



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S®

**SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION
AND COMPUTER APPLICATION®**

(Affiliated to Savitribai Phule Pune University & Approved by AICTE)

Kusgaon (Bk.), Off Mumbai - Pune Expressway, Lonavala, Dist. - Pune - 410 401.

Tel.: 2114 - 304 308, Telefax: 2114 - 270 203, Email: director_sibaca@sinhgad.edu, Website: www.sinhgad.edu

PROF. M. N. NAVALE

M.E. (ELECT.) MIE., MBA.

FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE

B.A., M.P.M. Ph.D.

FOUNDER SECRETARY

DR. SACHIN BORGAVE

MBA., Ph.D.

DIRECTOR

Code of Conduct for Students

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

Code of Conduct are displayed and informed to all the students. They are as follows;

1. He/she shall be regular and must complete his/her studies in the Institute.
2. In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Director
3. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
4. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. Students must uphold academic integrity, respect all people and their rights and property and safety of others; etc.
5. Students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.

The various forms of misconduct include:

- ✓ Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability,

- ✓ Intentionally damaging or destroying Institute property or property of other students and/or faculty members.
 - ✓ Any disruptive activity in a class room or in an event sponsored by the Institute.
 - ✓ Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
 - ✓ Participating in activities including
 - ✓ Organizing meetings and processions without permission from the Institute.
 - ✓ Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - ✓ Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - ✓ Unauthorized possession or use of harmful chemicals and banned drugs
 - ✓ Smoking on the campus of the Institute.
 - ✓ Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
 - ✓ Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - ✓ Rash driving on the campus that may cause any inconvenience to others
 - ✓ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - ✓ Theft or unauthorized access to others resources
 - ✓ Misbehavior at the time of student body elections or during any activity of the Institute.
 - ✓ Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
6. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
 7. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
 8. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

9. Students are expected to use the social media carefully and responsibly.
10. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
11. Should not involve in theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
12. Not to damage, or destruction of, any property of the Institute, or any property of others on the Institute premises.
13. Should not make a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
14. Shall not Indulge in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, and medical condition.

If there is a case against a student for a possible breach of code of conduct, then a committee will take suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.



Director

SIBACA.

DIRECTOR
Sinhgad Institute of Business Administration
& Computer Application
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Code of Conduct & Professional Ethics for Teachers

The Code or Professional Ethics for University and College Teachers (1989) that has been adopted by the University Grants Commission (Appendix VI) shall be applicable to the teachers (including Principals, Librarians, Directors of Physical Education and Instructors of Physical Education) of the University, the affiliated Colleges and the Recognized Institutions.

The institute follows the Savitribai Phule Pune University earlier known as UNIVERSITY OF POONA STATUTES under Section 42 and / or 73 of the Poona University Act, 1974. As modified up to the 01.04.1992. (http://unipune.ac.in/pdf_files/law/teacher.pdf).

Code or Professional Ethics:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
5. Maintain active membership of professional organisations and strive to improve education and profession through them;



6. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and participate in extension, co-curricular and extra-curricular activities including community service.



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