



*"a journey of Aspiration to Inspiration"*

SHREE CHANAKYA EDUCATION SOCIETY'S

**INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT**

Approved by All India Council of Technical Education (AICTE), New Delhi Govt. of Maharashtra and  
Affiliated to the University of Pune

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## **CODE OF CONDUCT, HANDBOOK EXISTS FOR STUDENTS AND TEACHERS.**

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## 1. General

### 1.1 About the Society and Institute

#### **Society:**

Shree Chanakya Education Society's(SCES) “**Indira Group of Institutes**”, Pune was established in 1994, with the explicit vision to provide sustainable impetus to the corporate and entrepreneurial abilities in the youth.

The realization that robust framework of education is indispensable for the growth of global leaders, the visionary, **Dr. Tarita Shankar**, Chairperson at **Indira Group** integrated her pursuit of excellence and articulated educational institutions which is known as **Indira Group of Institutes (IGI)** with the motive to imbibe human excellence and demonstrate strong social values with a single minded pursuit of developing the youth to become business leaders.

Unrelenting initiatives by the management team at Indira led to adding of multi-disciplines such as Management, Information Technology, Pharmacy, Architecture, Commerce, Science, Engineering and Mass Communication to the group and growth has been as deep as it has been wide. With 12 institutions, **IGI** now offers education right from Kindergarten to Doctorate level studies. **IGI** believes in the economic independence of individuals. In this endeavor we aim to inspire our post graduate students to create a niche for them in the Indian Economic order first, and then compete globally. We owe our gratitude to the Indian Industry for consistently collaborating with us in this endeavor. Renowned industrialists have visited us and tremendously enhanced the morale of our students by sharing their vast knowledge and experience about entrepreneurial opportunities and foster a spirit of entrepreneurship amongst students. Having traversed the journey of twenty-five years we have ourselves made certain significant achievements, which, we are aware, are but the building blocks for achieving further heights.

#### **Institute:**

Indira College of Engineering and Management(ICEM), established in 2007, is a venture of SCES. The institute is approved by All India Council of Technical Education (AICTE), Government of Maharashtra and affiliated to the Savitribai Phule Pune University (SPPU) formerly known as University of Pune.

The post globalization era in India has resulted in fast pace development activities, shaping mighty economic developments. Infrastructure developments are meeting the industrial needs and making India a promising destination. This has created a need for professionals with expertise in multiple disciplines to spearhead the growth momentum. Engineering is an instrumental branch that defines the future course of these lofty development plans.

At Indira College of Engineering and Management, we are committed to nurture the required expertise under one roof by creating competent and motivated technocrats and managers of tomorrow, who will use their technical knowledge and managerial qualities to lead the organization confidently and successfully.

It is a state of the art campus, situated in the serene and picturesque settings of Maval Taluka, few minutes' walk away from the Mumbai-Pune Express way.

Growth of ICEM in the past ten years is exemplary & is at par with the commitment, which we ensure to continue in future. It is a result of teamwork by the dedicated & committed staff under the stewardship of the management.

## **1.2 Our Vision:**

The institute envisions to develop itself into a center of academic excellence in the field of Engineering and Management education in order to develop future technocrats and managers having right knowledge, skill and attitude to serve the society and industries to fulfill their ever changing requirements.

## **1.3 Our Mission:**

- To train our students to become best Engineering Entrepreneurs today, who will lead the organizations successfully into the future; locally, nationally and globally
- To provide an environment which fosters continuous improvement & innovation with related technical support & facilities to enhance student and faculty effectiveness
- To provide programs focusing on the holistic development of the individual with the emphasis on personality grooming, physical fitness and a strong sense of social and environmental responsibility.
- To improve logic & scientific reasoning and to develop global mindset amongst the students and prepare them to work in heterogeneous environment

## **1.4 Approval and Affiliation:**

Indira College of Engineering and Management (ICEM), established in 2007, is a venture of SCES. The institute is approved by All India Council of Technical Education (AICTE)/ Directorate of Technical Education (DTE), Government of Maharashtra and is affiliated to the Savitribai Phule Pune University (SPPU) formerly known as University of Pune.

## **1.5 Academic Programmes:**

### **At Undergraduate (UG) Level:**

Institute offers 4-year full time, B. E. Degree courses in branches like Computer Engineering, Civil Engineering, Mechanical Engineering and Mechanical Sandwich Engineering. All the programmes are approved by AICTE and are affiliated to the Savitribai Phule Pune University.

### **At Postgraduate (PG) Level:**

Institute offer 2-year, full time Master of Business Administration (M. B. A.) and 3 years programme Master of Computer Application (MCA). All the programmes are approved by AICTE and affiliated to the Savitribai Phule Pune University.

