



Ref.No.:-

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CODE OF CONDUCT FOR THE STUDENTS

Fabtech Technical Campus, College of Engineering and Research is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

Policy statement: Following are the codes of conduct specified for the students of the institute, which they are required to follow.

STUDENT COMMITMENT

1. Shall be in time to the institution.
2. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
3. Follow the instructions of the teacher carefully in the classrooms.
4. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
5. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
6. Meet all deadlines of assignments, submission of projects, records and posters.
7. Abide by the rules of various laboratories and not damaging the equipments.
8. Cultivate the habit of looking at the notice boards of the institute/department every day.
9. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
10. Maintain silence in the library and utilize its resources and space without causing damage.
11. Not to be in the canteen during working hours of the institute.

Online participation and registration: Students should take the onus of learning as the education system has become learner-centric. Several activities are to be carried out online, and students have to register online for various purposes. Upon intimation from the teachers, they should fill out the online forms such as examination forms for Dr. Babasaheb Ambedkar Technological University, Lonere, feedback forms of various types, various registrations for placement activities, scholarship registrations, and several ICT-based learning activities.



1. **Attendance:** Students should actively participate in learning activities in the college organized by the department and college authorities. Students should maintain a minimum attendance of 75% in theory courses and 100% in practical courses.
2. **Examination:** Students are required to participate in all examinations with complete Preparation and ethically prove their performance in the various kinds of examination activities, such as theory examinations, unit tests, preliminary examinations, etc. They should not engage in any form of malpractice that could result in disciplinary action under the examination policies and procedures.
3. **Training and Placement:** Students should participate in the training activities organized For them as applicable to them under the directives of the Training and Placement cell and they should participate in the placement drives as per the directives of the Training and Placement cell with appropriate preparation
4. **ACADEMIC MISCONDUCT**

To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.

Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

5. **Discipline:** Students should adhere to the discipline of the institute while they participate in teaching-learning activities, examination activities, training and placement activities, and at special occasion such as field visits, social activities, cultural and technical fests, etc. Students should behave in a disciplinary manner as per the guidance provided to them from time to by the institute authorities. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.
6. **Dress code:** Students should wear identity cards at all times in campus and outside campus when on educational activity as per the requirements and information given to them from time to time. Students should follow the institute dress code as per the directives given to them from time to time. For special occasions, a dress code may be specified to which students should adhere.
7. **Ethics and Plagiarism:** Students should participate in learning activities in an ethical manner and should not indulge in copying activities leading to plagiarism in seminars, project publications, etc. Students should perform the assignments and practical's on their own and participate actively in learning activities of all kinds.



8. Participation in Co-curricular and Extra-Co-curricular Activities: Students should participate in co-curricular and extra-curricular activities according to their individual interests and abilities for the overall development of their personality.

9. CAUSING DISREPUTE TO OTHER STUDENTS

1. Communicate opinions to others in a fair and constructive manner.
2. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
3. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identity cards at all times.
4. Avoid use of mobile phones in classrooms and common areas.
5. Not to form any formal and informal groups on the basis of caste, community and religion.
6. Violation of University rules is strictly prohibited.
7. Promote sustainability and reduce the impact on environment in all our actions.
8. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate unethical. Conduct and violations are subject to disciplinary actions.
9. The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.


10. Measure against Ragging

1. The Students are warned not to engage in ragging of any kind.
2. Every Student shall follow the UGC rules and regulation in this regards, every students shall submit understanding given to the college.
3. It is hereby notified to all students that if any incident of ragging comes to the notice of the authority concern the accused student will be given an opportunity to explain and if his explanations are not satisfactory the authority would expel him from the institution.
4. There is a anti ragging committee instituted in the college. Functioning as per the guidelines by the Dr. Babasaheb Ambedkar Technological University, Lonere and Government from time to time.

PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.




PRINCIPAL

Fabtech Technical Campus
College of Engineering & Research, Sangola