



Jayawant Shikshan Prasarak Mandal's
JSPM Narhe Technical Campus

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Affiliated to Savitribai Phule Pune University. Approved by AICTE New Delhi and DTE Maharashtra.
DTE Code : 6755 PUN Code : CEGP019070 AISHE Code : C-45874



Prof.(Dr.)T. J.Sawant
D.E.E., B.E.(Electrical), Ph.D., MISTE
Founder - Secretary

Prof.(Dr.)M.M.Sardeshmukh
B.Tech (E&TC) M.Tech (E&TC), Ph.D.(Engg.)
DIRECTOR

5.1.4: The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases.

Supporting document as per SOP-

INDEX

Sr No	Particulars
1	Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance.
2	Proof related to Mechanisms for submission of online/offline students' grievances
3	Proof for Implementation of guidelines of statutory/regulatory bodies
4	Details of statutory/regulatory Committees (to be notified in institutional website also)
5	Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances

Functions: The Governing Body besides being the supreme administrative authority of the Institute shall have the following additional functions:

1. To approve an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable the college to foster excellence in curricular, co-curricular and extra-curricular activities.
2. Approval about introducing new academic courses and the creation of additional teaching and administrative posts and approval to fill the vacant post.
3. To Encourage and strengthen research culture, consultancy and extension activities in the college.
4. Approval for recommendations of College Development Committee regarding overall development of the institute.
5. To approve the annual financial estimates (budget) and financial statements of the college.
6. To approve the recommendations regarding the students and employee's welfare activities in the college.
7. To take note of inspection reports, local inquiry reports, audit report, report of NAAC/NBA, etc. and approval to actions if any.



1) Governing Body:

As per the discussion in BOG and the consent of chairperson to form and appoint the members for the Governing Bodies, the following members have been appointed for Governing Bodies.

Sr. No.	Member Name	Designation
1.	Dr. T. J. Sawant	Chairperson of the Management
2.	Dr. R. S. Joshi	Management Representative
3.	Mr. R. T. Sawant	Campus Director
4.	Ex, Officio	All India Council for Technical Education, Regional Office
5.	Ex, Officio	Joint Director, Technical Education, Regional Office, Pune
6.	Dr. Shashikant D. Lokhande	Nominee Savitribai Phule Pune University
7.	Mr. K. D. Khilare	Industrialist, Founder, E Business Canvas, Pune
8.	Dr. P. P. Vitkar	Educationist, Executive Director, Tathawade Campus
9.	Dr. S. S. Solanki	Dean, MCA Dept. JSPM - NTC
10.	Dr. S. A. Choudhari	Dean, Engg., JSPM - NTC
11.	Dr. M. A. Kumbhalkar	HOD, Mechanical Engg. JSPM - NTC
12.	Dr. M. M. Sardeshmukh	Director, JSPM - NTC



COLLEGE DEVELOPMENT COMMITTEE

As per the discussion in BOG and the consent of chairperson to form and appoint the members for the College Development Committee, the following members have been appointed for College Development committee.

Sr. No.	Member Name	Designation
1.	Dr. T. J. Sawant	Chairperson of the Management
2.	Mr. R. T. Sawant	Secretary of the Management
3.	Dr. Dr. S. A. Choudhari	Dean, Engg., Dept. JSPM - NTC
4.	Dr. M. A. Kumbhalkar	HOD, Mechanical Engg. JSPM - NTC
5.	Dr. S. S. Solanki	Dean, MCA Department, JSPM - NTC
6.	Mrs. R. M. Kapse	Women Teacher
7.	Mr. N. U. Badhe	Non-Teaching
8.	Mr. K. D. Khilare	Local Member (Industrialist)
9.	Mr. Avdhut Sardeshmukh	Local Member (Researcher)
10.	Mr. Vishal Ranjan Ujagare	Local Member (NGO Member)
11.	Mr. Nischay Ramchandra More	Alumni Educationist
12.	Dr. S. W. Shaikh	Co-coordinator, IQAC
13.	Mr. Gaikwad A. A.	President, Student Council
14.	Mr. Kalel D. M.	Secretary, Student Council
15.	Dr. M. M. Sardeshmukh	Director, JSPM - NTC

The functions and responsibilities of the College Development Committee are as follows:

1. Prepare an overall comprehensive development plan of the institute regarding academic, administrative and infrastructural growth, and enable Institute to foster excellence in curricular, co-curricular and extra-curricular activities.
2. Decide about the overall teaching programs or annual calendar of the institute.
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
4. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the institute.



5. Make specific recommendations to the management to foster academic collaborations with industry to strengthen teaching- learning process.
6. Make specific recommendations to the management to encourage the use of information and communication technology in the teaching and learning process.
7. Make specific recommendations regarding the improvement in the teaching and suitable training programs for the employees of the institute.
8. Prepare the annual financial estimates (budget) and financial statements of the institute and recommend the same to the GB for approval.
9. Formulate proposals of new expenditure not provided in the annual financial estimates (budget).
10. Make recommendations regarding the students and employees welfare activities in the institute.
11. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
12. Frame suitable admissions procedure for different programs by following the statutory norms.
13. Plan major annual events in the institute, such as annual day, sports events, cultural events, etc.
14. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the institute or institution.
15. Consider and make appropriate recommendations on inspection reports, local inquiry reports, the audit report, report of National Assessment and Accreditation Council, etc.
16. Recommend the distribution of different prizes, medals and awards to the students.

3. SC/ST COMMITTEE

Sr. No.	Name of Member	Designation
1.	Mr. Sandip Babasaheb Hankare	Chairman
2.	Mr. Maitreya Prashant Bharat	Member
3.	Mrs. Sawalkar Meera Sambhaji	Member
4.	Mr. Bansode Ulka	Member
5.	Mr. Kamble Ashwin	Member Secretary

The functions of SC / ST committee are as follows:

1. Upliftment of students and staff belongs to SC/ST category.
2. To share various government schemes & Programs with concern members.
3. To ensure proper implementation of various schemes of MHRD Government of India and State Govt. concerning scholarships, stipends, etc. for the welfare of reserved categories.
4. To keep watch on any activity related to discrimination on the basis of caste in college premises.



ANTI RAGGING COMMITTEE

Name	Designation
Dr. M. M. Sardesmukh	Chairman
Dr. S. A. Choudhari	Member
Mr. J. B. Kulkarni	Member
Mr. S. S. Bansode	Member
Mrs. M. S. Deokar	Member
Mr. R. P. Kattimani	Member
Mr. S. S. Divekar	Member
Mr. A. S. Patil	Member
Dr. S. W. Shaikh	Member
Mr. N. U. Badhe	Non - Teaching
Mr. Chalak Rushikesh	Student
Mr. Nikam Kaushal	Student
Ms. Gavit Mahima	Student
Mr Patil Dhiraj	Student
Mr. Deshmukh Nishant	Student
Mr. Patil Onkar	Student
Mr. Pravin Prabhakar Wagh	Student
Mr. Ghorpade Neeraj	Student
Ms. Patil Disha	Student
Mr. Prasad Shirshikar	NGO Member
Nominee of Police Administrator	Police

Functions & Responsibilities of Anti-Ragging Committee:

1. To ensure compliance with the provisions of Anti-Ragging regulations as well as the provisions of any law for the time being in force concerning ragging.
2. To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
3. To carryout regular checks for any ragging activity.
4. To carryout surprise checks in ragging prone zones.
5. To investigate the cases and to make recommendations on actions to be taken.

