



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar

Survey No. 162 & 163, Nepti, Nagar - Kalyan Road, Ahmednagar - 414005. Maharashtra

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Approved by AICTE New Delhi, Govt. of Maharashtra & Affiliated To Savitribai Phule Pune University.

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

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Code of Conduct

(Policy Document)



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Code of Conduct & Ethics (Policy Document)

Introduction:

Code of conduction is the rules of social behavior, which make the society function smoothly with due aims and objectives. Code of conduct make socializing process easier. A code of conduct for college ought to be committed to a advantage of all its stakeholders like students, parents, employer, employee, teachers, principal, administration and the management. Since college is the institute committed for the all-round/comprehensive development of a student, it is necessary to design a student centered code of conduct. Students of the college shape the future of the nation. College is the center for shaping wholehearted and level headed citizens of the society. The code of conduct of the college thus has to be compelled to facilitate students to reach to the height of knowledge and character. All the above-cited stakeholders of the college are expected to know and follow the outlined code of conduct for significant contribution to society. It provides some guideline for handling issues like harassment, safety and conflict of interest. The code is a general idea of acceptable behavior and guideline to avoid any form of unacceptable behavior and enforce the behavior, which will direct and cause the smooth functioning and development of the college.

The parental institute of the college, Ahmednagar Jilha Maratha Vidya Prasarak Samaj has a heritage of more than hundred years. Year 2018 has been celebrated as the centennial year of the Organization. The historical backdrop of the organization goes back to the commitment of the extraordinary social reformer and ruler of Bhosale administration of Kolhapur, Rajarshi Shahu Maharaj. The establishment along these lines works for the most under-advantaged classes of society, following the belief system of Mahatma Jotiba Phule, Rajarshi Shahu Maharaj and Dr. Babasaheb Ambedkar. The institute thus has a mass base and secular foundation.

The institution works for:

1. To provide educational opportunities particularly to the socially underprivileged and economically weaker sections of the society.
2. To foster holistic personality of the students.
3. To impart basic knowledge and develop skills, aptitude and competencies to meet the future challenges.



4. To instill research culture and positive attitude for the progress and development of the nation.
5. To inculcate good moral values among the students required for social commitments and national integration.

The college follows a code of conduct or a set of rules and regulations for governing the behavior or conduct of individuals entering the college premises in the capacity of any one of the following:

- 1) Principal
- 2) Governing body
- 3) Staff members
- 4) Students
- 5) Visitors

CODE OF CONDUCT FOR PRINCIPAL

1. The principal should provide inspirational and motivational value based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environmental sustainability. A principal should inculcate virtues like patience, tolerance and co-operation.
2. Principal should take all the decisions based on the interests of the academics of the students. He should be open-minded during disciplinary actions for both staff as well as students. He should respect the rights of all human beings.
3. Principal must stick to his commitments. He needs to respect all aspects of his employment contract. He should not violate rule and regulation, discarding his duties and leaving the position without permission, etc. The student's welfare is the top priority and failure to carry out sufficient supervision on and off campus is at part with indifference for his position.
4. Principal must open acts and consequent results in criminal and civil charges against him, if any. He must have faithfulness to the college and avoid casual decisions that results in violations of the law.
5. Principal should be honest from misconduct to protect dignity of his position. These activities include making inappropriate action or maintaining high intimate relations. For instance, degrading sending text message, phone calls and social media interactions that are



- consider as immoral by the college and it may result into his termination from service, if found guilty.
6. Principal should follow over to ethical policies. He must be sincere, fair, devoted, supportive and protective.
 7. Principal should be truthful in his wordings and communicate vital information to the public. He must report acts of alleged abuse to authorities.
 8. He should inculcate the habit of verifying the matters personally and should not blindly believe in others opinions. He should be free from all sorts of bigotry attitudes.
 9. He should not restrict himself to any religious, linguistic, ideological constraints. He should have a complete non-conformist attitude towards all the staff and the students.
 10. He should provide equal opportunities and rights to all the students and staff. He should refrain from allowing considerations of caste, creed, religion, race and gender in their professional endeavor.
 11. He should inspire the staff to execute their idea and plans if they are useful for the institutional development. He should execute all other qualitative and quantitative work for the welfare of the college.
 12. He is a mediator between the teaching staff, college administration and the institutional management. He should play a role for the positive co-ordination and co-operation between all these stakeholders for the smooth and fruitful functioning of the college.
 13. He should be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct.
 14. He should endeavor to promote a work culture and ethics that brings about professionalism, satisfaction and service to nation and society.
 15. With the help of colleagues and staff, he should establish certain quality benchmarks.
 16. He should establish cooperation and coordination with likeminded institutes, sign contracts and MOUs for the benevolence of the academic ambience.
 17. He should not hesitate to execute his powers regarding major policy related and disciplinary matters including fee structure, financial and other deals, starting new academic programmes etc. in academic interests.



