



Gokhale Education Society's
COLLEGE OF EDUCATION AND RESEARCH



Parel, Mumbai – 400 012.

Permanently affiliated to University of Mumbai, NCTE Recognised, UGC 2f 12B,
ISO 9001:2015 Certified, NAAC accredited A grade in 3rd Cycle

DOCUMENT UPLOAD

INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES 7.1.9

Gokhale Education Society's
College of Education and Research

Parel, Mumbai -400 012.

CODE OF CONDUCT

College Profile

Gokhale Education Society's College of Education & Research for B. Ed. Programme came into existence in the year 1970 at Parel, Mumbai. Golden Jubilee of Gokhale Education Society was celebrated in the year 1958, on which an urge to establish a College of Education was realized. Hence the college of Education and Research – Parel, was established on 16th June 1970.

MOTO:

'Sa vidya ya vimuktaye' – Knowledge for Salvation.

MISSION:

Commitment to social cause of upliftment and betterment of the society through process of education.

AIM:

Develop personal, professional and social skills and competencies required by the teacher.

OBJECTIVES:

- a. To develop competencies in the student teachers to enable them to adjust in dynamically changing educational environment in the globalized world.
- b. To prepare student teachers as a agent of social change by focusing on issues of women, children and marginalized elements of the society.
- c. To make student teachers aware of the challenges of diversity in our society and to enable them to work towards reducing the discrimination based on gender, caste, language, religion etc.
- d. To promote cultural, enlighten in student teachers through activities based on constructivism thereby developing reflective thinking and scientific attitude.
- e. To provide quality education for developing the professional skills amongst the student teachers for self-actualization.

VISION:

- ✓ To develop the values, skills and qualities of empathy, leadership, creativity and righteousness in STs to be the agents of social change by instilling in them scientific attitude, gender and environmental sensitivity, passion for life-long learning and development of life-skills for effective sustenance in globalised world.
- ✓ To develop competencies to use community resources as educational inputs. To create awareness of current thrust areas in education.
- ✓ To develop awareness about role of education in building up democratic and secular society.

CODE OF CONDUCT FOR THE PRINCIPAL

UGC Notification (2018)

The chair of the Principal of a college has got multifaceted roles to play and responsibilities to shoulder having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resources Development (MHRD) and the set of prescripts enforced by the Government of West Bengal as in the West Bengal Service Rules (WBSR). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by Umeshchandra College are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholders of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition, and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)

7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to built mutual confidence among them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for the academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To Endeavour for the upkeep of tranquility of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
14. To Endeavour and strive for maintaining vibrancy of attitudes of all stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the college and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arranged for regular seminars and participate in conference/symposium/workshop/seminars.

CODE OF CONDUCT FOR TEACHERS

1. A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examinations conducted by the college.
2. A teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration/Governing body of the College and the University.
3. A teacher shall have a freedom of thought and expression. He shall not misuse the facilities or forum of the College/ University.
4. A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
5. A teacher shall not make use of resources and/or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
6. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds.
7. A teacher shall not conduct /participate in private coaching classes directly or indirectly. He shall not accept private tuitions.
8. A teacher shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.
9. A teacher shall not furnish incorrect information regarding his qualifications, age, etc. in respect of his appointment/promotion.
10. Your behaviour and professional conduct must set a good example to all students
11. Avoid using inappropriate or offensive language
12. Do not use Social Media such as Face book and Twitter for inappropriate contact with children, and liking their pages etc. is not permitted. Please keep your own Social Media identity as locked down as possible, so that children at the college cannot find out inappropriate information about you and your family.
13. You may not use your own car to transport students without the college being informed and the correct insurance being in place.

14. Teacher may not engage in an inappropriate relationship with a student as this would be a clear breach of trust. Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable
15. During examination duty, teachers should take rounds in the classroom. Mobile phones are not allowed during examination duties.
16. A teacher should seek to make professional growth continuous through study and research
17. A teacher should maintain active membership in professional organization and strive to improve education and profession through them.
18. A teacher should discourage or not indulge in plagiarism or other non ethical behaviour in teaching and research.
19. A teacher should participate in extension, co curricular and extracurricular activities including the community services.

