

7.1.

**Sadguru education societys
college of Education Jalgaon
Code of conduct for student**

Attendance:-

- 1--student should regularly attend all class during the academic year.
- 2at least 80% attendance is mandatory to appear in the examination.
- .3 the student should complete the theory assignment internship and practice teaching lesson plan and other activities as specified in the curriculum before the given time.

Discipline:-

- 1) student or advised to maintain the decorum during their say in the campus.
- 2) student are not allowed invite any outside person without the prior written permission of the college authority.
- 3) student and encourage to be a part of sadguru Education society College of Education green initiative and adopt green practice like maintaining the college premise clean Avoid plastic items ,Switchof the lights andfan when leaving the classroom etc.
- 4) student are advise not to indulge themselves in ragging harassment and any other untowards insides in any such case indiscipline action will be in tinitiated against the student in involving there of
- 5) damage to college property due to care would result punishment and compensation for the loss caused .

I card and library card:-

- 1) the student must carry the college I card with here in the college and any other college related activities.
- 2) A library card would be issued to student to library facilities.
- 3) In the case of loss of icon or library card it should be inform immediately principal and librarian librarian.

Mobile phones, :-

- 1) the student should of their mobile phone while in the classroom and the library .
- 2) student or not allowed to carry mobile phone in the examination hall.

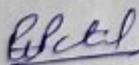
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**Co-ordinator IQAC
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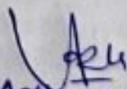
V. H. H.
**Acting Principal
Sadguru Education Society's
College of Education, Jalgaon**

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College of Education Jalgaon

Code of conduct for teacher:-

- * Teacher as expected to conduct themselves in accordance with the ideal of the profession.
- * Teacher should express their free and frank opinion in the meeting for the betterment and upliftment of the organisation.
- * Teacher should perform their duties with full honesty and dedication as given by the principle or head of the department.
- * A part from the regular duties like teaching tutorial ,practical ,teacher should work for their profession development by attending seminars /conference and conduct research work.
- * Teacher must maintain a cordial relation with their colleagues.
- * Teacher should participate in extension Co-curricular activities and community service.
- * Teacher shall communicate with student impartially regardless of their religion cast or economical characteristic.
- * Teacher should motivate student improve their academic and professional achievement.
- * Teacher should refrain from Availing leave except on unavoidable grounds and if possible take leave and prior intimation permission and adjustment of their responsibility.
- * Cooperation of teacher expected towards the college green initiatives by adopting sustainable practice like switch off the light /fan when not required communicate via email take print when it is a very important use both side of paper etc.

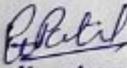

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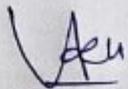

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**Sadguru Education society's
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Code of conduct for other staff

- * Staff members will be fully conversion with all aspect of college policy and procedure and will be prepared to implement them.
- * Every staff member of the college abides the rules of the college.
- * Staff should discharge their duties with full dedication.
- * Staff should work diligently to ensure that the college provides faculty and staff with the necessary item to perform their assigned work.
- * Staff should act promptly to solve the problems like classroom problems as and when faced by the faculty or other staff of the college.
- * Staff should use the college funds judiciously.
- * The grievance of students for matters related to admission, examination or any other matter related there of should be taken care of immediately.
- * A confidential report of the department should be part of the personal file of that employee and should be kept confidential by staff members working with this department.
- * The supportive staff of the college should report half an hour before the college time and maintain cleanliness in the college.
- * Supportive staff should do all the work assigned by the Principal / Head of the department and other staff members.

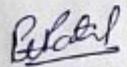

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CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- The Head of the department should be responsible for academic planning and its proper implementation.
- The Head of the department is responsible for the allocation for academic workload and other duties of the faculties.
- The Head of the department should consider the interest / choice while allocation the subject and responsibility in the cell / committee.
- The Head of the department should arrange frequent meetings with the faculties to appraise the progress of academic and administrative work.
- The Head of the department should arrange for feedback responses from the students, alumni, employers and parents.
- The Head of the department should monitor the progress report of the faculties and submit it to the principal .
- The Head of the department should take the necessary steps to maintain a congenial relation among departmental faculties .

