



HINDI SEVA MANDAL'S (ESTD. 1950)

# SHRI SANT GADGE BABA COLLEGE OF ENGINEERING & TECHNOLOGY



## Code of Conduct For

Hindi Seva Mandal's  
Shri Sant Gadge Baba College Of Engineering & Technology  
Bhusawal.



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**SHRI SANT GADGE BABA**  
**COLLEGE OF ENGINEERING & TECHNOLOGY**

## **Code of Conduct for Teaching Faculty**

1. The teacher shall be available to the college for prescribed working hours and shall serve in his capacity from time to time as directed.
2. The teacher shall conform to and abide by the provisions of College Rules. The teacher shall also observe, comply with and obey all orders and instructions which is given from time to time by the Management, Principal and/or HOD.
3. The teacher shall maintain integrity, show devotion to his profession and shall do nothing which is inappropriate for a teacher.
4. The teacher is required to treat everyone with the highest respect and consideration while carrying out his duties. He shall strive hard to promote the interest of the College and Society.
5. The teacher is not permitted to collect or receive contributions for, or otherwise be associated with, the raising of money or other collections in cash or in kind for his personal gain without the express approval of the appropriate authorities.
6. The teacher shall not accept or permit any member of his family or any person on his behalf to accept any gift in cash or in kind for his own benefit from any person inducing another teacher or employee for a work to be done in connection with the College.
7. The teacher shall seek prior permission of the competent authority before applying for job.
8. The teacher shall seek prior permission of the competent authority before applying for any course of study and shall not enter upon a course of studies or appear for any examination without such permission.
9. The teacher shall not be absent from his duties without prior permission of the competent authority. In the circumstances or reasons beyond his control, he shall intimate Principal, Academic coordinator or HOD failing which the absence may be treated as leave without pay.
10. The teacher shall not engage himself in private practice or any trade, business or any other occupation during working hours which is not part of his duties as prescribed under these Rules.
11. The teacher shall not engage himself in conducting private coaching classes or tuition.
12. The teacher shall not contest any election without prior permission.



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## **Code of Conduct for**

### **Administrative and Non-Teaching Staff Members.**

1. The employee shall work in his full capacity as directed by the authority.
2. The employee should be aware of Rules and regulations of the college and society.
3. The employee shall at all time maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
4. The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties.
5. The employee is not permitted to use the media or any other channel to broadcast personal grievances or any other issue pertaining to his employment.
6. The employee shall not, without the express sanction of the competent authority, ask for or accept contribution to or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.
7. The employee shall not accept or permit any member of his family to accept any gift in cash or in kind for his own benefit from any person or student including another employee for a work to be done.
8. The employee shall not accept hospitality from any individual having official dealings with him.
9. The employee shall not, except with the previous sanction of the competent authority, accept or seek any outside office, stipendiary or honorary work. He shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his family except co-operative consumers, housing or credit societies.
10. The employee shall intimate to the competent authority, if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency in the possible event of a conflict of interest with performance of his official duties .
11. The employee shall seek a prior permission of the competent authority before applying for job, post, outside the college.
12. The employee shall seek a prior permission of the competent authority before applying for any course.



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13. The employee shall not, without a prior permission of the competent authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to competent authority immediately.
14. The employee shall not use the college property including the residential accommodation for conducting any trade or business.



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### **CODE OF CONDUCT (FOR STUDENT)**

1. Students should come well dressed and behave in proper manner as respectable and responsible citizen of country.
2. Inside the college campus student should be in uniform and must hold institute ID card.
3. Students should not involve themselves in any form of ragging; otherwise they face consequence in terms of punishment.
4. Their action must reflect respect for the Faculty members and must inculcate a spirit of fellow-feeling and mutual respect among themselves.
5. The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment conducive for studies.
6. Use of mobile phones is prohibited in college campus.
7. No student shall be discriminated on the basis of religion, caste & sex etc.
8. Harassing girl students is not tolerated under any circumstances.
9. Smoking and consumption of drug is strictly prohibited in the campus including canteen and hostel.
10. Attendance more than 80 percent is necessary for appearing in semester examination.