Late Shri. Vishnu Waman Thakur Charitable Trust's

VIVA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai)

Code of Ethics for the Students

General Rules and Regulations

The college gives utmost priority for discipline and every one, student or staff, is bound to follow the rules and regulations of the college and maintain strict discipline. Under disciplinary action, the principal is empowered to take required disciplinary action against the students from the college in the interests of the institution.

Do's

1. Students should be regular and punctual to the classes.
2. Students should be well dressed.
3. Students are expected to look at the notice boards every day.
4. Students should attend the lectures on time as per the given timetable.
5. Students should maintain perfect order and strict silence inside the lecture halls, laboratories and workshops.
6. Record of experiments done in a particular class should be submitted before the next laboratory/workshop class.
7. Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
8. A minimum of 75% attendance in each semester is compulsory as stipulated by Mumbai University.
9. All boys & girls should wear formal dresses with shoes on every Thursday.
10. Students must submit leave letter for their absence with the signature of the parent / guardian to class in-charge /HOD.
11. Students should attend meetings, functions and other activities of the college in time.
12. Dress in a manner that is appropriate for an academic environment.
13. Treat all members of the College community with respect and courtesy.

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14. Respect the facilities, books and resources provided to assist you in your studies.

15. Comply with the College's IT policy

16. Follow the College's health and safety policy and be mindful of the safety of yourself and others.

17. Wear your College ID badge at all time on campus.

18. Use of Mobile Phones during Academic activities is Prohibited.

19. Students are advised to switch off fans and lights when they leave the class rooms/LABS.

20. Students have to take without fail all the necessary items such as hall ticket, admit card, pen, pencil, calculator, Scale, rubber, etc., to the test / exam hall.

21. Every Student shall conduct oneself in such a way to cause no disturbance to the working of the classes or to fellow students.

Don'ts

1. Sleeveless t-shirts, shorts, three fourths are strictly prohibited.

2. T-shirts with tags and messages are not allowed.

3. Students should not roam outside the class and disturb the class.

4. The classroom and college premises should be kept clean. Students must use the dustbin to throw waste and garbage.

5. Use of mobile phones in campus is strictly prohibited.

6. Any student found indulging in malpractice in the tests/exams would be debarred for the rest of the tests/examinations. Any case of malpractice in the University examinations will be reported to the University.

7. Ragging and eve-teasing in the college campus premises are banned as per the order of Govt. Indulging in ragging and eve-teasing will attract punishment as stipulated by the Govt. of India & Mumbai University.

8. Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited or doing any other kind of damage to the college property is strictly prohibited. Students responsible for any such deliberate damage will be severely punished.

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9. No function shall be arranged by the students in college campus without prior permission from the H.O.D / Principal.

10. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.

11. No one will be allowed to whistle, hoot, shout or sing aloud in the class/labs/college campus. They are also not allowed to throw papers or other articles in the campus.

12. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to write the university examinations.

13. BROWSING IS NOT ALLOWED DURING LAB HOURS. Staff and students are not allowed to misuse the internet facilities.

14. No one will be allowed to listen to music from any device in the college campus.

15. Furniture in the class rooms and labs should not be moved or displaced.

You Must Not

1. Bring outsider into the College campus. Any visitor must be taken to check in at reception. If you are aware of any unauthorised visitors, you must report this to a staff member.

2. Smoke or use e-cigarettes on any part of the College campus.

3. Bring alcohol onto the College premises or be under the influence of alcohol at any time during the College day.

4. Drive any motorised vehicles into the College campus unless with permission.

5. Be in possession of any bladed articles, offensive weapons or firearms.

6. Be in possession of illegal substances or bring such substances onto the College campus.

7. Be under the influence of illegal drugs, legal highs or any other non-prescribed psychoactive substances.

8. Engage in any violent or threatening behaviour.

9. Bully, harass or discriminate against any member of the College.

10. Use College facilities to send or view any obscene, offensive or illegal material

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11. Behave in a manner, within or outside College, that may bring the College into disrepute. This includes any criminal or antisocial behaviour.

On Plagiarism

Contents of Project/Thrust area Seminar/Articles/Papers should be checked through plagiarism software to make sure it is not a copied material.

University Exam Rules & Grading System.

Minimum Credit Required.

The minimum credit required for award of a B.E. degree is **180**. This is normally divided into Theory courses, tutorials, laboratory courses, seminars and projects in duration of eight semesters. The credits are distributed semester wise as shown in the structure and syllabus manual of each programme.

Examination / Assessment & Grading.

Attendance

Attendance for all Theory, Tutorial, Practical, Seminar and Project/Dissertation is compulsory. As per the University Ordinance 75% attendance is compulsory for keeping the term.

Modes of Evaluation for Theory Courses.

Relative weightage for Internal Assessment is typically 20 per cent. This will consist of two compulsory class tests.

The end semester examination will be held as per the university schedule and the relative weightage for this would be 80 per cent. It is normally of 3 hours duration and will cover the full syllabus of the course. **The end semester examination is mandatory.** The **grade** for

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theory courses can be **awarded** only after **successfully completion** of both **Internal Assessment** and **End Semester Examination** of the respective course.

