

7.1.12 Code Of Conduct
Details
Code of conduct handbook exists for students, teachers, governing body, administration including Principal /Officials and support staff



**G. H. Raisoni College of Engineering and Management,**  
Gat No. 1200, Domkhel Road, Wagholi, Pune – 412207



# CODE OF CONDUCT FOR STUDENTS

### Code of Conduct for Students

- Student must abide by the rules and regulations framed by the Institute
- Students must wear College Uniform and I card in the institute premises as per the rules set by institutions. Student has to produce his/her I-card whenever asked by the Institute authorities without fail.
- Attendance in class's theory and practical is must. If students fail to do so, strict academic actions will be taken.
- Student must not remain absent without prior/written permission of the Class Teacher/HoD.
- Everybody should be punctual in all sort of academic activities.
- Student should participate whole heartedly in all sort of activities organized for them and should take benefit of it.
- Student should utilize all resources provided to them carefully.
- Student is expected to read all notices put on the college notice board. Institute will not be responsible for any loss caused due to his/her failure to read the notices time to time.
- For every student Institute has created official e-mail account, student must check the their official e-mail account time to time.
- It is responsibility of every student to maintain Institute campus clean and tidy
- Student should note that he/she is responsible for his/her conduct in the premises of the institute and outside the premises as well.
- In case of any objectionable conduct of the student in or outside the Institute premises he/she is liable for strict disciplinary action.
- Student should not participate in any antisocial activities.
- Ragging is strictly prohibited.
- According to the clause 9.1 of the regulations, as per the high court decision for University Act 1956-Regulation 26(I)G-2009, if any student found guilty of **Ragging**, he/she will liable for punishment.



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# CODE OF CONDUCT FOR FACULTY

## **Code of Conduct for teacher's:**

### *I. Teachers and Their Responsibilities:*

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- *Teachers should:*

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and assisting in administration at department & Institute level.

- (viii) participate in extension, co-curricular and extra-curricular activities including community Service.

## **II. Teachers and the Students:**

- *Teachers should:*
  - (i) respect the right and dignity of the student in expressing his/her opinion;
  - (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
  - (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
  - (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
  - (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
  - (vi) be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
  - (vii) pay attention to only the attainment of the student in the assessment of merit;
  - (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
  - (ix) aid students to develop an understanding of our national heritage and national goals, and
  - (x) refrain from inciting students against other students, colleagues or administration

### **III. Teachers and Colleges:**

- *Teachers should:*
  - (i) treat other members of the profession in the same manner as they themselves wish to be treated;
  - (ii) speak respectfully of other teachers and render assistance for professional betterment;
  - (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
  - (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities:**

- *Teachers should:*
  - (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
  - (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
  - (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
  - (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
  - (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
  - (vi) should adhere to the conditions of contract;
  - (vii) give and expect due notice before a change of position is made; and

- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. Teachers and Non-Teaching Staff:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI. Teachers and Guardians:**

- *Teachers should:*

Maintain contact with the guardians of their students, send reports of their performance to the guardians regularly and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.





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# CODE OF CONDUCT FOR ADMINISTRATION

Code of conduct for governing body and administration

- The administrative professional shall act as a trusted agent in professional relations, implementing responsibilities in the most competent manner.
- Shall familiarize themselves with Institute policies that are relevant to their responsibilities
- Shall adhere to those policies to the best of their ability
- Shall maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the Institute
- Shall not make remarks or engage in behavior that could reasonably be considered racist, discriminatory according to the Law
- Shall not promote their personal, religious, political, social, or business agendas
- Staff must use computing and communication facilities and services only for the purposes for which they are authorized
- Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation
- Administrative staff will abide by all copyright laws, which applies to the internet as well as paper
- Staff wishing to copy original work shall receive written permission from the copyright owner prior to copying
- The administrative professional shall strive to maintain and enhance the dignity, status, competence, and standards of the profession.

- Shall demonstrate courtesy and respect in all dealings with students, academic employees, and support staff
- Shall be fully conversant with all aspects of the Institute's policies and procedures and will be prepared to implement them
- Shall demonstrate their respect for the professionalism of faculty and support staff
- Shall be clear and specific in communications with faculty and staff so that all concerned will know precisely what behavior is expected of them
- Shall meet all deadlines
- Shall practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of College funds
- Shall establish and maintain co-operative and collegial relationships with other staff members
- Shall avoid activities which might give rise to a perception of favoritism
- Should not gossip
- Shall respect the dignity of all parties involved