



S. P. Mandali's

Mobile No. : 8263838388

020 - 2999 8228

टिळक शिक्षण महाविद्यालय, पुणे ४११ ०३०.
Tilak College Of Education, Pune 411 030.
NAAC - Reaccredited to Grade 'A' from 25th October 2013

1663/2, Sadashiv Peth, S. P. College Campus, Pune 411 030. Web. : www.tilakcollegeofeducation.edu.in E-mail : tilakcollege1941@gmail.com

Affiliated to Savitribai Phule University (ID No. PU/PN/Edn/009, 1941)

Ref. No. :

Date :

Code of Conduct for Student-Teachers

The purpose of the Code of Conduct is to provide a clear framework within which student-teachers are expected to conduct themselves. Tilak College of Education strives hard to maintain a harmonious teaching-learning environment with honesty, integrity, and respect at all levels. Student-teachers should follow the code of conduct given below in their everyday work.

General

1. Follow the college schedule and be present 15 minutes before the scheduled time at the college.
2. Be punctual and attentive, and attend college full-time.
3. Display identity cards within the campus and schools.
4. Attend and participate actively in the daily assembly at the college.
5. Pay fees as per government and University guidelines.
6. Ragging or any other destructive activities are strictly prohibited.
7. Maintain discipline in classrooms, laboratories, and on campus.
8. Keep silent on the college campus.
9. Show respect to all college members, including faculty, staff, students, and visitors.
10. Dress appropriately and professionally, and adhere to the guidelines of the college.
11. Maintain personal hygiene as well as keep the environment clean.
12. Avoid scribbling anywhere in the college.
13. Use smart phones for educational purposes only.
14. Save electricity and water; switch off lights and fans before leaving the classrooms.
15. Avoid malpractice, plagiarism, cheating, or any other form of academic dishonesty.
16. Submit assignments on time; delays will be taken seriously.
17. The college does not tolerate any form of harassment or discrimination based on caste, creed, religion, gender, sexual orientation, disability, or any other personal characteristic.
18. Report any incidents of harassment or discrimination immediately to the appropriate authorities.
19. Actively participate in all academic and cultural activities of the college.
20. Take prior permission for the leave and submit applications to the Principal through your mentor.
21. Excessive leaves without justification may affect academic progress.
22. Be open to feedback and constructive criticism.
23. Seek help from faculty and mentors when needed.
24. The use of tobacco, alcohol, and other intoxicants within the college premises or during college events is strictly prohibited.
25. Nurture and ensure a dynamic academic, cultural, and social atmosphere with the core values of the college.


Principal, Tilak College of Education





Roll No.



Exam No.

S. P. MANDALI'S
TILAK COLLEGE OF EDUCATION
PUNE 411 030.
(NAAC Reaccredited with 'A' Grade)

DIARY

B. Ed. SECOND YEAR 20 -20

Name / नाव _____

Name of the Mentoring Group / सदुपदेशन गटाचे नाव _____

Motto of the Mentoring Group / सदुपदेशन गटाचे ध्येयवाक्य _____

Local Address / स्थानिक पत्ता _____

Email / इमेल _____

Tel. No. / दूरध्वनी क्र. _____ Mobile : _____

Date of Admission _____ Diary In-charge _____

Method 1. _____ Method 2 _____ Method 3 _____



Rubanda
Principal, Tilak College of Education

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Tilak College of Education, Pune 30.




Principal, Tilak College of Education

Library rules and regulations

1. Maintain silence and respect the study environment in the library.
2. Produce valid identity cards for library use.
3. Borrow maximum of two books for three days; return them on or before the due date.
4. The borrower is responsible for books; the library card is non-transferable.
5. Handle books and materials with care.
6. Replace lost books with the same/latest edition or pay replacement cost with a fine.
7. College ID cards grant access to library facilities for the entire course duration.
8. Obtain a 'No Dues Certificate' after returning books, surrendering cards, and clearing dues.

