



Sahayog Sevabhavi Sanstha
COLLEGE OF EDUCATION



Sahayog Educational Campus, Vishnupuri, Nanded-431606

(Approved by NCTE, New Delhi, Recognized by Govt. of Maharashtra & Affiliated to SRTMU, Nanded.)

Date:

Internal Quality Assurance Cell

Steering Committee (2023-24)

Sr. No.	Name	Designation
01	Prin. Dr. Girgaonkar Balaji Ganpatrao	Chairperson (Head Of the Institute)
02	Dr. Hambarde Santukrao Marotrao	Member (Management)
03	Prof. Dr. Baviskar Chandrakant Ragho.	Member (Stakeholder)
04	Mr. Gavate Nikhil Balajirao	Member (Alumni)
05	Mr. More Akash Khemaji	Member (Student)
06	Dr. Pachling Somnath Kishanrao	IQAC Coordinator (Member Secretary)
07	Miss. Zunjare Meera Pundalikrao	Member (B.Ed. Coordinator)
08	Dr. Kulkarni Kishorkumar Hanumantrao	Member (M.Ed. Coordinator)
09	Mr. Hiwant Anurth Sakharam Hiwant	Member (Administrative Coordinator)
10	Mr. Lokhade Kiran Ramchandra	Member (Library Coordinator)

Principal
Sahayog Sevabhavi Sanstha
College of Education
Vishnupuri, Nanded.



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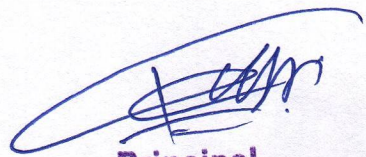
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College Development Committee

Sr. No.	Name	Designation	Representation
01	Sow. Surekha S. Deshmukh	President	Nominated by Trust
02	Prin. Dr. Balaji Ganpatrao Girgaonkar	Principal cum Secretary	
03	Sow. Sunandabai Dharoji Hambarde	Member	
04	Dr. Santuk Marotrao Hambarde	Member	
05	Prof. Dr. Baviskar Chandrakant R.	Member Academician from university campus	
06	Prin. Dr. Pundalik J. Wankhede	Member From School Principal	
07	Dr. Pachaling S.K.	Member	Teaching Faculty Member
08	Miss. Meera Pundalikrao Zunjare	Member	Teaching Faculty Member
09	Shri. Anurth Sakharam Hiwant	Member	Non-Teaching Faculty Member
10	Joint Director Higher Education Nanded.	Ex Officio Member	Nominee Member
11	SRTMUN Nomiinee	Ex Officio Member	Nominee Member




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Exam Committee (2022-23)

Sr. No.	Name	Designation
01	Prin. Dr. Balaji Ganpatrao Girgaonkar	President
02	Dr. Pachaling S.K.	Member
03	Miss. Meera Pundalikrao Zunjare	Member
04	Dr. Kishorkumar H. Kulkarni	Member
05	Shri. Anurth Sakharam Hiwant	Member



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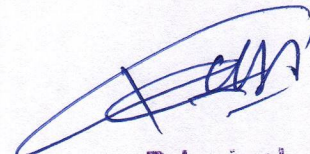
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Date:

Library Committee (2022-23)

Sr. No.	Name	Designation
01	Prin. Dr. Balaji Ganpatrao Girgaonkar	President
02	Mr. Kiran Ramchandra Lokhande	Secretary (Librarian)
03	Miss. Meera Pundalikrao Zunjare	Member
04	Dr. Kishorkumar H. Kulkarni	Member
05	Shri. Anurth Sakharam Hiwant	Member
06	Shri. Balaji Kirkan	Member




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Purchase Committee (2022-23)

Sr. No.	Name	Designation
01	Dr. Santuk Marotrao Hambarde	President
02	Prin. Dr. Balaji Ganpatrao Girgaonkar	Secretary
03	Miss. Meera Pundalikrao Zunjare	Member
04	Dr. Kishorkumar H. Kulkarni	Member
05	Shri. Anurth Sakharam Hiwant	Member
06	Shri. Balaji Kirkan	Member




