



Rayat Shikshan Sanstha's Karmaveer Bhaurao Patil College of Engineering, Satara

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

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**Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College
of Engineering, Satara**

**STUDENT'S HANDBOOK ON
CODE OF ETHICS AND CONDUCT**



Sadar Bazar, Near RTO Office, Camp Satara 415001

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1. PREAMBLE

This Handbook indicates the standard procedures and practices of Karmaveer Bhaurao Patil Engineering College (hereinafter referred to as the „Institute“) for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (herein after referred to as the „Code“) and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students 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) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute“s Interests or reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
 - He/she shall be regular and must complete his/her studies in the Institute.
 - In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute subject to the written consent of the Principal and Chairman.

- As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
2. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
 3. 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.
 4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 5. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
 6. Any disruptive activity in a class room or in an event sponsored by the Institute
 7. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
 8. Participating in activities including:
 - Organizing meetings and processions without permission from the Institute.
 - Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs
 - Smoking on the campus of the Institute.
 - Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - Rash driving on the campus that may cause any inconvenience to others
 - Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
 - Theft or unauthorized access to others resources
 - Misbehaviour at the time of student body elections or during any activity of the Institute.
 - Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

9. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
10. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
11. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
12. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
13. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
14. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
15. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
16. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. **RESTRICTIONS -** Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
3. **COMMUNITY SERVICE -** For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any

conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4. **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
5. **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
6. **SUSPENSION**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
7. Ineligibility to reapply for admission to the Institute for a period of three years, and
8. Withholding the mark sheets or certificate for the courses studied or work carried out.

5 APPEAL:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
2. Refer the case back to the committee for reconsideration.

In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

1. Scope and Purpose

- a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:
 - To clarify the principles of academic integrity, and
 - To provide examples of dishonest conduct and violations of academic integrity
- b) Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- c) The principles of academic integrity require that a student,
 - Properly acknowledges and cites use of the ideas, results, material or words of others.
 - Properly acknowledges all contributors to a given piece of work.
 - Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

2. Violations of this policy include, but are not limited to:

- a) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
 - Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
 - Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - 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 project without proper attribution.
 - Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - Paraphrasing or changing an author's words or style without citation.
- b) Cheating: Cheating includes, but is not limited to:
- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - Fabricating (making up) or falsifying (manipulating) data and reporting them in projects and publications.
 - Creating sources, or citations that do not exist
 - Altering previously evaluated and re-submitting the work for re-evaluation
 - Signing another student's name on an assignment, report, research paper, project 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 the 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.

- d) Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:
- Use proper methodology for experiments and computational work. Accurately describe and compile data.
 - Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be

saved for later scrutiny, if required, and the changes made should be clearly described.

- Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.
- Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

7. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the „UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the „UGC Regulations”]’. The UGC 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 UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

1. 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 the 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.
2. ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be constituted as per the prevailing norms.
3. ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in

the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

4. 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.
 - j. 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.

5. An Appeal against the any of the orders of the punishment enumerated herein above shall lie to:
 - a. In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute.

8. SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

i. Acts amounting to Sexual Harassment

- Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets
- Exposing the victim to pornographic material: audio or visual or BOTH or print

- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

ii. Medium of conducting Sexual Harassment

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- Comments
- Remarks
- Jokes
- Letters
- Phone calls
- Emails
- Chats on any electronic medium like whatsApp, twitter, facebook, etc.
- Gestures
- Remarks
- Showing of pornography clipping
- Lurid stares
- Physical contact
- Molestation
- Stalking
- Sounds or display of a derogatory nature
- Any other understandable medium

iii. Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

iv. Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in in-decent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

v. Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

vi. Dating Violence

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

vii. Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

viii. Assistance By College

In order to foster a fearless environment, the college shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- To provide counseling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- Make available such information to the Internal Committee as the case may be, as it may Require

ix. Redressal Process

- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of the incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint.
- Thereafter, the person against whom the complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an “Enquiry” shall be conducted.

- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

9. STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.




I/c. Principal
K. B. P. College of Engineering
SATARA

ANNEXURE A - LIBRARY RULES AND REGULATIONS

1. All library users are required to enter their names and sign the register provided at the entrance.
2. Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
3. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
4. Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
5. Borrowers shall replace lost or damaged library materials with new versions of the same.
6. Renewal of library book and of the educational materials are generally allowed if no reservation has been made for the same.
7. Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
8. Data books, Handbooks Case studies and project reports will not be issued to students and are for the library reference purpose only.
9. Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
10. Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
11. Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
12. Smoking anywhere inside the library premises is prohibited, as is the consumption of food and refreshments.
13. The membership of the library is not transferable.
14. Books or journals removed from the shelves should not be replaced on the shelves, but should be left on the table.
15. All library users are expected to read the notice board or browse the library website for library timings and other services.
16. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
17. Students are requested to maintain the dress code of the Institution while they are in the library.
18. Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the Institution.

