

# Recruitment Policy





स्थापना : १९२७

॥ पढमं भाणं तओ दया ॥

# श्री जैन विद्या प्रसारक मंडळ

श्री फतेचंद मार्ग, चिंचवडगांव, पुणे - ४११ ०३३. फोन : ०२०-२७३५४६३३

ई-मेल : sjvpm@yahoo.com वेबसाईट : www.sjvpm.com

जावक क्र. :

दिनांक : ०१/०६/२०१६

## RECRUITMENT POLICY

Recruitment, Service Rules and Promotional Policy Recruitment policy and service rules are framed for the effective administration and smooth functioning of the institute.

### Recruitment Policy

#### **A. The Process of recruitment of faculties by University Selection Committee**

1. The requirement of teaching staff considering Student Teacher ratio / Cadre ratio is calculated as per the norms laid down by NCTE /UGC/SPPU/Govt. of Maharashtra time to time.
2. As The institute comes under the Minority status due to Roaster scheme is not applicable to the institute.
3. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.
4. Applications are invited within the stipulated time.
5. Applications also invited from Eligible candidates
6. After stipulated number of days, the received applications will be sorted subject-wise, post wise and category-wise and a summary prepared.
7. Short listing of applications of eligible candidates is done by component authority consultation with principal as per the norms of NCTE /UGC/SPPU/Govt. of Maharashtra
8. Selection Committee obtained from SPPU.
9. After coordinating with Selection Committee members the dates of interview are finalized.



10. The shortlisted candidates are intimated minimum 15 days in advance as per rules about the date, time and venue of interview by sending letters / email / telephone calls.

11. On the day of interview, original document verification carried out before candidates attend the Interview.

12. Interview of Eligible candidates is carried out by Selection Committee appointed by SPPU and selection report is submitted within 72 hours to SPPU as per University rules.

13. Appointment orders are issued by Shri Jain Vidya Prasarak Mandal to the selected candidates and they are given a time period of 15 days to one-month period for joining. However, candidate needs to communicate his/her acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after the due date.

14. The reports of selection committee along with the required documents are submitted to approval section of SPPU.

#### **B. The Process of recruitment of faculties by Local Selection Committee**

1. The requirement and availability of teaching staff at the end of the academic year is reviewed and as per the need, the requirement of faculties is calculated considering Student Teacher ratio /Cadre ratio as per the norms laid down by NCTE /UGC/SPPU/Govt. of Maharashtra

2. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.

3. Applications are invited within the stipulated time.

4. After stipulated number of days, the received applications are sorted subject-wise, post wise and category-wise and a summary is prepared.







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5. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of NCTE /UGC/SPPU/Govt. of Maharashtra
6. Selection Committee is formed by Principal and Management with two subject experts of other institutes which are on the University Panel.
7. After coordinating with Selection Committee members the dates of interview are finalized.
8. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
9. On the day of interview, original document verification is carried out before candidates attend the Interview.
10. Interview of Eligible candidates is carried out by Local Selection Committee.
11. The reports of selection committee along with the required documents are submitted to approval section of SPPU. In case of local selection, candidates, the approval is given by the SPPU for one academic year.
12. Appointment orders are issued by Shri Jain Vidya Prasarak Mandal to the selected candidates and they are given a time period of 15 days to one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

### C. The Process of recruitment of faculties on ad-hoc

1. A situation may arise when there may be an immediate requirement of a faculty. In such situations, faculties are recruited on ad-hoc basis.

2. Few candidates are shortlisted from the bio-data received at department level or from reference of other faculties / HOD / Principal. Technical interviews are conducted at 37 college level by an internal committee consisting of senior faculties,




HOD and Principal. The selected candidates are recommended for further approval from management.


3. After the consent from management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year only.

**D. The Process of recruitment of Teaching /Non-Teaching staff**

1. The requirement and availability of teaching and non-teaching staff is reviewed as and when required.
2. The advertisement is published in leading newspapers and applications are invited within the stipulated time.
3. After stipulated number of days, the received applications will sorted and a summary is prepared.
4. Short listing of applications of eligible candidates done by senior teacher's of institute in consultation with Principal as per the eligibility norms.
5. Selection Committee is formed by Principal and Management with subject expert and head of department.
6. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
7. On the day of interview, original document verification is carried out before candidates attend the Interview.
8. Interview of eligible candidates is carried out by the Committee.
9. The reports of selection committee along with the required documents are submitted to Principal and Management.
10. Appointment orders are issued by Shri Jain Vidya Prasarak Mandal to the selected candidates and they will given a time period of 15 days to one month period for joining. However, candidate needs to communicate his/her acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after the due date.

