

07/01/2016

CODE OF CONDUCT: FACULTY & STAFF

1. All teachers and employees shall observe the following Code of Conduct namely:

- (a) An employee shall treat all students without discrimination on political ground or for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against other students or other employees or institute administration.
- (b) A teacher shall not misuse the facilities of the institute while exercising freedom of academic thought or expression.
- (c) An employee shall not make use of the resources and facilities of the institution or Management for his personal use or for commercial, political or religious purposes.
- (d) A teacher shall be impartial in assessment for students and shall not deliberately over mark or under mark or victimize students on any ground.
- (e) A teacher shall not conduct or be employed in any private coaching classes or give private tuitions on commercial basis, except as otherwise provided in rule 23.
- (f) An employee shall communicate change in address, if any, during vacation or leave period to the Head of the department, Principal or President as the case may be.
- (g) Full-time teaching staff shall not accept part-time employment on payment or for any consideration in another educational, cultural or literary institution without obtaining prior written permission from the authorities of the institute in which he is employed on full-time basis.
- (h) The behavior of an employee with male and female students and employees shall be modest.
 - (i) An employee shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
 - (ii) not consume any intoxicating drink or be under the influence of any intoxicating drink or drug , during the course of his duty ; and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug ;
 - (iii) refrain from consuming any intoxicating drink or drug in a public place ;
 - (iv) not appear in a public place in a state of intoxication ;

Explanation: For the purpose of this rule, “Public Place” means any place or premises (including conveyance) to which the public have or are permitted to have access whether on payment or otherwise.

2. Failure to conform to any of the rule of Code of Conduct mentioned in sub rule (2) shall be treated as an act of negligence or misconduct or both.



DIRECTOR



Date: 07/01/2016

Code of Conduct for Students

The code of student conduct is established to foster and protect the core missions of the AIKTC, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the institution and its missions. The core missions of the AIKTC are teaching, learning, service, practice and research.

The code governs all Schools of Anjuman-I-Islam's Kalsekar Technical Campus.

1. Respect for Authority:

Students will demonstrate respect for all faculty, staff, visitors and fellow students. Students are expected to recognize and comply with the authority held by the institution, its faculty and staff. Requests made to them by faculty/staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.

2. Dismissal or suspension:

The AIKTC reserves its right to suspend and recommend to the university of Mumbai or any other statutory authority, the dismissal of the student under the following circumstances:

- Involvement in criminal case or any such case which brings disgrace to the image of the Institution/s.
- **Intolerance amongst various religions (both inter and intra religion), caste, color, region, sects etc and any kind of groupism leading to unhealthy atmosphere, arguments, discussions, fights and any such outcome.**
- Involvement in case of Ragging (both on campus and off campus).
- Repeatedly violating the code of conduct and showing no improvement after several warnings.
- Violating the ethics of the profession.
- Involvement in anti-national / anti-social activities.
- Certified by qualified professional and approved by the University of Mumbai that the student is mentally ill and is unfit to pursue the profession.
- Students who do not show any improvement in academic progress despite all the support, found to be involved in substance abuse and refuse rehabilitation.
- Involvement in Sexual Harassment / eve teasing.
- Fail to complete programme of studies within the maximum time limit provided by the University of Mumbai.

DIRECTOR

Copy to: All Deans /MR-QMS /Controllers / Librarian / Section heads / DC /
Students' Notice / Office / Master file for compliance



ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS, NEW PANVEL

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- SCHOOL OF ENGINEERING & TECHNOLOGY
- SCHOOL OF PHARMACY
- SCHOOL OF ARCHITECTURE

Ref.: AIKTC/Admin/2018/

16/04/2018

CIRCULAR

(This Circular supersedes the earlier notification issued in this regard)

Sub: Dress code and code of conduct for all AIKTC students: reg...

Based on the inputs and suggestions given by the Students' Council of AIKTC, it is once again emphasized that the code of students' conduct is established to foster and protect the core values of the AIKTC, to foster the scholarly and civic development of the students in a safe and secure learning environment and also to protect the people, properties and processes that support the institution's vision and mission. The code governs all Schools of Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel.

DRESS CODE FOR STUDENTS

A. DRESS CODE: MALE STUDENTS

- ✓ Dress code is compulsory with formal/Sports/Canvas shoes and I-card on all working days as prescribed. **NO RELAXATION HENCE FORTH ON FRIDAYS, DURING CLASSES, EXAMINATIONS, TESTS OR OTHERWISE.**
- ✓ Single collared full sleeves **WHITE SHIRT** and Jeans/Trousers of **DARK BLUE/BLACK COLOR.**
- ✓ Formal / Sports / Canvas Shoes and Socks.
- ✓ Chappals / floaters / Sandals not allowed unless notified separately during Monsoon.
- ✓ Dress (other than prescribed) on special occasion (with prior permission) should only be formals.

