



*C. A. Y. M. E. Trust's*

## **SIDDHANT COLLEGE OF ENGINEERING**

*(Approved by AICTE, Recognized by Govt. of Maharashtra and Affiliated to S.P. Pune University & MSBTE)*

At. Post - Sudumbare, Tal. - Maval, Dist. - Pune, PIN - 412 109. ☎ 02114-661904.

Website: - [www.siddhantcoe.edu.in](http://www.siddhantcoe.edu.in)

E-mail: [engineeringprincipal@gmail.com](mailto:engineeringprincipal@gmail.com)

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# **CODE OF CONDUCT**



## **FACULTY RELATED RULES & REGULATIONS**

### **CODE OF ETHICS FOR TEACHERS:**

**In fulfillment of their obligations to the teaching profession, teachers will strive to:**

- As role models, teachers must follow a professional code of ethics.
- This ensures that students receive a fair, honest and uncompromising education.
- Teachers must model strong character traits, such as perseverance, honesty, respect, lawfulness, patience, fairness, responsibility and unity.
- As a teacher, you must treat every student with kindness, equality and respect, without showing favoritism, prejudice or partiality.
- A professional code of conduct demands attentiveness to continuing education requirements and career development.
- In addition to fostering healthy relationships with students, teachers must build strong relationships with parents, college staff, and colleagues in the community, guidance counselors and administrators.
- You must never discuss private information about colleagues unless disclosure is required by law. Always avoid gossip, including false or mean-spirited comments about coworkers and institute.
- Part of the code of ethics requires you to cooperate with fellow teachers, parents and administrators to create an atmosphere that's conducive to learning.
- Contribute to the development and promotion of sound educational policy,

### **RESPONSIBILITY AND ACCOUNTABILITY**

- Teachers should handle the subjects and other responsibilities assigned time to time by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Mentor- Mentee scheme must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignments should be given and collected from the students in time.
- Two Unit Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students.



- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- As a part of personal development teachers should publish at least one paper in National /International journal on innovative topics.

### **1. ID CARD:**

- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

### **2. COMMUNICATING WITH PARENTS:**

- Faculty should communicate regularly with the parent in case if the student remains absent more than 3 continuous working days and report the same to the Head of Department.

### **3. STUDENTS - LATE COMING:**

- Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

### **4. TAKING ATTENDANCE:**

- Staff members must take attendance within first 5 minutes of starting the period.



- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Teachers are advised to refrain from awarding punishments like:
- Dismissal from the class rooms,
- Making them stand in the class rooms,
- Trouble makers in the class rooms must be reported to the HOD/Principal for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and Library.

##### **5. COURSE FILE:**

- Every teacher must maintain a course File for each subject offered during semester/year.

#### **COURSE FILE INDEX**

<b>Sr. No.</b>	<b>Details</b>
1	Vision and Mission of Institute
2	Vision and Mission of Department
3	Program Outcomes (POs), Program Specific Outcomes (PSO)
4.	Syllabus Structure and Course Syllabus
5.	Course Outcomes (COs)
6.	CO to PO mapping sheet (Relevance)
7.	CO to PSO mapping sheet (Relevance)
8.	Curriculum Gap/s identified and Action Taken (if any)
9.	Academic Calendar
	9.1Institute Academic Calendar
	9.2Departmental Academic Calendar
10.	Master Time Table
11.	Individual Time Table
12.	Lesson Plan
13.	Industrial Visit Organized Report (if any)
14.	Contents covered beyond Syllabus (Activity Conducted)
15.	Expert Lecture Report (if any)
16.	University Question Papers
17.	Question Bank (Theory/oral)



18. Test Record and Action Taken
  - 18.1 Mid Term Test Records: Que. Paper, Attendance Record, Mark-sheet, Best-good-poor sample answer sheet
  - 18.2 End Term Test Records: Que. Paper, Attendance Record, Mark-sheet, Best-good-poor sample answer sheet
19. Assignments
  - 19.1 Assignment 1: Questions, Submission Record, Result, Sample Answer Sheet
  - 19.2 Assignment 2: Questions, Submission Record, Result, Sample Answer Sheet
20. Remedial classes for slow learner students (Action Taken, Retest, Result)
21. Slow learners record (Process, Action Taken, Result)
22. Advanced learners record (Remedial classes, Retest, Result)
23. Continuous Assessment Record
24. Course Exit Survey (CO wise mapping)
25. Three Year University Result
26. CO attainments
27. PO attainments
28. PSO attainments
29. PO, PSO attainment analysis and Remedial Actions
30. Learning Material
  - 30.1 List of Online resources (web link)
  - 30.2 List of Virtual Lab (web link)
  - 30.3 List of recommended MOOCS (web link)
  - 30.4 Notes, PPTs
31. Attendance Record

**6. CLASS ADJUSTMENT BEFORE GOING ON LEAVE:**

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.