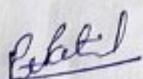

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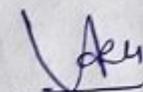

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CODE OF CONDUCT FOR PRINCIPAL

- The Principal should monitor the administration of the academic programmes .
- The Principal should plan the budgetary provisions for the academic session in advance.
- The Principal should take all appropriate steps to maintain discipline in the college.
- The Principal should form various cells / committees for the smooth functioning of the college.
- The Principal should encourage faculties for their professional development by attending seminars/ conferences and author research papers / books.
- The Principal should take steps to make coordination among different departments . with in the institute.
- The Principal should conduct meetings of various cells / committees, as and when required.
- The Principal shall be responsible for the submission of an annual report on the progress of the department.


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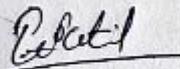
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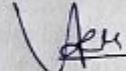
Date: 12/11/2018

CIRUCULAR

Sadguru College of Education is organizing a discussion session on **"Professional Ethics in Faculty of Higher Education"** on 18 No, 2018 under the faculty exchange programme with Sadguru College of physical education. The session will be held in the seminar hall from 11:00 am onwards. All teaching staff is requested to attend the session.



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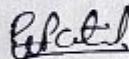
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Date: 4th October, 2018

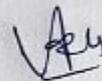
Notice

This is to inform all B.Ed. faculties that session on '**Professional Ethics Programme for Teachers**' will be conducted on 5th October, 2018. All faculties are kindly requested to attend the session.

Time: 11:00 am



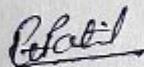
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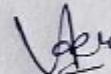


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A brief report: A discussion programme on “**Professional Ethics in Faculty of Higher Education**” was conducted in the college dated 18 Nov, 2018. Resource person prof. Tulsiram khadake Professor from Sadguru College of Physical education was invited to address on need of professional ethics in faculty of higher education. The session was enlightened with the key issues like need of professional ethics, expected professional behaviour for faculties in the department and in the classroom. How could the faculties be oriented for ideal behaviour?

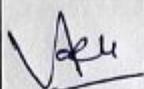
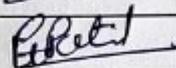

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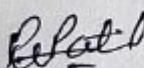

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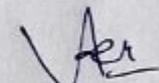
**Sadguru Education Society's
College Of Education Jalgaon
Attendance Sheet**

Event: Professional Ethics in Faculty of Higher Education

Date: 18 Nov, 2018

Sr. No.	Name	Signature
1	Dr. Anita R. Wankhede	
2	Ms. Pratibha T. Patil	
3	Ms. Anita Jave	
4	Mr. Ajay sapakale	
5	Ms. Vaishali bhole	
6	Ms. Urmila khadake	
7.	Ms. Leena Patil	


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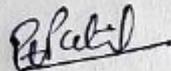
**Sadguru Education Society's
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Date: 4th October, 2019

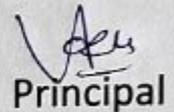
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Time: 11:00 am



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Principal

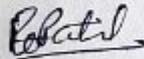
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**Sadguru Education Society's
College Of Education Jalgaon
INTERNAL QUALITY ASSURANCE CELL**

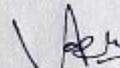
Date: 10 march, 2019

REPORT

Internal Quality Assurance Cell of Sadguru College of Education organized an online session "FACULTY ORIENTATION TOWARDS CODE OF CONDUCT" on 10 march 2019. The key speaker Dr. Anita R. Wankhede firstly welcomed the new faculty,. Then she elaborated about the importance of code of conduct for an educational institute, and the code of conduct that have to be followed by the faculties in the organization for betterment of the faculty, students and the whole college system. She stated that faculty should be impartial, participates in curricular and co-curricular activities, and must be impartial towards students. The programme ended with the thanks to everyone presented over there.



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Principal
Dr. Anita R. Wankhede

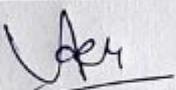
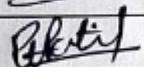
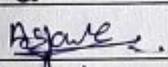
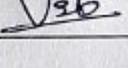
Acting Principal
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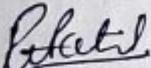
**Sadguru Education Society's
College Of Education Jalgaon
Attendance Sheet**

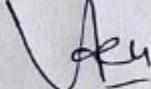
Event: Professional Ethics of Administrative staff in higher education institutes.

Date: 5 October 2019

Time: 11: 00 am

Sr. No.	Name	Signature
1	Dr. Anita R. Wankhede	
2	Ms. Pratibha T. Patil	
3	Ms. Anita Jave	
4	Mr. Ajay sapakale	
5	Ms. Vaishali bhole	
6	Ms. Urmila khadake	


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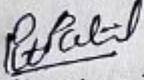
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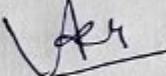
Date: 4th October, 2020

Notice

This is to inform all B.Ed. faculties that session on '**Professional Ethics Programme for Teachers**' will be conducted on 5th October, 2020. All faculties are kindly requested to attend the session.

