

# Code of Conduct Committee



LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S  
**PRIYADARSHINI COLLEGE OF ENGINEERING**

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Ref. No. PCE/Estt/2018/

Date :- 04/06/2018

## REVIEW AND MONITORING COMMITTEE FOR CODE OF CONDUCT

A professional code of conduct offers guidelines to the organization to be used for appropriate behavior and decisions making at work place to make, healthier work environment. It helps to deal with problems in a morally and socially acceptable way thereby imbibing honesty and integrity in the institutional ethos and work culture. Ethical conduct is to be protected in all facets of the institutional operations and activities, policy decision making, implementation, and follow ups. In an educational institution, ethical behavior and conduct are to be followed by all the participants in the teaching – learning- evaluation process. Therefore, the following faculty members are assigned with the responsibilities to monitor the implementation of Code of Conduct for students, teaching, nonteaching and administrative staff.

Sr. No.	Names	Designation
1	Dr. M.P.Singh	Principal, PCE
2	Dr. S.A.Dhale	Vice Principal, PCE
3	Dr. P.R.Rothe	Dean (Student Welfare & Counseling)
4	Dr. S.S. Shriramwar	Dean Academics
5	Dr.(Mrs.) Nita Thakare	HOD, Computer Technology
6	Dr.(Mrs.) S.W.Varade	HOD, Electronics & Telecommunication Engg
7	Dr.(Mrs.) S.P.Muley	HOD, Electrical Engineering(E&P)

The above members of the committee shall remain vigilant and in touch with various other committees like Disciplinary committee, Anti-Ragging, ICC Committees to ensure the adherence to code of conduct for students, teaching nonteaching and administration staff in campus.

(Dr. M.P.Singh)

**Principal**

**Priyadarshini College of Engg.  
Nagpur**

Copy to:-

- Dean Academics Dean Students Welfare & Counseling
- All H.O.D.(s) Civil/ME/EN/ET/EP/CT/IT/Aero/App.Phys./App.Chem./App.Maths./ Humanities, W/s In charge, College Librarian
- All Committee Members
- Registrar I/ II
- Asstt. Registrar (Academics / Accounts)
- Establishment
- All Notice Boards

**LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA**

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**A HANDBOOK**  
**OF**  
**CODE OF CONDUCT**

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**PREFACE**

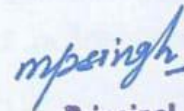
The teachers, non-teaching staff & administrative staff shall accept the employment in the college with full understanding of work objectives, development & welfare of the college.

The staff shall give its service by placing all its time, energy, intelligence & skill at the disposal of the employer; and by complying with the provisions of the rules & regulations & code of conduct reviewed from time to time.

These code of conducts shall apply to all the teaching, non-teaching, administrative staff working in the college and students studying in the college.

The college has also defined the code of conduct for the principal as well.

Every person concerned must study the codes applicable to them & abide to it strictly.



**Principal**  
**Priyadarshini College of Engg.**  
**Nagpur**

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**Priyadarshini College of Engineering, Nagpur**

**Code of conduct for the Principal**

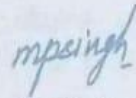
1. Principal being the head of the institute for administrative as well as academic matters, should always maintain utmost pride and respect for the office of the Principal.
2. He should be always unbiased and should adhere to the principle of neutrality.
3. He should ensure strict adherence to the academic calendar.
4. He shall be in regular touch with the academic matters through regular meetings with the HODs & time to time meetings with the staff.
5. He should maintain strict adherence to the various rules, regulations and norms of various regulatory authorities like AICTE, DTE, and University.
6. He shall comply with applicable governmental laws, rules and regulations
7. He shall strive his best to increase the level of woman's participation at all levels in the college, and shall prevent all forms of discriminatory practices within the organization.
8. He shall show sense of respect and accountability towards especially abled students & staff alike.
9. He shall show his consciousness & work towards environmental sustainability within the college & within the community around.
10. He shall be maintaining the highest standards of academics.
11. He shall be careful towards & will display utmost hospitality and accountability towards all the stake holders of the institute.
12. He shall ensure the compliance of pandemic related guidelines issued by authorities from time to time.



