



ESTD 8/9/1927

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

!! पढमं नाणं तओ दया !!
SHRI JAIN VIDYA PRASARAK MANDAL
COLLEGE OF EDUCATION

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

Website: www.sjvpmcoe.in

Email: sjvpmbed@gmail.com

Dr. Kothawade P.L.

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

Ref.

Date :

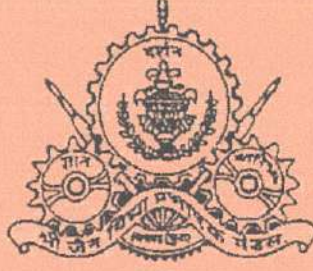
**7.1.9 INSTITUTION HAS A PRESCRIBED CODE OF CONDUCT
FOR STUDENTS, TEACHERS, ADMINISTRATORS AND
OTHER STAFF, AND CONDUCTS PERIODIC PROGRAMMES
TO APPRAISE ADHERENCE TO THE CODE THROUGH THE
FOLLOWING WAYS**

OTHER RELEVANT INFORMATION



॥ पढमं नाणं तओ दया ॥

श्री जैन विद्या प्रसारक मंडळ कॉलेज ऑफ एज्युकेशन
चिंचवड, पुणे-४११०३३



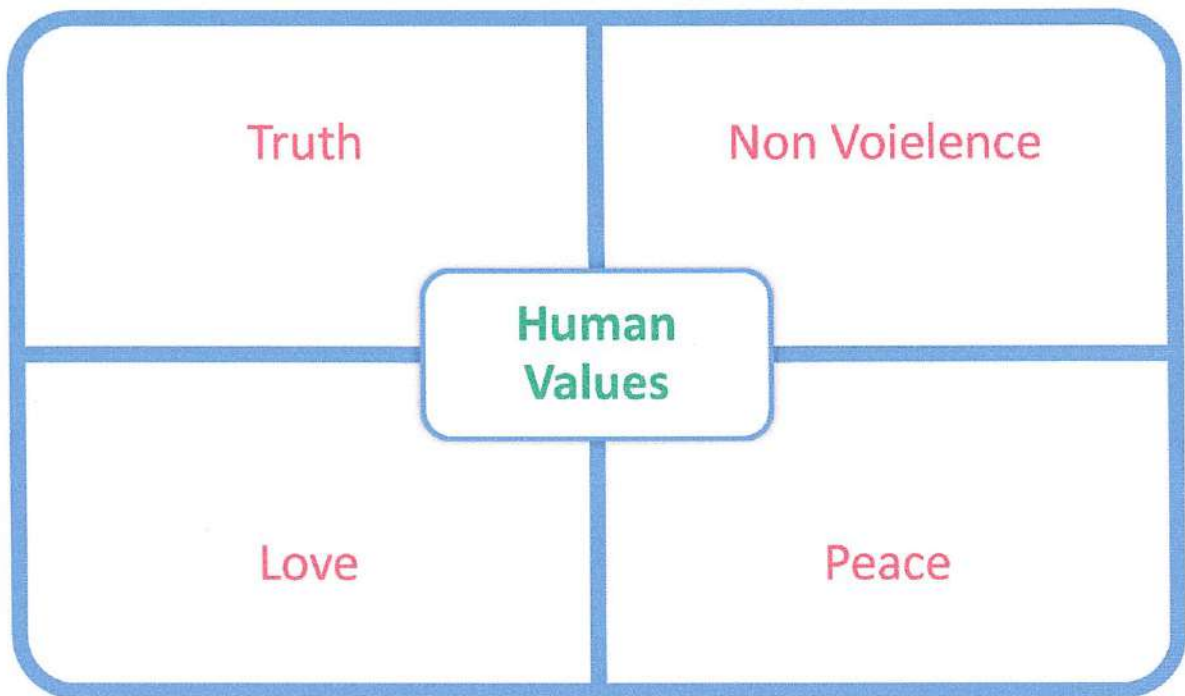
HUMAN VALUES & CODE OF CONDUCT


फोन नं. 02027352274

Email- sjvpmbd@gmail.com



**Shri Jain Vidya Prasarak Mandal College of
Education, Chinchwad, Pune-33.**




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

Shri Jain Vidya Prasarak Mandal College of Education, Chinchwad, Pune-33.

❖ **Vision :** To provide knowledgeable, skilled, competent, committed & passionate teachers to the society and hence the nation.

❖ **Mission :**

1. To stimulate the academic environment for promotion of quality Teaching and learning.
2. To educate students for their career goals and success to enable them to take ownership and responsibility for their present and future learning by upgrading their academic and interpersonal skills.
3. To instill in students the moral, spiritual and social values to enable them to grow as useful citizens and developed individuals.
4. To nourish and nurture and develop all round personality of the students enabling them to get gainful employment or generate self-employment.
5. To generate safe conductive and friendly atmosphere at this college campus so that students and community members can optimize their academic career.
6. To fill the gap between academic, industrial and business world by conducting seminars lectures demonstrations and visit to the academic industrial and business houses.