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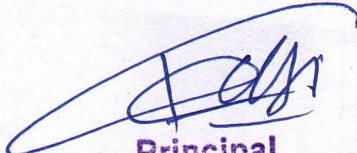
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Date:

अंतर्गत अनुपालन समिती (२०२२ – २०२३)

Grievance Redressal Committee (2022 - 2023)

अ.क्र.	नाव	पदनाम
१	डॉ.बालाजी गणपतराव गिरगांवकर	अध्यक्ष
२	श्री.महेंद्र अच्युत आल्ले	सचिव
३	डॉ.किशोरकुमार हनमंतराव कुलकर्णी	सदस्य
४	डॉ.जयश्री लक्ष्मणराव भोसीकर	सदस्य
५	डॉ.दिलीप किशनराव राठोड	सदस्य


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Ref.-SSS/ 2022- 2023/

Date:

**Sexual Harassment Committee & Internal Complaint Committee
(2022 – 2023)**

अ.क्र.	नाव	पदनाम
१	डॉ.बालाजी गणपतराव गिरगांवकर	प्राचार्य (अध्यक्ष)
२	डॉ.जयश्री लक्ष्मणराव भोसीकर	सहा. प्राध्यापिका (सचिव)
३	डॉ.शितल भालके	समाज सेविका (सदस्या)
४	डॉ.सोमनाथ किशनराव पचलिंग	सहा. प्राध्यापक (सदस्य)
५	श्रीमती.मिरा पुंडलिकराव झुंजारे	सहा.प्राध्यापिका (सदस्या)
६	श्री.अनुरथ सखाराम हिवंत	शिक्षकेत्तर कर्मचारी (सदस्य)
७	श्रद्धा शिवाजी भगत	विद्यार्थीनी प्रतिनिधी (सदस्या)

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Ref.-SSS/ 2021 – 2022/

Date:

एस.सी./ एस.टी. समिती (२०२१ - २०२२)

SC/ST Committee (2021 - 2022)

अ.क्र.	नाव	पदनाम
१	डॉ.बालाजी गणपतराव गिरगांवकर	अध्यक्ष
२	श्रीमती.मिरा पुंडलिकराव झुजारे	सचिव
३	श्री.महेंद्र अच्युत आल्टे	सदस्य
४	डॉ.जयश्री लक्ष्मणराव भोसीकर	सदस्य
५	श्री.बालाजी श्रीराम किरकण	सदस्य



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अल्पसंख्यांक समिती (२०२१ – २०२२)

Minority Committee (2021 – 2022)

अ.क्र.	नाव	पदनाम
१	डॉ.बालाजी गणपतराव गिरगांवकर	अध्यक्ष
२	डॉ.सोमनाथ किशनराव पचलिंग	सचिव
३	श्रीमती.वैशाली समाधान मठपती	सदस्य
४	डॉ.जयश्री लक्ष्मणराव भोसीकर	सदस्य
५	श्री.बालाजी श्रीराम किरकण	सदस्य




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7.1.9 CODE OF CONDUCT FOR STUDENTS

PREAMBLE

Sahayog Sevabhavi Sanstha College of Education, Vishnupuri, Nanded is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

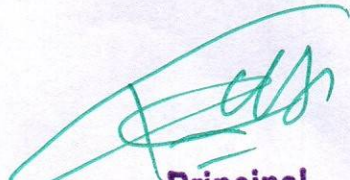
RESPONSIBILITIES OF STUDENTS

- Shall read, understand and comply with institutes policies and take responsibility for actions
- Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT

1. Shall be in time to the institution.
2. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
3. Follow the instructions of the teacher carefully in the classrooms.
4. Maintain perfect order and strict silence inside the lecture hall/ library/laboratories and the corridors.
5. Meet all deadlines of assignments, submission of projects, records and posters.
6. Abide by the rules of various laboratories and not damaging the equipments.
7. Cultivate the habit of looking at the notice boards of the institute/department every day.
8. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
9. Maintain silence in the library and utilize its resources and space without causing damage.




