



Rajgad Dnyanpeeth's

## SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

### CRITERION 7 – Institution Values and Best Practices

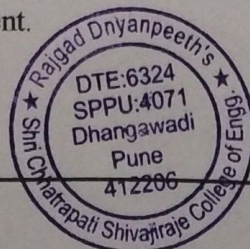
#### Key Indicator - 7.1 Institutional Values and Social Responsibilities

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff

### Code of Conduct

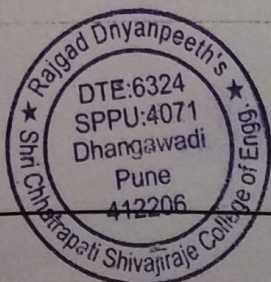
#### CODE OF ETHICS FOR PRINCIPAL

1. Principal should make a conscious effort to be fair to personnel and students. Principal should be fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
2. Principal must apply honesty in his/her job. They should never directly lie to anyone. They must never withhold vital information that should be made public.
3. The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
4. The Principal endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
5. Principal should maintain professional boundaries.
6. Train teachers to be responsible for their actions.
7. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
8. The Principal shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
9. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.
10. The Principal shall not fake records, or direct or force others to do so.
11. The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.
12. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
13. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.



## CODE OF ETHICS FOR TEACHERS

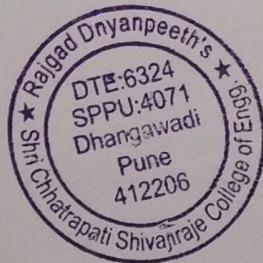
1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Two Continuous Assessment Tests (CAT) Tests and Model Examinations are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CAT Tests, Seminars if attended are to be entered in the ERP module.
5. 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.
6. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
8. 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.
9. Teachers should sign the attendance register and bio-metric while reporting for duty.
10. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
11. Teachers should remain in the campus till the end of the College hours.
12. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
13. Twelve days of causal leave can be availed in a calendar year.
14. All must report for duty on the reopening day and the last working day of each semester.
15. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
16. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
17. Staff members are encouraged to take up Research projects.
18. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
19. Teachers Associations should not be formed without the permission of the Management.
20. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
21. 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.
22. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.



22. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
23. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
24. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
25. Teachers are barred from using cell phones while taking classes.
26. Teachers must always wear their identity badges while inside the college premises.
27. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
28. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
29. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
30. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately.

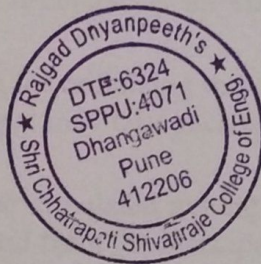
### **FACULTY MENTORSHIP**

A faculty member is assigned to every student as a Mentor. The Mentor acts as de-facto guardian for the student in providing guidance and mentorship in both academic as well as individual-based needs of the student. The Mentor/Class In-Charge will also stay in correspondence with parents and guardians of the respective student.



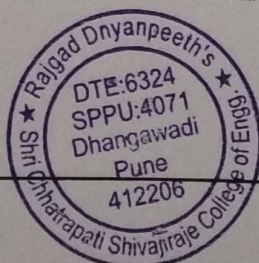
## CODE OF ETHICS FOR NON-TEACHING STAFF

1. Loyalty to the College by punctual and reliable in all duties.
2. Integrity by being honest in words and actions.
3. Creating and maintaining with strong relationships with:
  - a. Proper interactions with students
  - b. Maintaining professional boundaries with students and staffs.
4. Dignity by treating students by care and kindness.
5. Being supportive and cooperate with other staff members
6. Responsibility by meeting the required standards for every assigned task.
7. Respect by mutual respect, trust and confidentiality
8. Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
9. He / she must respect and maintain the hierarchy in the Administration.
10. He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
11. Must not use unauthorized persons to perform official duties



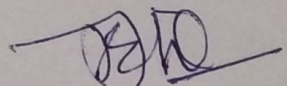
## STUDENTS DISCIPLINE AND CAMPUS NORMS

1. Students shall come clean, tidy and smartly dressed.
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 session shall find them seated in their respective class rooms.
5. During class hours gathering in groups at entrance and exit pathways, playfield, garden, gateways and lobby (veranda) is strictly prohibited.
6. Strict silence should be observed inside the class room.
7. Student should get up quietly as lecturer enters the class and keep standing till the latter sits or desires them to be seated.
8. Students will not be permitted to attend the classes without the text books.
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. Vehicles found parked in unauthorized places shall be impounded.
14. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will distract any player or team.
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.
16. Students are forbidden from collecting any donation for any purpose without the permission of the Principal.
17. Students are not allowed to address any authority in a body. Such combined action is subversive of good order.
18. 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.
19. The Principal will deal strictly with students who play a leading part by organizing or assisting in strikes.
20. 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.



21. 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.
22. 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. (See Tamil Nadu Government Act in the upcoming pages).
23. 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.
24. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
25. Spitting, smoking and throwing bits of paper inside the College campus must be avoided.
26. 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.
27. Representation of complaints and grievances may be made individually to the Principal through Class In-charge and HOD.
28. Smoking or alcoholic consumption are strictly prohibited.
29. 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. Proper observance of College discipline, good conduct and participation in games and other events will play an important role in recommendation for final College examination/scholarship/placement/award of certificates, when leaving the College. In case of breach of discipline the Principal shall have the power to fine, suspend or even compel the concerned student(s) from the College.
30. For any certificates that are to be collected from the Principal's Office, request letter must be submitted through Class-In-Charge & HOD and the same can be submitted two days in advance.
31. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.



  
**Principal**  
Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engg.,  
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