



Sanjivani Rural Educational Society's

SANJIVANI COLLEGE OF ENGINEERING

(An Autonomous Institute)

Approved by AICTE, Accredited by NAAC with 'A' Grade, ISO 9001: 2015 Certified
No. FMS. 45/B-II/RC(BB)/93/14136 Dt. 17-1-1994

Affiliation ID No.
PU/AN/Engg. 026/(1983)

Phone: +91 9130191301

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Code of Conduct

Sanjivani College of Engineering, Kopargaon (An Autonomous Institute)

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Introduction

This Code of Conduct outlines the principles and ethical standards expected from students, teachers, and the governing body at Sanjivani College of Engineering, Kopargaon. By adhering to these guidelines, all members contribute to maintaining a positive, professional, and inclusive academic environment. Each member is expected to uphold the values of integrity, respect, and responsibility that are central to the institution's mission and vision.



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CODE OF CONDUCT FOR STUDENTS

- Students are expected to treat all other students, faculty, staff, visitors, and members of the public with respect, dignity, impartiality, courtesy, and sensitivity.
- Students are expected to foster and ensure a dynamic academic, cultural, and social atmosphere that is in accordance with the core values of the institution. All students during must act honestly in all examinations, informal tests, and lab exams.
- Every student is expected to follow the institution's dress code, which is modest and formal.
- The student must be familiar with the institution's norms and regulations.
All students are required to present their identity cards when they are available throughout the campus and upon request from any Institute security personnel.
- All students are expected to maintain decorum and discipline in the classroom as well as when interacting with other students, faculty, and staff.
- The students will work very hard to complete the tasks and goals that have been given to them.
- Students are not allowed to use or possess alcohol or drugs on campus. • Students are not allowed to engage in any kind of ragging on campus or off.
Smoking is completely forbidden on campus.
- As stated in the Crescent Institute of Science & Technology's rules and regulations, students are not permitted to engage in any acts of indiscipline.
- No Institute property may be damaged or destroyed by students.
- A student is not allowed to treat another student unfairly based on their caste, creed, language, origin, or social or cultural background.



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CODE OF CONDUCT FOR TEACHERS

- In accordance with institutional standards, the teacher must carry out his or her responsibilities effectively.
- Every teacher needs to keep up with the latest developments in their field.
- The teacher is expected to always conduct themselves with grace when interacting with students, faculty, and support personnel.
- Teachers should always encourage students to participate in extracurricular and curricular activities.
- They should organize various technical events for the benefit of students' communities and society.
- They should strive for excellence in academics and research and evolve as role models for the students.
- A teacher is not allowed to treat students unfairly based on their caste, creed, language, origin, or social or cultural background.
- The teacher is not allowed to leave duty without permission, and they are not allowed to participate in any illegal activity. The teacher is not allowed to act in a way that is inconsistent with morality or decency both within and outside of the school.
- Teachers must take no assignments from outside sources without management's approval.
- Teachers are expected to be objective in their assessment and evaluation of students' performance.
The teacher is not allowed to participate in any group endeavors that go against the moral standards of the teaching profession.
- The entire teaching staff has a shared responsibility to collaborate to meet the goals and institutional core principles that are periodically established by the management.



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CODE OF CONDUCT FOR SUPPORT STAFF

- All support staff must carry out their responsibilities effectively and in accordance with institutional guidelines.
- All support staff must maintain their laboratories intact and updated.
- It is the duty of all supporting staff members to collaborate to meet the goals and institutional core values that are periodically established by the management.
- To keep the institution running smoothly, the supporting staff must maintain good relations with the teaching faculty, students, and other administrative staff.
- They also must provide the department with full support for the development of the labs and the upkeep of instruments and equipment.
- Finally, they must refrain from discriminating against any student based on their caste, creed, language, place of origin, or social or cultural background.
- The supporting staff will provide their colleagues and other faculty members with full support in all activities pertaining to academic and administrative tasks.
- The support staff members will work hard to enhance their job-related technical and non-technical skills.
- The supporting staff is expected to try to seek higher education and to carry out all professional activities through the appropriate channels.
- Without the authorities' prior consent, supporting staff shall not be absent from their duties. During their employment, staff members are not permitted to participate in any kind of business or outside assignments, either directly or indirectly.
- The supporting staff is not allowed to engage in any unethical behavior that undermines the institution's harmony.



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CODE OF CONDUCT FOR ADMINISTRATORS

It is expected that the Administrators would:

- Ensure that the organization's principles are upheld and that all students, faculty members, and support staff are treated with civility and respect.
- Have a thorough understanding of the institution's policies, rules, and regulations and be ready to put them into practice.
- Verify that the team members' responsibilities are in line with their training, experience, and skill set.
- Make sure that the institution's objectives are clearly communicated to all relevant parties and that the scheduled actions will help the institution reach its goals.
- Provide the team members with the necessary training so they may improve their abilities and carry out their allocated tasks with success.
- Maintain an amiable rapport with the administrative and non-administrative staff to ensure the smooth operation of the institution.
- The division head bears the responsibility of providing the required infrastructure and an equitable and fair environment to all team members in an impartial manner to enable the attainment of the intended objectives.
- Ensure that all relevant information is communicated to both teaching and non-teaching members with extreme precision and clarity.
- Verify that all expenses are within the Institute-approved budget and that equitable budget allocation procedures are followed.
- Take care to avoid showing favoritism, and refrain from engaging in or supporting any behavior that could sour relations among team members.
- Act professionally while settling any dispute by treating all parties with respect and making sure that the complaints are carefully considered, thoroughly investigated, and thoroughly documented.
- Make sure they do not abuse their authority, as this could harm the institution's reputation.
- Verify that all information provided about the institution to external agencies and other stakeholders is accurate and clear.