Modes of Evaluation for Laboratory Courses

The assessment in a laboratory course will be based on regular supervision of the learner's work, her/his performance in viva examinations, the quality of their work as prescribed through laboratory journals and an end semester test that contains performing an experiment if practical examination is mentioned.

The **grade** for **laboratory courses** can be awarded only after **successfully completion** of **Term Work, Practical and/or Oral** examination as per the curriculum manual of the respective programme.

Modes of Evaluation for Seminars

Seminars are evaluated based on a written report, and an oral presentation before a panel of examiners appointed by the University.

The grade for Seminar can be awarded only after successfully completion of Term Work and Oral Presentation as per the curriculum manual of the respective program.

Modes of Evaluation for Projects/Dissertation

B.E. Project: Project-I and Project-II are separately graded, at the end of the respective

Semesters. These projects are supervised or guided, and need regular interaction (at least once a week) with the supervisor/guide.

Project group has to submit a project report and defend it in front of a panel of examiners.

Project is a part of term work; the project report will not be accepted if students fail to complete the project successfully.

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The **grade** for **Project** can be awarded only after **successfully completion** of **Term Work** and **Oral Presentation** as per the curriculum manual of the respective programme.

Grading of Performance

The student is awarded a letter grade. Which not only indicates a qualitative assessment of the learner's performance but also carries a quantitative (numeric) equivalent called the Grade Point.

The letter grade and it's equivalent grade point applicable for **undergraduate** programme are given below:

Percentage of Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40.00	F	0	Fail

Heads of Passing

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. Apart from these, Practical and /or Oral examination also should be independent head/s of passing.

Note: Even though **Term Work** is not a **separate head** of **passing**, a learner should **satisfactorily complete Term Work** in **all courses** for a particular semester as per syllabus to be **eligible** to **appear** for any form of **examination**.

Promotion of Learner and Award of Grades

A learner will be declared **PASS** and eligible for **grade** in a particular course of **undergraduate** programme if, A learner secures **at least 40% marks in each head of passing** mentioned above.

OR

If learner **fails** in **Internal Assessment** but secure **more than 50% in total (Internal Assessment + End Semester Examination)** in that course.

Re-examination of Internal Assessment and End Semester Examination

Re-examination for **Internal Assessment** should be completed before the commencement of next semester theory examination.

Re-examination of Internal Assessment will be based on single examination having same marks as of original assessment. A learner who supposed to reappear for Internal Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course

project/ assignment problems/ test/ tutorials etc. A learner will do the submission of the assigned work in the predefined period. Records should be maintained properly for all the re-examinations as well as Internal Assessments.

Re-examination of **End Semester Examination** will be conducted as per the schedule planned by University of Mumbai.

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Allowed to Keep Terms (ATKT)

1. A learner shall be allowed to keep term for Semester II irrespective of grades obtained in each course of Semester I.

2. A learner shall be allowed to keep term for Semester III if s/he passes each of Semester I and Semester II

<div align="center">OR</div>

   She/he fails in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II taken together.

3. A learner shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.

4. A learner shall be allowed to keep term for Semester V if s/he passes in all heads of Semester I, Semester II, Semester III and Semester IV

<div align="center">OR</div>

   S/he has passed in all heads of Semester I and Semester II and fails in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV taken together.

5. A learner shall be allowed to keep term for Semester VI irrespective of grades obtained in each course of Semester V.

6. Note: **Grade AB** should be considered as **failed** and treated as one head for deciding **ATKT**

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Rules and Regulations for Departmental Library

1. Every staff / student of the department is eligible to issue books from departmental Library.

2. Books borrowing limit: Faculty – 5, Non-Teaching staff – 2, Student – 3.

3. Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.

4. Members before issuing book must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately report to the library staff, failing which the member to whom the book was issued will be held responsible.

5. Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.

6. The borrowed book should be returned on or before due date, If not, overdue charge will be collected.

7. If the due date falls on holidays, return can be done on the following working day without fine.

8. The members will be responsible for any loss or non-return of books issued.

9. Similarly the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.

Rules and Regulations for Lab/Internet Lab

1. Access to the Internet is a privilege, not a right.

2. Students should enter the required details in laboratory muster without fail.

3. Students must produce Identity Card, to utilize the lab resources.

4. Students are not allowed to download pictures, music, videos or files without the permission of a staff.

5. Log-on with your assigned username and password for your use only.

6. Food or drinks are not allowed inside the computer lab.

7. Do not install software without permission.

8. Do not remove or disconnect parts, cables, or labels.

9. Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is prohibited.

10. Sites including chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.

11. No Internet/Intranet gaming activities allowed.

12. Do not personalize the computer settings. (This includes desktop, screen saver, etc.)

13. Follow the printout timings as per timetable & the slot mentioned

14. Maintain silence inside the lab.

15. MOBILE PHONES ARE STRICTLY PROHIBITED.

16. Lab Access apart from the schedule will only be granted with acquired permission from authorized departmental staff.

17. Log-off — leave the computer ready for the next person to use. Pick-up your materials and arrange the chair.