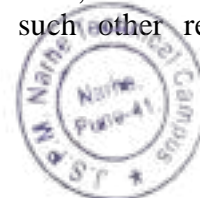


5. COMPOSITION OF ANTI RAGGING SQUAD COMMITTEE

Name	Designation
Dr. M. M. Sardesmukh	Chairman
Dr. S. A. Choudhari	Member
Mr. J. B. Kulkarni	Member
Mr. S. S. Bansode	Member
Mrs. M. S. Deokar	Member
Mr. R. P. Kattimani	Member
Mr. S. S. Divekar	Member
Mr. A. S. Patil	Member
Dr. S. W. Shaikh	Member
Mr. N. U. Badhe	Non - Teaching
Mr. Chalak Rushikesh	Student
Mr. Nikam Kaushal	Student
Ms. Gavitt Mahima	Student
Mr Patil Dhiraj	Student
Mr. Deshmukh Nishant	Student
Mr. Patil Onkar	Student
Mr. Pravin Prabhakar Wagh	Student
Mr. Ghorpade Neeraj	Student
Ms. Patil Disha	Student
Mr. Prasad Shirshikar	NGO Member
Nominee of Police Administrator	Police

Responsibility of Anti-Ragging Squad:

1. Makes surprise visits on hostels and other places vulnerable to incidents and having the potential for ragging and is empowered to inspect such places.
2. Anti-Ragging Squad conducts an on-the-spot enquiry into any incidents of ragging reported.
3. Anti-Ragging Squad conducts such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.



6. DISCIPLINE COMMITTEE

Sr. No.	Name of Member	Designation	Position in Discipline Committee
1.	Dr.S.L.Borse	Professor, Mechanical	Chairman
2.	Dr.P.V.Yadav	Asso.Professor	Member
3.	Dr.S.B.Sonkamble	Professor	Member
4.	Mrs.N.R.Kadam	Asst. Professor	Member
5.	Mr.Y.K.Poul	Asst. Professor	Member
6.	Mr.S.S.Salunkhe	Asst. Professor	Member
7.	Mrs.Deepika Sarwate	Asst. Professor	Member

Following measures shall be taken by this committee for maintaining discipline in institute.

1. Identity card will be issued to all the students. They should produce their identity cards on demand.
2. Students are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
3. Students should not arrange any function, meeting, or religious gathering within the campus without special permission of the authorities.
4. No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements.
5. Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel & Institute.



7 A. GRIEVANCES REDRESSAL CELL

Sr. No.	Name of the Committee Member	Committee Designation	Contact No
1	Dr. M. M. Sardeshmukh	Chairman	8380088112
2	Dr. S. A. Choudhari	Nodal Officer	7972166710
3	Dr. A. S. Patil, HOD, E &TC Engg. Dept	Member	942225913
4	Dr. S. B. Khaple, HOD Civil Engg. Dept	Member	7407545606
5	Mrs. S. P. Naik, HOD Computer Engg. Dept.	Member	9552615820
6	Dr. M. A. Kumbhalkar, HOD Mechanical Engg. Dept	Member	9960863684
7	Prof. R. M. Kapse, HOD, Engg. Science Dept	Member	9156092033

Functions:

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge, Students' Grievance Cell. In case the person is unwilling to appear in self, grievance may be dropped in writing at the letter box / suggestion box of the Grievance Cell.

1. The cases will be attended promptly on receipt of written grievances from the students.
2. The cell formally will review all cases and will act accordingly as per the Management policy.
3. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities



8. INTERNAL QUALITY ASUURANCE CELL (IQAC)

Sr.No.	Name of the Member	Designation	Committee Designation
1	Dr. M. M. Sardeshmukh	Head of Institution	Chairman
2	Dr. M. R. Vitkar	Management representative	Member
	Dr. S. A. Choudhari	Dean Engineering	
3	Dr. S. S. Solanki	Dean MCA	Member
4	Dr. S. B. Khaple	HOD, Civil Engg	Member
6	Mr. N. U. Badhe	Office Superintendent	Member
8	Mrs R. S. Yadav	In charge AMC	Member
9	Mr. S. B. Hankare	Teacher – Mechanical	Member
10	Dr. M. P. Hajare	Teacher- E& TC	Member
11	Dr. S. B. Sonkamble	Teacher- Computer	Member
12	Mr. S. B. Bansode	Teacher -Civil	Member
13	Dr. Sandip Salunkhe	Teacher- MBA	Member
14	Mrs. Sarwate Deepika	Teacher- MCA	Member
15	Mrs. K. P. Banne	Teacher-FE	Member
16	Mr. Prasad Shirsikar	Nominee Head Sevasahyog Foundation	Member
17	Mrs Kulkarni P. S.	Nominee Head Sevasahyog Foundation	Member
18	Mr. Ankitkumar Singh	Student Representative	Member
19	Mr. Kiran Ladhane	Alumini Representative	Member
20	Mr. Vitthal Katkar	Parent Representative	Member
21	Mr. Sushil Bhagat	Industry Representative	Member



22	Dr. S. W. Shaikh	Associate Professor – E&TC	Director IQAC
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Functions of IQAC shall be as follows:

Some of the functions expected / initiated from the IQAC are:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.



ACADEMIC MONITORING CELL (AMC)

Sr. No.	Name of Member	Designation	Position in AMC
1.	Mrs.R.A.Yadav	Asst. Professor, Mechanical	Coordinator
2.	Dr.M.P.Hajare	Asst. Professor, ETC	Member
3.	Mrs.Mahadevi Namose	Asst. Professor, CSE	Member
4.	Mr.S.B.Hankare	Asst. Professor, Mechanical	Member
5.	Mr.S.S.Bansode	Asst. Professor,Civil	Member
6.	Mr.S.S.Salunkhe	Asst. Professor, MBA	Member
7.	Mrs. Deepika Sarwate	Asst. Professor, MCA	Member

Functions/responsibility / duties of AMC:

1. To ensure that all departments have done proper planning before the start of the academic year for conduction of academic activities like lectures, clinical postings and tentative examination dates
2. To ensure that effective teaching – learning is taking place throughout the academic year.
3. To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning
4. To ensure that slow learners and advanced learners are taken care as per their needs
5. To ensure that students are mentored for academic as well as personality development
6. To ensure the attainment of course outcomes and eventually the program outcomes.
7. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
8. Documentation of the various programmes /activities leading to quality improvement.
9. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
10. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
11. Development of Quality Culture in the institution.
12. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC



TRAINING AND PLACEMENT CELL

Sr. No	Name	Designation	Role in Committee
1.	Dr. M. M. Sardeshmukh	Director	Chairman
2.	Mr G H Bhosale	Assistant Professor, TPC	Member
3.	Mr S S Bhosale	Assistant Professor, TPC	Member
4.	Mr A D Avhad	Assistant Professor, TPC	Member
5.	Mrs Priyanka Balge	Assistant Professor, TPC	Member
6.	Mrs Tejal Rane	Assistant Professor, TPC	Member
7.	Mrs S S Joshi	Assistant Professor, TPC	Member
8.	Mrs Anuradha Hajare	Assistant Professor, TPC	Member
9.	Mr S M Patil	TPO	Secretary

Functions and responsibilities of the Training and Placement Cell are as follows:

1. To monitor the overall activity of placement.
2. To improve quality of the student's training process.
3. To increase placement related activities.
4. To provide placement assistance to the students.



RESEARCH AND DEVELOPMENT CELL (R & D)

The Research and Development (R&D) cell was established in 2015 to promote research activities among the faculty members, scholars, and students of the college. Its objectives include developing a strategic plan for scientific and technological research, supervising and executing new research initiatives, and encouraging interdisciplinary and multidisciplinary research. The R&D cell also aims to facilitate academic research collaborations with national and international institutions and universities, partner with government and private industries, and manage government-funded and private-funded projects. These efforts are directed towards developing new or existing products, processes, or theses, and promoting the publication of research, securing intellectual property rights (IPR), and facilitating the transfer of technology.

