

Date: 01/12/2025

**CODE OF CONDUCT MONITORING COMMITTEE (CoCMC)**

<i>Designation</i>	<i>Name of the Faculty Member</i>	<i>Academic/Administrative Position</i>
Chairman	Dr. S. S. Sane	Principal, GES's R H. Sapat CoEMSR
Management Representative	Prof. P. M. Deshpande	Director(Projects), Gokhale Education Society
Coordinator	Dr. V. R. Naphade	Assistant Professor in Electrical Engineering
Members	Dr. D. V. Patil	Professor and Head, Computer Engineering
	Dr. N. D. Chaudhari	Professor and Head, Civil Engineering
	Dr. S. P. Agnihotri	Associate Professor and Head, E & TC Engineering
	Dr. P. B. Nehe	Associate Professor and Head, Mechanical Engineering
	Dr. Mrs. P. A. Chaudhari	Associate Professor and Head, MCA Engineering
	Dr. M. K. Chaudhari	Assistant Professor and Head, Electrical Engineering
	Dr. P. P. Wani	F. E. Co-ordinator
Training Arrangements Coordinator	Dr. G. R. Kale	Physical Director
Sr. Admin. Office Staff	Mr. Pathak R. M.	Sr. Accountant

Dr. S. S. Sane  
Principal

Prof. P. M. Deshpande  
Director(Projects)

## ***CODE OF CONDUCT – TEACHING STAFF***

### **A. Professional Integrity & Ethical Conduct**

1. Teaching staff shall uphold the **dignity, decorum, and ethics** of the teaching profession.
2. Teaching staff shall maintain **appropriate professional boundaries with students** and avoid any behavior that may be perceived as harassment, exploitation, or undue familiarity.
3. All teaching staff shall strictly follow **service rules, institutional policies, and statutory regulations**.
4. Teaching staff shall maintain **professional appearance**, use **prescribed dress code** and **valid Identity card** while on duty or representing the Institute.
5. Teaching staff shall avoid any **conflict of interest** between institutional responsibilities and personal or professional engagements.
6. Teaching staff shall **strictly abide by and comply with all rules, regulations, guidelines, and instructions** issued by **Savitribai Phule Pune University (SPPU)** during examinations and other academic activities, as well as those prescribed by apex and competent authorities from time to time.
7. **Fairness, transparency, and impartiality** shall be maintained in academic evaluation and student interactions.
8. Teaching staff shall maintain **confidentiality of institutional records, student data, examination materials**, and sensitive academic or administrative information.
9. Teaching staff shall actively discourage, prevent, and promptly report any form of **discrimination or misconduct within the institution**.
10. Teaching staff shall treat students, fellow faculty members, parents, visitors, and colleagues with **courtesy, dignity, fairness, and respect at all times**.
11. Teaching staff shall maintain **professional cooperation and collaborative relationships with faculty members** and other institutional stakeholders.
12. Teaching staff shall not misuse authority and **shall strictly refrain from favoritism, unethical practices**, or any form of financial irregularities.
13. Teaching staff shall maintain **punctuality and regular attendance**, and **shall obtain prior permission** from the competent authority for any absence.
14. Teaching staff shall **not engage in any external trade, employment, or activity** that conflicts with institutional responsibilities or duties.
15. Teaching staff shall promote and adhere to the ethical and responsible **use of Artificial Intelligence (AI) tools in teaching, learning, research, and evaluation**, ensuring academic integrity, originality of work, transparency, and compliance with institutional and regulatory guidelines.

### **B. Academic Roles & Responsibilities**

1. Assigned academic, administrative, and mentoring duties shall be performed **honestly and within stipulated timelines**.
2. Teaching staff shall complete syllabi, adopt **innovative teaching-learning practices**, and mentor students.
3. **Course files, lesson plans, and academic documentation** shall be prepared and maintained as per institutional norms.

