

18<sup>th</sup> April, 2018

## **CODE OF CONDUCT**

### **(Policy Document - 2018)**

#### **Preamble**

Sanjeevan Engineering & Technology Institute, Panhala is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability towards holistic development of its students. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students, faculty members, co-teaching and non-teaching staff members are expected to align their behavior with the Code of Conduct.

Code of Conduct framed by Sanjeevan Engineering and Technology Institute, Panhala outlines principles, policies and some of the laws that govern the activities of the college and to which our employees (faculty and staff) and others who represent the college must adhere.

The code provides guidance for professional conduct. The success and reputation of the institute in satisfying its vision and mission depends on the ethical behavior, honesty, integrity and good judgment of each stakeholder and member of beneficiary group. All employees and stakeholders of the college are expected to inform themselves about and comply with college policies and regulations pertaining to them. Discipline committee will monitor the proper follow up of code of conduct all the time.

#### **Accuracy of Records and Reporting**

The records, information and data owned, managed and used by the institute must be accurate and complete. The reliability and accuracy of financial reports is having highest importance to the business operations of the institute. Hence, all employees and stakeholders of the college must allocate record and charge revenues and costs precisely and maintain supporting records as required by well-defined policies and procedures.



### **Compliance with Laws and Regulations**

Employees and Students representing the college must lever the institute dealing in compliance with all central, state and local laws and regulations related to their positions and responsibility. All employees and those representing the college should understand that noncompliance may have adverse financial and other consequences for them and for the college. Individuals are accountable for keeping updated with changes in relevant laws and regulations, and managers and supervisors are responsible for monitoring compliance.

### **Compliance with Contractual, Grant and Other Obligations**

The institute regularly enters into contractual and other formal obligations with outside entities. These obligations may include, but are not limited to, research and other grants and contracts, software licenses, commercial contracts, gift indentures, and memoranda of understanding. All employees, students representing the college are anticipated to act in good faith and stick to all obligations prescribed by the college.

### **Computer Use and Copyright**

SETI, Panhala provides computer resources, including individual computer accounts, office computers, laptops, electronic mail and remote access to administrative systems, to faculty, staff and students for their use in college. Every member is required by the college to obey with the copyright law as it applies to print electronic materials and be proverbial with the principle of fair use.

### **Conflict of Interest**

All employees and stakeholders of SETI, Panhala should strive to avoid the perception of conflicts of interest which might compromise their integrity and objectivity. Conflicts, including personal, financial or professional nature, have to be disclosed. Every Member should strive to eradicate or handle such conflicts in a suitable manner.

### **Confidential Information**

Every member including previous employees may be privy to confidential information. This information can be related to job applicants, students, employees, intellectual property, finances, research sponsors



or future planning. Confidential information should be secured by safeguarding it while using and also storing it properly while not in use, and conferring with those who have a legitimate business need to know.

An employee should never liberate any confidential information without consent from heads. Inquiry regarding the release of confidential data should be directed to the department head or the Office of Human Resources.

### **Consequences of Violation**

Material violations of specified code, local laws of Central, state and regulations, or of related college procedures and policies can carry disciplinary consequences up to and including dismissal.

### **Drug-Free Workplace**

The college is devoted to providing a healthy and fruitful work environment for all beneficiaries.

### **Ethical Conduct**

All employees and students of the SETI, Panhala should conduct themselves honestly, ethically and with integrity. They should proceed with due recognition of their positions of conviction and loyalty to the college and its students. In uncertainty about the propriety of a projected course of action, they should seek counsel from peers, supervisors or administrators those who can assist in determining the right and appropriate path.

### **Harassment and Intimidation**

The college forbids sexual or other sort of harassment or threats, whether committed by or against a student, faculty member, supervisor, colleague, vendor or visitor. Maltreatment has no place in our community, whether based on a person's race, religion, color, creed, age, handicap, national/ethnic origin, sex, sexual orientation or disabled status.

### **Safeguarding/Protecting Assets**

All employees and students of the college are accountable for safeguarding the physical and intangible assets of the college under their control. College assets, including from government and donors, should



not be used for personal benefit. Assets include business plans, intellectual property cash, customer information, vendor information, securities, and physical property.