CODE OF CONDUCT FOR STUDENTS

1. Students are strictly instructed to carry college I card and wear clean, neat college dress-code.
2. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
3. The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.
4. Students have to present minimum 75% for lectures and practical.
5. Students have to park their vehicles in at parking.
6. As in co-education institute both boys and girls students have to maintain the harmonious relation in college campus.
7. During leisure hours, students are advised to use the library, and computer lab.
8. Students are strictly instructed to come in college on time
9. Students should bring prescribed textbooks to the classes every day.
10. Ragging in any form is strictly prohibited in the college.
11. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty.
12. Students should stay away from any anti-social activities. • Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
13. Visitors are not allowed to meet the students in the classrooms.
14. Students should take care of their belongings. The institution will not be responsible for any loss.

RULES OF PRACTICE TEACHING

1. In the two years B.Ed. course there are Students teacher compulsory attend three Internship.
2. Trainee teacher is required to give 26 compulsory Practice lesson in their respective method, 2 Theme Based learning and 3 Co-teaching with peer lesson.
3. The trainee teacher will be guided by method master of the subject.
4. Every practice lesson will be supervised by the staff and evaluated. Critical feedback will be provided in writing and in oral communication.
5. The time table for the week must be prepared in advance indicating the time. Roll number, Name, subject, standard, and division. Must prepared one-week advance handed over the practice teaching in charge.
6. The trainee teachers are accepted to collect their units in advance from the school teacher convenient time.
7. No change in school time table or subject will be allowed after the finalization of the time table.
8. Dropping or cancellation of lesson without notice or permission will be viewed as fail.
9. In case of closure of school or cancellation of time table by the school group leader must inform practice teaching in charge and supervisor.
10. In above context trainee-teachers are required to attend the college and study in the library.
11. During school hours each trainee teacher should be available for any activity assigned to them by school Principal.
12. Those trainee teachers who are found absent or disobedient will be asked to give explanation for the conduct in writing.

PROCESS: Shadowing Lesson observation

- ❖ Take permission of schools.
- ❖ Orientation of how to Shadowing observation
- ❖ Grouping and selection of students Manager(Each group 07 students)
- ❖ Distribution and School Allotment of students (Each group 02 schools will allotted)
- ❖ Preparing of time table of Shadowing observation for teacher and students
- ❖ Students observe 05 lessons in each schools

GOKHALE EDUCATION SOCIETY' S FRAMED

CODE OF CONDUCT FOR PRINCIPALS, EMPLOYEES ETC

1. Principals should report the College 30 minutes earlier to the schedule time and wait after also.
2. If the institute runs in two shifts (Morning & Afternoon), Principal should take responsibility of any one shift and another shift responsibility should be given to the Vice-Principal, Senior teacher or Supervisor.
3. Any outside organization or company should not be allowed to sell food items or drinks in college premises.
4. Any outside organization, social organization, individuals should not be permitted to spread religious content. No religious books, handbills are allowed.
5. Any outside organization, social organization, individuals should not be given the names, addresses, contact numbers of the students and employees.
6. Any competitive examination organized by any organization should not be given permission without the written permission of regional/ central heads.
7. Students should not be forced for any competitive examination.
8. No any private organization, individuals, company should be allowed to conduct workshop or lecture in the college premises.
9. No any private organization, individuals, company should be allowed to sell any object in the college premises.
10. No any private organization, individuals, company should be allowed to collect funds, donations from the students or employees.
11. Principals should not collect any fund, donation from teachers, parents and students without the written permission of members of the institution.
12. Principal/Headmaster/vice-principal should not appoint anyone without the written permission of Secretary, Chairman.
13. Principal should take written permission of Head of the institution for any leave.
14. While organizing visits, camps or field trips, prior permission should be taken from regional or branch secretary 15 days in advance.
15. Trips should be organized through State Travel agency only.