Principal   
**PRINCIPAL**  
Shri Jain Vidhya Prasarak Mandal  
College of Education (B.Ed.)  
Chinchwadgaon, Pune-33.



  
Hon. General Secretary  
**Hon. Gen. Secretary**  
Shri Jain Vidya Prasarak Mandal  
Chinchwad, Pune-411 033.

# Leave Policy







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## Leave Policy for Teaching and Non-Teaching Staff of the Institute

Under the guidelines of State Government and Savitribai Phule Pune University about the appraisal for teaching and non-teaching staff, Institute has designed their own leave policies for teaching and non-teaching staff working in the institutes.

### Rules of Leaves

- No leave can be claimed as entitlement to the employee.
- Teaching and non-teaching staff should make written application to the Principal for taking  
Any type of leaves with specific reason.
- Any leave without the approval of the Principal of institute will be treated as unauthorized absence of the concerned staff and such absence will be treating as leave.
- All types of leave shall be for the respective academic year only and same shall expire at the end of the said academic year.
- All leaves and rules are applicable for each academic year i.e. from 1<sup>st</sup> June to 31 May of the concerning academic year.
- The Principal will responsible for keeping up to date records of all types of leave Of teaching and non-teaching staff time to time.
- Teaching and non-teaching staff will get benefit of this leave policy after the completion of their minimum 6 month of his/her service period in this institute
- The Principal has right to sanction half day leave of the employee
- Emergency leave will be admissible only after approval by the Principal subject to the emergency reason.



### **1. Casual Leave**

Teaching and non-teaching staffs are eligible for take 10 casual leaves within the period academic year. Out of these 5 leaves are applicable for first term and remaining 5 leaves are applicable for second term of concern academic year. If more than 05 casual leave utilize by the employee in an academic term will be sanctioned as a special matter subject to sanction of Principal of Institute.

### **2. Medical Leave**

Teaching and non-teaching staff can take 05 medical leaves in one academic year. These leaves will be granted only for sickness of the concerned teaching or non-teaching staff. If the said teaching or non-teaching staff is seriously ill or admitted in the hospital for medical treatment, in addition to the above medical leave, additional 5 days leave will given as a special matter, for this it will be mandatory to submit the doctor's medical certificate and for that purpose fitness certificate of the doctor will have to submit to the college after recovery. Medical leave will be granted subject to the certificate of the competent medical officer/ doctor.

### **3. Duty Leave**

Teaching or non-teaching staff desire to take duty leave for going outside of college or out of the territory of PCMC and PMC for the academic or administrative work of the institute. Duty leave will be sanction by Principal and Executive Officer. Unauthorized leave will not be considered and may treat as LWP (Leave without Pay).

### **4. Extra Ordinary Leaves**

In addition to all the above leaves, the teaching and non-teaching staff will be allowed a maximum of 05 days special leave in an academic year for special / emergency occasion such as own marriage of the employee and death of blood relatives. Application for this reason leave application should be submitted through Principal







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and will be granted only after the recommendation of the Executive Officer with prior approval from the Honorary General Secretary.

## 5. Vacation

The duration of Diwali holiday will be fixed by the management of the organization. However, when planning a summer vacation, the principal of the college should consider the teaching, examinations and other activities in the college. Similarly, in this regard, the circulars of the Department of Higher and Technical Education of the Government of Maharashtra and the circulars of Savitribai Phule Pune University etc. should be taken into consideration. The pre-planned proposal for summer vacation should be approved by Hon. General Secretary. During the summer vacation, the Principal and concerned staff will be fully responsible for completing the administrative and other essential tasks of the college at that time.

## 6. Late Mark

A casual leave will be deducted in case of maximum three late marks (with the grace period of 10 min. of incoming time and 10 min. of early departure of outgoing time ) incoming and outgoing 3 times of each month of teaching and non-teaching staff. If there is no casual leave remaining, late mark will be treated as LWP.