ANNEXURE B - COMPUTER LAB RULES AND REGULATIONS

A. Entry/Exit

- i. Only students, faculty and staff of Institution are allowed inside the computer lab.
- ii. Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
- iii. Students are required to sign the register at the time of entry and exit from the computer lab.
- iv. Students should wear their Identity Card and be dressed in a formal attire (as per the dress code/Uniform stipulation of the Institution) to gain entry into the lab during working hours.
- v. Any kind of footwear inside the lab is strictly prohibited.
- vi. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device are required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

B. Inside the Lab

- i. Students have to maintain silence at all times in the lab.
- ii. Students will occupy the computer systems as identified by the lab-in-charge.
- iii. Students will login with their username and password.
- iv. Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- v. Students should not attempt to access IT servers.
- vi. Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as the server.
- vii. The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- viii. Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
- ix. The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.
- x. Beverages and food are prohibited inside the Computer lab.
- xi. Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
- xii. Chatting and talking is prohibited in all the Computer labs of the Institution.

- xiii. Students are prohibited from visiting any sites that do not add learning value or are illegal.
- xiv. Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

ANNEXURE C - CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES

- i. Students are to report for the required laboratory and workshop sessions on time.
- ii. Students are required to wear Identity card and laboratory/workshop/regular uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- iii. All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- iv. Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- v. Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.
- vi. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
- vii. Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.
- viii. All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- ix. Students absenting themselves from the laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.




I/c. Principal
K. B. P. College of Engineering
SATARA



CODE OF ETHICS AND CONDUCT For Faculty and Staff

A CODE OF ETHICS AND CONDUCT for the employees of Karmaveer Bhaurao Patil College of Engineering, Satara

Preamble

Knowledge gives enlightenment, empowerment and means of rising in the social hierarchy. Teachers form an enlightened community involved in creation, preservation and dissemination of knowledge. Hence, they should be deeply committed to use academic freedom.

The profession of teaching is vested by the society with trust and the highest ideals of professional service and dignity as setting the foundation for knowledge. The commanding of the respect and confidence of the colleagues, students, parents, and, in general, of the society needs the highest possible degree of ethical and professional conduct. Teachers are committed to values, democratic society -freedom to teach, write, debate and study in a healthy and conducive atmosphere.

The reputation of the Institute depends strongly on the quality of its teachers, students and performance of the graduates in rest of the world. Teachers should recognize the importance of the pursuit of truth, and devotion of excellence. They accept the responsibility of the highest ethical standards. They make determined efforts to foresee the implications and consequences of their scholarly and scientific work. Hence, teachers work hard to raise the professional standards and to promote a healthy academic environment. In the current era of access to the information to anyone, anytime and anywhere, teachers need to become mentor and inspirational source.

The **Code of Ethics** is a set of three universal ethical principles

- (1) Equity and Justice
- (2) Respect for People
- (3) Personal and Professional Responsibility

The Institute provides an environment of equal opportunity, free from any discrimination, for faculty members, non-academic staff, students, and researchers in the pursuit of academic goals and the realization of their potential to contribute to the objectives of the University. The Institute is committed to maintain a culture of inclusivity at all levels and respect on the campus.

The Code of Conduct underlines the rights of an employee and /or student to be treated fairly and equitably in the workplace; avenues for resolving complaints or breaches of policies and codes; and the legal and ethical obligations and expectations of all students and staff to act in accordance with the expressed standards of conduct, integrity and accountability. Any breach of this Code may result in disciplinary action being taken depending on the nature of the breach.

It is the obligation of all Faculty Members of the Institute to observe this Code of Conduct and to act accordingly so as to advance the status and prestige of the Institute, in particular, and of the profession as a whole. They should assist in establishing the highest professional standards for the academic programs and services.



CODE OF ETHICS

The institute is committed

1. To stimulate the spirit of knowledge acquisition and pursuit of worthy goals.
2. To provide equal opportunities in employment and education,
3. To create an environment free from discrimination, to ensure that the principle of merit alone would operate.
4. To ensure that its policies are free from direct or indirect discrimination on the grounds of sex, marital status, race, age, caste, religious or political beliefs, color, or physical or mental disability; impairment, family responsibility, ethnic origins or family status.

The Institute expects its employees to adhere to the highest ethical standards. This Code is a set of general principles and values to guide the faculty members in the performance of their professional responsibilities in the Institute.

The Code of Ethics would assist faculty members to identify and resolve ethical issues that might arise in their dealings with staff, students and society. The faculty members and non-teaching staff and the students should notify the officer concerned where such conflict does or may arise.

The Faculty and Staff members have responsibilities towards:

1. The Public

They have a professional responsibility to serve the public interest, society's welfare and to further the knowledge of science. They should actively be concerned with the health and welfare of society. Public comments on scientific matters should be made with care and precision, without unsubstantiated, exaggerated, or premature statements.

2. The Science

They should seek to advance science, understand the limitations of their knowledge, and respect the truth. They should ensure that their scientific contributions are thorough, accurate, and unbiased.

3. The Profession

They should remain up-to-date with developments in their fields, share ideas and information, keep accurate and complete records, maintain integrity in all conduct and publications, and give due credit to the contributions of others. They should not be involved in conflicts of interest and scientific misconduct, such as fabrication and plagiarism.