16. Planning of cultural programme, prize distribution programme should be planned at the beginning of an academic year. The required budget for the same also should be sanctioned well in advance.
17. College premises should be maintained clean on regular basis.
18. Teachers, employees, students are not allowed to smoke, chew tobacco, consume alcohol in the college premises, if found legal action can be taken.
19. Employees, teachers, principals, headmasters should not misbehave and use abusive words with students and other employees.
20. Teachers and employees should not punish students mentally or physically.
21. Teachers should report the College 15 minutes earlier to the schedule time and wait after also.
22. Teachers and employees should sanction the leave in advance.
23. Teacher should submit planning of their periods before taking leave.
24. Teachers, employees, students are not allowed to smoke, chew tobacco, consumption of alcohol in the college premises, if found legal action can be taken.
25. Teachers should not conduct private tuitions or teach in such classes.
26. Students evaluation should be done properly in a time, follow the rules of examination, check the answer-sheets as per rule and declare result in stipulated time frame.
27. Keep suggestion box for the complaints of students, parents and teachers. Every Wednesday a committee should check it.
28. The society, school and college do not take any commission or consider any temptations.

Our college follows code of conduct rules framed by UGC (2018) in spite of these rules our college framed various rules from every department.

Category is follow:

- ✓ General instruction
- ✓ Code of Conduct of Principal
- ✓ Code of Conduct of Teachers
- ✓ Code of Conduct of Students
- ✓ Code of Conduct of Library
- ✓ Code of Conduct of PT

Gokhale Education Society framed Code of Conduct rules for Principal, Teachers, Non- teaching staff strictly follows code of conduct framed by Management. These rules circulate of teaching, non-teaching staff. For non-teaching staff we also follow MCSR rules framed by Govt. of Maharashtra.


Dr. P.S. Kale



11C Principal
G. E. Society College
of Edu. & Res.
Parel - Mumbai



Estd.: 1970

Gokhale Education Society's
COLLEGE OF EDUCATION AND RESEARCH

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University of Mumbai Affiliated, NCTE Recognised, UGC 2f 12B Recognised,

ISO 9001-2008 Certified, NAAC Reaccredited 'A Grade'

SYLLABUS

Program: Bachelor of Education B.Ed.

(Two years w.e.f. 2017-18)



Principal
**G. E. Society College
of Edu. & Res.**
Parel, Mumbai

RULES OF THE INSTITUTION

GENERAL RULES

1. Students joining the college must follow all the rules and regulations of this college. During the year any irregularity if found unsatisfactory will be subject to disciplinary action by the Principal.
2. All students are responsible to the Principal and teachers for their behaviour inside and outside the college campus.
3. Admission for the trainee teacher will be cancelled if he / she is found to be indulging in anti social behaviour or breaking the college rules.
4. As per the University requirement 75% attendance of the trainee teacher is must and regular punctuality and attendance at assembly is compulsory. If any student is found to be short of 75% attendance will be punished by reducing 5% marks in the overall result.
5. Leave if any for example medical should be taken with permission and required application and medical certificate.
6. No leave will be granted for other medical reason
7. Students are supposed to participate in all the curricular and co-curricular activities. Absence from any of these activities will affect the grade.
8. Teaching Aid, Library Books, Electronic equipments, College furniture and college premises if found damaged or lost, the person responsible for it will be subject to find and the decision of the Principal remain final.
9. Use of mobile phone in the class and Library is prohibited.
10. Students are responsible for the maintaining records of the activities, reports required by University of Mumbai.
11. Entry in the College campus without identity card is not allowed
12. Trainee teacher is responsible for his / her properties like text books, Bag, purse, money, mobile our any other valuable items. In case of loss; college does not take any responsibility for missing article.
13. During the visit to practice teaching school or lesson observation, trainee teachers are expected to follow the school discipline
14. Railway concession form and S.T. Bus concession form must be applied to the office at least three days in advance.

TIMING

1. The College office timing on all working days are from 10.00 am to 5.00 pm
2. Timing for the Practice lesson will be according to the school time table. And time table given by group leader must be followed strictly.
3. Office timing for the financial transactions will be Monday to Friday 11.00am to 1.00 pm and 2.00pm to 4.00 pm and on Saturday 11.00 am to 1.00pm

HOLIDAYS

1. The College should be closed on Sunday and all Public Holiday declared by the Government.
2. Holiday prescribed by the University of Mumbai.



