

V. V. P. Polytechnic, Solapur

CODE OF CONDUCT

Engineering is an important and learned profession. As members of this profession, engineers are expected to exhibit the highest standards of honesty and integrity. Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness, and equity, and must be dedicated to the protection of the public health, safety, and welfare. Engineers must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct. Engineering ethics is the field of system of moral principles that apply to the practice of Engineering.

CODE OF CONDUCT COMMITTEE MEMBERS:-

1. Prof. S.M.Shaikh, Code of Conduct I/C, Principal VVP Polytechnic, Solapur
2. Prof. A. R.Pethkar, Member, Head Civil Engineering Department
3. Prof. M.R. Dhobale, Member, Head Computer Engineering Department
4. Prof. A.H.A.R. Shaikh, Member, Head Electrical Engineering Department
5. Prof. A.M. Avadut, Member, Head Mechanical Engineering Department
6. Prof. K.H Wagh, Member, Head Electronics and Telecommunication Department
7. Dr. S.N.Chavan, Member, First Year Incharge
8. Prof. R. R. Kurri, Member, Head Training and Placement Department

THE FOLLOWING POINTS ARE ADDRESS TO THE STUDENTS:-

DRESS CODE :-

Dress code for boys is black pant with gray shirt, black chudidhars with gray top and Dupatta for girls.

RULES & REGULATIONS FOR STUDENTS IN THE LABORATORY :-

- 1) Students should wear prescribed dress.
- 2) Students should maintain observation book (with graph papers), record (as suggested by the staff member) their own calculators, pencil, eraser, etc for practical classes.
- 3) Students should complete the record work of the experiment and submit it in the next class without fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.

Safety in Laboratory:

Read and fully comprehend the lab procedure as set forth in the lab manual before you begin any experiment. If you do not understand the procedure, see your instructor. Work deliberately and carefully. The laboratory manual and/or instructor will review specific safety issues on individual experiments before you perform any tests. Safety goggles must be worn anytime any laboratory experiment is being performed. Additional safety equipment must be utilized based on specific experiment requirements. No open toed shoes; no loose fitting clothing; Jewelry should be removed; long hair should be tied back. Immediately report any spills, equipment malfunctions, injuries or other perceived safety hazards to your Instructor.

ANTI-RAGGING COMMITTEE :-

This committee shall be headed by students affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

STUDENT GRIEVANCE PROCEDURE :-

Any student of the institute aggrieved by any acts of sexual harassment, misconduct or nagging as defined and summarized here in above can approach the student Grievance Redressal Cell at the Institute.

RULES & REGULATIONS REGARDING INTERNAL / SEM EXAMINATIONS:-

- 1) Student should maintain silence in the examination hall.
- 2) Students should carry identity card for internal examination and hall ticket and identity card for semester examinations.
- 3) There is no grace period for entering into the exam hall after the commencement of exam both internal examination and semester examinations.
- 4) They should write their proper seat number in the space provided only and nowhere else.
- 5) Carrying mobile phones during examinations is strictly prohibited.
- 6) The students must be entered in the examination hall before 15 minutes of the commencement of examination.

PROHIBITED CONDUCT UNDER THE CODE INCLUDES BUT IS NOT LIMITED TO :-

- 1) Assaulting, Harassing, Intimidating or Threatening another individual or group.
- 2) Endangering the health or safety of others, stealing, misusing, destroying, defacing or damaging campus property or property belonging to someone else, disrupting campus activities, using campus facilities, equipment, services or the campus, supplying false information to the campus or forging, altering or misusing any Campus document or records..
- 3) Using, possessing or distributing illegal drugs, violating provincial liquor laws or Campus alcohol policies, Hazing, Encouraging, aiding or conspiring in any prohibited conduct.

PROHIBITED CONDUCT UNDER THE CODE INCLUDES BUT IS NOT LIMITED TO :-

- 1) Indication of warning or reprimand, probation, during which certain conditions must be fulfilled and good behavior must be demonstrated, payment or compensation for any loss, damage or injury caused by the conduct, issuance of an apology made publicly or privately, Loss of certain privileges.
- 2) Restriction or prohibition of access to use of campus facilities, services, activities or programs. Fines or loss of fees, relocation or exclusion from residence suspension or expulsion.

GENERAL RULES FOR STUDENTS:-

- 1) Abide by the rules and regulations of the college
- 2) To maintain dignity, decency, order, calmness both in the campus and outside the campus.
- 3) To put Thumb Impression in Biometric machine for college attendance.
- 4) To attend all counseling sessions convened by their mentors and should feel free to explain their academic/ personal/ career difficulties and seek their solutions.
- 5) To note that the term will be granted when the attendance is more than 80%.
- 6) To maintain silence in the Library.

CODE OF CONDUCT FOR TEACHERS :-

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a greater role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant

and strong nation. With a view to achieve the national and social objectives, it is essential that all the faculty members have certain rules and regulations to abide by and display a good conduct so that the students consider their teachers as their role model.. A definitive code for this Institution encompasses the following:

[A] PROFESSIONAL VALUES :-

- 1) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. They should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- 2) They shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- 3) They should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- 4) Their aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- 5) The teacher should instill a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
- 6) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. They should keep in mind that society has entrusted them with their children.

[B] PROFESSIONAL DEVELOPMENT AND PRACTICES :-

- 1) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade themselves and the student community. They must also acquaint himself with recent methodologies and other applications.
- 2) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. They should involve himself in seminars and workshops where there is interchange of academic topics.
- 3) A career long professional development is therefore a necessity.
- 4) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- 5) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

[C] PROFESSIONAL INTEGRITY :-

- 1) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- 2) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- 3) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

4) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[D] PROFESSIONAL COLLABORATION :-

1) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.

2) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

3) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

4) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.

5) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

6) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

7) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

CODE OF CONDUCT FOR ADMINISTRATIVE OFFICERS :-

1) All matters related to MSBTE/DTE/AICTE/College to be checked corrected and made available to the Principal/ Director & Secretary.

2) Attending 6 days in a week and whenever required extend it to clear pending duties.

- 3) Keeping list of students having fees arrears up to date, taking appropriate follow-up as per the direction of the corporate office.
- 4) Assisting the purchase of the department and accounting it properly.
- 5) All the requirements related to the college like Library/ Class room/ Staff room/ Computer Lab/ other labs of each college has to be assessed and invite quotations from different vendors and do the comparative study on price and quality before the purchase. (The quotations can be forwarded to Management for finalization and clarifications).
- 6) Don't involve in irrelevant discussion and maintain silence in the office and surroundings.
- 7) Responsibility for the overall performance and monitoring of the college developmental activities.
- 8) Gathering, adapting, storing and distributing information's within the College.
- 9) Organizing, providing leadership and controlling all administrative functions in the department.
- 10) Rendering a service to other functions within the organization.
- 11) Efficient housekeeping & catering requirement for guest / employee.
- 12) Keeping abreast with the latest trends in intra and extra office communication needs equipment. Monitor printing and updating documents of the organization.
- 13) Maintenance and supervision of all office and academic records.