

**Handbook on Code of Conduct**  
**(For Different Stakeholders including Student,**  
**Teacher, Support Staff, Governing Body and**  
**Director)**

---

**Code of Conduct for Students**

**1. Conduct**

The codes depicted underneath shall apply to all sorts of conduct of students within the Institute premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that, (i) The student shall be regular in the classes and must complete his/her studies in the Institute. (ii) In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the Institute Authority. (iii) In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

The Institute 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 partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.

**The various forms of Misconduct from which 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 Institute .
4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
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) 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 or 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 residences 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.

## **2. 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 an 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 students. Every Students 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.
- vi) **Violations of this policy include, but are not limited to:**
  - (a) **Plagiarism:** Plagiarism means the use of materials, ideas, figures, codes or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include: (1) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet. (2) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc. (3) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution. (4) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations. (5) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement. (6) Paraphrasing or changing an author's words or style without citation.
  - (b) **Cheating:** Cheating includes, but is not limited to: (1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts. (2) Allowing or facilitating copying, or writing a report or taking examination for someone else. (3) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources. (4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications. (5) Creating sources, or citations that do not exist (6) Altering previously evaluated and re-submitting the work for re-evaluation (7) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

- (c) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

### **3. Anti-Ragging**

The Institution has a coherent and an effective anti-ragging policy in place which is based on the AICTE Regulation on Curbing the Menace of Ragging F.No37-3/legal/AICTE/2009. The AICTE 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 AICTE 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 of 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 a 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 group of students; f) any act of financial extortion or forceful expenditure burden put on a student by other students; g) 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 anti-ragging and come out with recommendation based on the nature of the incident.

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.
- i) 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.

#### **4. 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 the 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 of the circumstances of each case.

## Code of Conduct for Teachers

The teachers of this College should follow the code of conduct laid down in Maharashtra Government Service Rules.

But they are also subject to the guidelines provided by UGC for college teachers. As per AICTE guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself 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 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) The first responsibility of institute teachers is the pursuit and dissemination of knowledge and understanding through teaching and research. They must devote their energies conscientiously to develop their scholarly competence and effectiveness as teachers.
- (ii) They must be conscientious in the preparation and organization of their subject matter and should revise this periodically in the light of developments in their fields.
- (iii) They must conscientiously strive to improve the methods of presentation of their subjects to their students.
- (iv) They must encourage the free exchange of ideas between themselves and their students.
- (v) They must always be fair to their students. It is unethical for them to exploit students for their private advantage. It is unethical for them to utilize the work of students in a publication without appropriate attribution.
- (vi) They are guilty of unethical conduct if they act so as to prevent the fulfillment of these responsibilities by themselves or by other members of the academic community.
- (vii) They must keep in confidence all privileged information gained about a student, whether concerning academic progress, personal life or political and religious views. Nevertheless, they may reveal information about the academic standing of students in response to a request from a reputable source; they may refer to the student's character only insofar as this is relevant. When acting as referees, they must strive to be fair and objective.

### B. Professional Integrity

- (i) Teachers must maintain ethical behaviour 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.

### C. 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 Institute.
- (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 Institute.

### **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, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- (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) Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as AICTE,DTE as well as regulations laid out by the State government and affiliating university.
- (d) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- (e) The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

### **Code of Conduct for the Director of Institute**

The chair of the Director of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the Director remains liable to follow certain codes of ethics in his conduct as proclaimed All India Council Of Technical Education(AICTE) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Maharashtra as in the Maharashtra Service Rules (WBSR). These codes of conduct are applicable, in general, for the College Teachers as well as for the administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Director, as perceived and enforced by SNGIMR, Rajgurunagar are jotted underneath:

1. To uphold and upkeep 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 the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the Institute so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the Institute.
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 the periphery of the Institute so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the Institute so that the 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 Institute and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the Institute 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 parleys 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 other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavour for the upkeep of tranquility of the region surrounding the Institute so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the Institute with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

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

As the academic head of the institution, the Director should ensure the existence of an academic environment within the Institute and should endeavour for its enrichment by encouraging research activities. Thus, the Director should put best efforts to bring in adequate infrastructural and financial support for the Institute. The Director should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars. .

### **Code of Conduct for Support Staff**

All the support staff of this Institute should follow the code of conduct stipulated by the Maharashtra State Government. The Institute has put forward its code of ethics for the support staff along the following lines.

#### **Professional Conduct**

- (i) The support staff should acquaint themselves with the Institute 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 Institute Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- (v) They should not hamper the functioning of the Institute by engaging themselves in political or antiseccular activities.
- (vi) They should not engage in remarks or behaviour 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 support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. 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 support staff should show no discrimination on basis of gender, caste or religion.

#### **Professional Relationship**

- (i) Interactions between support staff and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, admin office, computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

- (ii) The support staff should give due respect to the decisions made by the Institute 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 Support Staff are the first to come into contact with the guardians of students. They must keep in mind the fact that their behavior will be considered to reflect that of the institution. They should thus interact patiently and politely.