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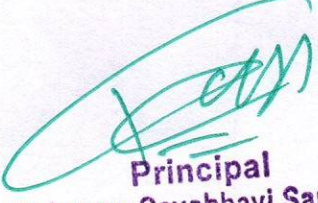


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ACADEMIC MISCONDUCT

1. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.
2. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden




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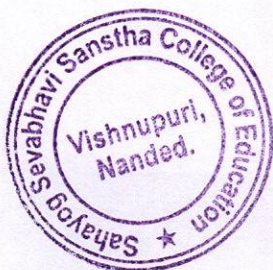


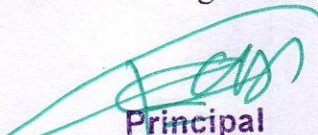
DISCIPLINARY MISCONDUCT

1. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.
2. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
3. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
4. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

CAUSING DISREPUTE TO OTHER STUDENTS

1. Communicate opinions to others in a fair and constructive manner.
2. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
3. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identity cards at all times.
4. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully
5. Avoid use of mobile phones in classrooms and common areas.
6. Not to form any formal and informal groups on the basis of caste, community and religion.
7. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance very month/in the academic year.
8. Students are prohibited from speaking on behalf of, or for, college with any media organization or publication without written permission of the Office of college Communications.
9. Violation of University rules is strictly prohibited.
10. Promote sustainability and reduce the impact on environment in all our actions.
11. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate unethical. Conduct and violations are subject to disciplinary actions.
12. The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.




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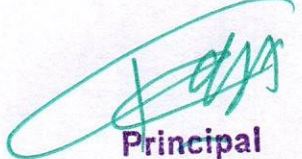
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PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.




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CODE OF CONDUCT FOR TEACHERS

This Code of Conduct applies to the teaching members of the institute.

Introduction:

Sahayog Sevabhavi Sanstha College of Education, Vishnupuri, Nanded is striving for academic excellence, and progress of Teacher Education. Education and research have been conducted in alignment with our national needs and priorities and ensure that our mission, objectives make contributions to global needs. Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

THE CODE OF CONDUCT

TEACHERS

1. Shall read, understand and comply with institutes policies.
2. Shall abide by the institutes policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
3. Shall be in time to the institute.
4. Shall be regular and punctual to the classes.
5. Must conduct one hour class and take attendance in the beginning of class.
6. Daily lesson should be planned ahead and taught in the most effective and innovative way.
7. Class should be well structured, interactive and involving student cohort.

TEACHERS AND THE STUDENTS

1. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the affiliated university.
2. Syllabus completion should be according to academic calendar.
3. Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
4. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
5. Mentorship shall be fulfilled in order to enhance student's academic performance.
6. Do not show partiality or hold grudges towards students/colleagues.
7. The teacher is in-charge of students during the class.
8. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
9. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of unsurely of the behavior if it is against the code then the matter should be discussed with Principal.

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TEACHERS AND THE PARENT

- Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.

Teachers shall observe good personal conduct in terms of:

1. Follow Dress code
-Shall be in respectable attire, befitting the society's expectations.
2. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and also maintain personal hygiene at all times.
3. Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
4. Shall Endeavour to assist fellow teachers to discharge their duties effectively and make adjustments flexibly.
5. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
6. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
7. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
8. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.
9. In charge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
10. Refuse any gift/favor that could place individual or institute in embarrassing position.

TEACHERS AND COLLEAGUES

1. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
2. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
3. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
4. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
5. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information

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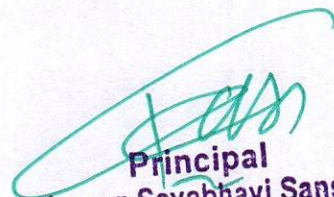
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used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.

6. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
7. Promote sustainability and reduce the impact on environment in all our actions.




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CODE OF CONDUCT FOR EMPLOYEES

The term employee includes non-teaching staff and other staff which come under this preview.

The following code of conduct applies to all of the employees mentioned below:

1. General Rules:

1. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
3. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.
4. Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
5. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
6. The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
7. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

2. Confidentiality:

1. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
2. Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

3. Gifts:

- Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.


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4. Private employment or trade and investment:

- No employee shall engage in any other work agreement directly or indirectly and if have to engage there should be prior sanction from management.

