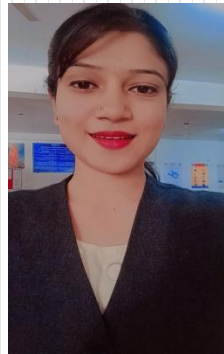


Profile Introduction



Miss. Heena Maheboob Pathan

Lecturer

Computer Engineering Department

CSMSS College of Polytechnic,

Chhatrapati Sambhajinagar

Vision of CSMSS College of Polytechnic , Chhatrapati Sambhajinagar

**"To Provide value based
technical education so as to
meet the needs of industry
and society".**

Mission of CSMSS College of Polytechnic , Chhatrapati Sambhajinagar

- **M1: Imparting technical knowledge and skills through effective implementation of teaching and learning .**
- **M2: Strengthening interaction between industry and institute to fulfill the requirements of industries .**
- **M3: To inculcate the professional and ethical values for social and environmental concern .**

Vision of Computer Engineering Department

- To provide skilled technical professionals in Computer Engineering for fulfilling needs of industry and society.

Mission of Computer Engineering Department

- **Mission:**
- **M1:** Inculcate the fundamental and practical skills in the students through effective teaching-learning process.
- **M2:** Create skilled technical professionals to enhance innovations, problem solving, team-spirit and ethical responsibilities.
- **M3:** Training faculty and students in order to meet the challenges of socio-technical environment through industry and institute.

Educational Background

Sr. No	Qualification	College & University	Passing Year	% / CGPA
2	B.E. (Computer)	CSMSS Chh. Shahu College of Engineering Aurangabad(Dr.BAMU Aurangabad)	2019	78.47 %
3	Diploma in Information Technology	Govt. Polytechnic Ambad Jalna [M.S.B.T.E.]	2016	67.41%
4	SSC (10 th)	S.B. High School Balanagar , Paithan SSC Board	2012	82.00%

Experience

Sr. No	Organization	Designation	Duration (from –To)	Experience (Yrs)
1	CSMSS College of Polytechnic	LECTURER	14 September 2022- till Date	0.9 Months
Total				0.9 Months

Participated in Training, Conference, Workshop ,Journal

Sr.No	Training	Conference	Workshop	FDP	Journals
1					
2					
3					

Participated in Training, Conference, Workshop ,Journal

1	Journal					
2	FDP					
3	WORKSOHP					
4	Journal					

Responsibilities Carried

Sr. No	Responsibility	Duration	Assigned By
1	NBA Department Criteria 5	Jan 2023 to till Date	HOD
2	Class test Coordinator	Feb 2023 to till Date	HOD
3	Class Teacher (First year Div B)	A.Y. 2022-2023	HOD
4	GFM(FY-DIV A1)	A.Y. 2022-2023	HOD

Strengths

- Honest
- Good Listener
- Learn New Thing
- Self Motivated
- Self Lerner
- Flexible
- Positive

Weakness

- Overthinking
- Practical Thinking

Opportunities

- New challenges.

Threats

Hobbies

- Creating Mehendi.
- Capture Moments .
- Cooking

Personal Information

- **Full Name - Heena Maheboob Pathan**
- **Father's Details : Mr. Maheboob Ahemad Pathan(Farmer)**
- **Brother : 2**
- **Sister :- -- 1**
- **Marital Status: Single**
- **Aadhaar Card No.:- 727257305639**
- **Height:- 5.3 Ft Weight:- 46 Kg.**
- **E-mail I.D.:-heenapathan0812@gmail.com**
- **Date of Birth: - 01/01/1996**
- **Address for Communication: - At. Post Balanagar Near S.B High School Tq:Paithan Dist: Chh. Sambhajinagar**
- **Phone Number: -7276296950**
What's App No:- 7276296950

Thanks

CODE OF CONDUCT MANUAL FOR TEACHING STAFF



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COLLEGE OF POLYTECHNIC
KANCHANWADI, PAITHAN ROAD, CHHATRAPATI SAMBHAJI NAGAR
CONTACT NO. 0240-2646453, 402, 404



Code of Conduct Manual for Teaching Staff at CSMSS College of Polytechnic, Chhatrapati Sambhajinagar

Introduction:

This Code of Conduct Manual outlines the expected standards of behavior and professional ethics for all teaching staff at CSMSS College of Polytechnic. As educators, it is our responsibility to maintain a positive, respectful, and conducive learning environment for students and to uphold the reputation and values of our institution. This manual serves as a guide to ensure professionalism, integrity, and ethical conduct among our teaching staff members.

Professionalism and Integrity:

- a. Demonstrate professionalism in all interactions with students, colleagues, and other stakeholders.
- b. Uphold the highest standards of personal and professional integrity.
- c. Maintain confidentiality of sensitive information concerning students, colleagues, and the institution.
- d. Avoid any form of discrimination or harassment based on race, gender, religion, disability, or any other protected characteristic.



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Teaching and Learning:

- a. Prepare and deliver high-quality instruction that meets the curriculum requirements and academic standards.
- b. Promote active student engagement, critical thinking, and inclusive learning experiences.
- c. Provide timely and constructive feedback to students to facilitate their academic progress.
- d. Respect diverse learning styles and adapt teaching methods to meet individual student needs.
- e. Encourage academic honesty and integrity among students and address any instances of plagiarism or cheating.

Professional Development:

- a. Engage in continuous professional development to enhance teaching skills and stay updated with advancements in the field.
- b. Participate in relevant training programs, workshops, and conferences to improve instructional strategies.
- c. Seek opportunities for research and scholarly activities to contribute to the body of knowledge in your respective field.



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Collegiality and Collaboration:

- a. Foster a collegial and collaborative work environment by treating colleagues with respect and professionalism.
- b. Share knowledge, resources, and best practices with fellow faculty members to enhance the overall teaching and learning experience.
- c. Engage in productive and open communication with colleagues, actively listening and valuing diverse perspectives.

Professional Relationships:

- a. Maintain appropriate boundaries in relationships with students, colleagues, and other members of the college community.
- b. Avoid conflicts of interest and disclose any potential conflicts that may compromise professional judgment.
- c. Refrain from engaging in any personal, financial, or academic activities that could negatively impact the college's reputation.

Attendance and Punctuality:

- a. Adhere to the college's attendance policy and be punctual for all scheduled classes, meetings, and events.
- b. In the case of unavoidable absences, inform the appropriate authorities in advance and make necessary arrangements for substitute coverage.



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Dress Code and Appearance:

- a. Maintain a professional and neat appearance that aligns with the college's dress code policy.
- b. Dress appropriately for academic and professional settings, setting a positive example for students.

Compliance with Policies and Regulations:

- a. Familiarize yourself with and adhere to all college policies, rules, and regulations.
- b. Comply with relevant laws, regulations, and ethical guidelines pertaining to teaching and academia.

Reporting Violations:

- a. Report any violations of this Code of Conduct or any unethical behavior witnessed within the college community to the appropriate authorities.
- b. Cooperate with any investigations or inquiries related to misconduct or unethical behavior.



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Consequences:

Failure to comply with this Code of Conduct may result in disciplinary action, which could include counseling, formal warnings, suspension, or termination, depending on the severity and recurrence of the violation.

Acknowledgment:

I acknowledge that I have read, understood, and agree to abide by the provisions outlined in the Code of Conduct Manual for Teaching Staff at CSMSS College of Polytechnic, Aurangabad.