



Dinkarrao K. Shinde Smarak Trust's

Dr. A.D. Shinde College of Engineering

Guddai, Bhadgaon, Tal: - Gadhinglaj, Dist: - Kolhapur

CRITERION-7.1

7.1.10

CHAPTER IV – CONDUCT & DISCIPLINE

4.1 Discipline Committee

- Self-discipline is desirable and all members in the environment adhering to rules and regulations is an ideal situation. Any aberrations in this regard are to be referred to the Discipline Committee, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Committee, consisting of

Chairman / Chair Person-	Secretary	Convener-
Principal		
Sr. Member	-	Co-convener
Members	-	Staff / Student

4.2 Conduct Rules

- Every employee is governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
 - Every employee should maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of the staff, students and with members of the public. He shall exhibit utmost loyalty and shall always act in the interests of the college.
 - An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave the college except with the prior permission of proper authority. Whenever an employee leaves station, the employee shall inform the principal in writing through the respective HOD or the Principal directly and if he/she happens to be a HOD, shall inform the address at which he/she would be available during the period of his/her absence from the head- quarters.
 - No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner and any political movement or activity.
- No employee shall make any statement, publish or write through any media which has the effect of any adverse criticism of any policy or action of the college.



- No employee can engage himself directly or indirectly in trade or any private tuition or undertake employment outside his official assignment, whether or not for any monetary gain.
- An employee against whom an insolvency proceeding commenced in the court of Law shall forthwith report full facts thereof to the college.
- An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.
- No employee shall, except with the prior permission of the competent authority, have recourse to the law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of the defamatory character.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- An employee who commits any offence or dereliction of duty or does any act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the executive body and the decision of the executive body, thereon, is final and binding on the employee.
- No employee shall engage in strike or incitements thereto or similar activities such as absence from the work or neglect of the duties or participation in hunger strike etc., violation of this rule will amount to misconduct and attract deterrent punishment.

4.3

Do's

An employee at all times, shall

- Abide by the rules and regulations of the institution.
- Maintain absolute integrity and devotion to duty
- Attend the college regularly and punctually
- Engage classes, both theory and practical, punctually and effectively.
- Correct the assignments and lab records systematically.



- Be meticulous in submitting the question papers and marks of the internal tests.
- Warn the students concerned for their irregular attendance and poor performance in the internal tests.
- Be honest, impartial in dealings and be courteous with others.
- Promote dignity and discipline among staff and students.
- Institute devices & mechanisms to improve academic standards.
- Acquire professional competence and enhance interpersonal competence among the staff and students.
- Facilitate team work and reinforce the feeling of oneness.
- Cooperate with the administration in complying with the imposed restrictions.
- Behave like a true academician.

4.4 Don'ts

Knowingly or willfully neglect duties

- Propagate communal or sectarian outlook or incite / allow any student to indulge in communal or sectarian activity.
- Discriminate against any person on the grounds of caste, creed, language, place of origin, social and cultural background.
- Indulge in or encourage any form of 'malpractice' connected with examination or any other activity,
- Leaving the campus, while on duty in the institute, without prior permission of the Head of the Institution.
- Remain absent from the institution, without leave or without the prior permission of the Head of the Institution, Undertake private tuition, either to students of DADSCOE or other colleges.
 - ☐ Enter into any monetary transactions with any student or parent.
 - ☐ Cause, or incite any other person to cause any damage to institution property.
 - ☐ Indulge in any violence or any conduct which involves moral turpitude.
 - ☐ Organize or attend any meeting without permission.
 - ☐ Discussion in corridors.
 - ☐ Pass comments on the students' religious, regional, personal or cultural sentiments.
 - ☐ Be a member of a political party or shall take part in politics and committing an offence or dereliction of duty or does an act detrimental to the interest of the college is liable for consequences.

4.5 Disciplinary Action

- Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.
- If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the principal.
- The principal shall hold a preliminary enquiry whenever the code of conduct is violated.
- If the principal is satisfied with the facts of such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.



- He shall proceed with issuing a show cause notice, fully describing the offence and the action proposed to be taken, and shall give sufficient time for the accused teacher for giving his / her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories.

- Memo and censure
- Warning in writing, with recovery of amount, where financial loss is involved.
- Suspension from work without remuneration
- Whenever the dismissal or discharge from service is proposed, the principal shall constitute a one-man court of domestic enquiry to go into the details in the presence of the accused, giving fair opportunity to the accused to present his / her case, by observing the principle of natural justice.
- The principal shall report the proceedings periodically to the Chairman/Secretary.




PRINCIPAL
A.D. Shinde College of Engineering
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