



Nutan Maharashtra Vidya Prasarak Mandal's
**NUTAN MAHARASHTRA INSTITUTE
OF ENGINEERING AND TECHNOLOGY**
Under Administrative Support - PimpriChinchwad Education Trust



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Affiliated to SPPU

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Code of Conduct for the Students

Ordinances University of Poona

Ordinance for Students:

- 0.68. For keeping a term in any class in a College/University Department/ Recognized Institution, a student shall attend at least 75% of lectures delivered per term, in case of a Course/courses where under keeping separate terms is prescribed, whereas in case of a Course where the terms have to be kept consecutively, 75% attendance at the lectures shall be calculated for both the terms at the end of the second term. Besides, the requirements for sessional work, performance threat and attendance there in and other requirements as prescribed by the respective Board of University Teaching and Research and/or any other University authority or body, as the case may be, shall have to be satisfied for earning the terms.
- 0.69. Since applications for University Examinations are required to be submitted to the University before the closing of the academic year, all such applications shall be deemed to have been provisionally accepted by the University for the purpose of including the applicants names in the list of candidates appearing at the University Examinations; provided, however, that admission of applicants to the examinations concerned is liable to be cancelled or withdrawn if the Principals of Colleges/Discipline Committees in case of University Departments or Recognized Institutions concerned report to the University stating reasons, at least 15 days before the commencement of the respective examinations that the concerned applicants have not satisfactorily kept their terms for their course.
- 0.70. The Executive Council may on account of bonafied illness, or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the maximum on the recommendations of the Discipline Committees in case of the post graduate courses and the principals of the colleges in case of Under Graduate Courses.
- 0.71. In case a student is permitted to participate in the N.C.C/N.S.S. camps or to undergo training or military duties/Inter University/Inter Collegiate competitions/Sports and games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance to the student.
- 0.72. The principals and heads of institutions shall keep a register of the daily attendance of duly admitted students.

- O.73. (a) To keep a term at a College or Recognized Institution, a student must complete to the satisfaction of the principal or the Head of the Institution, the course of studies at the college or Institution prescribed for such terms for the class to which the student belongs.
- (b) In college where facilities for N.C.C. Training are available, N.C.C. Training will be obligatory for Under Graduate student of that college who has joined such training. Such a candidate shall have to produce, along with his application for admission to the examination, a certificate from the principal to the effect that he has undergone satisfactorily the required N.C.C. Training during the year. This certificate shall be issued by the principal in consultation with the N.C.C. authorities.

RESIDENCE, HEALTH, CONDUCT AND DISCIPLINE OF STUDENTS
(Under Section 39 (iii))

- O. 97. Each College shall provide residential accommodation for such a number of its students as the Executive Council may, from time to time, decide and shall make arrangements for supervision over the students who reside in lodging approved by the authorities of the College. Resident students shall conform to rules drawn up by Principals of Colleges.

In case the hostel or lodging is not directly maintained by the College, the College may temporarily approve a hostel or lodging for the residence of students for such period as the Executive Council may permit. Provided that the College while approving a hostel or lodging shall ensure that it can be inspected by the University authorities as and when it desires.

- O. 98. Every non-resident student shall submit his name and address, where he proposes to live, to the Principal of his College.
- O. 99. As soon as possible after the re-opening of a college after the long vacation, the Principal shall submit to the Director of the Students' Welfare, the following information:
- (i) The number of hostels and the number of the Superintendent;
 - (ii) The number of resident students in each Hostel and approved lodging;
 - (iii) The number of non-resident students living with their parents;
 - (iv) The number of non-resident students living with their guardians;
 - (v) The number of non-resident students living on their own.

- O.100. All Colleges shall provide adequate facilities for physical exercise for their students and shall forward a statement of the same in the required performa to the Director of Students' Welfare

- O.131. Disciplinary action in case of use of unfair means by the students in the University Examination.

- (1) Competent authority: The Executive Council of the University shall be competent authority to take appropriate action against the student/s using, attempting, aiding abetting instigating or allowing to use unfair means at the Examinations of the University.

(2) Definitions: Unless the context otherwise requires.

(a) "Student" means and includes a person who is enrolled as such by the University/College/Recognized Institution, for receiving instruction, qualifying for any degree, diploma or certificate awarded by the University.

(b) "Unfair Means" includes one or more of the following acts or omissions on the part of student/s during the examination period:

(i) Possessing unfairmeans material.

(ii) Transcribing any unauthorised material or any other use thereof.

(iii) Intimidating or threatening use of violence against invigilator or person on duty in the examination or man handling him/her or leaving the examination hall without permission of the supervisor.

(iv) Leaving the examination hall with answer-book/s and or supplement or any part thereof either written or blank.

(v) Unauthorisely communicating with other examinee/s or any one else inside or outside the examination hall.

(vi) Making any sign on the answer-book to the effect that directly or indirectly his identity may get communicated to the examiner.

(vi) Causing disturbances in any manner in the examination proceedings.

(vii) Persuading, instigating, coercing students to leave or walk out from the examination hall or to do anything against the examination procedure or orders of the examination authorities, or not to do anything required to be done in connection with Examination or intimidating them for such purpose.

(viii) Or any other similar act/s and or omission/s which may be considered as unfairmeans by the competent Authority.

(c) "Unfairmeans relating to examination" means and includes directly or indirectly committing or threatening to commit any act of coercion, undueinfluence or fraud with a view to obtain wrongful gain to him or to any other person orcausing wrongful loss to other person/s.

(d) "Unfairmeans material" means and include any material whatsoever, related to the subject of the examination, printed, typed, written or otherwise on the person of the examinee or on, wood or other material, in any manner or in the form of a chart, diagram, map or drawing or Electronic aid etc. which is not allowed in the examination hall.

(e) "Possession of unfairmeans material by a student" means having any unauthorised material on his person or desk or chair or table or at any place within his reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

(f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfairmeans material, by Junior Supervisor, Senior Supervisor,

member of the vigilance committee or any other person authorised for the purpose, in this behalf, even if the unfairmeans material is not produced as evidence because of its being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Senior Supervisor to the Registrar or an officer- authorised in this behalf.

(g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination

(h) "Senior Supervisor" means and includes Principal of the College concerned/ Head of the Recognized Institution concerned, where concerned examination is being conducted, and any other person duly authorised by him or a person appointed as in-charge of Examination, by the authority competent to appoint as such.

