

# **PUNJABHAI PATEL COLLEGE OF EDUCATION**

**GONDIA (Maharashtra) - 441 601**



(Recognised by the NCTE and Permanently affiliated to R.T.M. Nagpur University Nagpur)

(B.Ed., D.El.Ed. and Inservice B.Ed., M.A. (Education) and D.S.M. Courses)

NAAC Accredited with B<sup>+</sup>

**Upgraded to College of Teacher Education (CTE)**

(Under Ministry of Human Resource Development, Govt. of India )

**Dr. R.L. Nikose** (Officiating Principal)

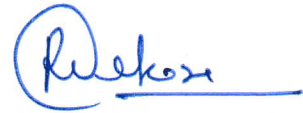
Des. No. PPC/1/186/2020-21

Date 16/02/2021

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized



  
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P.P. College of Education  
Gondia (M.S.)

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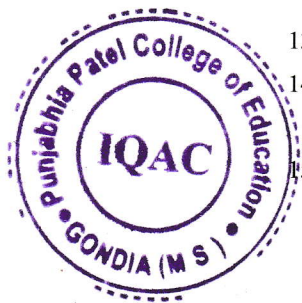
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## Code of Conduct for

### Students, Teachers, Principal & Non-Teaching staff

#### CODE OF CONDUCT FOR STUDENTS.

1. Students shall come in college with college uniform only.
2. Every student should wear Identity Card (ID) issued by the College at all times while on campus. In case of loss of identity card, student must inform the office to get a new ID card by paying Rs. 25/-.
3. Student should be regular and punctual in attending the classes and all other activities of the College.
4. The first bell announcing commencement of the gathering of all students and teachers for the National Anthem /Prayer and thought of the Day.
5. The Second bell announcing commencement of the session shall find them seated in their respective class rooms.
6. During class hours gathering in groups at entrance and exit pathways, playfield, garden, gateways and lobby (veranda) is strictly prohibited.
7. Strict silence should be observed inside the class room.
8. Student should get up quietly as lecturer enters the class and keep standing till the latter sits or desires them to be seated.
9. No student should leave the classroom without permission of the lecturer.
10. Students are expected to read notices put up on the College notice board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
11. Students shall not hold meeting for criticizing the authorities of the College. Such meeting will be deemed unlawful and the Principal may take such action as he/she may feel necessary under the rules.
12. No Notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Principal.
13. Bicycles and Two wheelers must be parked safely in the allocated places only.
14. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement.
15. While attending College or any public function they will conduct themselves in such a way as to bring credit to themselves and to the institution.



*R. Nikose*

OFFICIATING PRINCIPAL

P.P. College of Education

Gondia (M.S.)

Tel.: 07182 - 237250 / 231696 (O)

E-mail : ppcollege\_bed@yahoo.co.in / ppcollegebed62@gmail.com / website : www.ppcegondia.co.in

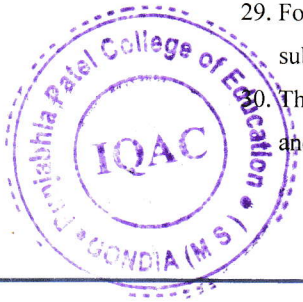


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16. Students are forbidden from collecting any donation for any purpose without the permission of the Principal.
17. Students should not address public meetings, media or take part in the political activities of any kind. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
18. The Principal will deal strictly with students who play a leading part by organizing or assisting in strikes.
19. Regular attendance in the class room as well as submission of periodical assignments is expected from all the students. Any irregularity in this regard or absence without prior permission will affect adversely the evaluation of the student concerned and may entail disciplinary action.
20. The Principal can suspend a student for irregular attendance for habitual neglect of homework, indolence, disobedience and disrespect towards teachers and office staff and for indecorous conduct.
21. Students should not indulge in misbehavior such as ragging, eve-teasing, etc., Such students shall be strictly dealt as per law and may be dismissed from the College.
22. Cell phones are banned on campus. Students are not permitted to use cell phones at any times or in any place in the College campus.
23. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
24. Spitting, smoking and throwing bits of paper inside the College campus must be avoided.
25. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively.
26. Representation of complaints and grievances may be made individually to the Principal through Office clerk.
27. Alcoholic consumption are strictly prohibited.
28. All students admitted to the College are subject to the discipline and control of the College authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the College authorities.
29. For any certificates that are to be collected from the Principal's Office, request letter must be submitted two days in advance..
30. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.



