



# **Vidyavardhini's**

## **College of Engineering & Technology**

K. T. Marg, Near Railway Station, Vasai Road (W),  
Dist. Palghar, Pin. 401 202

### **Code of Conduct**

### **Handbook**



# Vidyavardhini's College of Engineering & Technology

Founder President Late Padmashri H. G. Vartak

Approved by AICTE, DTE Maharashtra and Affiliated to University of Mumbai  
NBA and NAAC Accredited

## Code of Conduct for Teachers

### I. Teachers and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.



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## II. Teachers and the Students

### Teachers should:

- Respect the right and dignity of the students in expressing his / her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop and understanding of our national heritage and national goals and
- Refrain from inciting students against other students, colleagues or administration.

## III. Teachers and Colleagues

### Teachers should

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.



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## IV. Teachers and Authorities

### Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made and
- Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## V. Teachers and Non-Teaching Staff

### Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institution and
- Help in the function of joint staff-councils covering both teachers and the nonteaching staff.

## VI. Teachers and Guardians

### Teachers should:

- Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



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## VII. Teachers and Society

### Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



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## Code of Conduct for Students

- Students will be issued a Photo-identity Card attested by Principal once admitted in the institute.
- Wearing of I-Card is mandatory for a student at all times in the campus and failure of it may restrict the entry of student in the institute.
- Should follow institutional rules and discipline guidelines provided by the college authorities.
- Should be respectful towards the teaching and non- teaching staff of college.
- Should have disciplined conduct in the college premises without any disturbances to others.
- A minimum of 75% attendance in each head of lectures, practical's and tutorials is mandatory for term grant as specified by the University of Mumbai.
- Loitering in the college campus during lectures/practical may result into strict action.
- Student should refrain from all activities under the purview of ragging, which is a criminal offense.
- Student should refrain from the use/possession of alcohol, tobacco, drugs, or any other intoxicants in the college campus.
- Should not organize any industrial visits without prior permission of the concerned authorities; nor without the consent of respective parents. Any industrial visit should be accompanied with a faculty member.
- Funds collection for picnic, trip, educational visit, charity, etc. without prior sanction of Principal is restricted.
- Students are expected to take care of their personal belongings as well as college property. Littering the college and its environment represents a serious violation of rules and regulations leading to stern disciplinary action.
- Requirement of documents like certificates, testimonials, etc., students need to contact the Registrar of college.
- Should have an acceptable conduct towards peers.
- Should refrain from indulging in any anti-social and unethical activities in the college campus.
- Students are advised to wear semi-formals in the institute and are likely to be penalized in case of inappropriate dressing.
- During Oral and Practical exams, presentations, interviews and technical events students are expected to be in formals.



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## Code of Conduct for Non-Teaching / Supporting Staff

### Non-Teaching / Supporting Staff should:

- Follow rules and regulations laid by the institute.
- Perform their academic, administrative and co-curricular activities, with devotion, assigned to them by their higher authorities.
- Be punctual and report in time and must be available in the campus during working hours.
- Avail the facilities entitled to them such as CL, EL, ML, etc. As per the institute.
- Be respectful to the higher authorities and their sub-ordinates also.
- Guide students in appropriate direction in case of emergencies.
- Perform their duties faithfully during examination hours.
- Not distribute bills, pamphlets, etc. Nor carry out any business/promotional activities college.
- Have a sense of belonging towards college property and cause no damage to the same.
- Wear formal attire in the campus.
- Perform duties to the best of their capacity.
- Have a professional and respectful conduct in the campus during working hours.
- Be respectful towards the college authorities, peers and non-teaching and supporting.
- Not disclose confidential information relating to college affairs.