(3) During Examination, Examinee and other students shall be under disciplinary control of the Senior Supervisor/s.

(4) Senior Supervisor/of the Examination Centre shall in the case of unfairmeans, follow the procedure as under:

(i) The Examinee shall be called upon to surrender to the Senior Supervisor, unfairmeans material found in his or her possession, if any and his/her answer book and

(ii) Signature of the concerned student shall be obtained on the relevant papers and on the list thereon, concerned Junior Supervisor and Senior Supervisor shall sign all the relevant documents.

(iii) Statement of the examinee and of the concerned Junior Supervisor shall be recorded in writing by the Senior Supervisor. If the student refuses to sign any such material or refuses to make statement, Senior Supervisor shall record accordingly, under his signature

(iv) Senior Supervisor shall take one of the following decisions depending upon seriousness/gravity of the case:

(1) Expel the concerned student from the Examination and not allow him to appear appear for remaining Examination. OR

(2) Expel the concerned student from the Examination and not allow him to complete the paper/practical etc. as the case may be during the course of which he was caught. OR

(3) Confiscate his answer-books, mark it as "suspected answer-books" and issue him fresh answer-book duly marked.

(v) All the material and list of material mentioned in sub-clause (i) and the. statement of the examinee and that of the Junior Supervisor as mentioned in Clause No (ii) & (iii) and the answer-book/s shall be forwarded by the Senior Supervisor, along with his report, to the Registrar, in a separate and confidential sealed envelope marked 'suspected

unfairmeans'. (vi) In case of unfairmeans of oral type the Junior and Senior Supervisor or concerned authorised person shall record the fact in writing and shall report the same to the Registrar of the University. Procedure to be followed by Examiner during Assessment:

- (5) If the examiner at the time of assessment of answer-books suspects, that there is a prima- facie evidence that the examinee/s whose answer-book/s he is assessing appears to have resorted to unfairmeans in the Examination he shall forward his report along with the evidence to the Registrar with his opinion in separate confidential sealed envelopes, marked 'suspected unfairmeans'.
- (6) Cases of Unfairmeans reported to the Registrar by the Senior Supervisor/s and or Examiners shall be inquired into by the committee/s appointed by Executive Council. The cases of unfairmeans reported through any other source shall be scrutinised by the Registrar and if he is satisfied that there is prima-facie case, he shall place the same before the committee for further proceedings.
- (7) Result/s of the concerned examination of student/s involved in such cases may be held in reserve till the competent authority takes final decision in the matter.
- (8) The Executive Council shall appoint committee/s to hold inquiry regarding cases of unfairmeans. Every such committee/s shall consist of following members:
 - (1) Member of the Executive Council-Chairman
 - (2) Two Principals of the Colleges
 - (3) Two teachers having 15 years or more teaching experience
 - (4) The Committee may co-opt one member with legal knowledge preferably practicing advocate with ten years standing. No person shall be a member of the inquiry committee who has worked as member of the Vigilance Committee during the examination concerned.
- (9) Procedure of the Committee should be as under:
 - (i) Officer of the University (authorised by the Executive Council/Registrar in this behalf) shall inform the student, in writing, act of unfairmeans alleged to have been committed by him.
 - (ii) The student charged, shall be required to submit his or her written explanation, within 10 days, from receipt of the letter and to state in writing whether or not he/she admits the charge/s put against him/her.
 - (iii) If the student fails to submit the written explanation within the stipulated period, the committee may proceed with the enquiry further.
 - (iv) An opportunity for making oral hearing may be granted.
 - (v) The documents that are being taken into consideration or are to be relied upon for the purposes of proving the charge or charges, against the student may be shown to him, if student, presents himself before the committee.

- (vi) The Committee shall submit its report to the Executive Council along with its recommendations regarding punishments to be inflicted or otherwise.
- (vii) The Committee should follow the above procedure in the spirit of principles of natural justice.
- (10) The Executive Council after taking into consideration report of the Committee, shall pass such orders as it deems fit.
- (11) The Executive Council may impose any one or more of the following punishment/s on the student /s, found guilty of using unfairmeans:-
- (i) Cancellation of the performance of the examinee in that examination/s,
 - (ii) Debarring student/s from appearing for any examination/s of the University for stipulated period not more than 5 year or
 - (iii) Debarring student/s from taking admission for any course in the University /College/Recognized Institution for the stipulated period not more than 5 years.
 - (iv) Cancellation of University Scholarship/s or award/s, prize/s, medal/s, etc. awarded to him by the University, in that Examination.
 - (v) The Executive Council in addition to the above mentioned punishments, may impose the fine not exceeding Rs.300/- on the student declared guilty.
- (12) The procedure laid down in Clause No.9 may not be followed al1d all or any of its provisions may be waived in the following circumstances:
- (i) When the student charged admits the charge/s in writing.
 - (ii) When the order of punishment is to be passed on facts which have led to the conviction of the student charged in criminal court.
 - (iii) When the student has absconded on for any other reason it is not possible to contact the student.

O.157. Maintenance of discipline and good conduct by students:

(Under section 87 and section 39 (III) of Poona university act, 1974)

1. Every student, during term course, shall be under discipline jurisdiction of competent authority which shall take appropriate action in case of indiscipline, misconduct on the part of the student.
2. Definition: in these ordinance unless the context otherwise requires,
 - 'Student' means and includes the person who is enrolled as such by university, Affiliated college or Recognized institution and or for qualifying for any degree of diploma or certificate the university.
 - 'Institution' means and include university/Affiliated college/Recognised institution as the case may be inclusive of the campus, Hostel, playground, Laboratory, Libraries, gymnasium thereof.

- 'Competent authority' for the purpose of these ordinance means include Head of the teaching department of the university, principal affiliated college, Head of recognized institution for concerned student as such other person, vested with the authority by vice chancellor for external student.

Provided in respect of misconduct regarding university examination, Executive Council shall only be competent Authority.

1. Obligation of student : Every student, shall all time,

- Conduct himself properly,
- Maintain proper behavior,
- Observe strict discipline, both within campus of the institution, Hostel and also outside, in buses, Railway-Trains or at public places or education trip arranged by institution or at play Grounds.
- Ensure that no act of this consciously or unconsciously brings the institution or any establishment or authority connected with it into disrespect.

2. Any act of a student which is contrary to the previous of clause (3) constitute misconduct and/or indiscipline, which term shall mean and include, among others, any one more of the acts jointly or severally mentioned hereinafter, name.

