



Shri Someshwar Shikshan Prasarak Mandal's

Sharadchandra Pawar College of Engineering &

Technology, Someshwarnagar Tal – Baramati, Dist – Pune 412 306
(Approved by AICTE New Delhi. Recognized by Govt. of Maharashtra
& Affiliated to Savitribai Phule Pune University, Id. no. PU/PN. Engg./445/2012)

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Ref.No : SSPM/SPCOET/ /2021-22

Date : / /2022

Criteria 7.1.10

Handbook of code of conduct for students, teachers, administrators and other staff and conduct periodic programmes in this regards.





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1. CODE OF CONDUCT OF ETHICS – HUMAN VALUES AND ETHICS

Human values and professional ethics are very important in the entire society ; they encompass personal and corporate standards of behaviour expected by professionals. The word professionalism originally applied to vows of a religious order. Every human being has professional ethics because the term professionalism is also used for acknowledged professions to exercise specialist knowledge and skill. How to use of this professionalism governed when providing a service to the public can be considered a moral issue and is termed professional ethics. It is very useful and capable for applying their skills and making judgment in general public issues.

OBJECTIVES :

- To identify his/her individual responsibilities and duties towards the society.
- To understand Engineering ethics & responsibilities. Through the learning of IPR and human ethic topics students will be able to understand human rights / values and its implications in their life.
- To improve moral awareness, moral reasoning and moral imagination for searching beyond the obvious and the alternative responses to issues and being receptive to creative solutions.

MORALS :

Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. Morality is concerned with principles and practices of morals such as :

What ought or ought not to be done in a given situation? What is right or wrong about the handling of a situation? What is good or bad about the people, policies and ideals involved ?



VALUES:

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behaviour. People have gone to great lengths to demonstrate the validity of their beliefs, including war and sacrificing their own life. Conversely, people are not motivated to support or validate the beliefs of another, when those beliefs are contrary to their own. People will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm.

RESPECT FOR OTHERS :

It is minimum culture for nurturing friendship and team work and for the synergy it promotes and sustains. The principles enunciated in this regard are:
Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.

Respect others' ideas (decisions), words and labour (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts
Show goodwill on others. love others. Allow others to grow. Basically, the goodwill reflects on the originator and multiplies itself on every one. This will facilitate co-linearity, focus, coherence and strength to achieve the goals.

CARING:

Caring means opinion and feeling for others. It is a process which exhibits the interest in and support for the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics and values. It includes showing respect to the feelings of others and also respecting and preserving the interests of all others concerned.
Caring is reflected in activities such as friendship, membership and professional societies, community, country and in international councils.



HONESTY:

Honesty is nothing but truthfulness. Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake (one needs courage to do that), it is easy to fix them.

Reliable judgement, maintenance of truth, defending the truth, and communicating the truth, only when it does some good to others, are some of the reflections of truthfulness. But trustworthiness is maintaining integrity and taking responsibility for personal performance.

People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular. Honesty is mirrored in many ways. The common reflections are:

- Beliefs (intellectual honesty)
- Communication (writing and speech)
- Decisions (ideas, discretion)
- Actions (means, timing, place, and the goals)

COMMITMENT:

Commitment means alignment to goals and adherence to ethical principles during the activities. First of all, one must believe in one's action performed and the expected end results (confidence). It means one should have the conviction without doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. Only when the teacher (Guru) is committed to his job, the students will succeed in life and contribute some good to the society. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, his / her employer, society and the nation at large.

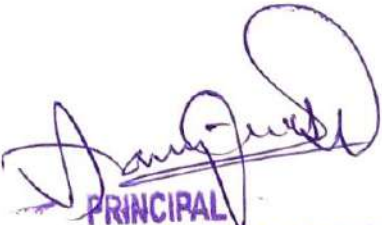


SELF-CONFIDENCE:

Certainty in one's own capabilities, dreams, values and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is a positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences. The self-confidence in a person develops a sense of partnership, respect and accountability and this helps the organization to obtain maximum ideas, efforts, and guidelines from its employees. The person with self-confidence has the following characteristics:

- A self-assured standing.
- Willingness to do.
- To learn from others and adapt (flexibility).
- Frankness to speak the truth.
- Respecting others efforts and giving due credit.
- Strongly believes what he / she is doing.