## **7. PROCEDURE FOR RELIEF ON RESIGNATION:**

- As per the service rules of the Institute, faculty members intending to resign are required to give 1 months' notice.

## **8. INSTRUCTIONS TO INVIGILATORS:**

- Report to the Chief Examiner Officer/Senior Supervisor at least 30 minutes before the commencement of examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- NO alternative adjustment can be entertained regarding the exam supervision.
- Faculties cannot deny any kind of exam supervision duty allotted by the institute.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall as per the guidelines of SPP university
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the CEO/ Senior Supervisor immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

## **9. DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:**

- HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required.
- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.



#### **10. SPECIFIC DUTIES OF HOD:**

- Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the principal.
- Should display the Monthly attendance report and syllabus completion report of all the classes and submit the same to the principal.
- Should maintain the daily conduction report in the department.
- Should inform to the parents if the attendance of students is less than 75% and take the undertaking from the students about less attendance.
- Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should conduct meetings of Faculty twice in a month to review Academic activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Should monitor student's development and problems through feedback and counseling.
- Should appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.

#### **11. DUTIES OF LAB INCHARGE/LAB-TECHNICIAN:**

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of the in charge is to identify the requirement of Lab Consumables etc. preferably before the beginning of the semester and give the same in writing to HOD.
- All maintenance works must be carried out & recorded as per the schedules given by the HOD without affecting the regular Lab class work.



- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of “first aid facilities & fire fighting equipments”.
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- Ensure that the Machine/Instruments are in proper working condition & then allow the students to do the Job.
- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

## **12. LEAVE RULES:**

- All the teaching and nonteaching staff members of the institute can avail the 12 days casual leave per year.
- Staff members can avail 1C.L (in case of emergency 2 C.L) per month. If the staff does not avail the C.L it is carry forwarded to next month.
- All the teaching and nonteaching staff members can avail the 10 days of medical leave.
- All the non-teaching staff can avail the 30 days Earn leave.
- In case of emergency faculties should report to the institute even though they are on leave.
- Before availing any kind of leave faculty should complete all the departmental work allotted by the HOD/Principal.
- Faculty can avail the vacation as per the Institute norms: While sanctioning the vacation leave minimum 30 % staff should retain in the department.

## **13. GENERAL INSTRUCTIONS:**

All the teaching faculties are hereby informed to follow the following code of conduct for the smooth conduction of academic-

- The incoming timing to report the institute is 08:30AM and the outgoing timing is 04:30PM. The Biometric attendance of all the faculties shall be strictly monitored. Salary will be strictly calculated as per the attendance recorded by the Biometric





- Regular academic (Theory and Practical) should be conducted as per the time table.
- Faculties can avail one C.L per month with prior permission and proper Workload adjustment. No faculty will be entertained regarding the post sanctioning of C.L.
- Academic and Non – Academic performance, extracurricular activities, and student’s feedback of all the faculties will be observed regularly.
- All the faculties must be in Uniform as per dress code.
- Regarding any type of problem, the faculty should discuss with concerned HODs and then HODs will report the same to the concerned authority.
- No faculties are allowed to make the direct communication with the principal and in the office. All the issues should be first discussed with the HOD and then HOD will communicate the same to the higher authority.
- If any faculty refuses to accept a show cause notice/Memo then the authority will take the necessary action as per the norms.