- Any act that directly or indirectly cause or attempt to cause distribution in the lawful functioning of the institution.
- Habitual un-punctuality in attending lectures, tutorials, practical, and other course as may be prescribed.
- Repeated absence from lectures, tutorials, practical, and other course as may be prescribed.
- Occupation of any building such as, hostel room, and residential quarter such other accommodation in the premises owned or hired by the institution, without prior permission from the competent Authority.
- Permitting or conniving with any person not authorized to occupy any hostel-room, residential quarter, or any accommodation or any part thereof of the institution.
- Securing admission in the institution, to any undergraduate or post graduate programme or any other course by fabrication and suppression of facts or information.
- Obstruction to any student or group of students in his or there legitimate activity as such, whether in classroom, Laboratories, fields, playground, gymnasium or places of social and cultural activity within the campus of the institution.
- Suppressing material information or supply of false information to the institution, for seeking any privilege.
- Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the institution.
- Possessing or consuming any poison or stupefying drugs or intoxicant in any form of institution.
- Ragging, bullying, harassing any student in institution or outside thereof.

- Indulging in any act as would cause annoyance, embarrassment to any other student, or member of the authority of the institution to staff member or any member of family of the staff.
- Indulging in any act of violence, assault, intimidation or threatening in the institution or hostel or outside thereof.
- Destroying or attempting to destroy or temper with any official record or document of institution.
- Conduct unbecoming of the student, at any meeting or special function or sports and cultural activity arranged by the institutional or at any other public place.
- Stealing or damaging any farm produce or any property belonging to the institution, staff member of the institution or any other student.
- Instigating violence or participating in any violent demonstration or agitation or violent streak in the institution.
- Instigating or participating in any *gherao* of any official or any staff member of the Institution.
- Violation of any of the rules and regulation of the Institution or orders of the competent authority.
- Gambling in any form in the Institution.
- Disorderly behavior in any form or any act specifically forbidden by the competent authority.
- Refusal to appear to give evidence before Enquiry officer appointed by the competent authority with respect to a charge against him.
- Any act violating any provision of the Poona university act, 1974, Statutes, Ordinance Rules made there under.
- Conviction, in the court of Law for criminal offence, involving moral turpitude.
- Any other act not specifically mentioned hereto before which, whether by commission or omission as would in the circumstances of the case be considered by the competent authority as in act of misconduct and/or indiscipline.

3. The Competent authority may impose any one or more of the following punishment/s on the students found guilty of misconduct, indiscipline, in propone thereof :

- Warning /Censure/Reprimand.
- Fine not exceeding Rs. 300/-
- Cancellation of the scholarship/award/prize/medal, awarded to the student by the concerned Institution, with prospective effect.
- Expulsion from the concerned institution
- Debarring from admission to a course or courses of study in the concern institution.

Debarring from appearing for examination or examinations ducted by the institution concerned, for a specific period, not exceed five years.

- Cancellation of the result of the student concerned in the examination the concerned institution, in which he has appeared.
- Rustication from the institution for the period not exceeding years.

4. If the competent authority is satisfied that there is a prima facie case inflicting penalties, mentioned in Clause No. 5, it may itself or through other person, persons, authorized by it, for this purpose, shall make enquiry, in following manner.
 - Due notice in writing shall be given to the student concerned above alleged act of misconduct/ indiscipline.
 - Student charged shall be required within 15 days of the notice to __his written representation about such charge/s.
 - If the student fails to submit his written representation within specific time limit, the enquiry may be ex parte.
 - If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charges shall be given an opportunity to examine the witness concerns.
 - If the student charged, desire to see the relevant document, such document, as are being taken into consideration or are to be relied for purposes of proving the charge or charges, may at the discretion the enquiry authority, be shown to him after the notice as provide sub-clause (1) above is furnished to him.
 - The student charged shall be required to produce documents, if any support of his defence. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final are passed.
 - Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceeding before the Enquiry Authority.
 - Enquiry Authority shall record finding on each implication of misconduct or indiscipline, and the reasons for such finding and submit the along with proceeding to the competent authority.
 - The Competent authority on the basis of finding, shall pass such as it deems fit.
5. Provided procedure prescribed above need not be followed and all or any of provision may be waived in the following circumstance:-
 - When the student charged admits the charges in writing.
 - When the order of punishment is to be based on facts which have led to the conviction of the students charged, for the offence involving moral turpitude.
 - When the student charged has absconded or for any other reasons it is impracticable to communicate with him.
 - If in the opinion of the competent authority, a punishment or fine not exceeding Rs. 50/- or reprimand Censure, warning is sufficient.
6. if the punishment of rustication is imposed on a student by principal of the college/Head of the teaching department of such other person whom the authority is vested by the Vice-Chancellor for external student, such student shall be entitled to prefer an appeal to the executive council of the university within thirty days of the receipt of the notice of punishment.
7. In respect of such student, Head of the Institution shall maintain record of the punishment.

8. The Institution shall, on each occasion of any punishment being imposed any student, intimate by letter, to be sent under a Certificate of posting, the fact of such imposition to the parent or guardian of such student on the address available the college records.
9. A copy of these rules shall be supplied to each student at the time of his admission to the Institution and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record of the admission the student.
10. If any foreign student is admitted for any course, concerned Institution shall and copy of the rules to concerned foreign embassy and department of external affairs.

Disciplinary Powers and Discipline amongst Students

Maharashtra Public University Act, 2016. Sec. 127.

1. All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-Chancellor.
2. The Vice-Chancellor may, by an order, delegate all or any of his powers under sub-section (1), as he deems fit, to such other officer as he may nominate in that behalf.
3. The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled: Provided that, the Vice-Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.
4. Without prejudice to the powers of the Vice-Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline.
5. Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.
6. Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and

proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norms.

7. At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of university institutions and affiliated colleges.
8. All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principal of the affiliated college or head of the recognized institution, and the provisions of the sub-sections (6) and (7) including the Statutes made thereunder, shall mutatis-mutandis apply to such colleges, institutions and students therein.

The Maharashtra Prohibition of Ragging, Act,1999

1. Ragging within or outside of any educational institution is prohibited.
2. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
3. Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
4. (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.

