



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 organize**

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**Swaminarayan Siddhanta Institute of Technology
Nagpur**

Criterion No 7

Institutional Values and Best Practices

7.1.10 Code of Conduct

HANDBOOK ON CODE OF CONDUCT



CODE OF CONDUCT POLICY

1 CODE OF CONDUCT FOR TEACHERS

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practices. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

1.1 Teachers and their responsibilities:

Teachers should:

- a) Be enthusiastic in taking up the subjects allotted to them by the authority concerned.
- b) Prepare a teaching plan to be followed through the semester.
- c) Maintain the necessary academic records with all the required documents. It should be separate for every semester.
- d) Without exceptions, teacher must be at the classroom at prescribed time as per time table.
- e) At the start of teaching hour, each teacher must take attendance.
- f) At the conclusion of the hour, each teacher must promptly conclude the class.
- g) They should give assignment to the students, check them and return to the students after correction.
- h) Evaluate the answer-sheets of the student for two sessional examinations and one Pre-university examination conducted during the semester, show the answer-sheets to the students and display marks.
- i) Perform their duties in the form of teaching, tutorial, practical, exam duties, seminar and research work conscientiously and with dedication.
- j) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the University examinations including supervision, invigilation and evaluation.
- k) Maintain confidentiality in conduct of examination and other matters related to institution.


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- l) Responsibly conduct regular classes and practicals and also engage extra classes whenever necessary.
- m) Mentor the students in a way that human and ethical values are inculcated in them.
- n) Maintain high standards of punctuality, honesty and professional ethics.
- o) As per the rules of the institute teachers must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- p) Work within the policies framed by the institution and act according to the vision and mission of the institute.
- q) Abide by the instructions and directions of the competent authority.
- r) Contribute in the process of development of the institution.
- s) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- t) Seek to make professional growth continuous through study and research.
- u) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- w) Participate in extension, co-curricular and extra-curricular activities including community service.
- x) Manage their private affairs in a manner consistent with the dignity of the profession.

1.2 Teachers and the students:

Teachers should:

- a) Respect the right and dignity of the students in expressing their opinions.
- b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- c) Recognize the difference in attitude and capabilities among students and strive to meet their individual needs.
- d) Encourage the students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
- e) Inculcate, among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- f) Be affectionate to the students and not behave in vindictive manner towards any of them for any reason.
- g) Pay attention only to the attainment of the students in assessment of the merit.

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- h) Make themselves available to the students even beyond their class hours and help and guide the students without any remuneration or reward.
- i) Aid students to develop an understanding of the National Heritage and National Goals.
- j) Refrain from inciting students against other students, colleagues and administration of the institution.

1.3 Teachers and Colleagues:

Teachers should:

- a) Treat other members of the profession in the same manner as they themselves wish to be treated.
- b) Speak respectfully of other teachers and render assistance for professional betterment.
- c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavours.

1.4 Teachers and Authorities:

Teachers should:

- a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession initiating steps through their own professional bodies and / or professional organizations for change of any such rules detrimental to the professional interest.
- b) Refrain from undertaking any other employment and commitment including private tuitions which are likely to interfere with their professional responsibilities.
- c) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- d) Co-operate through their organization in the formulation of policies of the other institutions and accept offices.
- e) Co-operate with authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- f) Adhere to the conditions of Contract and Agreement.
- g) Give and expect due notice before a change of position is made.
- h) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior permission, keeping in view their particular responsibility for completion of Academic Schedule.

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1.5 Teachers and Non-Teaching staff:

Teachers should:

- a) Treat the members of the non-teaching staff as colleagues and equal parameter in a co-operative undertaking in the institution.
- b) Help in the function of joint staff – councils covering both teachers and members of non-teaching staff.

1.6 Teachers and Guardians:

Teachers should:

- a) Endeavour to see through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in the meetings convened for the purpose of mutual exchange of ideas for the benefit of the institution.
- b) Contact guardians through the students under "Teacher-Guardian Scheme".

1.7 Teachers and Society:

Teachers should:

- a) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- b) Work to improve education in the community and strengthen the community's moral and intellectual life.
- c) Be aware of social problems and take part in such activities as would be conducive to progress of society and hence the Country as a whole.
- d) Perform the duties of citizenship, participate in community activities and shoulder the responsibilities of public offices.
- e) Refrain from taking part or subscribing to or assisting in any activity which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.


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2 CODE OF CONDUCT FOR NON-TEACHING STAFF

A code of conduct for non-teaching staff in an engineering college may include:

- a) Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
- b) No staff shall remain absent from his/her duties without prior permission. In case of valid reasons, he/she should follow the rules of the institute related to attendance and leaves.
- c) The staff should create and maintain strong relationship with students, faculty and other administrative staff by proper interaction, cooperation, and maintaining professional boundaries
- d) The staff should treat the students with care and kindness, and maintain their dignity.
- e) The staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- f) It is responsibility of every staff to meet the required standards for every assigned task.
- g) The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
- h) The staff should take care and protect the equipments and property of the Institute, in general, assigned to him/her.
- i) No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
- j) Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
- k) In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Principal.
- l) The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- m) No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.