Code of Conduct in the Practicing Schools and Internship Schools:

1. Follow the rules and regulations of the assigned schools.
2. Maintain discipline, punctuality, and regular attendance at the school.
3. Behave professionally and respectfully towards teachers, students, and staff.
4. Dress appropriately and maintain the decorum of the school.
5. Prepare thoroughly for lessons and deliver them effectively.
6. Teach with approved lesson plans and teaching aids.
7. Seek guidance and feedback from supervising teachers.
8. Actively participate in classroom activities.
9. Maintain required records and complete assignments on time.
10. Keep positive relationships with school-students and teachers.
11. Keep school-student information confidential.
12. Maintain professionalism at all times.

Instructions :

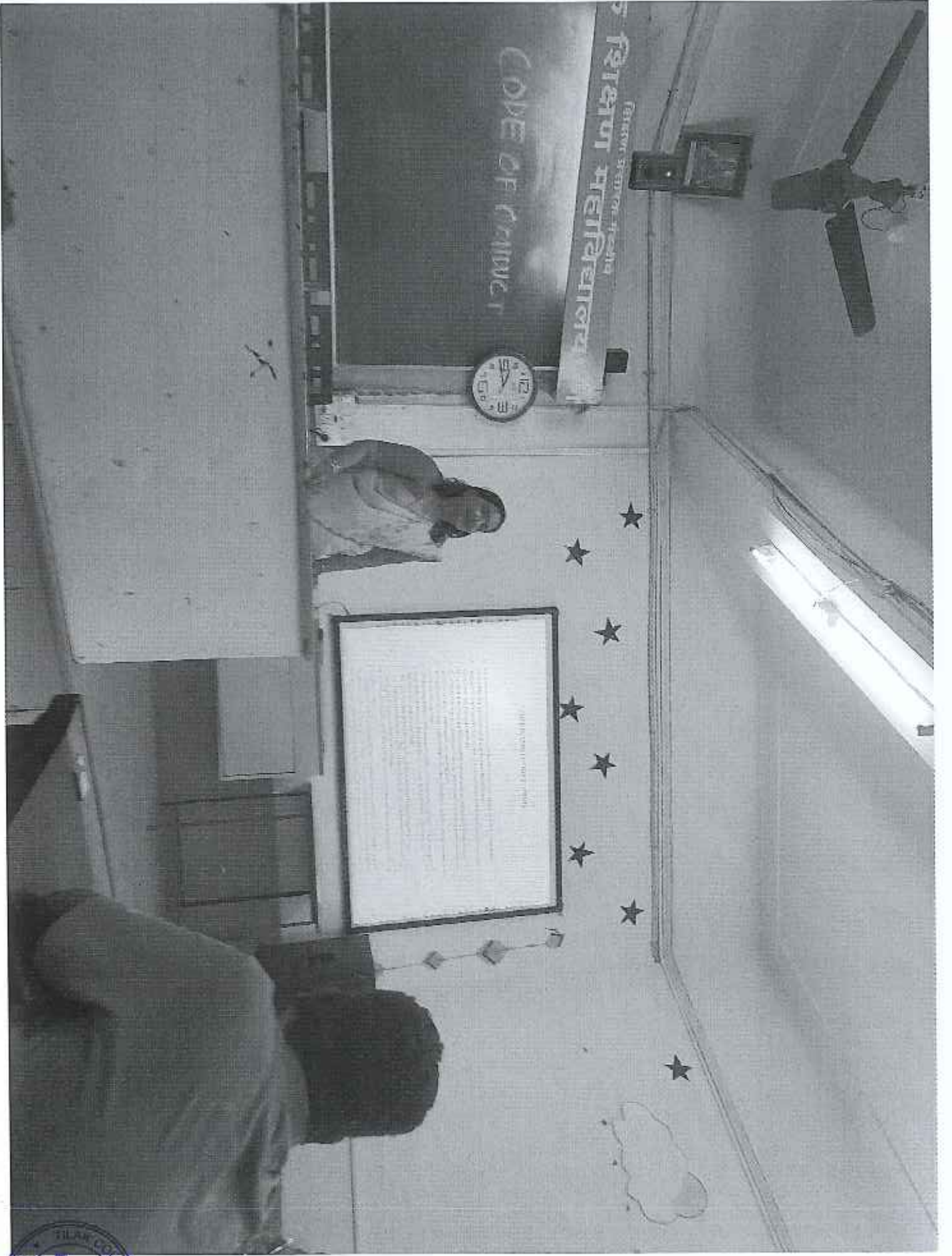
1. In case you require any certificate from the office, make it convenient for the office by intimating it at least for 8 days in advance.
2. After B. Ed. examination results, students should personally collect the following documents from the office.
 - i) Original statements of marks for B. Ed.
 - ii) Transference certificate (if necessary for further education only)No certificates will be given on telephonic request or letter of authority.
3. In case of failure to submit the required documents for eligibility certificate, transference certificate, scholarship etc. your results will not be declared.
4. Migration certificate forms and convocation forms are available in the Publication Department of University of Pune, Pune - 7.