General Conduct

All students are expected to respect and value the rights of others and conduct themselves as responsible citizens. Choosing to join the College community obligates each student to abide by a code of respectful behavior. The following personal actions, whether on or off-campus, are prohibited. The following list contains specific conduct that is prohibited by the College under this Code. The list is not intended to be exhaustive, and the College reserves the right to impose sanctions on students for personal actions which may not be expressly identified. The College's other rules and policies set forth additional prohibited conduct.

- 1. Attempts to Defraud:**

Includes any activity intended to misrepresent any official document or identification used by or issued by the College.

- 2. Bullying:**

Bullying is systematic intentional behavior that threatens, intimidates, or is intended to threaten or intimidate others. Bullying may take many forms, including but not limited to, repeated unwanted physical, verbal, or written acts, which are hostile or offensive; that target at an individual or group and create an intimidating and/or threatening environment or a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as behaviors such as ignoring or dismissing individuals or groups.

 - a. Hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property. Behaviors that are intimidating, threatening, disruptive, humiliating, sarcastic or vicious may also constitute hostile behavior. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, or insults.
 - b. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures or mocking.

- 3. Copyright Infringement:**

Students must respect copyright laws that protect publishers, software owners, artists, and writers. The use of College resources to infringe upon copyright laws (print, digital, and Internet) is prohibited. This applies to all forms of electronic media including, but not limited to, software, electronic encyclopedias, image files, video files and sound files.

- 4. Demonstrations:**

The College encourages civilized discourse. However, the College will not tolerate any mass assemblies or demonstrations that disrupt the classroom experience, work environment, or movement of others. The College also forbids all acts of violence, threatening conduct, and physical interference with the facilities or functions of the College campus. If protestors (or anti-protestors) resort to the use of violence or physical interference, College officials may, without delay, invoke the use of legitimate authority to remove all violators.

- 5. Disruptive Behavior:**

Includes the disruption of College activities and College business in classes, programs, meetings, and other student activities. Disruption may include: disorderly conduct, lewd or indecent behavior, breach of peace, or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.

6. Ethical and Acceptable Use of Technology:

The use of technology resources is subject to all federal, state and local laws, and to the College's applicable policies and guidelines.

7. Gangs:

Involvement in gang-related activities includes, but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti. A gang is defined as a group of individuals with identifiable leadership that conspires and acts in concert, mainly for criminal purposes. Behavior on or about College premises or at College-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger to life or property, or disrupts orderly operation, is prohibited.

8. Hazing:

Hazing means any act that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause degradation, cruelty, or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in, a group or organization. Hazing is prohibited by the College.

In response to allegations of hazing, it is not a defense that:

- a. The victim gave consent to the conduct;
- b. The conduct was not part of an official organizational event or sanctioned or approved by the organization; or
- c. The conduct was not required as a condition of membership in the organization.

9. Illegal or Unauthorized Possession/Use of Alcohol and Drugs:

This includes the unauthorized use, possession, manufacturing or distribution of illegal drugs (under central or state law), controlled substances, narcotics or alcoholic beverages or being under the unauthorized influence of the same on campus.

Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student, and sniffing toxic vapors.

10. Illegal or Unauthorized Possession/Use of Weapons:

The College prohibits the possession, use, control or distribution of any weapons, including but not limited to, firearms, pellet guns, air pistols/rifles, explosives, dangerous chemicals, knives, stilettos, dirks, brass knuckles, licensed weapons, or other objects or instruments possessed for use as a weapon.

11. Indecent or Obscene Behavior:

Such behavior includes, but is not limited to, indecent exposure, urinating or defecating in public, voyeurism, etc.

12. Misrepresentation:

Includes representing or acting on behalf of the College or another individual when not authorized to do so.

13. Misuse or Unauthorized Possession or Use of Public or Private Property:

Includes, but is not limited to:

- a. Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services;
- b. Destroying, damaging or littering of any property;
- c. Conduct that defaces, destroys, damages, or litters any property of the College or any property of an individual or group.

14. Obstruction/Abuse of Student Conduct Process:

Includes, but is not limited to:

- a. Failure to comply with any aspect of any student disciplinary process;
- b. Falsification, distortion, or misrepresentation of information in connection with any student disciplinary process;
- c. Disruption or interference with the orderly process of a discipline hearing;
- d. Attempting to discourage an individual's proper participation in or use of any student grievance or appeals process;
- e. Attempting to influence the impartiality of any student disciplinary process or grievance process, or any College individual involved in the process;
- f. Verbal or physical harassment and/or intimidation of any individual who participates in any student disciplinary process or grievance process.
- g. Influencing or attempting to influence another person to commit an abuse of any student disciplinary process or grievance process.
- h. Retaliating against any other College community member because of their participation in any student disciplinary process or grievance process.

15. Refusal to Identify and/or Comply:

Students must comply with all lawful directives of College officials and agents, including security personnel. Conduct that violates this Code includes, but is not limited to: failing to follow such lawful directives of a College official; violating the terms of a disciplinary sanction imposed by this policy; and disobedience or insubordination toward College officials or designees acting in the performance of their duties. Students are required to produce identification for a College official when asked, specifically their student ID card.

16. Rioting:

Rioting is defined as engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of authorized personnel.

17. Safety Violations:

Conduct which endangers the health or safety of any person(s), including, but not limited to:

- a. Intentionally or recklessly starting a fire or causing an explosion;
- b. Misusing fire safety equipment, fire escapes or elevators;

- c. Intentionally or recklessly endangering the welfare of any individual;
- d. Intentionally or recklessly obstructing fire, police, or emergency services;
- e. Using, possessing, or storing dangerous chemicals, fireworks, or explosives;
- f. Using or storing a weapon on college property;
- g. Utilizing any instrument in a manner that endangers or tends to endanger any person;
- h. Obstructing the free flow of pedestrian or vehicular traffic;
- i. Failing to comply with the reasonable and lawful directions of CC officials; and
- j. Falsely alerting others about an emergency.

18. Stalking:

A course of conduct involving more than one instance of unwanted attention, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm that individual or place him/her in fear of harm or injury, including physical, emotional, or psychological harm.

19. Threatening Behavior Includes, but is not limited to:

- a. Any written or oral communication, conduct or gesture that causes a reasonable apprehension of physical harm to a person or property.
- b. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment and/or participation in College-sponsored activities.

Note: A student can be responsible for threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

20. Threatening or Causing Physical or Other Harm to any Person:

Includes any conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to: physical violence, assault, or the threat to use physical violence; use or possession of fireworks, gunpowder, dangerous chemicals, or explosive materials; and blocking or preventing the use of or access to fire exit doors and building hallways, etc.