STRICTLY PROHIBITED (MINIMUM FINE OF RS.500/- FOR DEFAULTERS)

- X No funky colorful Pants and Capri's allowed.
- X Skin tight Trousers/Jeans and T-Shirts (Round neck).
- X Low waist revealing clothes.
- X Garments with abusive, indecent, vague quotations etc.

Note: Dress (other than prescribed) on special occasion (with prior permission) should only be formals. Prohibited dresses are not allowed even on Special occasions.



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B. DRESS CODE: FEMALE STUDENTS

- ✓ Regular **WHITE LONG KURTA / KURTI / LONG DECENT SHIRT** with at least 3/4th sleeves to be worn on **DARK BLUE/BLACK COLOURED CHUDIDAR/JEANS**.
(All Days during Classes, Examination, Test or Otherwise)
- ✓ If Chudidar is worn, it should be with a long Kurta.
- ✓ Decent Sandals/ Sports shoes/ formal women shoes to be worn.
- ✓ Those wearing Burkha throughout the day are exempted from specified dress code.
- ✓ Those with long hair/below shoulder length are expected to keep them tied preferably.

STRICTLY PROHIBITED (MINIMUM FINE OF RS.500/- FOR DEFAULTERS)

- X No loose hairs.
- X Skin tight fitting clothes, skin tight leggings and Sleeveless garments.
- X Jeans, T-shirts and any other clothing resembling MALES.

Note: Dress (other than prescribed) on special occasion (with prior permission) should only be decent formals. Prohibited dresses are not allowed even on Special occasions.

STRICTLY PROHIBITED BEHAVIOUR (MINIMUM FINE OF RS.1000/- FOR DEFAULTERS)

- X Quarreling / Fighting.
- X Shouting / Speaking loudly
- X Using Abusive / Slang Language.
- X Loitering / Roaming around, skipping TH/PR Sessions.
- X Intermingling and physical touching amongst BOYS and GIRLS
- X Trespassing faculty areas such as in canteen / washrooms etc.

USE OF MOBILE PHONES / TABS

- X Use of Mobile Phones/Tabs strictly prohibited during lectures/ practical, within the class rooms/labs, in/out/around faculty rooms, offices, corridors and staircases of the campus.
- ✓ Use of mobile phones partially allowed (if necessary) in canteen, students pathways, lawn.
- X Anybody if caught using these gadgets in prohibited areas, it shall be seized and shall be returned to their parents only after the end of semester (with an Undertaking).



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INTERMINGLING (MINIMUM FINE OF RS.1000/- FOR DEFAULTERS)

- X Intermingling between A BOY and A GIRL alone in secluded or deserted areas is strictly prohibited.
- X OBJECTIONABLE PHYSICAL TOUCHING AMONGST BOYS & GIRLS PROHIBITED.
- X Entry into Girls' common room and areas reserved for Girls in canteen, sports/recreational area is prohibited.
- ✓ A well appreciated distance should be maintained between Boys and Girls.

Note: Strict disciplinary action will be taken against those found not abiding by this Rule.

ABSENCE FROM ACADEMICS

Late coming, Skipping theory/ Practical etc. and loitering / hanging out in canteen /Sports areas/ basement is highly discouraged and may lead to suspension/ detention/rustication.

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- Involvement in case of Ragging.
- Repeated violation of code of conduct & no improvement after several warnings.
- Violating the ethics of the profession.
- Involvement in anti-national / anti-social activities.



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- Certified by qualified professional and approved by the University of Mumbai that the student is mentally ill and is unfit to pursue the profession.
- Students who do not show any improvement in academic progress despite all the support, found to be involved in substance abuse and refuse rehabilitation.
- Involvement in Sexual Harassment.
- Fail to complete programme of studies within the maximum time limit provided by the University of Mumbai.

Discussed, Deliberated, Developed & Implemented all the above in its letter and spirit to ensure Discipline by the following Controllers, HODs and Deans:			
Sr. No.	Name	Designation	Signature
1	Dr. Rajendra Magar	Head (Civil) & Dean (Academic Affairs)	
2	Prof. Tabrez Khan	I/c Head (Computer)	
3	Prof. Sayed Kaleem	I/c Head (Electrical) and Controller (DARS)	
4	Prof. Afzal Nehal	I/c Head (Electronics & Telecommunication)	
5	Prof. Zakir Ansari	I/c Head (Mechanical)	
6	Prof. Arif Iqbal	FE Controller	
7	Ar. Swapna Joshi	I/c Dean (School of Architecture)	
8	Dr. Shariq Sayed	I/c Dean (School of Pharmacy)	

PS: As monitoring and ensuring discipline is everyone's job, all faculty and staff members are empowered to check/reprimand or bring it to the notice of the Controller (DARS) / FE Controller/ HODs/ Deans/ Director, if any student is found overlooking or violating the set Rules of Discipline and Dress code.

**(DR. ABDUL RAZAK HONNUTAGI)
DIRECTOR**

Copy to: All Deans / HODs / Controllers / Librarian / Students' Notice / Office to bring it to the notice of all their faculty and staff members.