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3 CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

A code of conduct for administrative staff in an engineering college may include:

- a) The administrative staff must maintain high standards of honesty, punctuality and professional ethics.
- b) They should work within the institutional policies, practices, to satisfy the vision and mission of the institute.
- c) They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
- d) The staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college.
- e) The administrative staff should maintain the decorum, dignity and curtsy in their speech and behaviour. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non-verbal communication.
- f) Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.
- g) The administrative staff should maintain harmonious relations with other staff and students.
- h) The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.
- i) The administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.
- j) The administrative staff should properly maintain records of respective portfolio.
- k) The administrative staff should make effort for the continuous development through training programme, workshops and skill development activities.
- l) The administrative staff should respect and maintain the hierarchy in the administration. They should be sensitive in following the norms of protocol in the institute.
- m) All the administrative staff maintain integrity and fairness in all activities. they should exercise self-discipline, restrain at all times and deal positively with staff, students and public.
- n) The administrative staff should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.
- o) They should avoid spending time on social networking site during the working hours & should not waste office time for personal reasons.

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- p) They should remain away from party politics.
- q) They should avoid procrastination of the daily office work. They should adopt the zero pending files policy. They should keep pro-active and speculative working strategies.
- r) The office staff should not indulge in any form of addiction during the office hours.
- s) They should not remain absent from duty without official approval or approved leave.
- t) They should make judicious use of e-resources and electricity, provided impetus for office automation and inculcate paper free practices in order to make in more eco friendly
- u) Be present at the college and be available full-time and shall work in such capacity and at such place as he/she may be so directed from time to time.
- v) Follow by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations, and Rules and guidelines.
- w) Ensure the smooth conduct of the student's admission, examination issues and college/institution and administration activities.
- x) Abide and obey all orders and instructions which may from time to time be given to him/her.
- y) Extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall work hard to promote the interest of the College and wellbeing of the student



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4. CODE OF CONDUCT FOR STUDENTS

Our college gives utmost importance to the development of character of students and expects them to bear good conduct both inside and outside the college. Kindness, helpfulness and tolerance are virtues which they are particularly advised to cultivate. So, that they develop into healthy, positive leaders in coming years.

General rules are to be noted:

- a) All students admitted to the Institute are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations.
- b) The College reserves the right to delete, to add or amend the rules & regulations as and when deems necessary.
- c) Proper observance of Institute's discipline, good conduct and participation in Curricular, Co-Curricular, and Extracurricular activities are important for successful graduation and bright future of the students.
- d) Students must be regular and punctual in attending the classes and all other activities of the Institute. It must be ensured that the students maintain at least the minimum attendance as specified by the University norms. Further, it is imperative that the students strictly adhere to reporting on the day of commencement and end of each semester.
- e) Each student must wear Institute uniform on the days as instructed by the Institute. Students shall come to the campus clean, tidy and neatly dressed.
- f) Students must carry his/her identity card while in the campus and also outside the campus while representing the Institute
- g) Students should read the notices put on the notice board of Institute, department and office regularly. Also, Students must check the emails sent by the Institute daily as all the important notices from office/exam section are sent on Institute e-mail.
- h) A student must take prior written permission of Teacher Guardian, Class Teacher and the HOD in case he/ she is unable to attend the lectures and/or practical's for more than a week.
- i) Students should help to maintain the campus clean, tidy and plastic free. Also, students should take care of the flora and fauna in the campus.
- j) The conduct of the students inside and outside the campus should be such that it will raise their own image and image of the Institute in the society.
- k) The students must not participate in any antisocial activity. If any objectionable conduct within or outside the premises of the Institute by the student is observed or reported, then he/she is liable for strict disciplinary action.
- l) No notice of any kind shall be circulated among the students or pasted on the notice-board without the written approval from the Principal.
- m) No money collections are allowed without prior permission of the principal.


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- n) No meeting or party should be held in the college nor any other activity taken up without the approval of the principal.
- o) No tours, excursions, picnics or pleasure trips are to be arranged or organized without the prior permission of the principal.
- p) According to the verdict of the Supreme Court and the University Act, 1956-Regulation 26(1)g-2009, the students found guilty of ragging are liable for punishment.

4.1 Acts of misconduct

The following acts shall constitute misconduct:

- a) Physical assault or threat, against any member of the campus.
- b) Carrying of, use of or threat to use any weapons.
- c) Violation of the status, dignity and honor of a student belonging to the scheduled castes, scheduled tribes and/or any religion.
- d) Any practice, whether verbal or otherwise, derogatory to women.
- e) Creating ill-will or intolerance on religious or communal ground.
- f) Disrupting any teaching, study, assessment or research activities or the administration of the institute.
- g) Obstructing officer or employee of the Institute in the performance of his or her duties.
- h) Damaging or wrongfully dealing with any property under the control of the Institute; any property on Institute premises; or property on a location where a student is present under the auspices of the Institute.
- i) Disobeying or failing, without reasonable cause, to observe any provision of the Bye-Laws, or any rule made by AICTE/DTE/University/ Institute of which students have been duly notified.
- j) Withholding relevant information or furnishing false or misleading information for purposes connected with academic progression.
- k) Misuse of social media for spreading/forwarding contents that are objectionable by Laws.
- l) Indulging in any antisocial activity.
- m) Sexual Harassment/Misconduct/Exploitation: Unwelcome, gender-based verbal or physical conduct.
- n) The possession, sale, use or consumption of alcohol in the campus.