### **Safety in the Workplace**

The safety of people in the workplace is a prime concern of the college. The college must undertake its activities with all necessary approvals, permits and controls, in regards to the handling and disposal of hazardous and regulated materials and waste. All employees and students of the college working around or with these materials must be known with all rules, regulations and policies required.

### **Code of Conduct for Faculty Members & Staff**

SETI, Panhala is striving for academic excellence, and progress of Engineering. Education, research has been conducted in alignment with our local and national needs and priorities and ensures that our mission, objectives make contributions to global needs.

Teachers / Faculty members / Supporting staff / Non-Teaching staff/ Administrative staff should enjoy full civic rights of our democratic country. All employees have a right to just conditions of service and professional independence.

SETI, Panhala declares the following standards that apply to all registered Faculty members / Supporting staff / Non-Teaching staff/ Administrative staff regardless of their position.

#### **1. Professional Values and Relationships**

Faculty members / Supporting staff / Non-Teaching staff/ Administrative staff should:

1. Be committed, caring and fair to the best interests of the students entrusted their care, and seek to inspire, motivate and celebrate endeavor and success.
2. Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.
3. Be faithful to fairness, inclusion, to respecting and accommodating diversity including differences arising from civil status, family status, gender, sexual orientation, religion, socioeconomic status age, disability, race, ethnicity,.





4. Seek to build up positive associations with students, institute management, colleagues, parents and others in the institute community, that are characterized by professional integrity and judgment.
5. Work to establish and maintain a culture of mutual trust and respect.

## **2. Professional Integrity**

Faculty members / Supporting staff / Non-Teaching staff/ Administrative staff should:

1. Act with honesty and integrity in all aspects of their work.
2. Respect the confidentiality of information gained and the privacy of others in the course of professional practice, unless there is a justifiable concern for the wellbeing of an individual or a legal necessity requires disclosure.
3. Represent themselves, their professional status, qualifications and experience honestly.
4. Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

## **3. Professional Conduct**

Faculty members / Supporting staff / Non-Teaching staff/ Administrative staff should:

1. Uphold the reputation and standard of the profession.
2. Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
3. Work within the framework of relevant legislation and regulations.
4. Report, where appropriate, incidents or matters which impact on pupil/student welfare.
5. Communicate effectively with colleagues, parents, students, institute management and those in the organization community in a supportive, collaborative and professional and based on conviction and respect.



6. Ensure communiqué with colleagues, students, institute management and parents is appropriate, including communication via electronic medium, such as texting, e-mail and social networking sites.

#### **4. Professional Practice**

Faculty members / Supporting staff / Non-Teaching staff/ Administrative staff should:

1. Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
2. Apply their knowledge and experience in facilitating pupils'/students' holistic development.
3. Plan and communicate clear, challenging and achievable expectations for pupils/students.
4. Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
5. Be open and responsive to constructive feedback regarding practice, in a context of mutual respect and if necessary, seek appropriate support, counseling and guidance.
6. Act in the best interest of pupils/students.

#### **5. Professional Development**

Faculty members / Supporting staff / Non-Teaching staff/ Administrative staff should:

1. Take personal responsibility for sustaining and improving the quality of their professional practice by:
  - Actively maintaining their professional knowledge and understanding to ensure it is current.
  - Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
  - Availing of opportunities for career-long professional development.

#### **6. Professional Collegiality and Collaboration**

Faculty members / Supporting staff / Non-Teaching staff should:



1. Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
2. Work in a collaborative manner with pupils/students, parents, institute management, other members of staff, relevant professionals and the wider institute community, as appropriate, in seeking to effectively meet the needs of pupils/students.
3. Engage with the planning, implementation and evaluation of curriculum at classroom and institute level.

#### **Teachers / Faculty members**

1. Shall read, understand and comply with institutes' policies.
2. Shall abide by the institutes' policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.
3. Shall be in time to the institute.
4. Shall be regular and punctual to the classes.
5. Must conduct the scheduled period of class and take attendance in the beginning of class.
6. Daily lesson should be planned ahead and taught in the most effective and innovative way.
7. Class should be well structured, interactive and involving student cohort.
8. Notes of units should be included in the course file.

#### **Code of Conduct for Students**

Below is a list of actions that will be subject to disciplinary sanctions. The list is not all-encompassing. Being under the influence of drugs and/or alcohol will not serve as an excuse if found in violation of the Student Code of Conduct.