4. The University/Affiliated Institute & College

They should promote and protect the legitimate interests of the Institute, perform work honestly and competently, fulfil obligations, help the development of the Institute, and safeguard proprietary information.

5. Employees

They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities. They should treat subordinates with respect for their professionalism and concern for their well-being, and provide them with a safe, congenial working environment, and proper acknowledgement of their scientific contributions.

6. Students

They should regard the tutelage of students as trust conferred by society for the promotion of the student's learning and professional development. Each student should be treated respectfully and without exploitation.

7. Clients



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They should serve and advise clients faithfully, honestly, incorruptibly, and with mutual confidence and charge fairly.

8. The Environment

They should understand and anticipate the environmental consequences of their work and avoid pollution and protect the environment.

9. Work

They should have integrity in scholarship, teaching and service. **Integrity in scholarship** requires a readiness to follow sound methods and analysis wherever they may lead, an awareness of one's own bias, and acknowledging one's debt to others. Indifference to error, or efforts to ignore or conceal it, should stand to the professional discredit. **Integrity in teaching** involves presenting the substance and variant interpretations of the material covered in the course with intellectual honesty, fairness in judging students' work on its academic merits alone, and readiness to discuss students' views with open-mindedness and on their intellectual merits. **Integrity in service** involves the exercise of all those qualities that enable colleagues to have confidence in one another and, with mutual respect, to pursue common goals.

(A) FOR TEACHING FACULTY MEMBERS

CODE OF CONDUCT FOR TEACHERS

1. The Teacher shall enjoy full civic and political rights as provided by the constitution; provided he/she does not represent himself/ herself as a spokesperson for the Institute in this regard.
2. The teacher cannot be a member of any political party or contest election while being a full time or part time teacher, nor can he/she promote the interests of a political party in the Institute being an active/inactive member of a political party.
3. The teachers shall have a right to adequate emoluments, just conditions of service, academic freedom and professional independence.
4. The teacher is entitled to freedom in the classroom in discussing their subject, but he/she should not introduce into his/ her teaching any personal or controversial matters which have no relation to the subject being taught.
5. The teacher is entitled to full freedom in research, publication of the results of research of his/her own group, consultancy, advice, extensional work, etc., subject to the relevant conditions stipulated by the Institute and also subject to the adequate performance of academic and administrative duties in the Institute.
6. The Institute expects all those engaged in research to observe high ethical standards in the conduct of research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the relevant funding bodies. Ethical clearances must be gained where appropriate.
7. The teacher should recognize the Intellectual Property created by the students working under him/ her and the colleagues involved in the respective work and stipulate equitable returns to the originators of intellectual property as well as to the Institute and any other stakeholder.
8. The teacher will be free from institutional censorship or discipline when he/she speaks or writes as a responsible citizen. However, he/she should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others.
9. The teacher should measure the urgency of his/ her other obligations in the society in the light of his/ her responsibilities to his/her subject, students, teaching profession, and to the Institute.
10. The teacher shall hear and allow fellow colleagues and the students on campus to hear those whom the Institute has invited to speak and will indicate disagreement not by disruptive action designed to silence the speaker, but by reasoned debate and discussion as befits his/ her profession.
11. The teacher should be vigilant against exploitation of his/ her work for objectionable use.
12. The teacher shall have the right to choose whether or not to join a union and whether or not to participate in union activities.
13. The teacher is entitled to fair and equitable grievance procedures. Whenever the teacher has any complaint to make, he/she should utilize first the Institutes grievance redressal machinery.



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14. The teacher has a right to comment publicly in relation to his/ her area of professional expertise but refrain making comments on behalf of the Institute unless authorized to do so.
15. The teacher shall strive hard to promote the interest and improve the image of the Institute.
16. The teacher shall participate in academic, co-curricular, extra-curricular and cultural activities of the Institute.
17. The teacher shall strive to discharge effectively the administrative responsibilities assigned to him by the authorities.
18. The teacher shall be co-operative with the authorities for the betterment of the Institute, and in formation of the policies of the Institute, keeping in view the interest and dignity of the profession.
19. The teacher shall give paramount importance to his/ her responsibilities within the Institute.
20. The teachers are custodians of all the facilities and equipment under their control and they should use them efficiently, carefully and honestly for the specified purposes only. The facilities and equipment shall not be used for personal purpose, unless prior permission is obtained for the authority.
21. The teachers shall use all the resources economically, secure them against theft or misuse, and avoid any wastage.
22. Without prior permission from the competent authorities, no changes, additions, alternations, etc. shall be carried out in the facilities and equipment which will result in losses, damage or/and financial burden on the Institute.
23. The teacher shall refrain from doing anything which will tarnish the image of the Institute.
24. The teacher shall not, without prior permission of the Principal, ask for or accept contributions to or otherwise associate himself/ herself with the raising of funds or other collections in cash or otherwise for his/ her own benefit.
25. The teacher shall not accept or permit to accept any member of his/ her family or any person acting on his/ her behalf to accept any gift in cash or in kind for his/ her own benefit from any person including another teacher for a work to be done in connection with the business of the Institute.
26. The teacher shall seek permission of the competent authority before applying for a job, post, or scholarship/fellowship, any course of study leading to degree, diploma, certificate, etc. outside the Institute.
27. The teacher shall not, without prior permission of the competent authority, absent himself/ herself from his/ her duty. In the circumstances or reasons beyond his/ her control, he/she shall intimate or cause to intimate the reason for the absence to the Principal within five days from the first day of absence, failing which the absence may be treated as leave of absence without pay, and shall be further liable to such disciplinary action as the competent authority may deem fit. However, the competent authority may condone this condition in respect of a teacher who for reasons beyond his/ her control was unable to convey the cause of his/ her absence.
28. The teacher or his/ her relative shall not –
29. bid directly or indirectly at any auction of the property of the Institute,
30. submit any tender/quotation for the supply of any item to the Institute or supply any item to the Institute against payment from the Institute.
31. take any pecuniary benefits from suppliers to the Institute for services or materials provided to the Institute
32. The teacher or his/ her relative shall not use the property of the University including the residential accommodation allotted to him/her by the Institute, for conducting any trade, business, meetings, coaching classes, private tuitions, or activities which may put the social harmony of the Institute in danger etc.
33. The teacher shall not engage himself/ herself of any trade, business, coaching classes, tuition or any other occupation, which is not part of his/ her duties as prescribed nor permitted by the rules of the Institute and University.
34. The teacher shall not accept any regular employment/assignment outside the Institute, without the permission of the Principal.
35. The teacher shall not issue an order, circular, notice, statement, memo, institutional information, etc., the issuance of which is not in his/her jurisdiction and he/she is not authorized to do so.



