

**JAY DURGA BHAWANI KRIDA MANDAL SANCHALIT
OM SAI SHIKSHANSHASTRA MAHAVIDYALAY,
SHIRSOLI (P.B), Maharashtra**

CODE OF CONDUCT

The institution has accorded utmost importance to discipline and etiquette amongst 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, outsourced service staff and casual employees.

VISION

JDBKMS Om Sai Shikshanshatra Mahavidyalay (B. Ed) aspires to offer quality teacher education to enlighten emancipate and empower the student-teacher fraternity and to foster lifelong learning.

MISSION

To develop students skills and competencies necessary to play the multicentered role of the teacher in the new millennium.

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 research aptitude among the students.
- To promote the use of technology.

V. B. Shinde
Co-ordinator IQAC



Shinde
PRINCIPAL
Om Sai College of Education
Shirsol (P.B.) Maharashtra

- 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.

W. B. Rohade
Co-ordinator IQAC



W. B. Rohade
PRINCIPAL
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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.

Bishade.
Co-ordinator IQAC



Bishade.
PRINCIPAL
Om Sai College of Education
Shirsolli (P.B.), Talgaon

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

m. Bishale
Co-ordinator IQAC



Ashida
PRINCIPAL
Om Sai College of Education
Shirsolli (P.B.), Jalgaon

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.

Wishade
Co-ordinator IQAC



Wishade
PRINCIPAL
Om Sai College of Education
Shirsol (P.B.), Jalgaon

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 inside 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-curricular and extra-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.

M. B. Shinde
Co-ordinator IQAC



A. Shinde
PRINCIPAL
Om Sai College of Education
Shirsol (P.B.), Jalgaon

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.

Cooperate 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 regardless of caste, creed and religion, political, economic and social characteristics.

W. B. Thakre
Co-ordinator IQAC



Thakre
PRINCIPAL
Om Sai College of Education
Shirsol (P.B.), Jaigaon

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 class room 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, alternation or misuse of college documents, records or identification or knowingly furnishing false information will be punished.
- Using cellar phones is strictly prohibited in the class room 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 extracurricular activities with due interest.
- Students should appear for examination without fail.

Bishande
Co-ordinator IQAC



Bishande
PRINCIPAL
Om Sai College of Education
Shirsol (P.B.), Talgaon

CODE OF CONDUCT FOR OUTSOURCED STAFF

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

Be honest in executing duties, effectively and efficiently.

Compulsorily wear uniform supplied by the college

Protect the property of the college properly

Behave with utmost decency and decorum while discharging duties.

Be ready to put in extra labor under demanding situations

Abide by the rules and regulations of the college.

M. B. Khande
Co-ordinator IQAC



M. B. Khande
PRINCIPAL
Om Sai College of Education
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