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LIBRARY

1. Timing 9.30 am to 4.30 pm from Monday to Saturday.
2. The past students, students of M.A. (Edu), M.Ed, DSM will be allowed to use the library, according to the college rules and regulation.
3. Students must show their identity card whenever asked by the Librarian in the Library. The library follows an open shelf system. Students are not allowed to bring the bags inside the library while accessing the books
4. Application for the issuing the books must be made on slips available at the library counter in the one day advance.
5. Only two book will be issued at the time for each student. For reference book reading identity card must be shown.
6. Reference book such as journals, encyclopaedia, survey, action research project, year book, atlas, are not provided for home issue.
7. Text books for the school subjects will not provided by the library.
8. Text book for B.Ed course are issued for seven day. If students want to extend the issue he / she shall be required to apply for the renewal for coming with after showing the book to the librarian. Librarian decision for extension of the books will be final.
9. Books should be examined by the students before leaving the library, if book is damaged, the student should inform about the damage to the librarian at the time of returning book, if book is found damage torn the borrowers will have to compensate the damage. Writing on the books is punishable with fine.
10. All book must be returned immediately before appearing for the final examination, after which the Hall Ticket will be issued to the students.
11. Drinking tea, eating, use of mobile, chatting in the reading room strictly prohibited.
12. Book bank facility is provided for the reserved category for the period of one year. Maximum eight books are given to each student. Book bank facility is provided against the five hundred rupees deposit which is returned after the final examination. The books while returning must be in good condition.
13. Fine of two rupees per book per day including holiday and practice teaching day will be charged for the books not returned within the specified time. A receipt for the same will be given by the librarian / library assistance.
14. In case of book lost, students have to replace the book.
15. Students will be allowed to collect mark sheet and leaving certificate only after the clearance from the library.

LABORATORY

1. Computer Lab. The Computer Lab will be opened for students from 11.00 am to 5.00 pm. All the students are advised to maintain attendance register and the activity record. At most care of computer should be taken while using the lab.
2. Teaching Aid issued only for the day of practice teaching lesson and they must be



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returned second day. In case of breakage or damage to the teaching aid, students will have to take responsibility for the repair for the same.

3. Psychological equipments and material must be handled with care and students should return it after the experiment to the professor incharge.
4. Sports equipment and material issued against each students is for the internal use only.
5. Any equipment take for cultural activity such as tape recorder, laptop, projector etc should be used at must caution, if found damage the fine will be imposed.

CAMPUS FACILITY

1. Ground floor of the building has got gymnasium for male students. Those who wish to use the facility have to pay Rs. 50 /- gym-incharge.
2. The college has well equipped computer lab with multimedia facility. Students are supposed to use the facility independently to prepare projects, CAI, Excel, spread sheet and internet for reference work. A computer in charge maintains the records of CD library and uses of computer by the students and the staff members.
3. The college has a rich library over 11500 books, journal / magazine, news paper, bound volumes of journal, reference books such as dictionary, year book, encyclopaedia, atlas etc. library provides internet facility with computer which is guided by the librarian to assist the students for locating book and other enquires. The colleges also provided inter library loan facility from other institution and universities.
4. The psychology laboratory contains the required equipment and stationery for the psychological experiments.
5. Teaching aid laboratory separately maintained for physical science and social science, has creative and wide variety of teaching aids like models, specimens, charts, pictures, globe, atlas, maps, readymade power point presentation are available for students use. Lab assistance is available to help the students in selecting, maintaining and issuing the teaching aid for practice teaching.
6. Reading room is open to staff, students, also for post graduate student, students belonging to DSM course and visitors only with permission from the their working institute, stating the purpose of using the library with service charge.
7. Lockers are available to students on first cum first served bases.
8. Students are provided photocopying facility at the college as per the prescribed rate. For photocopying of the reference book or text book must be filled in advance to avoid the unnecessary rush. Printout from the internet will be provided to the students, staff and visitors at the prescribed rate.
9. Sports equipments such as carom boards, chess, cricket kit, volley ball, foot ball, table tennis, badminton rackets, throw dish, etc are provided to the students after the entry in a record book.
10. Seminar hall, which is used for conducting workshop, seminar and cultural activities.
11. For the outdoor games, such as cricket, badminton, volley ball etc. students can make use of adjoining ground.
12. Girl's common room and boy's common room are provided to the students to relax and sit together for discussion.
13. Women Development Cell is permanent feature of the college. Three members