## 7. Maternity Leave

The female teaching and non-teaching staff with the minimum two years continuous service, having not more than two living children, shall be entitled to maternity leave



on full pay and allowances, for maximum period of 180 days, subject to the submission of necessary documents and medical certificate.

The female teaching and non-teaching staff with the minimum one year continuous service, and having not more than two living children shall be entitled for the maternity leave on half pay and allowances, for maximum period of 180 days, subject to the submission of necessary documents and medical certificate.

In case of miscarriage abortion, including medical termination of pregnancy, the female teaching and non-teaching staff shall be entitled to maternity leave maximum period of six weeks.

In addition to the above leave, if the principal, teachers and non-teaching staff need more leave for extraordinary reasons, the application should be accompanied by all the required documents along with the recommendation of the executive officer. It should be submitted to the Honorary General Secretary for approval. Hon. General Secretary has right to accept or reject such type of leaves.

It is note, that the Management/Principal has right to change/ alteration the policy From time to time and same is final and binding.



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College of Education (B.Ed.)  
Chinchwadgaon, Pune-33.



Hon. General Secretary  
**Hon. Gen. Secretary**  
Shri Jain Vidya Prasarak Mandal  
Chinchwad, Pune-411 033.

# Financial Assistance Policy







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Shri Jain Vidya Prasark Mandal College of Education (B.Ed), Chinchwad  
Pune-411033

## Policy Regarding Financial Assistance for attending Conference/ Workshops/Seminars/Symposia/Membership/Research/Training program / Faculty development programs

This Policy provides financial assistance to teaching staff to avail the research facility in the institute and to attend University / College / State/ National / International level Conferences / Workshops / Seminars / Symposia / Membership / Research / Training programs / Short-term training programs as well as other professional membership of relevant field. It intends to promote improvement of research attitude among faculties and researchers by expanding facilities by providing a forum for better quality of education for benefit of the students in terms of exchange of knowledge, experience and research etc and also providing financial assistance for non-teaching staff for their training time to time.

**Objectives:** The objectives of providing financial assistance are:

- To upgrade educational qualification and knowledge of teaching staff and also for increasing the efficiency, ability and best quality work of non-teaching staff.
- To create higher-class professional teaching staff along with latest advanced tools, technology and skills for their teaching profession.
- To provide excellent teaching staff with good ICT skills, communication skills, team work and the ability to provide students with quality and value-based education.



- To keep up to date along with the latest developments in their specific subject of concern teachers.
- To inculcate in-depth research skills of the teachers for better progress.
- To acquire and improve art of teaching at the institute level to achieve goals of higher education
- To improve interaction of the teachers with allied professionals from other National/ International institutes time to time.
- To promote the teacher regarding research in their subjects for betterment in quality level education.
- To arrange training, workshops, conferences, seminars, symposia, membership for teaching staff and for that purpose to arrange guest lecturers in relevant subjects time to time.

#### **Eligibility:**

For the above said policy the financial assistance will provide by institute to their approved teaching staff and full-time non-teaching staff members are eligible.

#### **Nature of Assistance provided under the scheme:**

- If any staff of institute has registered for Ph.D. to the concerned university and if he/she desire to use facility along with chemicals of concerned lab for getting help for his/her Ph.D. research then he/she must apply to the Principal for getting permission from Principal for his/her said purpose.
- If the Principal allows to concerned teaching staff may utilize the said facility.
- The faculty members who are willing to attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programs / Short-term training programs then he/she must submit their application to the Principal of institute. After submission of the said application if the Principal satisfies and come to conclusion regarding financial facility avail to faculty members then he /she will recommend for approval to Hon. General Secretary of Management

#### **On-duty Leave:**

- Teaching and non-teaching staff who participate in University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/







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Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes, etc. are entitled to get on-duty leave with prior permission from Principal. In case of holidays/non-working days fall during this period, no special compensatory off will be granted to attendee.

- On-duty leave will not be granted to attend irrelevant seminars, workshops, conferences, professional development programs, etc.
- If an attendee remains absent during the concerned period (for an event/seminar), his/her on-duty leave will be cancelled by the College.