5. Attendance at Meeting:

- An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees. b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

6. Consumption of intoxicating drinks and drugs:

- An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

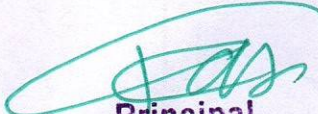
7. Misconduct:

1. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
2. Acting in a manner prejudicial to the interests of the Institution.
3. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
4. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
5. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
6. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
7. Damage to any property of the Institution.

8. Explanation:

For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:

- Physical contact and advances;
- Demand or request for sexual favors;
- Sexually colored remarks;
- Showing any pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.


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Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.



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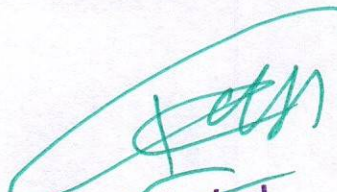
9. Representations:

- Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel.

10. Interpretation:

- The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.




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CODE OF CONDUCT FOR ADMINISTRATORS

Introduction and Purpose

1. Introduction: As members of Sahayog Sevabhavi Sanstha College of Education, Vishnupuri, Nanded, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.
2. Purpose In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
3. Violations Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all members can access opportunities that allow for their full participation in that community.
4. The institute will not tolerate harassment (and personal harassment), discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to abide by the institute's Code of Conduct.


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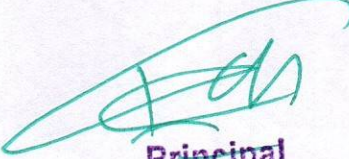
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5. Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.
6. Prevention and Resolution of Campus Ragging/Bullying The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.
7. Sexual Harassment Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.
8. Academic Freedom Academic freedom is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.




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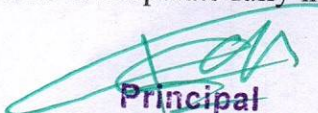
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9. All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.
10. Confidentiality Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.
- 11. Personal and Professional Responsibility**
 - Fraud and Corruption:- The college policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at Jaikranti College of Education, Latur, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
 - Ethical Conduct of Research:- Sahayog Sevabhavi Sanstha College of Education, Vishnupuri, Nanded expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.
12. Recruit with a commitment to diversity and inclusion.
13. Communicate opinions to others in a fair and constructive manner.
14. A standard of Integrity and Quality Sahayog Sevabhavi Sanstha College of Education, Vishnupuri, Nanded recognizes that it must earn reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.
15. Financial Reporting All University accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.
16. Reporting Suspected Violations:- Reporting to Management Members of the Sahayog Sevabhavi Sanstha College of Education, Vishnupuri, Nanded community should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. Members should not ignore violation of conduct of others. It is obligatory to report any violation which falls in framework of codes. Cooperation of all employees are expected to cooperate fully in the investigation of any misconduct.


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FUNCTIONS:

Code of conduct of Sahayog Sevakbhai Sanstha College of Education, Vishnupuri, Nanded clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees and, in doing so, defines desired behavior.

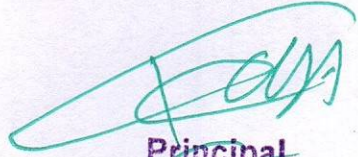
Functions of the cell

- To built self esteem and dignity among girl students and ladies faculty members.
- To offer service such as counseling, legal aid in case of atrocities against women.
- To create awareness regarding women rights.
- To avoid and prohibit sexual harassment at workplace.
- To arrange programs regarding health, personality development etc.

FACILITY:

Any noncompliance with the code of conduct should be reported to Internal Compliant Committee




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सहयोग सेवाभावी संस्था संचलित
अध्यापक महाविद्यालय, विष्णुपूरी, नांदेड..