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36. The behaviour of the teacher with all students and employees shall be modest. The teacher shall not use any vulgar, abusive or unparliamentarily language in a public place.
37. A teacher shall not openly or covertly identify students on the basis of their caste, religion, creed or political or religious beliefs and discriminate students against the interests of the students.
38. The teacher shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being. He/she shall not consume any intoxicating drink or be under the Influence of any intoxicating drink or drug, during the course of his/ her duty and shall also take due care that the performance of his/ her duties at any time is not affected in any way by influence of any such drink or drug. He/she should also refrain from consuming any intoxicating drink or drug in a public place and shall not appear in a public place in a state of intoxication.
39. The teacher shall report to the functionaries or authorities any matter which is detrimental to the welfare of the Institute.
40. The teacher shall not indulge in any activity that can bring disrepute to the Institute.
41. The teacher shall perform all his/ her duties faithfully and shall not avoid any of the responsibilities.
42. The teacher shall at all-time maintain absolute integrity in scholarship, teaching and service.
43. The teacher shall build his/ her professional reputation on the merit of his/ her service and shall not compete unfairly with others.
44. The teacher shall always strive for competence and excellence in areas of his/ her expertise, professional skills and research.
45. The teacher should avail all opportunities to attend and participate in academic programmes, such as Seminars, Orientation and Refresher Courses, In-service program, etc. to improve his/ her knowledge and skills, with prior permission of the authorities and provided such a programme does not affect his/ her duties in the Institute.
46. The teacher shall perform his/ her academic duties, such as lectures, demonstrations, guidance to research students, tutorials, examinations and assessment, regularly, punctually and effectively, as assigned to him by authorities.
47. The teacher shall co-operate and assist authorities in carrying out functions relating to the Institute such as: admissions; counselling of students; examinations, including supervision, invigilation and evaluation; and enforce and maintain discipline among the students.
48. The teacher shall be dignified and modest in explaining/publishing his/ her work and merit, and shall avoid any act tending to promote his/ her own interests at the expense of the integrity, honour and dignity of the profession / Institute
49. The teacher should hold paramount the safety, health and environment of the students and colleagues in the performance of his/ her professional duties.
50. The teacher shall not reveal confidential information or finding of any committee or board of which he/she is a member or that obtained by him in the course of his/her duties as a teacher of the Institute.
51. The teacher shall admit and accept his/ her own errors when proven wrong and refrain from distorting or altering the facts to justify his/ her decisions.
52. The teacher shall not associate himself/herself with any illegal organization and involve himself/ herself in any unethical act.
53. The teacher should assure that his/ her teaching, research and public service obligations are in tune with the objectives of the Institute and are fully met.
54. The teacher shall not in an application for a professional position deliberately make a false statement or fail to disclose a fact related to competency and qualifications or misrepresent his/ her professional qualifications.
55. The teacher shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
56. The teacher shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.