**1. Acts of dishonesty including the following:**

1. Plagiarism, cheating, or other means of academic dishonesty.
2. Providing false information to any College official, faculty member, office, or hearing board acting in performance of their duties.
3. Alteration, Forgery, record, or misuse of any College document, or instrument of identification.
4. Alteration with the election of College recognized student society council.
2. Disruptive activity that causes the obstruction of teaching, learning, research, administration, conduct, or infringement upon the rights of others. Such activity includes, instructional program that interferes with the faculty member or behavior in a classroom or the ability of others to profit from the class or presenter's ability to conduct the class or program.
3. Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
4. Violation of policies, rules, or regulations published by the institute including, but not limited to, smoking, traffic, and computer-related misconduct.
5. Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Possession, Sale, or misappropriation of any services or property without the title-holder's permission is also prohibited.
6. Damage to, or destruction of, property or actions that have the potential for such damage or destruction is prohibited. Conduct that threatens to damage or creates hazardous conditions such as throwing, dropping, or causing substances or objects to fall from doors, ledges, balconies, windows, or roofs is also forbidden. This includes unauthorized application of paint, graffiti etc. to property or removal of security screens, window restrictors etc.



7. The unauthorized creation of a fire within a building or on College grounds, safety or health hazards including tampering with fire safety equipment, failure to evacuate College buildings, or willfully disregarding an emergency or fire alarm system.
8. Harm to Persons: Actions which result in physical harm, have the potential for physically harming another person, which create circumstances that poses a threat of physical harm to another, or which cause reasonable fretfulness of physical harm are prohibited.
9. Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm, that intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.
10. Weapons, firearms, or explosives: illegal, unauthorized or possession of ammunition, firearms or other weapons (including, but not limited to, knives, slingshots, metal knuckles, paintball guns, BB guns, and air pistols). The display or use of any instrument or object in a threatening or dangerous manner is prohibited.
11. Prevention of Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that:
  1. Is sufficiently severe, pervasive, and objectively offensive.
  2. Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities.
  3. Is based on power differentials (including quid pro quo), the creation of a hostile environment, or retaliation.
12. Prevention of Sexual Misconduct: non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and/or sexual exploitation.
13. Alcohol is not permitted in the College. Consumption of alcohol in the campus is prohibited. Illegal possession of alcohol is prohibited. Providing alcohol to anyone is prohibited. The sale or purchase of alcohol on any College property is prohibited.

14. The possession, sale, use or consumption of illegal drugs (including illegal use of prescription medication) and/or drug paraphernalia is prohibited. Paraphernalia includes but is not limited to the following: bong, pipes, blunts grinders and/or similar objects.
15. Violation of national, state, or local law(s). The arrest or detention for an alleged violation of a national, state, or local law(s) not covered by these policies may subject the student to adjudication under the standard of proof utilized by the Student Code of Conduct for that alleged violation.

### **Responsibilities of Students**

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

### **Student commitment**

1. Shall be in time to the institution.
2. Shall wear the ID card and follow dress code.
3. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
4. Follow the instructions of the teacher carefully in the classrooms.
5. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
6. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
7. Meet all deadlines of assignments, submission of projects and lab records.
8. Abide by the rules of various laboratories and not damaging the equipment's.
9. Cultivate the habit of looking at the notice boards of the institute/department every day.



10. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
11. Maintain silence in the library and utilize its resources and space without causing damage.
12. Not to be in the canteen during working hours of the institute.

### Teacher and Students

1. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the DBATU, Lonere.
2. Syllabus completion should be according to academic calendar.
3. Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
4. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
5. Mentorship shall be fulfilled in order to enhance students' academic performance.
6. Do not show partiality or hold grudges towards students/colleagues.
7. The teacher is In-charge of students during the class.
8. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
9. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of un-suits of the behavior if it is against the code then the matter should be discussed with Dean-Academics & Students Affairs, HOD or principal.
10. Shall be a springboard for the students' academic success, personal growth and placement in the national and global arena.



### **Code of Conduct for Employees:**

The term employee includes non-teaching staff and other staff which come under this purview. The following code of conduct applies to all of the employees mentioned above:

#### **General Rules:**

1. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
3. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.
4. Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
5. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
6. The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
7. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.



