



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

NBN SINHGAD TECHNICAL INSTITUTES CAMPUS

Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra &
Affiliated to Savitribai Phule Pune University (ID No.-PU/PN/Engg/432/2012)

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Ph.D. (Aarhus University, Denmark)
PRINCIPAL / DIRECTOR

Code of Ethics - Policy Document

Institution has a prescribed code of conduct given by respective authorities for students, teachers, administrators and other staff. It also follows rules and regulations of statutory bodies for appointment of teachers and other academic staff. Further, it conducts periodic programmes in this regard. A relaxation in the workload is considered, who are actively involved in extension activities and administration. The Performance Based Appraisal System is adopted for teacher's promotion under Career Advancement Scheme (CAS).

Further, First Year Admission Brochure provides initial information on Anti-Ragging policy and Rules of Disciplines. For students, specific guidelines are given during examination by CEO. The rules and regulations to be followed for availing their accommodation stay in hostel is given by Hostel Office and Hostel warden.

Code of Professional Ethics

Teachers and their Responsibilities

- ✚ Adhere to a responsible pattern of conduct and strive to improve education and profession through them
- ✚ Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- ✚ Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university

Teachers and the Students: Teachers should

- ✚ Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- ✚ Pay attention to only the attainment of the student in the assessment of merit
- ✚ Make themselves available to the students even beyond their class hours and help and guide students.

Teachers and Colleagues: Teachers should

- ✚ Treat other members of the profession in the same manner as they themselves wish to be treated
- ✚ Speak respectfully of other teachers and render assistance for professional betterment.
- ✚ Refrain from lodging unsubstantiated allegations against colleagues to higher authorities

Teachers and Authorities: Teachers should

- ✚ Discharge their professional responsibilities according to the existing rules and regulations
- ✚ Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- ✚ Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable prior intimation, keeping in view their particular responsibility for completion of academic schedule

Teachers and Non-Teaching Staff

- ✚ Teachers should treat the non-teaching staff as colleagues in a cooperative undertaking, within the institution.

Teachers and Guardians: Teachers should

- ✚ Faculty maintain contact with the guardians and their batch students through Teacher Guardian / Mentor-Mentee Scheme.

Teachers and Society: Teachers should

- ✚ Work to improve education in the community and strengthen the community's moral and intellectual life
- ✚ 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
- ✚ Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices

The code of conduct at the institute promote a healthy learning environment, maintain academic integrity, and ensure the safety as well as well-being of the society. Few code of conduct may include:

- Academic Integrity:** Students are expected to complete all assignments and examination independently and honestly. Plagiarism, cheating, and any form of academic dishonesty will not be tolerated.
- Respect to Others:** Connected stakeholders are expected to treat each other with respect, kindness, and courtesy. Harassment and any form of discrimination will not be tolerated. Additionally, Divyangjan is protected against discrimination and exclusion.
- Attendance:** Regular attendance is essential for academic success. Stakeholders are expected to attend all classes and arrive on time.
- Dress Code:** The institute appeal students and staff members to wear formal dress code to maintain a professional and academic ambience.
- Use of Technology:** The use of electronic devices during class hours is discouraged unless otherwise permitted by the faculty members. Students are aware /alert to use technology responsibly and avoid any form of cyber-bullying or online harassment.
- Safety and Security:** Students are expected to follow safety protocols in the institute premises and avoid any form of damage to institute property. They should also report any security concerns or incidents immediately to the authorities.



Prof. Ajay Chavdekar
Coordinator

Dr. Makarand M Jadhav
IQAC Coordinator

Dr. Shivprasad P. Patil
Principal / Director

STES's
NBN Sinhgad Technical Institutes Campus
First Year Admission Brochure

Information
on
Anti-Ragging policy and Rules of Disciplines

THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999

MAHARASHTRA ACT, NO. XXXIII OF 1999

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette" on the 15th May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra.