## Registration Fee/ TA:

- If college feels that the said attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes are useful for students of college, for the benefit of better quality education, in that case only with the prior permission of Principal, of college will approve/ allow 50 % fees out of registration to the concerned staff of college.
- If concerned staff attends University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes then he/she must submit original receipts, documents etc along with concerned papers to the Principal.
- The financial assistance provided by the institute will neither transferrable nor the benefits of same will be carried forwarded to the each subsequent year.
- Principal of institute will have right to provide 50% TA to concerned staff members to attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/





Training programmes/ Short-term training programmes for outstation destination.

- This financial assistance facility will be provided to concerned staff only one time in academic year subject to fulfillment of terms and conditions of this policy as mentioned above.
- That the Management/Principal has right to change/ alteration the policy from time to time and same is/ are final and binding to all.

#### **Procedure of Application:**

- If staff willing to utilize college laboratory facilities for their Ph.D. work and other research projects, shall must take prior permission from the Principal and then need to submit the list of their requirements approved by the Principal.
- Faculty members who are willing to avail the financial assistance for attending seminars/conferences/FDPs, etc. must make written application.
- The said application shall made through the Principal to the Secretary of the Management.

#### **Submission of Report:**

- The Faculty Members utilizing financial assistance facility for above listed activities only and have to submit their summary report to the Principal. If the Principal desire that concerned faculty has to make a presentation on the knowledge acquired from an activity mentioned herein above.
- The copy of certificates, original receipts, bills etc., shall be submitted to the accounts department by the faculty for all financial claims and proof of expenses incurred by them.
- In the event of any genuine expenses without bills, the concerned faculty has to take written approval from the Principal and to submit the same to the accounts Department. The institute will not consider the claim or make reimbursement, if the relevant documents have not been submitted as per





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- terms and conditions of this policy
- That the Management/Principal has right to change/ alteration the policy from time to time and same is final and binding to all.

Principal

Shri Jain Vidhya Prasarak Mandal  
College of Education (B.Ed.)  
Chinchwadgaon, Pune-33.

Hon. General Secretary  
Hon. Gen. Secretary  
Shri Jain Vidya Prasarak Mandal  
Chinchwad, Pune-411 033.



# Appraisal Policy







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**This Appraisal Policy applicable for teaching staff of  
Shri Jain Vidya Prasarak Mandal College of Education , Chinchwad  
Pune-411033**

Under the guidelines of State Government and Savitribai Phule Pune University about the Appraisal policies for Teaching Staff, Institute has designed their own appraisal policies for teaching staff who are working in the institutes and same is as under.

1. In order to evaluate the work of the teacher, he/she should prepare an out-line of his/her academic program in consultation with the concerned Principal at the beginning of a session and also after that at the end of the academic year prepare a report of the work done by him/her which should be submitted to the Principal by the end of concerned academic the year.

In addition to that, the Assessment Report of all the teachers shall be kept and maintained by the Principal/ for the following purposes.

- (a) For evaluation of six monthly report during the period of probation.
  - (b) For confirmation in service.
  - (c) For consideration at the time of interview for a higher post.
  - (d) Once every three years for determining whether the teacher continues to take his/her work seriously.
  - (e) On other occasions when required for specific purposes.
  - (f) As decided by Principal for better performance of the said teacher time to time.
2. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by Principal or Hon. General Secretary, Governing Body in that case of Principal with a view to making improvement in the work, by the person concerned, if the report is adverse. The teacher aggrieved by any adverse remarks may represent to the Competent Authority which shall deal with such representation suitably.



3 The Committee consisting of the following members may shall consider the Assessment Report and will also recommend for further increment/promotion.

(i) The Chairman, Governing Body or his nominee.

(ii) The Principal of the institute

(iii) Two experts in the concern subject nominated by the Governing Body time to time.

However, in case where assessment of the Principal is concerned, in place of the Principal, the words "an outside expert nominated by the Competent Authority" substituted.

4. On the recommendation of the above said Committee referred to above the Governing Body shall permit the teacher for increment/promotion. If the report is adverse, he/she will not entitle for any increment/ promotion till the above said authorities concerned recommend that he/she be permitted for increment/promotion.