21. Unauthorized Access and Use of Facilities and Services:

Includes, but is not limited to:

- a. Unauthorized access or entry (as determined by a College official) to College buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access.
- b. Unauthorized possession, duplication or use of keys or access cards for any College property.
- c. Continued occupation of any College facility after being requested to leave by a College employee, official or designee acting in the performance of their duties.

22. Violations of College Rules, Procedures, and Policies:

Students are responsible for making themselves aware of and complying with College policies and guidelines.

23. Violation of Local, State or Central Laws:

Includes engaging in conduct that violates any municipal or county ordinance, central or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, arson, copyright, etc. The conduct process may be instituted without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution.

24. Complicity in Violating the Student Code of Conduct:

The College does not condone any complicit behavior that assists or results in a violation of this Code. Such behavior includes attempting, aiding, abetting, conspiring to commit, hiring someone to commit, or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual, or group committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to the College.

Professional Ethics for the Students

The Code of Student Conduct has been formulated to provide a clear statement of the College's and University's expectations of students in respect of academic matters and personal behavior.

It addresses the interdependent duties, rights and responsibilities of faculty members and educational partners. Moreover, it seeks to encourage continued reflection and thoughtful response to ethical issues. It does not seek definitive answers to all ethical questions or situations. Rather, it seeks to outline the guiding principles to ethical conduct and to identify major issues.

1. Code of Ethics for students – Core values:

This section aims to presents broad values and ethical principles, based on our analysis of 10 ethical codes from different universities all around the world. Indeed, we noticed that even if Codes of Ethics for students may differ from an institution to another, there are 7 values that seem universal.

a) Integrity:

Integrity is defined as, "Adherence to moral and ethical principles; soundness of moral character; honesty". Having integrity means being totally honest and truthful in every part of your life. By making the commitment to become a totally honest person, you will be doing more to ensure your success and happiness in life than anything else you can ever do.

Students with integrity will work hard to earn their degrees in a fair and honest way by putting in the hours to study and complete assignments. When a student intentionally cheats through college, this integrity is compromised and the value of the degree and the morals of the individual are diminished. This lack of credibility then follows you into the workforce and can impact your professional goals. Nobody wants a doctor who cheated to get his medical degree to perform a life or death surgery on them or a bad engineer to build bridges.

In fact, many studies have found that people who engage in academically dishonest practices in college are significantly more likely to be dishonest, cheat, or even commit crimes like fraud or stealing in the workplace.

b) Respect:

Respect could be defined as a feeling or understanding that someone or something is important, serious, etc., and should be treated in an appropriate way. Being respectful towards people is a key aspect in life in order to form and maintain positive relationships in order to become successful. If you treat them with kindness, they will be kind back. One way to show respect towards other people to treat others the way you would want to be treated.

c) Open-mindedness:

Being open-minded means you have a willingness to listen to other ideas and opinions and consider the possibility that you are wrong or may change your own perspective.

Open-mindedness can advance mutual understanding, which accommodates the ideal of students working constructively and cohesively toward achieving common goals, despite intense disagreement.

d) Discipline:

The word “Discipline” comes from the word “Disciple” meaning a learner. Discipline means tearing to obey certain rules. Without it, there will be complete chaos and disorder everywhere in our society. There are some rules that control our activities. If we do not respect these rules, our life will be like a boat without the boatman.

The ability for an individual to have self-restraint allows them to behave in a consistently stringent and controlled manner. A lack of this ability can have disastrous results. Do you think a company is going to tolerate a person who is consistently late to work or who procrastinates in doing their work? It is evident how these behaviors will weaken the image of a business.

e) Tolerance:

Tolerance can be seen as the willingness to accept feelings, habits, or beliefs that are different from your own. Tolerance means how to see the world from the perspective of others, not just your perspective.

Tolerance plays an important role in our everyday life in our society. Never before have we had so many opportunities to connect and communicate with different cultures and languages.

Our society has become increasingly multicultural, enriched by the aspirations of migrants, transnational, displaced peoples. Tensions arising from religious, cultural and linguistic difference are increasing, but tolerance an effective and sustainable way of ensuring our young people understand diversity and that’s why this value is so present in codes of ethical student conduct.

f) Team spirit:

Team spirit can be defined as when the members of a group want the team to succeed. Team spirit improves the ability of individuals to work together and boosts morale.

In an academic context, this is an opportunity to make friends and talk with others. Each student can benefit on a personal level from teamwork. A team of students must actively listen to each other, articulate ideas and use genuinely constructive criticism to be effective.

g) Sense of responsibility:

Responsibility is one of the traits of our character which means that a person is able to respond for his actions, is able to take some duties and to face certain consequences of the actions that may occur.

People are not born with a sense of responsibility, it is something every person should cultivate in themselves, it should become a part of one's personality. Responsible people can be trusted, and this benefits both the person and the people counting on the responsible person.

All these values are the reason why an Ethical Code of Conduct is relevant for any academic institution. To make sure that every student is aware of what he can and what he cannot do, Students are expected to adhere to and practice the Code of Ethics on an academic level. The followings parts aim to summarize how the values we talked about are represented inside every student code.

2. Student responsibilities towards the members of the College:

The code of ethical students defines the rights and students' responsibilities. These rights and responsibilities are at the root of the relationship between members of the college community, and students. It has been formulated to provide a clear statement of the college expectations of students in respect of academic matters and personal behavior. Students have responsibilities towards professors, college employees and other students.

To establish a perfect harmony between teachers and students the college should recognize and value the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct. This is how the code adapts to the diversity of students.

a) Responsibilities towards professors:

In order to establish a perfect cohesion within the College, students have obligations towards their professors. Same rules are found in most university codes of conduct.

Meet deadlines: It is important that students return their assignments on time so that the teacher respects his program and does not penalize other students.

Do not be late: Punctuality is a principle that is generally written into the rules of the Codes. However, there are differences in the perception of punctuality between colleges due to the difference of cultures.

b) Responsibilities towards other students:

The notions of civism, respect and, even more, politeness may seem obsolete and even archaic in our time when individualism sometimes makes us forget the existence of others. Collaboration, mutual aid and harmonious relations are very important values that students should share.