  
**Officiating Principal**  
**PPC College of Education**  
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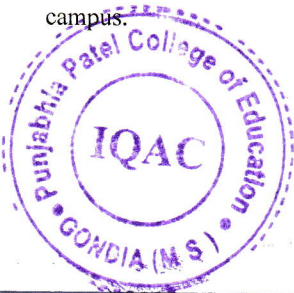
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**Dr. R.L. Nikose** (Officiating Principal)Des. No. PPC/L/182/2020-21Date : 16/02/2021**CODE OF CONDUCT FOR TEACHERS**

1. Teachers should handle the subjects assigned by the Principal
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Teachers shall monitor the respective group of students who are attached to them.
4. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
8. Teachers should sign the attendance register and bio-metric while reporting for duty.
9. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
10. Teachers should remain in the campus till the end of the College hours.
11. Prior written permission is required from the Principal / atleast a day in advance while availing CL or OD.
12. Twelve days of causal leave can be availed in a calendar year.
13. All must report for duty on the reopening day and the last working day of each semester.
14. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
15. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
16. Staff members are encouraged to take up Research projects.
17. Staff members should also attend Faculty Development Programmers, Quality Improvement Programmers etc. to update their knowledge.
18. Teachers Associations should not be formed without the permission of the Management.
19. No teacher should involve himself or herself in any form of political activity inside or outside the campus.



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Cont...2

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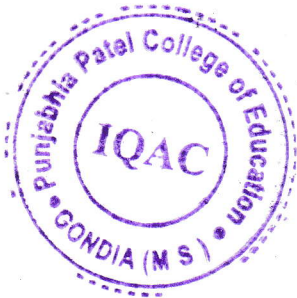
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20. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.
21. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
22. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with college functions like Sports Day, College Day, Independent Day, Republic Day, celebration without fail.
23. Teachers are expected to volunteer, to take up extra classes for students's better academic achievement.



  
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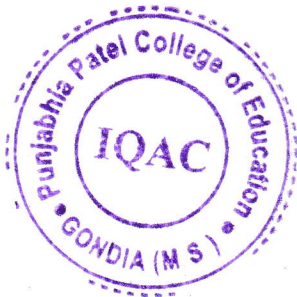
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## CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal should ensure quality in education and academic activities.
2. The Principal should chalk out policy and plan to execute the vision and mission of the college.
3. The Principal should form various college level committees and appoint co-ordinators.
4. The Principal should convene meetings of different Cells as and when required.
5. The Principal should monitor financial matters efficiently.
6. The Principal should motivate teachers to enhance their knowledge by attending various trainings.
7. The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.



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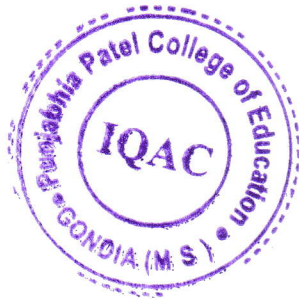
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**CODE OF CONDUCT FOR NON-TEACHING STAFF**

1. Administrative staff should look after student's admission and examination.
2. Administrative staff should be well versed in e- administration.
3. Administrative staff should behave politely and compassionately with parents/guardians.
4. Administrative staff should develop co-operative and friendly relationship with faculty members.
5. Administrative staff should perform all professional activities through proper channels.
6. Administrative staff should not involve in unethical practices.
7. Administrative staff should not remain absent from duties without prior permission.
8. Administrative staff should not engage directly or indirectly in any trade or business.


**Officiating Principal**

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