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- from student's council assist the cell incharge in discharging the duties of the cell. Cell organizes various activities such as talk by experts on women's issues, workshop on art appreciation and visits.
14. RTI Cell – According to RTI act 2005 college has office bearer nominated for the cell. Three members from student council are selected to handle the activities as per the requirements of the students.
 15. Grievance Cell: Grievance cell in the college is headed by the student council incharge, general secretary of student council, who helps the students to solve their academic and personal problem also in adjusting with new situation.
 16. Practice Teaching Schools: College is equipped with experimental schools in the same premises.
 17. Marathi and English medium schools having Preprimary to higher secondary level is actively used for application of theory and skills which is the essential part of the course.
 18. Literary club: the literary circle having marathi, Hindi and English language which conducts many activities such as celebration of Hindi day, English plays, poetry reading competitions, essay writing competition and film appreciation session.
 19. Social Science Club :- It mainly comprises of History and Geography method trainee teachers. Students visit the historical monument, they organize whereas activities such as celebration days with historical signification such as Tilak punyatithi, Guru puoranima, Teacher's day. They also organizes skits, street place, workshops, Quiz programme. Geography method trainee teachers visits to Coloba Ved Shala, Nehru Planetarium. The trainee teachers also prepare the map.
 20. Physical Science Club :- Students belonging to maths and science background organizes activities to orient the community on various scientific issues such as HIV / AIDS, gender determination test, balance diet. Educational visit are also planned to Homi Bhabha Science Education, Nehru Science centre, Mahim nature park. They also organize Blood donation camp and poster making competition. They also undertake a survey on various scientific issues.
 21. Research Cell :- Research cell is established to develop the spirit of scientific enquiry. The students are encourage to take action research pertaining to immediate problem, Guest lecturers and seminar are organized by college, also have recognizes research guide for graduate students
 22. IQAC Cell :- Internal quality assurance cell continuously strives to bring qualitative change in a system. Various research scholars are extend support for data collection, research paper presentation by staff members in various seminar / conference is encouraged they is a rich library to research students at PG and PhD level.
 23. Supervised study : Supervised study and tutorials are the significant feature of the college .
 24. Student are given assignments to prepare an a group, group presentations are encourage, self study is encouraged by solving question papers. Many competition are arranged were students are encouraged to use encyclopaedia, news paper and magazines. Library orientation at the beginning of the session helps students to orient themselves to available learning resources.



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Institutions responsibilities towards students.

- Communicate its goals and objectives systematically and clearly to all students.
- Offer programmes that are consistent with its goals and objectives.
- Offer a wide range of programmes with adequate academic flexibility
- Obtain feedback from students on the initiation, review and redesign of programmes if and when necessary
- Facilitate effective running of the teaching –learning programmes
- Implement a well – conceived plan for monitoring student progress continuously
- Ensure that the student assessment mechanism is reliable and valid
- Provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies , financial aid and student support services
- Ensure sufficient and well – run support services to all student
- Promote healthy practices

Student's Responsibilities Of Learning

- Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities
- Have a clear knowledge of the programmes, admission policies , rules and regulations of the institution
- Follow the time schedules . and rules and regulations of the institution
- Undertake regular and intense study of learning materials
- Make optimum use of the learning recourses and other support services available in the institution
- Prepare for continuous internal assessment and term – end examinations
- Give feedback for system improvement
- Have faith and ability to pursue life long learning
- Live as worthy alumni of institution

Reader's Charter

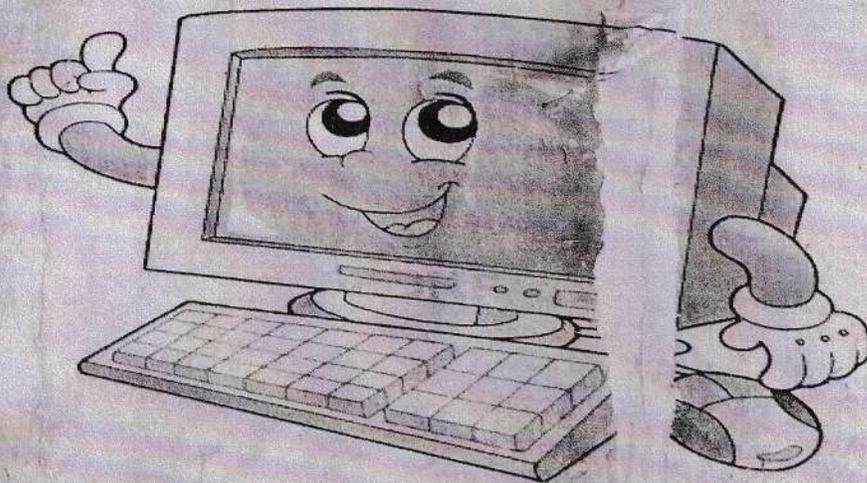
- The right to judge a book by its cover
- The right to fall in love with a book
- The right to visualize
- The right to be appreciated for my share of the creative work
- The right to be someone else while I read
- The right to give up on a book
- The right to laugh, or cry ,or read in silence
- The right to leave a book on the shelf
- The right to read around
- The right to suggestions of what to read next
- The right to share my reading or keep it to myself
- The right not to be taken for granted