4. Teaching staff shall remain **accessible to students** for academic guidance during working hours.
5. Continuous professional development through **visits to industries, MOOC certifications and attending FDPs, research, publications, copyrights, patents, authoring books, undertaking training, testing and consultancy services, MoUs, and funded projects** is encouraged.
6. **Plagiarism detection tools** shall be used for any academic and research submissions.

#### C. Institutional Compliance & Contribution

1. Attendance and leave rules shall be followed with **prior approval** and alternate arrangements.
2. Teaching staff shall regularly check **official emails, ERP systems, and institutional notices**.
3. **Statutory submissions and regulatory data** shall be completed within stipulated timelines.
4. Active participation in **IQAC, accreditation processes, committees, audits, inspections, and institutional events** is expected.

#### D. Resource & Campus Responsibility

1. Institutional property, laboratories, library resources, and digital infrastructure shall be **safeguarded and optimally utilized**.
2. Teaching staff shall promote a **safe, inclusive, disciplined, and student-centric environment**.
3. Teaching staff shall actively support and promote institutional initiatives related to **environmental sustainability, including energy conservation, waste management, water harvesting, and other such green practices**, in alignment with the Institution's commitment towards sustainable development.
4. Teaching staff shall remain sensitive to the mental and emotional well-being of students and shall guide them, whenever required, to institutional counselling and mental **health support mechanisms established by the Institute** or Manodarpan or other designated support systems.

---

### **CODE OF CONDUCT – NON-TEACHING STAFF**

#### A. Professional Responsibilities

1. Non-teaching staff shall perform assigned duties **efficiently, accurately, and responsibly** in support of academic and administrative functions.
2. Non-teaching staff shall maintain **professional appearance**, use **prescribed dress code** and **valid Identity card** while on duty or representing the Institute.
3. ERP, MIS, laboratory systems, library software, inventory systems, and digital documentation shall be used **competently and responsibly**.
4. **Records, documents, equipment, and data** shall be maintained systematically, securely, and confidentially.
5. Offices, laboratories, stores, and campus facilities shall be maintained in **clean, safe, and functional condition**.

## B. Conduct & Behaviour

1. Non-teaching staff shall treat students, faculty, parents, visitors, and colleagues with **courtesy, dignity, and respect**.
2. **Professional cooperation** with faculty and other stakeholders shall be maintained.
3. **Misuse of authority, favoritism, unethical conduct, or financial irregularities** is strictly prohibited.
4. **Punctuality, regular attendance, and prior permission for absence** are mandatory.
5. Engagement in **external trade or activities conflicting with institutional duties** is prohibited.

## C. Safety, Security & Institutional Support

1. Non-teaching staff shall assist in **safety protocols, laboratory procedures, inventory control, and campus security**.
2. Equipment handling, issue, maintenance, and record-keeping shall be done **systematically and transparently**.
3. Support during **examinations, audits, inspections, accreditation, and institutional events** are mandatory.
4. **Cleanliness, sanitation, and campus upkeep** shall be treated as a **collective responsibility**.

## D. Accountability & Compliance

1. All **institutional policies, statutory norms, and lawful instructions** shall be strictly followed.
2. Any **misconduct, safety risk, or irregularity** shall be promptly reported to the competent authority.

---

## Disciplinary Action & Grievance Redressal

Violation of this Code of Conduct shall invite **appropriate disciplinary action**, including warnings, penalties, or inquiry by the **competent authority or designated committees**, in accordance with **institutional rules and applicable laws**. Grievances may be addressed through the **Grievance Redressal Cell, Internal Complaints Committee, or Anti-Ragging Committee**, as applicable.

## Review & Amendment

This Code of Conduct may be **reviewed and amended periodically** with the approval of the **competent authority**, to ensure alignment with **statutory requirements and institutional objectives**.

---

This Code of Conduct serves as a guiding framework for ethical behavior, professional responsibility, and institutional discipline. Compliance with this Code is mandatory for all stakeholders, and adherence is expected not merely as a regulatory requirement but as a shared commitment towards academic excellence, integrity, and holistic development of the Institute.

Dr. S. S. Sane  
Principal