

Vidyavardhini's
College of Engineering &
Technology

Code of Conduct

VCET, Vasai



Code of Conduct for Teachers

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 demeanour 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.



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 labour 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 endeavour.



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
- Teachers should 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.

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.



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/practicals 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.



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Founder President Late Padmashri. H.G. VARTAK

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- 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

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



Code of Conduct for Statutory Committees

1. SC/ST Cell

- SC/ST cell constitutes Chairman and members aiming to provide information to SC/ST students.
- To brief students regarding SC/ST scholarship.
- To inform students about the documents required.
- To notify students about the schedule of online submission of forms.
- Also, caution students regarding the failure of submission of their documents that may cease them from receiving their scholarship.

2. OBC Cell

- OBC cell constitutes Chairman and members aiming to provide information to OBC students.
- To brief students regarding OBC scholarship.
- To inform students about the documents required.
- To notify students about the schedule of online submission of forms.
- Also, caution students regarding the failure of submission of their documents that may cease them from receiving their scholarship.

3. Internal Complaints Committee:

In pursuance of the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing.

- The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be



taken in the matter.

- The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
- The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
- The Committee may direct the Registrar to ensure the safety and protection of the aggrieved woman if and when required.
- As an interim measure, ICC may recommend
 - i. The transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
 - ii. Grant leave to the aggrieved woman up to a period of three months or:
 - iii. Restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
 - iv. Grant such other relief to the aggrieved woman as the case may require.
- The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
- All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
- After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
- If the Committee finds no merit in the allegations, it shall report to the Institute.
- The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.



4. Grievance Redressal Committee:

- Grievance cum Redressal committee aims at solving complaints forwarded by students, staff members, and parents.
- Committee addresses problems linked to academics, resources and personal issues.
- Suggestion cum complaint boxes are located at various places in the institute wherein the students can put in their grievances and the committee will look into the matter.
- An on-line grievance form is also available on College website in which students as well as parents can submit their grievances.
- The Principal will take the final decision based on recommendations received from the committee members.

5. Anti-Ragging Committee:

University Grants Commission (UGC) regulations on curbing the menace of ragging in higher educational institutions 2009 (under section 26(1) (g) of the University Grants Commission Act, 1956).

Ragging constitutes one or more of any of the following acts;

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or other student.
- Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.



- Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gesture, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Ragging Punishment:

Ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished. The institution may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship/fellowship and other benefit
- Debarring from appearing in any test / examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension / expulsion from the hostel.
- Cancellation of admission.
- Suspension from the institution for period ranging from one to four semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.