



***Fr. Conceicao Rodrigues College  
of Engineering, Bandra, Mumbai***



***STUDENT'S HANDBOOK -  
ESSENTIALS OF ETHICS***

Prepared by: Faculties of Professional Communication and Ethics  
(Department of Humanities and Sciences)

2023



Dear Students,

Welcome to the Essentials of Ethics.

This handbook entails academic, professional, and personal nurturing of young minds. It will be the guiding light through the four-year journey on campus. It aims to derive productive learning experiences at the students' end by uncovering the responsibilities to the optimum level and catalyzing the right understanding of the decorum to be followed at the college.



Our college believes in imparting technical knowledge teamed with holistic development to the students to help attain the driving force for healthy upskilling.

We wish to create top-ranking professionals and leaders who will make constructive societal changes. Of course, a thorough knowledge along with good pointers is essential, but the natural value addition takes place through:



*Right Attitude, Balancing Behaviour  
and Moulding Life with Values  
Sums Up the word, Discipline.*

## *"Be Disciplined"*



Courtesy: Igniting young minds: Swami Vivekananda's mantras for youth

*"Discipline is just like the cherry on the cake to one's character. It can be displayed everywhere, from home to college and returning."*

You should:

- Greet college officials, fellow students, and visitors to the institute respectfully to contribute to an amicable environment on campus.
- Practice and encourage a positive way of conversing.
- Work towards a harmonious atmosphere for improved academic achievements.
- Avoid wearing caps and sunglasses in class.
- Wear an Identity card to show belongingness to the institute.
- Avoid late entry to the classroom.
- Only leave the classroom with the permission of the professor present in the classroom.
- Utilize the interval time to develop social and academic relations rather than wasting time and energy on unpleasant things within the premises.
- Find suitable library resources and keep developing the thirst for knowledge.
- Co-operate in synchronized teaching-learning by avoiding unwanted distractions.



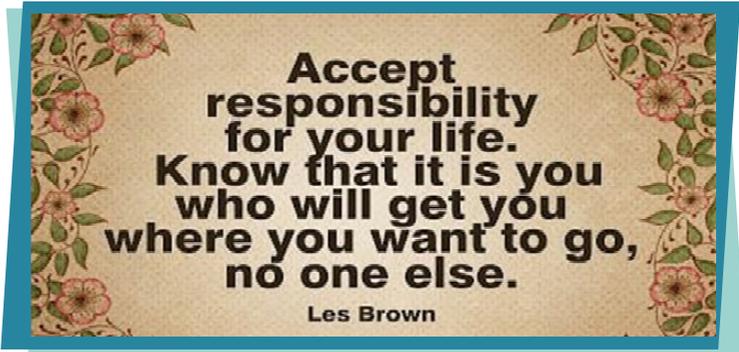
- Use words with utmost care. Using abusive language is not about style statements but degrades the college atmosphere. Therefore, college staff will take strict action if students use foul language.
- Keep off unnecessary arguments with the staff and students.
- Avoid loitering in the corridors in allotted schedules.
- Keep the mobile switched off or in silent mode during lecture and practical hours. Using mobile during lectures distracts and diverts students' minds from their studies.
- Contact the college office for the First Aid box and other medical emergencies.
- Use the parking place allotted by the authorities and avoid riding vehicles inside the campus.

**TEN THINGS THAT REQUIRE ZERO TALENT**

- BEING ON TIME
- WORK ETHIC
- EFFORT
- BODY LANGUAGE
- ENERGY
- ATTITUDE
- PASSION
- BEING COACHABLE
- DOING EXTRA
- BEING PREPARED

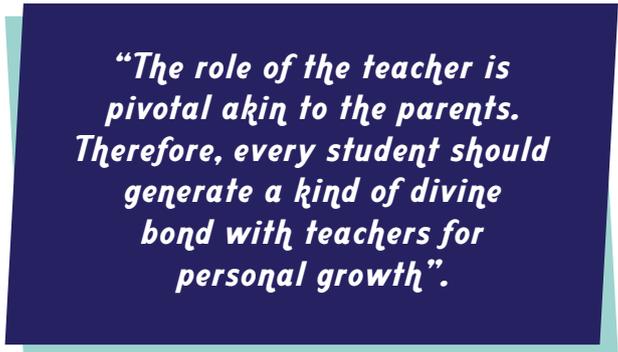
One should sustain the decency and decorum of the institution by obeying the rules framed. Every student should persistently abide by institutional values.

## *“Be Responsible”*



**Accept  
responsibility  
for your life.  
Know that it is you  
who will get you  
where you want to go,  
no one else.**

Les Brown



*“The role of the teacher is  
pivotal akin to the parents.  
Therefore, every student should  
generate a kind of divine  
bond with teachers for  
personal growth”.*

- The student should pay college fees from time to time.
- Malpractices/Cheating during tests/examinations is strictly prohibited.
- Students should abide by the instructions given by the professors in the learning program.
- Students attending any lectures, meetings, or events in or outside the college (representing our college) should dress decently.
- A student should take care of his/her hygiene. Clean clothes, a decent haircut, and well-trimmed nails are the basic grooming lessons for one's personality.
- The students should extend their cooperation in the cleanliness of the premises, classrooms, and laboratories by using waste bins. In addition, clean the desk unfailingly post lunch or breakfast.
- Do not damage the infrastructure of the college, the equipment, and the furniture. Students are under the coverage of surveillance through cameras and security personnel located on the campus.
- Do not deface the washrooms by breaking or writing unwanted things on the walls and the doors.
- Every student should switch off lights, fans, and a computer system when not required.
- While using the elevator, give preferences to any guests visiting our campus for recruitment or other purposes.
- Seniors should not support any bullying. Rather be responsible seniors by helping the freshers settle down well in the college environment.

