

# **CODE OF CONDUCT**

## **INDEX**

<b>Sr. No.</b>	<b>Chapter No.</b>	<b>Details</b>	<b>Page No.</b>
<b>1</b>	<b>CHAPTER I</b>	Institute Details	<b>2</b>
<b>2</b>	<b>CHAPTER II</b>	Governing Council and General Regulations	<b>3</b>
<b>3</b>	<b>CHAPTER III</b>	Code of Conduct for Faculty	<b>5</b>
<b>4</b>	<b>CHAPTER IV</b>	Code of Conduct for Supporting Staff	<b>8</b>
<b>5</b>	<b>CHAPTER V</b>	Code of Conduct for Students	<b>10</b>

## CHAPTER I

- Trust:** Pune District Education Association's, Pune, registered under society's registration act 1860 under no 1153 and the Public trust under No F99 dt. 15-12-1952.
- Address:** Pune District Education Association's Paud Road, Pune-38
- Name of the College:** Pune District Education Association's College of Engineering, Manjari Bk. Pune-412307, Approved by AICTE New-Delhi No.740-89-316E/ET/98
- Board of Trustees:** PDEA College of Engineering, Manjari(Bk.), Pune is running under PDEA Public Trust.
- Vision of Trust:**
- Branding PDEA as an excellent and highly recognized Knowledge center of learning resources for primary to post graduation education and also for research studies in socio-economic, academic and technical fields.
  - To promote the culture of value based education system with firm belief in up-lifting socio-economically weaker sections of the society.
  - Discharging student centric efforts, activities and learning services by providing excellent infrastructure with advanced technological facilities at schools and college for overall personality and wisdom development of students in order to pursue their academic interests, aspirations and ambitions of being successful in life.
- Mission of Trust:** PDEA, a socially conscious educational institute with the motto "**Bahujan Hitaay, Bhaujan Sukhaay**" is set up for providing world class advanced academic and technical education to the students coming from the mass classes of the society and further, to empower them to become successful, sensitive and high-valued citizens of the Indian nation.

## CHAPTER II

### 2.1 Governing Council:

The Governing Council is unambiguously and collectively responsible for seeing the Institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The Council meets twice a year and proceedings of the meetings maintained properly.

Current Governing Council Body is consisting of

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Hon. Shri. Ajit Pawar         | President             |
| 2. Hon. Shri. Rajendra Ghadage   | Member                |
| 3. Hon. Shri. Adv. Sandeep Kadam | Member                |
| 4. Hon. Shri. Mohanrao Deshmukh  | Member                |
| 5. Hon. Shri. L. M. Pawar        | Member                |
| 6. Hon. Shri. A. M. Jadhav       | Member                |
| 7. Hon. Joint Director           | DTE Nominee Pune      |
| 8. Dr. R. V. Patil               | Member                |
| 9. Dr. D. O. Patil               | Teaching Staff Member |
| 10. Dr. S. A. Patil              | Teaching Staff Member |

The institute is approved by AICTE and is affiliated to Savitribai Phule Pune University. We run five undergraduate courses and one Post graduate course. The student intake is as follows:

Sr. No.	Courses	Course Intake
1	Computer Engineering	120
2	Information Technology	60
3	Mechanical Engineering	60
4	Electronics and Telecommunication Engineering	30
5	Instrumentation & control	30
6	MBA	120
	<b>TOTAL INTAKE</b>	<b>420</b>

**2.2 Working hour:** The College and office working hour is as per the table given below

College	Monday to Friday	10:00 to 5:00	Break as per time table
College	Saturday	10:00 to 2:30	
Office	Monday to Friday	10:00 to 5:00	Break as per time table
Office	Saturday	10:00 to 2:30	

**2.3 Uniform and I-card:**

The staff should wear uniform on every Monday and Thursday. Identity card is also compulsory in college premises.



## CHAPTER III

**Faculty:** It comprises of persons who are involved in teaching at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis. Teaching faculty means Principal/ Professor/ Associate Professor/ Assistant Professor/ Teaching Assistant.

**Probation:** Probation means an appointment approved by Savitribai Phule Pune University (Formerly Pune University). With the exception of certain employees, all regular employees serve the first two years of employment on probation.

Probation period allows the employee's Principal/ Head of Department to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance.

**Time scale of pay:** Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay & Management rules by periodical increments. Every employee is entitled to an annual increment in salary ~~subject~~ to recommendations of the Head of the Department as per the requirements of pay scales, All India Council for Technical Education, Savitribai Phule Pune University etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal. Annual increments get implemented in the month of JULY of every calendar year.

After joining the organization PDEA Employee an employee should follow and abide by the following professional ethics.