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- o) The possession, sale, use or consumption of illegal drugs (including illegal use of prescription medication) and/or use of drug paraphernalia. Paraphernalia includes but is not limited to the following: bongs, pipes, blunts, grinders and/or similar objects.
- p) Violation of national, state, or local law(s).

4.2 Measures for non-observance of rules and regulations

Following measures may be taken in case of non-observance of rules and regulations:

- a) Cancellation of admissions.
- b) Cancellation of term.
- c) Detention from examination forms.
- d) Rustication from examination/ college.
- e) Suspension from College.
- f) Students will be fined for not following the rules of discipline.
- g) Confiscation of deposit.


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5 CODE OF CONDUCT FOR ADMINISTRATORS

A code of conduct for administrator of an engineering college is as follows:

5.1 Administrators and their Responsibilities

The Administrators should:

- a) Bear in mind that they have to manage the college as per rules and regulations laid down by the competent authorities.
- b) Adhere to the policies framed by All India Council for Technical Education, New Delhi, Maharashtra State Board of Technical Education, Mumbai and affiliated University.
- c) Manage the affairs of the college in a manner consistent with the dignity of field of Education.
- d) Ensure that ambience, infrastructure, employment, resources, etc. are conducive to the teaching-learning process.
- e) Adopt fair, legal, ethical and legitimate practices in the process of admission of the students.
- f) Refrain from malpractices in the process of recruitment of Academic and Non-academic employees in the college.
- g) Follow all the provisions in the Agreement made with the University and other statutory authorities.
- h) Ensure that there is no discrimination amongst students and employees on the basis of caste, creed, religion and language.
- i) Bear in mind that they are managing the college to serve the noble cause of education and not for any commercial purpose.
- j) Ensure that staff – student ratio prescribed by All India Council for Technical Education is maintained.
- k) Maintain non-teaching staff as per staffing pattern prescribed by competent authorities.
- l) Select and appoint the candidates for the posts of teachers by following the procedure prescribed by AICTE and affiliated university, Nagpur.
- m) Select and appoint the candidates for the non-teaching posts as per rules laid down by the competent authority.
- n) Equip the laboratories with required number of equipments and material.
- o) Ensure that library of the college is replete with books and tools of technology.
- p) Make all possible endeavours to impart education replete with quality.
- q) Make provision of funds for meeting all the expenditure of the college.

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- r) Ensure that amount towards scholarship for the student concerned is received from Government and released to the students soon after the receipt of the same.
- s) Make lodging and boarding arrangement for the students who come from rural area at minimum cost.
- t) Make efforts to get funds for projects, conferences, seminars etc. from concerned funding agencies.
- u) Motivate and support the teachers for research projects.
- v) Establish Institute-Industry relationship and attempt to create work culture amongst the students.
- w) Allow the teachers to participate in seminars, National and Inter-national conferences, workshops etc. hosted by other institutions and organizations.
- x) Maintain transparency in all the affairs of the college.
- y) Take the decision regarding increase / decrease in Intake capacity / closure etc. and take action accordingly.

5.2 Administrators and Employees

Administrators should:

- a. Respect the right and dignity of employees.
- b. Deal justly and impartially with employees regardless of their religion, caste, economic, social and physical characteristics.
- c. Recognize the difference in aptitude and capabilities among the employees and entrust the work accordingly.
- d. Be affectionate to the employees and not behave in vindictive manner towards any of them for any reason.
- e. Assess the performance and maintain confidential reports every year.
- f. Disallow the employees to involve themselves in political activity in the college campus and in the matters related to the college.
- g. Grant leave to the employees as per the Leave Policy prescribed by the University.
- h. Check that employees do not take undue advantage of provisions in the Leave Policy.
- i. Refrain from involving the employees in any political activity undertaken by them.
- j. Ensure that the employees do not provide any defamatory information about the college to the press and social media.
- b) Punish the employee who is found guilty of defamation of the college as per rules laid down in the matter.
- c) Entertain the grievance of any employee who has come through the Head of the Institution.


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- d) Ensure that the employees of the college do not undertake any other employment.
- e) Guard zealously that all the Policies made by the college are adhered to by the employees.
- f) Represent the Foundation Society in various committees of the college constituted as per rules laid down in Maharashtra Public Universities Act 2016, All India Council for Technical Education Act 1987 and University Grants Commission Act 1950.
- g) Ensure that all formalities are completed as per schedule given in All India Council for Technical Education Act 1987 and Approval Process Handbook every year.
- h) Bear in mind that the relationship between the administrators and the teachers is not a relationship of master and servant but it is a matter of status

5.3 Administrators and Students

Administrators should:

- a) Bear in mind that all the activities in the college are student centric.
- b) Refrain from entertaining the grievances of the students who do not come through the Head of the Institution.
- c) Ensure that there is harmony amongst students.
- d) Attend the functions in the college whenever necessary and invited.
- e) Provide necessary help to students in their academic pursuits and activities.

5.4 Administrators and Guardians and Society

Administrators should:

- a) Deal with guardians with utmost courtesy.
- b) Guide the guardians, whenever necessary, properly.
- c) Evince social awareness and in case of any social problem and natural calamity make the college resources available to the society.