### **1.6 Code of Conduct Committee Members.- Names.**

<b>Sr. No.</b>	<b>Committee Members.- Names</b>
1	Dr. Sunil Ingole
2	Mr. Gajanan Adke
3	Dr. Darshana Desai
4	Prof. Siddheshwar Shirbhate

## **2. Student Code of Conduct**

1. Uniform/Dress Code:
  - i) Students should be in Uniform decided by Institute in campus, during academic activity visits.
  - ii) For new Uniform Purchase Vendor is available in campus, as per notification from time to time.
  - iii) During University Exam Strictly students should be in Uniform specified by Institute.
  - iv) Last day of week Casual dress is allowed excluding Academic activity.
2. I Card mandatory
  - i) I card is mandatory in campus.
  - ii) New I card will be given on fees of Rs. 500/-
3. Regular to classes and lab work.
4. Be on time. Teachers may not admit late comers.
5. Be well organized in his/ her study habits and submit records on time.
6. Prepare well for each internal test, End Semester exams.
7. Meet teachers regularly outside class and clarify doubts.
8. When absent, report to the concerned teacher when they come for the next class.
9. Dress decently and use uniform daily as and when on campus.
10. Meet the mentors regularly

## **Hostel code of conduct.**

### **RULES OF CONDUCT**

The following in addition to rules of conduct which may be prescribed from time to time shall constitutes acts of indiscipline and violation of hostel discipline for which action may be taken against the Hostel resident(s) concerned by the officers are prescribed in clause below.

- a) Keeping firearms and other lethal weapons or any other material not necessary for academic pursuits in the hostel even if licensed.
- b) Keeping unauthorized persons in the room/seat allotted to a resident.
- c) Shifting to a seat/room other than the one allotted to the resident without prior permission of the authority.
- d) Sub-letting the room/seat allotted to the resident or any other room lying vacant due to any reasons.
- e) No handing over vacant possession of the room/seat at the end of the period for which allotment was made.
- f) Keeping electric appliances such as refrigerator, air conditioner, television, oven, burner, heater etc. in the room.

- g) Parking cars or other vehicles in places other than the designated parking lots
- h) Engaging in any immoral or agitating and violent activities or creating nuisance or disturbing the peace and tranquility in the college campus.
- I) Barricading stairs, corridors, gates and other area in the hostel/ campus of general use.
- j) Use of hostel rooms or premises for group parties, political assemblies and for purposes other than those for which they are meant.
- k) Inviting outsiders to address hostel residents without the permission of authorities.
- m) Pasting of posters/chalking on hostel or other campus buildings, premises or compound walls or any portion thereof.

The following acts of indiscipline are strictly prohibited.

1 Ragging - Ragging in any form in hostels or in the campus. Ragging of students admitted to the institution is totally banned. Any violation of this by the students will be dealt with very severely. Hostellers are asked to note that 'Ragging' is an offence u/s 4 of Maharashtra Prohibition of Ragging Act, 1999 and any student found involving himself or abetting or propagating activities or Ragging such as teasing, abusing, threatening or playing practical jokes on, or causing hurt, which is likely to cause physical or mental/psychological harm or raise apprehension or fear or shame or embarrassment to a student within or outside any educational institution shall be dismissed with immediate effect. Please note that such dismissed student shall further not be admitted in any other education institution for a period of five years from the date of order such dismissal. In addition to the same, the college shall also forward the complaints about further action. It may further be noted that the management will not be responsible for any claim, damage or compensation against the order of suspension of the student who is accused of the offence of ragging in any manner.

2 No illegal drugs or firearms shall be stored and/or consumed in the Hostel and on campus in general. Liquor is also prohibited in Hostel. Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any inmates, if found indulging in such practices, shall be asked to vacate the hostel without any notice.

3 Committing insubordination or showing disrespect to the authority.

4 Picking up quarrel or altercation with fellow boarders and employees of the hostel.

- 5 Participating in or promoting any disruptive activity in the campus.
- 6 Unauthorized possession of any property belonging to the SCES, hostel or any other individual.
- 7 Organizing any meeting, function etc. in the hostel without prior permission from the Warden.
- 8 Any other acts, which in the opinion of the Rector/Warden are determined to the interest of other boarders.
- 9 All kinds of shouting, hooting, violent knocking or any other act, movement or behaviors, which are likely to cause disturbance or annoyance to others.
- 10 Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other employees of SCES.
- 11 ny form of gambling inside or outside the campus.

