

**Pimpri Chinchwad Education Trust's**  
**Pimpri Chinchwad College of Engineering**  
**Nigdi, Pune - 44**



# **CODE OF CONDUCT**

## **FOR**

# **STUDENTS**

**Feb 2025: Version 1**

## Approval

The code of conduct for the students of Pimpri Chinchwad College of Engineering (PCCoE) has been presented before the Trustees of PCET. The 'Code of Conduct' document is approved on 12<sup>th</sup> February 2025 and adopted for implementation from the date of approval. This document will replace all the previous circulars, documents, procedures and guidelines related to 'Code of Conduct' issued till date at PCCoE.

Any revisions, modifications, additions or deletions in this structure may only be done with a prior written approval of the undersigned.



Director  
PCCoE

Date: 12/02/2025



Executive Director  
PCET

Approved By



Chairman



Vice Chairman



Secretary



Treasurer

This Code of Conduct document is presented and approved in the meeting of the Board of Governance of PCCoE on \_\_\_\_\_

Director  
PCCOE

### Record of Revisions

Date of revision	Description	Executive Director	Secretary, PCCOE

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## 1. Introduction

A **code of conduct** is a set of rules, guidelines and principles that outline acceptable behaviours, actions and ethical standards for members of an organization, group or community. It serves as a framework for maintaining discipline, ensuring fairness and promoting respect and integrity within the group.

A code of conduct typically includes:

- **Expected behaviours** – This is considered as appropriate or respectful behaviour.
- **Unacceptable conduct** – Unacceptable actions such as discrimination, harassment or dishonesty.

The idea of establishing rules for ethical behavior is deeply rooted in ancient civilizations for order and fairness. With the rise of Professional Organizations, formalized codes of conduct became widespread. Its evolution reflects changing social norms, technological advancements as well as the growing impact of global interconnectedness.

In the modern era, especially with the rise of globalization and increasingly diverse workforces, codes of conduct have become essential for maintaining inclusivity, preventing discrimination and promoting ethical standards across different cultures and societies.

A **Code of Conduct for students** is essential for creating a positive and productive learning environment. It helps maintain discipline, promotes respect and ensures that all students are treated fairly and equally. Given below is a list of reasons why having a code of conduct for students is important:

**1. Maintains Discipline** - A well-defined code of conduct sets clear expectations for students' behaviour, reducing instances of misbehaviour and fostering a disciplined learning environment.

**2. Ensures Respect and Fairness-** It ensures that all students are treated with respect, regardless of the differences in their background, thus promoting inclusivity.

**3. Promotes Responsibility and Accountability-** Students are held accountable for their actions and are encouraged to take responsibility for their behaviour. This fosters self-discipline and personal growth.

**4. Improves the Learning Environment-** A code of conduct creates a structured and focused environment, allowing students to concentrate on their studies without distractions caused by disruptive behaviours.

**5. Protects Students' Rights-** It helps safeguard students from bullying, harassment or other harmful behaviours, creating a safer space for learning.

**6. Guides Ethical Decision-Making-** It teaches students the values of honesty, integrity and ethical behaviour, which are essential for their future development and societal interactions.

**7. Promotes Mutual Understanding-** By establishing shared norms and values, students learn to understand the importance of community and the role of collaboration and cooperation.

**8. Sets a Standard of Expectations-** It outlines what is expected in terms of academic performance, behaviour in class and campus, as well as interactions with peers and staff.

**9. Helps in Conflict Resolution-** A code of conduct provides a framework for resolving conflict fairly and consistently, ensuring that any disagreements are addressed appropriately.

**10. Improves Institute Reputation-** Enforcing a code of conduct demonstrates a commitment to high standards, making them more appealing to prospective students, parents and staff.

PCCoE is an autonomous institute that envisions being in the top 100 institutes at the National level. Establishing clear expectations and guidelines for behaviour by implementing a code of conduct, ensures that all students can thrive and contribute positively to the collective goals of PCCoE.