Objectives of Research and Development cell:

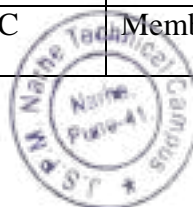
- Integrate research and education.
- Enable faculty members and students to transform the knowledge into research by adding incremental improvement to develop product so as to improve lifestyle of people.
- Promote research potential of faculty members with their innovative ideas.
- Generation of patents and IPRs.
- Ethics committee to Check Malpractices and Plagiarism in Research

The Research Committee

The institute has an Institute Research Committee (IRC) to monitor and address the Research issues at this center. Director of the institute acts as a chairman of this committee.

The Research Committee

Sr. No	Name of the Member	Designation	Role in Committee
1	Dr. M. M. Sardeshmukh	Director	Chairman
2	Dr. S. A. Choudhari	Dean, Engg	Member
3	Dr. S. L. Borse	Professor, Mechanical Engineering	Member
4	Dr. S. B. Sonkamble	Professor, Computer Engineering	Member
5	Dr. P. U. Gaikwad	Assistant Professor, Mechanical Engineering	Member
6	Dr. S. W. Shaikh	Associate Professor, E&TC	Member Secretary



Functions

- Identification of thrust areas in Engineering and Sciences
- Up-gradation of Research laboratories, need based Research Journals
- Provide guidance for submitting proposals to funding agencies such as SPPU ASPIRE, Department of Science and Technology (DST), Bhabha Atomic Research Centre (BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organisation (ISRO), Defence Research and Development Organisation (DRDO), Aeronautics Research and Development Board (AR&DB), Ministry of Information Technology, etc. and non-government bodies.
- Incentives for Research and IPR activities
- Enhance funds for Research from various funding agencies and Industries.
- Joint Research with industries and Co-guides from universities of national and international repute.
- Encourage UG and PG students to undertake real time projects from industries as well as projects of societal concern.
- MoUs with prestigious partners, including government bodies and various private limited companies.

Coordinator (Research & Development) will advise the Director in the matter related to:

- Frame rules for industrial sponsored research and consultancy.
- Create and maintain database regarding faculty expertise.
- Facilitate through R&D office faculty in procuring equipment necessary to conduct research/consultancy work, recruitment of project staff.
- Coordinator (Research & Consultancy) will chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences/seminar by the faculty members.

JSPM Narhe Technical Campus (JSPM NTC) is committed to serve the society by conducting research with the national and international standards. JSPM NTC creates an open platform to foster research culture and to pursue scholarly research activities. The researchers will abide by the research policy of the Institute in accordance with the two key principles namely, Quality and Ethics.

1. Collaborative Research Project

The faculty shall apply for funding support from the Govt / Industries, to do Sponsored/ Collaborative research based on the call for proposals from the agencies.

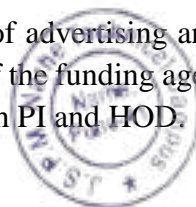
A Research and Development Committee (R&D) shall be constituted that comprises of Principal Investigator, Subject Expert, Dean, HOD for proposal assessment.

The PRC shall forward the proposals upon review to the Director for approval towards the submission of proposals to the funding agencies

The Principal Investigator shall then submit the application along with supporting documents based on the approval to the Funding Agencies Website.

The PIs shall create a new Head of A/c and prepare a Stock Register with proper entries of purchase of Recurring and Non-Recurring items upon sanction of the project by the funding agency.

The PIs shall appoint a Project fellow (if applicable) by means of advertising and then selection shall be done by conducting the interview based on the budget approval of the funding agency. The interview panel should be constituted with one external expert member along with PI and HOD.



The PIs shall attend the Progress Review Meeting (Once in six months) conducted by the Progress Review Committee that comprises of Principal, Dean-R&D and expert members. The PIs shall submit the Half yearly Progress Review Report to the Dean concerned.

The PIs shall prepare Project Completion Report on completion of the project duration according to the guidelines of the funding agency.

The PIs shall prepare the Utilization Certificate (UC) duly signed by the Auditor.

The PIs shall submit the Project Completion Report, Utilization Certificate and Publications / patent list to the Sponsoring agency through the Dean and the Principal

2. Financial Support & Accounting

Within the framework of a sponsored project, PIs shall be permitted to have consultancy fee/honorarium if the sponsor so approves.

Depending on availability of funds under Travel head and with the approval of the Director, expenses (TA, DA, Registration Fee, etc.) for presenting papers in National Conferences and International Conferences in fields relevant to the project shall be given to PIs from the project fund and research activities.

On recommendations of PIs and with the approval of Principal, project staff and students in the projects may be permitted to avail seed money. If funds are available under Travel head, then TA, DA and Registration Fee support may be provided.



**UGC REGULATIONS
ON MINIMUM QUALIFICATIONS
FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES
AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN
HIGHER EDUCATION**

2010

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Part III Sector 4*

**University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110002.**

No.F.3-1/2009

30 June, 2010

- 15.1.** The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College. Direct teaching-learning process hours should be as follows:

Assistant Professor	16 hours
Associate Professor and Professor	14 hours

- 15.2** A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

16.0 SERVICE AGREEMENT AND FIXING OF SENIORITY

- 16.1.** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy of the same should be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the rates applicable.

- 16.2.** The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record.

16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0. CODE OF PROFESSIONAL ETHICS:

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:



- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;

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- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;

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- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



JAYAWANT SHIKSHAN PRASARAK MANDAL'S
JSPM Narhe Technical Campus, Narhe Pune
(Approved by AICTE, New Delhi & DTE Maharashtra Govt. Affiliated to SPPU, Pune)

DTE College Code: 6755



**HAND BOOK
CODE OF CONDUCT FOR STUDENTS**

Quality education is the fundamental right of every Indian citizen. Quality Education lays the good foundation for Individual growth. Jayawant Shikshan Prasarak Mandal (JSPM) committed to impart quality education, to create skilled man power to the nation.





JAYAWANT SHIKSHAN PRASARAK MANDAL'S

JSPM Narhe Technical Campus, Narhe Pune

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About Institute:

JSPM began its humble journey under the visionary leadership of Dr. (Prof.) T. J. Sawant in 2001 with the establishment of Rajarshi Shahu College of Engineering at Tathawade. Today JSPM is an agglomerate of more than 70 Institutes spread across Six campuses providing quality education ranging from Pre-School to Doctoral Research for over 50000+ students in the metropolitan region of Pune and Pimpri-Chinchwad.

Armed with the vision of making higher education available and affordable to all those who are desirous of pursuing it, JSPM has in a short span expanded itself into a major education provider across Maharashtra.

Along the way JSPM has also acquired two more education trusts The Shetkari Shikshan Mandal and Shri Bhagwant Education and Research Charitable Trust Barshi.

Vision statement:

To satisfy the aspirations of the youth force, who wants to lead the nation towards prosperity through techno-economic development.

Mission statements:

To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.





JAYAWANT SHIKSHAN PRASARAK MANDAL'S

JSPM Narhe Technical Campus

Narhe Pune

Notification

Subject: Code of Conduct

It is hereby notified and informed to all concerned that the Office of JSPM NTC , Pune, has prepared a Code of Conduct Handbook for the students of JSPM NTC. Students studying at JSPM's NTC Narhe are required to abide by this Handbook and submit an undertaking to the admin office whereby they agree to follow and abide by all rules and regulations as prescribed in the Code of Conduct as well as those that may be prescribed elsewhere from time to time.

