

CODE OF CONDUCT:

Code of Conduct for Students:

- The students are strictly directed to carry the identity card with photograph affixed while on campus.
- Students are instructed to follow the college dress code.
- It is compulsory for students to attend the lectures and practicals regularly.
- Students must have minimum 75% attendance in theory and practicals.
- Students' conduct must be good.
- Students are strictly instructed to appear for all the tests and examinations with satisfactory outcome.
- Students are instructed to read the notices stuck on display boards.
- The students are instructed not to cause any disturbance to fellow students and other classes.
- Students should not wander aimlessly in the premises of the institute.
- Students are not allowed to form any organization or association in the institute and invite any guest or speaker to address them without having prior permission of the principal.
- Students must take the permission of the principal to arrange any trip.
- Students are strictly instructed not to cause any sort of damage to the property of the institute.
- The students are strictly prohibited to indulge in any act of ragging on and off the campus, as per the Maharashtra Prohibition of Ragging Act 1999.
- Students are strictly prohibited to indulge in any sort of addiction.
- Students are strictly prohibited to indulge in any act of violence.
- Students are expected to pay due respect to the teachers and elders.

Rules for Parking

- All the students and staff members are instructed to park their vehicles in the allotted parking area by the institute.
- All the students and staff members are instructed to lock their vehicle properly.
- The institute is not responsible for vehicles parked outside of the campus.

Examination Rules

- The students' attendance in respective subjects must not be below 75% to attend the theory and practical university exams.
- It is compulsory for all the students to appear for college-level and university exams.
- If a student is not able to appear for examinations because of any unavoidable reasons, he/she is expected to apprise of the same to competent authority.
- Students are directed to take note of the exam time table without a fail and also be alert towards the changes that take place in the time table, if any.
- Student must reach the examination hall thirty minutes before the commencement

of examination.

- The students are bound to follow the instructions given by the supervisor in the examination hall.
- Students are not allowed to cause any sort of annoyance or disturbance in the examination hall.
- Any sort of malpractice is strictly prohibited in the examination hall.

Code of Conduct for Teachers:

- Teachers are directed to have clear communication with the students to apprise them of the instructions for all the assignments.
- Teachers are expected to have updated knowledge of the respective subjects and the current affairs.
- Teachers are expected to make pre-preparation for the lecture they have to deliver in the classroom.
- Teachers are directed to conduct practical and other exams as per the scheduled time.
- Teachers are expected to make the use of ICT tools like projectors, e-resources etc. for effective teaching-learning process.
- Teachers are directed to record the students' attendance regularly.
- Teachers are supposed to complete the syllabus as per the annual plan.
- Teachers must evaluate the examinations in the given time.
- Teachers are directed to conduct the examinations in a free and fair environment.
- Teachers are expected to be responsive to the queries and problems of the students.
- To have communication with parents/guardians of the students.
- To get the permission from the competent authority for any sort of leave.
- They are expected to obey all the rules, regulations by the affiliating university and instructions given by the principal.
- Teachers are advised to avoid the malpractice of plagiarism for their research work.

Code of Conduct for Support Staff

- To complete the assigned tasks within stipulated period.
- To make the right use of their duty period for effective output.
- To have faith in the principle of cooperation while working.
- To maintain the confidentiality in all the office affairs.
- To have thorough knowledge of the duty related works.
- To possess proficiency in their work.
- To maintain the team work spirit.
- To be ever ready to take initiatives.
- To give prior information in terms of application to the competent authority for any leave.

