

COLLEGE OF EDUCATION CHOPDA

Matrix 7.1.9

Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution

- Web-Link to the Code of Conduct displayed on the institution's website**
- Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct**
- Details of the Monitoring Committee, Professional ethics programmes,**

http://bed.ceschopda.org/Criteria7/7.1.9_5.pdf

**CHOPDA EDUCATION SOCIETY'S
COLLEGE OF EDUCATION, CHOPDA**

Metric No: 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.

- 1. Code of Conduct is displayed on the institution's website**
- 2. Students and teachers are oriented about the code of conduct**
- 3. There is a committee to monitor adherence to the code of conduct**
- 4. Professional ethics programmes for students, teachers, administration and other staff are organized periodically**


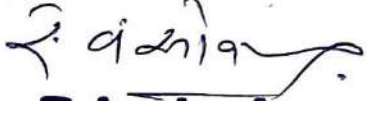
Reports/minutes of the periodic programmes to appraise adherence to the code of conduct

CHOPDA EDUCATION SOCIETY'S COLLEGE OF EDUCATION, CHOPDA

MINUTES OF DISCIPLINARY COMMITTEE MEETING FOR THE ACADEMIC YEAR 2018-2019

Date: 22.08.2018

The Disciplinary Committee Meeting for the academic year 2018-2019 was held on 22.08.2018 at 3.00.P.M. in the Principals office. The following members were present in the meeting.

Name	Designation	Signature
1.Prof.Mangaldas P. Patil	Principal	
2.Prof.Dr. Rajani V.Sonawane	Co-ordinator	

The meeting began with a silent prayer. Prof. Mangaldas P. Patil, Principal welcomed the members present. Principal announced that the Disciplinary Committee is established and would be active throughout the year monitored by the committee members.

Principal informed members to give orientation to students at the beginning of the year on code of conduct of students and to organise programmes related to it.

Principal also informed the members to intimate her immediately if there is any indiscipline behaviour found among the students. The meeting ended at 03.30 PM with vote of thanks proposed by Prof.N.D.Valhe




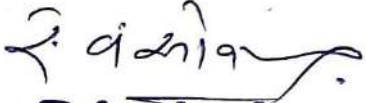

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CHOPDA EDUCATION SOCIETY'S COLLEGE OF EDUCATION, CHOPDA

MINUTES OF DISCIPLINARY COMMITTEE MEETING FOR THE ACADEMIC YEAR 2019-2020

Date: 12.09.2019

The Disciplinary Committee Meeting for the academic year 2019-2020 was held on 12.09.2019 at 3.00.P.M. in the principals office. The following members were present in the meeting.

Name	Designation	Signature
1.Prof.Mangaldas P. Patil	Principal	
2.Prof.Dr. Rajani V.Sonawane	Co-ordinator	

The meeting began with a silent prayer. Prof.Mangaldas P. Patil, Principal welcomed the members present. The minutes of the previous meeting was presented by Prof.Dr.R.V.Sonawane, Assistant Professor and the same was approved by the members.


The members appreciated the management for providing a conducive climate to discipline the students and for providing the liberty to take action against in disciplinary act of students as well.

Action to be taken, if a student is found involved in ragging, using drugs, consuming alcohol or tobacco and violating the code of conduct prescribed by the college inside the campus:

- Concerned student will be warned.
- Student will be asked to give apology letter.
- Intimation will be given to Parents.
- Student may be suspended.

Principal also informed the members to intimate her immediately if there is any indiscipline behaviour found among the students. The meeting ended at 03.30 PM with vote of thanks proposed by Prof.N.D.Valhe.



