



## **SANDIP INSTITUTE OF TECHNOLOGY & RESEARCH CENTRE**

Trimbak Road, Maharavani, Nashik – 422 213

# **HANDBOOK OF CODE OF CONDUCT**



## **SANDIP INSTITUTE OF TECHNOLOGY & RESEARCH CENTRE**

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# **CODE OF CONDUCT FOR STUDENTS**

## CODE OF CONDUCT FOR STUDENT

- Shall follow institutional rules and direction from college/hostel authorities for ensuring the safety, health wellbeing of student in the college/hostel.
- Shall attend all the classes regularly. Minimum 75% attendance is necessary for appearing at university examination.
- Shall not involve in any undesirable activity and shall maintain highest standard of discipline.
- Shall exhibit highest order of self-esteem and self-respect and prohibit themselves from indulging in anti-institutional, anti-national anti-social communal, immoral, or political expressions and activities within the campus and hostel.
- Shall exhibit highest order of decency not to deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or institute properties.
- Shall behave and conduct themselves in the premises and hostel in a dignified and courteous manner and show due respect to the authorities, teaching and non-teaching staff, women and elders.
- Shall follow decent dressing manners without any obscenity
- Adopt and maintain vibrant academic, cultural and social atmosphere which is consistent with the vision of the institute
- Shall access all educational opportunities and benefits available at the institute and make good use of them to prosper academically and develop scientific temper
- Shall restrict from all activities deemed under the purview of ragging which is a criminal offence.
- Campus is smoking free campus
- Shall restrict themselves from the use/possession of alcohol, tobacco, drugs or any other intoxicants in the campus and hostel.
- Shall follow the laws of country, human rights, cultural and social values nurtured and followed by all the sections and to conduct in a responsible and dignified manner at all times.
- Shall not involve in the activities that may adversely affect the harmonious function of the institute.
- shall not cluster in verandah or crowding in front of the offices or campus roads
- Shall maintain silence in the premises of the institute.



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- Shall not use mobile phones in class room, library, computer centre, examination hall etc.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the institute or hostels.
- Shall obtain prior permission from authorities to exhibit any type of banners, flags, banners, boards etc. inside campus, hostels, gate, building or compound wall.
- Shall not respond to any call for any form of procession, dharna, gherao, burning of effigy.
- Two wheeler or four wheeler is not allowed in campus.
- Students under suspension enter in the campus or hostel only with written permission from authority.
- Any case of criminal activity or violation of law and order in the institute will be reported to police.
- Shall help in maintaining the clean campus. They may use waste bins for disposing waste materials within the campus including classrooms, library, hostels, office etc.
- Shall follow all the rules and regular of the University for appearing at any examination.
- Verbal and nonverbal conduct such as unfair comments, remarks or jokes, letters, phone calls, SMS, email, indecent stares. Stalking sound which have the purpose and/or effect of interfering with woman's academic performance or living environment will be consider as misbehavior to girls/ladies and strict action will be taken by higher authorities.
- Shall create and maintain a respectful and productive learning environment.
- Shall avoid class interruptions that may disturb the progress of learning.



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# **CODE OF CONDUCT FOR TEACHERS**

## Code of Conduct for Teacher

- Must report in time to as per the working hours of the institute and should be available in the campus. Unless they are assigned duties elsewhere. Working hours of the institute are 10.00 hrs. to 17.00 hrs.
- Expected to be present before 10 minutes and leave after 10 minutes.
- Shall sign in Attendance Muster kept in office while reporting for duty.
- Shall carry out academic, co-curricular and organization activities assigned to them from time to time
- Shall inform late reporting in the morning or leaving early in the evening. Late coming and early going for official or personal work, proper reason must be recorded in Late Muster or Movement Register besides logging into Biometric-Machine.
- Shall be entitled for various types of leave (CL, ML, and EL) as per the policy set by institution.
- Shall obtain prior permission from higher authority at least a day in advance for availing CL, OD etc.
- 12 days casual leave can be availed in a year.
- Casual leave cannot be combined with any other type of leave.
- Medical leave will be sanctioned only for medical reasons after submitting. Medical certificate.
- Study leave will be granted at the discretion of the management for higher studies.
- Shall attend college in proper uniform right from entering into the campus. Dress code for female staff members in saree with ID and for Male staff members in formal dress with 'Tie' and ID, Jeans, Chappals and sandals etc. are not allowed. Jeans pant and T-shirts are prohibited
- Shall not involve himself in any act of moral turpitude on his part which may cause impairment to institution or management
- Shall not involve himself in any form of political activity inside or outside the campus.
- Shall not send circulars/distribute handbills to the staff, organize meetings in the campus without prior permission from the higher authority
- Any instructions issued by the higher authority by the way of circulars from time to time must be complied with
- Shall not use mobiles while taking class.



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- Shall attend the meeting called by higher authority. And also college functions like independence day, republic day, foundation day with out fail
- Shall respect the learner's right and dignity without prejudice to gender, color,age,race, place of origin, language,sexual orientation, social economic background,family status religion etc.
- Shall act in a manner that upholds the honors and dignity of the profession
- Shall not use corporal punishment on students, not cause mental torture, not behave in a manner improper and derogatory to the prestige of the school, not allow students to indulge in unfair practices.
- Shall not engage in any private business and trade.
- Shall not show any type favoror discriminate against students.
- Shall interact with students approximately, not taking advantage of students in anyway.
- Teacher must collaborate with administrators, fellow teachers and other employees in order to provide a safe and positive learning experience for students.



