



# JSPM'S Rajarshi Shahu College of Engineering

*Tathawade Pune-411033*

*(An Autonomous Institute Affiliated To Savitribai Phule Pune University)*

*Approved By AICTE, Accredited By NBA (UG Programs), Accredited By NAAC with "A" Grade*



## CODE OF CONDUCT HANDBOOK

### ***About the Institute***

Rajarshi Shahu College of Engineering is one among the hallmark institutes of Pune, established in 2001 with the aim of providing quality technical education and excellence in the ever expanding horizon of technical revolution of 21st century. The institute is becoming an icon in the field of engineering education in the state of Maharashtra. It is nurtured and managed by Jayawant Shikshan Prasarak Manadal Trust. The Institute is approved by the All India Council for Technical Education (AICTE), New Delhi and Govt. of Maharashtra affiliated to Savitribai Phule Pune University.

The Institute offers Eight UG programmes (Bachelor of Technology, BTech) in Electronics & Telecommunication, Computer, Mechanical, Civil, Information Technology, Electrical Engineering, Automation & Robotics, and Computer Science & Business Systems. Six PG programs MTech (Electronics & Telecommunication - VLSI & Embedded Systems), MTech (Computer Engineering), MTech (Mechanical-Design), MTech (Civil-Structural), MBA, MCA and recognized Ph.D research center in Electronics & Telecommunication, Civil and Mechanical Engineering affiliated to SPPU, Pune.

All eligible UG programs have been accredited three times by National Board of Accreditation (NBA) New Delhi. RSCOE is also accredited by NAAC with "A" grade (CGPA 3.26).UGC has accorded Autonomy to RSCOE which empower RSCOE to design contemporary curriculum, which is relevant to industry so as to maximize employability of graduates. RSCOE implemented its academic curriculum under the autonomous status w.e.f. academic year 2019-2020 on the progressive basis. The institute has received "Best Professional College award (Urban Category)" by SPPU, Pune. The institute is also listed in 2(f) and 12(b) category of UGC. Institute is winner of AICTE-CII award in Platinum Category for consecutive three years 2017-18, 2018-19 & 2019-20.

Govt of India, MHRD – ARIIA has placed RSCOE in the Band 'A' of top 25 institutes in India under the category of private institutes in India. MHRD-NIRF has also ranked RSCOE in the Band of top 201 to 250 colleges in India for the year 2020. RSCOE is ranked 103 at India Level by India Today; survey conducted by India Today–MDRA, 2020. Recently, RSCOE received "Leading Engineering & Technology College of the Year", in National Educational Excellence Awards 2020.

### ***Vision***

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

### ***Mission***

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.

### ***Quality Policy***

We at Rajarshi Shahu Institute of Engineering are committed to maximize student satisfaction through improved performance by imparting value based quality education.

### ***Objectives***

- To be a premier institute for quality education and research in the field of Engineering and Management.
- To produce technically proficient, quality cognizant engineers imbued with moral and professional ethics.
- To strengthen interaction with industries and other organizations.
- To develop various laboratories of departments into centres of excellence

### ***Departments of Teaching in RSCOE***

The Institute shall have the following Departments of teaching

- Engineering Science
- Computer Engineering
- Electronics & Communication Engineering
- Mechanical Engineering
- Civil Engineering
- Information Technology
- Electrical Engineering
- Automation & Robotics
- Computer Science & Business Systems
- Master of Business Administration (MBA)
- Master of Computer Application (MCA)

### ***Terms and conditions of service for teachers***

Teachers of the Institute shall be governed by the following terms and conditions:

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority. Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if found suitable shall continue to hold his/her office till he/she attains the age of superannuation.

The appointing authority shall have the power to extend the period of probation of any teacher of the Institute as may be found necessary.

Every teacher of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or may other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work and consultative practice undertaken with the prior approval of the Principal/Director for remuneration, etc. as may be laid down by the JSPM trust. Any teacher indulging in any type of activity given above shall be liable for disciplinary action.

### ***Conduct Rules for Teaching staff of RSCOE***

Every faculty shall be governed by these rules and is liable for all consequences in the event of any breach of rules.