- Every student should refrain from the consumption of alcohol or drugs as it degrades both health and educational values.
- The college solely aims at creating and moulding ethical citizens and professionals. Thus, students should prohibit associating with private or political agencies and aggravating agitations based on caste, community, religion, etc.
- Using firecrackers, weapons, and other explosives that can cause damage and injury; should be prevented.
- Support building a dynamic culture and nation, sociably keeping the institution's reputation in mind.
- Use the social media platform judiciously as in today's world, the image of the family, institute, and individual is majorly dependent on social media.
- Even the recruiters form their decisions keeping in mind the candidates' social media profiles. Ensure not to defame the institution.

## 1. "In the Classroom"



*"The classroom is a divine place where the student gets the source of knowledge."*

Cultivate harmonious relationships with professors and work together to realize a practical teaching-learning experience in the classroom. Ultimately, the student should create a positive environment in the classroom.

- The students should be present five minutes before the commencement of the class, along with giving respect by standing at the arrival/departure of the professor.
- The student should be decent in the classroom. Silence and decorum are required while shifting from classroom to tutorial laboratories.
- Respect the Class Representative (CR) as he/she has taken a big responsibility of helping and coordinating between students and professors.
  - Students should not gossip and spoil the decorum of the class.
- As per the university's norms, every student should maintain 75% attendance in a semester, or else the student will not be eligible to take the semester examinations.
- In case of absenteeism, it is the responsibility of the student to study the missed topic and meet the respective subject professor for doubts.

## 2. "In the Laboratory"



*"All the creative works and innovative ideas are generated only in the labs. The place for experimentation and innovation and seeing ideas take shape."*

Meticulous use of labs will assist one in becoming a proficient professional in the distant future. Furthermore, the departments make unceasing efforts to amplify further the laboratory equipment to aid in carrying out project work or research. Therefore, students should make learning purposeful and meaningful through these facilities.

- Every student should handle the institutional property with great care, and their responsibility is to keep them in good condition.
- Every student should take up their assignments and experiments seriously and under the care of the faculty concerned in the lab and follow the instructions.



- The student should sprightly coordinate while working in a team.
- Students should wear an apron or boiler suit as the laboratory requires.
- Follow safety measures while dealing with chemicals in the Chemistry laboratory.

### 3. "At the Library"



*"The library helps you to explore new vistas of knowledge. A place to read, think, deeply reflect and generate new ideas".*

- Library resources must be used diligently and treated as assets.
- One must be quiet during a library visit. Utilize the time to hone skills.
- The student should be accountable for handling the books with utmost care and bar from damaging the library assets.
- Access the national and international journals from the digital library section in the library.

### 4. "For Campus Placement"

*"As a multi-faceted and vibrant professional, you can surely harvest your dreams and scale greater heights in your chosen career."*



- Keep well informed about placement activities. It is solely the responsibility of the candidate and not the institutional cells.
- Update Resume from time to time.
- Be aware of field-related developments.
- Work towards polishing personality inside out.
- Use time wisely and resourcefully.
- Prepare HR questions and participate in mock interviews multiple times with the help of professors.
- Respect the recruiter's perspectives, follow proper mannerisms, and have the maturity to tackle the interview to fetch good results and an optimum salary package.

### 5. "At the Gym"



*"Play all indoor or outdoor games with proper sporting spirit. Playing sports helps to build team spirit and learn valuable life skills, which are essential for building an integrated and balanced personality."*

- Refrain from depriving others of using the sports facilities as it is for the student community in general, and each one is accountable for the same.
- Forming unwanted alliances in the sports realm defeats the purpose of team spirit and healthy sports.
- Accessing sports facilities without the permission of the Sports in charge is prohibited. Avoid disputes regarding the same.

## 6. "During College Fest- Euphoria"

*"FRCRE student gives his/her best to showcase their talents in various fields like literature, performing arts, personality, gaming, and many more. Every year, EUPHORIA leaves sweet memories among the students to cherish forever."*



- Students should feel encouraged to participate in Euphoria as it clubs all branches and allows them to win an award for the best branch.
- The student should not engage in misbehavior like jeering stage performers, bullying, or making abusive remarks.

## 7. "Out Side the Campus"



*"One's character is not judged by marks or grades but by behavior and language. Ensure the goodwill of the college."*

- From the moment one waits for the bus or autorickshaw to the moment he/she sits in the class, the language, attitude, and behavior should be decent and dignified persistently.
- Promoting humiliation, insulting, jealousy, and bullying in any form is not permissible.



## *“Word of Wisdom”*

**EGO** - KILL IT  
**LOVE** - VALUE IT  
**SMILE** - KEEP IT  
**GOSSIP** - IGNORE IT  
**SUCCESS** - ACHIEVE IT  
**JEALOUSY** - DISTANCE IT  
**KNOWLEDGE** - ACQUIRE IT  
**CONFIDENCE** - TRUST IT

*“Ethics calls for self-monitoring and following an institution's set rules. The students should remember what they sow in their educational sojourn for their personality and the consequential reaping during the time of placements and job interviews will follow.”*

Following the essentials of ethics will make the four years on the campus comfortable and transform one into a holistic, balanced, and unified personality.

We seek active cooperation toward creating this supportive and intellectually stimulating atmosphere on campus.

Our ultimate endeavor at Fr. Conceicao Rodrigues College of Engineering is to shape into well-groomed, vibrant & successful professionals of whom the parents, teachers as well as the nation can be proud.