❖ **Short Term Goals**

1. To develop state of the art learning centre by adopting innovative teaching and learning methodologies.
2. To provide excellent infrastructural facilities and resource to strengthen academic and research activities.
3. To foster holistic development of students and faculties.
4. To bridge the gap between industry and academia with comprehensive knowledge and experience.
5. To imbibe ethical, social and professional values among the students.

❖ **Long Term Goals**

1. To promote strong collaboration with research institutes of national and international level in the area of mutual interest.




2. To be an outstanding institute with excellence in education and research with global recognition.

A] Code of Conduct for different Stakeholders Code of conduct for Governing Body and Administration

1. The administrative professional shall act as a trusted agent in professional relations, implementing responsibilities in the most competent manner.
2. Shall familiarize themselves with Institute policies that are relevant to their responsibilities.
3. Shall maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the Institute.
4. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation
5. Administrative staff will abide by all copyright laws, which applies to the internet as well as paper.
6. Staff wishing to copy original work shall receive written permission from the copyright owner prior to copying.
7. The administrative professional shall strive to maintain and enhance the dignity, status, competence, and standards of the profession.
8. Shall be clear and specific in communications with faculty and staff so that all concerned will know precisely what behavior is expected of them.
9. Shall meet all deadlines
10. Shall practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of college funds
11. Shall respect the dignity of all stakeholders of an organization.




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B] Duties and Responsibilities of the Principal and other Staff: Each and every staff in the college has some responsibilities and should carry all the tasks assigned to him/her in good spirit.

1. Principal: He is the key person with a good vision, who works for the overall development of the college day and night.

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.

2. To take institute and faculty feedback and accordingly take the remedial actions.

3. To plan and take the necessary actions for improvement of college results and academics.

4. To promote institution interaction and research & development activity.

5. To conduct the periodical meetings with the faculties for effective administration of the college.

6. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.

7. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the NCTE

8. To maintain good rapport with the public.

9. To give more attention to the grievances of students and staff.

10. To monitor campus drives to help the meritorious students in their job search.

2. Teacher: Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. He / She is having the following responsibilities:

1. To follow all rules and regulations as laid down by the college which includes working time in the institute, signing of the muster, updating leaves, submission of tax documents, etc.

2. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical's, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.




3. To use innovative teaching aids and adopt innovative teaching – learning methodologies.
4. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
5. To organize/ co-ordinate/ attend various seminars/ workshops/ conferences/ faculty development programmes / training programs.
6. To participate proactively in any research and development activities conducted in the college.
7. To complete the work assigned to him in time
8. To perform other academic/administrative duties assigned by Head of the Principal / Management

3. Non-teaching - Technical staff:

1. To provide secretarial support to the College Management and Principal.
2. To maintain general discipline, safety, cleanliness of premises, etc.
3. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.
4. To ensure that documented Quality Management System is followed at various stages of administrative processes.
5. To execute the admission process and University Examination process of students.
6. To handle student grievance and taking remedial actions.
7. To execute attendance monitoring, salary payments to faculty & staff
8. To handle of customer complaints and ensuring corrective actions.
9. To execute any other assignments given by Management and Principal.




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C] GUIDELINES, RULES AND REGULATIONS OF THE CAMPUS

Discipline and Decorum:

1. Students should have formal attire and are not permitted to wear T-shirts & Jeans. Students must follow the department dress code on Monday, Tuesday and Wednesday.

2. Wearing ID card is mandatory for all the students as long as they are in the college premises. They are not allowed to attend the classes and labs or appear for the examinations without the identity cards.

3. Students are not permitted to use mobiles in the college campus. However, students may use department phone in case of emergency. If any student is found carrying the cell phone in the campus, disciplinary action will be taken.

4. No student should get absent from the class without prior permission of the HOD. If a student is absent for three days continuously without reason/prior permission, disciplinary action will be taken. The Student must submit leave application in advance to the Principal, if he/she wants to go on leave for a day on some valid reason.

5. No musical gadgets shall be allowed in the college campus. If any student is found using such items, the items would be seized and severe disciplinary action will be initiated.

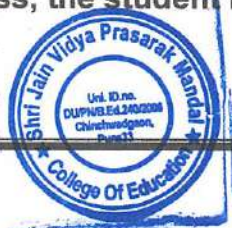
• **Assignments & Records Submission:** The students are supposed to submit their records and Assignments given by the faculty concerned and get them corrected and graded in time. Late submission is not accepted.

• **College Timings:** The College commences at 11.00 a.m. and ends at 05.00p.m. Students are not permitted to loiter out when the class work is in progress.

• **Communication/Notice Boards:** All Communication to parents and students will be done through what's App Parent group and Student group. Students are also informed to see the College notice boards, department notice boards and Lab notice boards regularly

• **Undertaking from Students and Parents:** Students and their parents / guardians should execute an undertaking in the prescribed format that they shall abide by all the rules and regulations of the college. Even before executing an undertaking, a student who has taken admission in this Institute shall be deemed to have agreed to the rules and regulations of the Institute as given in this handbook and also that may be framed from time to time.