 IQAC Co-ordinator
 IQAC
 Swaminarayan Siddhanta Institute
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 Principal
 Principal
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar,
 Dist. Nagpur - 441501

Ref. No.: SSIT/Principal/2023-24/06-A

Date: 06/06/2023


OFFICE ORDER

CODE OF CONDUCT COMMITTEE (AY 2023-24)

Sr. No.	Name	Designation	Position
1	Dr. Debabrata Dey	Assistant Professor	Chairperson
2	Mr. Nakul Shenode	Assistant Professor	Member
3	Mr. Abhijeeth Nair	Administrative Officer	Member
4	Ms. Ankita Rekkawar	Assistant Professor	Member
5	Mr. Rohit Deshmukh	Assistant Professor	Member
6	Mrs. Minakshi Shendre	Assistant Professor	Member

Copy to-

- 1) IQAC Coordinator
- 2) Academic Coordinator
- 3) HODs (CE/ETC/ME/Civil/FY/MBA)
- 4) Training & Placement officer
- 5) Registrar
- 6) Circulation among Teaching and Non-teaching staff
- 7) All Notice Board
- 8) Principal office file

Principal

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Dist. Nagpur - 441501

Swaminarayan Siddhanta Institute of Technology

College : Nagpur - Katol Highway Road, Khapri (Kothe), Tal: Kalmeshwar, Nagpur-441 501.

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Sarvasiddhanta Education Society's
Swaminarayan Siddhanta Institute of Technology,
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Tal: Kalmeshwar, Nagpur, Maharashtra-441501
INTERNAL QUALITY ASSURANCE CELL (IQAC)




Ref. No: SSIT/IQAC/8-A

NOTICE

Date: 09/08/2023

All the teaching and non-teaching staff are hereby informed that the Institute is going to organize a session on "Professional Ethics" on 12th August 2023 at conference hall at 11.00 AM.


Coordinator
Coordinator
IQAC
Swaminarayan Siddhanta Institute
Technology, Kalmeshwar, Nagpur

- Copy to- 1) Academic Coordinator
2) Registrar
3) Admin. Officer 
4) HODs (CIVIL/ETC/ME/CE/PI/MBA)
5) Circulation among Teaching, Non-teaching staff & Students
6) Principal office file



Report

Title	Session on "Professional Ethics"
Date & Time	12/08/2023 At 11:00 AM
Resource person	Mr. Abhijith Nair
Organising Committee	INTERNAL QUALITY ASSURANCE CELL (IQAC)
Mode of Conduction	Offline Mode
Objective	<ol style="list-style-type: none"> 1. To Understand Ethical Principles 2. Application of Ethics in the Workplace 3. Promoting Ethical Behaviours 4. Conflict Resolution and Ethical Dilemmas
Summary	Respected sir familiarize participants with fundamental principles of professional ethics, including integrity, accountability, and respect. They guide participants on how to apply ethical principles to real-world scenarios and decision-making processes also emphasize the importance of cultivating an ethical culture within organizations and upholding professional standards. Provide tools and strategies for addressing ethical dilemmas and conflicts effectively while maintaining professional integrity. The session concluded by underscoring the value of ethical behaviour in enhancing professional credibility and organizational success.



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Nagpur-Katol Highway Road, Khapri (Kothe),
Tal: Kalmeshwar, Nagpur, Maharashtra-441501
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Photographs



Nagpur, Maharashtra, India
6vv2+9mc, Nagpur, Khapri, Maharashtra 441501, India
Lat 21.243204° Long 78.851595°
12/08/23 11:54 AM GMT +05:30

Photographs



Nagpur, Maharashtra, India
6vv2+9mc, Nagpur, Khapri, Maharashtra 441501, India
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12/08/23 11:53 AM GMT +05:30

Sarvasiddhanta Education Society's
Swaminarayan Siddhanta Institute of Technology, Nagpur
 Affiliated to Dr. Babasaheb Ambedkar Technical University,
 Nagpur-Katol Highway Road, Khapri (Kothe),
 Tal: Kalmeshwar, Nagpur, Maharashtra-441501



Department of First Year Engineering

Ref. No.: SSIT/FY/2023-24/09

Date: 04/09/2023

Notice

All students and staff hereby informed that, department of first year engineering organized the induction program for first year students. All have been invited for the program. Program will be schedule as fallows.

Sr. No	Date	Activity	Time	Duration	Incharge
1.	11-09-2023	Inauguration	11 am-11.30 am	0.5 Min	Ms. Prachi Bhure
		Expert talk	11.30 am - 1 pm	1.5 Hr	Mr. Anjan Bhattacharya
		Lunch	1 pm -2 pm	1 Hr	Mr. Kamlesh Raut
		Parents Interaction	2 pm-4 pm	1 Hr	Mr. Nakul Shenode
		TG Allotment, Parents Feedback		1 Hr	Ms. Neha Kawathe
2.	16-09-2023	Engineering Empowerment	03.00 pm -4.00 pm	2.5 Hr	Mr. Rajesh Ingole
		Motivational Lecture and Annual awareness programs on Code of Conduct ,	04 pm-05.00 pm	1.5 Hr	Mr. Vivek Gawali, Dean Academics, SSIT
3.	23-09-2023	Library Session	3.30 pm - 5 pm	1.5 Hr	Mr. Abhijit Tarafdar
4.	30-09-2023	Sports	01.30 pm-5.00 pm	3.5 Hr	Mr. Rohit Deshmukh
5.	02-10-2023	"Gandhi Jayanti" & "Lal Bahadur Shatri Jayati" Celebration Program	1.30 pm to 03.30	2 Hr	Mr. Yashraj Chopkar
6.	07-10-2023	Visit to local Area	10am Onwards	1 Day	Mr. Nakul Shenode
		Visit to old age home/Picnic			
7.	14-10-2023	Computer Session	10 am - 10.30 am	0.5 Hr	Ms. Prachi Bhure
		Explanatory Lecture	11 am - 12 pm	1 Hr	Ms. Neha Kawathe
		NSS Drive	12.30 pm - 3 pm	2.5 Hr	Mr. Nakul Shenode