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COMPUTER INSTRUCTION

1. The timing of computer room is 10 to 4 pm.
2. Entry into computer Record Register is compulsory before using computer.
3. Computers, Internet, Scanner and Printer should be used only for educational purpose.
4. C.D, PEN-DRIVE should be used only after ANTI-VIRUS scanning.
5. Computer should be properly SHUT DOWN after its use.
6. Do not remove any connection of WIRES/CABLE.
7. Do not take any instrument, cable out of computer room.
8. Fans and lights should use only if required.





Estd. : 1970



Above Self... Above Politics

Gokhale Education Society's College of Education and Research, Parel

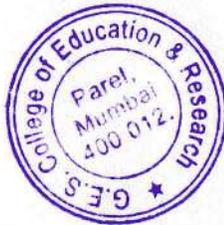
Mumbai – 400 012.

Mission

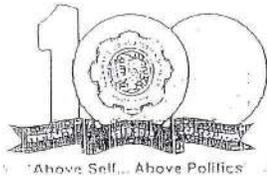
Commitment to social cause of upliftment and betterment of the society through process of education

Vision

To develop the values, skills and qualities of empathy, leadership, creativity and righteousness in Student Teachers to be the agents of social change by instilling in them scientific attitude, gender and environmental sensitivity, passion for life-long learning and development of life-skills for effective sustenance in globalised world.



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GOKHALE EDUCATION SOCIETY

CODE OF CONDUCT – SCHOOLS / COLLEGES : 2019-20

महाविद्यालयीन / शालेय प्रशासनासाठी आचारसंहिता

१. प्राचार्यांनी महाविद्यालयीन, शालेय वेळेच्या अगोदर (अर्धा तास) आणि महाविद्यालयीन, शालेय वेळे (अर्धातास) शाळेत उपस्थित रहावे. दोन सत्रात कार्यकाज असल्यास एका सत्रास उपप्राचार्यांनी उपस्थित राहणे सकारण व दुसरे सत्रात महाविद्यालय / शाळा भरतात तेथे एका सत्राची जबाबदारी स्वतः मुख्याध्यापकांनी व दुसऱ्या सत्राची जबाबदारी उपप्राचार्य / पर्यवेक्षक / ज्येष्ठ शिक्षक यांच्यावर सोपवावी.
२. कोणत्याही बाह्य संस्थांना / कंपनीना संस्थेच्या आवारात कुठलेही पदार्थ / पेय इ. विकण्यास / वाटण्यास परवानगी देऊ नये.
३. कोणत्याही बाह्य संस्था / सामाजिक संघटना / व्यक्ती इत्यादींनी आपल्या संस्थेत त्यांच्या संस्थेत संघटनेचा तसेच धार्मिक प्रचार करण्यास परवानगी देऊ नये. प्रचार साहित्य, पुस्तके, हँडबील करण्यास परवानगी देऊ नये.
४. कोणत्याही बाह्य संघटना / संस्था / व्यक्तीना संस्था, विद्यार्थ्यांचे व कर्मचाऱ्यांचे फोन नंबर, पत्ते देऊ नये.
५. बाह्य संस्थांनी आयोजित केलेल्या स्पर्धा परीक्षांना संस्थेच्या इमारतीत घेण्यास मा.विभागीय / केंद्र स्तरावरील यांच्या लेखी परवानगी शिवाय मुख्याध्यापकांनी परवानगी देऊ नये.
६. विद्यार्थ्यांना स्पर्धा परीक्षांसाठी सक्ती करू नये.
७. कोणत्याही खाजगी संस्था / संघटना / क्लबास / व्यक्तीना आपल्या संस्थेत व्याख्यान / कार्यशाळा कार्यक्रम घेण्यास परवानगी देऊ नये.
८. कोणत्याही बाह्य संस्था / संघटना / कंपनी / व्यक्तीना संस्थेच्या आवारात वस्तु विक्रीस किंवा करण्यास परवानगी देऊ नये.
९. कोणत्याही बाह्य संस्था / संघटना / व्यक्तीना संस्थेच्या विद्यार्थ्यांमार्फत व कर्मचाऱ्यांमार्फत फंड, देणगी करण्यास परवानगी देऊ नये.
१०. विद्यार्थ्यांना शारीरिक व मानसिक ईजा होईल अशा स्वरूपाची शिक्षा प्राचार्य/उपप्राचार्य, शिक्षक कर्मचारी यांनी करू नये.
११. शिक्षकांनी संस्थेत वेळेपूर्वी पंधरा मिनिटे आधी उपस्थित रहावे व महाविद्यालयाचे / शालेय सत्र संपत (किमान १५ मिनिटे थांबावे).