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57. The teacher shall accept personal responsibility for his/her acts and seek to merit the respect and confidence of the staff and the students of the Institute.
58. The teacher shall give proper credit for a work to those to whom the credit is due, and recognize the proprietary interests of others.
59. When considering an interruption or termination of his/her service, the teacher should recognize the effect of it upon the academic programmes of the Institute and give due notice to the authorities and try to mitigate the effects.
60. The teacher should manage his/ her private affairs in a manner consistent with the dignity of the profession.
61. The teacher should maintain active membership of professional organizations and strive to improve education and profession through them.
62. The teacher should not involve himself/ herself in private coaching/tuitions, writing of question-answer guides, keys, likely questions, cyclostyled or photocopied notes or electronic transfer of such material for personal gains.
63. The teacher shall not refuse or avoid any work related to the University examinations without reasonable grounds.
64. In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:
 - a. The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued, and up-dated.
 - b. The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
 - c. The Librarian shall always try to bring books, students, and faculty together under conditions which encourage reading for self-discovery, personal growth, and sharpening of intellectual curiosity.
65. The Institute shall frame rules for doing outside work and the teachers shall abide by those.
66. The teacher should undertake services only in the areas of his/ her competence and should not offer services which fall beyond the limitations or demand professional standards of other disciplines.
67. The teacher must possess suitable qualifications by education or experience in the specific technical field involved, for engaging in the outside work. Unqualified persons should not be engaged in such activities. The teacher should refrain from guaranteeing easy solutions or favourable outcomes as a result of his/ her work.
68. The teacher shall not falsify nor permit misrepresentation of his/her own or his/her associates', academic or professional qualifications.
69. The teacher shall not knowingly associate with nor permit the use of his/ her name nor the name of the Institute in business ventures by any person or firm which he/she knows, or have reason to believe, are engaging in business or professional practices of a fraudulent or dishonest nature.
70. The teacher shall not use equipment, supplies, and laboratory nor office facilities of the University to carry on outside private work without written consent from competent authority.
71. The teacher should strive to keep the public informed of the educational programmes which are provided by the University.
72. The teacher should be aware of the social problems and take part in such activities as would be conducive to the progress of the society and hence the county as a whole.
73. The teacher should work to improve education in the community and strengthen the community's moral and intellectual life.

Code of Conduct with Respect to the Students

1. The teacher should respect the right and dignity of the students and protect their academic freedom in expressing their opinions.



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2. The teacher should deal affectionately, justly, impartially and professionally with all the students. The teacher should encourage students to improve their performance and personality, and at the same time contribute to community welfare.
3. The teacher should inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
4. The teacher should not behave in a vindictive manner towards any of the students for any reason.
5. The teacher should make himself/ herself available to the students even beyond their class hours if need be and help and guide students without any remuneration or reward.
6. The teacher should seek to establish healthy relationships between the students and the Institute, without compromising the dignity of his/ her profession and the welfare of the students.
7. The teacher should refrain from recruiting a student who is already enrolled, registered, or has declared his/ her intent to register with any other institution, or faculty members from within the Institute unless such an institution has appropriate Memorandum of Agreement MoA with the University or prior permission of University and written consent for transfer.
8. The teacher shall not do or say anything that would undermine the confidence and the respect of his/ her students towards the Institute. He/she should inform the students regarding the importance, purposes, accomplishments, and needs of the Institute.
9. The teacher shall refrain from inciting students against other students, colleagues, administration and the Institute, or any ground which is illegal, unethical, immoral or unprofessional.
10. The teacher should encourage the free pursuit of learning in the students and hold before them the best scholarly and ethical standards of their discipline, and adhere to his/ her proper role as an intellectual guide and counsellor.
11. The teacher shall evaluate students' competency through the use of validated methods and techniques and do the evaluation in an independent and objective manner, subject to standards and norms decided by the Institute / University. Thus, awarding unusually high marks or unusually low marks and failing unusually large number of students or haphazard assessment of students disregarding the actual performance shall be against the code.
12. The teacher should not involve in any exploitation, harassment, or discriminatory treatment of students.
13. The teacher shall acknowledge any significant academic or scholarly assistance from the students.
14. The teacher shall not unreasonably restrain the student from independent action in the pursuit of learning. The teacher shall not deliberately suppress or distort subject matter relevant to the student's progress. The teacher shall make reasonable efforts to protect the students from conditions harmful to learning or to health and safety.
15. The teacher shall not disclose the confidential information about students or from the students, obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by law or is for the best interest of the student and Institute.
16. The teacher cannot force any student to join his/ her group for research against the student's will. Further, the teacher must refrain from using any tactic which is tantamount to induce the student to join him/ her as a research student.
17. The teacher should try to see through appropriate bodies and organizations that Institute maintains contact with the guardians of their students.
18. The teacher should be courteous to the guardians of the students and provide them with the information regarding the progress of the students.

Code of Conduct with Respect to the Colleagues

1. The teacher should treat every employee of the Institute as equal partner in a cooperative undertaking within the Institute and be courteous to them.
2. The teacher should not discriminate or harass his/ her colleagues on any basis.
3. The teacher should show respect for the opinions of others in the exchange of criticism and ideas.
4. The teacher should speak respectfully of other teachers and other employees and render assistance for their professional betterment.



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5. The teacher shall refrain from making false statements, unsubstantiated allegations, or malicious statements about his/ her colleagues including support staff and students and also from lodging false complaints against colleagues to higher authorities, save as a formal complaint with authorities in the best interest of the Institute.
6. The teacher shall refrain from allowing considerations of caste, creed, religion, race or sex else in his/her professional endeavour.
7. The teacher should strive to be objective in their professional judgment of the colleagues.
8. The teacher should cooperate with his/ her colleagues and shall not display, publicize, circulate rumours or other unsubstantiated derogatory information against anybody.
9. The teacher should not pressurize any employee of the Institute to take any decision against the Rules and will of the person being pressurized.
10. The teacher should not disclose any information about his/ her colleagues obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by the law.
11. The teacher should acknowledge academic debt.

