

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 stay 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 initiated 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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L. Dey
Acting Principal
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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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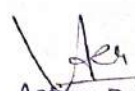
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Code of conduct for other staff

- * 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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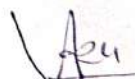
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CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- 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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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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