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# **CODE OF CONDUCT FOR NON-TEACHING AND SUPPORTING STAFF**

## Code of Conduct for non-teaching and supporting staff

- Must report in time to as per the working hours of the institute and should be available in the campus. Unless they are assigned duties elsewhere. Working hours of the institute are 10.00 hrs. to 17.00 hrs.
- Shall sign in Attendance Muster kept in office while reporting for duty.
- Shall inform late reporting in the morning or leaving early in the evening. Late coming and early going for official or personal work, proper reason must be recorded in Late Muster or Movement Register besides logging into Biometric-Machine.
- Shall be entitled for various types of leave (CL, ML, and EL) as per the policy set by institution.
- Shall obtain prior permission from higher authority at least a day in advance for availing CL, OD etc.
- 12 days casual leave can be availed in a year.
- Casual leave cannot be combined with any other type of leave.
- Medical leave will be sanctioned only for medical reasons after submitting. Medical certificate.
- Shall attend college in proper uniform right from entering into the campus. Dress code for female staff members in saree with ID and for Male staff members in formal dress with 'Tie' and ID, Jeans, Chappals and sandals etc. are not allowed. Jeans pant and T-shirts are prohibited
- Shall not involve himself in any form of political activity inside or outside the campus.



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- Shall not send circulars/distribute handbills to the staff, organize meetings in the campus without prior permission from the higher authority
- Any instructions issued by the higher authority by the way of circulars from time to time must be complied with
- Shall respect the learner's right and dignity without prejudice to gender, color,age,race, place of origin, language,sexual orientation, social economic background,family status religion etc.
- Non-teaching staff assigned to laboratories should keep the laboratories clean
- Technical assistant shall report to laboratory in charge and HOD about any loss or damage to any article in the laboratory.
- Technical assistant shall maintain separate register for articles damaged by the students.
- Amount collected from the students towards damages shall be handed over to accounts department as per directions given by higher authority.
- Non-teaching staff assigned to laboratories shall maintain stock register for all the articles
- Shall respect the learner's right and dignity without prejudice to gender, color, age, race, place of origin, language, sexual orientation, social economic background, family status religion etc.
- Shall carry out their duties as instructed by higher authorities.



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## **SANDIP INSTITUTE OF TECHNOLOGY & RESEARCH CENTRE**

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# **HANDBOOK OF PROFESSIONAL ETHICS & HUMAN VALUES**

## Professional Ethics and Values for Faculty

Profession is a domain of human activity targeted towards participating in the larger order which includes the society and nature around. Ethical conduct of profession implies the right utilization of one's professional skills towards the fulfillment of comprehensive human goal.

Professional ethics may be defined as the form ethics that examines ethical principles and moral or ethical problems that arise in business environment. Professional ethics concern with moral issues arising because of the specialized knowledge that profession attains.

Everyone included in profession assumes the obligation to conduct himself in accordance with the idea of the profession. Teaching is a profession in which teacher in contact with students. Students are constantly observing hence society at large too. Hence teacher should there is known incompatibility between the rules to be followed by him and practice. Teacher should seek to inculcate national ideals of education among students using his own ideas. The teaching profession requires that

1. Teacher should be calm, patient and communicative by temperament and amiable in disposition
2. Manage private affairs in a manner consistent with the dignity of profession.
3. Express free and frank opinion by participation at professional meeting, seminar, conferences etc. towards contribution of knowledge
4. Perform their duties in the form of teaching, practical seminar etc. conscientiously and with dedication
5. Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising application for admission, advising and counselling students as well as assisting the conduct of university and college examination.
6. Participate in extension, co-curricular and extracurricular activities including community services.
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social characteristics.



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8. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
9. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
10. Inculcate among respect for ideals of democracy, patriotism and peace.
11. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
12. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward.
13. Aid students to develop an understanding our national heritage and national goals.
14. Treat other members of profession in the same manner as they themselves wish to be treated.
15. Speak respectfully of other teachers and render assistance for professional betterment.
16. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
17. Refrain from allowing consideration of caste creed religion race or sex in their professional endeavor.
18. Discharge professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their institutional bodies for change of any such rule detrimental to the professional interest.
19. Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such office may demand.
20. Cooperate with authorities for the betterment of the institution keeping view the interest and in conformity with dignity of profession
21. Should adhere to the condition of contract
22. Give and expect due notice before a change of position is made
23. Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation. Keeping in view the particular responsibility for completion of academics.
24. Should treat non-teaching staff as colleagues and equal partners in a cooperative undertaking
25. Should help in function of joint staff-councils covering both teaching and non-teaching staff.
26. Meet guardians for mutual exchange of ideas.
27. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
28. Work to improve education in the community and strengthen the community's moral and intellectual life



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29. Be aware of social problems and take part in such as would be conducive to the progress of society and hence the country as a whole.
30. Perform the duties of citizenship participate in community activities and shoulder responsibilities of public offices
31. 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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