Disciplinary Action

Misconduct

The breach of any of the provisions in the Code of Conduct, or any one or more of the following acts on part of the teacher shall be deemed as a misconduct and include.

1. Any action by the teacher contrary to the provisions prescribed in the University Act, Ordinances, Regulations, Rules and Directives from the Authorities, Functionaries and the Government.
2. Refusal to accept charge-sheet, order or other communication served according to the Rules.
3. Obtaining employment in the Institute (Rayat Shikshan Sanstha) by misleading or by misrepresenting the facts, or providing false information to the Institute / University about oneself or about any other person.
4. Misappropriation of any amount and/or movable and immovable property.
5. Obtaining another employment while being on the payroll of the Institute.
6. Any person on deputation of lien not informing the current status of his / her job beyond that period and still holding the lien position.
7. Obtaining financial or other gains by misinterpreting the facts or contrary to State Government rules.
8. Wilful negligence of duty in teaching, administration and research.

Explanation:

Wilful negligence of duty shall among other things include the following:

1. Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi under circumstances not beyond his/ her control.
2. Negligence of academic or extra-curricular, co-curricular duties assigned to the teacher by the appropriate authority which are not inconsistent with the Act, Statutes, Ordinances, Regulations or Rules.
3. Deliberate attempts to conceal information about non-completion of syllabus or setting up of question paper on incompletely covered syllabi.
4. Deliberate failing of students or giving unjustifiably high marks.

Incompetence among other things shall include the following:

1. Failure to complete the teaching of the prescribed syllabi within the prescribed period, because of inability to teach, and
2. Such other incapacities in teaching as would lead to failure in imparting of the expected instructions to the students.



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The Principal of the institute shall submit the record of misconduct of employee to Authorities of Rayat Shikshan Sanstha, Satara and disciplinary action will be taken as per regulations of Rayat Shikshan Sanstha.

Disciplinary actions may be in the form of minor or major Penalties, Action not Amounting to Penalty, Suspension etc.

(B) FOR THE NON-TEACHING STAFF MEMBERS

1. They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities. They should treat subordinates with respect for their professionalism and concern for their well-being, and provide them with a safe, congenial working environment, and proper acknowledgement of their contributions.
2. The Staff shall co-operate and assist authorities in carrying out functions relating to the Institute such as: admissions; counselling of students; examinations and enforce and maintain discipline among the students.
3. They should have integrity in their assigned work
4. The behaviour of the staff with all students and employees shall be modest. The staff shall not use any vulgar, abusive or unparliamentarily language in a public place.
5. A Staff shall not openly or covertly identify students on the basis of their caste, religion, creed or political or religious beliefs and discriminate students against the interests of the students.
6. The Staff shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being. He/she shall not consume any intoxicating drink or be under the Influence of any intoxicating drink or drug, during the course of his/ her duty and shall also take due care that the performance of his/ her duties at any time is not affected in any way by influence of any such drink or drug. He/she should also refrain from consuming any intoxicating drink or drug in a public place and shall not appear in a public place in a state of intoxication.
7. The staff shall strive hard to promote the interest and improve the image of the Institute.
8. The staff shall participate in co-curricular, extra-curricular and cultural activities and academic activities as required, of the Institute.
9. The Staff shall strive to discharge effectively the administrative responsibilities assigned to him by the authorities.

The non-teaching employees of the Institute (Rayat Shikshan Sanstha) shall be governed by the rules and regulations of Rayat Shikshan Sanstha, Satara.



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Duties and Responsibilities of Staff

A. Laboratory Staff

Duties and responsibilities mentioned herein are not limited to list below but these are minimum essential requirements.

1. To interact with Students, Staff and faculty “POLITELY and CALMLY”
2. To attend the duties in the scheduled time.
3. To help the associated teacher in laboratory preparation, preparation and arrangements for successful conduct of practical. Prepare Lab reports.
4. To prepare Laboratory Manuals with concerned course (subject) teachers, for preparation and conduct of practical, preserve them.
5. Every Lab assistant will maintain a Lab Usage register. Every faculty, staff and student entering in laboratory must register them in Lab Usage Register
6. To Maintain and preserve the records for last five years. Record to be preserved is
 - a. Laboratory manuals (current and of last 5 years) (Soft copies can be preserved in Word and PDF format and should be on CDs or HDD)
 - b. Lab Usage register (of Last 5 years)
 - c. Students attendance register (Attendance for practical batch)
 - d. Subject wise sample journals (at least 5 journals) of last 5 years.
 - e. List of all equipments with their purchase record. (DSR and photo copies of PO, Purchase bill, etc.)
 - f. Equipments maintenance history register. (Equipment Log Book)
7. To maintain all lab equipments in good working condition. Report to Lab in charge and HOD about any nonoperational equipment, and get it repaired. If any outside agency is involved then get written permission for probable expenditure (Under budgetary provision of recurring lab equipment maintenance), after seeking permission get the equipment repaired, record the repairs in equipment maintenance register.
8. To process the equipment procurement, Generate requirement of Equipments with detailed specifications, in consultation with Lab in charge and course subject teacher, list suppliers and process purchases through stores.
9. To service and maintain workshop machines, tooling, tools and equipments, cleaning, lubricating. To maintain every machines service logbook and records etc., by workshop staff.