Do not steal the colleagues' material:

Fraud and plagiarism on other Students:

Discrimination:

c) Responsibilities towards College employees:

All codes generally state that employees must be respected. Students have to treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity maintain a cooperative and collaborative approach to inter-personal relationships. They have to act honestly and ethically in their dealings with college employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students and respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students.

3. Student responsibilities towards the College itself:

We have seen in the previous section that students have certain responsibilities to have towards college members who include teachers, students in general, but also all supervisory or maintenance staff. It turns out that students also have responsibilities regarding the college itself. By this is meant behaviors to be held within the institution and when the student is brought to represent his college outside he has responsibilities outside the institution.

a) Within the institution:

As we said, there are first of all codes to respect within the educational institution itself. Most of the time these codes are mentioned in a charter or bylaws, but sometimes these codes, which may be cultural, are presumed to be acquired.

Academic Honesty:

The College believes that each student can learn, notwithstanding his or her age, life history, current circumstances, or past academic experience. The College is a learning community in which adult students experience educational practices that honor and empower them. The College works with students to design the education and training needed for their academic and career success through programs which develop and enhance skills, competencies, attitudes, and values. The College's students are expected to meet high academic standards.

In order for students to take advantage of the educational opportunities at the College, they must engage with and generate their own original papers, exams and other assignments. Students may not reproduce the work of others and characterize it as their own. Not only is such a practice dishonest, but it does not lead to the development of new skills and habits of mind.

Academic dishonesty is any form of academic conduct that is deceptive, dishonest, or fraudulent. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrications.

Cheating:

Cheating includes, but is not limited to, the following:

- Using resources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments;

- Giving or receiving content information relating to assignments/quizzes/tests/examinations to/from others unless authorized by the instructor;
- Using unauthorized electronic equipment;
- Submitting academic work previously submitted in another course without authorization; and
- Altering or otherwise tampering with grades.

Plagiarism:

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person or organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part) in one's own words, and for information that is not common knowledge. Plagiarism usually takes two main forms:

- Stealing or passing off as one's own the ideas or words, images, or other creative works of another; and
- Using or relying upon another's work without crediting the source, even if only minimal information is available to identify it for citation.

Fabrication:

Fabrication is defined as intentionally falsifying or inventing any information or citation on any academic exercise, without authorization. Therefore:

- "Invented" information may not be used in any laboratory experiment or academic exercise.
- One should acknowledge the actual source from which cited information is obtained.
- Students must not change or resubmit previous academic work without prior permission of the instructor.

Other Examples of Academic Dishonesty:

Other examples of academic dishonesty include, but are not limited to:

- Copying during a test or allowing another student to copy during a test;
- Giving homework, term papers, or other academic work to another student to plagiarize;
- Submitting any work that is not one's own;
- Falsifying information to a faculty member or College official;
- Altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's knowledge/approval;
- Stealing or improperly obtaining tests or other assessment items;
- Forging signatures on College documents;
- Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment;
- Accessing computerized College records or systems without authorization;
- Unauthorized recording, reproduction, retransmission, or redistribution of course materials (e.g., lectures, handouts, podcasts, exams, student projects, group work, online material, etc.); and

- Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above.

Classroom/Field Experience:

Students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. The college is an institution of learning and teaching and strives to maintain a climate of respect, sensitivity, and courtesy.

Classroom/field experience misconduct is any behavior which disrupts or interferes with the learning experience or violates the expectations of any instructor or field experience supervisor. Students are required and expected to conduct themselves in a mature and considerate manner. Interruptions and disruptions of the classroom atmosphere inhibit and prevent learning and teaching. Students are expected to conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class as well as following specific guidelines provided by the College, instructors, or field placement supervisors.

Make sure you respect the dress code:

It is best to have a suitable outfit, appropriate to an educational institution. That is to say, the dress code of the student must meet the criteria of decency. According to the Larousse dictionary, decency is “what should be done or said in a society”, it is a living knowledge.

In another way, some clothes are strictly prohibited and quoted in ethical codes. This is the case for example in the state code of conduct relating to the student population it is mentioned that clothing that does not cover the trunk or that contain insults, racist, sexist statements are prohibited.

In some parts of an establishment a dress code may be imposed or strictly prohibited. This is particularly the case in laboratories, premises dedicated to sports. This is a health and safety issue for students.

Do not degrade the premises:

The environment in which the students evolve is the premises of their college but also more generally the college campus. In terms of ethical code, students have a duty to respect the local and the entire public domain. By this is meant not to degrade the premises, not to steal the property of the public property etc. The acts of deterioration or deterioration made to the furniture, to the buildings are generally sanctioned by the training for its author of the refund of restoration costs.

The institution in which the student evolves is therefore a property of the public, collective domain that must be protected and maintained in the state. For this it is asked to the students certain cleanliness. That is to say, do not throw trash elsewhere than in a trash provided for this purpose.

Do not eat in places where it is advisable not to do so:

For reasons of hygiene, cleanliness and safety (for allergies) it is forbidden to eat in certain places where this prohibition is posted, as is the case in some classrooms.

Do not post posters where it is forbidden:

For any display on the walls of a college establishment requires prior agreement and some places are prohibited display. Students have a duty to respect that.

Use of computer tools and laboratories appropriately:

Students, in their curriculum, are often brought to use the computer equipment of the college and sometimes, depending on the curriculum, the laboratory equipment. When using these materials, there may be excesses, such as illegally downloading a movie, music from a college computer, hacking someone's account, and so on. Students must sign a charter and commit to respecting it in order to use computer equipment or the laboratory. By this charter the student agrees to have a correct and ethical use of tools available.

Do not organize events without permission:

At the same point that postings cannot be done without permission, events cannot be organized without the permission of the college in question. It's about the safety of everyone, respect for others because organizing an event means "monopolizing" a place and maybe making noise.

b) Outside the institution

The application of ethical codes is not confined to internal use at the institution. Students are representatives of their college outside of the college and must therefore behave in the same way.

Contribute to the good reputation of the institution:

Reputation is one of the criteria in choosing colleges for students. Institutions want to attract as many candidates as possible to have a choice and to have people with great potential among their students. They have every interest in investing time and money on their reputation. Students also have this interest. In addition, for all students to promote a good image of their college to companies allows future students to find an internship or work more easily.

