

CODE OF CONDUCT FOR STAFF & STUDENTS

TEACHING & NON TEACHING STAFF

1. Shall read, understand and comply with institutes' policies.
2. Shall abide by the institutes' policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.
3. Shall report to college in time everyday as decided by the management of the college.
4. Shall be regular and punctual to the classes.
5. Must conduct the scheduled period of class and take attendance in the beginning of class.
6. Must plan daily lesson ahead and teach in the most effective and innovative way.
7. Shall see that class is well structured, interactive and should involve student during the lectures/ practical.
8. Should carry out other administrative , record keeping & other necessary work assigned by higher authorities of the college
9. Should prepare personal file, course file with personal notes.
10. While proceeding on leave, should inform the higher authority in advance. They should also enter all details in advance along with necessary adjustment of lecture/ practical in GEMS, official ERP of the college.
11. Must adhere to rules & regulations as prescribed by the management & higher authorities from time to time.
12. Must wear formal clothes when on duty.

STUDENTS

1. The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the institute campus.
2. The institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down by the institute.
 - a) Any violations of the sexual harassment policy, anti ragging policy of the institute against other student / staff of the institute
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the institute;
 - c) Manufacture, sale, consumption or distribution of prohibited drugs, alcohol etc.
 - d) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
3. At the time of admission, each student must be made aware of this code that he/she shall be regular and must complete his/her studies in the Institute


Dean, I.Q.A.C.



4. Institute believes in a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

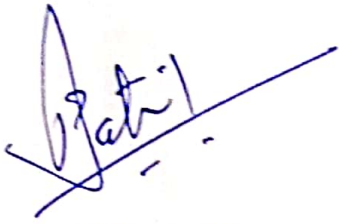
5. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the institute's interests and reputation substantially.

The various forms of misconduct include

a) any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

b) Intentionally damaging or destroying institute property or property of other students and/or faculty members .

c) Any disruptive activity in a classroom or in an event sponsored by the institute.



Dean, I.Q.A.C.



PRINCIPAL,
D. Y. Patil College of Engineering
And Technology
Kasaba Bawada, Kolhapur.
(An Autonomous Institute)