

Criterion 7 - Institution Values and Best Practices**Key Indicator - 7.1 - Institutional Values and Social Responsibilities****QnM 7.1.10 - The Institution has a prescribed**

1. Code of Conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.
2. The Code of Conduct is displayed on the website
3. There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on the Code of Conduct are organized

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Sr. No.	Particulars	Documents
1.	Code of Conduct displayed on website	Website Link



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**
ISO 21001:2018 Certified

Thakur Ramnarayan Educational Campus, S. V. Road,
Dahisar (East), Mumbai - 400 068
Mob : +91 902 902 8799 + Fax : 022 - 2528 1300
E-mail : admin@trcac.org.in + Website : www.trcac.org.in



TRCAC/MP/04/FRM/01

Revision: A

Induction Training Programme

1. Name of Faculty/Staff Ajay Kumar Gupta
2. Designation ASST PROF
3. Department/Section BAE
4. Date of Joining 10th July, 2023
5. Programme Contents

Sr. No.	Meeting With	Date	Time		Training Guidelines	Signature
			From	To		
1	Principal	05/08/23	2:50 PM	3:00 PM	Introduction about EOMS a) Apex Manual b) Procedure Manual c) Forms and Formats d) Introduction about the Institute	<u>Asiy</u>
2	Programme Coordinators	19.07.23	7:50	8:40	Introduction about College a) About EOMS at Institute Level b) Reporting c) Hierarchy d) College Achievements e) Key Initiatives f) Others (if any)	<u>[Signature]</u>
3	Chairperson, Examination Committee	31/07/2023	10:40	11:00	Introduction about Examinations Process a) Semester End Examinations b) Internal Assessment Examinations c) University Guidelines about Examinations	<u>[Signature]</u>
4	Chairperson, CEEP Committee	21/07/23	9:50	9:55 AM	Introduction about Cocurricular, Extra Curricular and Extension Activities Process a) Cocurricular Activities b) Sports Activities c) Cultural Activities d) Extension Activities e) Others (if any)	<u>Peak</u>
5	Chairperson, Placement and Higher Education Committee	19/07/23	01:45 PM	02:00 PM	Introduction about Placement and Higher Education Process a) Training Activities b) Placement Activities c) Training and Placement Statistics d) Others (if any)	<u>[Signature]</u> 19/07/2023

6	Chairperson, Research and Development Cell	19/07/2023	2:00 pm	2:20 pm	Introduction about Research and Development Process a) Research Activities b) Incubation Activities c) Entrepreneurship Activities d) Others (if any)	<u>R. Shukla</u>
7	Librarian	19/07/2023	12:15 pm	12:30 pm	Introduction about Library Process a) Rules and Regular Facilities d) Book Facilities for Faculty/Staff e) Book Scheme for Faculty	<u>R. Shukla</u>
8	Administrative Officer	31/07/23	10:30	11:00	Introduction about Admission, General Administration and Service Conditions a) Day to Day Administration b) Service Rules c) Leave Rules d) Various Institutional Facilities e) Others (if any)	<u>Ad</u>
9	Accountant	21/07/23	10:45	10:55	Introduction about Purchase and Accounts Process a) Opening of Savings Accounts b) Salary and Deduction c) Others (if any)	<u>Chandra</u>

I have read Apex Manual and Procedure Manual and have understood its contents.

Date:

Ad

Ad
Signature of Faculty/Staff

Signature of Administrative Officer

Date:

31/07/23

Signature of Principal

Date:

05/08/2023

Note:

- i) Programme Coordinators/SI shall give introduction for minimum fifteen minutes to half an hour to the newly joined faculty/staff in their own section. Training shall be as per the stated training guidelines.
- ii) Induction Training should be completed within 15 days and the same should be submitted in Administrative office.



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TRCAC/MP/04/FRM/01

Revision: A

Induction Training Programme

1. Name of Faculty/Staff Rishabh Rajkumar Mishra
 2. Designation Asst. professor 3. Department/Section IT - maths.
 4. Date of Joining 07th August 2023

5. Programme Contents

Sr. No.	Meeting With	Date	Time		Training Guidelines	Signature
			From	To		
1	Principal	18/08/23	13:40	13:50	Introduction about EOMS a) Apex Manual b) Procedure Manual c) Forms and Formats d) Introduction about the Institute	<u>Rishabh</u>
2	HOD/Programme Coordinators	18/8/23	10:50 am	11:10 am	Introduction about College a) About EOMS at Institute Level b) Reporting c) Hierarchy d) No. of Students e) No. of Staff f) Important Facilities g) College Achievements h) Key Initiatives i) Professional Body Activities j) Others (if any)	<u>Rishabh</u>
3	Chairperson, Examination Committee	12/08/23	12:07	12:22	Introduction about Examinations Process a) Board/University Examinations b) Term Tests c) Board/University Guidelines about Examinations	<u>Sunetra</u>
4	Chairperson, CEEP Committee	18/08/23	8:59 am	9:05 am	Introduction about Cocurricular, Extra Curricular and Extension Activities Process a) Cocurricular Activities b) Sports Activities c) Cultural Activities d) Extension Activities d) Others (if any)	<u>Rishabh</u>
5	Chairperson, Placement and Higher Education Committee	12/08/23	11:45 am	12:00 pm	Introduction about Placement and Higher Education Process a) Training Activities b) Placement Activities c) Training and Placement Statistics d) Others (if any)	<u>Rishabh</u> 12/08/23

6	Librarian	10/08/2023	12:15 pm	12:30 pm	Introduction about Library Process a) Rules and Regular Facilities d) Book Facilities for Faculty/Staff e) Book Scheme for Faculty	<u>Bisita</u>
7	Administrative Officer	10/08/23	12:40	1:10	Introduction about Admission, General Administration and Service Conditions a) Day to Day Administration b) Service Rules c) Leave Rules d) Various Institutional Facilities e) Others (if any)	<u>Asah</u>
8	Accountant	10/08/23	1:00	1:10	Introduction about Purchase and Accounts Process a) Opening of Savings Accounts b) Salary and Deduction c) Others (if any)	<u>Hum S.</u>

I have read Quality Manual and Procedure Manual and have understood its contents.

Date:

Asah

Signature of Faculty/Staff

Asah

Signature of Administrative Officer

Date:

Asim

Signature of Principal

Date:

18/08/23

Note:

- i) HOD/SI shall give introduction for minimum fifteen minutes to half an hour to the newly joined faculty/staff in their own section. Training shall be as per the stated training guidelines.
- ii) Induction Training should be completed within 15 days and the same should be submitted in Administrative office.