CODE OF CONDUCT FOR GOVERNING BODY

1. Members of governing body are required to disclose their external employment or business interests which may be in potential conflicts with the business of institution or college.
2. Governing body does not permit management or employees to involve in external employment or business in potential conflict with the business of institution or college.
3. The Governing Body of college is committed to keep the infrastructure and services required updated and ensure the effective utilization of the same for the defined purpose.
4. The College must ensure the accounts and reports reflect the operating performance without misleading public.
5. It will have complete administrative autonomy and have the privilege or appointing administrative staff and teaching faculty.
6. The Governing body approves and acquiesce in the matters proposed and passed through the Internal Quality Assurance Cell (IQAC) of the college after discussions and also approve the prescribed new courses of study and restructure or redesign the courses to suit the local needs, to make it skill oriented and in consonance with the job requirement.
7. The prescribes the rules for admission in consonance with the reservation policy of the state govt. or national policy.
8. Evolves methods of assessment of student's performance, the conduct of examinations and notification of results.
9. Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
10. It will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.
11. Institute scholarships, studentships, medals, prizes and certificates.
12. Perform such other functions and institute committees, as maybe necessary.



CODE OF CONDUCT FOR STAFF MEMBERS

The teachers are the role model of all sorts of behavior for students. Hence, the teachers must behave in careful and responsible manner.

1. All the Staff members shall carry their identity cards along with them on every working day of the college.
2. A teacher should practice regularity and punctuality in all the college related affairs via lectures, practical, meeting, invigilation or any other assigned tasks.
3. Proper and well-mannered behavior as part of professional and official decorum and as mark of respect to all categories of employees without prejudice on grounds of nature and tenure of employment.
4. A teacher should plan and execute co-curricular activities for students in order to provide impetus for leadership, creativity, skill and research aptitude.
3. Proper and polite use of language as means of verbal expression, communication and exchange is mandatory. Use of informal and casual forms of address, abusive and slang words is strictly forbidden. This is to ensure that the atmosphere of the college is maintained. As literate and/or educated members of the college community, each one is responsible for maintain standards of correctness while communicating. All college notices, letters and invitations are to be written in correct and formal English.
4. Use of the polite discussion tone while addressing and interacting with each other, students and visitors. Screaming and calling out to one another in loud voices or engaging in loud discussion while walking down the corridors during class hours is strictly is not prohibited.
5. Responsible use of college property and every facilities provided by the college. Vigilance against damage and misuse of college property and resources. The College expects each member to be alert and vigilant and to report any misuse, damage or demolishing of any item of college property including e-resources and college websites.



CODE OF CONDUCT FOR STUDENTS

The students are one of the major stakeholders of the college. The whole mechanism of the college is planned and implemented with development of students at its center. It is therefore necessary that the behavior of the students must be honest, sincere and responsible.

1. Use of mobile phones in college area and during class hours and dedicated for academic and research activities is strictly prohibited. Use of mobile phones in the library and during seminar hours is not allowed.
2. Students must attend all the classes, practical, co-curricular and curricula activities regularly and sincerely.
3. They should not cause any harm to college property like classrooms, furniture, electric or electronic devices, laboratories, libraries, ground, garden, flora and fauna.
4. Their behavior in the college premises must be polite and cooperative. They must not misbehave with fellow students, teachers, administrative or administrative staff.
5. Students should have due respect for senior students. Senior students should also shoulder responsibility to guide junior students.
6. Student should not indulge in any form of discrimination based on class, caste, gender and creed. The students should not behave in such a manner that will create lack of confidence among other students or they might feel insecure and uncomfortable.
7. The college administration strictly prohibits any form of discrimination or ragging. Any such practice or behavior will be considered as punishable offence.
8. Students are not allowed to bring in outsiders.
9. The students are bounded by all the rules and regulations made by the college from time to time.
10. The students are required to read regularly the notices displayed on the notice board in the college.
11. The college shall not be responsible for any losses to a student's due to failure to read the notice in time.
12. Any students found guilty of tempering or damaging the property of college shall be punishable and might result in his/her exclusion from the college.
13. Smoking, drugs are strictly prohibited on the premises of the college and hostel.



