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HAND BOOK CODE OF CONDUCT AND ETHICS

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Introduction

This Handbook of Code of conduct indicates the standard procedures and practices of the Rajarshi Shahu Mahavidyalaya, Deolali Pravara for all the students, teaching, non-teaching faculty and all the stakeholders. All the stakeholders must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

All the concerned stakeholders are expected to maintain the highest ethical standards in all associations and activities with others on behalf of the College. It is essential that all the concerned stakeholders conduct themselves in a manner that will withstand the closest scrutiny. The purpose of this Code of conduct is to provide guidance to students, teaching and non-teaching and other stakeholders of the college in performing their duties as responsible citizens. All the concerned stakeholders are required to observe the fundamental principles whether set out for the stakeholders specifically or as expectations set by the college for the conduct of its affairs.

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1. Discipline:

- Student must follow the rules and regulations as prescribed by the institute from time to time.
- It is obligatory for student to report on the day of commencement of each term every academic year. She/he should follow the academic calendar as per the instructions of Head of the Department.
- Student should read notices conveyed from time to time by college authorities. Institute shall not be responsible for any type loss (academic or any other) due to negligence of student in reading the communication.
- It is mandatory for student to maintain 75% attendance in lectures and practical. Failure to maintain this will invite disciplinary action leading to academic and other punishments as decided by college authorities.
- Students are required to show due regard for the rights and property of the institution. Any student found guilty of tampering/damaging the property, fixtures, equipment, furniture, books, and buildings, vehicles etc. of the institute would attract punishment and compensation for loss caused.
- Any student misbehaving in class and/ behaving arrogantly towards the faculty and staff will be reported against to the authority. The nature of punishment will depend upon the severity of the offence and will be decided by the principal on a case to case basis.
- It is mandatory for the student to maintain cleanliness and hygiene at personal level which further contributes to the cleanliness and hygiene of the institute premises. Students shall only use the waste bins for disposing waste materials in classrooms and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- No society or association of the students will be started without the written permission of the concerned authority
- Consumption or possession of alcohol/drugs and being under influence while on campus or at functions is prohibited.

- It is highly mandatory for the student to neither participate nor promote political and anti-social activities leading to disturbance in the overall Institute discipline.
- The behavior of the students at all times, within the campus must be above board and must reflect a sense of responsibility. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- As per clause 9.1 of the regulations, the High Court decision for University act 1956 regulation 26(1) G-2009, if the student is found guilty in ragging activity, he/she is liable for punishment.
- Disciplinary action is inevitable in case of violation for code of conduct.

1.2 I-CARD

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 15 days from the date of admission.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card.
- If student has lost library card or I-card, it should be reported immediately to the HOD and the librarian with an application.

1.3 HUMAN VALUES

- Be conscientiously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- Student must wear college uniform everyday as mentioned by the respective departments.
- It is mandatory for student to wear uniform for any special occasions which are conveyed well in advance as instructed by institute authorities.

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk. . Misuse of social media to spread content that is objectionable by laws.

1.6 RAGGING

- ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India.
- MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)
- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.

- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger numbers of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Ragging constitutes one or more of any of following acts:

- I. Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- II. Indulging in rowdy or indiscipline activities by any student or students which cause or are likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- III. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- IV. Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- V. Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- VI. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- VII. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, and forcing obscene and lewd act, gestures, causing bodily harm or any other danger to health or person.
- VIII. Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student.

IX. Any act that affects the mental health and self- confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student. Symbiosis International University ensures that the congenial and welcoming environment is given to the flashers in all its constituent institutes. To achieve this objective following committees have been formed by the University as per UGC Regulation 2009:

1 University Anti Ragging Committee

2 Anti Ragging Squad at Institute level

3. University Monitoring Cell

4. Monitoring Cell will be constituted by all the constituent Institute of the University at the beginning of each academic year.

1.7 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Savitribai Phule Pune University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university ordinance No. 257 dated on 5th October 2017 published by university examination department.

1.8 CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

1.9 STUDENT USE OF THE LIBRARY - GUIDELINES FOR RESPONSIBLE USE

- Students are expected to behave in a civil manner that does not interfere with other people using the facility. Excessive displays of affection, wrestling, and similar physical contact activities are considered a disturbance.
- Students are encouraged to use the facility for individual and group work, but students who participate in groups that become disruptive through excessive noise or other disruptive behaviors will be held accountable, individually and collectively, for the group's actions.
- Talking in a normal voice that does not disturb others or quiet cell phone use is permitted in all parts of the library except the Reading Room.
- Playing musical instruments as well as music from smartphones, tablets, and similar devices without headphones is considered a disturbance.
- Students are expected to leave the furniture, equipment, and facilities in good condition for the next person's use.
- Students are expected to follow directions or instructions of library and college staff.
- Students borrowing materials are responsible for returning them on time and in the same condition as when borrowed.
- Students are responsible for paying any fines incurred for overdue, lost, or damaged materials charged to their library and college accounts.
- Students are expected to use library software in given period of time for searching necessary books.

