

Preamble

Annasaheb Dange College of Engineering & Technology, Ashta is one of the iconic public institutions of higher technical education in Western Maharashtra, distinguished by its compassion to produce engineers with competence for improving the human condition and building the nation. Established in 1999 the institute is affiliated to Shivaji University, Kolhapur and approved by AICTE New Delhi, DTE Maharashtra State, Mumbai, and Government of Maharashtra. Institute offers a culture of academic excellence and opportunity, made all the richer by our diverse community of scholar-citizens and vibrant student life program. We, at ADCET, Ashta incline our students towards learning through conversation and collaboration, micro, mini and mega projects, community and social justice engagement, internships in industry, original research and experimentation. Our cooperative relationship with IITs, NITs, and research organizations enlarges the academic opportunities for our students and their social community. Our active ties to engineering and allied industries further extend the employment opportunities available at ADCET, Ashta. At ADCET, Ashta, we certainly believe with full confidence that we can prepare the next generation for future. The students should follow the general conduct rules (Code of conduct) prescribed by Annasaheb Dange College of Engineering & Technology, Ashta. All the procedures and rules relating to the students have been compiled into a book, titled “**Code of Conduct for Students**” for the benefit of the students. The said code of conduct has been approved in the Board of Governors Meeting no: 16 held on 30/12/2017 (Item No: 10; Resolution No: 10). Insolence to any of the clause of “Code of Conduct” attracts disciplinary action in accordance with the service conditions of the institute.

Code of Conduct for Student

1.1 Orientation / Induction Program

- On the first day of college, the student has to attend orientation program with his / her parent so as to get detailed information of institute and course. The ward and the parents will be made aware about these Rules and Regulations of the institute during the orientation program.

1.2 Admission and Payment of Fees

- The admission process for Second, Third and Final Year Engineering will start in the month of June / July of every academic year. The student has to take admission in the month of June / July by paying prescribed fees.
- The admission process for First Year Engineering & Direct Second Year Engineering shall be conducted as per the guidelines received from the competent authority in each academic year.

1.3 Institute Timings and Attendance

- All the students shall be punctual and adhere to the institute timings - 09.15 AM to 04.15 PM.
- Attendance of the students shall be recorded during every class and practical.
- Minimum 75 % attendance is required to appear for the examinations.
- It is mandatory for every student to be present for flag hoisting on 15th August and 26th January.

1.4 I card & Dress code

- Students must put-on college I-Card issued by the institute while in the institute and campus every day, failing to do so will invite disciplinary action.
- Student must wear college dress code on allotted days - Monday, Tuesday, Thursday & Friday in the institute and campus.

1.5 Academic Integrity

- The Policy on academic integrity, which forms an integral part of the code, applies to all students at the Institute and is required to adhere to the said policy.
- Be on time for college, theory and practical sessions.
- Theory classes, practicals and tutorials will be conducted as per the time – table displayed on the notice board. All theory classes will be conducted in the classrooms allotted to the respective divisions.

- Complete class work, assignments, open book tests, seminars etc assigned by the respective teacher regularly.
- All students must come with completed laboratory manuals for the respective practical.
- In case of absentees inform to your class teacher, guardian teacher and subject teachers.
- Be honest, behave politely and treat others with respect.
- Utilize amenities provided by the college with care.
- Report to appropriate college authorities in any hazardous illegal situations in the institute.
- Audio or video recordings of lectures, tutorials and practicals or actions of other students, faculty, or staff by the students is not permitted in the classrooms without prior permission of the concerned authority.
- Students should not create any disturbances in the academic, administrative, sporting, social or other activities of the institute whether on College campus or elsewhere in the community.

1.6 Examination

- All the students have to appear for all examinations as per the curriculum.
- Examination department will issue notices related to the internal (sessional) and University examination on the examination Notice board from time to time.
- Every student has to fulfil the criterion of minimum attendance of 80 % for theory and practical classes separately. Students failing to meet this criterion shall not be eligible to appear for the examinations as per the university rules.
- Do not use unfair means for examination.
- A student found guilty of using unfair means during examination shall be liable for the disciplinary action.

1.7 Industrial visits and Training

- Any type of misconduct during training, industrial visits and educational tours arranged by the institute will invite serious disciplinary action.

1.8 Use of Library Facility

- Every admitted student has to procure library card from the library to avail the various facilities of the library.

- Each student will get 2 books on library card which can be exchanged.

1.9 Co-curricular and extracurricular activity

- Student can participate in extension, co-curricular and extra-curricular activities including community service conducted by the institute.
- Students can participate in various outside competitions, conferences, seminars, workshops, cultural and sports activities etc. with the prior permission of head of the institute.

1.10 Use of Mobiles and Social Media

- Mobile phones should be switched off during lecture hours and on 'Silent mode' in the college premises. Use of mobile is permitted only in the common rooms.
- Use of internet for the purpose other than academic-related activities is banned.
- Official What's-app group of students of the respective classes will be created on which students will get the notices, circulars, and other academic information. Forwarding the Information which is not related to the institute or academics (e.g. Messages like Good Morning, Good evening etc.) is strictly banned.
- Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

1.11 Interaction with media

- Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the head of the institute.
- Students are not permitted to provide audio and video clippings of any on campus activity to media without prior permission of the head of the institute.

