

About Code of Conduct Committee:

Teaching is a noble profession and teacher plays a very crucial role in shaping a student's career. The faculty members are expected to exhibit a good conduct so that the students consider them as role models. Similarly, the staff and students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen this institution. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management.

Roles and Responsibility of Code of Conduct Committee:

- Identifying the code of Conduct for the following stakeholders
 - ❖ Students
 - ❖ Teachers
 - ❖ Administrators
 - ❖ Other staff
- Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.
- Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.
- Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.
- Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
- Plan and organize in coordination with the IQAC professional ethics programmes for students, teachers, administrators and other staff.
- Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programmes, Departmental grooming sessions, Placement Orientations and conducting of Exit Interviews.
- Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff




Director
SIBACA, Lonavala.

Structure of the Committee:

DESIGNATION	POSITION
Director	Chairman
Faculty	Members

Code of Conduct Committee Members:

S.No	Name of the member	Designation & Department
1.	Dr. Anil Nagtilak	Director
2.	Dr. Bharti Jagdale	Faculty of HR
3.	Dr. Niles Patil	Faculty of marketing
4.	Dr. Reena Nath	Faculty of General Management

Code of Conduct for Teaching Faculty

As this is post graduate professional course institution is esteemed for the value it permeates to its students. Institute vision mission and value statements were display in the institute. The institution drafts code of conduct to each for students and staff members, so that they are worthy and honorable to induct discipline and ethical behavior in the minds of students.

1. Dress code for male staff members have to wear pants and slack shirts.
2. The male faculty members should wear shoe.
3. Dress code for female staff members should wear saree.
4. Faculty members should handle the subjects assigned by the Head of the Departments
5. They should complete the syllabus on time.
6. Tutor system must be effectively implemented. They shall monitor both the academic / the personal activities of the students assigned to them.
7. They should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching- Learning Process is effective and successful.
8. They should maintain the respect the right and dignity of the student in expressing his / her opinion.
9. They should maintain decorum both inside and outside the classroom and set a good example to the students.
10. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
11. They should perfect in carry out the extracurricular, co-curricular and organizational activities to be assigned to them.




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SINHGAD TECHNICAL EDUCATION SOCIETY'S®
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(Affiliated to University of Pune & Approved by AICTE)
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PROF. M. N. NAVALE
M.E. (ELECT.) MIE, MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A. M.P.M. Ph.D.
FOUNDER SECRETARY

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M. Com., M.Phil., FDP (IIMA), Ph.D.
DIRECTOR

12. No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the college campus.
13. The faculty should report for duty even if they are on vacation if called for to attend to any important duty that may arise.
14. Usage of Cell Phone inside the classroom is strictly prohibited.
15. Faculty should utilize the facilities available in the college efficiently for the improvement of the students as well as for their academic development only.
16. All the faculties are responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in anyway.
17. All staff and student must use parliamentary language will communicating with each other.




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Leave (Teaching / Non-Teaching)

1. Staff members are expected to log their attendance at the respective timings in a manner prescribed by the college. Bio- metric system is kept in the campus for the recording of attendance, while entering and leaving the college.
2. Casual leave for 15 days for the Calendar year (i.e. June to may) will be allowed.
3. Maternity leave for women faculty is six months.
4. Permission for 2 hours (1+1) per month is allowed. If a person avails a 3rd permission within one month it will be considered as half-a-day leave.
5. Leave On Duty for 15 days is allowed for one Academic year (i.e. June to May)
6. Every Staff member in the service of the college shall at all-time strives for academic excellence in the discharge of his/her duties and conduct themselves in a manner becoming a perfect role model for others to emulate.
7. The Staff members in the service of the college can do higher studies only after the consent and knowledge of the college management.
8. The Staff members should be present in the College / Department at least 10 minutes before the college time.

Code of Conduct for Students

1. It is obligatory on the part of the student to abide by the rules and regulations of the College for maintaining good standard, discipline and individual progress.
2. The students must behave very decently in the college campus. Their manners should not cause any disturbance to other students, to the public and to the smooth functioning of the college.
3. The students should always wear the identity cards inside the College campus and the College bus.
4. The students must follow the dress code to maintain the dignity and decorum of the College.
5. Smoking is strictly prohibited inside the college campus. Students found intoxicated will be dismissed immediately from the College




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6. Two wheeler riders should wear helmets and must possess valid Driving Licenses. Students should park their vehicles in an orderly manner only in the sheds meant for the purpose
7. Students are directed to co-operate with the authorities in keeping the college campus clean and tidy. They must avoid writing on walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dust bin provided for the purpose.
8. Every student should handle the college property with care. Damage caused to college property will be charged to the accounts of the students concerned.
9. Polythene covers are prohibited inside the college premises.
10. Students who indulge in any kind of malpractice will be investigated by a committee comprising of the Principal.
11. The student should not take part in any violent or unwanted activities regarding politics, Community and religion.
12. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the Principal.
13. Loitering and making noise in the college campus are strictly forbidden.
14. Students must be punctual for all classes. Students should leave the classroom only after the staff member has left the class.
15. In regard to all matters not specified in the above rules, students are expected to behave with dignity and decorum.



Anil
Director

SIBACA, Lonavala.