Tilak College of Education, Pune 30.



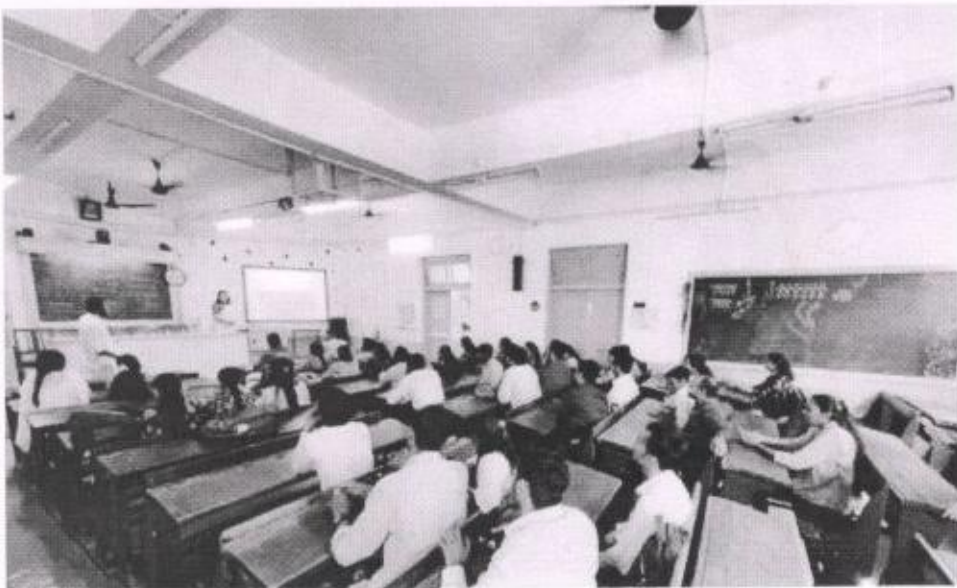
Ashwanda



Orientation of Code of Conduct to students



Orientation of Code of Conduct



Prinanda
PRINCIPAL
Tilak College of Education
Pune-411030.



B.Ed FY (2022-23) Tilak College of Education

IMPORTANT INSTRUCTIONS REGARDING INTERNSHIP

इंटर्नशिप संदर्भात महत्वाच्या सूचना

Before start your internship carefully read following instructions

तुमची इंटर्नशिप सुरू करण्यापूर्वी खालील सूचना काळजीपूर्वक वाचा

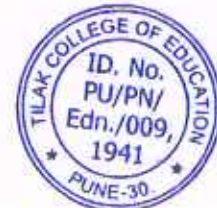
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- **Give permission letter to school principal and keep one signed copy with you** शाळेच्या मुख्याध्यापकांना परवानगी पत्र द्या आणि एक स्वाक्षरी केलेली प्रत तुमच्याकडे ठेवा.
- **First day meet to supervisor and explain the nature of internship (two students from group)** पहिल्या दिवशी पर्यवेक्षकाला भेटा आणि इंटर्नशिपचे स्वरूप स्पष्ट करा (गटातील दोन विद्यार्थी)

