

Estd. : June 1984

"ज्ञान, विज्ञान आणि सुसंस्कार यासाठी शिक्षण प्रसार" - शिक्षणमहर्षी डॉ. बापूजी साळुंखे

ReNAAC Grade B (2.44)

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's

Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra Mahavidyalaya, Tasgaon.

Near Ganapati Temple, Joshi Galli, Tasgaon. Dist. Sangli.

AISHE No. C-11222 Pin. Code No. : 416 312 Phone No. : 02346-295205 NCTE Code : 113131

web : www.sssmsmtasgaon.edu.in

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• Founder •
Shikshanmaharshi Dr. Bapuji Salunkhe
B.A.,B.T.,D.Lit.

• President •
Hon. Chandrakant (Dada) Patil
Minister of Higher & Technical Education,
Maharashtra State

• Executive Chairman •
Prin. Abhaykumar Salunkhe
M.A.

• Secretary •
Prin. Mrs. Shubhangi M. Gavade
M.Sc., B.Ed.

• Incharge Principal •
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M.A.,M.Ed.,Ph.D.

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महाविद्यालयाचे नियम शैक्षणिक वर्ष- 2021-2022.

अ. नं.	प्रशिक्षणार्थीसाठी महाविद्यालय नियम
१.	महाविद्यालयात प्रशिक्षणार्थीनी वेळेवर उपस्थित राहणे.
२.	महाविद्यालयात प्रवेश करताना बायोमेट्रिक करूनच वर्गात वर्गात प्रवेश करावा.
३	महाविद्यालयात ८० टक्के उपस्थिती असणे आवश्यक आहे. अन्यथा परीक्षेचा फॉर्म व शिष्यवृत्तीचा फॉर्म भरला जाणार नाही.
४	महाविद्यालय परिपाठासाठी वेळेवर उपस्थित राहणे बंधनकारक आहे .
५	परिपाठ सादरीकरणात राष्ट्रगीत ,संस्थाप्रार्थना संविधान व प्रतिज्ञा वैयक्तिक पाठांतर असणे आवश्यक आहे.
६	पूर्व परवानगी घेऊनच गैरहजर राहावे.
७	दिलेल्या गणवेशात उपस्थित राहावे.
८	महाविद्यालयीन गणवेशास बुधवारी व शनिवारी सुट्टी राहिल.
९	महाविद्यालयाच्या वेळेत मोबाईल बंद ठेवावा गरजेनुसार वापर करावा.
१०	महाविद्यालयीन भौतिक सुविधांचा वापर काळजीपूर्वक करावा .
११	महाविद्यालयाच्या वेळेनंतर जातेवेळेस लाईट फॅन बंद करावे.
१२	महाविद्यालय परिसर स्वच्छ ठेवावा व कचरा कुंडीत कचरा टाकावा.
१३	ऑफिसमध्ये कामाशिवाय जास्त वेळ थांबू नये .
१४	महाविद्यालयात परिपाठासाठी वेळेवर उपस्थित राहणे बंधनकारक आहे.
१५	महाविद्यालयाने दिलेल्या वेळापत्रकानुसार सराव पाठ शाळेत सराव पाठशाळांचे नियम पाळून आपला सराव पाठ घ्यावा.
१६	महाविद्यालय परिसर स्वच्छ ठेवावा.
१७	महाविद्यालयात अभ्यासेतूर उपक्रमात आपला सहभाग नोंदवावा.
१८	महाविद्यालयीन परिसरातील कुंडीतील रोपांची काळजी दिलेल्या नियोजनाप्रमाणे घ्यावी.
१९	वेळोवेळी महाविद्यालयाने दिलेल्या सूचनांचे पालन करणे बंधनकारक राहिल

