Shree Mahavir Education Society's

SANGHAVI COLLEGE OF ENGINEERING, NASHIK

(Approved by AICTE, DTE & Affiliated to Savitribai Phule Pune University)

Supporting Documents for

7.1 Institutional Values & Social Responsibilities (50)

7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website

2. There is a committee to monitor adherence to the Code of Conduct

3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

Address:

Sanghavi College of Engineering,

Mhasrul-Varvandi Road, Varvandi, Nashik-422202 Maharashtra, India.

Website: - engineering.shreemahavir.org

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INDEX

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Shree Mahavir Education Society's
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1. The Code of Conduct is displayed on the website

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Code of Conduct for Students in an Engineering College:

1. **Academic Integrity:** a. Students are expected to maintain the highest standards of academic honesty. b. Plagiarism, cheating, and any form of academic dishonesty are strictly prohibited. c. All submitted work must be the result of the student's individual effort unless group work is explicitly permitted.
2. **Professionalism:** a. Students should exhibit professional behaviour in all academic and non-academic activities. b. Respectful communication and collaboration with peers, faculty, and staff are essential. c. Punctuality and attendance are crucial for all classes, meetings, and academic events.
3. **Laboratory and Workshop Safety:** a. Adherence to safety protocols and guidelines is mandatory in laboratories and workshops. b. Proper handling and care of equipment are essential to ensure a safe working environment.
4. **Responsible Use of Technology:** a. Responsible and ethical use of technology is expected. b. Unauthorized access to computer systems, software, and data is strictly prohibited.
5. **Community and Environmental Responsibility:** a. Students are encouraged to contribute positively to the college community. b. Respect for the environment, including proper disposal of waste, is emphasized.
6. **Anti-Discrimination and Harassment:** a. Discrimination, harassment, and bullying based on race, gender, religion, or any other characteristic are not tolerated. b. Students should report any instances of discrimination or harassment promptly.
7. **Social Responsibility:** a. Students are encouraged to participate in community service and socially responsible activities. b. Respect for diversity and inclusivity is paramount.
8. **Alcohol and Substance Abuse:** a. The consumption of alcohol and illegal substances is strictly prohibited on campus. b. Students are expected to make responsible choices regarding their health and well-being.
9. **Attendance and Participation:** a. Regular attendance and active participation in classes and extracurricular activities are expected. b. Students should inform instructors in advance if unable to attend a class or event.
10. **Dress Code:** a. Students are expected to dress in a manner that is appropriate for an academic and professional setting.

By adhering to this code of conduct, students contribute to a positive and conducive learning environment for themselves and their peers. Failure to comply with these guidelines may result in disciplinary action, including warnings, probation, suspension, or expulsion, depending on the severity of the violation.

Code of Conduct for Staff in an Engineering College:

1. **Professionalism and Integrity**: a. Staff members are expected to uphold high standards of professionalism and integrity in all professional interactions and responsibilities. b. Honest and ethical behavior is paramount, maintaining the trust of colleagues, students, and the institution.
2. **Commitment to Education:** a. Staff members are committed to providing quality education and fostering a positive and inclusive learning environment. b. Continuous professional development is encouraged to stay abreast of advancements in their field.
3. **Respectful Communication:** a. Open, respectful, and transparent communication is essential among colleagues, students, and stakeholders. b. Differences of opinion should be addressed with professionalism and courtesy.
4. **Confidentiality and Data Protection**: a. Staff members must maintain the confidentiality of sensitive information, including student records and institutional data. b. Compliance with data protection regulations is mandatory.
5. **Collegiality and Collaboration:** a. Encourage a collaborative and supportive work environment, fostering teamwork and positive relationships among staff members and across departments.
6. **Adherence to Policies and Procedures:** a. Familiarity with and adherence to institutional policies and procedures is expected. b. Report any violations or concerns through the appropriate channels.
7. **Professional Appearance:** a. Maintain a professional appearance in accordance with institutional norms and expectations.
8. **Conflict of Interest:** a. Avoid situations that may result in a conflict of interest between personal and professional responsibilities. b. Disclose and address potential conflicts appropriately.
9. **Health and Safety:** a. Take responsibility for creating and maintaining a safe and healthy work environment. b. Adherence to safety protocols and guidelines is mandatory.
10. **Diversity and Inclusion:** a. Foster an inclusive and diverse environment that respects and values individual differences among staff and students.
11. **Continuous Improvement:** a. Actively engage in initiatives aimed at the continuous improvement of the institution. b. Provide constructive feedback and contribute to the enhancement of processes and practices.
12. **Professional Conduct Outside the Workplace:** a. Maintain professional conduct even outside the workplace, recognizing that actions outside of work may impact the institution's reputation.

