



*"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

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

Gat No. 276, Parandwadi, Off-Pune – Mumbai Highway, Near Somatane Phata, Tal :Maval, Dist : Pune 410506

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## **1. General**

### **1.1 About the Society and Institute :**

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	Mrs.Anita Surve
3	Dr. Darshana Desai
4	Prof. Siddheshwar Shirbhate

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

### **1. Uniform/Dress Code**

- Students must wear the institute-prescribed uniform during all academic activities on campus and external visits.
- Uniforms should be purchased only from the designated on-campus vendor, as notified by the institute.
- It is mandatory for students to wear the specified uniform during university examinations.
- On the last day of the week, students may wear casual attire, provided there are no scheduled academic activities.

### **2. Identity Card (I-Card)**

- Carrying the institute-issued identity card (I-Card) is mandatory while on campus.
- Students can obtain a new I-Card by paying a replacement fee of Rs. 500/-.

### **3. Attendance and Punctuality**

- Students must attend all classes and lab sessions regularly.
- Punctuality is essential; teachers may deny entry to latecomers.

### **4. Academic Discipline**

- Students should maintain well-organized study habits and ensure timely submission of academic records and assignments.
- Proper preparation is expected for internal tests and End Semester examinations.
- Absences must be reported to the concerned teacher during their next class session.

### **5. Interaction with Faculty and Mentors**

- Students are encouraged to meet teachers outside class hours to clarify doubts or seek guidance.
- Regular meetings with assigned mentors are required to discuss academic and personal progress.

## **6. General Behavior**

- Students must dress decently and adhere to the uniform policy while on campus.
- Professional conduct and decorum should be maintained at all times.
- This code ensures students maintain discipline, professionalism, and academic integrity during their time at the institute.

## **3. Hostel code 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.
- l) Pasting of posters/chalking on hostel or other campus buildings, premises or compound walls or any portion thereof.

## **Code of Conduct: Prohibited Acts of Indiscipline**

- Ragging in any form, within the hostel or campus, is strictly prohibited and considered a severe offense under Section 4 of the Maharashtra Prohibition of Ragging Act, 1999. Any act of ragging, including teasing, abusing, threatening, or engaging in behavior that causes physical, mental, or psychological harm, is punishable by immediate dismissal. Dismissed students are barred from admission to any educational institution for five years. The institution reserves the right to file complaints with relevant authorities for further action. The management will not bear responsibility for claims or compensation related to the dismissal of students found guilty of ragging.
- The possession or consumption of illegal drugs, firearms, tobacco, liquor, or any intoxicating substances is strictly forbidden on campus and in hostels. Smoking, chewing tobacco, and the use of alcohol or drugs will result in immediate eviction from the hostel without notice.
- Acts of insubordination or disrespect towards institutional authorities are strictly forbidden and will attract disciplinary action.
- Engaging in quarrels, physical altercations, or disputes with fellow students, hostel employees, or staff is prohibited.
- Participation in or promotion of any activity that disrupts the campus environment is strictly not allowed.
- Possession of any property belonging to the institution, hostel, or other individuals without authorization is prohibited.
- Organizing meetings, gatherings, or functions within the hostel without prior approval from the Warden is forbidden.
- Any action deemed harmful to the well-being or interests of other residents, as determined by the Rector or Warden, is not permitted.
- Shouting, hooting, banging doors, or engaging in any behavior that causes disturbance or annoyance to others is prohibited.
- Maltreating or abusing hostel employees, canteen staff, students, teachers, or any individual, including outsiders, is strictly forbidden.
- All forms of gambling, whether inside or outside the campus, are strictly prohibited and will lead to disciplinary action.

## **4. Library Code of Conduct**

- Serve as an effective link between the library and its users, addressing concerns and ensuring the library services meet the needs of students, staff, and faculty.
- Collaborate with the Librarian to design, review, and implement policies that improve library operations and support its role as an academic resource center.
- Ensure the proper upkeep of the library, including the organization and condition of reading materials and infrastructure, to maintain an optimal learning environment.
- Actively engage in initiatives to cultivate a culture of reading among students and staff, encouraging the use of library resources for academic and personal enrichment.
- Regularly assess the library's collection to identify outdated or irrelevant materials, recommending their withdrawal or disposal to the appropriate authority for final approval.
- Prepare and distribute agendas and minutes for library meetings to relevant stakeholders, ensuring efficient communication and follow-up on decisions and actions.