While preparing a '**Code of Conduct for Students of PCCoE**', a systematic and inclusive methodology is applied to ensure that the final document is comprehensive, effective and aligned with the values and goals of the institution. Below is the methodology followed in preparing a code of conduct:

- Define scope and objective
- Review existing policies and best practices
- Develop detailed guidelines and expectations
- Draft code of conduct
- Seek feedback and revise
- Approve from BoG
- Implement and educate
- Monitor and enforce
- Revise

The '**Code of Conduct**' for Students studying in PCCoE's UG, PG and PhD programs is as follows:

All Students of PCCoE shall adhere to the '**Code of Conduct**' as mentioned in this document. The Code of Conduct is only indicative and not exhaustive. Non-adherence or non-compliance to the code can lead to various consequences and suitable disciplinary action will be initiated like verbal or written warnings, counseling, parental/guardian notification, cancellation of admission, expulsion, short term or long term suspension, detention, etc.

## 2. Code of Conduct

- 2.1. Students are expected to attend all academic activities as per the time table. If unable to attend, they should notify the appropriate authority in advance.
- 2.2. All students must carry their student ID card while on campus during regular academic hours and while attending institute-related events or activities on campus or outside. The ID card must be readily available to present upon request by any institute personnel, including security officers, teachers, and staff members.
- 2.3. All students must practice respectful and professional communication with faculty, staff and peers, both in person and through digital platforms. Any kind of misbehaviour may result in a verbal warning/ written warning and penalty deemed fit.
- 2.4. Students should embrace diversity in all forms, including but not limited to cultural, racial, religious, gender and socioeconomic differences, while engaging in activities that promote inclusivity and mutual respect.
- 2.5. Students shall avoid all forms of cheating, malpractice or plagiarism while completing academic assignments. Such assignments will not be accepted.
- 2.6. Students must give due credit to the source for their ideas, research and academic contributions. Plagiarism, whether intentional or unintentional, is strictly prohibited.
- 2.7. Students must adhere to principles of transparency, honesty and ethical treatment of data and subjects while conducting experiments/laboratory work/ research work. Fabricating or falsifying data is considered as a severe violation of research ethics and may result in canceling the performance in the said activity.
- 2.8. Students must disclose any potential conflicts of interest, particularly in research projects, internships and collaborations, to ensure transparency and integrity.
- 2.9. Students must respect and maintain the confidentiality of sensitive information, including proprietary research, data from a sponsoring company or industry, or any private materials shared in the course of academic or professional activities.

Violation may result in cancellation of performance or discontinuation from the assignment.

- 2.10. The dress code to be followed by students is the college's formal uniform which is to be worn on Mondays, Tuesdays, Thursdays and Fridays. On working Saturdays, the college T-Shirt can be worn with formal pants. Students can opt to wear casual but decent clothes on Wednesdays.
- 2.11. Students must wear closed-toe shoes on all working days while on campus.
- 2.12. While working in Workshops, Laboratories and Innovation Center, students must follow the guidelines of safety of such workplaces and mandatorily wear apron, safety shoes, helmet, and safety goggles wherever applicable.
- 2.13. Any violation of the dress code and failure to adhere to safety instructions may result in expulsion from the college premises for that day.
- 2.14. Students must use the institute's facilities, equipment and infrastructure responsibly, ensuring that they are not misused or damaged. Intentional damage to the facilities/ equipment may result in the recovery of cost from the involved student/s.
- 2.15. Students' involvement in any kind of misuse of digital platforms or defamation on social media is a punishable offence and will be dealt with as per cyber security laws.
- 2.16. Students should follow all traffic rules while on campus. The parking of vehicles shall be as per the instructions of security personnel or traffic manager. Any kind of disagreement or argument with security and traffic authority will not be tolerated.
- 2.17. In case of emergency or fire alarms, students shall use fire exits and immediately assemble at the emergency assembly point which is the college lawn.
- 2.18. The use of tobacco, drugs or alcohol on the PCCoE campus is strictly prohibited. If found, will result in communication to the parents and expulsion from the institute. A written undertaking from students and parents needs to be submitted for further continuation of studies.
- 2.19. Any form of ragging will be treated as a serious offence and will lead to disciplinary action, including suspension, expulsion or even criminal prosecution as per prevailing laws.