Adherence to this code of conduct is essential for the collective success and reputation of the engineering college. Violations may result in disciplinary actions, ranging from verbal warnings to more severe consequences, based on the nature and severity of the misconduct.

Code of Conduct for Administrator in an Engineering College:

1. **Leadership and Integrity:** a. Administrators are expected to provide effective and ethical leadership, serving as role models for the entire college community. b. Uphold the highest standards of integrity and honesty in all professional dealings.
2. **Commitment to the Institution's Mission:** a. Demonstrate unwavering commitment to the mission, goals, and values of the engineering college. b. Work towards the continuous improvement and advancement of the institution.
3. **Transparency and Communication:** a. Foster an environment of open and transparent communication among staff, faculty, students, and other stakeholders. b. Keep stakeholders informed about important developments and decisions affecting the college.
4. **Conflict Resolution:** a. Effectively address conflicts in a fair and timely manner, promoting a positive and constructive work environment. b. Encourage resolution through open dialogue and mediation when appropriate.
5. **Resource Management:** a. Ensure responsible and efficient use of resources, including finances, facilities, and personnel. b. Adhere to budgetary guidelines and promote fiscal responsibility.
6. **Professional Development:** a. Engage in continuous professional development to stay current with trends and best practices in educational administration. b. Support the professional growth of staff and faculty.
7. **Fair and Equitable Treatment:** a. Ensure fair and equitable treatment of all individuals within the college community, regardless of their position, background, or affiliation. b. Uphold and enforce anti-discrimination policies.
8. **Confidentiality and Privacy:** a. Safeguard confidential information, respecting the privacy of individuals and adhering to relevant data protection regulations. b. Use discretion in handling sensitive matters.
9. **Collaboration and Team Building:** a. Promote collaboration and teamwork among staff, faculty, and other administrators. b. Foster a positive and inclusive organizational culture.
10. **Adherence to Policies and Procedures:** a. Be familiar with and enforce institutional policies and procedures consistently. b. Address policy violations promptly and fairly.
11. **Community Engagement:** a. Encourage and participate in community engagement initiatives, promoting the college's positive relationship with external stakeholders.
12. **Crisis Management:** a. Be prepared to effectively manage and respond to crises, prioritizing the safety and well-being of the college community.

Adherence to this code of conduct is crucial for administrators to effectively lead and contribute to the success of the engineering college. Violations may result in disciplinary actions, ranging from corrective measures to more severe consequences, based on the nature and severity of the misconduct.

Code of Conduct for Non-Teaching staff in an Engineering College:

1. **Professionalism and Integrity:** a. Non-teaching staff members are expected to conduct themselves with professionalism, honesty, and integrity in all their duties. b. Uphold the reputation and values of the engineering college through ethical behaviour.
2. **Respectful Communication:** a. Maintain open and respectful communication with colleagues, students, and other members of the college community. b. Collaborate effectively with others to create a positive work environment.
3. **Punctuality and Attendance:** a. Adhere to established work hours and schedules, demonstrating punctuality and regular attendance. b. Notify supervisors promptly in case of any anticipated absence or late arrival.
4. **Confidentiality and Data Protection:** a. Safeguard confidential information and adhere to data protection regulations in handling sensitive data. b. Respect the privacy of individuals within the college community.
5. **Adherence to Policies and Procedures**: a. Be familiar with and adhere to all institutional policies and procedures relevant to non-teaching staff roles. b. Report any policy violations through the appropriate channels.
6. **Health and Safety:** a. Prioritize and contribute to maintaining a safe and healthy work environment. b. Follow safety protocols and guidelines to ensure the well-being of oneself and others.
7. **Professional Development:** a. Seek opportunities for professional development to enhance skills and contribute effectively to the workplace. b. Support and engage in initiatives that promote continuous learning.
8. **Collaboration and Teamwork:** a. Foster a collaborative and supportive atmosphere by working positively with colleagues and other staff members. b. Contribute to a harmonious work environment through teamwork.
9. **Customer Service Orientation:** a. Provide excellent customer service to students, faculty, and other stakeholders. b. Address inquiries and concerns promptly and professionally.
10. **Efficient Resource Management:** a. Use resources responsibly and efficiently, including equipment, materials, and supplies. b. Report any misuse or waste of resources to appropriate authorities.
11. **Appearance and Dress Code:** a. Maintain a neat and professional appearance in accordance with the college's dress code policies.
12. **Continuous Improvement:** a. Contribute to the continuous improvement of work processes and procedures. b. Provide constructive feedback and suggestions for enhancing efficiency and effectiveness.

Adherence to this code of conduct is essential for the smooth functioning of the engineering college and contributes to a positive and collaborative work environment. Violations may result in corrective action, ranging from verbal counselling to more severe consequences, depending on the nature and severity of the misconduct.