Copy to: -

- 1) Principal
- 2) IQAC Coordinator
- 3) Dean Academics
- 4) HOD (CE/ME/ETC/Civil/TP/MBA/FY)
- 5) Circulation among students
- 6) All Notice Board.

(Signature)
HOD

**Head of Department
 First Year Engineering
 Swaminarayan Siddhanta Institute of Technology**

(Signature)
Principal
**Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar,
 Dist. Nagpur-441501**

REPORT ON
INDUCTION PROGRAMME FOR
FIRST YEAR B. TECH STUDENTS
(Academic Year 2023-24)



Swaminarayan Siddhanta Institute of Technology
(An Affiliated Institute with Dr. Babasaheb Ambedkar Technological
University, Lonere.)


Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

Dear Students/Parents,

Welcome to Swaminarayan Siddhanta Institute of Technology, SSIT. I am delighted that you have chosen Engineering as your profession and pleased even further that Swaminarayan Siddhanta Institute of Technology is your chosen pathway to the career of your dreams. The career opportunities for engineering graduates in this era of globalization are immense. It is imperative that students are fully prepared to take advantage of these opportunities. SSIT will make every effort to create the perfect environment for you to sharpen required professional skills. One's personal initiative will become vital in order to make full advantage of the extracurricular activities and social opportunities available at SSIT.

Engineering education has been among the key enablers of growth for transforming India's economy. Though there is huge demand for the knowledge professionals, the quality of teaching and research will play a crucial role in the emergence of our country as a global knowledge leader.

Quality education provides vital inputs for enhancing productivity across sectors. To meet the growing demand for manpower there has been multi-fold increase in the number of engineering institution in the last two decades. The distinguishing factor between the different institutes will be the quality of training imparted to the student. This is the area where SSIT is very strong with highly qualified and experienced faculty members imparting in- depth knowledge in engineering.

The performance of each student is monitored and appropriate actions are taken to make sure that they receive the appropriate support to meet all requirements of the education program. The laboratories at SSIT are fully equipped with advanced facilities to foster the practical skills. The opportunity and facility that we provide will transform the enthusiastic student into a thorough engineering professional.

Many lectures and seminars by experts from industry as well as academia are given regularly to give the students insights into latest happening in business and technology and evoke their natural curiosity.

I assure you that your engagement with Swaminarayan Siddhanta Institute of Technology in the coming years will be enriching experience for you. I am confident that with the contemporary education and strong moral values at SSIT, you will march ahead triumphantly to capture all glory and success in your professional, social as well personal life. I wish you all the best for your career.

With best wishes.

Dr. Debabrata Dey

Principal


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INDUCTION PROGRAM

About induction program:

The term induction is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well-planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

Objectives of Program:

- 1) To help the engineering entrants adjust and feel comfortable in the new academic environment.
- 2) To furnish them with an ease of transition to mainstream engineering studies through the introduction of ethos and culture of the institution.
- 3) To help entrants build progressive and emotional bonds with peers and faculty members to self-explore and comprehend the larger purpose.
- 4) To inculcate the virtues of health and hygiene and help they realize the power of inner strength.
- 5) To revise and reform the seminal concepts to fill the lacuna and sensitize them towards exploring their academic interest and goals for excellence in academics.
- 6) To develop awareness, sensitivity, and understanding of the self, people around them, society at large, and nature.
- 7) To promote holistic development through the exposure of wide gamut of curricular, co-curricular and extracurricular activities.


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Schedule of Induction Program

Sr. No	Date	Activity	Time	Duration	Incharge
1.	11-09-2023	Inauguration	11 am-11.30 am	0.5 Min	Ms. Prachi Bhure
		Expert talk	11.30 am - 1 pm	1.5 Hr	Mr. Anjan Bhattacharya
		Lunch	1 pm -2 pm	1 Hr	Mr. Kamlesh Raut
		Parents Interaction	2 pm-4 pm	1 Hr	Mr. Nakul Shenode
		TG Allotment, Parents Feedback		1 Hr	Ms. Neha Kawathe
2.	16-09-2023	Engineering Empowerment	03.00 pm -4.00 pm	2.5 Hr	Mr. Rajesh Ingole
		Motivational Lecture and Annual awareness programs on Code of Conduct ,	04 pm-05.00 pm	1.5 Hr	Mr. Vivek Gawali, Dean Academics, SSIT
3.	23-09-2023	Library Session	3.30 pm - 5 pm	1.5 Hr	Mr. Abhijit Tarafdar
4.	30-09-2023	Sports	01.30 pm-5.00 pm	3.5 Hr	Mr. Rohit Deshmukh
5.	02-10-2023	"Gandhi Jayanti" & "Lal Bahadur Shatri Jayati" Celebration Program	1.30 pm to 03.30	2 Hr	Mr. Yashraj Chopkar
6.	07-10-2023	Visit to local Area	10am Onwards	1 Day	Mr. Nakul Shenode
		Visit to old age home/Picnic			
7.	14-10-2023	Computer Session	10 am - 10.30 am	0.5 Hr	Ms. Prachi Bhure
		Explanatory Lecture	11 am - 12 pm	1 Hr	Ms. Neha Kawathe
		NSS Drive	12.30 pm - 3 pm	2.5 Hr	Mr. Nakul Shenode