14. Anyone found indulging in ragging in any form within or outside the college or in hostel, shall be immediately expelled from the college.
15. Students shall not be make any representation regarding any matter connected with college to the press or the institution or agency without prior permission of the authority of the college
16. The students shall not form any organization, hold meeting nor invite any person for any function without prior permission of the Principal
17. Every student must actively participate in maintaining cleanliness of the campus of the college. The students must avoid any act which may spoil the campus.
18. The students have to park their vehicles at students parking stand only.
19. Every student must be regular or punctual in attending the classes, practical and in other works. Attendance of 75% lectures and practices is compulsory. Students will not be allowed to appear for university examination unless he or she fulfills the condition of 75% attendance.
20. The students should not secure admission to any other college or institute by fabrication of face or information.
21. A student shall not do any misconducting or indiscipline in the class rooms, laboratories, playground, library, gymnasium etc.
22. The official class trip and visits must be arranged with the prior permission of the principal.
23. If a student fails to take his library card and identity card within a month from admission, he or she will have to pay fine.
24. The librarian may cancel the membership of a student if he/she violates the rules of the library.
25. The books issued shall be submitted before the due date. Check the book before it is borrowed. Ensure that the book you are borrowing is not torn or spoiled. If so, bring it to the notice of the library attended.
26. If a book is lost, double cost of the book will have to be paid. Absolute silence must be observed in the reading hall and library. The student shall abide by the general rules of discipline and conduct of reading hall.
27. A student must have satisfactory performance in Term End Terminal Examination and other tests conducted from time to time.



28. A student should pay all the fees of college and hostel before filling in the examination form.
29. Every student admitted to the college should require undergoing a compulsory medical examination from the nominated medical practitioner by the college.
30. A student should avoid the wastage of gas, water, electricity and chemical etc. A student should follow all the instructions issued by teachers. A student is required to submit the journals in time.
31. If a student is absent for practical's, the head of the concerned department may impose a fine for each Practical's. A student will have to compensate the damage of equipment's. A student shall pay the required amount of deposit; otherwise he will not be permitted to attend the practical.
32. It is mandatory for the students to wear college uniform regularly, except Wednesday and Saturday, as well as whenever required as per the instructions from Institution.



CODE OF CONDUCT FOR VISITORS

This code is part of the security measures adopted by the college authorities to protect all members and visitors and the college area and property from external threat of any kind. In case of emergency, the college can use the facilities extended by the Nagar Taluka Police Station to handle any untoward or awkward situation.

1. All visitors invited by the college are GUESTS and are to be treated as such and will enjoy the friendly and generous reception and entertainment of guests, visitors, or strangers extended by the college.
2. Visitors seeking information about any aspect of the college will be directed by the security personnel to the relevant place be it office, principal's office, staff room. No visitor will be allowed to entry classrooms and examination halls.
3. The college is under CCTV surveillance; cameras are installed at all entry and exit points as well as classrooms and practical laboratories.
4. The purposes of the visitors are to be intimated by security personnel and noted down at college gate entry register.
5. The college guarantees safety and security to all within its presence in college area.
6. Visitors, invited and uninvited, will fill the visitors' register available in the college main gate before they meet any member of the college. The visitors' register will be duly sent up by the security personnel deployed to do so. Entries of visitors are to be recorded in the visitors' book.
7. Visitors must come by prior appointment to meet teachers. They are to be seated in the College at conference hall or other open area in a building used by the public in case they arrive without appointment and will be permitted to visit the Staff only if the teacher concerned instructs the security to do so. No outsider can ramble or loiter into the college. This will be seen as trespassing and intruder will be prosecuted.



MP Nagarkar
PRINCIPAL
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