Shree Mahavir Education Society's
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2. There is a committee to monitor adherence to the Code of Conduct

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Website: - engineering.shreemahavir.org

F / 65 / 00	FORMAT	

Minutes of Meeting

Name of College:	~~Trust~~/ ~~Polytechnic~~ / Engineering / ~~D. Pharmacy~~ / ~~B. Pharmacy~~				
Meeting Called By:	Principal	**Location :**	Seminar Hall		
Date of Meeting:	19/06/2023	**Start Time:**	3:00pm	**End Time:**	3:20pm
Agenda of Meeting:	Code of conduct for staff (HoD)				

Attendees

Sr No	Participants	Time	Signature	Sr No	Participants	Time	Signature
1	R.S. Bonde			11			
2	P. Biswas			12			
3	P.N. Renuke			13			
4	T. H. Borate			14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

Sr No	Topics Discussed	Responsible Person	Deadline	Status
1.	All points are discussed in meetings, which are given in Code of Conduct.			

F / 65 / 00	FORMAT	

Minutes of Meeting

Name of College:	Trust/ ~~Polytechnic~~ / Engineering / D. Pharmacy / ~~B. Pharmacy~~				
Meeting Called By:	Principal	**Location :**	Seminar Hall		
Date of Meeting:	18/12/2023	**Start Time:**	3:00 pm	**End Time:**	3:20 pm
Agenda of Meeting:	Code of conduct for Staff (HOD)				

Attendees

Sr No	Participants	Time	Signature	Sr No	Participants	Time	Signature
1	R.S. Baikar			11			
2	P. Biswas			12			
3	P. A Kenwa			13			
4	T. H. Borase			14			
5				15			
6				16			
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Minutes of Meeting

Name of College:	Trust/ Polytechnic / Engineering / D. Pharmacy / B. Pharmacy				
Meeting Called By:	Mr. R.S. Bankar	Location :	HOD Cabin		
Date of Meeting:	26/06/2023	Start Time:	3:00pm	End Time:	3:20pm
Agenda of Meeting:	Code of Conduct for Staff				

Attendees

Sr No	Participants	Time	Signature	Sr No	Participants	Time	Signature
1	Ms P.S. Bhavar			11			
2	Ms. S.S. Uphade			12			
3	Mr. A.K. Sonawane			13			
4	Ms. A.G. Bhagwat			14			
5	Mr. H.M. Pawar			15			
6	Ms. P.R. Anap			16			
7				17			
8				18			
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Minutes of Meeting

Name of College:	Trust/ Polytechnic / Engineering / D. Pharmacy / B. Pharmacy				
Meeting Called By:	Mr. R.S. Bankar	Location :	HOD Cabin		
Date of Meeting:	11/12/2023	Start Time:	3:00pm	End Time:	3:20pm
Agenda of Meeting:	Code of conduct for staff				

Attendees

Sr No	Participants	Time	Signature	Sr No	Participants	Time	Signature
1	Ms. P. S Bhavar			11			
2	Ms. S.S Uphade			12			
3	Mr. A. K. Somwane			13			
4	ms A G. Bhagwat			14			
5	Mr. H M. Pawar			15			
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Minutes of Meeting

Name of College:	Trust/ Polytechnic / Engineering / D. Pharmacy / B. Pharmacy				
Meeting Called By:	Principal	Location :	Principal Cabin		
Date of Meeting:	22/06/2023	Start Time:	3:00 pm	End Time:	3:20pm
Agenda of Meeting:	Code of conduct for administration				

Attendees

Sr No	Participants	Time	Signature	Sr No	Participants	Time	Signature
1	Kailas S. Bunge		KSB	11			
2	Dnyaneshwar Kshirsagar			12			
3	Shital Sandhan			13			
4	Akashdeep Yadav			14			
5	Sandeep Parlipande			15			
6	Shriram Sonawane			16			
7	Manisha Pawar		MSP	17			
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9				19			
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Savitribai Phule Pune University, Pune

Syllabus for TE Civil Engineering (2019 Pattern)

