



Savitribai Phule Shikshan Prasarak Mandal's

SKN SINHGAD COLLEGE OF ENGINEERING,
KORTI, PANDHARPUR-413304



INSTITUTIONAL CODE OF CONDUCT

Part-A: FOR THE STUDENTS

Institute believes in promoting safe and efficient work culture by enforcing following behavioral standards.

1. All students must uphold academic integrity, respect all persons & their rights, property and safety.
2. He/ She shall be regular and must complete his/her studies in the Institute.
3. He/ She should carry identity card issued by the Institute and produce it on demand by campus security guards.
4. Students are not permitted to either record lectures in class rooms or actions of other students, faculty and staff without prior permission.
5. Students are expected to use the social media carefully and responsibly. They shouldn't post derogatory remarks/comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
6. Students must deter from indulging in
 - a. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability or sexual orientation, marital or family status, physical or mental disability, etc.
 - b. Any disruptive activity in class rooms or in an event sponsored by the Institute.
 - c. Organizing meetings and processions without permission from the Institute.
 - d. Accepting membership of religious or terrorist groups banned by the Government of India / Institute.
 - e. Unauthorized possession, carrying or use of harmful chemicals and banned drugs, ammunition, explosives or potential weapons, fireworks, contrary to law or policy.
 - f. Smoking on the campus of the Institute.



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- g. Possessing, consuming, distributing, selling of alcohol in the Institute and /or throwing empty bottles on the campus of the Institute.
- h. Parking a vehicle in “No Parking Zone” or in area earmarked for parking other type of vehicles.
- i. Rash driving on the campus that may cause inconvenience to others.
- j. Damage or destruction of property of the Institute or of others on the Institute premises.

GUIDELINES FOR ACADEMIC CONDUCT

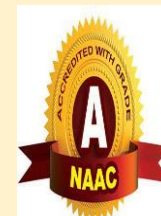
- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- (b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos.
- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations.
- (d) Laboratory notes must be well maintained in bound notebook with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page. (e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- (f) Give due credit to previous reports, methods etc. with appropriate citations.

Role of the Student

Before submitting a thesis the student should undertake that he/she is aware of the academic guidelines of the Institute. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to convey the misconduct in a timely manner.



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Role of the Faculty

Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and dissertations carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy to student within their specific courses to ensure minimal academic dishonesty and to respond appropriately and timely to violations of academic integrity.

Role of the Institution

A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute and this can lead to various sanctions. In case of a student the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to fine, suspension or expulsion.

Part-B: FOR THE STAFF (TEACHING and NON – TEACHING)

Here we follow General Conduct Rules prescribed by the Sinhgad Technical Education Society (STES Circular No. STES/Personnel/2011-12/456). These rules comprises of following points.

1. **Integrity and devotion**

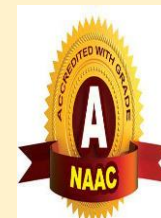
Every employee shall maintain absolute integrity and devotion to the duty and do nothing which will bring dis-repute to the college. Every supervisor shall take all possible steps to ensure the integrity and devotion to the duty of all employees under him.

2. **Maintaining confidentiality of information**

Every employee shall maintain confidentiality of the information provided with him while performing duty and shall not disclose it or make private use of it without prior consent of the Hon. President.



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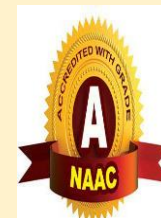
3. Every employee shall obey these rules of conduct and the orders of his superior under whose control or supervision he has been deployed from time to time.
4. The instructions of the official superior shall be in writing avoiding oral communication.
5. **Prohibition against Trade and Business**
No employee except previous sanction of the Hon. President shall engage directly or indirectly in any trade or business or undertake any other employment.
6. **Taking part in Politics**
No employee shall be a member of or be otherwise associated with any political party or any political organization.
7. **Acquiring higher Qualification**
Any employee desiring to acquire higher qualification shall obtain permission of the President in writing for the same.
8. Employee should maintain highest standards of professional ethics and behavior.
9. **Sexual harassment**
No employee shall indulge in any act of sexual harassment of any female employee. All employees should take appropriate steps to prevent such occurrences.
10. All employees shall refrain from consumption of Drinks, Drugs, chewing a tobacco/Gutka at work place.