- No faculty shall engage in strike or similar activities such as absence from work or neglect of duties etc.
- Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
- Be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave head quarters without the prior permission of the competent authority.
- No faculty can be a member of any political party and participate in political activities.
- No faculty shall divulge any information or make any statement, in writing or publishing via any media.
- No faculty can engage directly or indirectly in any trade, private tuition or undertake outside employment.
- Any faculty involved in legal proceedings of a court should keep the institution informed about the facts.

### **Any aggrieved faculty should seek redressal through the grievance procedure of the institute**

The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation.

The appointing authority shall have the power to terminate the services of a member of the staff by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment. This provision shall apply only to regular teachers of the Institute after probation period.

A staff can leave his/her employment by giving three month notice or pay in lieu thereof. No member of the staff shall be allowed to leave during the academic session. In case a member leaves, he/she will be required to deposit his/her

salary for the remaining period of the academic session.

The appointing authority may place any member of the staff under suspension:-

- a) Where a disciplinary proceeding against him/her is contemplated or is pending, or
- b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or trial.

A member of the staff under suspension is not entitled to a subsistence grant amounting to his/her pay during the period of suspension.

***The following penalties may, for good and sufficient reasons and as herein after provided, be imposed on any member of the staff:-***

- a) Withholding of increment or promotion
- b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.
- c) Removal from service, which shall not be a disqualification for future employment under the Institute.
- d) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) shall be passed by the appointing authority after an inquiry has been held and the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

When an teacher of the Institute, who has been placed under suspension, is reinstated, the appointing authority, competent to order the re-installment, shall consider and make a specific order:-

- regarding the pay and allowance to be paid to the teacher for the period of his/her absence from duty, and
- Whether or not the said period shall be treated as period spent on duty.

When an teacher of the Institute, who has been placed under suspension, is reinstated and the appointing authority is of the opinion that the teacher has been fully exonerated, the teacher shall be given the full pay allowances to which he would have been entitled otherwise. Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

### *Code of Conduct for Students of RSCOE*

- ✦ It is important that the student should attend the classes from the day of opening to the last day of each semester during the academic year.
- ✦ All students are expected to be in college every day and on time for each class, as per the academic time-table, class tests & examinations
- ✦ Every student is expected to have a minimum of 75% attendance during each semester. If not the student will not be eligible to appear for the final examination.
- ✦ Students will be required to give a valid reason for absence from college or class.
- ✦ The students shall follow all the Institute/University norms, as notified from time to time.
- ✦ Carrying/using mobile phones is prohibited in the academic premises (classrooms, corridors, library, laboratories etc)
- ✦ Use of Internet for the purpose other than academic activities, is strictly banned and Use of Social networking sites is banned.
- ✦ Students have to wear prescribed uniforms in the institute.
- ✦ All students must carry their Institute Identity Cards. They are required to show their ID cards to the college authorities when ever demanded. Any loss of ID card should be immediately reported to the institute office.
- ✦ Ragging is a criminal offence. Ragging is prohibited under 'Anti-Ragging Act, 1999'. Any student found indulging in ragging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary action will be taken as per orders of Court.
- Harassment, whether written, verbal, sexual, physical, is a serious offence and will be a punishable act.

### ***Code of Conduct for Non –Teaching staff of RSCOE***

- ✦ Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- ✦ Non-Teaching staff should wear uniform.
- ✦ Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached
- ✦ Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m
- ✦ Non-teaching staff those are handling official activity should maintain proper register / documentation.
- ✦ Non teaching staff shall not engage in strike or similar activities such as absence from work or neglect of duties etc.
- ✦ Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
- ✦ Be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment responsibilities.
- ✦ Non teaching staff cannot be a member of any political party and participate in political activities.
- ✦ Non teaching staff shall not divulge any information or make any statement, in writing or publishing via any media.
- ✦ Non teaching staff can not engage directly or indirectly in any trade or undertake outside employment.
- ✦ Any non teaching staff involved in legal proceedings of a court should keep the institution informed about the facts.



**DIRECTOR**

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