There are all kinds of ways to contribute to the influence of one's college. Students who participate in activities outside the college must behave in a manner consistent with their role as a representative of the college. This can be during stays abroad, as part of exchange in partner colleges & universities, internship abroad but also in all companies in the country of origin. This requires good behavior at home or abroad, showing the knowledge acquired and speaking well of the college and the city of origin. During internships, company presence for work-study or apprenticeship, students have to adopt ethical practices as much as they do for the college. Behave in a professional, ethical and respectful manner in all its relations with the college's learning partners during internships and internships. Students can also engage in projects or associations to contribute to this reputation. They can participate in communications operations such as fairs, open houses, events or by holding a web page / Facebook.



Nutan Maharashtra Vidya Prasarak Mandal's
**NUTAN MAHARASHTRA INSTITUTE
OF ENGINEERING AND TECHNOLOGY**
Under Administrative Support - PimpriChinchwad Education Trust



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Professional Ethics of the Teachers and Other Employee

The Code or Professional Ethics for College Teachers that has been adopted by the University Grants Commission shall be applicable to the teachers (including Principals, Librarians, Directors of Physical Education and Instructors of Physical Education) of the Colleges.

Code or Professional Ethics for College Teachers Preamble

I. Goal of Higher Education in our Country:

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

II. Teachers and their Rights:

Teachers should enjoy full civic and political rights of our democratic country Teachers have a right to adequate emoluments, social position, just conditions of service professional independence and adequate social insurance.

The Code of Professional Ethics

I. Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out 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 in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community Service.

II. Teachers and the Students: Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals, and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleges: 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 lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities: Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff: Teachers should:

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

VI. Teachers and Guardians: Teachers should:

Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever

necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society: Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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Code of Conduct / Ethics of the Employee

The Teaching & Non-teaching personnel are those staff that is required to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities. The roles dawned by teaching & non-teaching personnel range in various forms depending on individuals' roles and students' specific needs. A professionally effective relationship between teaching and non-teaching personnel is essential to meet the diverse needs in the best interest of the students' community. For today's students, our approach should be moulded professionally. If we fail in satisfying the students' needs, the message carried by them may deteriorate the standard of the College.

1. CODE OF ETHICS AND CONDUCT:

There are five Major Codes of Ethics to be strictly adhered to by any employee. They are 1) integrity, 2) objectivity, 3) professional competence, 4) confidentiality and 5) professional behavior.

1.1. Be Inclusive:

College and in turn the college personnel shall welcome, accept and mentor people from all walks of life not barring demography, socio-class, economic status, Culture, Nationality, Educational Level, Colour, Immigrant Status, Sex, Age, Physical Features, Family Status, Political Ideology, Religion, Mental and Physical prowess, and ability.

1.2. Be Considerate:

The stakeholders depend on each other to produce the best talented students in a College. Wrong decisions will affect Colleagues and all others, and one must keep in mind and take into account all those consequences when making crucial decisions.

1.3. Be Respectful:

It is fruitful to find a respectful fashion or attitude to deal with disagreement that ensues from frustration from time to time. Disagreement must not be allowed to transform into personal attacks in any circumstances. For people to be productive and creative a professional ambiance that people feel comfortable and safe in is essential. College deemed temple of education shall hence provide such an ambiance.

1.4. Choose Your Words Carefully:

Kind words do not cost much yet they accomplish much. Usage of words that potentiates suppression must be averted in all circumstances since their implications are unacceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via Electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

1.5. Don't Harass Any body:

Differences of opinion and disagreements in most instances are unavoidable. What is important is that one should resolve the disagreements and differing views constructively. In general, if one is asked by someone to stop something, then one should stop. When one disagrees, one should try to understand why and reason it out.

1.6. Make Differences into Strengths:

Academic strength is multi-faceted and multi-layered. Every individual from the differing and dis-similar path offers something unique and if culminated can potentially lead to all-encompassing solutions. Hence, barring someone's views and opinions due to a lack of openness is a lost opportunity. As well, blame games and pointing others is a serious lack of professionalism. Work Environment Code of Conduct in a College includes providing equal opportunity, avoiding discrimination and harassment, maintain safety, prevent substance abuse, stop gambling, and maintain privacy and good manners.

1.7. Avoid Conflicts of Interest:

The repute of the college is built upon the reputations of all its stakeholders and thus showcasing integrity is essentially the cornerstone of the college. Conflict of interests, however prevalent must be harnessed through open discussion that contributes to aforesaid integrity.

1.8. Protecting the Assets of the College:

The resources of the college in all its facets must be secured and kept fully functional by the stakeholders for the benefit of the stakeholders. Resources include physical, intellectual, electronic or digital, information, ICT systems, and IPRs

1.9 Anti-Bribery and Anti-Corruption:

The reputation of the college lies in the trustworthiness of all its stakeholders in upholding the integrity in all spectra of functionality. Employees should always do their work fairly, honestly, and legally. College employees should avoid accepting bribes and corrupt practices. Kickbacks and gifts in exchange for favors are also considered as indirect methods of corrupt practices.

College personnel shall abhor from:

- a) Facilitating selling agents or canvass for publishing business enterprise or traders;
- b) Asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers;
- c) Financial acquaintances with students or custodian;
- d) Influencing for personal gains or coordinating matters that incur debt beyond means to repay;
- e) Facilitating acceptance by any member of his family or societal comrade of his behalf to receive or demand gifts and the like from any student or his custodian or any person with whom he has come into a contract under his position in the College.

2. ATTENDANCE AND PUNCTUALITY:

Reporting to the office on time and avoiding absenteeism is habitually good. This implies that every employee should be arriving well before time in the office, be ready to work beyond office hours during essential periods, and even on holidays. Absenteeism and tardiness by an Employee will burden other employees and the College too. Employee must:

- a) Report at least 15 minutes before the commencement of office hours;
- b) Must be present at the campus and on the job during the entirety of working hours unless duties are assigned elsewhere by the hierarchical authority;
- c) Obtain written permission for reporting to duty beyond schedule or leaving early before schedule;
- d) Abhor from seeking permission during the allotted schedule of class;
- e) Be aware of workload per week with a maximum class hour in a week.

2.1. Absence Without Notice:

Staff members who are unable to work due to illness or an accident should notify their Superiors. This allows the Superiors to make alternate arrangements for covering the work

allotment of the person who is absent and facilitate others to continue the academic work in their absence.

