



Metric 7.1.10

CODE OF CONDUCT

FOR STUDENTS, TEACHERS, ADMINISTRATORS & OTHER STAFF

A. CODE OF CONDUCT: FOR STUDENTS

1. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card whenever he/she is on the institute premises, and present it for inspection on demand.
2. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the AICTE, UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
3. Students shall compulsorily wear the prescribed institute uniform on all working days except Wednesdays. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belongingness to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity.
4. Strict silence must be observed in Reading room and Library.
5. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
6. Smoking and consumption of Tobacco/alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
7. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
8. Be polite and respectful towards others, instructor and other students.
9. If the teacher is absent, the class leader should inform to the Head of the Department for alternative arrangements.



Dehraj
Director

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10. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Director.
11. Prior permission from the Director is essential to take part in inter – collegiate competitions.
12. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
13. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
14. Students should not leave their books, valuables and other belongings in the classroom.
15. The Institute is not responsible for lost property. However, Student may make a claim for lost property at the office, if it is deposited in the Institute Office.
16. Students applying for certificates, testimonials, etc. which requires the Director's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Director for his/her signature.
17. Insubordination and unparliamentary language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
18. Students receiving Government or Institute Scholarships or any concession in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
19. Students doing unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
20. Every student should participate in the co-curricular/extra-curricular activities offered in the institute for their overall development.
21. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.



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22. Matters not covered by the existing rules will rest at the absolute discretion of the Director.
23. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
24. Students joining the Institute are bound by the rules and regulations of the Institute.
25. The Director is the ultimate disciplinary authority in the institute.
26. Prior permission/intimation should be taken/given to Head of the Department regarding any kind of Leaves/ Absence/medical issues or leaves on any other ground.
27. As per affiliating university/institute norms, every student must have to remain present for at least 75% attendance. Fail to do so, institute has the right to withheld the further academic/examination process.



Deshmukh

Director

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B. CODE OF CONDUCT: FOR TEACHING STAFF

1. 'No lecture/practical off' is the slogan at VIIT.
2. Faculty has to conduct the respective classes as per the time table without fail.
3. Faculty has to report institute prior to 09.00AM every day and follow the time table for lectures, practical's & other activities.
4. Preparation of 'Academic File' consisting of teaching plan & other necessary documents and its effective execution has to be keenly observed.
5. Faculty has to take care of completion of syllabus, internal assessment work from student(s) timely, as prescribed in syllabus by Savitribai Phule Pune University (SPPU).
6. Faculty has to play the role of 'Mentor' with assigned 'mentee'. Proper record has to be maintained.
7. Faculty members has to plan & conduct various co-curricular and extracurricular activities for the overall development of students.
8. Faculty has to actively take part in research and innovation etc.
9. Faculty members need to write & publish the research papers/books/reviews etc. as per NAAC/NBA requirements.
10. Faculty should apply for Minor/Major Research Projects for funds from Savitribai Phule Pune University (SPPU)/AICTE/UGC or from various statutory bodies.
11. Faculty would be appointed on various institution committees for smooth functioning of the activities, the meetings of respective committees and record maintenance is prime responsibility of faculty members. It has to be done time to time.
12. Counseling of students for opting specializations/ courses/ certifications is the part and partial of duty.
13. Faculty members are expected to keenly involve in the 'Grooming' of students.
14. Faculty members have to provide the guidance/ assistance for 'Training & Placement Activity' timely.



Deekshant

Director

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15. Faculty has to make adjustments of lectures and other committee responsibilities before applying for any kind of leave. The same information has to be communicated to all authorities & other Staff.
16. Institutional property should not be used for personal use.
17. Chewing of Gutkha / Tobacco, Smoking, consumption of Alcoholic beverages and drugs are strictly prohibited in college campus. If you are found indulging in any of the above activities, you are liable to be penalized.
18. Sexual Harassment and Violence against Woman is Criminal Offence. If complaints against you are received in this regard, you are liable to be punished as per rules.
19. Ragging within or outside the institution is strictly prohibited and it is your duty to inform the Director if you witness or know any such happening within or outside the institute.
20. If you are found involved in malpractices at examination held in the institute you will be penalized as per the University rules and/or institute.
21. You have to follow the instructions / guidelines received from the Competent Authority of VIIT in respect of your duties and responsibilities.
22. During the period of your service, you shall not directly or indirectly do such things, which are subversive to the interests of the Society / University / Institute / College / Students.
23. Your services will be governed by the rules and regulations as laid down AICTE, DTE, Govt. of Maharashtra, Savitribai Phule Pune University (SPPU) & by Vidya Pratishthan and Institute from time to time.
24. Give suggestions to institute if any, to bring integrity in institutional work.



