Academic Year 2024-2025 during the period of Probation, your service are likely to discontinued by giving one months notice on either side.

3.After the completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereon from concerned head of the Section/Unit.

4. Your appointment is on Probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.

5.Your service will be governed by the provisions of the University Acts and the Statues including Manuals, Ordinances, Regulations and Rules of the University for the time being in force and Maharashtra Non-Agricultural Universities and affiliated Colleges, Standard Code(terms and conditions of service of non-teaching employee),Rules 1985 and/or the Rules of the Governing Body not inconsistent with the Act, Statutes , Ordinances , Regulations , and Rules of the University.

6.You will be entitled to receive the allowances as per rules prevailing at present and as may be revised from time to time.

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Page 2

7.If your acceptance is not received up to 20/06/2024 your appointment is liable to be cancelled/withdrawn.

8.In case you are accepting of the appointment ,you shall have to submit the discharge certificate from your present employer ,if any ,and will have to give an undertaking agreement in the prescribed form(enclosed) before joining the duties.



Yours Faithfully **Principal**

**Popatrao Kisanrao Thorat College**  
**Khutbav, Tal.-Daund, Dist.-Pune.**



स्थापना : २८/१०/२००९

भैरवनाथ शिक्षण मंडळाचे

# पोपटराव किसनराव थोरात महाविद्यालय,

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नेक मानांकन ब श्रेणी

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कॉलेज कोड : ०९२३

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एम.ए.(मराठी), एम.फिल.,पीएच.डी.,सी.जे.

जा.क्र. 634/2023

दिनांक : 15/06/2023

To:

Mr.Sayyad Sayal Nijam,  
A/P- Khutbav Tal-Daund,  
Dist-Pune 412203.

Dear Sir/Madam,

With reference to your application, dated 15/06/2024 the Registrar /Principal is pleased to inform you are/hereby appointed to the post of Assistant Professor in the College /University of a starting pay of RS.8000/- per month.

2.Your appointment is on Probation/Temporary up to Academic Year 2024-2025 during the period of Probation, your service are likely to discontinued by giving one months notice on either side.

3.After the completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereon from concerned head of the Section/Unit.

4. Your appointment is on Probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.

5.Your service will be governed by the provisions of the University Acts and the Statues including Manuals, Ordinances, Regulations and Rules of the University for the time being in force and Maharashtra Non-Agricultural Universities and affiliated Colleges, Standard Code(terms and conditions of service of non-teaching employee),Rules 1985 and/or the Rules of the Governing Body not inconsistent with the Act, Statutes , Ordinances , Regulations , and Rules of the University.

6.You will be entitled to receive the allowances as per rules prevailing at present and as may be revised from time to time.

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7.If your acceptance is not received up to 20/06/2024 your appointment is liable to be cancelled/withdrawn.

8.In case you are accepting of the appointment ,you shall have to submit the discharge certificate from your present employer ,if any ,and will have to give an undertaking agreement in the prescribed form(enclosed) before joining the duties.



A handwritten signature in blue ink, appearing to read "S. S. Sahu".

Yours Faithfully,  
**Principal**

**Popatrao Kisanrao Thorat College**  
**Khutbav, Tal.-Daund, Dist.-Pune.**



स्थापना : २८/१०/२००९

भैरवनाथ शिक्षण मंडळाचे

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कॉलेज कोड : ०९२३

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अध्यक्ष, पुणे जिल्हा मध्यवर्ती सह. बँक, पुणे

\* प्राचार्य \*

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जा.क्र. 634/2023

दिनांक : 15/06/2023

To:

Mrs.Thorat Kajal Dada,  
A/P- Khutbav Tal-Daund,  
Dist-Pune 412203.

Dear Sir/Madam,

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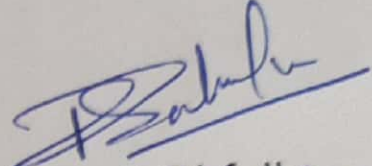
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*[Handwritten Signature]*

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