



# SHIVAJIRAO S. JONDHLE COLLEGE OF ENGINEERING & TECHNOLOGY

Opp. Railway Station, Asangaon-421 601. Tal.: Shahapur, Dist: Thane.

Tel: +91-2527-273999, 6459999 • M. 9594962029, 9324286390 • email: vjtsscoe@rediffmail.com

Approved by AICTE-New Delhi, Recog. by DTE & Govt. of Maharashtra & Affiliated to University of Mumbai

NAAC Accredited with B++ Grade

**Dr. SHIVAJIRAO S. JONDHLE**  
President

**GEETA KHARE**  
Secretary

**Dr. (Mrs.) GEETHA K. JAYARAJ**  
Principal

Outward No : **SSJCOET/013-A/22-23**

Date : 19/07/22

## Office Order

Code of Conduct Committee is constituted for the Academic Year 2022-23.

Sr. No.	Name	Designation	Status
1.	Dr.Mrs Geetha K.Jayaraj	Principal	Chairperson
2.	Mr.Amol Dayma	Head, Mechanical Engg.	Member
3.	Dr. Mrs.Madhuri P. Rodge	Head, Electronics and Telecomm Engg.	Member
4.	Mr. Sanjay Kulkarni	I/C, Exam Cell	Member
5.	Dr. Anwesh Virkunwar	Head , Automation and Robotics	Member
6.	Ms. Anuprita Gawande.	Head, First Year Engineering	Member
7.	Mr. Vishal Shinde	Head, Computer Engineering	Member
8.	Ms. Neha Kanawade	Head, MMS	Member
9.	Ms, Lavanya B. A.	Asst. Prof. , Civil Engineering	Member
10.	Ms. Monali Patil	Asst. Prof., Electronics and Telecomm. Engg.	Member
11.	Mr, Appasaheb Shepal	Head Clerk	Member



Dr.(Mrs.) Geetha K.Jayaraj,

**Principal**

**PRINCIPAL**

Shivajirao S. Jondhle College  
of Engineering & Technology  
Asangaon, Dist.Thane

Copy to:

- All Heads of Departments
- All the members of Committee
- Registrar
- College Notice Boards
- Website
- Office Copy





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Secretary

**Dr. (Mrs.) GEETHA K. JAYARAJ**  
Principal

Outward No : **SSJCOET/ 013 - A/ 22-23**

Date : **19/07/22**

## CODE OF CONDUCT FOR TEACHER

### 1. Familiarity with Policies:

- Teachers must read, comprehend, and adhere to the institute's policies.

### 2. Promoting Diversity and Inclusion:

- Teachers should support and uphold the institute's policy of fostering a diverse and inclusive community, encompassing gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

### 3. Punctuality:

- Teachers are expected to be punctual and arrive on time to the institute.

### 4. Regularity and Punctuality in Classes:

- Teachers must conduct classes regularly and be punctual for each session.
- They should take attendance at the beginning of each class and maintain the record of attendance.

### 5. Effective Lesson Planning:

- Teachers are required to plan daily lessons in advance, employing innovative and effective teaching methodologies.

### 6. Interactive and Engaging Classes:

- Classes should be well-structured, interactive, and involve active participation from the student cohort.

### 7. Course File Maintenance:

- Teachers should include teaching notes in the course file for reference and documentation.

### 8. Familiarity with Policies:

- Teachers should be well-informed about the institute's policies and comply with them.

### 9. Upholding Diversity and Inclusion:

- Teachers must adhere to the institute's commitment to valuing and supporting a diverse community in terms of gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

### 10. Professional ethics

- Uphold professional ethics and possess strong human values.

  
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Principal

Outward No : **SSJCOET/013-A/22-23**

Date : **19/07/22**

## CODE OF CONDUCT FOR STUDENT

### 1. Respect and Safety:

- No tolerance for sexual harassment or exploitation of any kind.
- Smoking and alcohol consumption are strictly prohibited within the campus.

### 2. Academic Integrity:

- Plagiarism, cheating, or any form of academic dishonesty is not allowed.
- Students must adhere to the rules and deadlines for assignments, projects, and lab records.

### 3. Classroom Etiquette:

- Mobile phones are not permitted to use during lectures/ practicals
- Mobiles are prohibited in the exam halls
- Follow the teacher's instructions attentively and maintain silence in classrooms and laboratories.

### 4. Punctuality and Attendance:

- Students are expected to be punctual and attend classes regularly.
- Maintain a minimum of 75% attendance to be eligible for the final examination.

### 5. Dress Code and ID Card:

- Students must wear their ID cards and adhere to the prescribed dress code.

### 6. Laboratory and Property:

- Respect the rules of laboratories and handle equipment with care to avoid damage.
- Prohibited from damaging or destroying college property or engaging in any actions that could lead to such damage.

### 7. Campus Engagement:

- Cultivate the habit of checking notice boards daily for important updates.
- Attend counselling sessions with mentors and feel comfortable discussing academic or personal issues.

### 8. Library Etiquette:


- Maintain silence in the library and utilize its resources responsibly without causing damage.

### 9. Canteen Use:

- Avoid using the canteen during working hours of the institute.

### 10. Professional Ethics:

- Strict adherence to ethics and values throughout the college journey.

  
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Secretary

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Principal

Outward No : SSJCOET/005/E-1/2021-22

Date : 05/07/2021

## Office Order


**Committee for Code of Conduct for the Academic Year 2021-22.**

Sr. No.	Name	Designation	Status
1.	Dr. Mrs. Geetha K. Jayaraj	Principal	Chairperson
2.	Mr. Amol Dayma	IQAC coordinator & Assoc. Professor Mechanical Engg.	Member
3.	Dr. Mrs. Madhuri P. Rodge	Head, Electronics and Telecomm Engg.	Member
4.	Mr. Sanjay Kulkarni	Exam Cell i/c	Member
5.	Mr. Anwesh Virkunwar	Asst. Prof., Mechanical Engineering	Member
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Outward No : **SSJCOET/**

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Date : **05/07/2021**

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*[Signature]*

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Outward No : **SSJCOET/**

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Date : **05/07/2024**

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