१३. प्राचार्यांनी शिक्षकांकडून, पालकांकडून, विद्यार्थ्यांकडून संस्थेच्या पदाधिकाऱ्यांच्या लेखी परवानगीशिवाय कोणताही फंड, देणगी गोळा करू नये.
१४. शिक्षकांनी व कर्मचाऱ्यांनी रजेवर जाण्यापूर्वी रजा मंजूर करून घ्यावी. अकस्मिक रजेच्यावेळी तशी कल्पना प्राचार्यांना वेळेत दिली जावी.
१५. प्राचार्य / मुख्याध्यापक / उपप्राचार्य यांनी कोणतीही नेमणूक संस्थेचे सेक्रेटरी वा सेंट्रल कोऑर्डिनेशन कमिटी, चेअरमन यांचे लेखी परवानगीशिवाय करू नये. याबाबतची आर्थिक जबाबदारी प्राचार्य / मुख्याध्यापक यांचेवर राहिल.
१६. प्राचार्य / मुख्याध्यापकांनी रजेवर जाण्यापूर्वी संस्थेच्या सचिवांची वा विभागीय सचिवांची लेखी पूर्व परवानगी घ्यावी.
१७. शिक्षक रजेच्या काळात प्राचार्य / मुख्याध्यापकांनी ऑफ तासाचे नियोजन व्यवस्थित करावे आणि ऑफ तास लावलेले शिक्षक तासावर जातात की नाही याची खात्री करावी व तशी नोंद ठेवावी.
१८. सहली, शिबीर, क्षेत्रभेटी काढतांना संस्थेच्या मा. सचिवांची वा मा. विभागीय सचिवांची किमान १५ दिवस आधी पूर्व परवानगी घ्यावी. सहली सुरक्षित ठिकाणी काढाव्यात. सहली काढतांना एस. टी. महामंडळाच्या बसनेच काढाव्यात. शालकांची लेखी संमती घ्यावी. सहल फी संस्थेकडून मंजूर करून घ्यावी. सहली, शिबीर, क्षेत्रभेटी इ.चे बजेट संस्थेकडून मंजूर करून घ्यावे. अतिरिक्त शुल्क गोळा करू नये.
१९. सांस्कृतिक कार्यक्रम, बक्षिस समारंभ इ. नियोजन वर्षाच्या सुरुवातीलाच शैक्षणिक कॅलेंडरवर मंजूर करून घ्यावे तसेच या कार्यक्रमात सुरक्षिततेची पूर्ण व्यवस्था करावी आणि कार्यक्रमांचे बजेट मा. सचिव वा विभागीय सचिवांकडून मंजूर करून घ्यावे.
२०. शालेय पोषण आहार शासकीय नियमानुसारच देण्यात यावा. त्यासाठी आवश्यक असणारी सर्व सुरक्षिततेची व्यवस्था प्राचार्यांनी करावी.
२१. शालेय पोषण आहार समितीने रोज चव घेतल्याशिवाय पोषण आहाराचे वाटप करून नये. पोषण आहाराचा नमूना रोज व्यवस्थित ठेवावा.
२२. संस्था परिसर रोजच्या रोज स्वच्छ ठेवावा.
२३. संस्था शिस्तिला बाधा येईल अशी कोणतीही घटना घडू देऊ नये.
२४. आपल्या परिसरात महाविद्यालयीन / शालेय कर्मचारी, पालक आणि विद्यार्थी यांना तंबाखु सेवन, धुम्रपान, मद्यपान करण्यास बंदी आहे तसे आढळल्यास कायदेशीर कार्यवाही करण्यात यावी.
२५. विद्यार्थ्यांना संस्था परिसरात अणकुचीदार वस्तु, हत्यार आणण्यास बंदी आहे. त्यामुळे वर्ग शिक्षकांनी त्यांचे काळजी घ्यावी आणि प्राचार्य / मुख्याध्यापक यांनी अचानक दफ्तरे तपासून त्याची खात्री करावी.
२६. विद्यार्थी वाहतुक करणाऱ्या वाहतुकदारांची परिवहन समिती स्थापन करून त्यांना नियमांची माहिती द्यावी विद्यार्थी वाहतुकीची काळजी घेण्यास सांगावे. त्यांना संस्था इमारतीत कारणाशिवाय परवानगी देऊ नये. कर्मचाऱ्यांनी, शिक्षकांनी, प्राचार्यांनी, मुख्याध्यापकांनी विद्यार्थ्यांशी व इतर कर्मचाऱ्यांशी गैरवर्तन करू नये अपशब्द वापरू नये. सामाजिक बांधिलकी जपून सलोख्याचे वातावरण ठेवावे.