**Director
JSPM NTC Pune**



PREAMBLE

The Code of Conduct Handbook for Students of JSPM NTC Narhe Pune is framed to foster and protect the core mission and vision of the institution, and the students pursuing scholarly study and ensure the holistic development of its key constituents in a safe and secure learning environment. It also ensures to protect persons, properties and processes that support the institution. Institute is morally responsible to students and other stakeholder, and strives to enhance their experience by providing an opportunity to teach and learn in a campus free of any disruption. In order to excel in this pursuit, it is necessary to have rules and regulations to maintain order and discipline, and mark the boundaries to these freedoms.

Students are members of the institution and citizens of the India. Students are expected, as learners, to behave responsibly for which they are accountable to the stakeholder community. It is presumed that students after seeking admission to the courses at the JSPM NTC will conduct themselves in an appropriate and responsible manner. High standards of academic and professional integrity and honesty are expected from students (UG, PG) and they are required to respect the rights, students, and property of other members of the academic community.

Students are required to refrain from any conduct that would interfere with institution functions or endanger the health, welfare or safety of other persons either inside or outside the premises of the JSPM Narhe Technical Campus. Students will not discriminate against self or others on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status. Students will not conduct themselves in a manner, which is prejudicial to any law of the land and their conduct will aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.



APPLICABILITY

The Code of Conduct Handbook is applicable to all students of the JSPM's JSPM NTC enrolled in both full-time course and at the established academic unit and pursuing undergraduate, postgraduate, as well as other courses run by various department. The term 'student' refers to persons who are enrolled for a particular course offered by the JSPM NTC affiliated SPPU, Pune for a term semester. The Code is applicable to all students enrolled in the established educational campus of the JSPM NTC

Any activity that causes the destruction of property belonging to the JSPM's JSPM NTC; any conduct of the members of the JSPM's JSPM NTC community that causes harm to their health or safety; and any activity in which a police report has been filed, a summon or indictment has been issued or an arrest has occurred for any act or omission, will be constituted as a breach of the JSPM Narhe Technical Campus Code of Conduct.

Students will continue to be subjected to the laws of the land while at the institution and any violations of those laws may also constitute violations of the Code. In such instances, the JSPM's JSPM NTC will proceed with disciplinary action as under the Code of Conduct and independently of any criminal proceeding involving the same conduct imposing sanctions for the violation of the Code of Conduct, even if such criminal proceeding is not yet resolved.

JURISDICTION

The Code of Conduct applies to both the on-campus and off-campus conduct of all students of JSPM Narhe Technical Campus and is in force at all the established educational campuses of the JSPM's JSPM NTC.

The Code of Conduct covers off-campus behavior during:

- I. Industry Internships, field trips, as well as study in any other institution of JSPM's.
- ii. Research at another institution or a professional practice assignment.
- iii. Student activities: sponsored, conducted authorized by the JSPM NTC or by a registered Student organization (Student Forums of IETE,ISTE,CSI etc.).



MISCONDUCT

Misconduct by any student or an attempt to flout the Code of Conduct is explained subject to appropriate disciplinary action. The instances of misconduct include, but are not restricted to the following:

General discipline

1. Students are expected to conduct themselves at all the times in the classroom and on campus in a manner that enables them to qualify as responsible citizens.
2. The use of mobile phones, pagers and other wireless equipment is prohibited in the working areas of the JSPM NTC, which include the classroom, corridor, library and laboratories. The violation of this rule will lead to the confiscation of the instrument by the authorities with written warning to the student. The instrument will be returned only at the end of the course program.
3. The instances of misconduct are included in further part of this Handbook and are required to be obeyed by the students, implicitly. Disciplinary action will be taken against students violating these rules.
4. Discipline proceedings, Punishment, Penalties and the Grievance Redressal Mechanism will be conducted as mentioned in this hand book.

CENTRAL LIBRARY RULES AND REGULATIONS

- All library users are required to enter their names and sign the register provided at the Entrance.
- Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
- Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- Borrowers shall replace lost or damaged library materials with new versions of the same.
- Renewal of library book and of the educational materials are generally allowed if no Reservation has been made for the same.
- Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library (BOOK SECTION).
- Case studies and project reports will not be issued to students and are for library reference purpose only.



- Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
- Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments in reading room of library.
- The membership of the library is not transferable.
- Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- All library users are expected to read the notice board or browse the library website for library timings and other services relevant to library.
- The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- Students are requested to maintain the dress code of the JSPM'S JSPM NTC while they are in the library.
- Students should return all the borrowed items from the library clear all fines and return the library ID card before leaving the Institution.



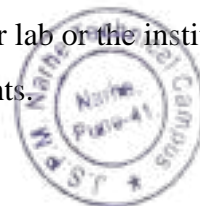
COMPUTER LAB RULES AND REGULATIONS

A. Entry/Exit

- Only students, faculty and staff of respective departments are allowed inside the computer lab.
- Visitors are allowed inside the lab only and with prior permission from the appropriate Authorities (Lab incharges, HOD, Principal).
- Students are required to sign the register at the time of entry and exit from the computer lab.
- Students should be dressed in a formal attire (as per the dress code stipulation of the institution) to gain entry into the lab during working hours.
- Any kind of footwear inside the lab is strictly prohibited.
- Students shall not carry any storage device such as CDs, PDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course (practical of the subjects).

B. Inside the Lab

- Students have to maintain silence at all times in the lab.
- Students will occupy the computer systems as identified by the lab-in-charge.
- Students will login with their username and password.
- Where the students have carried storage devices such as pen drives and CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- Students should not attempt to access IT servers of JSPM NTC and respective Dept.
- Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from Dept. servers located in the Computer lab, or anywhere else on the educational campus machines as well as server. The Internet facility at the institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- Whenever a student has copied any data or Computer program from the Computersystem, the same should be shown to the lab-in-charge for verification or approval.
- The lab-in-charge, system administrators inside the Computer lab or the institution is not responsible for the loss of any personal property of the students.
- Any kind of food are prohibited inside the Computer lab.



- Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned to the student only at the end of the course by informing to parents.
- Chatting and talking is prohibited in all the Computer labs of the institution.
- Students are prohibited from visiting any sites that do not add learning value or are illegal.
- Students should use the computer lab only for academic learning.



MEDIA CONTACT

Students of JSPM NTC are prohibited from interacting or speaking on behalf of or for the JSPM NTC with any media organization or publication. Students on their own are also not allowed to invite any media person without the written or verbal permission of the Registrar or any other authorized body or persons of the JSPM NTC.

Recording of photo images/video recording without the knowledge of another person

Using electronic media, inviting outside media or engaging an outside person or media to video record actions without the permission of an individual is an offence likely to be punished. Exhibiting pornographic material or emailing pornographic material or using other forms such as SMS through mobiles etc. will not be tolerated by the institution and is a criminal offense punishable. The Recording, exhibiting, broadcasting or displaying of such materials, causes injury, distress, or damage to reputation of the JSPM NTC and harms its self-integrity as also of the community of scholars and learned. The storing, sharing and distributing of such unauthorized records by student by any means is also prohibited.

RESPONSIBLE USE OF SOCIAL MEDIA

Social media sites, as with most other web sites, are public and easily searchable. The use of social media brings with it a greater need for personal responsibility, particularly when engaging in online discussions or webchats as well as when exchanging or posting information using web based platforms. While the JSPM NTC has clear guidelines and policies regarding certain aspects of its operation, for example academic policies by students, IT and library, among others, these do not explicitly cover all the aspects of the usage of social media. The primary purpose of this policy is:

- To encourage good and responsible practice in the use of social media
- To protect the interest of the JSPM NTC, Narhe and its stakeholders including faculty, staff, students, alumni, industry persons and other secondary stakeholders.
- To promote an effective and innovative use of social media



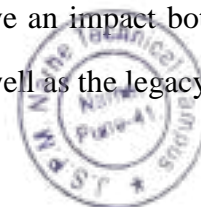
Social Media Regulation

1. Students will post meaningful and respectful comments: no spam and remarks that are off topic or offensive will be passed on social media.
2. Students always pause and think before posting any comment or remark and reply responsibly to comments when a response is appropriate.
3. Respect and honor proprietary information, content and confidentiality, when disagreeing with other's opinion, keep it appropriate, polite and respectful.