## **5. Code of Conduct for Teachers:**

- Ensure respect for students' individuality, dignity, and diversity, recognizing their unique needs and potential.
- Promote an inclusive and equitable learning environment, free from discrimination based on gender, religion, caste, socio-economic status, or disabilities.
- Encourage open communication and constructive feedback to support students' academic and personal development.
- Deliver quality education by preparing for classes thoroughly and using effective teaching methods and technology.
- Provide timely, accurate, and constructive feedback on assignments, projects, and examinations.
- Complete the syllabus on time and make efforts to address students' doubts and learning difficulties.
- Maintain objectivity and fairness in evaluating students' performance.
- Avoid any form of favoritism, bias, or unethical practices during assessments.
- Refrain from using academic positions for personal gain or influence.
- Continuously update subject knowledge and teaching skills by attending workshops, seminars, and training programs.
- Engage in research, innovation, and publication to contribute to academic progress and personal growth.

- Foster a respectful and collaborative relationship with colleagues, staff, and students.
- Follow institutional policies and actively participate in institutional committees and activities.
- Respect the confidentiality of institutional information, student data, and research materials.
- Refrain from engaging in behavior that could harm the institution's reputation or the well-being of students and colleagues.
- Avoid using mobile phones, social media, or other distractions during teaching hours.

### **5.1 Responsibility of Teaching Faculty:**

- A lecturer is directly answerable to the Head of the Department (HOD) for all academic and administrative matters related to their teaching responsibilities.
- The lecturer is responsible for the effective implementation of the prescribed curriculum for the assigned course or subject, ensuring that all learning objectives are met.
- Lecturers must plan and deliver both classroom and laboratory instructions in a structured and engaging manner, ensuring clarity and comprehensiveness in conveying subject matter to students.
- It is the lecturer's responsibility to assess and evaluate students' performance through mid-term tests, term-end examinations, and other academic tasks, ensuring fairness and transparency in grading.
- The lecturer must design and develop relevant learning resources, such as lecture notes, presentations, and reference materials, to enhance the teaching and learning experience.
- Laboratory Planning and Setup
- The lecturer is responsible for the planning, setup, and organization of laboratory sessions, ensuring that all necessary equipment and materials are available and functional.
- The lecturer should guide and oversee the work of the Lab Assistant in maintaining and repairing laboratory equipment and facilities, ensuring that the lab environment supports effective learning.
- Lecturers are required to maintain accurate and up-to-date records of student performance and attendance for the duration of the academic term.
- Planning and executing student development activities, including providing guidance and counseling to students, is a key responsibility to ensure their academic and personal growth.
- Lecturers must actively engage in professional development activities by collaborating with industries, participating in consultancy, conducting research, and contributing to continuing education and training programs.
- In addition to teaching duties, lecturers are expected to assist the Head of Department

with various departmental activities, provide student services, and keep abreast of emerging knowledge, technologies, and industry trends. This includes disseminating knowledge through publications, seminars, and other professional outlets.

- Lecturers should pursue self-development through qualification upgrades, professional experiences, and interactions with professional bodies, ensuring continuous growth in both expertise and career.
- Participation in non-formal education initiatives that benefit society or the community, such as workshops, social outreach programs, or community education projects, is encouraged.
- Lecturers are responsible for planning and implementing activities that ensure the hygiene, safety, and general housekeeping standards in the institute are upheld, maintaining a clean and safe learning environment.
- Lecturers act as motivators and facilitators for co-curricular and extracurricular activities, contributing to the holistic development of students' personalities, fostering skills such as leadership, teamwork, and social responsibility.

## **6. Institutional Code of Conduct for supporting staff**

The primary role of laboratory staff is to assist students in reinforcing and confirming their classroom learning through hands-on experimentation. They ensure the smooth functioning of the laboratory, maintain the safety and cleanliness of the environment, and provide necessary support to faculty and students during practical sessions. The laboratory staff plays a critical role in helping students understand the practical applications of theoretical concepts, thereby enhancing their overall academic experience.