Time: 11:00 am


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Principal
Dr. Anita.R. Wankhede

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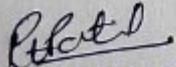
**Sadguru Education Society's
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REPORT**

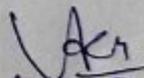
Date: 16 Feb, 2020;

As discussion programme was organized on "Professional Ethics in teaching and non-teaching staff of educational institute"

Sadguru college of Education organized a discussion programme on "**Professional Ethics in teaching and non-teaching staff of educational institute**" on 16 Feb, 2020. Teaching and non-teaching staff of sadguru group of institution participated in this programme. Dr. Anita wankhede (Principal, explained the importance of professional ethics for teaching and non-teaching staff in an educational institute, cooperation of both teaching and non-teaching staff are essential, and without their mutual co-operation and integrity the academic goals cannot achieved.

Dr. Anita R. Wankhede further detailed out the code of conducts for the non-teaching staff, and stated that the everyone in the institute shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time. Teaching and non-teaching staff participated in the discussion and they come out with certain measure to implement code of conduct for everyone associated with institution.


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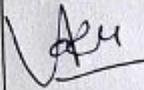
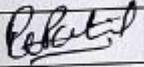
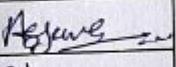
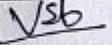

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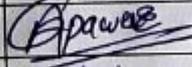
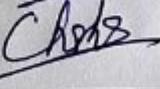
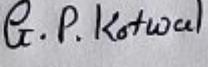
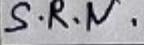
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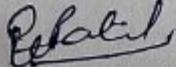
Event: Professional Ethics in teaching and non-teaching staff of
educational institute

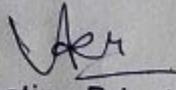
Date: 12 Feb, 2020

Time: 11: 00 am

Sr. No.	Teaching Name	Signature
1	Dr. Anita R. Wankhede	
2	Ms. Pratibha T. Patil	
3	Ms. Anita Jave	
4	Mr. Ajay sapakale	
5	Ms. Vaishali bhole	
6	Ms. Urmila khadake	

Sr. No.	Non-Teaching Name	Signature
1	Mr. Arvind G. Pawar	
2	Mr. Chandrakant S. Sapakale	
3	Mr. Ghanshyam kotval	
4	Mr. Sanjay R. Nerkar	


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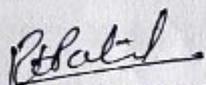
Sadguru Education Society's College Of Education Jalgaon

Date: 8 August 2021

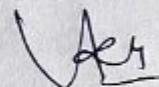
Notice

It gives me an immense pleasure to share that one new faculty, Dr. Rajesh Gaikwad has been joined the college on 8th August 2021. An online session will be conducted on 11th August 2021 to orient the faculty towards code of conduct. All faculties are kindly requested to attend the session.

Time: 12:15 pm



Co-ordinator IQAC
Sadguru Education Society's
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Principal

Dr. Anita.R.Wankhede

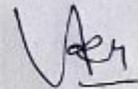
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**Sadguru Education Society's
College Of Education Jalgaon
INTERNAL QUALITY ASSURANCE CELL**

Date: 10 march, 2021

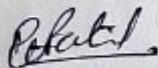
REPORT

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Principal

Dr. Anita R. Wankhede



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College of Education, Jalgaon

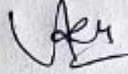
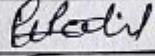
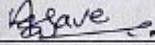
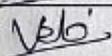
Acting Principal
Sadguru Education Society's
College of Education, Jalgaon

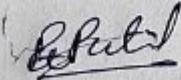
**Sadguru Education Society's
College Of Education Jalgaon
Attendance Sheet**

Event: Professional Ethics of Administrative staff in higher education institutes.

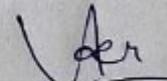
Date: 5 October 2021

Time: 11: 00 am

Sr. No.	Name	Signature
1	Dr. Anita R. Wankhede	
2	Ms. Pratibha T. Patil	
3	Ms. Anita Jave	
4	Mr. Ajay sapakale	
5	Ms. Vaishali bhole	
6	Ms. Urmila khadake	



Co-ordinator IQAC
Sadguru Education Society's
College of Education, Jalgaon



Acting Principal
Sadguru Education Society's
College of Education, Jalgaon

