



ShriPurogamiShikshanSanskritikKridaMandalSanchalit
Kai.WamnaraoPitambare College, Padegaon, Aurangabad.

(Affiliated to Dr. BabasahebAmbedkarMarathwada University, Chh.Sambhajinagar(Aurangabad)

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“Awareness and Undertakings on Policies with Zero Tolerance”

Kai. Wamnarao Pitambare College, Padegaon, Aurangabad

1. Introduction:

This policy outlines the approach for ensuring organization-wide awareness and adherence to all institutional policies at Kai. Wamnarao Pitambare College, Padegaon, Aurangabad. The college commits to maintaining an environment based on accountability, transparency, and ethical conduct. A zero-tolerance policy will be applied to any violations of institutional regulations, and a robust proof mechanism will be implemented to ensure that all stakeholders (faculty, staff, students, and administration) are fully aware of and comply with the college’s policies.

2. Objectives:


- To ensure that all policies and guidelines are communicated effectively to all members of the institution.
- To establish a transparent process for the distribution and acknowledgment of policies.
- To enforce a zero-tolerance policy for non-compliance and violations of institutional rules.
- To create a culture of accountability where all individuals are aware of their responsibilities and obligations under the institutional policies.

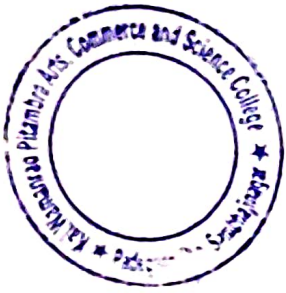
3. Scope of the Policy:

This policy applies to:

- **Faculty:** Teaching and non-teaching staff.
- **Students:** All enrolled students at the college.
- **Management:** College administration and leadership teams.
- **Visitors/Guests:** Any external individuals interacting with the college.

4. Awareness Mechanism:


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- **Orientation Programs:** An annual orientation session will be conducted for all new students, faculty, and staff members to inform them about the college's policies, including academic, disciplinary, ethical, safety, and anti-harassment guidelines.
- **Workshops/Seminars:** Regular workshops and seminars will be organized to reinforce understanding and ensure continuous awareness about institutional policies.
- **Digital Platforms:** Policies will be made available on the college website, internal portals, and learning management systems. Emails, notifications, and digital flyers will be used to communicate policy updates.
- **Printed Materials:** Hard copies of critical policies and procedures will be provided during the orientation, and also made available at key locations such as department offices, the library, and the administrative offices.

5. Undertaking and Acknowledgment Process:

- **Employee Undertaking:** Faculty and staff members will sign an undertaking form acknowledging their understanding and commitment to adhere to the college's policies. This undertaking will be part of their induction and employment records.
- **Student Acknowledgment:** All students, upon admission, will sign an acknowledgment form confirming their awareness and understanding of the college's policies. This will be done digitally via the college's admission portal.
- **Parent/Guardian Involvement:** For minor students or those under 18 years of age, parents or guardians will be required to provide a written acknowledgment of their child's awareness of the institution's policies.

6. Proof of Compliance:

- **Records and Documentation:** All signed undertakings and acknowledgment forms will be stored electronically in the college's administrative system for easy retrieval and verification.
- **Audit Trails:** The College will maintain detailed records of all policy training sessions, workshops, and awareness programs. This will include attendance logs, digital signatures, and date stamps to prove that stakeholders participated in awareness efforts.
- **Periodic Surveys/Feedback:** Regular surveys will be conducted to assess the effectiveness of policy awareness initiatives. Feedback will be gathered from faculty, staff, and students to identify areas for improvement.

7. Zero-Tolerance Policy on Violations:

- **Immediate Action:** Any breach of the college's policies, whether by faculty, staff, or students, will be met with swift disciplinary action as per the severity of the violation.
- **Investigations:** A neutral committee will investigate all policy violations. Proof of awareness and acknowledgment of the policies will be considered during the investigation.
- **Consequences for Non-Compliance:** Failure to acknowledge or adhere to the policies may result in penalties, which could include suspension, dismissal, or legal action, depending on the nature of the violation.

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8. Review and Updates:

- **Periodic Reviews:** The policy will be reviewed annually by the management and IQAC (Internal Quality Assurance Cell) to ensure that it remains relevant and effective.
- **Policy Updates:** Any changes to the institutional policies will be communicated promptly to all stakeholders, and they will be required to sign new undertakings acknowledging the updates.
- **Continuous Improvement:** Feedback from stakeholders will be used to refine and improve awareness strategies and the enforcement mechanisms.

9. Implementation:


- **Responsibility:** The Principal, administrative team, and heads of departments are responsible for the implementation and monitoring of this policy.
- **Monitoring:** Regular audits will be conducted to ensure that the awareness program is being followed effectively. Reports will be submitted to the governing body.

10. Conclusion:

KAI. Wamanrao Pitambare College, Padegaon, Aurangabad is committed to ensuring that all its members uphold the values of integrity, respect, and responsibility. Through effective policy awareness, regular acknowledgment, and zero-tolerance enforcement, the institution strives to maintain a safe and ethical environment for academic and personal growth.

Approved by:

Principal


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