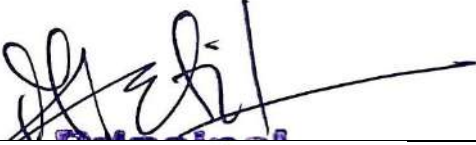
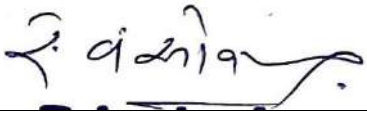

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CHOPDA EDUCATION SOCIETY'S COLLEGE OF EDUCATION, CHOPDA

MINUTES OF DISCIPLINARY COMMITTEE MEETING FOR THE ACADEMIC YEAR 2020-2021

Date: 09.10.2020

The Disciplinary Committee Meeting for the academic year 2020-2021 was held on 09.10.2020 at 3.00.P.M. in the Principals office. The following members were present in the meeting.

Name	Designation	Signature
1.Prof.Mangaldas P. Patil	Principal	
2.Prof.Dr. Rajani V.Sonawane	Co-ordinator	

The meeting began with a silent prayer. Prof. Mangaldas P. Patil, Principal welcomed the members present. The minutes of the previous meeting was presented by Prof.R.V Sonawane, Assistant Professor and the same was approved by the members.

The members reviewed the minutes of the previous committee meeting. The principal and the members appreciated the existing condition in the college as there was no in disciplinary behaviour of students found in any form in the campus.

It was resolved to continue the orientation given at the beginning of the academic year on code of conduct of the students and to organise various programmes related to professional ethics.

Principal also informed the members to intimate her immediately if there is any indiscipline behaviour found among the students. The meeting end at 03.30 pm with vote of thanks proposed by Prof.N.D.Valhe.



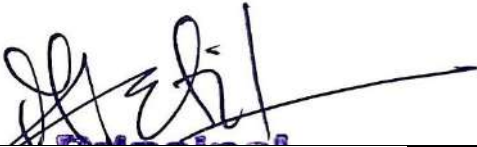
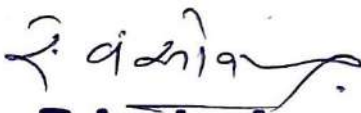

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CHOPDA EDUCATION SOCIETY'S COLLEGE OF EDUCATION, CHOPDA

MINUTES OF DISCIPLINARY COMMITTEE MEETING FOR THE ACADEMIC YEAR 2021-2022

Date : 06.09.2022

The Disciplinary Committee Meeting for the academic year 2021-2022 was held on 06.09.2022 at 10.a.m. in the principal office. The following members were present in the meeting.

Name	Designation	Signature
1.Prof.Mangaldas P. Patil	Principal	
2.Prof.Dr. Rajani V.Sonawane	Co-ordinator	

The meeting began with a silent prayer. Prof. Mangaldas P.Patil, Principal welcomed the members present. The minutes of the previous meeting was presented by Prof. Dr. Savita B.Jadhav, Assistant Professor and the same was approved by the members.

The principal and members appreciated the prevailing condition in the college as there were no in disciplinary behaviour found in any form in the college campus during the academic year 2020-2021 the pandemic period.

It was decided to conduct a programme on Professional ethics. It was resolved to conduct a webinar on drug menace. It was decided to remind the students to maintain social distancing even inside the campus and also to wear mask always. The meeting came to an end at 03.30 pm with vote of thanks proposed by Prof.N.D.Valhe



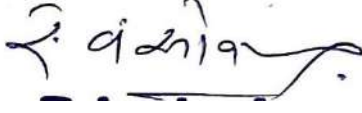
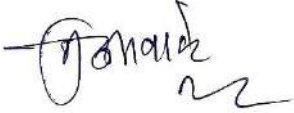

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**CHOPDA EDUCATION SOCIETY'S
COLLEGE OF EDUCATION, CHOPDA**

**MINUTES OF DISCIPLINARY COMMITTEE MEETING FOR THE
ACADEMIC YEAR 2022-2023**

Date :02.11.2023

The Disciplinary Committee Meeting for the academic year 2022-2023 was held on 02.11.2023 at 3.00.a.m. in the Principal office. The following members were present in the meeting.