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INDUCTION PROGRAMME OUTLINE

1. About Induction Program
2. Objectives of Program
3. Registration
4. Inaugural Function
5. English Proficiency Diagnostic Test
6. Counseling Session for Village Visit
7. Village Visit
8. The English Proficiency module: The English Proficiency module was specially designed for entrants to enhance their technical vocabulary and general and technical communication skills
9. Student Excellence and Learning Program (SELP): Student Excellence & Learning Program (SELP) is a course exclusively designed for youth that aims to help youth to lead successful, stress-free life and teaches them the techniques to achieve their goals with concentration and optimism.
10. Expert Lectures
11. SSIP: Students were also informed about Student Startups and Innovation Policy (SSIP). Students were appealed to think creatively and support the institution in Innovation.
12. NPTEL: The National Program on Technology Enhanced Learning (NPTEL) is an online portal offering various online courses and certifications to the engineering students. Students were motivated and appealed to pursue online certification courses in addition to the regular curriculum in order to fill the knowledge gap.
13. National Service Scheme (NSS)
14. National Cadet Corps (NCC)
15. Industrial Visit
16. Expert Lectures Organized by Various Departments


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Date: 11th September 2023

Time: 11:00 AM -11:30 AM

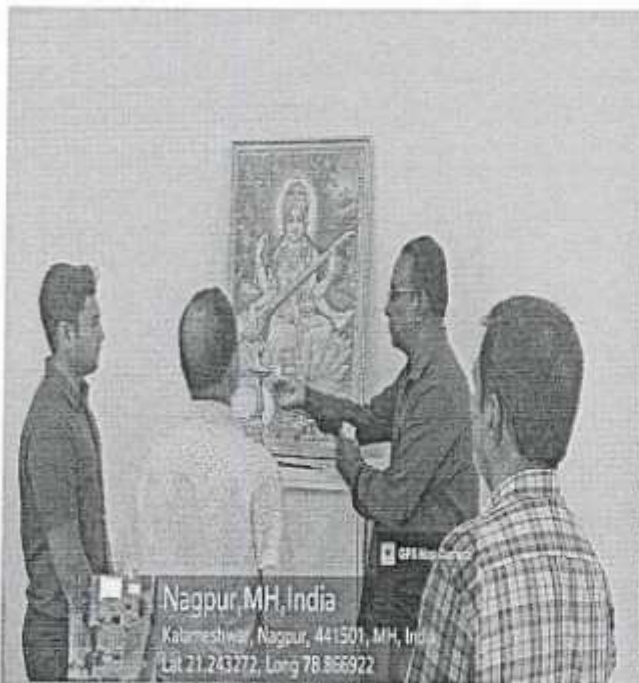
Name of the Activity: Inauguration and interaction with first year students and parents

The induction program started on 11th September with the registration of newly admitted students. After the completion of registration process, a meeting of college authorities with the students and parents was arranged to raise awareness. Head of the departments of SSIT invocation with his own compositions on divinity has tuned everyone into rapt attention for his words to follow. They elaborated on how information is transformed to knowledge by action and further to wisdom by practice and perseverance. They advised the students to acquire a habit of respecting others, particularly parents and teachers who have a keen interest in their development.



Pic: students requested to dignitary for lamp lighting & Inauguration

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 Kalameshwar, Nagpur, 441501, MH, India
 Lat 21.243272, Long 78.866922



Nagpur, MH, India
 Kalameshwar, Nagpur, 441501, MH, India
 Lat 21.243284, Long 78.866652



Nagpur, MH, India
 NH 353J, Kalameshwar, Nagpur, 441501, MH,
 India
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 Note : Captured by GPS Map Camera

Pic. Staff, Parents & Students participated in inauguration and Parents interacted in Induction Event.

Swamiji
 Swamiji Institute
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Date: 11th September 2023

Time: 11:30 AM-1:00 PM

Name of the Activity: Expert Lecture by Mr. Anjan Bhattacharya

The expert lecture on “Maintenance and Trouble Shooting of academics psychologies” was organized by department of first year under the guidance of IQAC Mr. Vivek Gawali. The talk was given by Mr. Anjan Bhattacharya, known mathematician of Engineering field from Nagpur of 1966 batch. He is the senior member of Mathematics Society of Nagpur. With his vast 36 years of teaching experience at various levels in leading Math’s problems, logarithms, Lagrange’s, has delivered the lecture on one of the most challenging areas of the mathematics i.e., about the how to tackle such problem systems. The expert is continuing the passion of sharing his knowledge working as a consultant in Mathematics. It was organized with the focus to transfer the knowledge directly from the people who mastered the technologies to the grooming students of first year.



Pic. Mr. Anjan Bhattacharya explaining about how to control and tackle the situations.