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra; it is hereby enacted in the Fifth Year of the Republic of India as follows:

1. Short title and commencement.

- (1) This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
- (2) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

2. Definitions.

In this Act, unless the context otherwise requires,

- (a) "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;
- (b) "head of the educational institution" means the Vice-Chancellor of the University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person responsible for the management of the educational institution;
- (c) "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical, psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes
 - (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
 - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

3. Prohibition of ragging.

Ragging within or outside of any educational institution is prohibited.

4. Penalty for ragging.

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. Dismissal of student.

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

6. Suspension of student.

- (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.
- (2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
- (3) The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

7. Deemed abetment.

If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

8. Power to make rules

- (1) The State Government may, by notification in the Official Gazette, amend rules for carrying out all or any of the purposes of this Act.
- (2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notify such decision in the Official Gazette, the rule shall, from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

RULES AND REGULATIONS

1. Students shall possess college Identity card always and produce the same on demand.
2. It is compulsory for all students to maintain minimum 75% attendance otherwise he/she will be detained and appropriate action will be taken. Parent of these students will be informed and called to meet the HOD and the student and the parent will be asked to submit an undertaking to the HOD. Despite all these actions if a student fails to obey the undertaking, the student will not be permitted to attend theory and practical classes.
3. Student should not be involved directly or indirectly in any type of ragging otherwise he/she will be punished as per the provision of Maharashtra Act XXXIII known as "Maharashtra Prohibition of Ragging Act of 1999" resulting in suspension, expulsion from college and imprisonment.
4. A student shall conform to a high standard of discipline and conduct himself within and outside the precincts of the college. He/ She shall show due courtesy and consideration to the staff of the college and the Hostels, good neighborliness to his / her fellow students, respect to the wardens of the Hostels, and the teachers of the college and pay attention and courtesy to the visitors. Smoking, chewing of gutkha, consumption of alcohol in the campus is strictly prohibited.
5. Breach of Rules and Regulation of Hostels, lack of decorum, ungentlemanly conduct or willful damage of college or hostel property, or of the belongings of a fellow student as well as adoption of unfair means in the class rooms, laboratories, field or in the examination hall shall constitute as Act of indiscipline by the students.
6. A student whose conduct has not been up to the standard expected may be imposed monetary fine, temporarily or permanently suspended or rusticated from the college. The Principal may give hearing to the students reported against and pass orders on the recommendations of the Discipline Committee.
7. Students shall keep in touch with notice board periodically for announcements regarding class test/special classes and any other important information.

STAY CONNECTED



www.sinhgad.edu



SinhgadInstitutes



SinhgadCollege

STES's

**NBN Sinhgad Technical Institutes Campus
Sinhgad Boy's and Girl's Hostel**

Rules and Regulations



Sinhgad Institutes

HOSTEL PROSPECTUS

SINHGAD TECHNICAL EDUCATION SOCIETY'S

BOYS' & GIRLS' HOSTEL

- Phone No. : • Vadgaon (Bk.) : 020 - 24100116 (Boys'), 020 - 24357021 (Girls')
• Narhe (Ambegaon) : 020 - 66831888 (Boys'), 020 - 66831883 (Girls')
• Kondhwa (Bk.) : 020 - 26934546 • Lonavala : 02114 - 304345



VADGAON

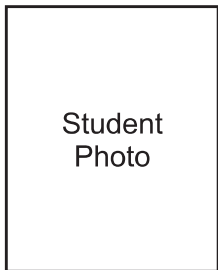
KONDHWA

NARHE

LONAVALA



SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD BOYS' & GIRLS' HOSTEL



APPLICATION FORM FOR ADMISSION

Form No.: _____

Campus: _____

Name of the Student : _____

(In Capital, Starting with Surname)

(First Name)

(Middle Name)

Date of Birth: ____ / ____ / ____ Blood Group: ____ Caste: ____ E-mail ID: _____

Address:

Parent Name : _____ Designation : _____
Company/Office : _____ Cell No. : _____

<u>Permanent Address:</u>	<u>Company/Office Address:</u>	<u>Local Guardian Name:</u>
Street Address : _____	_____	<u>Mr./Mrs.</u> _____
Area : _____	_____	Address: _____
Landmark : _____	_____	_____
City : _____	_____	_____
State : _____	_____	_____
Pin code : _____	_____	_____
Tel. (Resi.) : _____	_____	_____
Cell No. : _____	_____	_____

Name of the person to be : _____

Contacted in case of emergency : Telephone No.(R): _____ Cell No.: _____

Name of Institution to which admitted : _____

Class of Study : _____

I have read all the rules of admission and discipline of Hostel as enumerated in Hostel Information Brochure and consulted my Father / Guardian & after understanding these rules. I have filled up the application form for admission to the hostel. I undertake to obey instructions and rules of discipline as mentioned on the reverse of application form.

Signature of the Parent / Local Guardian

Signature of the Student

FOR OFFICE USE ONLY

Certified that Mr./ Miss. _____ class _____ College _____
is granted and admitted in the hostel for the academic year _____

Date of admission : ____ / ____ / 20 ____

Warden / Rector

RULES AND REGULATION

1. Room allotment will be done by the hostel authorities and change if required.
 2. I shall not indulge in any act or activity, which may cause damage to property of institution, Hostel, Mess and Society. I shall pay for all such damages including penalty.
 3. I shall not participate in any type of strike, lock out, slogan shouting, display of protest badges or posters.
 4. I shall not seek or make an attempt to seek support of any outside organization, institution, press or individual for redressal of my grievances. I shall follow laid down procedure and instruction of STES for such redressal.
 5. I shall not entertain any unauthorized guest/student in my hostel premises or hostel room.
 6. I shall not indulge in any kind of theft, forgery or proxy signature.
 7. I am aware and will not indulge in consumption of liquor, drugs, smoking of cigarettes (Strictly prohibited within the institutes, Hostels, Messes, Canteen and Society premises.)
 8. I will not use any unauthorized electronic gadgets like emersion rod and such heavy duty electrical appliances in my room / institute.
 9. I shall not create any nuisance by playing loud music/musical instruments, bursting of crackers or such material, which may cause disturbance to others.
 10. I shall pay all dues as stipulated by the Institutes, Mess, Hostel and Society within the laid down time frame.
 11. I shall personally accountable and responsible for all valuables belonging to me and that management will not be responsible for such losses.
 12. I shall not indulge in arguments, quarrel and physical violence with other students, security staff, hostel and mess staff or any employee of STES and I am aware that any act from my side will result in severe disciplinary action against me.
 13. I shall report in the hostel as per following timings :
 - a) Boys Hostel - Before 24.00 hr latest.
 - b) Girls Hostel - Before 20.30 hr latest.
 14. I will be member of mess allotted to me by the authorities and will take my meals in the nominated mess.
 15. I will vacate hostel room by date and time given by appropriate authorities.
 16. I shall not indulge in ragging and abide by Maharashtra Prohibition of Ragging Act 1999.
 17. I shall not leave hostel for night out without valid permission in writing from warden.
 18. It will be my sincere endeavours to uphold the name of STES. I shall not indulge in any activity, which may tarnish the prestige of STES and its institutions.
 19. As & When called in the hostel. I will report within 24 hours without giving any reasons. Negligence of it, may result in cancellation of admission.
 20. I will take responsibility of my Son/Daughter within 24 hrs, when admitted in the hospital. If guardians are from Pune, or near by place, they will take charge of admitted student in the same night.
- I read and understood the all above given information and here by give my undertaking and consent.

Sign. of the Student

Name: _____

Cell No: _____

Signature of Parents/Local Guardian

Name: _____

Cell No: _____

Reference :-

Sr. No.	Name	Designation	Company	Contact No.
1.				
2.				