## **11. Library Code of Conduct**

### **Role & Responsibilities:**

1. *To function as a channel between the library and its users*
2. To assist the Librarian in formulating Library policy
3. To look after general maintenance of the library in terms of reading material and infrastructure
4. To effectively involve in fostering the reading habit of staff and students
5. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
6. To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian

## **12. Anti Ragging**

This committee shall be headed by student's affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

### **13. Women cell (ICC)**

#### **Roles and responsibilities:**

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus
2. To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college
3. The Women Redressal Committee is functioning in the college as per the norms laid down by the AICTE / SPPU
4. To organize workshops affecting women in general and especially in the following areas:
  - Sensitization and gender equality on campuses.
  - Issues of women arising from societal concerns.
  - Any other theme based activities and events concerning significant issues of women.

### **14. Class room and Laboratory**

- 1) Students should wear prescribed dress code, i-card & full shoes.
- 2) Students should maintain observation book (with graph papers), record (as suggested by the staff member) their own calculators, pencil, eraser, etc for practical classes.
- 3) Students should complete the record work of the experiment and submit it in the next class without fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.

### **15. Uni Exam : As per rules of SPPU.**

#### **15.1 Rules for Conducting Internal Examination:**

- i) Student should maintain silence in the examination hall.
- ii) Students must carry identity card for internal examination and hall ticket and identity card for semester examinations.
- iii) There is no grace period for entering into the exam hall after the commencement of exam both internal examination and semester examinations.
- iv) They should write all the details in the space provided only and nowhere else.
- v) Carrying mobile phones during examinations is strictly prohibited. Any malpractice noticed in the exam halls will be awarded zero marks in all the subjects.
- vi) The students must be entering the examination hall 15 minutes before commencement of examination.
- vii) Failing to above mentioned rules if any student misbehaves, is liable to, for punishable offence as decided by the higher authority guidelines.



### 3. Teachers Code of Conduct

#### 3.1 Teaching Faculty:

**Role:** The primary role of the teachers in the academic system is the development of the potential of the students and their professional growth.

**Responsibilities:**

1. Lecturer is answerable to the Head of concerned Department
2. Effective implementation of curricula of the concerned course/ subject.
3. Planning and delivering class room and laboratory instructions.
4. Student's assessment and evaluation including tasks related with mid-term tests and term-end examinations.
5. Design and Development of learning resources.
6. Planning, setting of laboratories.
7. Guiding the concerned Lab Assistant in maintenance and repairs of laboratories and equipment's concerned with the course/subject. Laboratories and academic facilities development.
8. Preparing and maintaining student's records for the academic term.
9. Plan and execute students development activities Guidance and counseling to students.
10. Participate in professional activities through interaction with industries, consultancy, testing continuing education and trainings, industry sponsored projects, entrepreneurship development, research.
11. Assist Head of department in departmental activities and providing students services Keep abreast of the newer knowledge, skills and technology through self-up gradation and dissemination of knowledge through articles, books, journals and seminars etc.
12. Self-development through qualification improvement, experience enrichment, professional activities and interactions with professional bodies.
13. Participate in non-formal mode of education for benefit of society / community.
14. To plan and implement the activities to take care of hygiene, safety and housekeeping in institute
15. Motivator and facilitator for carrying co-curricular and extracurricular activities for developing overall personality of students.

## **4. Laboratory staff Code of Conduct**

**Role:** To help students to prove and confirm for themselves through experiments, what they learn in the classroom

### **4.1 Duties and responsibilities of the Laboratory In-charge:**

1. To maintain the Dead Stock Register and Consumable Registers
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term
3. To plan for the procurement of equipment for the coming term well in advance
4. To see that the infrastructure facilities in the labs are adequate so that each batch has many opportunities to complete practical is satisfactorily.
5. To organize the laboratory for oral and practical examinations
6. To identify those who are responsible for any breakage / loss etc. and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use
8. Requisition of consumables to be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action
9. Any other duty as may be assigned by the HOD/Principal/Director/ from time to time.
10. In order to prevent theft/damage, the Lab In-charge shall take the following action:
  - Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab.
  - They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
  - Lab Assistants in turn shall note down the missing items in the respective LabRegister.
  - If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

### **Duties and Responsibilities of Lab Assistants**

1. The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.

4. Lab Assistants in coordination with Lab In-charge should display
  - a. List of Equipment's/software with cost.
  - b. List of Experiments.
  - c. Lab Time Table, Cost analysis of major equipment.
  - d. Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
  - e. List of related subject 1<sup>st</sup> and 2<sup>nd</sup> sem.
  - f. Lab organization chart.



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