**Confidentiality:**

8. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
9. Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

**Gifts:**

10. Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.

**Private employment or trade and investment:**

11. No employee shall engage in any other work agreement directly or indirectly and if have to engage there should be prior sanction from management.

**Attendance at Meeting:**

12. An employee who is appointed as a member of any duly constituted committee of the
13. Institute must attend all meetings of such committees. b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

**Consumption of intoxicating drinks and drugs:**

14. An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

**Misconduct:**

15. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.



16. Acting in a manner prejudicial to the interests of the Institution.
17. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
18. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
19. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
20. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
21. Damage to any property of the Institution.

**Explanation:**

For the purpose of this rule “Sexual harassment” includes such unwelcome sexually determined behavior, whether directly or otherwise as:

1. Physical contact and advances;
2. Demand or request for sexual favors;
3. Sexually colored remarks;
4. Showing any pornography; or
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

**Note:** The above instances of misconduct are illustrative in nature, and not an exhaustive.

**Representations:**

Whenever an employee wishes to put forth any claim, or seeks redressed of any grievance, he/she must forward his/her case through proper channel.

**Interpretation:**

The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.



### **ETHICS AND CONDUCT:**

1. Every student must be enrolled in classes regularly and finish their studies at the Institute within the allotted time.
2. Every student must sign a statement committing to abide by this Code at the time of admission.
3. Every student is expected to abstain from any misbehavior, including participating in extracurricular activities that could jeopardize the interests and reputation of institute.
4. Each student is expected to maintain the highest standards of academic integrity, respect for the rights, property, and well-being of others.

### **DISCIPLINARY COMMITTEE:**

1. The Disciplinary Committee will handle misconduct complaints.
2. The Enquiry Committee, which may consist of one inquiry officer or more depending on the circumstances, will be constituted by Designated Authority/Principal.
3. The Enquiry Officer/Committee will adhere to protocol in line with natural justice principles, giving the student a fair chance to defend himself.
4. The proceedings will be kept private for all reasons and won't be revealed to anybody who isn't involved in the investigation without a specific court order from a competent jurisdiction.

### **DISCIPLINARY ACTION:**

If a student engages in any of the wrongdoing listed above, they will be handled with as follows:



- a) They will be served with a memo that contains brief charges.
- b) The pupil will be asked to provide an explanation.
- c) Should misbehavior be admitted, the Committee or Enquiry Officer may suggest a penalty appropriate to the seriousness of the offense.

#### **ANTI-RAGGING:**

1. The Institute and its students are subject to the State Government, University, AICTE and UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and any infringement of this regulation may result in legal action taking place in line with the regulations.
2. ANTI-RAGGING COMMITTEE: Ragging-related issues will be handled by the Anti-Ragging Committee, which may be established for the purpose more thoroughly specified in the Regulations.
3. Should the committee find a student guilty, they shall be subject to the sanctions outlined in the aforementioned Regulations.
4. The Principal will hear appeals against any disciplinary orders, and his ruling will be final and enforceable.

#### **PUNISHMENTS AND PENALTIES:**

The following sanctions may be applied to any student in the future by the institute's registrar.

1. **INTERIM SUSPENSION:** A student may be placed on indefinite leave without pay while charges of misconduct are investigated. During this time, they will not be allowed to participate in any classes, labs, programs, or other activities connected to their studies. Still, the kid won't be barred from writing.
2. **WARNING:** Declaring that the delinquent student's behavior violated the Code and that serious disciplinary action will be taken for any more misbehavior.





3. **RESTRICTIONS:** Dismissing and limiting access to a range of school amenities for a certain amount of time, including but not restricted to limiting access to dorm facilities.
4. **COMMUNITY SERVICE:** Directing the student to perform specific community service tasks on the Institute's campus or off it for a predetermined amount of time.
5. **SUSPENSION:** The student will be placed under a punitive suspension that will prevent them from participating in any student-related events, classes, laboratories, programs, etc. for a predetermined amount of time, not to exceed 15 days.
6. **MONETARY PENALTY:** A student may be subject to a one-time fine, a suspension, or the loss of a fellowship or scholarship for a predetermined amount of time.

  
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PRINCIPAL  
Sanjeevan Engg. & Tech. Institute  
Somwar Peth, Panhala, Dist. Kolhapur. (MS)