- a. He/She shall have to qualify the NET or the SET or similar test (as the case may be) laid down by the University or state Government/UGC or the Central Council pertaining to your faculty within the stipulated period.  
He/She shall have to acquire the qualifications.
  - b. (M. Phil. / Ph.D., M.E. etc.) As prescribed by the university/State Govt. or the Central Councils concerned within the specific period.
1. His/Her appointment is subject to the minimum number of students and the workload prescribed for the post.
  2. He/She shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, marksheets, experience certificate, discharge/relieving certificate, last Pay certificate, Caste certificate, change of name certificate (if any), etc. before joining your duties.

3. In case He/She accepts the appointment you shall have to execute Deed of contract of service as prescribed in the Statutes at the time of joining the duties.
4. He/She shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties.
5. He/She required to give the correct mailing address as soon as he/she join the duties and any change in the address given earlier should be Communicate to the Principal.
6. He/She will not conduct or engage him/her self in any private tuitions or private coaching classes.
7. He/She will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority /Management.
8. His/Her services are transferable to any other colleges/institutions run by the Management.
9. If He/She found absent continuously for more than thirty days without permission his/her services will stand terminated automatically. If he/she found guilty of violation of any terms and conditions mentioned above he/she will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of service he/she shall not directly or indirectly do such things which are subversive to the interests of the Society/Universities/Institutes/College/Students.

### **LEAVES**

- a. **Casual Leaves:** All employees are entitled to 15 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year. While taking leaves, it is the employee's responsibility to adjust the lectures/ labs with other staff.
- b. **On Duty leave:** All staff members should fill up the ON DUTY LEAVE form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department is absent, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days.
- c. **Medical Leaves:** All employees are entitled to leaves as per the prescribed norms. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.



- d. **Maternity Leave:** Maternity leave granted to a female teacher as per the prescribed norms.
- e. **Compensatory off:** Faculty, administrative and supporting staff are given the Compensatory Off as per the prescribed norms.
- f. **Earned Leave:** Earned Leave is given to the staff members as per the prescribed norms.

#### **CODE OF CONDUCT FOR THE TEACHING FACULTY MEMBERS**

- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must refrain from any form of harassment or unlawful discrimination based on:
  - i) gender/sexuality/age/marital status
  - ii) pregnancy or likelihood of pregnancy
  - iii) physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.
- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of SPPU and Central Office OF PDEA.

## **CHAPTER IV**

1. **Technical Staff:** It comprises of Technical assistants, Lab assistants, Instructors, Network administrators, Librarian and Library Assistants, Electricians.
2. **Administrative Staff:** It comprises Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.
3. **Supporting Staff:** It comprises of Lab Attendants, Peons, Electricians, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors.

### **CODE OF CONDUCT FOR TECHNICAL, ADMINISTRATIVE & SUPPORTING STAFF:**

#### **1. ADMINISTRATIVE STAFF**

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

#### **2. ACCOUNTANT**

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

#### **3. STUDENT SECTION**

- Ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.



- Ensure the student document verification by Savitribai Phule Pune University within time limit
- Submit the student Prorata, eligibility and student insurance to Savitribai Phule Pune University.
- Ensure timely submission of examination forms to Savitribai Phule Pune University.
- Ensure caste certificate/caste validity from concern divisional office.
- Provide all necessary student data to prepare various committee reports.

4. LAB ASSISTANT:

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain Lab attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

5. LAB ATTENDANT:

Lab attendant should help the lab assistant to carry out the lab related responsibilities.

6. PEON:

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.  
Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits

## CHAPTER V

### INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS:

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- Any act of indiscipline or misbehavior by any student will attract severe punishment. Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students have to park their vehicles in parking zone only. Using bicycle or environment friendly vehicles is expected.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents Guardian of the students' and with the written consent of the management.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
- **I-CARD:** Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his/her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- **HUMAN VALUES:** Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities. Believe in loving, sharing and caring.
- **DRESS CODE:** We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code. Students are expected to wear college uniform regularly. Students are expected to wear formal dress while on college campus.



- **MOBILE PHONE:** The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification. Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.
- **RAGGING:** ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012). Cancellation of admission and also debarred from taking admission in any institution in India. Collective punishment if larger number of students is involved in the act of ragging. An FIR filed without any exception with local police station.
- **ATTENDANCE:** Student should be regular in attendance for all sessions during the day. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance. If the student is found irregular in attendance, disciplinary action will be taken. The student must report about the sickness to the Institute. On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student. The student should complete all the Practicals and Term work such as Journals, Assignments and Projects.
- **EXAMINATION:** Candidates must appear at the examination hall half an hour before the commencement of the all internal and SPPU examinations. Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Savitribai Phule Pune University, it will not be returned in any circumstance. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination. All students should follow the rules of university ordinance No. 257 dated on 5th October 2017 published by Savitribai Phule Pune University examination department.

  
 Principal  
 Pune District Education Association's  
 College of Engineering Manjari (Bk.),  
 Pune - 412307