

S.N.D. College of Engineering & Research Centre

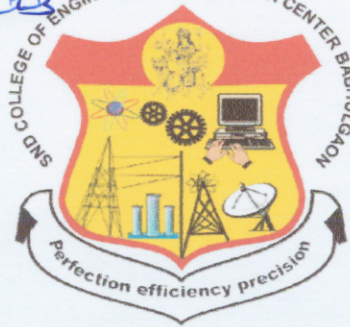
At. Babhulgaon, Tal. Yeola - 423 401, Dist. Nashik (Maharashtra)



- Accredited by: National Assessment and Accreditation Council (NAAC), Bangalore.
- Certified for ISO 9001 : 2015
- Approved by : All India Council for Technical Education (AICTE), New Delhi.
- Recognised by : Directorate of Technical Education & Govt. of Maharashtra.
- Affiliated to : Savitribai Phule Pune University, Pune
- Website : www.sndcoe.ac.in
- Phone : 02559-225011/12 , 9822852935
- Approval No : 06/07/MS/ENGG/2006/01
- Approval No : 2/ एनजीसी/अभि.महा./मान्यता/2006/710
- ID No. PU/NS/Engg./99/2006
- Email : sndcoe.principal@gmail.com
- College Code : EN - 5124, MB - 5124, ME - 5124

Outward No.: - SNDCOERC /OFFICE/00418/220 2223

Date : 28/07/20 22



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S.N.D COLLEGE OF ENGINEERING & RESEARCH CENTER, YEOLA

Approved by AICTE & Govt. of Maharashtra | Affiliated to SPPU Pune

Accredited by NAAC, ISO 9001:2005 Certified

DTE CODE: 5124



CODE OF CONDUCT FOR FACULTY AND STAFF

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Office 06418/2
/2022-2023

Date : 28/07/2022

CODE OF CONDUCT FOR FACULTY AND STAFF OF SNDCOE & RC YEOLA

1. Faculty and staff of SNDCOE & RC shall not use their position in the institute for any personal or private gains: Any sort of advertising for self-interest is strictly prohibited in the premises of SNDCOE & RC Yeola. Faculty or staff found guilty of such activities shall be liable for strict actions after sufficient inquiry.

2. Professional Behavior: All the employees of SNDCOE & RC Yeola shall display the highest standards of professionalism. Utmost importance shall be given to:

- Reporting to the institute on time
- Not leaving the campus without written permission from the head of the institute
- Avoiding words and/or actions that may bring the Institute into disrepute
- Maintaining an appropriate level of privacy with respect to students and parents records and other sensitive matters of the institute.

3. Ethics and Etiquette: SNDCOE & RC Campus gives the highest importance to the implementation and promotion of ethical values.

- Faculty shall not indulge in any malpractice or unfair means during the conduction of the syllabus, evaluation, or administration.
- Faculty and staff must never willingly participate in the destruction of the institute's property. Any such instance should be immediately reported to the higher authorities.
- All stakeholders must ensure the authenticity of all records and official documents. Falsifying or faking official documents shall be considered an offense.
- Faculty shall practice proper use of all the resources provided by the management of the institute, like electricity, water, and other stationary material. Faculty should also guide and educate students about using the above-stated resources effectively.
- Faculty should be professionally dressed on institute grounds and maintain decorum both inside and outside of the classroom.
- Faculties are not allowed to accept gifts and other courtesies from students, parents, or other stakeholders.

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4. Counseling and Facilitating: Each faculty member should help, guide, encourage, and assist the students to ensure that the teaching and learning process is effective and successful.

5. Safety: Faculty and staff should ensure that the work environment is safe for everybody to work in. Faculty should also follow all the guidelines given by the Disaster Management Cell very strictly. Any instance where such guidelines are not followed should be reported to the higher authorities.

6. Additional Employment Opportunities: Any employment outside SNDCOE & RC is not allowed, except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities by SNDCOE & RC Yeola. A written permission from the institute's management is required for this type of work.

7. The institute reserves the right to change any rule at any time without notice.



Dr. Yadav D.M

Principal (I/C)

S. N. D College of Engineering & Research Center, Yeola