Take note of the following point's खालील मुद्द्यांची नोंद घ्या



1. **Internship duration will be for four months (16 weeks). In this duration your attendance in your school will be compulsory and remain full attendance** इंटर्नशिप कालावधी 01(4 weeks) महिन्यासाठी असेल. यामध्ये तुमच्या शाळेत तुमची उपस्थिती अनिवार्य असेल आणि पूर्ण उपस्थिती राहिल.
2. **If you are unable to attend internship duration due to some reason take permission of professor/principal. without taking permission of incharge/principal your result will be failed.** जर तुम्ही काही कारणास्तव इंचार्ज/प्रिन्सिपलची परवानगी न घेता इंटर्नशिप कालावधीत उपस्थित नसाल तर तुमचा निकाल अयशस्वी होईल.
3. **It is compulsory to complete all activities of Internship** इंटर्नशिपचे सर्व उपक्रम पूर्ण करणे अनिवार्य आहे



4. It is mandatory to follow the rules of school during in internship duration. इंटर्नशिप कालावधीत शाळेच्या नियमांचे पालन करणे बंधनकारक आहे.
5. It is mandatory to participate school activities or if school assign any task you have to complete without any complaint or excuses. शालेय कार्यक्रमात सहभागी होणे किंवा शाळेने कोणतेही काम सोपविल्यास तुम्हाला कोणत्याही तक्रारी किंवा सबबीशिवाय पूर्ण करणे बंधनकारक आहे.
6. It is mandatory to maintain school discipline. Do not use mobile if the school will not permit शाळेची शिस्त पाळणे बंधनकारक आहे जर शाळा परवानगी देत नसेल तर मोबाईल वापरू नका
7. Do not argue with teachers. शिक्षकांशी वाद घालू नका.
8. Do not give advice to school teachers शाळेतील शिक्षकांना सल्ला देऊ नका
9. Do not distribute any gift chocolates to students विद्यार्थ्यांना कोणत्याही भेटवस्तू चॉकलेट वितरित करू नका
10. Do not leave school or do not take any leave without taking permission of principal मुख्याध्यापकांची परवानगी घेतल्याशिवाय शाळा सोडू नका किंवा कोणतीही रजा घेऊ नका
11. Follow the school timetable. शाळेच्या वेळापत्रकाचे पालन करा.
12. Giving punishment to students in any form is not allow विद्यार्थ्यांना कोणत्याही स्वरूपात शिक्षा देण्यास परवानगी नाही
13. If you have any difficulty or you need any help contact your mentor professor तुम्हाला काही अडचण असल्यास किंवा तुम्हाला कोणत्याही मदतीची आवश्यकता असल्यास तुमच्या मार्गदर्शक प्राध्यापकाशी संपर्क साधा.
14. Follow dress code of school if you are working offline .तुम्ही ऑफलाइन काम करत असल्यास शाळेच्या ड्रेस कोडचे अनुसरण करा.
15. For girls- Do not wear jeans. Wear simple dress with duppata or wear simple saree मुलींसाठी- जीन्स घालू नका दुपट्टासह साधा ड्रेस घाला किंवा साधी साडी घाला (Offline class)
16. For Boys-- Do not wear T shirt. Wear shirt pant मुलांसाठी- टी शर्ट घालू नका. शर्ट पॅट घाला(Offline Class)



17. Students must remain seated at the assigned place in their free time विद्यार्थ्यांनी त्यांच्या मोकळ्या वेळेत नियुक्त ठिकाणी बसून राहावे.
18. All activities should be completed within internship only .सर्व उपक्रम केवळ इंटर्नशिपमध्ये पूर्ण केले पाहिजेत.
19. After completion of internship and before leaving school make sure your all activities should be completed with school teachers signature and It is mandatory to take school stamp with signature of principal on certificate, शाळा सोडण्यापूर्वी इंटर्नशिप पूर्ण केल्यानंतर खात्री करा की तुमचे सर्व उपक्रम शाळेच्या शिक्षकांच्या स्वाक्षरीने पूर्ण झाले पाहिजेत आणि प्रमाणपत्रावर प्राचार्यांच्या स्वाक्षरीसह शाळेचा शिक्का घेणे अनिवार्य आहे..
20. To arrange thanks giving program for the school with the permission of internship mentor professor इंटर्नशिप मेंटॉर प्रोफेसरच्या परवानगीने शाळेसाठी थॅक्स देण्याच्या कार्यक्रमाची व्यवस्था करणे
21. Do not change Internship school .

