



## Code of Conduct for Student

1. Student must abide by the rules and regulation frame by the Institute from time to time.
2. It is imperative that the students should strictly adhere to report on the day of commencement and end of each term during the academic year.
3. The student must wear college uniform twice a week and whenever instructed by the college authorities.
4. Student should carry his/her identity card while he/she is in the campus of the institute.
5. The student is expected to read the notices put on the notice board of college, department and office regularly. The college is not responsible for any loss or damage caused to the students due to his failure to read the notices from time to time.
6. Student must check his/her college e-mail daily once as all the important notices from office/exam section are sent on college e-mail.
7. Without prior, written permission of the HOD/ Class Teacher, if a student remains absent for lectures or practical for more than a week, he/she will have to abide by the punishment of academic nature as decided by the authorities.
8. It is a responsibility of student to help in maintaining building and the campus of the Institute clean and tidy.
9. The student should note that he/she is responsible for his/her conduct in the premises of the institute and outside the premises as well.
10. The student should not participate in any political or antisocial activities.
11. If any objectionable conduct within or outside the premises of the Institute and hostel by the student, is observed or reported, then he/she is liable for strict disciplinary action.
12. According to clause 9.1 of the regulations, as per the High Court decision for University Act. 1956-Regulation 26(1)G-2009, if students found guilty of **Ragging**, he/she will liable for punishment
13. Student shall be liable for disciplinary action for misconduct and for violation of code of conduct.





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**The following acts shall constitute misconduct.**

- Physical assault or threat, against any member of the campus.
- Carrying of, use of or threat to use any weapons.
- Violation of the status, dignity and honor of a student belonging to the scheduled castes, scheduled tribes and/or any religion.
- Any practice, whether verbal or otherwise, derogatory to women.
- Creating ill-will or intolerance on religious or communal ground.
- Willfully disrupting any teaching, study, assessment or research activities or the administration of the College.
- Willfully obstructing officer or employee of the College in the performance of his or her duties.
- Willfully damaging or wrongfully dealing with any property under the control of the College; any property on College premises; or property on a location where a student is present under the auspices of the College.
- Disobeying or failing, without reasonable cause, to observe any provision of the Bye-Laws, or any rule made by AICTE/DTE/University/ Institute of which students have been duly notified.
- Disobeying, without reasonable cause, any instruction of an officer or employee of the College.
- Withholding relevant information or furnishing false or misleading information for purposes connected with academic progression.
- Misuse of social media for spreading/forwarding contents that are objectionable by Laws.
- Indulging in Cyber Crime.

Mr. E. D. Kurhe  
Dean, Student Affairs

Principal

**Principal**

Marathwada Mitra Mandal's  
INSTITUTE OF TECHNOLOGY  
Lohgaon, Pune-47





## **UNIVERSITY OF POONA STATUTES**

Statues Governing Terms and Conditions of Service of  
Teachers appointed in the University/Colleges and  
Institutions conducted by the University/Affiliated  
Colleges/Constituent Colleges/ Recognized Institutions of  
the University of Poona

**(Under Section 42 and / or 73 of the Poona University Act, 1974)**

**(As modified up to the 01.04.1992)**

(f) Professional organization of Teachers.

H. Assessment

(a) Steps taken by you for the evaluation of the course programme taught

I. General Data

State brief assessment of your performance indicating

(a) achievements, (b) difficulties faced and

(c) suggestions for improvement.

Signature of the Teacher

J. \*Verification of factual data:

A. General Information.

B. Teaching.

C. Details of Innovations/Contribution in Teaching, during the year.

D. Improvement of Professional Competence.

E. Research contributions.

F. Extension Work/Community Service.

G. Participation in Corporate Life.

Signature of the Person authorised

\* By a person to be nominated by Principal/Vice-Chancellor.

APPENDIX VI

**Code of Professional Ethics for University and College Teachers Preamble**

*I. Goal of Higher Education in our Country:*

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

## *II. Teachers and their Rights:*

Teachers should enjoy full civic and political rights of our democratic country Teachers have a right to adequate emoluments, social position, just conditions of service professional independence and adequate social insurance.

### **The Code of Professional Ethics**

#### *I. Teachers and Their Responsibilities:*

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### *Teachers should:*

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extra-curricular activities including community Service.

## **II. Teachers and the Students:**

#### *Teachers should:*

- (i) respect the right and dignity of the student in expressing his/her opinion;

- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration

### **III. Teachers and Colleges:**

*Teachers should:*

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers an Authorities:**

*Teachers should:*

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made; and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. Teachers and Non-Teaching Staff:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI. Teachers and Guardians:**

*Teachers should:*

Try to see through teachers bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. Teachers and Society:**

*Teachers should:*

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

APPENDIX "A"

**(S. 412)**

**Formula for Fixation of Pay in the Revised Scales**

I. The initial pay in the revised scale shall be fixed in the following manner:

(A) In the case of the teacher drawing basic pay not more than Rs. 1,800/- in the existing scale.

(a) An amount representing five per cent of the basic pay subject to a minimum of Rs. 15/- and a maximum of Rs. 50/- shall be added to the existing emolument of the teacher.

*Explanation I:*—Existing emoluments means a basic pay plus dearness allowance as on 31.12.1972 plus interim relief, if any, sanctioned during 01.03.1970 and January 1973 and not any other allowance.

