



Late Shri. Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Approved by AICTE, DTE and Affiliated to University of Mumbai

**Shri. Hitendra V. Thakur**  
President

**Ms. Aparna P. Thakur**  
Secretary

**Dr. Arun Kumar**  
Principal

Ref. No. : VIVA / VIT / 1667 / 2022-23

Date : 24/08/2022

## Code of conduct for college office staff

1. College staff should familiarized themselves with college policies that are relevant to their responsibilities.
2. Adhere those policies to the best of their ability.
3. Draw any kind problem to the attention of the appropriate authority.
4. Assist and encourage others to adhere to the facilities (for example, directing a student to the appropriate channels).
5. Not to use abusive or obscene language in college campus.
6. Not to make remark or engage in behaviors that might reasonably be constructed as a violation of the human Rights code.
7. Not to be engaged in behavior or remarks that could reasonably be interrupted as threatening and will intervene if they witness such behavior
8. Not to be disrespectful of other or intolerant of orders.
9. Not to promote their personal religious, political and social or business agendas
10. To refrain from using work time to promote personal, religious, political, social or business agendas
11. All staff must apply professional and ethical standards while in the activities.
12. They must use computing and communication facilities and services only for the purpose for which they are authorized.
13. Technologies must not be used to access use or distribute obscene, vulgar materials which might be perceived by others as harassment or intimidation.
14. Provide the head of the office with appropriate notice of request for leave
15. Ensure that college services such as photocopying and postage are used only for college purpose.
16. Support staff will demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, guardians, administrative personalities, general public in any context
17. Strive actively to avoid conflict between themselves and any students.
18. They should maintain a supportive environment for working and learning.





Late Shri. Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Approved by AICTE, DTE and Affiliated to University of Mumbai

**Shri. Hitendra V. Thakur**  
President

**Ms. Aparna P. Thakur**  
Secretary

**Dr. Arun Kumar**  
Principal

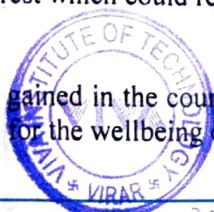
Ref. No. : VIVA / VIT / 1666 / 2022-23

Date : 24/08/2022

## Code of conduct for Teachers

Teachers should

1. Be caring fair and committed to the best interest of the pupils/students entrusted to their care and seek to motivate, inspire and celebrate effort and success.
2. Knowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.
3. Teacher have to report institution by 8:30 a.m. everyday and follow the time table for the lecture legislation of the Indian constitution.
4. Seek to develop positive relationship with student, colleague, parents, college management and other in the college community that are characterized by professional integrity and judgement
5. Teachers has to make an adjustment of lecture and other committee responsibilities before applying for any leave.
6. Act with honesty and integrity in all aspect of their work
7. Represent themselves their professional status, qualification and experience honestly.
8. Teachers has been appointed on institution committees, the meetings of respective committees and record maintenance is to be done time to time.
9. Ensure that any communication with pupils /students, colleagues, parents, college management and other is appropriate including communication via electronic media such as mail, texting and social networking sites
10. Be committed to equality and inclusion and to respecting and accommodating diversity including those difference arising from gender, civil status, family status, sexual orientation religion, age, disability, race, ethnicity and socio economic status and any further grounds as maybe referenced in equality
11. Completion of internal works from Student with its evaluation and timely uploading the same on University portal as and when required.
12. Teacher has to play role of mentor with assigned mentee
13. To have overall development of students teachers has to Undertaker co-curricular and extracurricular activities.
14. Avoid conflict between their professional work and private interest which could reasonably be deemed to impact negatively on pupils/students
15. Respect the privacy of other and confidentially of information gained in the course of teaching unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual





Late Shri. Vishnu Waman Thakur Charitable Trust's

**VIVA Institute of Technology**

Approved by AICTE, DTE and Affiliated to University of Mumbai

**Shri. Hitendra V. Thakur**  
President

**Ms. Aparna P. Thakur**  
Secretary

**Dr. Arun Kumar**  
Principal

Ref. No. : VIVA / VIT / 1665 / 2022-23

Date : 24/08/2022

## Code of conduct for students

### 1. Discipline

- The student must observe and strictly follow disciplinary rules and regulation of the college
- The student should follow the academic calendar as per instruction of head of the departments
- Any act of indiscipline or misbehavior by any student will attracts severe punishment
- Unauthorized entry of the outsider into campus is strictly prohibited
- No person shall be invited to address or entertain the Student of the college without prior written permission of college authorities
- Damage to institute and campus property due to negligence or lack of care would attract punishment and compensation for loss caused
- Student shall only use the Waste bins for disposing Waste materials in the classroom and offices to make the college campus free from plastic and other litter
- Student have to park their vehicles in parking zone only any student found breaking the rule will be punished
- Student are prohibited from indulging in anti institutional Anti National Anti social in moral or political expressions and activities within campus and disciplinary action will be initiated against students indulging into a ragging harassment pulling and untoward incidents
- All educational tour or industrial visit shall be accompanied by the faculty member after obtaining necessary undertaking from the parents of this students and with written consent of the management

### 2. I-card

- Every student must carry College ID everyday while attending lectures and appearing for various examination the student should take their identity card and library card for home lending from the library at the beginning of the year.

### 3. Mobile phone

- The student should switch off their mobile phones while in the classroom laboratories library etc as per notification.
- Phone is strictly Prohibited in the examination hall during examination
- Loss or theft of mobile modern means of communication valuable and other belonging are at student risk





Late Shri. Vishnu Waman Thakur Charitable Trust's

# VIVA Institute of Technology

Approved by AICTE, DTE and Affiliated to University of Mumbai

**Shri. Hitendra V. Thakur**  
President

**Ms. Aparna P. Thakur**  
Secretary

**Dr. Arun Kumar**  
Principal

Ref. No. : VIVA / VIT / 1665 / 2022-23

Date : 24/08/2022

## 4. Anti ragging

- Ragging as per direction of honorable supreme court of India and the Maharashtra prohibition of ragging act 1999 as modified from the time to time is strictly prohibited in the college will result in cancellation of admission and also the student will be debarred from taking admission in any institution in India it may result in suspension from attending classes or with holding withdrawing scholarship and other benefit or dividing in any test examination or other valuation process.
- If larger number of students are involved in the act of ragging, an FIR will be lodged with local police station without any exception.

## 5. Attendance

- The student should complete the entire practical and term work as a journal assignments and project in a stipulated time.
- Student should be regular in attendance for all session during the working days
- Student should have at least 75% attendance in the lecture of every subject and if student is not found or found irregular in attendance disciplinary action will be

## 6. Examination

- Candidate must appear the examination hall half an hour before the scheduled time of the examination.
- Mobile phone is strictly prohibited in the examination hall during the exam during the examination.
- Candidates should not communicate transfer and pass any cheating copy or writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam pen pencil and if specifically permitted non programmable calculator all equipment brought to the examination must be placed on the candidate desk and kept in the view during examination.

## 7. Dissertation and Internship

- Students are instructed to follow the information and guideline given by the respective guide from the time to time and make the timely submission of their projects completed in all respects