PRINCIPAL
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2. CODE OF CONDUCT FOR STUDENTS

Programs Offered: BACHELOR OF ENGINEERING

- Be prepared for rigorous schedule of academic inputs, projects, assignments, presentations, examination and other activities planned throughout the year.
- Follow disciplined culture with supportive behavior.
- Students should follow academic time table.
- All students shall abide to the university rules and regulations as noted from time to time.
- Attending formal functions, seminars, lectures organized by institute is mandatory.
- Participation in academics, co- curricular, extra – curricular activities is necessary.
- Students must carry their identity cards every day in the college campus and produce it on demand by any authorities of the institutes.
- Attendance for every students is mandatory and students must have minimum attendance of 75% per subject per semester in theory and practical.
- To develop corporate culture, students must wear uniform of the institute (except Wednesday).
- Misbehavior, habitual late coming, disobedience, absenteeism, consumption of drugs, smoking, chewing of pan masala, alcohol in premises, malpractices, cheating in the exam and such indecent activities shall attract strict disciplinary action.
- Ragging of any sort is strictly prohibited and will be dealt seriously as per the provisions of Maharashtra Ragging Prohibition act 1999.
- Absence from test / examination / tutorials and non - submission of the assignments in time will make a student ineligible for internal assessments.



DISCIPLINE POLICY:

If there is a case against a student for a possible breach of code of conduct, then a disciplinary committee is formed to recommend a suitable disciplinary action which shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.


1. Warning – Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. Restrictions - Restricting access to various facilities on the campus for a specified period of time.
3. Suspension - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Authority. Suspension may also follow by possible dismissal or not allowing the student to sit for internal examinations and / or university examinations also.



CODE OF CONDUCT FOR EXAMINATION:

- Admit card/Identity Card is compulsory to enter into the examination hall.
- Students are must wear college uniform when they enter into the examination halls.
- Mobile phones / books / bags etc. are not allowed in the examination hall.
- Strict adherence to the seating arrangement / plan.
- Students to take their respective seats 10 minutes before the start of the examination.
- Prohibiting gossiping / talking in the examination hall. In case of repeated act, expulsion of the student from the exam hall.
- Cheating and malpractice in the examination hall will be reported to Exam committee.
- Student' misbehaviour with faculty members / supervisors will be reported to Exam committee.
- Exchange of pens / pencils / drawing instruments /calculators, tables, etc. not allowed.
- Do not write anything on tables and question paper except roll number on question paper.
- Temporary absence from examination hall will not be allowed. In case of emergency conditions, students can leave examination hall after submission of answer book and question paper as per the university norms.




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3. CODE OF LIBRARY

1. Entry in Library -

- Students should enter in library with their Identity card.
- Enter the names in Library visit register is compulsory.

2. Working hours in library -

- 08.00am to 05.00pm (reading Hall)
- 09.00am to 04.00pm (issue & return)

3. Circulation System -

- Every student can get 3 books at one time on behalf of library card for 15 days.
- Before receiving student should check the books condition, there shall be penalty.
- The same book can't be renewed on that day.
- No book shall be returned on the day of issue.

4. Overdue Charge -

- If the books are returned after due date then student will be fined 2rs Per day.

5. Book Lost -

- In case of loss of book the borrower is required to replace the book by a recent edition.

6. Care of library Borrowers Cards -

- Handle the cards carefully
- Avoid folding & alteration of entries made on the cards.



7. Loss of Library card -

- In case of loss library card the student should report to the librarian in writing application form.
- After checking the borrower register student will be issued a fresh replacement card on payment rs.50/- per card.