Judiciousness in posting content

Students will ensure that their efforts to be conversational do not violate JSPM's JSPM NTCs privacy, confidentiality and proprietary guidelines. Student will seek permission to publish or report on content (academic and administrative) that are meant to be private or for the internal to the institution. All statements must be true and not misleading, and all claims must be substantiated and approved. Confidentiality of all academic and administrative content must be maintained at all times by student, when in doubt, approach admin authorities.

Student will never comment on anything related to academic or administrative matters without the appropriate approval of institution offered. Also please be smart about protecting yourself, your privacy and the institutions confidential information. What you publish is widely accessible and will be around for a long time, hence considering the content carefully. The lines between public and private as well as that between personal and professional content are often blurred on social Media. By identifying yourself as a student of JSPM's JSPM NTC, you may influence perceptions about the JSPM's JSPM NTC, particularly for those who have access to your social network profile or weblog. All content associated with the student will be consistent with your position at the College and with the Departments values and professional standards. Unprofessional postings by others on a student's social media page may reflect very poorly on the student. Please monitor another's postings on your profile and strive to ensure that the content will not be viewed as unprofessional. It may be useful to block such postings from individuals. Students will help monitor their peers by alerting them to any unprofessional or potentially offensive comments made online or on social media platform. Please help to protect the good name of your institution as well as that of yourself, your peers and friends. Student are required to follow through on this document both in letter and spirit. They will have an impact both on their life and the career that they themselves wish to build for as well as the legacy that they want to create for their alma mater.



Responsible behavior

Every student has a duty to understand and abide by the policy and guidelines with regard to the responsible use of social media. A lack of knowledge of JSPM's JSPM NTC policy will not be accepted as an excuse for failure to comply with the Code of Conduct on it. Any non-compliance by the students shall be subject to appropriate reprimand and disciplinary action.



STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP, CLASSES

1. Students are to report for the required laboratory and workshop sessions on time.
2. Students are required to wear workshop uniforms as prescribed by the JSPM NTC. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
3. All Laboratory equipment/workshop machinery/appliances need to be handled with care by students.
4. Students must intimate the faculty, laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
5. Any damage caused to equipment/machinery/appliances will be recovered by the respective Department from the concerned student/students.
6. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
7. Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/Workshop is strictly prohibited.
8. All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
9. Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.



ACADEMIC CONDUCT

Punctuality

Students are required to be punctual for their classes, practical as well as for seminars, presentations and assessment tests.

Academic misdemeanor

The following are considered as serious offences at institution, and may result in the immediate dismissal from the course. The Registrar (Examination and Evaluation) records all offences for any future reference.

Plagiarism

Plagiarism occurs when a student submits work (project report (UG & PG)) that steals and attempts to pass off another's ideas or words, or that uses another's work product without properly crediting the source. In such cases, the parties involved will forfeit marks available for a given assignment/project.

Academic misconduct

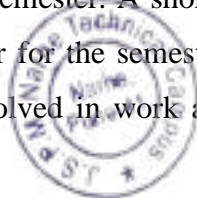
Students engaging in any form of activities construed as cheating, copying, assisting others or receiving any form of assistance during the examinations will be subject to disciplinary action. Any breach of requirements relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a „gross misconduct“ and a flagrant violation of the Code of Academic Integrity. The Registrar (Examination & Evaluation)/Dean will refer the matter to the Academic Standards Committee/Enquiry Committee, which can take any action deemed necessary.

Proxy signatures

Signing in by proxy in classroom attendance or elsewhere by students amounts to signature forgery and will be treated as a criminal offence by institution. Students involved in such forgery will be liable to prosecution.

Attendance Requirements

Every student is expected to have a minimum of attendance as prescribed in the academic instructions of SPPU for different courses during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the semester-end examination. An exemption of attendance may be given to students involved in work assigned to them by the



institution. This will be entirely at the discretion of the Dean of Academics. Attendance at special seminars and guest lecturers is compulsory for students.

RAGGING

Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the institution for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law. Students must take note that ragging results in dismissal from the institution. The attention of the students is also drawn to the judgment committee wherein it is mandatory for the institution to file a complaint with the higher authority and with all resulting consequences as per “The Circular of the Education Department, Government of MAHARASHTRA on Prohibition of Ragging in Colleges and Hostels.”

Anti-Ragging Measures

1. Government/University Grants Commission (UGC), guidelines notified *vide* no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at JSPM NTC, Narhe.
2. In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof: Expulsion from the institution/hostel, Suspension from the classes, Fine with a public apology withholding of scholarship or other benefits extended to those involved in ragging, Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected withholding examination results entering the ragging incident on the Transfer Certificate/Migration Certificate of the students, which may adversely affect their career.
3. No placement assistance to. Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
4. The student is required to submit an anti-ragging affidavit as per the UGC/AICTE notification.
5. Continuous watch and vigil over ragging by committee and the committee will promptly deal with the incidents of ragging brought to its notice
6. The JSPM's JSPM NTC will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.



7. Students are encouraged to report any ragging act witnessed or experienced by them to the institution's administrators, faculty, Student Affairs and Grievances Committee or other any staff member with whom the student may feel comfortable. The JSPM NTC ensures the confidentiality of such a disclosure by the student.

Disciplinary Action

The Student Affairs and Grievances Committee will deal with all disciplinary matters. The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and take action according to the due process of law. The Student Affairs and Grievances Committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary. The decision of the committee shall be final and binding.



PAYMENT OF FEES

- All fee payments to the JSPM NTC will be made on or before the date specified by the JSPM.
- Failure to make fee payments by students on time will invite appropriate penalties as the Institution may prescribe which also includes the cancellation of admission of the defaulting student.
- The fees for the entire course/program will be paid by the student who intends to discontinue for any reason whatsoever and at any time during the course/program in accordance with DTE rules and regulations.



SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to such conduct is made a term or condition for participating in educational courses; (ii) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student; (iii) such conduct has the purpose or effect of unreasonably interfering with a student's academic performance thereby creating an intimidating, hostile or offensive working or learning environment.

Some examples of sexual harassment may include, but are not limited to the following:

Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtones

1. Written forms include suggestive or obscene letters, notes and invitations.
2. Verbal forms include derogatory comments, slurs, jokes and epithets.
3. Physical forms include assault, unwelcome touching, impeding or blocking movements.
4. Visual forms include leering, gesturing, display of sexually offensive objects, pictures, cartoons or posters.

Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes:

1. Unnecessary touching, patting, hugging or brushing against a student.
2. Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.
3. Continued expressions of sexual interest after being informed that the interest is unwelcome.
4. Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behavior.
5. Retaliating against a student for reporting or threatening to report sexual harassment.



DRESS CODE

All students are expected to be appropriately attired-formally dressed while in Administrative Building, Learning Center and Laboratories at all times on designated day. On Saturday students may wear smart casuals. One can be casually, but appropriately and decently dressed at other locations in the campus.

- Men will wear formal trousers, formal shirts and leather shoes and women will wear formal trousers, formal suits, *salwar kameez* or *sarees*.
- All students are required to wear suits/blazers/sarees on formal occasions, during special seminars and presentations and other functions organized by the institution.
- Distinguished guests and visitors frequently visit the institution and its educational campuses and therefore, students must bear in mind that they are projecting the image of the JSPM NTC.



DISRUPTIVE CONDUCT

Disruptive conduct is termed as conduct that is intentionally disruptive, substantially obstructs or disrupts the teaching in the JSPM NTC; restricts the freedom of movement or other lawful activities on JSPM NTC premises; or in connection with any college-sponsored event or activity.