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C. CODE OF CONDUCT: FOR NON-TEACHING & SUPPORT STAFF

1. Everyone has to report institute on or before 09 .00 am every day.
2. Take prior approval of the Competent Authority for your absence/Leave.
3. Complete the diary or account ledger daily.
4. Sign cashbook daily and keep the balance cash in safe custody.
5. Register daily important events in dairy.
6. Keep the note of all credits and debits of the institute, every day without fail.
7. Deposit the fees of the college as and when recovered in respective Accounts of the Institute.
8. Institutional property should not be used for personal use.
9. Maintaining students' data, eligibility, pro-rata, tuition fees, exam fees etc. neatly and in time frame.
10. Giving proper and adequate information to the students/ Faculty/parents and other stakeholders politely.
11. Maintain proper discipline in the Institute.
12. Following the circulars of the Central Office & the Institute.
13. Wearing Uniform, Identity Card.
14. Biometric attendance & signature on the respective muster.
15. Keeping the Institute neat and clean including Classroom, Laboratories, Faculty Rooms, Library, Reading Room, Research Centre, Auditorium, Conference Room, Office, Amphitheater, varandah etc.
16. Feel proud and happy while obeying the orders of the seniors.
17. Chewing of Gutkha / Tobacco, Smoking, consumption of Alcoholic beverages and drugs are strictly prohibited in college campus. If you are found indulging in any of the above activities, you are liable to be penalized.
18. Sexual Harassment and Violence against Woman is Criminal Offence. If complaints against you are received in this regard, you are liable to be punished as per rules.




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19. Ragging within or outside the institution is strictly prohibited and it is your duty to inform the Director if you witness or know any such happening within or outside the institute.
20. If you are found involved in malpractices at examination held in the institute you will be penalized as per the University rules/ and/or institute.
21. You have to follow the instructions / guidelines received from the Competent Authority of VIIT in respect of your duties and responsibilities.
22. During the period of your service, you shall not directly or indirectly do such things, which are subversive to the interests of the Society / University / Institute / College / Students.
23. Your services will be governed by the rules and regulations as laid down by Vidya Pratishthan and College from time to time.
24. Creating healthy and pleasant atmosphere.
25. Give suggestions to institute if any, to bring integrity in institutional work.



Dehshankar

Director
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D. CODE OF CONDUCT: FOR DIRECTOR/ADMINISTRATOR

Director as the Head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Director as a Head of the Institute.

Responsibility of the Director:

Subject to the supervision and general control of the management, the Director is the principal executive and Academic Head of the Institute, shall be responsible for-

1. Academic growth of the institute.
2. Participation in the teaching, research and training programs of the institute.
3. Assisting in planning and implementation of academic programs such as Faculty Development Programs/refresher/orientation course, seminars, conferences, in-service and other training programs organized by the University/ Institute for academic competence of the Faculty Member.
4. Admission of students & maintenance of discipline of the Institute.
5. Receipts, expenditure and maintenance of true and correct account records.
6. The overall administration & recognition of the Institute, libraries/ Hostels, as applicable.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural activities, students staff welfare activities of the Institute, its recognition and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there by the University authorities and apex regulatory bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination.
11. Overall supervision of the University Examinations.
12. Observance of provisions of Accounts code.
13. Observance of Biometric attendance & signature(s) on the respective muster.



M. S. K. S. K.

Director
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14. Correspondence & conduction of meetings related to Governing Council/ Executive Committee/ College Development Committee/ Internal Quality Assurance Cell, Anti-ragging committee and other functional committees formed for the smooth governance.
15. Accreditation of Programmes
16. Lighthouse for Innovation & Research in the Institute.
17. Facilitator & guidance for awareness and implementation of National Educational Policy
18. Observance & maintenance of Self–Appraisal Reports of teachers and their service Books.
19. Any other work relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.



Deshpande

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