CODE OF CONDUCT FOR TEACHING-STAFF

2.1 DISCIPLINE:

All staff of the Institute is responsible for protecting and taking reasonable steps to prevent the theft or misuse of or damage to Institute assets including all kinds of physical assets, movable and immovable property.

- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - Gender/sexuality/age/marital status
 - Pregnancy or likelihood of pregnancy
 - Physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.
- Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College Management from time to time.
- Every Teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.

- Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- No teacher shall absent himself/herself from duties at any time without prior permission from higher authorities.
- No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

2.2 LEAVE FOR TEACHING STAFF

I. CASUAL LEAVE

- The total number of casual leave allowed to employees in an academic year is 12 days
- Casual leave can be combined with any other leave or notified holidays/authorized holidays
- Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time
- The period of absence under casual leave will be treated as “ON DUTY” for all purposes
- Application for casual leave must contain the purpose for which the leave is requested/availed
- Application for causal leave must invariably be submitted and the sanction obtained before availing the leave. If however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after rejoining the duty.
- Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service
- The number of days of casual leaves remaining unveiled, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
- The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1 day casual leave for every month served.

2.3 GENERAL CONDITIONS REGARDING LEAVE

- No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
- The staff shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.
- Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.

- All leave applications shall be supported by documentary evidences (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well in time. The teaching staff shall always furnish his/her leave address and contact phone number at the time of availing leave

2.4 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book

2.5 CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrates a high standard in teaching and learning by:
 - Engaging students in their learning.
 - Working to achieve high level outcomes for all students.
 - Maintaining records to manage, monitor, assess and improve student learning.

Using research and student achievement data to inform professional practice.
Engaging in reflective practice and developing their professional knowledge and Teaching Skills.
Supporting the personal and professional development of others.
Providing constructive feedback to colleagues that is considered positively and Become helpful for further growth and development.
Assisting in developing and mentoring less experienced staff members
Accepting responsibility for their own professional learning and development

2.6 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

2.7 TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

2.8 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.

- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

Code of conduct for Non-teaching Staff

- They are responsible for sustaining the highest ethical standards of the College and the broader community in which they function. This code serves as a guide to all the members of both the category.
- While the aim of the College is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,
- According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- Making regular contribution for the personal development of students, while looking after their interest and welfare.
- Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
- Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, hereby ensuring proper public relations.
- As the technical and administrative staff is expected to work closely with the faculty of the College in day to day activities, the staff should -
- Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop friendly and co-operative relationship with the faculty members.
- Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
- A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should, -
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

- A member is expected to develop proper report with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include -
- Perform all professional activities through proper channels.
- Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
- Look for promotion/elevation only on grounds of competence/performance.
- Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of College by performing his/her role in a professional manner.
- Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- Should follow all norms and job details assigned by the College to the member from time to time with dedication.

Code of Conduct for Supporting Staff

4.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

4.3 STUDENT SECTION

- Student section should -
 1. Ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.
 2. Ensure the student document verification by Savitribai Phule Pune University within time limit.
 3. Submit the student Prodata, eligibility and student insurance to Savitribai Phule Pune University
 4. Ensure timely submission of examination forms to Savitribai Phule Pune University
 5. Ensure caste certificate/caste validity from concern divisional office
 6. Provide all necessary student data to prepare various committee reports

4.4 LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

4.5 LAB ATTENDANT

Lab attendant should help the lab assistant to carry out the lab related responsibilities.

4.6 CLERK

Clerk should maintain service book of all staff of the Institute. Clerk should maintain college level/department level all document files.

4.7 PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

Code of Conduct for Principal

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

Responsibility of the Principal:

Subject to the supervision and general control of the management, the Principal as the Principal executive and Academic Head of the College, shall be responsible for

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines of the Institute.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/recognized Institution.
11. Overall supervision of the University Examinations.
12. Observance of provisions of Accounts code.
13. Maintenance of Self –Assessment Reports of teachers.
14. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

Code of Conduct for the Governing Body

The Institute shall be managed by a regularly constituted Governing Body. The composition, functions and other condition pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

Code of Conduct:

1. Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
2. The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
3. No property of Trust will be used for personal benefits.
4. The members of the Governing Body can obtain service from the Trust employee as and when required.
5. Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect majority taking the decisions.
6. Any member of Governing Body needs any primary information from Institute; he/she will communicate to the Principal and will not have any oral or written communication with the employee.
7. If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
8. All shall mind that no person is greater than Institute.
9. The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
10. Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.



I/C. Principal
Rajarshi Shahu Mahavidyalaya
Deolali Pravara, Tal. Rahuri, Dist. A. Nagar