Discrimination

Engaging in verbal or physical behavior directed at an individual or a group based on origin, race, creed, gender, religious belief, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them.

Discrimination as a form of disruptive conduct includes remarks made by a student that are derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or communicated as graphic messages, either in words or pictures, and which demonstrate a bias or discrimination against any individual or group within the campus of JSPM NTC

Falsification

Falsification means willfully providing JSPM NTC offices or officials with false, misleading or incomplete information; forging or altering official institutional records or documents; either Further conspiring with or inducing others to forge alter JSPM NTC records and documents.

Refusal to identify

Refusal to identify means falsely identifying oneself when requested by an authorized JSPM NTC official including members of the hired security personnel. Signing in by a student of proxy attendance amounts to signature forgery and this will be treated as a criminal offence by respective department of institution. Students involved in such forgery will be liable to prosecution.



Illegal or unauthorized possession or use of weapons

Illegal or unauthorized possession or use of a weapon by a student means possessing or using weapon or articles and substances which are usable as weapons and include, but are not limited to: firearms, incendiary devices, explosives which are dangerous, biological or chemical agents. The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.

Illegal or unauthorized possession or the use of drugs, alcohol and smoking

JSPM NTC strongly believes in a „Drug Free Campus“. It is policy of institution that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.

- i. Possession of paraphernalia associated with the illegal use, possession or manufacture of a controlled substance is also prohibited.
- ii. Smoking as a policy is prohibited inside the premises of all the campuses including the halls of residence hostels of the JSPM NTC. This is considered a serious offense and is likely to be prosecuted under disciplinary action.

Unauthorized access and use

Unauthorized access and use means accessing without authorization from JSPM NTC by a student such as its property, facilities, services, information systems and obtaining or providing to another student or person the means of such unauthorized access, which includes but is not limited to using or providing without authorization keys, access cards or access codes of the JSPM NTC. Unauthorized access and use also include using the JSPM NTC's telecommunications, data communication networks for illegal or improper purposes or in violation of JSPM NTC's regulations and policies, or related laws.

Act of violence, threatening, harassing, or assaultive conduct

An act of violence and threatening, harassing or assaultive conduct by a student means engaging in conduct that causes injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes but is not limited to threatening, harassing or assaultive conduct. A student who engages in such conduct is liable for disciplinary action under the JSPM NTC code of conduct.

Theft, property damage and vandalism

Theft, property damage and vandalism by a student includes theft, embezzlement, damage, destruction, unauthorized possession or wrongful sale or gift.

Public display of affection

JSPM NTC promotes a healthy interaction between genders at its educational campuses provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact by students in public places is banned and is construed as a punishable offence.

Students of JSPM NTC are refrained from displaying public affection towards another student and at all the establishments of the institution. Students are required to maintain decency in behavior and discipline at all times and must refrain from indulging in boisterous activities including birthday celebrations. Festival celebrations, however, can be planned with prior approvals.



VEHICLE PARKING

1. Students who wish to avail of the Parking facility for two and four wheelers are to register with the JSPM NTC admin office by paying a nominal fee (if any) and obtain the parking sticker. Displaying the sticker on the vehicle is mandatory to gain entry into the educational campuses of the JSPM NTC. Without the parking sticker the vehicle is not allowed inside the educational campuses. The parking sticker will be issued to the student upon submitting a copy of valid driving license. Parking facility on the central campus is limited, and can be obtained on a first-come-first-served basis.
2. Vehicles are not permitted beyond the parking lot and students are advised to follow all precautions for safe driving.
3. Parking is at the owner's risk and the JSPM S JSPM NTC shall not be responsible for any loss or damages to their vehicles.
4. The concerned student will be held responsible for any violation of rules even if the vehicle is not driven by student.



HELMET COMPULSORY

Helmet use is effective at reducing head injuries

Wearing a helmet is the single most effective way of reducing head injuries and fatalities resulting from motorcycle and bicycle crashes. Motorcyclists who do not wear helmets are at a much higher risk of sustaining head injuries and from dying from these injuries. In addition, riders who do not wear helmets place additional costs on hospitals while the disability that results from these head injuries incurs costs at an individual, family (or career) and societal level. There is considerable research that has been conducted on the effects of wearing a helmet on the risk of a head injury as a result of a collision. The results show slightly different effects, depending on the study type, population, situation etc. Consequently it is useful to examine this research collectively – in what is known as a *systematic review* on the topic of interest. Systematic reviews of studies are a means of objectively examining the evidence for a particular claim (in this case, helmet use in preventing head injury) and combining the results in a way that minimizes any bias. Reviewers conducting such reviews search widely for all the studies on the topic and include those of a sufficiently high methodological quality. So every (student) bike riders should wear the helmet while riding the bike.

NON VEHICLE DAY

Vehicle Free Day aims to remove the heat off the planet for just one day by encouraging people to be less reliant on their vehicle and try alternatives. We can stop pollution, reducing traffic jam, we can shorten our journey, we can enjoy nature, ultimately we can save money.



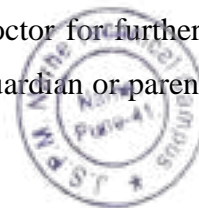
GIRLS HOSTEL RULES AND REGULATIONS

All girls students residing in the Hostels will follow the rules and regulations mentioned below including those that may be framed from time to time. Failure to follow these rules by students will invoke disciplinary action from the JSPM.

- Students residing at the hostels will return to their respective rooms before the deadline for the entry in the night, and will log their entry. Failing to sign in will result in the student being marked as absent from the Hostels. Students seeking to stay out beyond the time limit shall seek written permission in advance from the hostel management and submit the same to the Hostel rector. Failing to follow this procedure can result in the eviction of the student from the hostel immediately without notice.
- Students will adhere to the Hostels and the educational campus entry timings. Failure to adhere to the timings will invite disciplinary action. Students who wish to stay out of the Hostels in the night occasionally for genuine reasons, upon having secured the permission from their respective parent/ guardian, may do so by submitting appropriate Leave forms to the hostel warden. In the case of Undergraduate students, the Leave form must necessarily be accompanied with the written consent of the parent/guardian.
- Students residing in the hostel are not permitted to change their hostel rooms allotted in hostels and without prior permission from the hostel management.
- Students residing in Hostel will pay the hostel charges for 12 months, irrespective of academic vacations. At the time of joining by the student. Hostel charges for the subsequent period(s) must be paid on or before the date notified. The Hostel charges may be revised as per the decision of the management.
- Students residing in the hostels will retain the allotted room till the completion of the course. At the time of vacating the hostels, the student must submit the „No Dues Certificate“ from the hostel management along with the room keys, hostel identity card and original deposit receipt. The deposit will be refunded to the students after deducting maintenance charges fine (if any).



