

Society of Our Lady of Grace Convent
PUSHPANJALI COLLEGE OF EDUCATION

Reaccredited A+ by NAAC CGPA 3.51

Permanently affiliated to University of Mumbai

Recognised by NCTE , 12B and 2f status of UGC



Code of Conduct

Self-discipline is the best form of discipline. The Code of Conduct emphasizes the same and is a guideline to all concerned to observe self-discipline in all forms of interaction whether on campus or off campus.

Code of Conduct for Students

General instructions

1. Wearing of Identity cards on campus and during internship/ visits to community centres is compulsory.
2. Notices pertaining to various activities will be displayed on the notice board. Students must read the same and do the needful.
3. Ragging and cyberbullying of any kind is totally prohibited. If any complaint in this regard is received then strict action will be taken by the Discipline Committee.
4. Use of cell phones during lectures and library work is prohibited. If the faculty needs the students to access the same for any work related to the lectures/ activities then cell phones may be used under the supervision of the faculty.
5. Smoking or intake of any intoxicants is strictly prohibited on campus as well as during activities like internships, picnics and field visits.
6. It is advisable to use cycles or public transport for commuting to college. Two wheelers may be used by those coming from distant areas. Parking of vehicles is to be strictly in the designated area only.
7. Take care of the plants and trees in the premises. Do not pluck flowers or damage the trees in any way.
8. A no plastic policy is recommended. Avoid using one time use plastic at all times.
9. Waste must be separated as wet and dry waste and deposited in bins marked for the same.
10. Use water and electricity carefully.
11. Students will not organise any activities like picnics and outings on behalf of the college.

Attendance and Submissions

1. Attendance at lectures, guest lectures, workshops community work and internship is compulsory. As per University directives 80% attendance at theory lectures and 90% attendance for practical work is mandatory.
2. College timings are from 8 a.m to 2 p.m. Students must be present on time and mark their attendance using the Biometric system installed in the college.
3. In case of absence please inform in advance if possible. In case of emergency leave may be taken but the student must meet the Principal and furnish the leave note when he/she comes to college.
4. The B.Ed Programme includes Continuous Evaluation in the form of essays, class tests; Project based work, assignments, internship experiences etc. Attendance is compulsory for all these activities.
5. Students are expected to submit all assignments and projects as per dates declared by the college.

Attire

1. Students must be dressed in decent attire at all times.
2. Dress code for Internship is salwar, kameez and dupatta for female students and formal shirt and trousers for male students.
3. While accessories are permitted, care should be taken that no accessories and make-up is garish.

Use of infrastructure

1. Kindly keep the classrooms, washroom, common room and other premises clean.
2. Switch off fans and lights when not required
3. Use the furniture, computers and other property with due care.
4. Teaching aids/ learning resources borrowed for lessons must be carefully handled and they must be returned as instructed.

Use of Library Books

1. Library books are to be handled with care. The time period for which the book is lent should be adhered to,
2. Books issued through the Book Bank should be used carefully and returned at the end of the Semester.
3. Students should maintain silence in the library and follow all instructions of the librarian.

Behaviour in Internship schools and Community Centres

1. Maintain discipline during field visits, internships and visits to community centres
2. Respect the inmates of community centres and avoid asking sensitive information.
3. If you need to click pictures or videograph any activities during visits to internship schools, community centres etc, due permission of the concerned authority must be taken.
4. Units of internship lessons should be taken from the concerned school teachers only during the designated time.
5. Any modification needed in the set timetable for internship lessons should be done after coordinating with the school supervisor, school teacher, internship in-charge and the group leader. Avoid any action that will lead to miscommunication with school authorities.
6. Read the school rules of the internship school and follow the same.
7. Use of mobiles in internship school is strictly prohibited. In case of emergency if you need to call, please seek the permission of the faculty on duty.
8. The school staff room or any allotted room may be used by internship students if they are permitted by the school authorities. Please keep the place clean. If permitted you may use the school equipment such as technological resources, laboratory material and books. Ensure that all these are handled with due care.
9. Coordinate with school students only as required within the scope of the internship. Maintain cordial relationship with school staff and students.

Code of Conduct regarding Examinations and Submissions

1. Attendance at examinations and all forms of internal assessment is compulsory. Malpractices should be avoided at all times.
2. All submissions to be done on time. Only submit original work. Do not copy assignments of peers.
3. Plagiarism of any kind is to be avoided. Quote the appropriate references when you submit an assignment.
4. Be on time for all examinations, including examinations held at centres other than the college. Your behaviour such places should be appropriate and befit the values that your institution upholds.

Code of Conduct for Faculty of the College

1. Faculty members need to comply with all norms prescribed by the University
2. Leave is permitted as per the code decided by the University. The Principal must be informed in advance case of Causal Leave. In case the faculty is likely to be absent for a long period and wishes to avail of Earned Leave, the same shall be conveyed in writing to the College for further process.
3. Maintain cordial relations with all students and stakeholders of the college.
4. The faculty shall actively associate, involve, participate in all the college activities and programmes.
5. Faculty is expected to prepare plans of action and submit a report for all activities conducted in the Department allotted to the faculty.
6. Mentoring and remedial teaching are part of the duties of the faculty and same shall be completed with commitment
7. The faculty shall not collect any money from any one including students, except when he/she is specifically authorized by the Management for any event or particular fund raising programme. Any money collected after being authorized shall duly be handed over to the college office within a day.
8. Duty hours will be followed meticulously by the faculty.
9. The college follows the policy of inclusivity. All faculty members will take care to provide academic assistance to learners who face any kind of difficulty.
10. Faculty is expected to be updated with respect to changes in their own field and should indulge in regular library reading, participate in faculty development programmes, attend seminars and undertake action research whenever possible.
11. Faculty shall follow ethical behavior and adhere to principles of co-operation, trustworthiness and diligence. Do not be involved in any activity that will damage the image of the college.

Code of Conduct for Non-Teaching Staff

1. Discharge your duties with commitment and dedication.
2. Treat with respect all those who visit the college.
3. Be punctual and disciplined in your work.
4. Co-operate with the Management, Principal and staff to ensure the smooth working of the college.
5. Follow all norms as per the directions of the Management. Rules pertaining to leave are as per University directives.
6. Maintain proper relationship with management, faculty and students.
7. Do not be involved in any activity that will damage the fair name of the college.