**Principal**  
**PRINCIPAL**

**Shri Jain Vidhya Prasarak Mandal**  
**College of Education (B.Ed.)**  
**Chinchwadgaon, Pune-33.**



**Hon. General Secretary**  
**Hon. Gen. Secretary**  
**Shri Jain Vidya Prasarak Mandal**  
**Chinchwad, Pune-411 033.**

# Admission Policy







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Shree Jain Vidya Prasarak Mandal's

## COLLEGE OF EDUCATION

Fattechand Marg, Chafeker Chowk Chinchwad, Pune 411033. Tel. : 020-27352274,  
Approved by NCTE, Govt of Maharashtra & Affiliated to Savitribai  
Phule Pune University

### Admission Policy for Admission to College of Education (B.ed) Degree Course

Admission Policy for Admission to **B.Ed.** Degree Course Admissions are conducted by Centralized Admission Procedure (CAP) governed by Government of Maharashtra State Common Entrance Test Cell, Fort, Mumbai 400001

**Intake of B.Ed. Course – 100 seats (Affiliated to Savitribai Phule Pune University, Pune)**

**Eligibility Criterion:-** Government Of Maharashtra State Common Entrance Test Cell, Fort, Mumbai, Admission Regulating Authority, Fort, Mumbai, and Savitribai Phule Pune University ,Pune decides the eligibility, rules and procedure for admission to **B.Ed.** course from time to time.

**Accordingly, the admissions to the B.ed degree course are made under two categories:**

- Government Quota (100%)
- Economically Weaker Section–EWS (5%)

#### **Procedure for Admissions: Invitation of Application. –**

(1) The Competent Authority shall invite Online Applications from Candidates for participating in CET for seeking admission to the Professional Courses for which State CET entrance examination is required for the academic year

(2) The Competent Authority shall invite online application form, from the eligible candidates for participating in Centralized Admission Process (CAP) to the undergraduate courses for which the entrance test is conducted by the appropriate authority under any Central Act and shall be applicable for seeking admission to such professional courses, as per the provisions of the Central Act, rules and regulations made there under.

(3) The Candidates seeking admissions to the professional courses for the seats provided as Maharashtra State Candidature Seats, All India Candidature Seats, Minority Quota Seats and - Supernumerary Seats for Jammu and Kashmir Migrant Candidature- For these seats the candidates shall apply to the Competent Authority for admission through Centralized Admission Process (CAP). It is prerequisite and mandatory to apply for verification of documents to the Competent Authority to be eligible for admission under this quota.

(5) The Candidate should submit the necessary Certificates issued by the concerned Authority, along-with the application, in the given Proforma. The list of documents to be submitted as per



requirement of Competent Authority 4. Role of Competent Authority in the process of Admission.  
- a) The Competent Authority, the Commissioner of State Common Entrance Test Cell, Maharashtra State, shall be the authority for Centralized Admission Process and shall direct the students as per their allotment through CAP to all NCTE recognized institutions i.e. Government, Government Aided, Government Non-aided, University Department, University Managed Colleges,

### Eligibility for Admission for First Year **B.Ed** Course (UG):

#### (1) Maharashtra State Candidature Candidates

(i) The candidate should be an Indian National; (ii) Passed Graduation or its equivalent examination and obtained at least 50% marks (at least 45% marks in case of candidates of Backward class categories and Persons with Disability belonging only to Maharashtra State) in the above subjects taken together; Candidates having Passed Graduation in Engineering and Technology, Law, Management, Computer science, Agriculture and medical science with 55% for Open category and 50% for reserved category (iii) The candidate should have appeared MAH-B.Ed. CET 2022-23.

#### (2) All India Candidature and J&K Migrant Candidates

The Candidate should be an Indian National and should have passed any Bachelor's Degree/Post Graduate degree awarded by any of the Universities incorporated by an Act of the Central or State Legislature or declared to be Deemed University under section 3 of the UGC Act, 1956 of Minimum 3 years duration of Any Discipline recognized by the Association of the Indian Universities, or possess an equivalent Qualification recognized by the Ministry of HRD, Government of India/NCTE with Minimum 55% Marks for all Categories all Subjects and all Faculties.

