

**JAYAWANT SHIKSHAN PRASARAK MANDAL'S  
BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY & RESEARCH,  
WAGHOLI, PUNE**

(Approved by AICTE, New Delhi & DTE Maharashtra Govt. Affiliated to SPPU, Pune)

**DTE College Code: 6311**



Gat No. 720(1/2), Nagar Road, Wagholi, Pune, Maharashtra  
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**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.



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### About Institute:

**BSIOTR was established by JSPM in 2009 in wagholi, Pune with the aim of imparting quality technical education. The institution is well recognized by the stakeholders by its core value which emphasize on human values and professional ethics.**

### Vision statement:

**"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."**

### Mission statements:

**"Satisfy the aspirations of youth force, who want to lead nation towards prosperity through techno-economic development."**



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## **Notification**

### **Subject: Code of Conduct**

It is hereby notified and informed to all concerned that the Office of BSIOTR, Wagholi , Pune, has prepared a Code of Conduct Handbook for the students of BSIOTR. Students studying at JSPM's BSIOTR, Wagholi 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.

**Principal  
JSPM's BSIOTR, Pune**

## **PREAMBLE**

The Code of Conduct Handbook for Students of JSPM'S Bhivarabai Sawant Institute of Technology & Research, Wagholi, 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 BSIOTR 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 Bhivarabai Sawant Institute of Technology & Research. 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 BSIOTR 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 BSIOTR affiliated SPPU, Pune for a term semester. The Code is applicable to all students enrolled in the established educational campus of the BSIOTR

Any activity that causes the destruction of property belonging to the JSPM's BSIOTR; any conduct of the members of the JSPM's BSIOTR 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'S Bhivarabai Sawant Institute of Technology & Research, Wagholi 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 BSIOTR 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'S Bhivarabai Sawant Institute of Technology & Research, Wagholi and is in force at all the established educational campuses of the JSPM's BSIOTR.

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 BSIOTR 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 BSIOTR, 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 BSIOTR 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 BSIOTR 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 Computer system, 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 BSIOTR are prohibited from interacting or speaking on behalf of or for the BSIOTR 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 BSIOTR.

### **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 BSIOTR 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 BSIOTR 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 BSIOTR, Wagholi and its stakeholders including faculty, staff, students, alumni, industry persons and other secondary stake holders.
- 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 BSIOTR's 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 BSIOTR, you may influence perceptions about the JSPM's BSIOTR, 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 BSIOTR 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 BSIOTR. 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 BSIOTR,wagholi.
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 BSIOTR 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 BSIOTR 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 BSIOTR 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 BSIOTR.

## **DISRUPTIVE CONDUCT**

Disruptive conduct is termed as conduct that is intentionally disruptive, substantially obstructs or disrupts the teaching in the BSIOTR; restricts the freedom of movement or other lawful activities on BSIOTR 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 BSIOTR

### **Falsification**

Falsification means willfully providing BSIOTR 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 BSIOTR records and documents.

### **Refusal to identify**

Refusal to identify means falsely identifying oneself when requested by an authorized BSIOTR 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**

BSIOTR 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 BSIOTR. 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 BSIOTR 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 BSIOTR. Unauthorized access and use also include using the BSIOTR's telecommunications, data communication networks for illegal or improper purposes or in violation of BSIOTR'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 BSIOTR 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**

BSIOTR 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 BSIOTR 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 BSIOTR 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 BSIOTR. 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 BSIOTR 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 BSIOTR. 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 BSIOTR 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 BSIOTR 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 BSIOTR.
- All complaints must be recorded in the complaint book only.
- The BSIOTR 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 BSIOTR reserves the right to change and introduce any new rules from time to time, in the larger interest of the BSIOTR 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 BSIOTR 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 BSIOTR 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 BSIOTR 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 BSIOTR resulting from a student's misconduct.
- *Suspension* is a sanction that terminates the student's enrollment at the BSIOTR for a specified period of time.
- Confiscation: means confiscation of goods used or possessed in violation of the BSIOTR regulations.
- *Restriction of privileges*: means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, BSIOTR 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 BSIOTR singularly or in combination with any of the sanctions noted above.

## **GRIEVANCE REDRESSAL MECHANISM**

The Grievance Redressal Committee at BSIOTR 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. Principal.
- ii. Dean/Director.
- 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, BSIOTR.
- ii. The Registrar, BSIOTR will convene a meeting within ten days of receiving the complaint.
- iii. The report of the Committee must be submitted to the Registrar, BSIOTR 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 BSIOTR Grievance Committee (appellate authorities) PRINCIPAL/DIRECTOR within five working days thereafter.



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**JAYAWANT SHIKSHAN PRASARAK MANDAL'S  
BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY & RESEARCH,  
WAGHOLI, PUNE**

(Approved by AICTE, NewDelhi & DTE Maharashtra Govt. Affiliated to SPPU, Pune)



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**DTE College Code: 6311**



Gat No. 720(1/2), Nagar Road, Wagholi, Pune, Maharashtra 412207  
Phone: 020 6733 5100

**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  
BHIVARABAI SAWANT INSTITUTE OF TECHNOLOGY & RESEARCH,  
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### About Institute:

**BSIOTR was established by JSPM in 2009 in Wagholi, Pune with the aim of imparting quality technical education. Institute is well recognized by the stakeholders by its core value which emphasize on human values and professional ethics.**

### Vision statement:

**"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."**

### Mission statements:

**"Satisfy the aspirations of youth force, who want to lead nation towards prosperity through techno-economic development."**

## 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 towards 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 Bhivarabai Sawant Institute of Technology and Research, Wagholi, 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 BSIOTR, 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 BSIOTR, Wagholi, Pune:**

Teachers' core work shall be educate and the following values emphasize the work of the teaching profession in JSPM's BSIOTR, Wagholi, 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 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 (BSIOTR, Wagholi, 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 BSIOTR 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 to 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 explain, 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