2.2. General Harassment and Sexual Harassment:

The College diligently facilitates a work culture free from any kind of discrimination and harassment. Explicit expressions or comments on an individual or community on basis of legally protected characteristics or traits are forbidden and hence not tolerated by the college.

2.3. Restricted Cell Phone Use at Work:

Personal Cell Phone usage during Work Hours, Official Meetings, Seminars, Council Meetings, is fully discouraged, except in extreme cases such as an emergency or offer service during hazards and disasters.

2.4. Dress Code:

A Professional appearance and outlook are very important for all the college personnel who work with the Students and the Public. All the employees of the college should be well-groomed and dressed appropriately for their dignified position.

2.5. Substance Abuse:

The college prohibits possession, sale, manufacture, distribution, or purchase of controlled substances as well as being or working under the influence of illegal drugs, alcohol, or substances of abuse on life is prohibited.

2.6. Internet use at Work:

College personnel may use the Internet when appropriate to access the Academic information needed to conduct classes and carry out research. The use of the Internet must not disrupt or injure the Computer network of the college. The use of the Internet must not interfere with any other employee's productivity or the college progress.

2.7. Professional Integrity:

It is the practice of maintaining ethical behavior at an expected level and showcasing adherence to moral and ethical principles and values of honesty, honor, dependability, and trustworthiness. The Personnel of the college shall;

- a) Not entice or be enticed through the pros and cons that exist between professional and private practice.
- b) Respect confidentiality of all information about college exams as well as matters of students and colleagues unless legally or legitimately demanded.
- c) Keep away from exhibiting personnel differences if any that could hinder the reputation of the college.

3. COMMITMENT TO PROFESSIONAL VALUES

Professional values are those that set apart a professional from a layman. Those that garner repute and honor in one's profession. Some additional aspects of professional values besides those mentioned in this code are politeness, mutual admiration, discretion, focus on continuing professional development, and so on.

Commitment to these values renders repute and growth of an individual and in turn the college. Therefore the personnel of the college shall;

- 1) Function efficiently and diligently always conforming to rules and regulations.
- 2) Uphold the decorum of the established hierarchy in accepting honorary work.
- 3) Abhor from criminal activities and in case of any such legal proceedings, diligently notify the authority.
- 4) Abhor from politicizing under any circumstances for individual benefits or gains; as well keep away from associating with any activities/movements of any such agencies/parties or individual.
- 5) Keep away from anti-secular inclinations and consequential participation as well as the enticement of any person in such activity that may disrupt the harmony and that which may cause damage to human dignity.
- 6) Abhor from indulging in criticizing and validating the policies of the government.

3.1. Professional Collaboration:

Collaboration is exhibiting interdependence and accountability for one's learning while encouraging the learning of others. Collaborative learning could benefit the college as the team is better than an individual. Therefore the personnel must;

- a) Refrain from lodging unsubstantiated allegations against their Colleagues to satisfy vested interests;
- b) Discharge their responsibilities following the established rules outlined by the higher authorities and adhere to the conditions of the contract;
- c) Refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an Educational Institution;
- d) Should accord the same respect and treatment to the Non-teaching Staff as they do to their fellow Teachers.

4. FRIENDLY AND CO-OPERATIVE RELATIONSHIP:

The efficacy of a team in a participative environment bears many fruitful results than individualism. Upholding professionalism in all aspects could be even more effective through cooperation and harmonious ambiance. The personnel of the college shall therefore uphold professionalism and harmonious conduct with all the concerned.

4.1. Maintaining a Good Relationship with Students:

The personnel of the college regardless of the cadre are expected to facilitate the greater exhibition of knowledge and professionalism, especially with the student community. There lie at the heart of the relationship the aspects like mutual trust and respect, impartiality, human dignity, and the right to equity and knowledge. This relationship is beneficial to both the parties in the wholesomeness of education. Therefore, personnel of the college shall deal with students diligently and impartially barring all socio-economic classes, sectors, and characteristics; meet the individual needs of the students not abstracted by students abilities; facilitate improvement in a student's attainment, develop personalities, in turn, contribute to society; inculcate scientific temper, the spirit of inquiry, ideals of democracy, Patriotism, Social Justice, Environmental Protection and Peace; develop an understanding of our National Heritage and National Goals; and Refrain from inciting students against other Students, Colleagues or College Administration.

4.2. Maintaining Cordial Relationships with Others:

An ambiance of cordial culture that potentiates lifelong constructive association is at the very core of the college. Hence, teachers are expected to;

- a) Treat and interact with each other cordially and respectfully;
- b) Refrain from making unsubstantiated allegations against Colleagues to higher authorities, and
- c) Refrain from allowing considerations of Caste, Creed, Religion, Race or Sex in their professional endeavor.

5. ACTS OF MISCONDUCT:

Any personnel of the college must manifest inspirational conduct to be a role model for other stakeholders and misconduct of any kind, therefore, is never acceptable under any circumstances, if exhibited by teaching personnel. Shortfalls will constitute misconduct not limited to the following situations and actions:

1. Conscious failure to carry out the academic/technical/administrative/other activities and duties assigned.
2. Victimization and discrimination of Students, Colleagues, and other staff.
3. Provocating any stakeholders that may disrupt the functionality of the college.
4. Raising questions of Caste, Creed, Religion, Race, or Sex in his/her relationships with Students, Colleagues, and other staff, to further prospects for self-gain and selfish agendas.
5. Refusal to accept/carry out the decisions/directions of superiors, competent authorities/bodies, and Officers of the College in the due exercise of their rights in the functional hierarchy.

5.1. Compliance with the Code of Ethics and Conduct:

It is the responsibility of all personnel of the college to comply with this code and in the process, uphold the reputation and honor of the College and the noble profession of education.

5.2. Disciplinary Action:

Non-compliance and violation of the regular duties, Service Rules and the Code of Ethics and conduct will invite punishment either in the form of censure or deferment of Increment or Suspension or Termination from Service after a due inquiry by the discretion of the College Authorities as per norms of Government of Maharashtra.

The Authorities of the College appeal to all Staff members to work as a team in Institution-building and in upgrading the reputation of the College into one of the best Institutions of Excellence in Higher Education in India.

CONCLUSION:

The students' trust in the college is the backbone of its growth and development. This trust and consequential reputations of the college has to be built and sustained by maintaining a high level of professionalism in imparting knowledge and providing better services to them. Every employee must perform diligently, proactively, and constructively in upholding the dignity, culture, and heritage of the College.

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