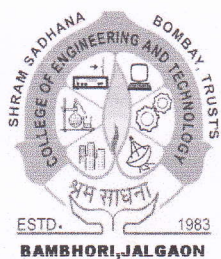


# HANDBOOK ON CODE OF CONDUCT



**SHRAM SADHANA BOMBAY TRUST'S**  
**COLLEGE OF ENGINEERING AND TECHNOLOGY, BAMBHORI**  
**JALGAON-425001(M.S)**

**SSBT's COLLEGE OF ENGINEERING & TECHNOLOGY, BAMBHORI, JALGAON**

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SSBT's College of Engineering & Technology strives to instill human values and professional ethics in the minds of Students, Staff and its Stakeholders. Students, Teaching & Non Teaching Staff, Governing Body Members abide by the Code of Conduct specified by the institute .

## **Code of Conduct for Students**

### **(A) Conduct**

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partake in any activity off-campus which may affect the Institute's interests and reputation substantially.

#### **The various forms of Misconduct, the Students should refrain from, include:**

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Inability to produce the identity card issued by the Institution, or refusing to produce it on demand by campus security personnel/discipline committee.
5. Participating in activities including
  - i) Organizing meetings and processions without permission from the Institution.
  - ii) Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India.
  - iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
  - iv) Unauthorized possession or use of harmful chemicals and banned drugs.

- v) Smoking within the College campus.
  - vi) Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
  - vii) Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
  - viii) Rash driving on the campus that may cause any inconvenience to others.
  - ix) Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
  - x) Pilfering or unauthorized access to the resources of others.
  - xi) Misdemeanour and/or exhibiting disruptive attitude at the time of Student's body elections or during any activity of the Institute.
  - xii) Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
9. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
10. Thievery of abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residence of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
11. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.

12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable. If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

### **(B) Academic Integrity**

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity, forms and integral part of the Code which applies to all students of the Institution to which they should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its student. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity. The principles of academic integrity require that a student should

- i) Properly acknowledges and cites use of the ideas, results, material or words of others.
- ii) Properly acknowledge all contributors to a given piece of work.
- iii) Make sure that all assignments in a course are submitted by his/her own.
- iv) Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
- v) Have right to pursue their educational goals without interference.

### **Violation of this Code**

Violations of this code comprise attempts to be dishonest or deceptive in the performance of academic work in or out of the classroom, alterations of academic records, alterations of official data on paper or electronic resumes, or authorized collaboration with another student or students. Violations include, but are not limited to:

**A. Cheating in examination.** Any attempt by a student to alter his or her performance on an examination in violation of that examination's stated or commonly understood ground rules.

**B. Plagiarism.** Representing the work of another as one's own. Plagiarism includes but is not limited to the following: copying the answers of another student in an examination, copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source, and collaborating with someone else in an academic endeavour without acknowledging his or her contribution. Plagiarism can consist of acts of commission-appropriating the words or ideas of another-or omission-failing to acknowledge/document/credit the source or creator of words or ideas (see below for a detailed definition of plagiarism). It also includes collusion with someone else in an academic endeavour without acknowledging his or her contribution, using audio or video footage that comes from another source (including work done by another student) without permission and acknowledgement of that source.

**C. Misrepresentation or falsification of data** presented for surveys, experiments, reports etc., which includes but is not limited to: citing authors that do not exist; citing interviews that never took place, or field work that was not completed.

**D. Theft of an examination.** Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered.

**E. Unauthorized communication during examinations.** Any unauthorized communication may be considered prima facie evidence of cheating.

**F. Knowingly allowing another student to represent your work as his or her own.** This includes providing a copy of your paper or laboratory report to another student without the explicit permission of the instructor(s).

**G. Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents,** including but not limited to transcripts from any institution, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission.

**H. Theft or destruction of examinations or papers** after submission.

**I. Submitting the same work in more than one course** without the consent of instructors.

**J. Altering or destroying another student's work or records,** altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance.

**K. Failure to sit in a specifically assigned seat during examinations.**

**L. Conduct in a professional field assignment** that violates the policies and regulations of the host college or agency.

**M. Conduct in violation of public law occurring outside the University** that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.

**N. Attempting improperly to influence the award of any credit, grade, or honor.**

**O. Intentionally making false statements to the Academic Conduct Committee or intentionally presenting false information to the committee.**

**P. Failure to comply with the sanctions imposed under authority of this code.**

**(C) Anti-Ragging**

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution. Ragging constitutes one or more of the following acts; a) any conduct by any student or students whether by words spoken or written or by an act which has the effect teasing, treating or handling with rudeness any student; b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student; c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such student; d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student, e) exploiting the services of a student for completing the academic tasks assigned to an individual or a groups of students; f) any act of physical abuse including all variants of it; sexual abuse, stripping, forcing, obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student; i) any act that affects the mental health and self confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

**Anti-Ragging Committee:** The Anti-Ragging Committee shall examine all complaints of ragging and come out with recommendation based on the nature of the incident.

