



Code of Ethics for the Faculty

1. The first basic responsibility of the teacher is the pursuit and dissemination of knowledge and understanding through teaching and research. Teachers must devote their energy conscientiously to develop their scholarly competence and effectiveness as teachers.
2. They must be conscientious in the preparation and organization of their subject matter and should revise this periodically in the light of development in their fields.
3. They must conscientiously strive to improve the methods of presentation of their subjects to their students.
4. They must encourage the free exchange of ideas between themselves and their students.
5. They must always be fair to their students. It is unbecoming for them to exploit students for their private advantage. It is unethical for them to utilize the work of students in a publication without appropriate attribution.
6. They are guilty of unethical conduct if they act so as to prevent the fulfillment of these responsibilities by themselves or by other members of the academic community.
7. They must keep in confidence all privileged information gained about a student, whether concerning academic progress, personal life or political and religious views. Nevertheless, they may reveal information about the academic standing of students in response to a request from a reputable source; they may refer to the student's character only insofar as this is relevant. When acting as referees, they must strive to be fair and objective.
8. They must respect the right and dignity of the students in expressing his/her opinion.
9. They must deal justly and impartially with student regardless of their religion, cast, political, economic, social and physical characteristics.
10. They must recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
11. They must encourage students to improve their attainments, develop their personality and at the same time contribute to community welfare.



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12. They must inculcate, among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
13. They must be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
14. They must pay attention to only the achievement of the students in the assessment of merit.
15. They must make themselves available to the students beyond their class hours and help and guide students without any remuneration or reward.
16. They must aid students to develop an understanding of our national heritage and national goals.
17. They must refrain from inciting students against other students, colleagues or administration.
18. They have the obligation to defend the right of their colleagues to academic freedom. It is unethical to act so as deliberately to infringe that freedom.
19. They should refrain from denigration of the character and competence of their colleagues. When presenting a professional judgment on a colleague at the request of an appropriate university committee or authority (e.g. a committee dealing with appointments, tenure, dismissal or research grants), or in any other forum, they have the obligation both to the colleague and to the University to be fair and objective.
20. They have the responsibility to acknowledge in their scholarly lectures and publications, academic debt to colleagues and students.
21. It is unethical to exploit the unpaid work of colleagues for personal gain.
22. The time involved in any consulting or related work and the nature of such work, involving payment to the faculty member by any person or organization other than the University/College must be disclosed to the appropriate authorities.

On Plagiarism

Contents of Project/Thrust area Seminar/Articles/Papers should be checked through plagiarism software to make sure it is not a copied material.



Functions and Responsibilities of Staff working committees in the Institute

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees are expected to hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

1. A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they may approve the same.
2. However, it is the Principal's prerogative, along with the HOD, to appoint faculty to various committees.

1. Examination Committee

The Examination Committee is an apex body of the Institute which is headed by Examination In-charge (EI), and is facilitated by three sections: Examination, Record Maintenance and Administration.

Objective: To help and ensure smooth and orderly conduct of examinations as per guidelines issued by the University of Mumbai from time to time.

Responsibilities

1. To carry out examinations(All regular , ATKT internal assessment and practical/ Oral) and keeping record of each and every issue related to the examinations.



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2. The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.
3. The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned on time.
4. The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University of Mumbai.
5. The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board and Blocks.
6. The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
7. The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
8. All the results (First Year to Final Year) shall be published online through the college website. A copy of the same shall be sent to the respective HOD.

2. Unfair means, Discipline & Anti Ragging Committee

Objective: To ensure honesty and fairness during examination, to assist the college authorities in promoting and maintaining discipline in the institute and prevent ragging, in any form.

Responsibilities

1. It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal.
2. The Principal in turn shall hand over the matter to the Committee.
3. To promote and maintain discipline in the institute by pro-actively assisting the college authorities, HODs, Principal by involvement and giving suggestions
4. To prevent anti-ragging by students in the institute by pro-actively involving, giving wide publicity to prevent ragging, taking rounds and taking preventive measures.



