

Code of Conducts for Students

All the students of this college are hereby inform that in view of keeping the conducive academic environment and to maintain the discipline in the college premises, everybody is appealed to strictly adhere to the following instructions:

- 1) Wearing 'I-card' in the campus is compulsory. Any staff member can ask you for the reason of non-wearing of I-card.
- 2) Everybody should wear the college uniform on the said days of the week.
- 3) Everybody should be Punctual for classes and should avoid coming late.
- 4) Attendance in the classes for theory as well as practical is compulsory; otherwise student will undergo a strict administrative action as per university rule.
- 5) Everybody should involve himself/herself in any of the technical activity such as: Seminar & project presentation/ Lab Innovations / Paper Presentation / Arranging or participating in workshop and improve your skill through value addition programs (Earn Over & above marks in term work)
- 6) Everybody should try to develop soft skills / Aptitude. It is requirement of time should try to speak in English within your groups everybody should participate whole heartedly in TG meeting. Student activity hour. Try to express yourself
- 7) Utilize library hour for Over above knowledge (E-General Paper is expected)
- 8) Nurture the 42 hours model of our college (6days * 7 hour / day)
- 9) While travelling by the college bus, students are strictly advised to maintain discipline and gentle behavior.
- 10) Students shall not ride bikes without helmet and avoid riding high-powered vehicles inside the campus.
- 11) Students must keep the campus neat and clean and not through west in the campus except in the waste baskets kept.
- 12) Harassment of juniors, ill treatment to fellow student or any such form of ragging is objectionable and liable to be treated as criminal offence as per law, following the directives of honorable Supreme court of India.
- 13) Any violation of the above rules will invite penalty in the form of warning, fine, complaint to parent or any course of corrective measure as found suitable by any staff member or highest authority of the college.


(Dr Bimlesh Kumar)
Principal

Sant Gajanan Maharaj College of Engineering
Mahagaon, Site-Chinchewadi,
Tal. Gadhinglaj, Dist. Kolhapur

Code of Conducts for Faculty

Every employee shall be governed by these rules and is liable for all consequence in the event of any breach of rules by him / her

- 1) Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealing with the management, Principal, other member of staff, students and with members of the public. He / shall exhibit utmost loyalty and shall always act in the best interests of the college.
- 2) An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Whenever leaving station, an employee shall inform the principal, in writing through the respective H.O.D., or directly, if he / she happen to be the H.O.D., mentioning the contact address during the period of his / her absence.
- 3) The faculties are informed to update their qualification, technical knowledge and skills. Necessary helps including monetary support will be readily given by the management and the principal.
- 4) ~~The teacher shall actively associated, involve, participated herself in all the college activities and programs irrespective of the department, he / she belong to. He /she shall motivate his/ her student likewise to actively involve associated and participates in the various programs and activities of the college.~~
- 5) The teacher shall not only confine his / her activities to the classrooms teaching but involve himself /herself in all the efforts of the college in giving extra inputs to the students so as to make students not only academically brilliant ,but a confident, competent and fully developed personality.
- 6) Faculty should start consultancy work with prior permission of competent authority.
- 7) ~~No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or activity.~~
- 8) No employee shall make any statement, publish or write through any media, which has an adverse effect / criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- 9) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not
- 10) An employee whom an insolvency proceeding is pending before a court of law shall forthwith report full facts to the college.
- 11) The teacher shall report to the management, if there is any criminal complaint, action / proceeding lodged against him / her in any police station, court or forum.


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Code of Conducts for Lab In-charge:

- 1) The lab In-charge should take necessary steps to produce additional equipment / other material required through HOD.
- 2) Prepare plan for maintenance schedule at the beginning of the semester and make sure that it is carried out by the technician in a proper manner.


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Code of Conducts for Lab technician:

- 1) Any unexpected breakdown of laboratory machines / equipment's must be reported immediately to the teaching staff/in-charge of the lab.
- 2) Damage caused to the laboratory equipment by student due to mishandling reported to the concerned staff member for further action.
- 3) The responsibility of the lab Assistant is to identify the requirement of lab consumable and maintain the record etc. preferably before the beginning of the semester and give the same in writing to laboratory in-charge.
- 4) All maintenance works must be carried out & recorded as per the schedule are given by the laboratory in charge, without affecting the regular lab class work.
- 5) To ensure the availability & proper maintenance of "first aid facilities and firefighting equipment".
- 6) Adjust laboratory works to a technician, who is familiar with that lab, in case of your absence.
- 7) Ensure that the machine is in proper working condition & then allow the student to do job.


(Dr. Bireesh Kumar)
Principal

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