

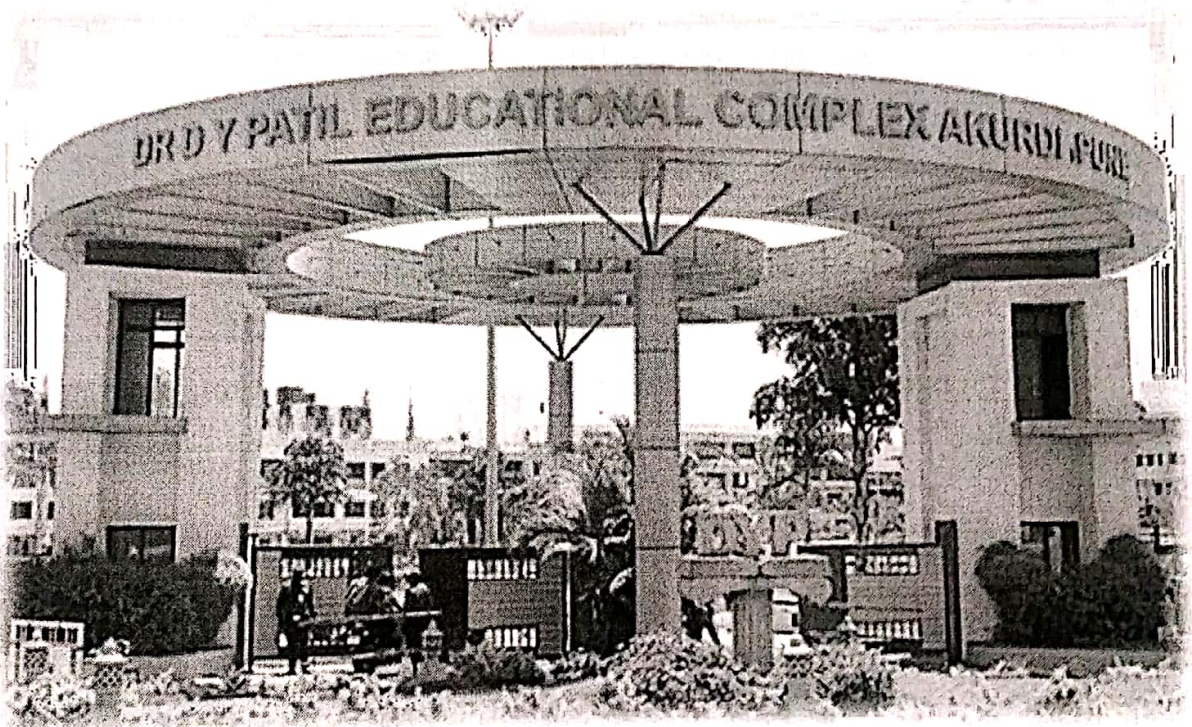


Dr. D. Y. PatilPratishthan's

D. Y. PATIL COLLEGE OF ENGINEERING AKURDI

Sector 29, Nigdi Pradhikaran

Akurdi, Pune - 411 044



CODE OF CONDUCT FOR FACULTY AND STAFF

CODE OF CONDUCT FOR FACULTY AND STAFF OF DYPCOE AKURDI

- 1. Faculty and staff of DYPCOE shall not use their position in the Institute for any personal or private gains:** Any sort of advertising for self-interest is strictly prohibited in the premises of DYPCOE Akurdi. Faculty or staff found guilty of such activities shall be liable for strict actions after sufficient enquiry.
- 2. Professional Behavior:** All the employees of DYPCOE Akurdi shall display highest standards of professionalism. Utmost importance shall be given to:
 - Reporting to the Institute on time
 - Not leaving the Campus without written permission from Head of the Institute
 - Avoiding words and/or actions that may bring the Institute to disrepute
 - Maintaining appropriate level of privacy with respect to students and parents records and other sensitive matters of the Institute.
- 3. Ethics and Etiquettes:** DYPCOE Campus gives highest importance to implementation and promotion of ethical values.
 - Faculty shall not indulge in any malpractice or unfair means during conduction of syllabus / evaluation / administration.
 - Faculty and staff shall never willingly participate in the damage to property of the Institute. Any such instance should be immediately reported to the higher authorities.
 - All the stakeholders should maintain the authenticity of all the records and official documents. Falsifying or faking official documents shall be considered as an offense.
 - Faculty shall practice proper use of all the resources provided by the management of Institute like electricity, water and other stationary material. Faculty should also guide and educate students about using above stated resources effectively.
 - Faculty should be professionally dressed in the premises of Institute and should maintain the decorum inside and outside the classroom.
 - Faculty are not allowed to accept gifts and other courtesies from students, parents and other stakeholders.
- 4. Counselling and Facilitating:** Each faculty should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful.
- 5. Safety:** Faculty and staff should ensure that the work environment is safe for everybody to work. Faculty should also follow all the guidelines given by Disaster Management Cell very strictly. Any

instance where such guidelines are not followed, should be informed to the higher authorities.

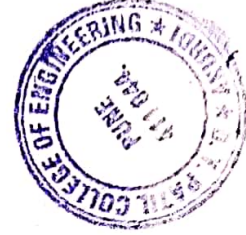
6. Additional Employment Opportunities : Any employment outside DYPCOE is not allowed, except in cases where such employment does not interfere with regular and punctual discharge of duties and responsibilities of DYPCOE Akurdi. A written permission for such kind of work should be taken from management of the Institute.

7. Institute reserves right to change any rule at any time without intimation.



Dr. (Mrs.) P Malathi
Principal (I/C)

D. Y. Patil College of Engineering Akurdi



PRINCIPAL
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