



“EMPOWERMENT THROUGH TECHNOLOGICAL EXCELLENCE”
**GENBA SOPANRAO MOZE COLLEGE OF
ENGINEERING**

S. No. 25/1/3, Balewadi, Pune – 411 045

(Approved by AICTE and Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

DTE Code - EN6144 University Affiliation ID - PU/PN/ENGG/138/1999

Ph: 020-27390500

Website: www.gsmozecoe.org

Email: gsmoze@yahoo.co.in

Founder President: Shri Rambhau Moze

CODE OF CONDUCT

CODE OF ETHICS FOR TEACHERS

In fulfilment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies,
- Contribute to the development and promotion of sound educational policy,
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.

RESPONSIBILITY AND ACCOUNTABILITY

- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Student Guardian system must be effectively implemented. Teachers shall monitor the respective group of students for their holistic development.
- Teacher should conduct student's regular academic assessment through unit tests, assignments, tutorials, seminars and should maintain record of it.
- Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Faculties should follow formal wear.
- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Faculties should set an effective communication with parents through letters, emails, and messages to update them about their ward progress.
- Faculties should maintain a course diary for each subject offered during

semester/year. It shall have following details:

- Syllabus Lecture Plan
 - Lecture notes for each period
 - Date and time of preparation
 - Date and time of delivery
- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
 - All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

- HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of above objective he/she is required
- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.
- Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director's perusal.
- Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Should monitor students' development and problems through feedback and counselling.
- Should appoint faculty counsellors so as to meet the needs of students suffering from the effects of stress and peer pressure.

DUTIES OF LAB-IN CHARGES:

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

DUTIES OF LAB-TECHNICIAN:

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of “first aid facilities & fire fighting equipments”.
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence
- Ensure that the Machine is in proper working condition & then allow the students to do the Job.




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Code of conduct for Students

The purpose of code of conduct is to set specific path and regulation for smooth working of institute to accomplish its vision and mission. Code of conduct for students is authorized documents intended to introduce and maintains equality and discipline among students to keep institute interest and reputation.

1. All student of GSMCOE are bound by the laws and regulation of Savitribai Phule Pune University (SPPU), All India council of Technical Education (AICTE) and statutory bodies of government of India amended time to time. Any suspicious action disobeying the law will be referred to corresponding authority for investigation and action.
2. GSMCOE believed in encouraging safe, secure, environmental friendly campus by enforcing rules in campus.
 - 2.1. Every student of GSMCOE is issued with an individual identity card, library card. These cards will remain the property of GSMCOE and students are required to present this identification to concerned authority upon request.
 - 2.2. Regular classes/practical sessions will begin at 8:30 in morning and concludes at 3:30 in afternoon.
 - 2.3. Student should be regular and must complete his/her study in institute in allotted time period.
3. Participating or performing following activity or event is considered as punishable offences.
 - 3.1. Any suspects intending to discrimination based on collar, cast, religion, language, sexualorientation, physical or mental disability and family status.
 - 3.2. Any type of ragging inside the institute campus.
 - 3.3. Planning for meeting or possession in institute campus without permission from institute.
 - 3.4. Working for a religious or terrorist group banned by statutory bodies of

Government of India.

- 3.5. Carrying weapon or potential weapon, explosive, communication in the institute.
 - 3.6. Threatening to any students or staff of institute.
 - 3.7. Drinking/ selling of alcohol inside the institute campus.
 - 3.8. Chewing of Ghurkha, tobacco or smoking in institute campus.
 - 3.9 Throwing of empty bottle in institute campus.
 - 3.10 Disobeying the instruction/Misbehaviour with security guard of staff of institute.
 - 3.11 Illegal access to resources or locations.
 - 3.12 Rash driving in institute campus.
 - 3.13 Misbehaviours in student council election and or any activity of institute interest.
4. All student of GSMCOE has right to have
 - 4.1. Harassment free campus for self learning.
 - 4.2. Regular feedback on academic progress.
 - 4.3. Be treated with respectful and equitable manner
 - 4.4. Enquire and speak freely.
 5. Every student of GSMCOE has responsibility to
 - 5.1. Value the assets and privileges of other.
 - 5.2. Ensure all reformation given to institute is correct and not misleading.
 - 5.3. Maintain conducive environment for smooth functioning of academics activities.
 - 5.4. Be self motivated and active member for learning.
 - 5.5. Behave in manner which does not bring reputation of institute down.
 - 5.6. Check notice board, website of institute for updated regulation and policies laid time to time



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