Implemented from Academic year 2021-22

Board of Studies in Civil Engineering

Faculty of Science and Technology

Savitribai Phule Pune University, Pune TE (Civil Engineering) 2019 Pattern (With effect from Academic Year 2021-22)																	
SEMESTER: V																	
Course Code	**Course Name**	**Teaching Scheme (Hours/Week)**			**Examination Scheme and Marks**						**Credit**						
		Theory	**Practical**	**Tutorial**	**IN-Sem**	**End-Sem**	**TW**	**PR**	**OR**	**Total**	**TH**	**TW**	**PR**	**OR**	**TUT**	**Total**
301001	Hydrology and Water Resources Engineering	03	--	--	30	70	--	--	--	100	03	--	--	--	--	03
301002	Water Supply Engineering	03	--	--	30	70	--	--	--	100	03	--	--	--	--	03
301003	Design of Steel Structures	03	--	--	30	70	--	--	--	100	03	--	--	--	--	03
301004	Engineering Economics and Financial Management	03	--	--	30	70	--	--	--	100	03	--	--	--	--	03
301005	Elective I	03	--	--	30	70	--	--	--	100	03	--	--	--	--	03
301006	Seminar	--	--	01	--	-	50	--	--	50	--	--	--	--	01	01
301007	Hydrology and Water Resources Engineering **Lab**	--	02	--	--	--	25	--	--	25	--	01	--	--	--	01
301008	Water Supply Engineering **Lab**	--	02	--	--	--	--	50	--	50	--	--	01	--	--	01
301009	Design of Steel Structures **Lab**	--	04	--	--	--	--	--	50	50	--	--	--	02	--	02
301010	Elective I **Lab**	--	02	--	--	--	25	--	--	25	--	01	--	--	--	01
301011	Audit Course I: Professional Ethics and Etiquettes/ Sustainable Energy Systems	--	--	01	--	GR	--	--	--	GR	--	--	--	--	--	--
	Total	**15**	**10**	**02**	**150**	**350**	**100**	**50**	**50**	**700**	**15**	**02**	**01**	**02**	**01**	**21**
Abbreviations: TH : Theory, TW: Term Work, PR : Practical, OR: Oral, TUT : Tutorial, GR: Grade																	

Elective I: 301005

S N	Course Code	Course Name
01	301005 a	Advanced Fluid Mechanics and Hydraulic Machines
02	301005 b	Research Methodology and IPR
03	301005 c	Construction Management
04	301005 d	Advanced Concrete Technology
05	301005 e	Matrix Methods of Structural Analysis
06	301005 f	Advanced Mechanics of Structures

Savitribai Phule Pune University, Pune
TE Civil (2019 Pattern) w. e. f. June 2021
301011 a: Audit Course I: Professional Ethics and Etiquettes

Teaching scheme	Credit	Examination scheme
Tutorial: 01 Hours/week	--	Grade

Professional ethics is the underlying concept behind the successful accomplishment of any act of a professional towards achieving the individual and societal goals. These goals should ultimately result in morally, legally, ethically and even culturally acceptable good things for all. Engineers being special group of professionals need to be more conscious of their acts since their duties, rights and responsibilities permeate into the society and the surroundings. To practice professional ethics, understanding of values and concepts are essential.

Course objectives

01 To create awareness on professional ethics and human values.
02 To provide basic familiarity about Engineers as responsible experimenters, research ethics, codes of ethics, industrial standards.
03 To inculcate knowledge and exposure on safety and risk.
04 To expose students to right attitudinal and behavioral aspects.

Course outcomes

On successful completion of this course, the learner will be able to:

01 Understand the basic perception of profession, professional ethics, various moral issues and uses of ethical theories
02 Understand various social issues, industrial standards, code o ethics and role of professional ethics in engineering field.
03 Follow ethics as an engineering professional and adopt good standards and norms of engineering practice.
04 Apply ethical principles to resolve situations that arise in their professional lives

Course Contents

Unit I: Human Values and Engineering Ethics

Morals, values and ethics, integrity, work ethic, civic virtue, valuing time, cooperation**,** commitment, empathy, self-confidence, stress management, senses of engineering ethics, Kohlberg's theory, Gilligan's theory, models of professional roles, uses of ethical theories.

Unit II: Research Ethics and Codes of Ethics

Industrial standardization, ethical code and its importance, ethical accountability, law in engineering and engineering as social experimentation.

Unit III: Safety, Responsibilities and Rights

Safety and risk, assessment of safety and risk, risk benefit analysis and reducing risk collegiality, collective bargaining, confidentiality, conflicts of interest, professional rights, employee rights, intellectual property rights(IPR), discrimination and utilitarianism.

Unit IV: Professional Etiquette

Etiquette at meetings, public relations office (PRO)s etiquettes, technology etiquette phone etiquette, email etiquette, social media etiquette, video conferencing etiquette, interview

etiquette, dressing etiquettes : for interview, offices and social functions, ethical values: importance of work ethics.

Reference books

01 Ethics in Engineering Practice and Research, Caroline Whitbeck, Cambridge Press
02 Intellectual Property Rights, Prabhuddha Ganguli, Tata Mc-Graw –Hill, New Delhi.
03 Professional Ethics and Etiquette (Mastering Career Skills), Checkmark
04 Professional Ethics And Human Values, A Alavudeen, Firewall