#### (3) Provision for Appearing/Appeared Candidates:

the Candidates who are Appearing/ have Appeared for the Qualifying Examination (Under Graduate/Post Graduate) of the Academic Year 2024-24 are also eligible to apply for MAH-B.Ed. CET- 2022, for On Line Registration and Confirmation of application form for MAH B.Ed. Course CET 2022-23. Such candidates will be eligible for Admission only if they produce the provisional/Degree Certificate of the Qualifying Examination and Mark Lists of all parts of the 7 | P a g e Qualifying Examination at the time of Admission. Ref:- (Government of Maharashtra Gazette, Extraordinary, Part-IV-B, No. 20, Dated 21st and 22nd January 2016 Page 2 and 6. And No 117 2nd May 2018)

Minority Candidature:- The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community from within the State of Maharashtra and as notified by the Government are eligible under this Category (Those candidates who are claiming Minority Candidature, such Candidate should have completed their Degree & or Post Graduate Degree or Equivalent qualifying examinations from the state of Maharashtra & should have Domicile Certificate from the State of Maharashtra, otherwise they cannot claim for Minority Candidature). Out Side Maharashtra State, candidates are not eligible for this minority candidature. Out side Maharashtra State candidates i.e. OMS (All India candidature Candidates) should fill the CET Application form in Open Category. 3.2.3 NRI Candidature:- The Candidate who fulfils the conditions as defined in clause (n) of section 2



*[Handwritten Signature]*  
PRINCIPAL  
Shri Jain Vidhya Prasarak Mandal  
College of Education (B.Ed.)  
Chinchwadgaon, Pune-33.

# Code of Conduct







!! पढमं नाणं तओ दया !!

SHREE JAIN VIDYA PRASARAK MANDAL  
**COLLEGE OF EDUCATION**

ESTD 8/9/1927

Fattechand Marg, Chafeker Chowk Chinchwad, Pune 411033. Tel.: 020-27352274,

APPROVED BY NCTE, GOVT. OF MAHARASHTRA & AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

**NCTE CODE- 123228/2015**

**SPPU ID CODE: PU/PN/B.Ed./240/2006**

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Dr. Kothawade P.L.

Email: [sjvpmbed@gmail.com](mailto:sjvpmbed@gmail.com)

(B.Sc. , M.A. , M.Ed. , Ph.D.) , Principal

Ref.

Date :

## CODE OF CONDUCT

Students are expected to:-

- 1) Achieve objects and expectation of the course to its maximum extent.
- 2) Behave, dress and project their image like dignified and respectable citizens.
- 3) Keep campus clean and create congenial atmosphere conducive for studies.
- 4) Attend all theory classes, Micro Teaching sessions, Practice lesson and internship and demonstrations.
- 5) Be regular and punctual in studies.
- 6) Attend regular meeting of local guardian to discuss their problems if any.
- 7) Regularly read the notices, so as not to miss any important information.
- 8) Treat and talk to all staff, students and local community with respect.
- 9) Value the College environment by not dropping litter, damaging college furniture or building.
- 10) Fully participate in Micro Teaching, Integration, Internship training, tutorials, discussion, careers guidance, guest lecturer and any additional support arranged for you.
- 11) Observe self imposed disciplines in all activities and studies.
- 12) Be equipped for all lessons with relevant material and have your students IDC cards with you at all times when at college.



- 13) Complete all your work by agreed deadlines.
- 14) Attend all examinations that you are entered for.
- 15) Switch off all mobile phone in learning areas and only use your mobile in an appropriate way in student's common areas.
- 15) Providing false information, manipulated documents, cyber crimes etc clearly leads to cancellation of admission at any level.
- 16) Students are expected to maintain their academic integrity. Cheating and plagiarism are violations of those standards
- 17) Students should keep their parents informed regularly about their performance on studies and other problems if any.
- 18) Students will pay the institute/Hostel fees dues well in time.
- 19) Students should not rag fresher rather they will make them feel comfortable. Ragging of any kinds is strictly prohibited and anti ragging cell will handle the case according to the rules and regulations of government.
- 20) Students should not discriminate on the basis of religion, cast and sex etc
- 21) Students are expected to conserve water, electric power gas etc.
- 22) The sole aim of the students is studies and overall development of balanced personality and well trained teacher so as to.



  
**PRINCIPAL**  
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**College of Education (B.Ed.)**  
**Chinchwadgaon, Pune-33.**