



S. P. Mandali's

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**टिळक शिक्षण महाविद्यालय, पुणे ४११ ०३०.**  
**Tilak College Of Education, Pune 411 030.**

NAAC - Reaccredited to Grade 'A' from 25th October 2013

1663/2, Sadashiv Peth, S. P. College Campus, Pune 411 030. Web. : www.tilakcollegeofeducation.edu.in E-mail : tilakcollege1941@gmail.com

Affiliated to Savitribai Phule University (ID No. PU/PN/Edn/009, 1941)

Ref. No. :

Date :

**Code of Conduct for Student-Teachers**

The purpose of the Code of Conduct is to provide a clear framework within which student-teachers are expected to conduct themselves. Tilak College of Education strives hard to maintain a harmonious teaching-learning environment with honesty, integrity, and respect at all levels. Student-teachers should follow the code of conduct given below in their everyday work.

**General**

1. Follow the college schedule and be present 15 minutes before the scheduled time at the college.
2. Be punctual and attentive, and attend college full-time.
3. Display identity cards within the campus and schools.
4. Attend and participate actively in the daily assembly at the college.
5. Pay fees as per government and University guidelines.
6. Ragging or any other destructive activities are strictly prohibited.
7. Maintain discipline in classrooms, laboratories, and on campus.
8. Keep silent on the college campus.
9. Show respect to all college members, including faculty, staff, students, and visitors.
10. Dress appropriately and professionally, and adhere to the guidelines of the college.
11. Maintain personal hygiene as well as keep the environment clean.
12. Avoid scribbling anywhere in the college.
13. Use smart phones for educational purposes only.
14. Save electricity and water; switch off lights and fans before leaving the classrooms.
15. Avoid malpractice, plagiarism, cheating, or any other form of academic dishonesty.
16. Submit assignments on time; delays will be taken seriously.
17. The college does not tolerate any form of harassment or discrimination based on caste, creed, religion, gender, sexual orientation, disability, or any other personal characteristic.
18. Report any incidents of harassment or discrimination immediately to the appropriate authorities.
19. Actively participate in all academic and cultural activities of the college.
20. Take prior permission for the leave and submit applications to the Principal through your mentor.
21. Excessive leaves without justification may affect academic progress.
22. Be open to feedback and constructive criticism.
23. Seek help from faculty and mentors when needed.
24. The use of tobacco, alcohol, and other intoxicants within the college premises or during college events is strictly prohibited.
25. Nurture and ensure a dynamic academic, cultural, and social atmosphere with the core values of the college.

  
Principal, Tilak College of Education





Roll No.



Exam No.

S. P. MANDALI'S  
**TILAK COLLEGE OF EDUCATION**  
**PUNE 411 030.**  
**(NAAC Reaccredited with 'A' Grade)**

**DIARY**

B. Ed. SECOND YEAR 20 -20

Name / नाव \_\_\_\_\_

Name of the Mentoring Group / सदुपदेशन गटाचे नाव \_\_\_\_\_

Motto of the Mentoring Group / सदुपदेशन गटाचे ध्येयवाक्य \_\_\_\_\_

Local Address / स्थानिक पत्ता \_\_\_\_\_

\_\_\_\_\_

Email / इमेल \_\_\_\_\_

Tel. No. / दूरध्वनी क्र. \_\_\_\_\_ Mobile : \_\_\_\_\_

Date of Admission \_\_\_\_\_ Diary In-charge \_\_\_\_\_

Method 1. \_\_\_\_\_ Method 2 \_\_\_\_\_ Method 3 \_\_\_\_\_



*Rubanda*  
Principal, Tilak College of Education

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Tilak College of Education, Pune 30.



  
Principal, Tilak College of Education

### Library rules and regulations

1. Maintain silence and respect the study environment in the library.
2. Produce valid identity cards for library use.
3. Borrow maximum of two books for three days; return them on or before the due date.
4. The borrower is responsible for books; the library card is non-transferable.
5. Handle books and materials with care.
6. Replace lost books with the same/latest edition or pay replacement cost with a fine.
7. College ID cards grant access to library facilities for the entire course duration.
8. Obtain a 'No Dues Certificate' after returning books, surrendering cards, and clearing dues.

### Code of Conduct in the Practicing Schools and Internship Schools:

1. Follow the rules and regulations of the assigned schools.
2. Maintain discipline, punctuality, and regular attendance at the school.
3. Behave professionally and respectfully towards teachers, students, and staff.
4. Dress appropriately and maintain the decorum of the school.
5. Prepare thoroughly for lessons and deliver them effectively.
6. Teach with approved lesson plans and teaching aids.
7. Seek guidance and feedback from supervising teachers.
8. Actively participate in classroom activities.
9. Maintain required records and complete assignments on time.
10. Keep positive relationships with school-students and teachers.
11. Keep school-student information confidential.
12. Maintain professionalism at all times.

### Instructions :

1. In case you require any certificate from the office, make it convenient for the office by intimating it at least for 8 days in advance.
2. After B. Ed. examination results, students should personally collect the following documents from the office.
  - i) Original statements of marks for B. Ed.
  - ii) Transference certificate (if necessary for further education only)No certificates will be given on telephonic request or letter of authority.
3. In case of failure to submit the required documents for eligibility certificate, transference certificate, scholarship etc. your results will not be declared.
4. Migration certificate forms and convocation forms are available in the Publication Department of University of Pune, Pune - 7.



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