

CODE OF CONDUCT

• CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- ✚ The admitted student should strictly follow the discipline and regulations set by the Institution.
- ✚ The student should follow the academic calendar provided in the prospectus.
- ✚ Engagement of the students in Anti-institutional, Anti-national, Anti-social, Communal, Immoral or Political expressions and activities within the Campus are strictly allowed.
- ✚ Students must employ the **USE ME** for waste materials to make the plastic free and clean campus.
- ✚ Students should park their two wheelers and cycles or vehicles in parking shed only.
- ✚ Disciplinary action will be taken against students indulging into ragging, harassment, or any kind of malpractices.
- ✚ Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

- ✚ The student must bring their I-card every day with him / her in the college.
- ✚ The student should collect his / her I- Card within 15 days from the date of admission.
- ✚ At the time of issuing a book, the Identity Card must be presented along with the Library card.
- ✚ If student has lost library card or I-card, He/She should be reported immediately to the librarian with an application.

MOBILE PHONE

- ✚ The student should switch off their mobile phones in the classroom, Laboratory and Library.
- ✚ Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING AS PER THE DIRECTIONS OF HON'BLE SUPREME COURT OF INDIA. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- ✚ Cancellation of admission and also debarred from taking admission in any institution in India.
- ✚ Suspension from attending classes.

- ✚ Withholding/Withdrawing scholarship / fellowship and other benefits.
- ✚ Debarring from appearing in any test/examination or other evaluation process.
- ✚ Withholding results.
- ✚ Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- ✚ Suspension / expulsion from the institution.
- ✚ Collective punishment if larger numbers of students are involved in the act of ragging.
- ✚ An FIR filed without any exception with local police station.

ATTENDANCE

- ✚ Student should be regular in attendance for all sessions during the day.
- ✚ Student should have at least 75% attendance in the Lectures of every subject and 100% • overall performance.
- ✚ If the student is found irregular in attendance, disciplinary action will be taken.
- ✚ The student must report about the sickness to the Institution.
- ✚ The student will be entirely responsible for academic loss.
- ✚ The student should complete all the Practical's, Assignments and Projects.

EXAMINATION

- ✚ Candidates must appear at the examination hall half an hour before the commencement of the examination.
 - ✚ Mobile phone is strictly prohibited in the exam hall during the examination.
 - ✚ Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
 - ✚ A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators.
 - ✚ All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- **CODE OF CONDUCT FOR TEACHING STAFF**

DISCIPLINE

- ✚ All the staff Members should follow the rules and regulations of the Institution.
- ✚ All staff shall devote their time and their best efforts for the progress of the Institution.
- ✚ Staff should contribute to the vision and mission of the Institution.
- ✚ Staff must be punctual, sincere and regular in their duties.
- ✚ Staff must attend all functions of the college as per the instructions.
- ✚ Staff must refrain from any form of harassment or unlawful discrimination based on Caste/ Creed/ Race/Religion or Language.
- ✚ Staff should work in cooperation and collaborative manner with others in academic and administrative activities.

- # Every staff should maintain the confidentiality regarding the College's affairs.
- # The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- # Once the subject is allotted the staff should prepare lecture wise lesson plan.
- # The staff should get the feedback from students and act / adjust the teaching appropriately.
- # The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- # The staff should use "Information Communication Technology (ICT)" for effective curriculum transactions.
- # Every teaching staff demonstrate a high standard in teaching and learning by engaging students in their learning to achieve high level outcomes for all students