Name	Designation	Signature
1.Prof.Dr. Rajani V.Sonawane	Principal	
2.Prof.Naresh D. Valhe	Co-ordinator	

The meeting began with a silent prayer. Prof. Dr. Rajani V. Sonawane, Principal welcomed the members present. The minutes of the previous meeting was presented by Prof. Naresh D.Valhe, Assistant Professor and the same was approved by the members.

The members appreciated the staff for taking initiative to motivate the students to maintain solidarity and harmony. Webinar on anti-ragging and drug menace conducted by the college was greatly appreciated by the members.

The principal appreciated the staff members for their active involvement in maintaining discipline inside the campus. The meeting ended up at 4.30 P.M. with vote of thanks proposed by Prof.N.D.Valhe




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Chopda Education Society's

College of Education Chopda, Dist. Jalgaon

Arunoday Colony, Old Shirpur Road, CHOPDA Dist. Jalgaon

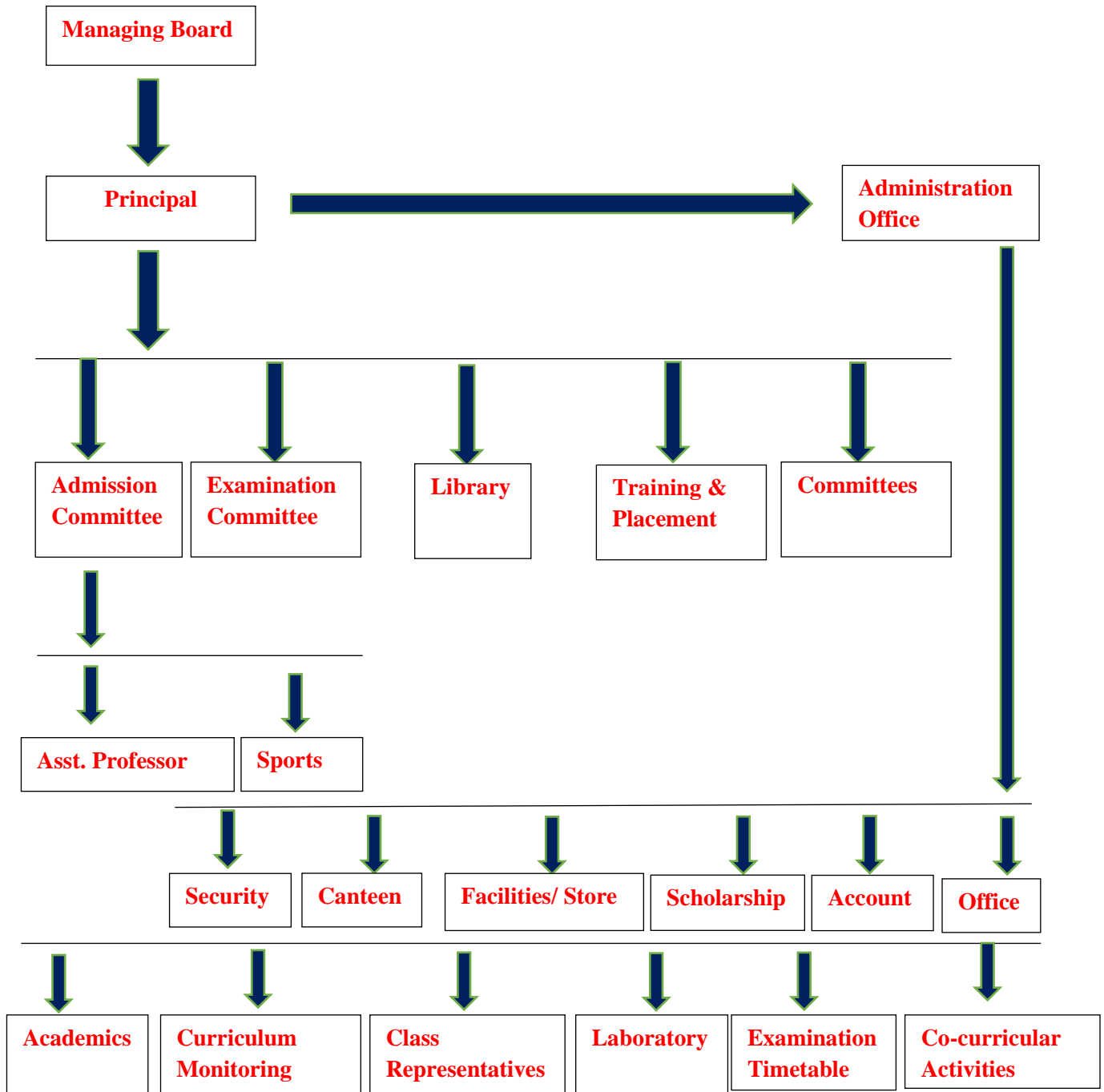
(NAAC Accredited Grade-C)