(शिक्षणशास्त्र पदवी अभ्यासक्रम)

आंतरवासिता कार्य

प्रात्यक्षिक कार्य

— नियोजन वही —

शैक्षणिक वर्ष २० - २०

हजेरी क्र. ()

छात्र शिक्षकाचे नाव _____

शालेचे नाव _____

वर्ग _____ कुल क्रमांक व नाव _____

अध्यापन विषय : _____

शिक्षणशास्त्र पदवी अभ्यासक्रम

आंतरवासिता कार्य

प्रात्यक्षिक कार्य

नियोजन वही

अध्यापक महाविद्यालयाचे नांव : _____

छात्रशिक्षकाचे नांव _____

पत्ता : _____

प्रथम वर्ष _____ हजेरी क्रमांक _____

दिनांक / / २० ते / / २०

प्राचार्याची सही

आंतरवासिता कार्य (Internship)

स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठाने एन.सी.टी.ई.च्या मार्गदर्शक तत्वानुसार शै. वर्ष २०१५-१६ पासून शिक्षणशास्त्र पदवी अभ्यासक्रम दोन वर्षांचा करण्याचे ठरविले व ते चालू शै. वर्षापासून अंमलात आणले आहे.

माध्यमिक शिक्षकांच्या सेवापूर्व प्रशिक्षणात हा कार्यकाल वाढविण्यामागे शिक्षणतज्ञांचा फार मोठा विचार आहे.भावी शिक्षक हा ज्ञानाने समृद्ध कलेने पारंगत व अनुभवाने मोठा असेल तरच विद्यार्थी घडवू शकतो. म्हणून प्रशिक्षणार्थीचा अनुभव समृद्ध होण्यासाठी व शालेय स्तरावरील चालणा-या कार्याची ओळख, नियोजन व जबाबदारी सांभाळण्याची कर्तव्यदक्षता त्यांच्या अंगी बाणवण्यासाठी हा आंतरवासिता कालावधी १६ आठवड्यांचा दिलेला आहे. त्यातील ४ आठवडे प्रथम वर्षाकरिता व १२ आठवडे द्वितीय वर्षाकरिता अशी विद्यापीठीय स्तरावर विभागणी केली आहे.

प्रथम वर्षाच्या ४ आठवड्यात करावयाचे कार्य म्हणजे प्रथम आदर्श व नाविन्यपूर्णशाळांची पाहणी करणे. तेथील कार्य व शिस्त समजावून घेणे नंतर नियोजित शाळेवर तज्ञांच्या पाठाचे निरीक्षण करणे व आपल्या अध्यापनात असलेल्या उणिवा दूर करून अधिकाधिक कौशल्यपूर्ण प्रभावी व परिणामकारक अध्यापन करणे.

या सेवाकाळात मानवी संबंधाची जाणीव विद्यार्थ्यांना होईल.समव्यवसायिक शिक्षक, मुख्याध्यापक प्रशासनातील व्यक्ती यांचे संबंध जोपासणे व समायोजन साधण्याची प्रक्रिया समजून घेता येईल.

आंतरवासिता कार्याचे फायदे :

- १) आदर्श व नाविन्यपूर्ण शाळा बनवण्यास प्रेरणा मिळेल.
- २) तज्ञ शिक्षकांच्या पाठांचे निरीक्षण केल्यामुळे आपल्या पाठात सुधारणा घडवून आणता येईल.
- ३) तज्ञांच्या निरीक्षणाखाली पाठ घेतल्यामुळे योग्य ते मार्गदर्शन मिळेल.
- ४) शाळेचे नियम, अटी, शिस्त, जबाबदारी, नियोजन या विषयी सर्वकष माहिती होईल.
- ५) शालेयस्तरावर अध्ययन - अध्यापनाशिवाय चालणा-या कार्याची ओळख होईल.
- ६) अध्यापनाशिवाय शिक्षकांवर असणा-या जबाबदारीची जाणीव होईल.
- ७) खेळाचे, सांस्कृतीक कार्यक्रमाचे, तसेच आयत्यावेळी येणा-या कार्याचे नियोजन करता येईल.
- ८) नेतृत्वगुण वाढीस लागतील.
- ९) अभ्यासपूरक उपक्रमाचे नियोजन करता येईल.
- १०) शिक्षक-विद्यार्थी शिक्षक-शिक्षक अंतरक्रिया अभ्यासता येईल.