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B. Office Staff

Duties and responsibilities mentioned herein are not limited to list below but these are minimum essential requirements.

1. Most important thing to be noted is "Interact with the students POLITELY and CALMLY"
2. To attend the office in the scheduled time.
3. To complete the day's work and file the record immediately. If required, work for extended hours to complete days' work, if necessary.
4. To note the work completed in daily diary and get signed from OS / Registrar
5. To give priority for students fee related records as well as student's exam related tasks. Any hesitation noted in completion of work will be treated as subordination and liable for disciplinary action or penalty.
6. To maintain records of faculty and staff (Establishment Section), Muster, Service books, leave records, personal files. faculty and staff approvals, affiliation, issue office orders
7. To maintain student's related records, fee register and personal registers, student's general register, keep all the records updated. Students Scholarship (fee reimbursement records), to get students applications in time and verify.
8. To maintain daily cash diary, receipts and payments vouchers. Updating of accounts on daily basis (Tally) get diaries signed by accountant and principal daily,
9. To maintain students exam and results related record, University correspondence,
10. To file all the records in chronological order, in suitable files, index the files, preserve the files.



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Roles and Responsibilities of various Section of Organization

1. Board of Governance

As per Guidelines of AICTE approval process handbook [1]

2. College Development committee

As per Maharashtra Public University Act 2016 [2]

Policy making and approvals, perception and strategic planning, financial approvals,

3. Principal

Subject to the supervision and general control of the Governing Body/ Management, the Principal Institute as Administrative and Academic head of the Institute shall be responsible for

- a. Academic growth of the Institute and work hard for improvement of quality of Education.
- b. Participation in the teaching work, research, and training programmes of the Institute.
- c. Assisting in planning and implementation of Academic Programmes such as orientation courses, seminars, in-service and other training programmes organized by the Institute for academic competence of the faculty member.
- d. Admission of students and maintenance of discipline of the Institute as per prevailing Rules.
- e. Managing of the Institute, Library, Laboratories, Gymkhana, Hostels and associated infrastructure.
- f. Receipts, expenditure and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the College Development Committee. Observance of provisions of Accounts Code.
- g. Correspondence relating to the administration of the Institute.
- h. Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare activities of the Institute and maintenance of records.
- i. Observance of the Act, Statutes, Ordinances, Directions, Regulations, Rules, Notifications and other Orders issued there under by the University / DTE / AICTE from time to time. Observation and implementation of directives issued by Government of India, Government of Maharashtra and Government Authorities, the University and other concerned authorities.

[1] AICTE Approval Process Handbook 2018-19, Appendix 18, page 140

[2] Maharashtra Public University Act 2016 (Mah. Act No. VI of 2017), Published on 11 Jan 2017, Point No 97 on Page 87.



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- j. Supervision of Institute and University examinations, and any other work pertaining to the examinations as assigned.
- k. Assessing reports of teachers and non-teaching staff and maintenance of their service books and looking after the general welfare of the teaching and non-teaching staff.
- l. Any other work relating to the Institute as may be assigned to him by the Appointing Authority from time to time.
- m. Safe-guard the interests of teachers/non-teaching staff members and the Management.
- n. Timely submission of information/returns to different authorities i.e. Government /University / Management etc. especially regarding Accounts matters.
- o. The Principal of the Institute shall be held responsible for submission of any false / forged information to the controlling authority or shall be held responsible for any act done by him, which is contrary to the provision(s) of the Act, Statutes, Ordinances, Rules, Regulations, Directions, Instructions, Resolutions, Notifications, decisions of authorities, as the case may be.

4. Registrar

Roles: Over all in charge of Office, Manage various sections of office, Students Section, Examination conduction, University related affairs, Students, Faculty staff University related activities.

Responsibility: Smooth and timely conduct of day to day office activities, provide support to principal / director to comply responsibilities.

a. Office Superintendent

Roles: Manage Office and its various sections, Inward-Outward, Establishment

Responsibility: Maintaining all office correspondence, maintain secrecy of documents and information, Maintain establishment related records, Human resource records (Service books, Muster, Leave records and related rules, regulations, ordinances, GRs etc., Rayat Shikshan Sanstha orders, circulars, communicate and maintain correspondence, personal files and records) Estate records, Land and building records, Approvals , Affiliation and records,

b. Store

Role: To procure the materials, components, equipments as required for various departments and sections of institute with the prior permission from principal

Responsibility: To Get requirements and specifications from various departments / sections, consolidate, Get estimate, get permission from principal for expenditure, call for tender / quotations, call purchase committee meeting, finalize supplier, place order, Record received goods in Goods Inward Register, submit