Phone No.- 02586-220024 KBCNMU College Code- 140024NCTE Code-113021

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ORGANIZATION CHART OF CES'S COLLEGE OF EDUCATION, CHOPDA



The over-all structure of the Institutional Management is categorized as "ACADEMICS" and "ADMINISTRATION". Keeping in view all the stakeholders and students an effective administrative system is structured.



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Report on

Progressive Teachers Development Programme

Sri Ramakrishna Mission Vidyalaya College of Education organized a Progressive Teachers Development Programme for the teachers in Vidyalaya Educational Institutions on 29.01.2023 at GKD Auditorium.

Objectives

- ❖ To introduce educators to the latest trends and practices in 21st-century pedagogy.
- ❖ To emphasize the significance of active learning strategies in engaging students.
- ❖ To highlight the benefits of student-centered learning.
- ❖ To provide practical guidance on integrating technology into teaching, with a specific focus on PhET simulations.
- ❖ To show educators how to use PhET simulations to enhance the understanding of complex scientific concepts and integrate into blended learning environments.

The programme began at 10.00 a.m with prayer. Mr. Rajeesh Balan delivered lecture on Guided Meditation with practical demonstration to equip the teachers with stress reduction and mindfulness tools to enhance their well-being and effectiveness in the classroom.

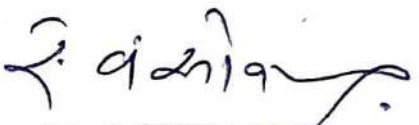
Followed by the lecture session, Dr. J.R. Gujarathi, Vice Principal Pratap College Amalner, Prof. Dr. A.B. Jain Principal Pratap College Amalner explained latest trends and practices in 21st-century pedagogy, and demonstrated effective use of 'Just a Minute' methods in curriculum transaction. Dr. S.B. Jadhav, Assistant Professor has explained various innovative active learning techniques to be incorporated in teaching.

Sri. N. Rajesh Kumar, Assistant Professor in Biological Science, Prof. N.D. Valhe College of Education demonstrated the application of (Simulations) which is very much useful for teaching learning process. He also explained how to use simulations to enhance the understanding of complex scientific concepts and integrate into blended learning environments.

Beneficiaries

A total of 25 teachers participated and get benefited.




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Report on

Professional Development Programme for Non-Teaching Staff of Institutions

College of Education Chopda organized a Professional Development Programme for non-teaching staff of Vidyalaya Institutions in association with other institutions of Chopda on 20.11.2022.

The programme 10.00 a.m. with prayer. A spiritual lecture was delivered by PROF.Dr.Jayesh Gujarathi deliberated the responsibilities and professional ethics to be followed by every individual.

In the second session, Dr.S.Sivasankar, Dr.N.K.Wani College of Education explained about various welfare schemes of both Central and State Governments and guided participants on obtaining those Grant-in-aid welfare schemes.

Objectives of the Session

- ❖ To increase awareness among non-teaching staff of Vidyalaya institutions about the availability and benefits of grant-in aid welfare schemes.
- ❖ To create awareness of government initiatives that can complement their financial well-being.
- ❖ To increase awareness among non-teaching staff on various bank loans and schemes.

