



Sinhgad Institutes

Sinhgad Technical Education Society's

SINHGAD ACADEMY OF ENGINEERING

(Affiliated to University of Pune and Approved by, AICTE, New Delhi.)
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Code of Conduct

The Code of Conduct was created to support and protect the Sinhgad Academy of Engineering's core mission and values, which are to nurture the scholarly and holistic development of students and employees in a safe and secure academic environment, as well as to protect individuals, properties, and the systems and procedures that support the Institute's activities.

Code of Conduct Manual:

Code of Conduct for Students:

PREAMBLE

The Sinhgad Academy of Engineering is dedicated to upholding and promoting a code of conduct that promotes excellence, intellectual openness, inclusivity, justice, honesty, fairness, respect, equity, and responsibility. It expects students to live up to these ideals on a daily basis. The code of conduct is required to define the parameters of this necessary order. While on campus, students are still subject to the laws of the country, and infractions of such laws may also be considered violations of the code. Students are expected to align their behavior with the Code of Conduct.

RESPONSIBILITIES OF STUDENTS

- Shall read, understand and comply with institutes policies and take responsibility for the actions.
- Shall uphold the university's philosophy of valuing and supporting a varied institute community in terms of gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT

- Shall be in time to the institution.
- Shall wear the ID card and follow the rules.
- Shall be regular and punctual to the classes and maintain at least 75% attendance to be able to appear for final examination.
- Follow the instructions of the teacher carefully in the classrooms.
- Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.

- Meet all deadlines of assignments, submission of projects and lab records.
- Abide by the rules of various laboratories and not damaging the equipment's.
- Cultivate the habit of looking at the notice boards of the institute/department every day.
- Attend all counselling sessions organized by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
- Maintain silence in the library and utilize its resources and space without causing damage.
- Not to be in the canteen during working hours of the institute.
- Avoid use of mobile phones in classrooms and common areas

ACADEMIC MISCONDUCT

- To be clear, the institution will adhere to progressive disciplinary principles, and any violence on campus, damage of institute property, manhandling of a person on campus, or misconduct with female students will be taken seriously. Stumbling individuals may face disciplinary punishment such as suspension or rustication for a specified amount of time.
- It is important to note that defacing campus buildings and walls by writing on them or placing bills or posters on them is banned. It is also forbidden to damage the notices and posters posted in the departments.

DISCIPLINARY MISCONDUCT

- While pursuing academic courses, academic integrity must be preserved. Academic misconduct is the falsification or alteration of academic records. According to the malpractice guidelines of Savitribai Phule Pune University, all types of malpractices and unfair means in the examination hall, including assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest, and impersonation, are serious and punishable offenses.
- Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
- Student participation is encouraged and must be strengthened by including students at all levels of college governance.
- The code of conduct will still apply when attending activities outside of campus while representing the college.

CAUSING DISREPUTE TO OTHER STUDENTS

- Communicate opinions to others in a fair and constructive manner.
- Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
- Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identification cards at all times.
- Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully.
- Not to form any formal and informal groups on the basis of caste, community and religion.
- To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance.

- To furnish in their own interest, the change in the address/ mobile numbers of parent/guardian, if any, to the office/department.
- Violation of University rules is strictly prohibited.
- Promote sustainability and reduce the impact on environment in all our actions.
- Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate misconduct and violations are subject to disciplinary actions.
- The aggrieved student would submit in writing his/her grievance to the HOD/Principal.

PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.

CODE OF CONDUCT FOR THE TEACHERS OF THE INSTITUTE

- Teachers must adhere to strict deadlines, honesty, and professional ethics.
- They should adhere to the institute's rules and procedures in order to achieve the institute's vision and goal.
- Staff should dress decently and appropriately for the responsibilities they perform.
- Teachers should cooperate and collaborate with colleagues and external agencies as needed to support the college's and students' development
- Teachers should act professionally and courteously toward colleagues, regardless of their relative position, gender, or status within the institutional hierarchy.
- All Teachers should properly maintain the records of respective portfolio.
- All Teachers should make an effort for the continuous development through training programs, workshops and research and development activities.
- All Teachers of the college should maintain harmonious relations with other staff and students.
- Unless the institutional authority requests it, Teachers shall preserve secrecy in the conduct of examinations and any other information.
- All employees should adhere to the authority's instructions and directives.
- All Teachers should make a positive contribution to the college and university's development.
- All Teachers should rigorously follow the institution's academic requirements and maintain the academic environment's purity.
- Shall attend to the parents' queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.
- All Teachers are expected to contribute to the community's and society's well-being.

CODE OF CONDUCT FOR THE EMPLOYEES OF THE INSTITUTE

The term employee includes non-teaching staff and other staff which come under this domain. The following code of conduct applies to all of the employees mentioned above:

GENERAL RULES:

- Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
- Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.
- Unless otherwise stated specially in terms of appointment, every employee is a full time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
- An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.
- Whenever an employee wishes to put forth any claim, or seeks redressed of any grievance, he/she must forward his/her case through proper channel.
- The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.

CODE OF CONDUCT FOR ADMINISTRATORS

- As members Sinhgad Academy of Engineering community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.
- Harassment (including personal harassment), discrimination, unsafe work practices, fraud, or other unethical behavior shall not be tolerated by the institute. Members are expected to align their behavior with the institute's Code of Conduct.
- Prevention and Resolution of Campus Ragging/Bullying The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable
- Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.
- Academic freedom is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.

- All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.
- Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.
- Recruit with a commitment to diversity and inclusion.
- Communicate opinions to others in a fair and constructive manner.

MEMBERS OF COMMITTEE OF CODE OF CONDUCT

Sr. No	Name of The Member	Designation
1.	Dr. K. P. Patil	Principal
2.	Dr. K. M. Gaikwad	Vice-Principal
3.	Mr. A.D. Adappanwar	HOD, IT
4.	Mr. S. S. Yavale	HOD, Mechanical
5.	Mr. R. B. Bajare	HOD, Civil
6.	Mr. B. B. Gite	HOD, Computer
7.	Dr. Ms. D. K. Kaur	HOD, FE
8.	Mr. A. B. Ingole	HOD, E & Tc.

The functions of the code of conduct committee:

Code of conduct of Sinhgad Academy of Engineering clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees which define the desired behaviour.

FACILITY: Any noncompliance with the code of conduct should be reported to grievance cell.



Principal
Dr. K. P. Patil