Prepared By

*Makasare*

**Dr.P.A.Makasare**  
**IQAC Coordinator**  
**Co-ordinator**

**Internal Quality Assurance Cell,**  
**Siddhant College of Engineering**

Reviewed by

*R.R.Kulkarni*

**Prof.R.R.Kulkarni**  
**NAAC Coordinator**

Approved By

*L.V.Kamble*

**Dr.L.V.Kamble**  
**Principal**  
**Principal**

**Siddhant College of Engineering,**  
**Sudumbare,Pune - 412 109**





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E-mail:engineeringprincipal@gmail.com

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**SELF DECLARATION**

1. I, \_\_\_\_\_ am working as \_\_\_\_\_ in the Department of \_\_\_\_\_ at Siddhant college of Engineering, Sudumbare do hereby give an undertaking that I am working in the institute on Regular / Ad hoc --- Full time / Honorary basis working from \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M. daily at this Institute.
2. I have read all the rules & guide lines given by the institute and hereby declared that I do agree with the code of conduct of institute.
3. It is declared that I abide to work within the given code of conduct.
4. I have not presented myself or not working to any other Engineering College / Institution as a faculty / Resident in the current academic year.
5. I am not having private practice anywhere. Further I state that I am not doing any Private Practice or not working in any other Institute during college hours.
6. Complete details with regard to work experience have been provided & nothing has been concealed by me.
7. It is declared that each statement and/or contents of this declaration is absolutely true, correct and authentic. In the event of any statement made in this declaration subsequently turning out to be incorrect or false the undersigned has understood and accepted that the above said declaration shall also be treated as a gross misconduct thereby rendering the undersigned liable for necessary disciplinary action.

NAME & SIGNATURE OF THE EMPLOYEE

Date:

Place:





## Code of Conduct and Rules to be Followed by Students

1. All Students should be present in the College on the beginning and closing day of each term.
2. Student must be regular in his / her attendance for the theory and practical classes. In case the student's attendance is below 75 % in theory and below 100 % in practical, his / her term will not be granted. The student or his / her guardian must inform Principal, the reason for such absence in writing well in advance or obtain the permission from HOD / Principal at the earliest for continuation, failing to which the student is liable for disciplinary action.
3. If a student remains absent from the college for a continuous - period of 10 days without prior written permission of the Principal, he / she will have to pay heavy fine per missed lecture / practical along with punishment of academic nature. The management also reserves right to remove such a student from the college and he will not be entitled for any refund.
4. The student must be present for all the tests, tutorial and skill test in each term.
5. The student should complete term work, journals, workshop assignments on time as scheduled else his / her term will not be granted and / or, he / she will not be allowed to appear for the examination.
6. The student should note that he / she is responsible for his / her conduct not only inside the college premises but outside the premises as well.
7. Any reported, observed objectionable conduct within or outside the campus will make him / her liable for strict disciplinary action.
8. The student should not participate in any political or anti social activities.
9. The student should help the authority to maintain the building and campus clean and tidy.
10. Ragging in any form within or outside the college and hostel premises is strictly prohibited and is a cognizable offence.
11. Smoking, drinking (alcohol) and consumption possession of drugs is strictly prohibited. Student indulging in these activities will be expelled from the college and disciplinary action as deemed fit will be initiated against him.
12. Damage to the property such as fixtures, fittings, equipments, instruments, furniture, books, periodicals, window panels and etc. of the college and its sister institutions will be viewed seriously and is likely to result in the expulsion of the guilty and recovery of the cost of damage.
13. The authentic media of communication with the students, within campus, is the office / department notice board. The students are expected to read the notices put up on the notice board. The College shall not accept any responsibility for any - loss to the student's failure to read the notice in time.
14. Notwithstanding anything contained in these rules, if the government takes any policy decision pertaining to First Year admissions the same shall be brought into effect at that point of time as per the directives from the Government.
15. The student and his / her parent will jointly sign that the student will abide by all the rules and regulations of the college stated above.
16. In case of any difficulty the student and parent must see the respective HOD or the Principal.
17. The competent authority may impose one or more of the following punishments on the students found guilty on misconduct, indiscipline in proportion thereof;
  - a. Warning / Censure / Reprimand.
  - b. Fine not exceeding Rs .5, 000 /.
  - c. Rustication from the institution for the period not exceeding 5 yrs.
  - d. Expulsion from the concerned Institution.
  - e. Cancellation of the Scholarship / Award / Prize / Medal awarded to the student by the concerned institution with prospective effect.
  - f. Debarring from admission to a course or course of study in the concerned Institution.
  - g. Debarring from appearing for examination or examinations conducted by the institution concerned for a specific period not exceeding 5 yrs.
  - h. Cancellation of the result of the student in the examination of the concerned year in which he/she has appeared.



Prof. H. V. Shinde  
Principal  
Siddhant College of Engineering  
Sudumbare, Pune - 412 109