आंतरवासिता कार्य कार्यक्रमाची रुपरेषा

(एकूण ७५ गुण)

माध्यमिक स्तरावरील व उच्च माध्यमिक स्तरावरील विविध विषय शिकविण्यासाठी कौशल्य संपादन करणे हे प्रात्यक्षिक कार्याचे प्रधान उद्दिष्ट आहे. छात्राध्यापकांच्या विविध शालेय बाबींचा मुलांच्या समस्यांचा आहे. या चार आठवड्यात पुढील प्रमाणे कामकाज करावे.

१) पहिला आठवडा -

(१५ गुण)

एका शाळेला भेट

२) दुसरा आठवडा -

(२० गुण)

१) दोन्ही अध्यापन पध्दतीच्या तज्ञ शिक्षकांचे प्रत्येकी दोन पाठांचे निरीक्षण

२) वर्गात चालणाऱ्या संपूर्ण ACTIVITIES चे निरीक्षण करणे.

३) तिसरा आठवडा -

(२० गुण)

१) दोन्ही अध्यापन पध्दतीचे एक या प्रमाणे दररोज दोन पाठ घेणे.

२) शाळेतील इतर उपक्रमात सहभागी होणे.

४) चौथा आठवडा -

(२० गुण)

दररोज दोन तास खालील क्षेत्रातील माहिती घ्यावी.

१) भौतिक सुविधा

२) शालेय दफ्तर

३) ग्रंथालय

४) प्रयोगशाळा

उर्वरीत कालावधी शालेय उपक्रमात सहभागी व्हावे.

१) पहिला आठवडा

(चांगल्या किंवा आदर्श शाळा / संशोधन शाळेला भेट)

१) संस्थेचे नाव : _____

२) पत्ता : _____

३) शाळेच्या मुख्याध्यापकाचे नाव : _____

४) शिक्षकांची संख्या : _____

५) शाळेचा प्रकार / अनुदानित / विनाअनुदानित / मुलांची / मुलींची : _____

६) शाळेची इमारत : _____

अ) बैठक व्यवस्था : _____

ब) पिण्याच्या पाण्याची व्यवस्था:

क) प्रसाधन गृहाची व्यवस्था :

ड) सुरक्षिततेच्या संदर्भात सोयी सुविधा :

इ) पालक मेळाव्या संदर्भात माहिती :

७) शाळेची वेळ :

८) शाळेचा परिपाठ :

९) वेळापत्रकाची माहिती :

१०) सुरक्षिततेच्या संदर्भात सोयी सुविधा :

११) शाळेचे दफ्तर, वहाचे प्रकार :

१२) विविध उपक्रमात सहभाग आणि जयंत्या, पुण्यतिथी, सण व इतर उपक्रमे :

१३) शाळेचा निकाल :

८) शाळेच्या गुणवत्तेची वैशिष्ट्ये :

१५) शाळेचा इतर स्पर्धेतील सहभाग :

१६) मुलामुलींच्या व्यक्तिमत्त्वाच्या विकासासाठी घेतलेले उपक्रम :

२) दुसरा आठवडा

अनुभवी शिक्षकांच्या अध्यापनाचे निरीक्षण ४ पाठ (अध्यापन पध्दतीचे प्रत्येकी २ पाठ)

पाठ घेणाऱ्या शिक्षकाचे नांव :

विषय :

शाळा :

वर्ग -

दिनांक :

तासिका -

पाठ निरीक्षण करणाऱ्या विद्यार्थ्याचे नांव :

निरीक्षकाचे नाव :

घटक :

अध्यापन पध्दती :

१) प्रस्तावना : _____

२) प्रश्न : _____

३) फलक कार्य : _____

४) शैक्षणिक साहित्य _____

५) शिक्षकाचे व्यक्तिमत्व : _____

६) उद्दिष्टांची पूर्तता : _____

७) विद्यार्थ्यांचे सहकार्य _____

८) पाठासंबंधी सर्वसाधारण मत _____

९) _____

पाठासंबंधी उपयुक्त सूचना _____

पाठ घेणाऱ्या शिक्षकाचे नांव :

विषय :

शाला :

वर्ग -

दिनांक :

तासिका -

पाठ निरीक्षण करणाऱ्या विद्यार्थ्याचे नांव :

