



Sant Dnyaneshwar Shikshan Sanstha's
Hon. Shri. Anansaheb Dange College of Education,
(B.Ed.) Ashta, Tal. Walwa, Dist. Sangli.

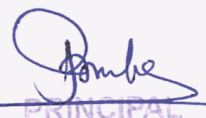
Pin-416301 .(Maharashtra) Ph.(O) : 02342-241121

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N,C.T.E Code No.APWO 3980/ 123465/144572 MAH/ B.ED. Reg.No. 2008 (325/08)M-1

Code Of Conduct Of The Teacher-Educators And Their Responsibilities

Teacher-educator should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc, towards the contribution of knowledge
5. Maintain active membership of professional organisations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.


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Teacher-educator and Students

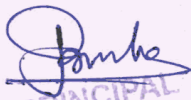
Teacher-educator should:

1. Respect the rights and dignity of the student in expressing his/her opinion
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason
7. Pay attention to only the attainment of the student in the assessment of merit
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration.

Teacher-educator and Colleagues

Teacher-educator should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.


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Teacher-educator and Authorities

Teacher-educator should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand.
4. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity
6. Adhere to the terms of contract.
7. Give and expect due notice before a change of position takes place.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

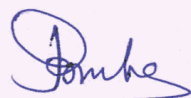
Teacher-educator and Non-Teaching Staff

Teacher-educator should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution:
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teacher-educator and Guardians

Teacher-educator should :- Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.


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Teacher-educator and Society

Teacher-educator should:

1. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

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Code Of Conduct For Students

1. The students are bound to follow the instructions given by the institute regarding the COVID-19 pandemic.
2. All students admitted to the Institute are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the Institute authorities.
3. Proper observance of Institute's discipline, good conduct and participation in Curricular, Co-Curricular. and Extracurricular activities are important for successful graduation and bright future of the students.
4. Students must be regular and punctual in attending the classes and all other activities of the institute. It must be ensured that the students maintain at least the minimum attendance as specified by the University norms (80% for theory and 90% attendance for practicals). Further, it is imperative that the students strictly adhere to reporting on the day of commencement and end of each semester.
5. The student must switch off their cell phones during the lectures.
6. Each student must wear Institute uniform on the days as instructed by the Institute. Students must wear college uniform while visiting to the practice teaching schools. Also Students shall come to the campus clean, tidy and neatly dressed.
7. Students must carry his/her identity card while in the campus and also outside the campus while representing the institute.
8. Students should read the notices put on the notice board of institute, library and office regularly.
9. Student must submit their assignments, tutorials and other practical on stipulated time declared by the institute.
10. The students must lodge their complaint if any in the complaint box in the institute.
11. A student must take prior written permission of Mentor Teacher, Class Teacher and the Principal in case he/she is unable to attend the lectures and/or practical.
12. Students should help to maintain the campus clean, tidy and plastic free.
13. Students are not supposed to bring their vehicles inside the campus and help in keeping the campus pollution free. They should park their vehicles only at the place allotted to them in the back side of the institute.


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14. Consuming alcohol, tobacco and other narcotic drugs are strictly prohibited inside and outside the campus.
15. The students must inform their parents and keep them updated with their educational progress.
16. The students can only participate in the educational tours organized by the institute. The students are not allowed to organize any such tour which is not permitted and approved by the principal
17. The conduct of the students inside and outside the campus should be such that it will raise their own image and image of the institute in the society.
18. The students must not participate in any anti-social activity. If any objectionable conduct within or outside the premises of the institute by the student is observed or reported, then he/she is liable for strict disciplinary action.
19. No notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Principal.
20. According to the verdict of the Supreme Court and the University Act. 1956-Regulation 26(1)g-2009, the students found guilty of ragging are liable for punishment.
21. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.

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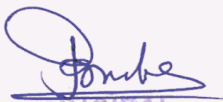
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Code Of Conduct Of The Administrators And Their Responsibilities

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decisionmaking that is in the best interest of the college;
3. Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
7. Manage their private affairs in a manner consistent with the dignity of the profession;
8. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.


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Code of Conduct for Non-teaching Staffs

1. Every staff employed in the institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or institute.
2. No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
3. The staff should create and maintain strong relationship with students and faculty by proper interaction cooperation, and maintaining professional boundaries
4. The staff should treat the students with care and kindness, and maintain their dignity.
5. It is responsibility of every staff to meet the required standards for every assigned task.
6. The staff must abide by the requirements of maintaining confidentiality related to important work and information of the institute.
7. The staff should take care and protect the equipments and property of the institute.
8. No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
9. Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
10. In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Principal
11. The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
12. No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.


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