20	महाविद्यालयाच्या नियमाविषयी पालकांना अधिकृत माहिती द्यावी .
21	महाविद्यालयाविषयी काही सूचना करावयाच्या असल्यास किंवा तक्रारीसाठी सूचनापेटीचा वापर करावा.
22	महाविद्यालयात रॅगिंग होत असेल किंवा काही तक्रार असेल तर तात्काळ ती बाब प्राचार्यांच्या निदर्शनास आणावी.
23	महाविद्यालयाने निर्धारित केलेली फी वेळेवर भरणे बंधनकारक राहिल.
24	महाविद्यालयाने दिलेल्या जबाबदाऱ्या वेळेत पार पाडणे आवश्यक आहे.
25	प्रात्यक्षिक कार्य दिलेल्या वेळेनुसार पूर्ण करा.
26	महाविद्यालयाचे ओळखपत्र नेहमी बरोबर असावे.
27	महाविद्यालयात बेल होता क्षणी इतरत्र कोठेही फिरू नये.
28	महाविद्यालयाच्या काच फलकामध्ये सूचना लावलेल्या असतात त्या नेहमी वाचाव्यात.
29	ग्रंथालयाचा वापर ग्रंथालयाच्या नियमाप्रमाणे ग्रंथालयाची शिस्त पाळावी
30	वर्तमानपत्रे वाचून व्यवस्थित ठेवावे.
31	संगणकाचा व इंटरनेटचा वापर वेळापत्रकानुसार करावा.
32	महाविद्यालयात कोणत्याही प्रकारचे अमली पदार्थांचे सेवन करू नये.




 प्रमुख प्राचार्य,
 संस्थामाता सुशिलादेवी साळुंखे
 महिला शिक्षणशास्त्र महाविद्यालय
 तासगांव, जि. सांगली



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Code of Professional Ethics for Non Teaching Staff

Professional Values:

- Every staff employed in the College shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should display the highest possible standards of professional behaviour that is required in an educational establishment)
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- Staff should not use their position in the College for private advantage or gain.
- Staff should avoid words and deeds that might bring the College into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

Non Teaching Staff Responsibilities towards Faculties and Students

- Staff must at all times observe the College Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies
- As the technical and administrative staffs are expected to work closely with the faculty of the college in day to day activities,
- The staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop friendly and co-operative relationship with the faculty members Provide full co-operation and support to the faculty members for the development of College
- A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

Non Teaching Staff Responsibilities towards colleagues

Non Teaching Staff Should

- Treat their colleagues in the same manner as they themselves wish to be treated;
- Speak respectfully of other colleagues and render assistance for betterment of the College;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

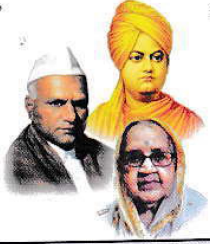
Non Teaching Staff Responsibilities towards Authorities

- No Staff employed in a College shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a College shall engage directly or indirectly in any trade or business.
- No staff employed in the College shall send any application for employment under any other agency, except through the Authority under the College.
- Any staff employed in a college when involved in criminal proceedings shall inform the College
- No staff employed in a College shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a college shall engage himself/herself or participate in any activity which tends to create disharmony in a college.



[Signature]
Principal,

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Mahila Shikshanshasthra Mahavidyalaya
Tasgaon, Dist Sangli Pin 416 312



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The Code of Professional Ethics for teachers :

(a) The teachers and their responsibilities:

A teacher shall :

- i. adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- ii. manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- v. maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- viii. participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students :

The teacher shall

- i. respect the right and dignity of the student in expressing his/her opinion.

- ii. deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. encourage students to improve their attainments, develop their 66 personalities and at the same time contribute to community welfare.
- v. inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. pay attention to only the attainment of the student in the assessment of merit.
- viii. make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- ix. aid students to develop an understanding of our national heritage and national goals, and
- x. refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always

- i. treat other members of the profession in the same manner as they themselves wish to be treated,
- ii. speak respectfully of other teachers and render assistance for professional betterment,
- iii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- v. be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. believe in union and unity of the colleagues.

(d) Teachers and authorities :

The teachers shall

- i. discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps

through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

- ii. not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. should adhere to the conditions of contract;
- vi. give and expect due notice before a change of position is made; and
- vii. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees :

- i. the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society:

The teachers shall

- i. recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.



J. Salunkhe
Principal,

- 10) Eatable things should not be brought in the library.
- 11) The staff, trainees and external users are to keep their belongings at counter, when they enter the staff room for open access facility.
- 12) Any damage or loss to library material should be compensated with one and half price.
- 13) Fine of Rs.1/-per day shall be charged for late return of books.
- 14) Reference books will not be issued.
- 15) Books and bags are not allowed in the library .they must be left outside the library.
- 16) Books will be issued to students for seven day at a time.