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Date: 16th September 2023

Time: 03:00 PM-04:00 PM

Name of the Activity: Engineering Empowerment Lecture by Mr. Rajesh Ingole, Ass. Professor, CE Dept., SSIT.

The Engineering Empowerment Seminar, held at Seminar Hall, SSIT, was an enlightening and insightful event that aimed to explore the concept of engineering empowerment in today's world. Organized by department of First Year Engineering, this seminar featured esteemed guest speakers and experts from various fields of engineering. This report summarizes the key highlights and takeaways from the event. The Engineering Empowerment Seminar was a half-day event that brought together students, faculty, and professionals from the engineering community. The event featured a series of talks, panel discussions, and interactive sessions designed to delve into the theme of empowerment within the engineering domain. This session explored the importance of quality engineering education in empowering future engineers. Gender Diversity in Engineering. The Engineering Empowerment Seminar was a thought-provoking event that highlighted the multifaceted nature of engineering empowerment. It underscored the importance of education, diversity, ethics, and technology in creating empowered engineers who can contribute positively to society.



Pic. Mr. Rajesh Ingole explaining about Engineering Empowerment

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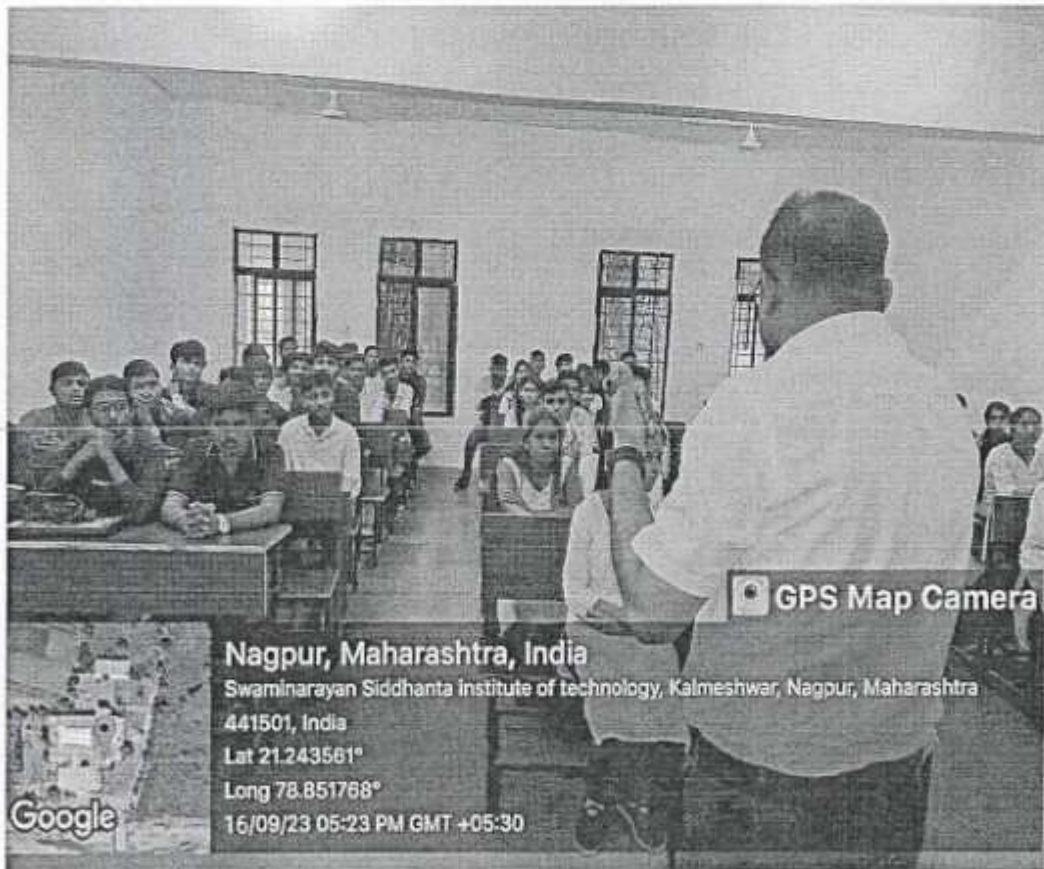
Date: 16th September 2023

Time: 4:00 PM-5:00 PM

Name of the Activity: Motivational Lecture and Annual awareness programs on Code of Conduct by Mr. Vivek Gawali, Dean Academics.

The largest democracy in the world is looking for a vibrant higher education system to fulfill the aspirations of youth. National education policy 2020 is the most recent attempt to reform higher education. Mr. Vivek Gawali elaborated the various parameters and thought the student to, how you utilized the same.

1. Mr Gawali addressed the students during the induction program, emphasizing the importance of the code of conduct.
2. He explained the key principles and guidelines every student must follow to maintain discipline and integrity.
3. The session highlighted the significance of adhering to ethical behavior both inside and outside the institution.
4. Students were encouraged to take responsibility for their actions and contribute to a positive learning environment.



Pic. Mr. Vivek Gawali sir aware students about academic importance and various schemes

Name of the Activity: Sports activity

Intra- College Cricket Tournament Report

Department organized an Intra- College Cricket Tournament. There were many students participated of the college. Total there were 4 teams. There was the huge crowd of students who had gathered in the playground to cheer their respective teams. First of there were semi-finals. Final Year students had conveniently reached the final. So it had to be played between our 1st Year team and Final Year Team. Therefore for the final match, the umpires reached the field. It was the 5-5 over match. Final Year won the tournament and awarded by authorities.



