



Bansilal Ramnath Agarwal charitable Trust's
Vishwakarma Institute of Technology, Pune 37
(An Autonomous Institute Affiliated to Savitribai Phule Pune University)



VI Bansilal Ramnath Agarwal Charitable Trust's

Vishwakarma Institute of Technology

(An Autonomous Institute affiliated to Savitribai Phule Pune University)

CODE OF CONDUCT HANDBOOK




DIRECTOR

Vishwakarma Institute of Technology
Bibwewadi, Pune-411 037.



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CODE OF CONDUCT FOR STUDENTS



DO's

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- Students must wear I.D card in the campus.
- Entry into and exit from the college should only be through designated points/gates.
- Students should display ethical code of exemplary conduct and character, and should behave, dress and project their image like dignified, respectable citizens of the Country. Students should be punctual to the classes. Students should attend all classes regularly and participate fully in all learning and assessment activities.
- The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as other ones related to their stay in the College / Hostel.
- Their action must reflect respect for the Faculty members and must inculcate a spirit of fellow- feeling and mutual respect among themselves.
- Submission of assignments, projects, seminar work, etc. on time is compulsory.
- Students should ensure a minimum of 75% attendance in each subject as they are otherwise not eligible to appear for the examinations.
- Students should read the notices/circulars regularly (communicated through notice boards, emails, Whatsapp, etc.) so as not to miss any important information.
- Student shall keep their parents informed regularly about their performance in studies and other problems, if any. They should also make the payment of College/Hostel dues well in time.
- Students should be objects of cleanliness and hygiene.
- Students should feel a sense of belonging and accordingly and accordingly protect the furniture, class room and laboratory equipment, and library books.




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DON'Ts

- Students should not celebrate any function by themselves like Friendship day, Valentine's Day, New Year's Day, Holi, etc. within the college campus.
- Students should not litter (throw any kind of items such as waste paper, fruit peels, tea cups, plates etc.) inside the campus
- Walking on the lawns is strictly prohibited.
- Smoking/consumption of alcohol, drugs, and intoxicants is a health hazard and is strictly prohibited.
- Ragging, physical assault within the campus (in the form birthday bumps, etc.) is strictly prohibited. Any form of ragging is a serious offence anywhere inside or outside the campus and the same is punishable as per the University and Ministry of Human Resources Development's guidelines/rules.
- Four wheelers usage/parking inside the campus is strictly prohibited
- Use of cell phones is strictly prohibited in the class rooms, laboratories, examinations hall. They should not attempt to copy in the Test/ Examination.
- Eating and chewing inside the classrooms during class hours is strictly prohibited.
- Possession of incriminating documents/books/posters/cassettes etc. is punishable.
- Use of crackers, on any occasion by students is strictly prohibited.
- Possession of lethal weapons is strictly banned and punishable.
- Students found to have caused any damage to the assets of the college will be punished severely besides being penalized for the cost of damages.




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- Students should not remain absent from the classes without prior approval of the Class Teachers/Class Guardians/Heads/Deans.
- Leave application in the prescribed format should be submitted with the signature of Class Teacher / Guardian and Head of Department.
- When students fall sick, intimation should be given to HODs or Class Advisors about the nature of sickness, duration of leave required, etc. On the next day of the absence leave applications (letters) signed by the parents along with doctor's certificate should be submitted.
- Male students must not pass undesirable remarks at the female students and must observe due courtesies.
- Eve-teasing, triple riding, blowing horn, whistling of any kind are strictly prohibited within the college premises.
- No student shall be discriminated on the basis of religion, caste & sex etc.
- Any student(s) responsible for bringing outside elements into the campus for creating law and order problems will be severely dealt with.

Any student found to be violating any of the above guidelines will invite fine, suspension or dismissal. Their misbehavior will also be noted in the conduct certificate issued at the time of leaving the college.




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Registrar
Vishwakarma Institute
of Technology
Pune-411037

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CODE OF CONDUCT FOR FACULTY



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Code of conduct form an integral part of culture of the institution. Faculty should follow code of conduct strengthening duties, responsibilities towards colleagues, students, parents, government and general populace.

Followings are the different aspect of code of conduct described in details.

- Acting in a manner which promotes confidence in the integrity of the public service and the profession
- Exercising reasonable care and skill
- Treating students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations
- Protecting students from harm
- Being committed to students and their learning
- Organizing learning to take account of the diverse social, cultural and special learning needs of their students
- Working in partnership with parents and carers
- Acting against any form of harassment or unlawful discrimination

Teachers demonstrate a high standard in teaching and learning by:

- Engaging students in their learning
- Working to achieve high level outcomes for all students
- Maintaining records to manage, monitor, assess and improve student learning



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- Using research and student achievement data to inform professional practice
- Engaging in reflective practice and developing their professional knowledge and teaching skills
- Supporting the personal and professional development of others
- Providing constructive feedback to colleagues that is considered and helpful
- Assisting in developing and mentoring beginning teachers
- Working cooperatively and collaboratively with others to achieve school and system goals
- Informing people of their rights and entitlements where appropriate
- Accepting responsibility for their own professional learning and development
- Protect students from harm
- Develop and maintain constructive professional relationships with parents and carers
- Exercise leadership in their role as supervisors
- Discourage any form of discrimination or harassment in the workplace

Teachers should also:

- Accept responsibility for high quality teaching
- Act with probity in their daily work activities and decision-making
- Exercise efficient and effective resource management




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- Teachers' relationships with pupils/students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honest
- Honesty, reliability and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.
- Teachers' practice is motivated by the best interests of the pupils/students entrusted to their care. Teachers show this through positive influence, professional judgment and empathy in practice.



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CODE OF CONDUCT FOR ADMINISTRATION



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Code of conduct for governing body and administration

- The administrative professional shall act as a trusted agent in professional relations, implementing responsibilities in the most competent manner.
- Shall familiarize themselves with Institute policies that are relevant to their responsibilities
- Shall adhere to those policies to the best of their ability
- Shall not use scurrilous, profane, or obscene language
- Shall maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the Institute
- Shall not make remarks or engage in behavior that could reasonably be considered racist, discriminatory according to the Law
- Shall not promote their personal, religious, political, social, or business agendas
- Staff must use computing and communication facilities and services only for the purposes for which they are authorized
- Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation
- Administrative staff will abide by all copyright laws, which applies to the internet as well as paper
- Staff wishing to copy original work shall receive written permission from the copyright owner prior to copying




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- The administrative professional shall strive to maintain and enhance the dignity, status, competence, and standards of the profession.
- Shall demonstrate courtesy and respect in all dealings with students, academic employees, and support staff
- Shall be fully conversant with all aspects of the Institute's policies and procedures and will be prepared to implement them
- Shall demonstrate their respect for the professionalism of faculty and support staff
- Shall be clear and specific in communications with faculty and staff so that all concerned will know precisely what behavior is expected of them
- Shall meet all deadlines
- Shall practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of College funds
- Shall establish and maintain co-operative and collegial relationships with other staff members
- Shall avoid activities which might give rise to a perception of favouritism
- Should not gossip
- Shall respect the dignity of all parties involved



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