Followed by the session, Prof.N.D.Valhe, Prof.M.P.Patil, Dr.R.V.Sonawane college of Education Chopda have deliberated their services and benefits of various loan plans of their bank.

Beneficiaries

A total of 50 participants benefitted from this programme.




Principal
College of Education
Chopda Dist. Jalgaon

CHOPDA EDUCATION SOCIETY'S

COLLEGE OF EDUCATION, CHOPDA

CODE OF CONDUCT

The institution has accorded utmost importance to discipline and etiquette among staff and students. Hence, the college has a well laid out code of conduct to govern the appearance and behavior of the Principal, staff (Teaching and Non-teaching), students, out sourced service staff and casual employees

VISION

The vision of COLLEGE OF EDUCATION CHOPDA, “to be a pre-eminant teacher training institute where quality education is the ultimate aim.”

MISSION

To contribute to the national programme of providing trained , knowledgeable competent skillful and socially committed teachers for the emerging Indian society of rural and urban sectors.

OBJECTIVES

The main objective of the institution is to transform the students into well-rounded citizens through a committed pattern of instruction based on carefully prepared and meticulously designed curricular aspects. The changing needs of the time are the basis for building a rich corps of talent.

- To provide quality higher education to the students.
- To inculcate search aptitude among the students.




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Chopda Dist. Jalgaon

- To promote the use of technology.
- To inculcate a value system among students.
- To foster global competencies among students.
- To contribute to national development.
- To facilitate value-based learning by integrating traditional and innovative learning practices to match the highest quality standards.
- To motivate the students to bring out their creative potential and nurture the spirit of critical thinking.
- To equip students to adapt better to the changing global scenario and gain access to multiple career opportunities.
- To provide inclusive education by making it accessible to all sections of society.
- To inculcate a strong sense of nationalism in keeping with the glorious heritage of the institution.
- To sensitize and engage students in issues of gender equality, human rights and ecology in order to make them socially responsible citizens.




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CODE OF CONDUCT FOR THE PRINCIPAL

The Principal should

Be a dynamic and democratic administrator.

Be punctual and sincere in work.

Monitor all activities of the college campus effectively and efficiently.

Periodically convene staff meetings to take appropriate decisions on college campus activities

Oversee the maintenance of college campus properties.

Take initiatives in introducing new programmes/courses related to the need of the hour and in upgrading the pedagogical inputs.

Encourage the Heads of the departments to organize conference, seminars, symposia, workshops and special lectures.

Be impartial and maintain cordial relationship with the members of staff, students and other stake holders.

Supervise academic and administrative work efficiently and effectively.

Acknowledge the academic excellence of the staff and stake holder.

Be accountable to all stakeholders.

Facilitate good rapport between the management and the staff.

Give a patient hearing to grievances of students, staff and parents.

Insist on discipline, punctuality and accountability of the staff and students.

Focus on required efforts for the placement and students in reputed companies.

Be responsive in monitoring the characters of students on lives of nationalism, patriotism, social commitments and individual achievements.




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CODE OF CONDUCT FOR THE HEADS OF THE DEPARTMENT

The Heads of the department shall lead, manage and develop the departments

Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner.

Be responsible for ensuring the educational progress and welfare of students.

Involve themselves and other faculty in progress of curriculum development and delivery.

To supervise the attendance of students in classes and laboratories.

Represent staff and students of the department in optional ways in the statutory bodies.




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CODE OF CONDUCT FOR THE MEMBERS OF FACULTY

Maintain decorum both inside and outside the classroom and be a role model to the students.

Be punctual and honest in service delivery.

Dress modestly and formally.

Respect the ideals of democracy, patriotism and peace.

Treat the colleagues in the same manner as they themselves wish to be treated.

Speak respectfully of other teachers and render in all possible ways, assistance for their professional betterment.

Refrain from allowing considerations of caste, religion, race or sex in their professional endeavor.

Adhere to be a responsible pattern of conduct and demeanor expected of them by the community. Consider the rights and dignity of the students in expressing their opinions.

Motivate students to improve their personal attributes and at the same time contribute to community welfare.