Pic: College Cricket Tournament played by students

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Date: 23th September 2023

Time: 03:30 PM-05:00 PM

Name of the Activity: Library Session

Librarians work closely with students to introduce a variety of resources and services, especially useful for students new to the university. Unlock the secrets of how to find books, videos, journals, and other materials quickly and efficiently, whether you're starting with titles, authors, or vague topic ideas.



Pic: Students done reading and group discussion about the various topics

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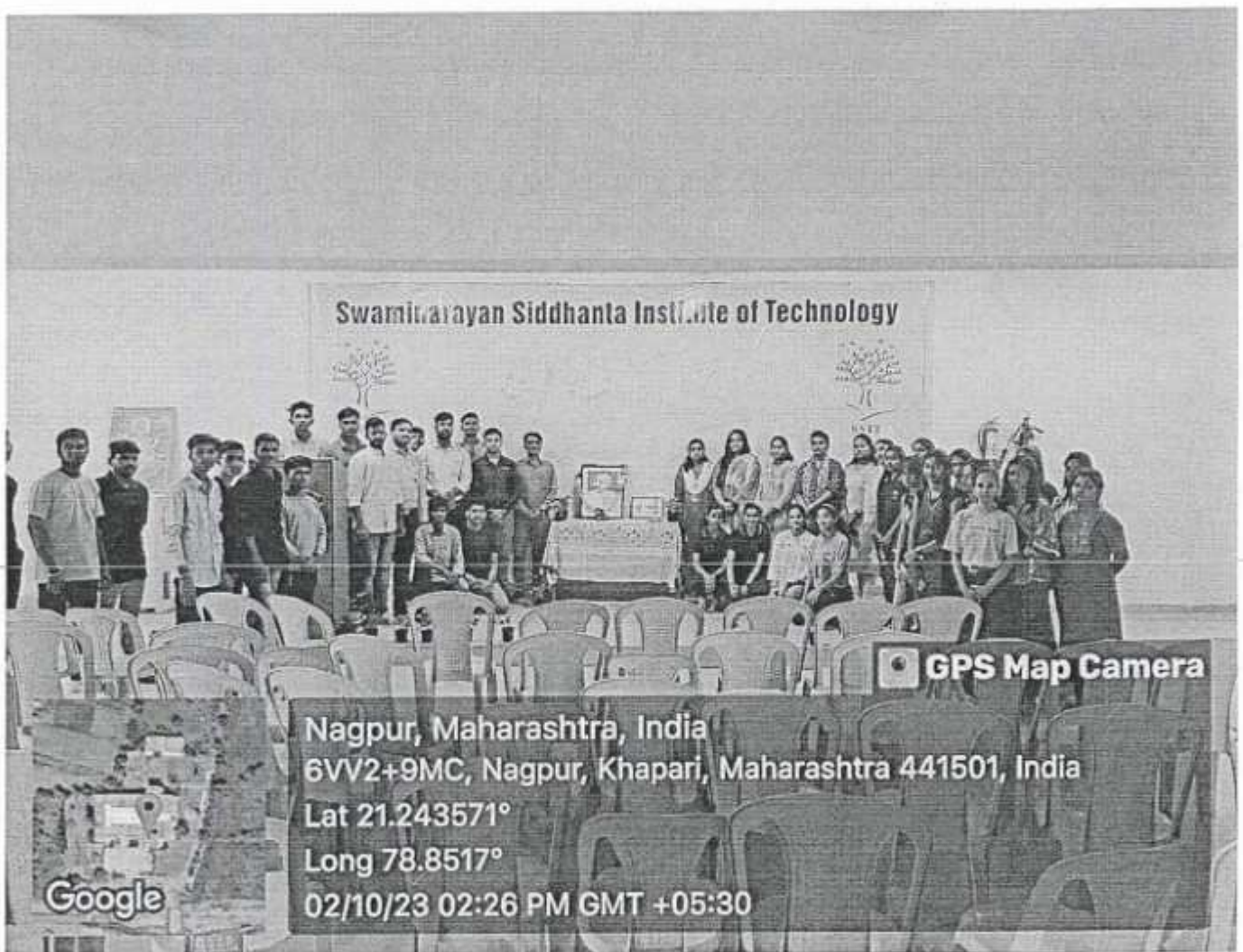
Date: 02th October 2023

Time: 01:30 PM-02:30 PM

Name of the Activity: Celebration of 154th Birth Anniversary of Gandhiji

The Under-graduate students of SSIT, Nagpur celebrated 154th Birth Anniversary of Gandhiji on 2nd October, 2023. Approx.75 persons (Professors, students & staff) attended the event. The celebrations for Gandhi Jayanti started welcoming all the teachers and students explained the significance of the day. The programme began with lighting of the lamp by the Chief Guest, with a meaningful prayer service in the form of 'Sarva Dharma Prarthana'

Finally the event ended with a patriotic feeling in the hearts of all students and staff. On the occasion of Gandhi Jayanti, the great deeds of Bapu were remembered and the students were left with a sense of pride. The event ended with his favorite prayer, 'Raghupati Raghav Raja Ram'



Pic. Professors, students & staff students were attend and profane by the event

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