निरीक्षकाचे नाव :

घटक :

अध्यापन पध्दती :

१) प्रस्तावना :

२) प्रश्न :

३) फलक कार्य :

४) शैक्षणिक साहित्य

५) शिक्षकाचे व्यक्तिमत्व :

६) उद्दिष्टांची पूर्तता :

७) विद्यार्थ्यांचे सहकार्य

८) पाठासंबंधी सर्वसाधारण मत

९) पाठासंबंधी उपयुक्त सूचना

३) तिसरा आठवडा (तासिका नियोजन)

तिसऱ्या आठवड्यात छात्राध्यापकांने रोज दोन तासिका घ्यावयाच्या आहेत या सहा दिवसात एकूण बारा तासिका घ्यावयाच्या आहेत. त्या तासिका खालील प्रमाणे घेण्यात याव्यात.

- ३ तासिका : पहिली अध्यापन पध्दती
- ३ तासिका : दुसरी अध्यापन पध्दती
- २ तासिका : कला कार्यानुभव
- २ तासिका : योगा आणि शारिरीक शिक्षण
- २ तासिका : मूल्यमापन (परीक्षा)

पाठाचे संक्षिप्त टाचण

पाठ क्रमांक : _____

इयत्ता : _____ तुकडी : _____ दिनांक : _____ तासिका क्रमांक : _____

विषय : _____ पाठवांश : _____

पाठाचे उद्दिष्टे : १) _____ २) _____

३) _____ ४) _____

शैक्षणिक साधने :

आशय (पाठ्यवस्तु) उद्दिष्टे व स्पष्टीकरणे	अध्यापक कृती(अध्ययन अनुभव)	अध्ययन अनुभव / विद्यार्थी कृती
शैक्षणिक साहित्य : पद्धती , मूल्यमापन :		

फलक लेखन :

प्राध्यापकाचा शेरा व सही :

पाठाचे संक्षिप्त टाचण

पाठ क्रमांक : _____

इयत्ता : _____ तुकडी : _____ दिनांक : _____ तासिका क्रमांक : _____

विषय : _____ पाठवांश : _____

पाठाचे उद्दिष्टे : १) _____ २) _____

३) _____ ४) _____

शैक्षणिक साधने :

आशय (पाठ्यवस्तु) उद्दिष्टे व स्पष्टीकरणे	अध्यापक कृती(अध्ययन अनुभव)	अध्ययन अनुभव / विद्यार्थी कृती
शैक्षणिक साहित्य : पद्धती , मूल्यमापन :		

फलक लेखन :

प्राध्यापकाचा शेरा व सही :

४) चौथा आठवडा

(विविध सुविधा व अहवाल)

१) ग्रंथालय :

२) वाचनालय :

३) मासिके :

४) नियतकालिके :

५) वृत्तपत्रे :

६) विशेष उपक्रम :

प्रयोग शाळा :

साहित्य व उपयोजन :

इयत्तानुसार विद्यार्थ्यांनी केलेल्या प्रयोगाची संख्या :

विविध प्रकल्प :

क्रिडांगण :

खेळाचे साहित्य :

नियमित खेळले जाणारे खेळ :

पारितोषिक मिळवणारे खेळ :

प्रसाधन व्यवस्था :-

मुलींची प्रसाधन व्यवस्था : (पाणी, कचरापेटी, आरसा, प्रसाधनाची संख्या)

मुलांची प्रसाधन व्यवस्था : (पाणी, आरसा, प्रसाधनाची संख्या)

बैठक व्यवस्था :

खोल्यांची संख्या :

खोल्यांमधील बसण्याची सोय :

फॅन :

लाईट :

बोर्ड :

पण्ड :

सांस्कृतिक विभाग :

संगीत वाद्य :

संगीत शिक्षक :

मुलांचा सराव :

कलेसाठी प्रोत्साहन :

सरावासाठीचा वेळ :

विभागात घेतले जाणारे कार्यक्रम

:

एकूण प्रभाव :

विविध शालेय विस्तार योजना :

पुरक आहार योजना :

सामाजिक उपक्रमात शाळेचा सहभाग :

अहवाल लेखन :