२८. शिक्षकांनी खाजगी क्लासेस घेऊ नये. खाजगी क्लासेसमध्ये शिकवण्यास जाऊ नये.
२९. विद्यार्थ्यांचे मूल्यमापन योग्य पद्धतीने वेळेत करावे. परीक्षा घेतांना नियमांचे पालन करावे. पेपर नियम तपासावे व निकाल वेळेत लावावे.
३०. विद्यार्थ्यांच्या / शिक्षकांच्या / पालकांच्या तक्रारीबद्दल सूचनापेटी ठेवावी व त्याची दर बुधवारी समिती शाहानिशा करून आवश्यक तेव्हा संस्थेच्या समितीसाठी समितीचे निर्णय कळवणे आवश्यक आहे.
३१. विद्यार्थी गणवेश बदलतांना मा. विभागीय सचिवांची लेखी पूर्व परवानगी घेणे आवश्यक आहे.
३२. मुख्याध्यापकांनी परस्पर कोणत्याही कर्मचाऱ्यांची / शिक्षकांची नेमणूक करू नये. कोणतीही नेमणूकीस करारनामा वगैरे करणे नियमबाह्य व गैरवर्तणूक समजण्यात येईल.
३३. शालेय प्रवेश प्रक्रिया सुरू करतांना मा. विभागीय सचिवांची लेखी पूर्व परवानगी घेणे आवश्यक आहे.
३४. विनाअनुदानित / कायम विनाअनुदानित / स्वयंअर्थहाथित शाळांना पुढील प्रमाणे रजा मंजूर होतील.

पद	किरकोळ रजा	अर्जित रजा	प्रसुति रजा
मुख्याध्यापक / प्राचार्य	१२ ✓	१५ ✓	महिलांसाठी (१२ दिवस विनावेतन)
शिक्षक	१२ ✓	१० ✓	
शिक्षकेतर कर्मचारी	०८ ✓	३० ✓	

३५. संस्था, शाळा आणि महाविद्यालय कुठलेही कमिशन घेत नाही किंवा प्रलोभन ग्राह्य धरत नाही आणि एखाद्या चुकीने जरी संबंधीत शाळा, महाविद्यालय आणि संस्थेची बदनामी होणार असेल तर संबंधीत शाळा महाविद्यालयाचे मुख्याध्यापक, प्राचार्य अनुशासनात्मक कार्यवाहीस पात्र ठरतील.



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सर डॉ. मा. स. गोर

गोखले एज्युकेशन सोसायटी, ना

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