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**Code of conduct for Administrative and Non-Teaching staff**

1. They shall work with mutual trust and respect in the institute.
2. They shall uphold the confidentiality and secrecy of the information available with them in the best interest of the college.
3. They shall strictly adhere to the various rules, standing orders and regulations of the college.
4. They shall always be unbiased and disciplined with their attitude and behavior.
5. They shall always discharge their duties with utmost care & no negligence would be shown in discharging any duty.
6. They shall always be utmost hospitable and accountable towards all the stake holders of the institute.
7. They must work with the sense of brotherhood and pride towards institution.
8. They must be conscious towards the environment & energy conservation.
9. They shall strictly adhere to the pandemic guidelines issued by authorities from time to time.



Dr. M. P. Singh  
*Principal*

Priyadarshini College of Engineering

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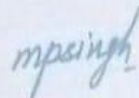
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**CODE OF CONDUCT FOR STUDENTS**

1. The students will not disturb the scholastic vibes of the campus by noisy or uncalled for behavior.
2. The students will always carry with them college identity card and will humbly produce it whenever asked by the authority to prove their legitimacy.
3. The students will not have loose walk entry into any office, department, library, principal's office etc. They must first seek the permission by stating their official/ personal work before entering.
4. Office of the head of the institute is the highest office which students will respect thoroughly and will maintain the vibes of such high office
5. College uniform is an integral part of the code of conduct without which entry inside the college premises shall tantamount to an illegitimate one. Formal shoes & ties are must for boys. While formal shoes & trousers are must for girl students.
6. The students must demonstrate manners, etiquettes, professional body language while conducting transactions with the teachers and staff of the college within the campus as well as during online classes.
7. Our language is a mirror image of our culture, upbringing and character. Students will absolutely refrain from abusive, critical or arrogant language while talking to anybody.
8. The students will report to the classroom before the start of the class and will not leave any class while the session is going on without explicit permission from the concerned lecturer. Any Late coming will be viewed seriously & latecomers may be marked absent.
9. Discipline inside the classroom is a pivotal around which the academic excellence revolves. Students will not behave in any such odd manner, that will disturb the tone of classroom teaching and will entail academic loss to other students.



10. Students will maintain absolute discipline during laboratory sessions. The students shall cause no direct or indirect damage to any lab equipment. Any late staying in the campus shall be subject to written permission from the HOD/Head of Institution of the concerned department.
11. Chewing of tobacco, betel, smoking, or using any narcotic or alcohol is strictly disallowed in the campus. Students are not allowed in the campus under intoxication of any kind.
12. Students will not demonstrate directly or indirectly any cast, creed, racial and gender bias towards anybody; any such bias will result into the severest action against the perpetrators of such vicious thoughts or actions.
13. Students will refrain from psychological, physiological, sexual harassment of peer students. Infringement of this will result into severe action as propounded by Indian Penal Code(IPC).
14. Any attempt to rag anybody in any form, no matter howsoever mild or harsh it may be, will attract the strictest punishment as per IPC. Please refer to the anti-ragging law of India and anti ragging policy at PCE from our website.
15. Students will not fall prey to any negative propaganda and vicious campaigning. They will always uphold the spirit of education and brotherhood with each other.
16. Students will refrain from any act of violence or verbal face off of nasty nature.
17. The students will strictly follow all the prevailing pandemic related guidelines issued by authorities.



Dr. M. P. Singh  
Principal

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


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**CODE OF CONDUCT FOR TEACHERS**

1. Teachers shall strive to attain the highest standards of punctuality, honesty & responsible ethical practices.
2. The teachers shall be truthful when making statement about their qualifications and competencies,
3. The teachers shall contribute to the development of an open and reflective professional culture.
4. The teachers shall treat colleagues and associates with respect, & working together in a very congenial environment.
5. Teacher should strictly follow the academic policy and instructions of higher authorities.
6. Mentoring system must be effectively implemented.
7. 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.
8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
10. Teachers must avoid physical punishments to students for any reason. However, they can warn such students or report to the HOD/Principal for necessary action in case of serious misbehavior.
11. Students violating dress code must not be allowed to attend the lectures, laboratory sessions and Library.
12. The teachers must refrain from joining any political party & refrain from making political comments during lectures or discussions with students.

13. The teachers must dress decently in formal wears to best suit the dignity of the profession.
14. All the faculty members should constructively contribute toward the development of the college and university.
15. All the faculty members should make efforts for the continuous development of their professional abilities through training programs, workshops, STTPs, and research and development activities.
16. All faculty members should strictly adhere to the pandemic guidelines issued by authorities from time to time.
17. For online teaching, the faculty members must adhere to the college time table & maintain all academic records.

  
Dr. M. P. Singh  
Principal  
Priyadarshini College of Engineering  
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