



Savitribai Phule Shikshan Prasarak Mandal's  
**N. B. NAVALE SINHGAD COLLEGE OF ENGINEERING**

(Approved by AICTE & Affiliated to Solapur University, Solapur)

Opp. Solapur University, Solapur – Pune National Highway, Kegaon, Solapur 413255. (MH), India

**Prof. M. N. Navale**

M.E. (Elect.), MIE, MBA  
CHAIRMAN

**Mr. Rohit Navale**

M.E. (Mech. Engg.)  
GENERAL SECRETARY

**Dr. S. D. Nawale**

M. Tech., Ph. D. (E&TC Engg.), PDF (France)  
PRINCIPAL

## Code of Conduct for Students

All the students of this college are hereby informed that, in view of keeping the Conducive Academic Environment and to maintain the discipline in the College Premises, everybody is appealed to strictly adhere to the following instructions:

- 1) Wearing 'I-Card' in campus is compulsory. Any staff member can ask you for the reason of non-wearing of I-Card.
- 2) Everybody should wear the college uniform on the said days of the week
- 3) Attendance in the classes for theory as well as practical is compulsory; otherwise student will undergo a strict administrative action as per rule
- 4) Everybody should be Punctual for classes and should avoid coming late
- 5) Gate-Pass is compulsory for leaving the Campus, during College time (Students will be allowed only if there is certain urgency or has some important reason)
- 6) Everybody should try to develop Soft-Skills. It is requirement of the time. Should try to speak in English within your groups (Don't hesitate)
- 7) Everybody should participate whole heartedly in TG meeting / Students Activity hour. Try to express yourself!
- 8) Utilize library hour for gaining Over and Above knowledge(E- Journal Paper is expected)
- 9) Everybody should involve himself / herself in any of the technical activity such as: LCD presentations / Lab Innovations / Paper presentations/ Arranging or participating in workshops and Improve your skills through Value Addition Programs (Earn Over & Above Marks in Termwork)
- 10) Participate fully in Soft Skill / Aptitude training sessions. (Remember you are paying extra money for the same)
- 11) Nurture the 42 Hrs. model of our college ( 6 Days X 7 Hrs. / Day)
- 12) Everybody should understand the Internal Assessment Norms for Gaining the Term-Work Marks. "Earn the maximum Term-work marks"!
- 13) Your Placements are dependent on your overall academic progress, involvement in Technical Activities and Ability to express yourself. Work on all these parameters
- 14) Try to develop your habit of doing Smart Work, Managing your Time and Resources
- 15) Use the Power of Positive Thinking and Believe in Yourself!

Believe that, we all are committed to develop "Overall Engineer". We are very sure that if you follow these guidelines and if you will not waste your valuable time in roaming around the campus / Un-necessarily sitting in Canteen / Chatting with each other in mediocre manner, we really can make the wonders. Please don't compel us to take any kind of disciplinary action.

Be Positive!

Believe in yourself!

Proud to be in Sinhgad!

**All the Best!**

**Principal**



## Code of Conduct for Teachers

### 1. Commitment to the Profession

A faculty member must

- Adhere to the policies and standards set out by policy makers at national level
- Not commit anything that would defame the profession
- Maintain the confidentiality of information gained within the framework of law
- Have courage to differ in opinion and point it out and should respect the differences
- Lawfully administer in different capacities, prepare and maintain documents, justify one's stance, protect the weak from acts of wrong doers and its repercussions
- Set deadlines and follow deadlines set for teacher
- Keep himself/herself updated
- Devote full working time for relevant activities and shall not perform irrelevant activities fetching direct/intangible/fringe benefits
- Help to organize co-curricular/extra-curricular/Value Added/Skill development Programmes aiming at overall development of students
- Help to carry out "Testing and Consultation" jobs. Policy regarding distribution of revenue generated is available on:  
<http://sinhgadsolapur.org/EdSite/wp-content/uploads/2017/10/Testing-Consultancy.pdf>
- Assist authorities to develop and implement sustainable systems

### 2. Commitment to Institute/wellbeing of institute/Colleagues

A faculty member should

- Treat colleagues regardless of their status with courtesy at all times
- Exhibit integrity, dignity, decorum and efficiency at all levels
- Respect the functional superiority of higher-ups. "Organization Chart" is available on <http://sinhgadsolapur.org/EdSite/organogram/>
- Not make the intent known to others, unless it is necessary, while correcting subordinates
- Not promote cliques/groups

