



## Student Code of Conduct

### **Purpose :**


College has established this Student Code of Conduct to provide a clear statement of the Institute expectations from students in respect of academic matters and personal behaviour. All students are required to be aware of and act consistently with these values.

This Code is applicable to all kinds of conduct of students that occurs on the Institute premises. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking.

1. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all faculty members and their rights and property of institute and safety of others.
2. All 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:
  - a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
  - b) Intentionally damaging or destroying Institute property or property of other students and/or faculty members.
  - c) Any disruptive activity in a class room or in an event sponsored by the Institute.
  - d) Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
3. All the students in the campus should be neatly in college dress code - on all days including during all Examinations.
4. ID card will be provided to each student with his/her Name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus and in the bus.
5. Students must report to college at sharp time & must engage them in academic activity. No student should left college campus in between working hours. In case of emergency student have to take prior permission of head of department before leaving college campus.
6. Even though the requirement as per S.G.B. Amravati University Amravati Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists on a minimum of 96% attendance for theory classes and 100% for the laboratory classes, so that students can perform well in the internal and university examinations



7. Students are expected to use the social media carefully and responsibly. 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.
8. 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.
9. Students are strictly instructed not to indulge in Ragging inside the college or hostel premises. If any student is found indulging in ragging, college will take action as per the rule and will inform to police for necessary action.
10. Students are prohibited from smoking, taking alcoholic beverages or intoxicants of any kind, possessing or dealing in illegal drugs. Anyone found in possession of them will be expelled.
11. student must strictly abide to the timetables of the College. No one is allowed to remain absent from classes, studying periods and other related times without a valid reason and consent of the authorities.

  
Dr. Hemant M. B.  
Principal  
Jagadamba College of Engineering &  
Technology, Ami Road, Kinhi, Yavatmal



## Teaching staff Code of Conduct

The following are examples of behaviour which the College finds unacceptable

1. Physical violence, actual or threatened towards other staff or visitors to the College.
2. Unauthorised absence from work.
3. Gross neglect of duties and responsibilities.
4. Unsatisfactory timekeeping without permission.
5. Keep all records accurate and up to date.
6. Professional growth is absolutely necessary and must be given priority.
7. Respect the functional superiority of those set in authority over you.
8. Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least fifteen minutes before the session begins.
9. Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay
10. Help students to develop a sense of responsibility, self reliance and independence.
11. Encourage students to show respect from all forms of duly constituted authority.
12. Do not smoke, drink or eat during teaching sessions in the presence of students.
13. Make responsible efforts to protect students from conditions harmful to health and safety.
14. Co-operate with approved agencies concerned with student Welfare.
15. Respect the community in which you are employed and be loyal to the College system, community and nation.

**Clement M. Saradkar**  
Principal  
Jagadamba College of Engineering &  
Technology, Arni Road, Kinhi, Yavatmal



## Code of Conduct for Administration

1. Institute should maintain Standards of Integrity and Quality in Education.
2. Computer and Network Usage Policy and the Academic Policies and Statements, for students, governing should maintain confidentiality and Privacy.
3. Following specific policies in support of this standard should be there in Institution :
  - a) Equal Employment Opportunity, Non-Discrimination, and Affirmative Action Policy
  - b) Diversity & Access Office
  - c) Policy on Sexual Harassment
  - d) Policy on Sexual Misconduct and Sexual Assault.
4. All University accounts, financial reports, tax returns, expenses sheets and other documents, including those submitted to government agencies must be accurate, clear and complete.
5. Institution should conflict Environmental Health & Safety, including Workplace Health and Safety, Non-University Professional Standards, Academic Policies etc
6. All employees are expected to cooperate fully in the investigation of any misconduct.
7. Institution should inspire and sponsor to faculties for participating in Foreign STTP and Workshops for development .
8. Maintain a safe environment for you and others.
9. Be aware of your legal responsibilities.

Principal  
**Dr. Manoj W. Baradka**  
Principal  
Jagadamba College of Engineering &  
Technology, Ami Road, Kinhi, Yavatmal