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Code of Conduct for Students

DISCIPLINE

The student must observe and strictly follow the disciplinary rules and regulations of the College.

01. The student should follow the academic calendar as per the instructions of Head of the Departments
02. Any act of indiscipline or misbehavior by any student will attract severe punishment.
03. Students shall only use the waste bins for disposing waste materials in classrooms, Students have to park their vehicles in the parking zone only.
04. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
05. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus
06. Disciplinary action will be initiated against students indulging into ragging, harassment, bullying and untoward incidents.
07. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents of the students and with the written consent of the management.
08. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.

ID-CARD

Every student must carry with her college I-card every day while attending lectures and appearing for various examinations. The student should take her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year. The student should carry an identity card with her regularly and the identity card should be produced when demanded by the authorized persons of the College. If a student has lost a library card or I-card, it should be reported immediately to the HOD and the librarian with an application.

MOBILE PHONE

The student should switch off their mobile phones while in the classroom, as per notification.

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

Ragging, as per the Directions of Hon'ble Supreme court of India, and THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999, As modified from time to time, is strictly prohibited in the College; and, will result in cancellation of admission and also the student will be debarred from taking admission in any institution in India. It may result in suspension from attending classes; or withholding/Withdrawing scholarship / fellowship and other benefits or debarring from appearing in any test/examination or other evaluation process or Withholding results or debarring from representing the College in any regional, national or international meet, tournament, youth festival etc., or suspension / expulsion from the institution; or collective punishment if larger number of students are involved in the act of ragging; or an FIR filed without any exception with local police station.

ATTENDANCE

Students should be regular in attendance for all sessions during the working days.

Students should have at least 75% attendance in the Lectures of every subject; and, if the student is found irregular in attendance, disciplinary action will be taken.

On no account will students be allowed to remain absent for any internal and semester examination conducted by the College or continuous assessment conducted by faculty in classes. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

EXAMINATION

Candidates must appear at the examination hall half an hour before the commencement of the examination.

Mobile phones are strictly prohibited in the examination hall 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.

DISSERTATIONS AND INTERNSHIPS

Students are instructed to follow the information and guidelines given by the guide from time to time and make the timely submission of their completed projects in all respects.

Code of Professional Ethics for Teachers

Teachers and their Responsibilities:

Teacher should:

01. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
02. Manage their private affairs in a manner consistent with the dignity of the profession;
03. Seek to make professional growth continuous through study and research; (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
04. Maintain active membership of professional organizations and strive to improve education and profession through them;
05. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
06. Discourage and not indulge in plagiarism and other unethical behavior in teaching and research;
07. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
08. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
09. Participate in extension, co-curricular and extra-curricular activities, including community service.

Teachers and Colleagues:

Teachers should: (i) Treat other members of the profession in the same manner as they themselves wish to be treated; (ii) Speak respectfully of other teachers and render assistance for professional betterment; (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor

Teachers and Non-Teaching Staff:

Teachers should: (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Code of Professional Ethics for Principal

01. 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.
02. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
03. The Principal should form various college level committees which are necessary for the development of the Institute.
04. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.

05. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
06. The Principal should provide leadership, direction and coordination within the Institute.
07. The Principal should periodically review this Code of Conduct, as it deems necessary, to ensure that this Code of Conduct conforms to applicable Laws.
08. The Principal is responsible for the development of academic programmes of the College.
09. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
10. 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.
11. The Principal should ensure that the long-term and short-term development plans of the College in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.