8. Validity of Library card -

- Library card is valid only for current academic year
- At the end of academic year student should return /cancel the library card in the library.

9. NO DUES Certificate -

- At the end of academic year every student should close their account & get the NO DUES Receipt.

10. Care of Library Books -

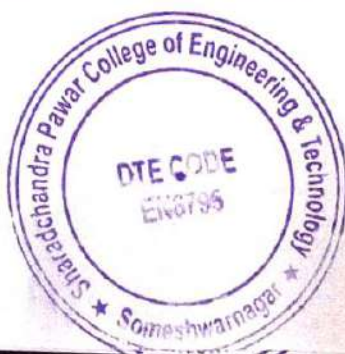
- Student are required to handle the book/journal very carefully
- Student is punished to fined, if he/ she is found in marking with pencil, writing or highlighting, tearing the page.
- Librarian may ask to return book from any student at any time and it is compulsory to return the same immediately.

11. Reference Section –

- In this section student can use their text books, reference book for their studies to be used only in the library.

12. General rules for students-

- Silence should mentation.
- Keep your personal belongings at the Property Counter.
- Use of mobile phones is not permitted in the library.



- Please maintain decorum, peace and silence within the premises of library.
- A person shall not write upon damage or mark any book belonging to the library.
- Smoking, pan chewing & spitting in the library is prohibited.
- Personals book shall not be allowed inside the library. Please leave them at the property.
- **Membership privilege if a user can be suspended on account of misbehavior with the library staff or for indecent manners.**



A handwritten signature in blue ink, appearing to be 'D. J. Pawar', written over the printed name 'PRINCIPAL'.

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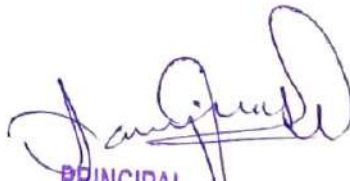
4. CODE OF CONDUCT PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the institute.
- The Principal should form various college level committees which are necessary for the development of the institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars / workshops / conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Magazines / Periodicals.
- The Principal should provide leadership, direction and co-ordination within the institute.
- The Principal should periodically review this Code of Conduct.
- The Principal should ensure that this Code of Conduct conforms to applicable Laws as and when necessary.
- Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes or the institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.



- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.





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5. CODE OF CONDUCT FOR TEACHERS

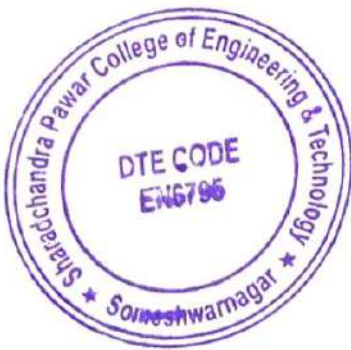
- College time is 9 Am to 4 Pm on Monday to Saturday .
- Muster is available on 9:15 am after coming 9:15 am staff must fill late mark form.
- In a month if three late mark occur then this will be consider as half CL.
- For payment, punching report and muster sign both are considered.
- If sign on muster and entry of punching machine both are not available then it will be considered one CL.
- Everyday entry and exist both sign on muster and punching entry are must.
- If staff take half leave then they doing punching then exist college.
- Those teacher who take half leave before and after four hours of working.
- Leave application submitted one day before leave. Except emergency situation after leave, application submitted.
- Previous year C-OFF or CL are not considered for next year.
- If staff fill DL form then they must attach there working certificate or related documents.
- Dress Code: To develop corporate culture all staff must wear uniform of the institute (except Wednesday) .
- Use of ID cards by all members of staffs has be compulsory inside the college campus.
- All the staff wear clean uniform, Identity card should be carried and all the gent's staff must clean shave while entering the college.





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6. CODE OF CONDUCT- NON TEACHING STAFF

- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall adhere to the rules and regulations.
- It shall be the duty of the staff employed in the college to do any work in connection with an examination conducted by the University or any college , which he /she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.
- No staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.




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