PART-C: FOR THE HEAD OF THE DEPARTMENT

1. HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required:
2. To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.



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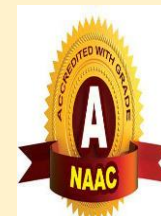
3. To ensure the maintenance of laboratories in good order to provide training to the students as per the norms of University of Mumbai and as per with industry standards.
4. Train and update the faculty to deliver good instruction to the students.
5. To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
6. To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.

SPECIFIC DUTIES OF HOD:

1. Should ensure that all classes are held as per the time - table. He should make alternate arrangement for the class work of teachers absent on that day. He should recommend for disciplinary action against that availing leave without prior arrangement for class work.
2. Should verify the student attendance on every weekend to check for proper marking of attendance and implementation of lecture plans.
3. Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
4. Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
5. Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
6. Should monitor students' development and problems through feedback and counseling.
7. Should appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.



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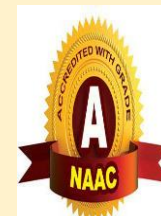
PART-D: FOR THE PRINCIPAL

1. The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
2. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute. .
3. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
4. The Principal should form various college level committees which are necessary for the development of the Institute. .
5. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
6. . The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals. .
7. The Principal should provide leadership, direction and co-ordination within the Institute. .
8. The Principal should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws.
 - Meets or exceeds Institute standards and any weaknesses
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
9. The Principal is responsible for the development of academic programmes of the Institute.
10. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.



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11. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented. .
12. The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
13. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
14. The Principal should forward confidential report of all staff members of the Institute and submit it to the Management. .
15. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

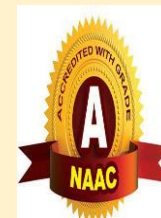
PART-E: FOR THE ALUMNI

The Alumni committee of SKNSCOE Korti has adopted this Code of Conduct, which is applicable to the Alumni, Volunteers and Committee members, and all the team members of the organization. The Code reflects our collective commitment to not only uphold the law but to protect this organization's interests while maintaining the highest standards of ethical conduct.

1. A respectful tone and polite communication are the basis of our committee. It is therefore not permitted to negatively distinguish, mob or ridicule others.
2. Users & Members are fully responsible for all publication of any kind (data, information, images etc.) and for all their consequences.
3. Discrimination and defamation of other members or social groups on the grounds of their religion, origin, nationality, economic capacity, sexual orientation, age or gender are explicitly forbidden.



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4. Consumption of Alcohol, Drugs & Smoking is strictly prohibited in Institute's premises.
5. In case of any damage to Institute's property members of the alumni committee will be dealt according to the rules & regulations of the Institute.

The success and reputation of the Alumni committee are built upon the words and actions of its members. All members of the SKNSCOE community students, alumni, faculty, and staff are responsible for advancing the Institute's mission through professional conduct and a commitment to excellence. Personal responsibility, respect, and integrity are the guiding principles for our learning community.

PART-F: FOR THE PARENTS

In order to maintain an orderly, respectful and secure educational environment for the students and staff of SONSCOE, it is essential that all parents and visitors to our college be aware of their responsibilities and adhere to the expected code of conduct as set forth in this guide.

1. To recognize that the education of warden is a joint responsibility of the parents and the college community.
2. To encourage their warden to follow the college Code of Behavior.
3. To attend meetings at the college if requested.
4. Read written communication received from the college and respond appropriately.
5. Report to the office if calling to the college during the day for any reason.
6. Become actively involved with their warden college events throughout the academic year.