



## **INTERNATIONAL CENTRE OF EXCELLENCE IN ENGINEERING AND MANAGEMENT (ICEEM)**

Research to reality....

### **NAME OF DIRECTORS WITH THEIR TENNURE**

<b>Name</b>	<b>Designation</b>	<b>Tennure</b>
<b>Dr. P. A. Deshmukh</b>	<b>Director</b>	<b>Jun 2011 - Jan 2015</b>
<b>Prof. Dilip Gaur</b>	<b>Director</b>	<b>Jan 2015 - Oct 2019</b>
<b>Dr. C.S. Padmavat</b>	<b>Campus Director</b>	<b>Nov 2019 - Till Date</b>
<b>Prof. H.L. Jadhav</b>	<b>I/C Director</b>	<b>Aug 2023 - May 2024</b>
<b>Dr. R. R. Deshmukh</b>	<b>Director</b>	<b>Jun 2024 - Till Date</b>



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## CODE OF CONDUCT FOR DIRECTOR / PRINCIPAL

1. Director / Principal is chief executive officer in ICEEM, both in academic and administrative matters.
2. The Director / Principal should set standards of good work and model ethical behavior, present his own example of commitment and competence and continuously motivate all his colleague at ICEEM for excellent performance.
3. Director / Principal shall also ensure quality assurance and he/she should be assisted by IQAC Co-ordinator.
4. The Director / Principal should promote industry-institute i.e, interface for better employability of the students.
5. Director / Principal should involve faculty members at different levels for various institutional activities.
6. Director / Principal should closely monitor the class work as per the time tables and the almanac with assistance of class Teachers and other faculty-in-charges.
7. Responsibility to observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
8. Director / Principal should hold meetings of Heads of Departments to analyze the development of academic work, suggest active procedures to attain the desired academic outcome and supervise for all co-curricular activities.
9. Efforts to give after global well-being of staffs and students.



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## CODE OF CONDUCT FOR TEACHERS

1. Teachers should handle the subjects assigned by the HOD and complete the syllabus in proper as well as produce good results.
2. Mentor- Mentee system must be implemented effectively. Teachers shall monitor the respective group of students who are attached to them.
3. Assignment topics for each course must be given in time to the students
4. Teachers must be good counselors and facilitators and have responsibility to guide, encourage and assist the students.
5. Teachers should maintain decorum of both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, Co-Curricular and organizational activities that may be assigned to them from time- to-time.
7. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
8. Teachers should remain in the college campus as per the guidelines of Institute.
9. Teachers should sign the attendance register while reporting for duty.
10. Teacher should prepare a teaching plan of the subjects at the beginning of the year / semester and get it approved from the HOD.
11. Record the attendance of every lecture, compile the attendance at the end of every month and submit the report to HOD.
12. Make the status of syllabus completed at the end of every month.



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### CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should report for duty at least 30 minutes in advance.
2. Non-Teaching staff remain on Duty during College hours, as per the guidelines of Institute.
3. Non-Teaching staff should wear the I-card and uniform as per the guidelines of Institute.
5. Non-Teaching Staff assigned to laboratories should keep the Labs clean.
6. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
7. Non-Teaching Staff, working in the Lab. shall maintain a dead stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the HOD and the Director at the end of each semester and their signatures obtained.
8. For articles / equipments damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts [ for deposit in the College account.
9. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached



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## CODE OF CONDUCT FOR STUDENTS

1. Every student must possess and carry identity card during his/her presence in college campus.
2. Students are advised to be in proper dress as per the dress code determined by the college on every working day.
3. Students shall follow timetable punctually and attend lectures and practicals regularly. Attendance at lectures and practicals is compulsory.
4. Observance of discipline in class room, laboratory, workshop, canteen, hostel and college campus is mandatory. Misconduct and misbehavior including mischief, shouting, quarrels, teasing, abusing, arrogance, use of battery, causing hurt and grievous hurt and ragging etc. are prohibited in college campus.
5. Students are not supposed to invite any outsider, friend or student/s from other college/s, in college campus or in hostel without permission of college authorities.
6. Students shall not write anything on inner or outer walls of the college, class room boards, toilets, etc. Pasting of posters or inscribing of textual or graphic material in or outside the class room is prohibited.
7. Students should not misuse, damage or dislocate any property of the college like furniture, laboratory equipment's, library books, etc.
8. Students can make proper use of their leisure hours and free time in the library, I. T. Lab, sports room and canteen only. Sitting on the staircase and in front of the entrance gate, loitering in veranda, leaving the college campus for private reasons during free time must be avoided.
9. Every student must complete the prescribed Sessional work (Tests, Tutorials, Assignments, Homework, Library work, Projects, Reports, Industrial visit reports, Midterm exam etc.) within the time given by the department or the concerned teacher/guide.
10. Use of mobiles/cell phones, i-pods, headphones etc are not allowed in classrooms.