1.12 Damaging the property of the institute

- Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
- A student found guilty in damaging or destruction of any property of the Institute or any property of others on the Institute premises or property of other students and/or faculty members will be liable for disciplinary actions.

- Theft or abuse of the property of institute such as equipment, glassware and other electronic resources such as computer and electronic communications facilities, systems, and services, unauthorized entry in private residences of staff members etc. offices, classrooms, and other restricted areas and interference with the work of others is punishable.
- In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.

1.13 Participation in Ragging:

- Any act which constitutes ragging is banned in the institute and campus.
- Ragging constitutes one or more of any of the following acts:
- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student,
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student,
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- Action taken by the Head of the Institute against those found guilty of ragging

- Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the college level shall be any one or any combination of the following:-
 - i) Cancellation of admission.
 - ii) Suspension from attending classes.
 - iii) Withholding/withdrawing scholarship/fellowship and other benefits.
 - iv) Debarring from appearing in any test/examination or other evaluation process.
 - v) Withholding results.
 - vi) Suspension / expulsion from the hostel.
 - vii) Debarring from representing the college in any regional, national or international meet, tournament, youth festival, etc.
 - viii) Rustication from the college for period ranging from 1 to 4 semesters.
 - ix) Expulsion from the college and consequent debarring from admission to any other college.
 - x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the college shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.

1.14 Sexual harassment

- No any student shall indulge in any act of sexual harassment of any female employee or female student. All students should take appropriate steps to prevent such occurrences.

1.15 Participation in Politics or in Election

- No any student shall take active part in politics or elections or act as a candidate for election while studying in the institute without prior permission of the head of the institute.

1.16 Redressal of grievances

- A student having grievances may apply to the institute online through portal for seeking redressal of grievance.
- No any student shall have recourse to press under any circumstance and should not approach the court for grievances redressal without first representing to the head of the institute and management.

1.17 Possessing, distributing or using forbidden materials

- All the students shall refrain from consumption of alcoholic drinks, narcotic drugs, chewing a tobacco / gutkha, smoking at institute and campus.
- Possessing, distributing or carrying obscene videos, pictures, and photographs in print or electronic form at institute and campus will be liable for disciplinary action.

1.18 Hostel Discipline

- The student should behave in such a manner that the atmosphere in the hostel remains clam and conducive to studies and leading to the cultural and moral development of the inmates.
- Students should take utmost care to keep their room and hostel premises neat and clean.
- Student suffering from contagious disease, injury or sickness should immediately report the matter to the Rector and seek help from the authorized hospital.
- Students should not play indoor games in hostel rooms which will cause damage to property and disturbance to others.
- Vehicles, if any, of the students will have to be parked only at the parking place at their own risk in hostel premises.
- Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Shouting in the hostel is strictly prohibited.
- Smoking and alcoholic drinks are strictly prohibited in the hostel.
- Students shall not bring or use crackers, hand bombs or any explosive articles in the hostel premises that may cause noise pollution, disturbance or danger to life / property or both.
- Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
- The students will have to make entry in the register kept at the entrance of the hostel while going out or coming in.
- Students shall behave politely and properly with the Rector/ staff member of the hostel.

1.19 Leaving the Institute

- Leaving the institute before completion of studies / program
- In the event, a student is asking to discontinue his / her studies before successful completion of the program for any legitimate reason, such a student may be relieved from the institute subject to following conditions:
- Such student shall apply to the head of the institute in the prescribed format along with written consent of the parent. After getting the permission from the head of the institute, such student has to fill the 'No Dues Form' available in the office and required to clear all pending institute, hostel and mess dues. On receipt of completion of all dues, admission of such student stand cancels and he / she will get Leaving certificate or Transfer Certificate as the case may be. If a student is receiving any financial assistance like government scholarship, the said grant shall be revoked.
- Leaving the institute after completion of studies / program successfully
- After successful completion of the program, a student may ask for the leaving certificate or transfer certificate. In such case student has to apply in prescribed format to the head of the institute. After getting the permission from the head of the institute, such student has to fill the 'No Dues Form' available in the office and required to clear all pending institute, hostel and mess dues. On receipt of completion of all dues, such student will get Leaving certificate or Transfer Certificate as the case may be.

1.20 Breach of Code of Conduct

- If there is a case against a student for a possible breach of code of conduct, then the case will be forwarded to either Grievance Redressal for other Complains / Grievances Committee or Anti Ragging Committee to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
 - **Warning:** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
-

- **Restrictions:** Restricting access to various facilities in the campus for a specified period of time.
- **Monetary Penalty:** May also include suspension or forfeiture of scholarship / fellowship for a specific time period.
- **Suspension:** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.
- **Expulsion:** Expulsion of a student from the Institute permanently indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
- **Appeal:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the head of the institute. The Head of the institute may decide on one of the following:
 - Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct,
 - Refer the case back to the committee for reconsideration. In any case the Head of the institute's decision is final and binding in all the cases where there is misconduct by the student.
- **Hostel Disciplinary Actions**
- **Suspension and restriction:** The duration of suspension or restriction shall be dependent on the gravity of breach of regulations. It shall be decided by the chairman of discipline committee.
- Intentional or deliberate damage caused to property; the recovery cost shall be twice the cost of replacement/repair.
- Inadvertent damage caused to property; the recovery cost shall be of replacement/repair.
- Written warning asking apologies and undertaking.
- Expulsion from hostel.