- ❑ Students who choose to use the hostel facilities are required to use hostel facilities for the entire duration of the course. If they seek to vacate in the middle of the course they have to pay the hostel charges for the entire period of the course. However, the student can vacate the hostel if and when the option is given to them by a separate notice by the JSPM NTC. Undergraduate students must obtain written consent of their parents to discontinue availing hostel facility.
- ❑ All valuables (cash, jewelry, clothes, laptops, transistors, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or theft of such items.
- ❑ Cooking and cooking equipment are not allowed in the hostels. No electrical appliances such as electric irons, heaters, electrical coils, etc., are to be used in the room. The violation of this rule will result in the confiscation of such items as well as a penalty. Student residents are expected to be considerate to others and should refrain from noisy activities at all times.
- ❑ Playing of loud music or engaging in activities that may disturb other residents or neighbors is prohibited. The student residents are collectively responsible for keeping the premises clean and organized. Hostel residents are required to clean their rooms and to keep a dustbin in each room. Scribbling, spitting or hanging posters/art on walls is strictly prohibited. Similarly, Drilling, nailing and fixing other fixtures are not allowed.
- ❑ The JSPM NTC reserves the right to periodically check allotted rooms in the Halls of Residence and hostel rooms.
- ❑ Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches are turned off and that water taps are closed while not in use.
- ❑ Damage or loss caused to JSPM's properties (both movable and Immovable) by student residents such as furniture, fittings, etc. will be repaired or replaced by the JSPM NTC at the expense of the defaulting hostel residents.
- ❑ Parents or guardians may visit the hostels only with prior permission obtained from the hostel management. Parents and guardians are not allowed to stay in the hostels.
- ❑ The hostel management along with student representatives are responsible for taking care of health-related issues of student resident until the preliminary treatment is completed. In case of a medical emergency, the student resident are advised to use the campus medical ambulance facility to reach the nearest hospital or doctor for further treatment and the local guardian or parent will be informed. The local guardian or parent will have



to take or hospitalization charge thereafter and the entire responsibility for treatment and related expenses will have to be borne by the parents or local guardian. In case of contagious health problems, the student resident must vacate the hostels and will reside either in the parents' home or at that of the local guardian.

- Men are not allowed in the women's hostels and vice versa. The violation of this rule will result in an immediate eviction from the halls of residence or hostel, of the student resident and the suspension from classes for a period of seven days. These student residents can also be expelled from the JSPM campus immediately.
- It is imperative that student residents do not indulge in any activities that are considered inappropriate, unethical or illegal. Such activities include, but are not limited to the following: use of narcotics, smoking, drinking (consumption of liquor), use of *gutka*, use of abusive language, quarrels and arguments, driving without a license and proper documents, and rash driving, among others. Students residents found indulging in any of these activities and other such behavior considered detrimental to the image of the institution will be liable for disciplinary action by the disciplinary committee, which includes the filing of a First Information Report (FIR) with the local police for appropriate and necessary legal action, as well as expulsion from the hostels and from the institution.
- Indulging in any political activities or unwarranted dangerous activities that may cause of nuisance to neighbors and the neighborhood will be viewed seriously and can lead to expulsion of the student from the hostels and the institution immediately.
- Ragging, in any form, in the residing hostels as well as is prohibited. Ragging will be viewed seriously and dealt with as per the anti-ragging rules and regulations, which can result in the dismissal of the student residents from the JSPM NTC.
- All complaints must be recorded in the complaint book only.
- The JSPM NTC reserves the right to instruct any student resident to move from one room to another in the same the hostels or alternatively, from one hostel to another hostel, if need be, without explanation. Student residents are bound to carry out such instructions.
- The JSPM NTC reserves the right to change and introduce any new rules from time to time, in the larger interest of the JSPM NTC and the student residents. Rules and regulations formulated and those added from time to time are to be followed strictly. Violation of any rules and regulations will result in an immediate eviction of the student residents from the hostels and as well as a suspension from the institution. A student resident facing such charges will be asked to appear before the Policy Implementation/ Disciplinary Committee. This committee will hear the matter and take action according to the due process of law and pass resolutions for termination, suspension, penalty or any other action as deemed fit and necessary. The decision of the Disciplinary Committee shall be final and

binding.

- The hostel charges shall be revised whenever it is needed.
- JSPM's JSPM NTC promotes a healthy interaction between genders provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact in public places by student residents is banned and construed as a punishable offence.



DISCIPLINARY PROCEEDINGS

An incident of indiscipline/breach of the Code of Conduct by a student of JSPM NTC will be reported to the Disciplinary Committee. The defaulting student will be issued a Show Cause notice where necessary. Such students will appear before Disciplinary Committee which will hear and take appropriate action(s). The Disciplinary Committee will communicate the decision to the defaulting student(s) in writing, a copy of which will be sent to respective parents and relevant departments/sections of the JSPM NTC for appropriate action(s).



PUNISHMENT AND PENALTIES

One or more of the following courses of action can be taken when a student is found to have violated the student's Code of Conduct:

- A written letter of reprimand by the JSPM NTC resulting from a student's misconduct.
- Suspension* is a sanction that terminates the student's enrollment at the JSPM NTC for a specified period of time.
- Confiscation:** means confiscation of goods used or possessed in violation of the JSPM NTC regulations.
- Restriction of privileges:* means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, JSPM NTC events for a defined period of time.
- Withholding of Degree:** withholding of degree means the withholding of degree of a student otherwise earned for a defined period of time or until the completion of assigned sanctions.
- Dismissal:** is a sanction which permanently separates a student from the institution without opportunity to re-enroll in the future.
- Other sanctions:** other appropriate sanctions may be imposed by the competent authority of the JSPM NTC singularly or in combination with any of the sanctions noted above.



GRIEVANCE REDRESSAL MECHANISM

The Grievance Redressal Committee at JSPM NTC addresses the redressal of grievance of students. The students are informed about the existence of such a committee, the members and the procedure of submitting grievances.

The Grievance Redressal Committee

- i. Director
- ii. Dean
- iii. Two nominees from the academic community.

Procedure

- I. The aggrieved student is required to submit in writing the grievance or complaint to the Registrar, JSPM NTC.
- ii. The Registrar, JSPM NTC will convene a meeting within ten days of receiving the complaint.
- iii. The report of the Committee must be submitted to the Registrar, JSPM NTC and the same is to be placed before the PRINCIPAL/DIRECTOR within five working days of the meeting.
- iv. The decision taken would be communicated to the student within three further working days.

Further the student can appeal to the JSPM NTC Grievance Committee (appellate authorities) PRINCIPAL/DIRECTOR within five working days thereafter.



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JAYAWANT SHIKSHAN PRASARAK MANDAL'S
JSPM Narhe Technical Campus, Narhe Pune
(Approved by AICTE, NewDelhi & DTE Maharashtra Govt. Affiliated to SPPU,
Pune)



JAYAWANT SHIKSHAN PRASARAK MANDAL'S
NARHE TECHNICAL CAMPUS NARHE, PUNE
(Approved by AICTE, New Delhi & DTE Maharashtra Govt. Affiliated to SPPU, Pune)

DTE College Code: 6755



Survey No. 12/2/2 & 14/9, Pune Bangalore Highway, Taluka Haveli, Narhe, Pune, Maharashtra 411041

CODE OF CONDUCT FOR
TEACHERS

Quality education is the fundamental right of every Indian citizen. Quality Education lays the good foundation for Individual growth. Jayawant Shikshan Prasarak Mandal (JSPM) committed to impart quality education, to create skilled man power to the nation.





**JAYAWANT SHIKSHAN PRASARAK MANDAL'S
NARHE TECHNICAL CAMPUS NARHE, PUNE**

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About Institute:

JSPM began its humble journey under the visionary leadership of Dr. (Prof.) T. J. Sawant in 2001 with the establishment of Rajarshi Shahu College of Engineering at Tathawade. Today JSPM is an agglomerate of more than 70 Institutes spread across Six campuses providing quality education ranging from Pre-School to Doctoral Research for over 50000+ students in the metropolitan region of Pune and Pimpri-Chinchwad.

Armed with the vision of making higher education available and affordable to all those who are desirous of pursuing it, JSPM has in a short span expanded itself into a major education provider across Maharashtra.

Along the way JSPM has also acquired two more education trusts The Shetkari Shikshan Mandal and Shri Bhagwant Education and Research Charitable Trust Barshi

Vision statement: To satisfy the aspirations of the youth force, who wants to lead the nation towards prosperity through techno-economic development

Mission statements:

To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.