Encourage students to participate in both curricular and co-curricular and extensional activities.

Inculcate research aptitude among students.

Be friendly towards students and not behave in a vindictive manner with them for any reason

Meet students after the class hours, if needed and guide them.

Help the students to understand the importance of our national heritage, national goals and national integrity.

Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics.

Be good counselors and facilitators in guiding the students.

Co-operate and support the institution in carrying out the programmes related to the educational responsibilities such as advising and counseling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.




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PROFESSIONAL ETHICS FOR THE FACULTY

The faculty members should

Report for duty and remain in the campus during working hours.

Report for duty on the reopening day and last working day of each semester.

Sign the attendance register while reporting to duty.

Always wear identity cards while in side the college premises.

Comply with the instructions issued by the management from time to time

Perform their duties conscientiously.

Avoid using cell phones while engaging classes.

Help,guide,encourage and assist the students in their curricular,co-curricularandextra- curricular endeavors.

Recognize the difference in aptitude and capabilities of the students and meet their individual needs.

Have an understanding of national heritage and national goals.

Continuously monitor the performance of their wards.

Be good counselors and facilitators of the students.

Carry out academic,co-curricular and organizational activities that may be assigned to them from time to time.

Involve themselves in research activities for their professional growth.

Adhere to a responsible pattern of conduct and demeanor expected of them by the community.

Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.

Complete the syllabus on time and be accountable for good results.

Be accountable to students.




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CODE OF CONDUCT FOR NON TEACHING STAFF

Report for duty on time and remain in the campus during the working hours.

Sign the attendance register while reporting for duty.

Wear identity cards inside the college premises during working hours.

Comply with the instructions issued by higher authorities.

Perform duties with sincerity and confidentiality.

Avoid using cell phones during working hours.

Dress neatly and modestly.

Be conversant with rules and regulations and the relevant procedures.

Have updated knowledge about computer.

Co-operate with members of the other sections.

Behave with dignity and decorum to others.

Respond to students enquiries with concern and ensure all possible help.

Treat the students impartially regard less of caste, creed and religion, political, economic and social characteristics.




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CODE OF CONDUCT FOR STUDENTS

Every student shall come to the college in time in college uniform.

Every student shall keep identity card with him/her compulsorily.

ID card is necessary for all transactions in the college.

Without identity card he/she shall not be allowed into the college campus.

More than 75% attendance is mandatory.

Payment of Examination fee in every semester is compulsory for further promotion.

Students are directed not to make noise in the college, those who disturb the classes are liable to be punished.

Students are prohibited from loitering in corridor and premises.

Smoking in the campus is strictly prohibited.

Scribbling on the board, desk and the walls is strictly prohibited and punishable.

Engaging in harassing or discriminatory behavior based on religion caste, creed and disability will be punished.

Student shall be courteous to the members of the staff.

No student shall be allowed to leave the classroom without the permission of concerned class teacher.

Students who have no class in a particular period shall not disturb other classes at work.

Obstruction or disruption of teaching will be viewed as misconduct and those involved in will be penalized.

Dishonesty, forgery, alteration or misuse of college documents, records or identification or knowingly furnishing false information will be punished.

Using cellular phones is strictly prohibited in the classroom and corridor of the college.

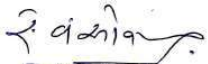
Students found guilty of non conformity will be expelled from the class/college.

Entertaining outsiders/strangers strictly prohibited.

Students shall attend the classes punctually and take part in co-curricular and extra curricular activities with due interest.

Students should appear for examination without fail.




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CODE OF CONDUCT FOR OUT SOURCED STAFF

Be punctual in performing the duties assigned by employees/contractors, in accordance with agreement between the college.

Be honest I executing duties, effectively and efficiently.

Compulsorily wear uniform supplied by the college.

Protect the property of the college properly.

Be have with utmost decency and decorum while discharging duties.

Be ready to put in extra labor under demanding situations.

A bide by the rules and regulations of the college.




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