**Anti-Ragging Squad:** To render assistance to student, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College.

The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee.

- a) Suspension from attending classes and academic privileges.
- b) Withholding/withdrawing scholarship/fellowship and other benefits.
- c) Debarring from appearing in any test/examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

**(D) Gender Discrimination and Allied Harassment:**

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.



## Code of Conduct for Supporting Staff

The College has put forward its code of ethics for the supporting staff along the following lines.

### **Professional Conduct**

- i) The supporting staff should acquaint themselves with the College policies and adhere to them to their best ability.
- ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- iv) The supporting staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall be engage himself in any trade or business within college premises.
- v) They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
- vi) The should not engage in remark or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **Workplace Conduct**

- i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- iii) No supporting staff should be under the influence of drugs or alcohol during office hours.
- iv) The supporting staff often has access to confidential information. It is expected that they respect the confidentiality of such matters.
- v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- vi) The supporting staff should show no discrimination on basis of gender, caste or religion.

### **Professional Relationship**

i) Interactions between supporting staff and students are frequent as for example during counselling, admissions, examinations and so on. On a regular basis the students come into contact with supporting staff. It is expected that they behave in a helpful, friendly and patient manner towards the students.

ii) The supporting staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behavior, as the progress of an institution depends upon mutual goodwill and trust.

iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

iv) The supporting staff must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

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## **Code of Conduct for Administrative Staff**

- 1) They should be courteous in dealing with other members of the staff, students and members of the public. Their behavior should be commendable.
  - 2) They shall be required to observe the scheduled hours of work, during which they must be present at the place of their duty. They should not leave the college till the Supervisors/Head of the institute are present in the College.
  - 3) They should not use, indecent language or undue arguing with Superiors.
  - 4) They should not refuse to receive any communication of any type from their Superiors/Competent authority.
  - 5) They should keep themselves abreast of Rules/Circulars/G.R.s etc. of their section and should bring into the knowledge of their Superiors.
  - 6) They should maintain and keep the records of files/documents of their section and should provide the same to the Superiors whenever required.
  - 7) They should complete their work within prescribed time.
  - 8) They should not waste their time in activities such as lingering, chatting, playing games on P.C., Mobile etc.
  - 9) They should constantly upgrade their computer skills and should be able to do their work independently.
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## Code of Conduct for Teachers

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 percepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect, embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

### **(A) Professional Values**

i) 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. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

ii) He 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.

iii) He 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 partially or vindictive attitude towards any of them.

iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

v) 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.

vi) Above all a teacher should conform to the ethos of this profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

### **(B) Professional Development and Practices**

i) 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 himself and the student community. He must also acquaint himself with recent methodologies and other applications.

ii) A teacher must, alongside teaching, pursue research as innovation, contributes to the continuous progress and development of a subject. He should involve himself in seminars, workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.

iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.

iv) 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**

i) Teachers must maintain ethical behavior in professional practice by accurately representing certifications, licenses and other qualifications.

ii) 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.

iii) 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.

iv) 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**

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

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

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

iv) 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.

v) 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.

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

vii) 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 the Principal

The chair of the Principal of the college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remain liable to follow certain codes of ethics in his conduct. **These Code of Conducts are applicable, in general, for the college teachers as well as for the administrator of Institute.**

1. To uphold and keep the ethos of inclusiveness in terms of imparting education in the Institution.
2. To protect the collective interest of different sections of the Institution so that each and all can perform freely and give their highest for institution building.
3. To institute, nourish and enforce equal treatment to all the stakeholders in the college so that there remain no scope of any discriminatory and disparaging practice at any level within the stretch of the college.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender free atmosphere within periphery of the college so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholders of the college so that chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the Redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parley and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus serenity required for academics.

11. To promote and maintain the practice of extra-curricular activities amongst the students and the other human resources of the institution and thus add to societal dynamism simile to essence of life.

12. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish and enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities.


The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminar and participate in conference/symposium/workshop/seminars.

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## Code of Conduct for Governing Body

The Governing Body of the College is responsible for ensuring the effective management of the institution and for planning its future development.

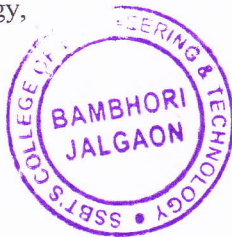
- a) The Governing Body should act to approve the mission and strategic vision of the institution, the long term academic plans and ensure that these meet the interests of stakeholders.
- b) The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- c) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

  
Registrar

SSBT's College of Engg. & Technology,  
Bambhori, Jalgaon.

**Registrar**

SSBT's College of Engineering & Technology  
Bambhori, Jalgaon-425001(M.S.)





Principal

SSBT's College of Engg. & Technology,  
Bambhori, Jalgaon.

**PRINCIPAL**

SSBT's College of Engineering & Technology  
Bambhori, Jalgaon-425001(M.S.)