



## Code of Conduct for Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be present in the class well -within time and late coming will attract loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
7. All leave applications (Regular & Medical) shall be submitted in time, for sanction by concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
8. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
9. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of RIMR academic values will be referred to the discipline committee.
10. As per the Govt. order, students shall not bring powered vehicles inside the campus.
11. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
12. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
13. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
14. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
15. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
16. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
17. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab.
18. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.



## FABTECH TECHNICAL CAMPUS COLLEGE OF ENGINEERING & RESEARCH

( Approved by AICTE, New Delhi; DTE., (M.S.), Mumbai &  
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist.- Raigad )  
NAAC Accredited 'B' Grade ISO 9001 : 2015 Certified Institute  
Pandharpur Road, Gat No. 565/1, Sangola, Taluka:- Sangola, District:- Solapur. - 413 307. P.O. Box No. 04  
Contact No. : 8408888657 Website: www.fabtecheducation.com E-mail : ftc.coer@gmail.com

19. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
20. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
21. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
22. During internal examinations of 2 Hr period, students are not allowed to leave the hall within
23. one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
24. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
25. Harassing juniors, ill treatment to other fellow students or any such form of ragging is\ objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
26. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.



प्राचार्य

फॅबटेक टेक्नीकल कॅम्पस  
कॉलेज ऑफ इंजि.अॅण्ड रिसर्च,संगोला



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### **Code of Conduct for Teaching and Non-Teaching Staff**

- Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- Unless otherwise specifically provided in the appointment order, every employee shall be a whole-time employee of the College and shall not engage himself directly or indirectly in any trade, business, or any other work of whatever nature. Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith if directed to do so by the competent authority.
- An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons. An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and holidays if the exigencies of work so demand. No employee shall leave the station without prior approval of the competent authority.
- Subject to the general laws on the subject, no employee shall:
  - (a) be under the influence of liquor or drugs;
  - (b) appear in public in a state of intoxication.
  - (c) participate in demonstration, dharna etc.
- No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.
- No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the College.
- No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical. Provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.
- No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of superior functionaries of the College.

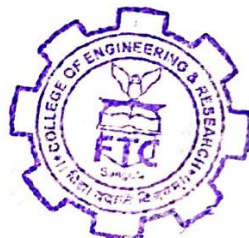


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- No employee shall communicate without authorization; any information or documents save in cases where such communication is in the discharge of duty assigned to him.
- No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.
- No employee shall lend or borrow money to or from any person having or likely to have official dealing with him/her.
- No employee shall misuse or carelessly use the facilities provided by the College to facilitate the discharge of his official duties.
- No employee shall ask or permit his spouse to ask any of his subordinates to purchase anything either on advance payment or otherwise.
- Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct
  - Theft, fraud, deliberate falsification of records
  - Fighting with/ assault on another person
  - Physical violence or bullying
  - Deliberate damage to College property
  - Serious act of insubordination.
  - Unauthorized entry to computer records
  - Deliberately accessing internet sites containing pornographic, offensive or obscene material
- Sexual harassment which includes such unwelcome sexually determined behavior as:
  - A demand or request for sexual favor , or
  - Sexually colored remarks, or
  - Showing pornography or any other avert or suggesting action or visible representation, unwelcome physical, verbal or non-verbal
  - Conducts of sexual in nature.



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