**** I read all (21) instructions.

Name & Signature of students---

Dr. Madhuri Isave

(Internship In-charge)

.Dr. R. N. Inamdar

(Principal Tilak College of Education Pune)



PRINCIPAL
Tilak College of Education
Pune-411030.



S.P.Mandali's

Tilak College of Education

S.Y.B.Ed

Code of Conduct for BED207 Internship

इंटरनशिप संदर्भात महत्वाच्या सूचना

Before start your internship carefully read following instructions

तुमची इंटरनशिप सुरु करण्यापूर्वी खालील सूचना काळजीपूर्वक वाचा

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- Give permission letter to school principal and keep one signed copy with you शाळेच्या मुख्याध्यापकांना परवानगी पत्र द्या आणि एक स्वाक्षरी केलेली प्रत तुमच्याकडे ठेवा.
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- Internship duration will be for four months (16 weeks). In this duration your attendance in your school will be compulsory and remain full attendance इंटरनशिप कालावधी चार महिन्यासाठी (१६ आठवडे)असेल. यामध्ये तुमच्या शाळेत तुमची उपस्थिती अनिवार्य असेल आणि पूर्ण उपस्थिती राहिल.
- If you are unable to attend internship duration due to some reason, take permission of professor/principal. Without taking permission of incharge/principal your result will be failed. जर तुम्ही काही कारणास्तव इंचार्ज/प्रिन्सिपलची परवानगी न घेता इंटरनशिप कालावधीत उपस्थित नसाल तर तुमचा निकाल अयशस्वी होईल.
- It is compulsory to complete all activities of Internship to gain the credits. इंटरनशिपचे सर्व उपक्रम पूर्ण करणे अनिवार्य आहे. इंटरनशिपचे सर्व क्रेडिट्स मिळविण्यासाठी सर्व उपक्रम पूर्ण करणे अनिवार्य आहे.
- It is mandatory to follow the rules of school during in internship duration. इंटरनशिप कालावधीत शाळेच्या नियमांचे पालन करणे बंधनकारक आहे.
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- Follow the teacher's dress code as per school policy. शाळेच्या धोरणानुसार शिक्षकांच्या ड्रेस कोडचे पालन करा.
- Students must remain seated at the assigned place in their free time. विद्यार्थ्यांनी त्यांच्या मोकळ्या वेळेत नियुक्त ठिकाणी बसून राहावे.
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- After completion of internship and before leaving school make sure your all activities should be completed with school teachers signature and It is mandatory to take school stamp with signature of principal on certificate, शाळा सोडण्यापूर्वी इंटर्नशिप पूर्ण केल्यानंतर खात्री करा की तुमचे सर्व उपक्रम शाळेच्या शिक्षकांच्या स्वाक्षरीने पूर्ण झाले पाहिजेत आणि प्रमाणपत्रावर प्राचार्यांच्या स्वाक्षरीसह शाळेचा शिक्का घेणे अनिवार्य आहे.,
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- Do not change Internship school.
- Follow the confidentiality of the school administration. शाळा प्रशासनाच्या गोपनीयतेचे पालन करा.
- Whenever college will call for a meeting, your attendance will be compulsory. कॉलेज जेव्हा जेव्हा मीटिंगसाठी बोलावेल तेव्हा तुमची उपस्थिती अनिवार्य असेल.



Pranavda
Principal
PRINCIPAL
Tilak College of Education
Pune-411030.



S. P. Mandali's

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टिळक शिक्षण महाविद्यालय, पुणे ४११ ०३०.
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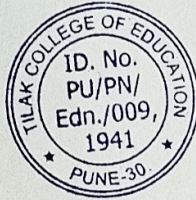
Affiliated to Savitribai Phule University (ID No. PU/PN/Edn/009, 1941)

Ref. No. :

Date :

Code Of Conduct Committee: -

❖ Dr.Suresh Isave-	Convener
❖ Dr.Dipak Chavan-	Member
❖ Dr.Rajendra Thigale-	Member
❖ Dr.Vijay Dhamane-	Member
❖ Dr.Digamber Durgade-	Member



Dr. Radhika Inamdar
Dr.Radhika Inamdar
Principal
PRINCIPAL
Tilak College of Education
Pune-411030.