



Lokmanya Tilak Jankalyan Shikshan Sanstha's
Lokmanya Tilak College of Engineering
Sector-4, Vikas Nagar, Koparkhairane, Navi Mumbai



(Approved by AICTE, Affiliated to University of Mumbai, & Accredited by NAAC)

Code of conduct policies are in place at Lokmanya Tilak College of Engineering which ensures discipline and good conduct among all the Staff members and Students associated with the institute.

CODE OF CONDUCT FOR THE STUDENTS

- Students should follow the rules and regulations prescribed by the institute and the University.
- Students should wear their Identity Cards while in the college premises.
- Students should be punctual for lectures and maintain discipline and decorum in the institute.
- Students are prohibited from usage of Mobile phones inside the library and during lecture hours.
- Students should not loiter around the college corridors during lecture hours.
- Students are advised to handle the lab equipment and institute facilities carefully, cost for any damage from their side must be borne by them.
- As per the University rules, students should have minimum 75% attendance to be eligible for appearing for the examinations.
- Students should not remain absent without prior permission. In case of medical reasons, they should submit medical certificates immediately after they join back to the institute.
- Ragging and any sort of harassments are strictly prohibited on the campus.
- Students should not involve in any kind of illegal activities.
- Students should follow environment friendly practices and be ethically and socially responsible citizens.
- Any type of gender or socio-economic discrimination amongst students will be a punishable offense. Any grievances or complaints should be immediately communicated to the concerned Department Heads or the disciplinary committee members.

CODE OF CONDUCT FOR THE FACULTY & STAFF

- Faculty and staff should wear their Identity Cards while in the college premises.
- Faculty and staff members should maintain highest level of professional behaviour standards.
- Teachers should discharge his/her duties assigned to them sincerely and honestly.
- Faculty members should be available for guidance to the students and encourage them to actively participate in extra-curricular and co-curricular activities.
- Faculty members should not show partiality or discrimination among students based on their gender or socio-economic status.
- Faculty members should not involve in any sort of harassments to the students or other staff members.
- Faculty members should inculcate ethical behaviour and discipline among students.
- Faculty and Staff members should refrain from any sort of illegal or questionable activities.
- All the faculty and staff members should work responsibly towards the betterment of the institute.
- Faculty members and staff members should take prior permission for availing leaves.

CODE OF CONDUCT FOR ADMINISTRATION

- The institute shall create an environment of participative management.
- Institute shall provide freedom of expression of views for faculty, staff and students and maintain transparency in the system.
- Faculty shall have autonomy in executing their tasks and responsibilities.
- There shall be no discrimination among staff members or students based on their gender or socio-economic status.
- The institute shall not harass any employees and shall not involve in unethical practices.
- Any grievances of the faculty or staff members must be redressed by the Head of the Departments or Principal. Student grievances shall be redressed by the redressal committee of the institute.



A handwritten signature in blue ink, appearing to be 'Sinh'.

PRINCIPAL

Lokmanya Tilak College of Engineering
Sector -4, Vikas Nagar, Koparkhairane,
Navi Mumbai - 400 709.