### **6.1 Duties and Responsibilities of the Laboratory In-Charge**

The Laboratory In-Charge holds significant responsibility in ensuring the efficient operation of the laboratory and the safety of students and faculty. Key duties include:

1. Maintaining Registers: The Laboratory In-Charge is responsible for keeping the Dead Stock Register and Consumable Registers up to date, ensuring proper documentation of laboratory materials.
2. Procurement of Consumables: Before the start of each term, the In-Charge must assess the laboratory's consumable requirements and procure necessary items, ensuring that all resources are available for practical sessions.
3. Equipment Procurement Planning: The In-Charge should plan the procurement of new equipment well in advance for upcoming terms, coordinating with relevant departments to ensure timely acquisition.
4. Infrastructure Management: It is the responsibility of the Laboratory In-Charge to ensure that the infrastructure and facilities are adequate for all batches. They must ensure that every student has the opportunity to complete their practicals satisfactorily.

5. Organization of Examinations: The Laboratory In-Charge is tasked with organizing the laboratory for oral and practical examinations, ensuring that the environment is conducive to effective assessment.
  6. Responsibility for Breakages/Losses: The In-Charge must identify those responsible for any breakage or loss of equipment and take necessary action to recover the associated costs.
  7. Laboratory Cleanliness: Ensuring the cleanliness of the laboratory is crucial. The In-Charge must oversee the cleaning process and ensure that all equipment is switched off after use to avoid wastage or accidents.
  8. Requisition Submission: The Laboratory In-Charge should submit requisitions for consumables to the HOD, who will review and forward them to the Principal/Director for approval and further action.
  9. Additional Duties: The In-Charge may be assigned additional duties by the HOD, Principal, or Director as needed, to ensure the smooth functioning of the laboratory.
10. Action in Case of Theft or Damage:
- Reporting: Any theft or damage of laboratory items must be reported immediately in writing to the HOD.
  - Investigation and Preventive Measures: The In-Charge, along with Lab Assistants, must investigate the matter, determine the cause of the issue, and suggest actions to prevent future occurrences.
  - Record Keeping: Lab Assistants are required to record missing items in the Lab Register.
  - Student Responsibility: If students are found responsible for the damage or loss of an item, a fine equal to the cost of the item will be imposed on them. Students are not permitted to replace the item themselves.

## 7. Institutional Code of Conduct for Principal and HOD

### **Principal:**

- Serve as a role model by demonstrating ethical, transparent, and visionary leadership.
- Establish and maintain a culture of excellence, innovation, and inclusivity in the institution.
- Ensure strict adherence to institutional policies, educational regulations, and accreditation standards.
- Monitor institutional activities to ensure compliance with statutory and regulatory requirements.
- Engage with students, parents, faculty, and non-teaching staff to create a participatory decision-making process.
- Collaborate with industry, academic institutions, and external organizations to enhance institutional growth.
- Ensure optimal allocation and utilization of resources for academics, research, and

infrastructure.

- Oversee transparent financial management and accountability in all institutional transactions.
- Address grievances from students, faculty, and staff with impartiality and promptness.
- Resolve conflicts effectively to maintain a harmonious environment in the institution.

#### **HOD:**

- Oversee and manage academic, research, and administrative activities within the department.
- Ensure timely implementation of the curriculum, academic calendar, and departmental projects.
- Guide faculty members in improving teaching methods and achieving professional growth.
- Motivate faculty to engage in research, publications, and skill development programs.
- Provide mentoring and career guidance to students, addressing academic and personal challenges.
- Organize workshops, seminars, and activities to enhance students' academic and co-curricular skills.
- Ensure the proper maintenance of departmental facilities, including laboratories, libraries, and classrooms.
- Optimize the use of funds and resources allocated to the department.
- Maintain regular communication with the Principal and ensure transparency in departmental updates and activities.
- Prepare periodic reports on departmental performance, challenges, and achievements.

## **8. Professional Ethics**

- Uphold the highest standards of honesty and integrity in all academic activities, including teaching, research, and publication.
- Avoid plagiarism, misrepresentation, and other unethical practices in academic work.
- Recognize and respect the contributions of others in research, publications, and projects.
- Adhere to copyright laws and ethical practices in the use of academic resources.
- Foster an environment that respects diversity and ensures equal opportunities for all stakeholders.
- Avoid any actions or statements that could promote discrimination, harassment, or bias.
- Be accountable for the quality of education and services provided to students and other stakeholders.
- Maintain professionalism and uphold institutional values in all interactions and activities.

- Act as a positive representative of the institution in public forums, conferences, and events.
- Avoid behavior that could damage the institution's reputation or credibility.
- Pursue personal and professional growth to adapt to changing educational needs and standards.
- Support the institution's vision and mission through dedication and continuous contribution.