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- bills to accounts for payment, Distribute procured material to departments against Indents.
- c. Housekeeping and Maintenance
Role: provide housekeeping services to the Institute
Responsibility: To up keep the cleanliness in campus, building, wash rooms/ fresh rooms/ toilets. To provide pollution free environment to stakeholders.
 - d. Campus Security
Role: To provide security to the campus, building, and stake holders. Maintain discipline among students, staff and faculty. Parking discipline,
Responsibility: Get security services to play the given role responsibly, observe, regulate, and maintain discipline and security
 - e. Accounts officer / Finance officer
Maintain institutes accounts, Sanstha related accounts, Faculty staff Salary, University Accounts, Students personal fee records and accounts, Cash collection, disbursement, Instruments collection, disbursement, Digital receipts payments, Banking transactions, Book keeping, accounting, Budget, Audit, Balance sheet etc. And associated responsibilities.

5. Dean Academic

The Dean Academic shall

- a. be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by CDC in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers. He shall work directly under the superintendence, direction and control of the principal;
- b. be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;
- c. facilitate the creation of a learner-centric environment conducive for quality education;
- d. arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
- e. ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
- f. ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the authorities concerned;
- g. be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;



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- h. organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;
- i. co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
- j. be responsible for development of quality culture in higher education;
- k. prepare Annual Quality Assurance Report of programmes within his faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;
- l. recommend to the Principal, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;
- m. control, regulate and co-ordinate research activities to maintain standards of teaching and research in institute;
- n. be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;
- o. be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;
- p. enquire into any malpractices committed in any academic programmes in the institutions or recognized institute, on being directed by the Principal and submit a report of the findings to principal
- q. Render necessary assistance for redressal of grievances of the students in the institute.

6. Head of the Departments

- a. The Head of the department is overall in charge of the department, and should ensure smooth functioning of the department in addition to the teaching workload
- b. The HoD should ensure that all the faculty and staff perform their duty effectively and efficiently for better teaching learning process.
- c. The HoD should involve own self and others in departmental activities, curricula development, self updation in tune with current relevant technology, to meet requirements of Industry, Society.
- d. The HoD should ensure that the laboratories in the department are well equipped and maintained to meet curricular requirements, and are fully functional.
- e. The HoD should decide meaningful project work for students in consultation with senior faculty and monitor performance.



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- f. The HoD should involve self and faculty and staff for consultancy work, industry funded development projects etc. for internal revenue generation.

7. Internal Quality Assurance Cell (As per MPUA 2016)

- a. Internal Quality Assurance Committee in the institute be constituted and function as per the guidelines of the AICTE and State Government, issued from time to time.
- b. Internal Quality Assurance Cell in the institute should plan, guide and monitor quality assurance and quality enhancement
- c. The Annual Quality Assurance Report shall be approved by CDC, for the follow up action of the necessary quality enhancement measures. The institute shall regularly submit the Annual Quality Assurance Report to CDC and Rayat Shikshan Sanstha, affiliating university NACC, NBA, NIRF as required.
- d. IQAC should monitor the quality measures in academic and administrative activities. And suggest corrective action, propose measures for infrastructural development also.
- e. IQAC should provide for the training and education in the domain of quality, intensive workshops or learning exercises on enhancing quality, and also mechanism for setting up of internal quality assurance for quality improvement of teachers and non-teaching employees

8. Library and Library Staff

- a. Maintain library and assets (books etc.), reading room in good condition
- b. Providing e library access
- c. Upkeep library records
- d. Suggest purchase and disposal of assets

9. Workshop Superintendent

Role: To head the workshop for administrative and academic purpose

Responsibility: Administrative and Academic controller of workshop.

- a. To manage academic schedule of workshop in collaboration with associated departments.
- b. To upkeep and maintain equipments / machines in workshop
- c. To procure machines / equipments / tools / consumables required for maintenance, academics and consultancy work.
- d. To ensure and assure safety in workshop to students, staff, faculty.



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10. Professor, Associate Professor and Assistant Professor

- a. Teaching as per work load assigned by affiliating university
- b. Set up and conduct practicals in Laboratory
- c. Planning and implementation of curriculum development
- d. Development of resource material for students learning
- e. Participation in co-curricular and Extracurricular activities
- f. Students guidance and counselling, helping them for their character development
- g. Innovation in technical education and evaluation
- h. Organizing and promoting continuing education activities
- i. Self and institution development through upgradation of knowledge and skills
- j. Work and in charge of examination related activities, Laboratory in charge,
- k. Research and development of technology and innovation
- l. Interaction with Industry and Corporate
- m. Help Head of department for smooth conduct and control of departmental activities.

11. Training and Placement Officer

- a. Training and Placement of Students in industry / organizations
- b. Promote students to be future entrepreneur
- c. Arranging Industrial Visits for students
- d. To arrange campus placements for students through campus interviews
- e. Arrange expert lectures to update students, faculty and staff regarding recent developments in industry and corporate world
- f. To maintain alumni information to get help of alumni for placements
- g. To organize entrepreneurship development camps, arrange programs to guide students about sources of finance, Human resources, material resources etc.