• **Punctuality:** Students should be punctual to their classes. In case of coming late to the class, the student may be permitted to attend the class with the



permission of their respective Teacher. If the student is a regular late comer, appropriate disciplinary action will be taken.

● **Interaction with seniors:** To curb the practice of ragging on the pretext of interaction, the junior students are instructed not to meet the seniors and engage in any sort of conversation. The students are instructed not to spend their time with the seniors even if they are known or related to them.

● **Bonafide Certificates:** The Academic branch will issue bonafide certificates for bus passes and other purposes to the college students.

● **Original Certificates:** The Original certificates of each student should be deposited with the college and the same will be returned after the completion of the course.

● **RAGGING FREE CAMPUS:** Ragging is strictly banned / prohibited on campus. Any student found guilty would be dealt with severe punishments. All senior students of the college are aware of anti-ragging and are warned about ragging and the institution received a written undertaking. Students who misbehave with staff or other students are dealt seriously. Students involving in indecent acts like smoking, consuming liquor and involving in fights may be suspended up to one semester /academic year.

● **TRAINING & PLACEMENT:** 1.The organization's interaction is enhanced by coordinating frequent organization visits, planting training, and organizing organization relevance projects for students with the sole purpose of bridging the gap between the school and the education department.

2. Analyses the gap areas which need improvement and follow continuous re-engineering process.


3. Helps every student define his/her career interest through individual expert counseling.

4. Makes available updated database and job profile of the Institution and thus helps each student analyze and choose Institution of his interest.

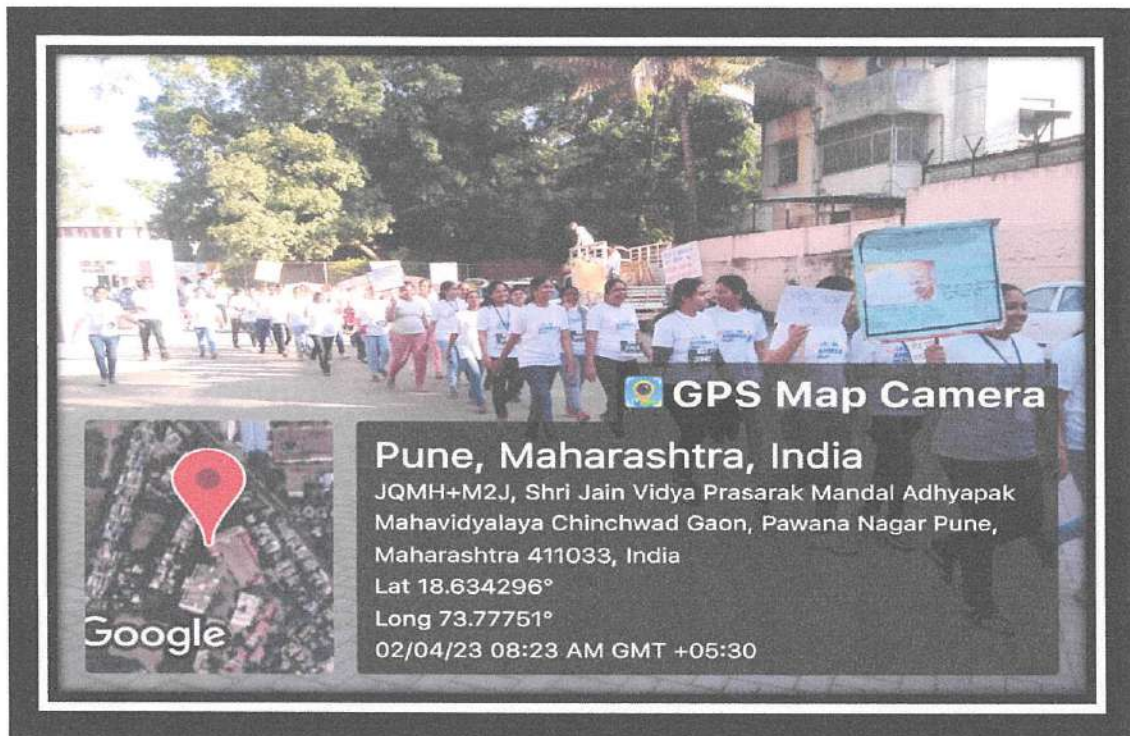
5.Organizes and coordinates Campus Placement Program, to fulfill its commitment of a job to every aspirant.

● **STUDENT ACTIVITIES:** 1.Annual Day 2. Extra-Curricular Events




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- Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct



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 **GPS Map Camera**

Pune, Maharashtra, India

JQMH+M2J, Shri Jain Vidya Prasarak Mandal Adhyapak Mahavidyalaya Chinchwad


Gaon, Pawana Nagar Pune, Maharashtra 411033, India

Lat 18.634296°

Long 73.77751°

18/03/23 03:26 PM GMT +05:30




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