- Not discriminate on grounds of race/colour/creed/caste/religion/status/financial conditions/national origin
- Not interfere with the free participation of colleagues in the affairs of their association
- Not deliberately distort evaluation of colleague to belittle one's abilities/contributions to slow down one's progress or project someone else as better performer
- Handle disciplinary proceedings justly, without any favouritism or malice, to show uniformity/consistency/firmness/understanding in the thought process and rightfully decided precedence
- Not do anything by precept to sabotage the system set
- Not consume narcotics nor purchase contraband articles nor indulge in drug and /or human trafficking nor indulge in any criminal activities
- Not consume intoxicants in public place
- Obey verbal/written directives of superiors
- Communicate properly as described in "Guidelines for Internal Communication" available on <http://sinhgadsolapur.org/EdSite/wp-content/uploads/2017/10/Internal-Comunication.pdf>
- Perform duties as laboratory in-charge or associate faculty as described in "Duties of Lab In-charge" available on:
- <http://sinhgadsolapur.org/EdSite/wp-content/uploads/2017/10/Internal-Comunication.pdf>
- Help authorities in women empowerment
- Align all efforts for carrying out academic trials under the title, Project or Mini-Project or Lab innovations to match with current research areas decided as thrust areas by the "Centre for Research & Development - CRTD" (The research wing of the institute) so as to support PG activities and on-going research being carried out by faculty members

### **3. Attendance, Leave and Absence**

A faculty member

- Must record biometric attendance regularly
- Should record biometric while leaving and re-entering the campus every time on same working day
- Should enjoy pre-sanctioned leaves except in emergency. Refer "Leave Policies" available on <http://sinhgadsolapur.org/EdSite/wp-content/uploads/2017/10/Internal-Comunication.pdf>

### **4. Commitment to Students**

Commitment of a faculty member to students is twofold –

**A.** For developing a student as an expert i.e. to help a student prepare, understand and master the subject a faculty member should

- a. Be punctual and engage all theory classes and practical sessions for full duration as per schedule
- b. Prepare course notes that are relevant, adequate, giving due weightage to notional development as well as sums, relating it to practical situations and immediate applications whenever possible.

The same shall be made available to students in the departmental libraries

- c. Prepare assignments that cover problems and questions of all varieties to cater needs of an average students
- d. Prepare assignments that are brainstorming and challenging for an extraordinary students
- e. Plan practical that ratify theoretical developments
  
- f. Set question papers for mid-term tests, practical examinations and final university theory examinations in a manner described in (a), (b) and (c) above
- g. Apprise students of practical difficulties related to subject, faced by a person on field along with a probable solution for the same
- h. Arrange a number of site/industrial visits to acquaint them with field conditions/conditions on shop floor
- i. Arrange for a number of lectures by academicians, experts and professionals of repute
- j. Evaluate all assignments and exercises given
- k. Assess students continuously and impartially
- l. Inform students the basis of assessment and weightages for various parameters
- m. Inform students their plus points and lacunae and help students to improve the performance
- n. Motivate students to think in a different way/to address problems in an unusual yet effective way
  
- B.** For developing a student as a responsible citizen exhibiting/demonstrating high values a teacher should
  - a. Inculcate in students pride for nation and teach students demonstrate appreciation of freedom with responsibility
  - b. Instill in students pride for self and for the profession
  - c. Lead by example to exhibit commitment for excellence, sense of responsibility, self-reliance, independence
  - d. Exemplify how to differentiate right from wrong and justice from injustice. A teacher also should insist and tell students that they should stand by the right people, come what may
  - e. Tell students how to shoulder responsibilities and how to develop a good attitude to consider root causative for something being probed and take suitable decisions rather than deciding on the issue by blindly following rules and norms that hardly anticipated a different background for the issue. Hence a teacher should emphasize that there is a need to set new rules and standards
  - f. Teach students to respect subordinates/people of low profile/differently abled people besides elders/dignitaries/colleagues/teammates/superiors
  - g. Train/encourage students to suggest better ways to perform any task to all concerned so as to optimize results
  - h. Help student set and chase worthy goals

- i. Treat all students at par irrespective of their caste/creed/race/religion/financial status/societal status/closeness to people at helm and should always exhibit consistency, firmness and logic/understanding while analyzing and deciding situations resulting in disciplinary actions on all concerned. Students follow such teachers as their idols
- j. Avoid undue familiarity with/inordinate affection for students
- k. Not indulge in delinquencies/instigating students or subordinates to do anything that would put the institute in jeopardy
- l. Encourage students to protect, to show respect and appreciation of private(personal) and public property

### **5. Commitment to the Community**

For acquiring trust of public at large and to make education effective all staff of institute must co-operate with community and

- Adhere to any responsible pattern of behaviour and values accepted by the community for professionals
- Disseminate knowledge
- Address public grievances
- Find optimal solutions to help weaker sections of society
- Seek input from community about education system, solicit its participation
- Should not violate the law of the land

**Principal**

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N B Navale Sinhgad College of Engineering gratefully acknowledges the same.