*Explanation II:*—If the amount so computed includes a part of a rupee, then if such part is fifty paise or more, it shall be increased to one complete rupee and if such part is less than fifty paise, it shall be ignored.

(b) After the existing emoluments have been increased and computed as specified in clause (a) the pay shall be fixed in the revised scale at the stage equal to the amount so computed or, if there is no such stage in the revised scale, at the stage next above the amount so computed.

Provided that:

(i) If the amount as computed under clause (a) is less than the minimum of the revised scale, the pay shall be fixed at the minimum of that scale.

(ii) If the amount as computed under clause (a) is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Provided further that, except in case where the pay is fixed at the minimum of the revised scale, if the revised emoluments as determined under this sub-rule, exceeds the existing emolument by more than Rs. 100/- the initial pay shall be fixed at the highest stage in the revised scale at which the revised emolument payable does not exceed the existing emolument by Rs. 100/- and the difference, if any, between the existing emoluments plus Rs. 100/- and the revised emoluments so payable shall be allowed as personal pay to be absorbed in future increment(s).

*Explanation:*—Revised emolument means the basic pay of the teacher in the revised scale.

(B) In the case of a teacher drawing basic pay exceeding Rs. 1,800/- in the existing scale, the initial pay in the revised scale shall be fixed under the provisions of B.C.S.R. 41, 44 and 57 and for this purpose his pay in the existing scale shall be deemed to include the dearness allowance, if any, drawn by him.



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## HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

A code of conduct is a set of rules outlining the norms, responsibilities and practices for an individual and committees for the smooth conduct in the organizations. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down by Savitibai Phule Pune University, Pune, Government of Maharashtra and Competent Authorities. The Local management committee reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases. The rules and regulations included in this handbook are applicable for students, Principal, Teaching staff, Official staff, supporting staff and Governing Committees.

### ABOUT INSTITUTION:

The Marathwada Mitra Mandal's Institute of Technology, Lohgaon was established in the year 2008. The institute is affiliated to Savitribai Phule Pune University, Pune and approved by AICTE, New Delhi, recognized by DTE, Government of Maharashtra. The objective of the institution is to impart quality education for professional excellence and sustainable development through continual improvement and teamwork.

The Institution aims to provide quality technical education to students by grooming them for development of professional skills and value based engineering education. The institution ensures the trust's vision for overall development of students through continual improvement and teamwork. Quality education is the fundamental right of every Indian citizen. It lays the good foundation for Individual growth.

### Vision:

"Techno-Social Excellence"



**Mission:**

- Creating excellent human resource
- Integrating innovative pedagogy
- Enhancing technology transfer
- Promoting global competency
- Implementing entrepreneurship

**CORE VALUES:**

- Societal Trust
- Pleasant Environment
- Committed Faculty
- Teamwork
- Value Based Ethics
- Lifelong Learning
- Industrial Approach
- Standard Report Writing
- Adaptive Research

**OBJECTIVES OF HUMAN VALUES AND PROFESSIONAL ETHICS:**

- To understand the moral values that ought to guide profession and to find a solution to address moral issues in the profession
- To justify the moral judgment concerning the profession
- To foster a set of beliefs, attitudes, and habits that engineers should display concerning morality
- To bring an awareness on human values and professional ethics
- To encourage for inculcating the Moral Values and social responsibility
- To follow the fundamental duties laid down by constitution of India

**HUMAN VALUES**

Human value is defined as “a principle that promotes well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors’ teachings and practices, need and judgment of fulfilling individual’s need in society. Human values can be assured of a happy and harmonious human society. At Marathwada Mitra Mandal’s Institute of



Technology, Lohgaon, we cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values are listed below.

### **TYPES OF VALUES:**

The five core human values are:

- (1) Right conduct
- (2) Peace
- (3) Truth
- (4) Love
- (5) Nonviolence.

### **RIGHT CONDUCT**

Encompasses the following values such as

- (a) **SELF-HELP SKILLS:** Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance
- (b) **SOCIAL SKILLS:** Good behavior, good manners, good relationships, helpfulness, no wastage and good environment
- (c) **ETHICAL SKILLS:** Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

### **PEACE**

Encompass the following values such as:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.



## **TRUTH**

Encompasses the following values such as:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

## **LOVE**

Encompasses the following values such as:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust

## **NON-VIOLENCE**

Encompasses the following values such as:

(a) PSYCHOLOGICAL: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love

(b) SOCIAL: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

## **ETHICS**

Ethics is the word that refers to morals, values, and beliefs of the individuals, family or the society. The study on ethics helps to know the people's beliefs, values, and morals, learn the good and bad of them and practice them to maximize their well-being and happiness. It involves the inquiry on the existing situations, form judgments and resolve the issues. In addition, ethics tells us how to live, to respond to issues, through the duties, rights, responsibilities, and obligations.



## **PROFESSIONAL VALUES**

### **1. Integrity:**

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's 'peace of mind', and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

### **2. Accountability & Responsibility:**

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

### **3. Loyalty:**

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

### **4. Commitment:**

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large.



## 5. Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behavior, and attitude-behavior relationships. Positive attitude peoples are most successful in their life. So one should develop such as attitude which provides synergy and satisfaction in their day to day life.

## 6. Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs, 'Time and tide wait for nobody' and 'Procrastination is the thief of time.'



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