Preamble

- Recognising that education should be directed to all round development of human personality.
- Realizing the need for developing faith in the guiding principles of our polity viz. Democracy, social justice and secularism.
- Recognising the need to promote through education, our rich culture heritage, national consciousness, international understanding and world peace.
- Recognising that teacher's, being part and parcel of the social milieu, share the needs and aspirations of the students.
- Recognising the need to organise teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites.
- Realising that the community respect and support for the teaching community are dependent on the quality of teaching and teacher's proper attitudes toward teaching profession;
- Realising the need for self-direction and self-discipline among members of the teaching community.



The Code of conduct for Teachers - Purpose

Now a day professional educator strives to create learning environments that nurture the students. The Code of conduct sets out the key principles of good conduct and practice for teachers in JSPM Narhe Technical Campus, Narhe, Pune. It is intended to guide teachers' to ethical values and professionalism to create excellent teaching- learning environment.

The Engineering & Technical educator acts with conscientious effort to represent the highest ethical standards. The Code of Conduct has been developed for teaching staff of JSPM NTC, Pune; it identifies a set of principles, which describe the professional conduct, personal conduct and professional competence expected of a teacher by their colleagues and the community. It is based on the values set out in the accompanying *Code of Ethics – integrity respect and responsibility* - and draws on the Internationally Professional Standards for Teachers as well as codes of conduct for teachers. The Code is intended to encourage students and newly joined teachers to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as engineering teachers. A teacher shall endeavour to be a role model and shall act within the community in a manner which enhances the prestige of the teaching profession.



Core Values of Code of Conducts for All Teachers of JSPM NTC, Narhe, Pune:

Teachers' core work shall be educate and the following values emphasize the work of the teaching profession in JSPM's JSPM NTC, Narhe, and Pune. Following basic core values are reflected throughout the Codes and may be considered under the headings of:

Commitment

Teachers are committed to the highest standards of professional service in their teaching and understand that their professional obligation is to their students.

Quality of Education

Teachers shall promote and maintain the highest quality of educational experiences for their students. Teachers shall facilitate student progression in their learning and development and their effective engagement with the curriculum.

Student-Centered Learning

Teachers shall seek to create an environment where students are active agents in the teaching and learning process.

Responding to Change

Teachers shall acknowledge the changing nature of society and recognise their role in providing appropriate educational responses to cater for the identified needs of students. It is recognised that this is enhanced through mutual support from all stakeholders in engineering & technical education.



Professional Development

Teachers shall reflect on and continue to improve their own professional practice and are provided with opportunities to engage in professional development and the process of curriculum development.

Holistic Development

Teachers shall be committed to a holistic vision of education which includes the aesthetic, cognitive, intellectual, critical, cultural, emotional, imaginative, creative, moral, social, political, spiritual, physical and healthy development of their students.

Cultural Values

Teachers see themselves as providing opportunities for the development of awareness and appreciation of cultural values.

Social Justice, Equality and Inclusion

Teachers in their professional role show commitment to democracy, social justice, equality and inclusion. They encourage active citizenship and support students in thinking critically about significant social issues, in valuing and accommodating diversity and in responding appropriately.

Collegiality

Teachers shall work in collegiality with colleagues in the interests of sharing, promoting, developing and supporting best professional practice.

Collaboration

Teachers shall work collaboratively with students, parents, institute management, teacher educators and other professionals in developing shared goals towards the achievement of high quality education for all.



Respect

Teachers respect students, parents, colleagues, institute management, co-professionals and all in the college community and work to establish and maintain an atmosphere of mutual respect in their institutions.

Care

As well as the legal duty of care which teachers exercise, their role as carer is central to their professional value system. Their practice is motivated by the best interests of the students entrusted to their care.

Co-operation

Teachers engage in a professional manner with the wider community including the partners in education, co-professionals and related educational bodies and agencies, as appropriate, for the benefit of students.



Maintain trust in the profession

1. Base their relationship with students on mutual trust and respect; Have regard to the safety and wellbeing of students under their responsibility;
2. Respect the uniqueness and diversity of the learning community they are part of; /society/industry etc.
3. Work in a collaborative manner with colleagues and other professionals; and develop and maintain good relationships with parents, guardians and mentors;
4. Act with honesty, integrity and fairness; Be sensitive to the need for confidentiality where appropriate;
5. Take responsibility for maintaining the quality of their professional practice;
6. Uphold public trust and confidence in the teaching profession; and Create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective.



Teacher in Relation to Student

The teachers shall,

- Always be punctual in attending to duties in the (JSPM NTC, Narhe, Pune);
- Always teach the curriculum after making thorough preparation for the theory and practical to be taught;
- Treat all students with love and affection and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth (region wise);
- Guide the students in their physical, social, intellectual, emotional, moral and spiritual development;
- Take notice of the individual needs and differences among students in their socio-cultural background and adapt his/her teaching ability accordingly;
- Refrain from accepting remuneration for coaching or tutoring his/her own students except for remedial teaching under an approved scheme;
- Refrain from divulging confidential information about students except to those who are legitimately entitled to it;
- Refrain from inciting students against other students, teachers or administration;
- Set a standard of dress, speech and behavior precious of example to the students;



- Respect basic human dignity of all students of JSPM NTC while maintaining discipline in the Campus (JSPM'S Campus).

Teacher in Relation to Parents

The teacher shall,

- Seek to establish cordial relations with parents/ guardians;
- Provide information regularly to parents regarding the attainments and shortfalls of the wards;
- Refrain from doing anything which may undermine students confidence in their parents or guardians

Teacher in Relation to Society and the Nation

The teacher shall,

- Strive to develop a community and human resource development centre providing knowledge and information and developing skills and attitudes needed for such development;
- Strive to understand the social problems and take part in such activities as would be conducive to meet the challenges passed by the problems;
- Refrain from taking part in activities having potential to spread feeling of hatred or enmity among different communities, religious or linguistic groups;
- Work actively to strengthen national integration and spirit of togetherness and oneness;



- Respect Indian culture and develop positive attitudes towards it among students;
- Respect and be loyal to the institution, community, state and nation

Teacher in relation to Colleagues and Profession

The teacher shall

- Treat other members of the profession in the same manner as he/ she himself/herself wishes to be treated;
- Refrain from lodging unsubstantiated allegations against colleagues or higher authorities;
- Participate in programmes of professional growth like in -service education and training, seminars, symposia workshops, conferences, self study etc;
- Avoid making derogatory statements about colleagues especially in the presence of pupils, other teachers, official or parents;
- Cooperate with the head of the Institute/Department and colleagues in and outside the institute in both curricular and co-curricular activities.
- Accept as a professional the individual responsibility of reporting to the concerned authorities in an appropriate manner all matters that are considered to be prejudicial to the interests of the students and the development of the institute.



- Be prepared to help junior colleagues and those in training and induction in all possible ways.

Teacher in Relation to Professional Organizations

The teacher shall

- Take membership of professional organizations treating it as a professional responsibility (IEEE, ISTE, IETE, SCI, ASME etc);
- Participate as a matter of right in the formulation of policies and programmes of professional organizations and contribute to their strength, unity and harmony; and
- Always function within the framework of the constitution of the organization Concerned.

Standards of Dress

As a general guide, the appearance and dress of teachers should be in accordance with the standards appropriate to their duties and the people with whom they are dealing.

Teacher in Relation to Management/ Administration

The teacher shall,

- Recognize the management as the prime source of his/her sustainable development;



- Develop mutual respect and trust through his/her professional activities and outputs.

“The mediocre teacher tells, the good teacher explains, superior teacher demonstrates, great teacher inspires”

William Arthur Ward

Observance of the Code

All teaching staff should take upon themselves the moral responsibilities to safeguard all clauses of this code by ensuring their observance by the teachers. They should accept the responsibility to evolve a suitable mechanism for its enforcement