5. To take preventive steps such as issue of notices, warnings, instructions, regulating certain actions etc. against individual or collective indiscipline.

3. Time Table Committee

Objective: Smooth and efficient management of academic program through the semesters.

Responsibilities

1. To prepare the class time table at the beginning of each semester by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
2. To prepare the Departmental Academic Calendar.
3. With the information gathered, prepare the class time tables in the prescribed format.
4. By referring to the class timetables, prepare the timetables of individual faculty members and labs.
5. Communicate and widely publicize the class time tables and Departmental Academic Calendar to staff and students.
6. Display of the class time tables on notice board for student's reference.

4. Attendance Committee

Objective: To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

Responsibilities

1. Prepare attendance sheet semester wise.
2. Intimate subject teachers to complete online attendance on a daily basis.
3. Display the attendance list for the information of the students.



4. Generate the defaulters' list and mail them to respective parents /guardians.
5. To encourage participation from students in College activities like IRIS, MOSAIC and Annual day, 15% attendance shall be given for event coordinators and 10% to others, who participate, provided they submit necessary permission granted by the concerned authority for the same and fulfill 75% attendance criteria at the end of the semester in the concerned subject.
6. Submit the duly filled in attendance sheet at the end of the semester to the assigned lab assistants.
7. After the display of the defaulters' lists, in case of any discrepancies, verify the same and rectify if necessary within two days of display.
8. To meet guardians of students defaulting in more than 50% of heads. Explain the importance of attendance and other college activities and collect the undertaking from parents.

5. Robotics

Objective: - To oversee and supervise Robotics activities in the Institute and to ensure performance, by proper monitoring of research projects.

Responsibilities:

1. Exploring possibilities of research collaboration, nationally and internationally for long term development.
2. Motivating student to participate in national and international level robotic related competitions.



6. Publicity and Website Committee

Objective: To ensure that the college website is regularly updated, improved and well maintained. To promote departmental events on social media.

Responsibilities

1. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the department at all times and removes the incorrect and irrelevant data.
2. Collect information about the latest events in the department, achievements etc and get them posted on the website by way of write ups and pictures etc.
3. Update all communication, notices, announcement, etc. on a regular basis.
4. Strive to make improvement in the website with respect to design, preventability, etc. on a continuous basis.

7. Library Committee

Objective: To function as a channel between the departmental library and its users.

Responsibilities

1. To formulate Library policy.
2. To look after general maintenance of the library in terms of reading material and infrastructure.
3. To effectively involve in fostering the reading habit of staff and students.
4. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.



8. Departmental Publication Committee

Objective: To publish newsletter/magazine/journal/videos.

Responsibilities

1. To form student editorial committee.
2. To effectively involve staff and student to improve quality of published materials.
3. To publish newsletter/magazine/journal/videos.

9. Training & Placement Committee

Objective: To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college.

Responsibilities

1. Maintain student data in appropriate format.
2. Supervision in the labs during the aptitude conducted by the recruiting companies.
3. Maintain discipline and decorum in the Assembly Hall where students are assembled during placement.
4. Assist in setting up labs along with the Lab Assistants during on-line tests.
5. Updating TPO data on the college website from time to time.
6. Coordinate for quizzes and competitions organized by different companies.



10. Alumni Committee

Objectives:-

1. *To significantly increase alumni interaction with the institution.*
2. *Fostering and keeping alive loyalty to the institution and creating concern for its welfare.*
3. *Inculcate exchange of ideas among alumni and between alumni and students*
4. *To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.*

Responsibilities:-

1. To maintain an up-to-date and detailed database of the alumni
2. To highlight the success of alumni to improve the credibility and reputation of the university.
3. Plan and promote a platform for interaction between all stakeholders.
4. Promote the interests and welfare of alumni association
5. Maintain cordial relationship with the alumni body
6. Assist management in creating an environment in the college which is enables students to have far-lasting memories