



COLLEGE OF ENGINEERING & TECHNOLOGY
NAAC Accredited

7.1.10 Code of conduct for Teachers The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regards.



PRINCIPAL
VPS College of Engineering & Technology
Lonavala

Address: Gat No. 685, Mauje,
Waksai, Maval, Lonavala, Pune
410405, Maharashtra, India

Tel: 8830513028 | 9762853831
Email: principal@vpscet.in | admin@vpscet.in
URL: www.vpscet.in

Approved by AICTE Delhi
Recognized by DTE (6815)
Affiliated to SPPU Pune (CEGP020020)

Code of Conduct for Students

General Rules

- Students are advised to wear their identity cards every day while studying in the college.
- Regular attendance are expected.
- Every student is responsible for maintaining discipline in the classroom, on the territory of the college and during the program.
- Every student is responsible for maintaining cleanliness on campus.
- Any damage caused to college property is a serious tort. Writing on walls, doors and Furniture should be strictly avoided, and measures will be taken against violators.
- Students are asked to pay attention to the circulars and instructions posted on the Notice boards.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
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Disciplinary Rules

- Ragging in any form is completely prohibited on campus.
- The use of mobile phones inside classes, hallways and during office hours is strictly prohibited.
- When the first bell rings at 9:25 am, students should go to their classrooms for morning classes.
- There will be a prayer and general meeting every Friday and every student is required to attend for the same thing.

Dress Code

- Students are expected to be neat, clean and modest in their dress to the classes.
- Students should wear the college uniform on Republic Day and Independence Day.




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- It is mandatory for each student to wear STUDENT IDENTITY CARD during the school hours .

Attendance, leave rules and withdrawal

- Students must have a minimum attendance of 75% during the academic year in order to take the examinations.
- In case of missing college, a leave application must be presented to the school duly signed by the parents/guardian.
- In case of absenteeism due to illness, students must present a medical certificate to the school.
- Long leave may only be taken with the prior permission of the principal.
- No student is permitted to leave school during school hours without a valid permission slip from the class teacher/ principal.

Mobile and Digital Technology

- Students are not permitted to carry mobile phones on the school premises. In case a student has to carry a phone for extraneous reasons, arrangements will be made to deposit the phone at the school office during school hours.
- Students will not indulge in inappropriate use of the school computers or networks.
- Students are not permitted to bring valuable electronic devices (iPods, cameras and tablets etc). Without the prior permission of the principal.
- Strict action will be taken if it comes to the notice of the school authorities that any student is involved in possession and circulation of inappropriate digital content on mobile devices.



A handwritten signature in blue ink, appearing to be 'JA'.

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Code of Conduct for Teaching Staff

Teachers and their responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals 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:

- 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 organisations and strive to improve education and profession through them;
- perform their duties in the form of teaching, tutorial, practical and seminar 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 in 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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Teachers and the students

- respect the right and dignity of the student 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 an understanding of our national heritage and national goals and Refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues

- 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. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and guardians

- Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of 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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Code of Conduct for Governing Body

- To consistently attend meetings of the governing body and the committees on which they serve,
- and attain suitable knowledge to contribute effectively to decision making.
- Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
- Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth
- Consider the perspective plan for the academic development of the institute.
- Take overall responsibility for student welfare.




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Code of Conduct for Principal

- Principal being the Head of the Institution is responsible for all academic, financial and administrative activities of the institution.
- Review current academic programmes and Human resources management of the institution.
- Admission authority for the institution to implement admission process as prescribed by the affiliating University.
- Development and implementation of strategic plan for short term and long term development of the institution with quality improvement.
- Plan and facilitate guidance, counselling and other students' services at institution level.
- Discuss and approve financial estimates, annual reports, accounts and audit reports on time.
- Maintain necessary records of the institute in stipulated formats.
- To act as a chief officer in-charge for examinations.
- To lead the accreditation activities of institute for various quality standards.




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Discipline Committee

Sr. No	Name of the Member	Designation	Signature
1	Dr. Manav A. Thakur Principal, VPSCET, Lonavala	Principal	
2	Dr. Harish Harsurkar HOD Mechanical, VPSCET, Lonavala	Co-ordinator	
3	Mr. Hussain Shaikh Asst. Professor, VPSCET, Lonavala	Member	
4	Prof. Soni R Ragho Asst. Professor, VPSCET, Lonavala	Member	
5	Mrs. Manisha Kachare Asst. Professor, VPSCET, Lonavala	Member	
6	Ms. Aaditi Narake Computer BE student	Member Student representative	
7	Mr. Pratic Beraad Computer TE student	Member Student representative	
8	Ms. Priya Gawhane BE Student	Member Student representative	



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Date: 14/08/2023

Notice

Induction Programme for Newly Admitted Student (2023-24)

Induction program for student admitted to FE (First Year Department) in VPS College of Engineering and Technology, Lonavala. For Academic Session 2023-24 scheduled on **21 August 2023**.

All students and faculty members are requested to attend the program as per given schedule.

Venue:- Seminar Hall

Note: - It is mandatory for newly admitted first year students to attend the same.


Head of the Department



Principal


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Programme Schedule for Induction Programme 2023-24

(August 21/08/2023)

Venue:- Seminar Hall

Time	Program
11.00AM-11.10AM	Lamp Lighting and Sarswati Vandan
11.10AM-11.20AM	Address by Hon'ble Principal Prof. (Dr.) Manav Thakur.
11.20AM-11.40AM	Introduction of College By Prof. Poonam Phophlekar Mam.
11.40AM-11.50AM	Introduction of all HOD (Mechanical-Dr. Harish HarsulKar, Civil- Prof. Pranesh Chawhan, Computer- Prof. Soni Ragho, First Year- Prof. Manisha Kachare)
11.50AM-12.00PM	Introduction of First Year faculty Prof. Rashmi Bhumare, Prof. Sruti Sukhadhan, Prof. Mubin Khan. Mr. Raghunath Shedge.
12.00PM-12.10PM	Vote of Thanks by Priya Gawhane
12.10PM-01.00PM	Snacks in College Canteen
(02.00PM-04.20PM) 02.00PM-02.30PM 02.30PM-02.50PM 02.50PM-03.20PM 03.20PM-03.50PM 03.50PM-04.20PM	Visit to College Library and Respective Department by. 1. Library-Mrs- Snehal Kute 2. Mechanical Department- Prof. Tanuja Hulwale 3. Civil Department- Prof. Shruti Sukhadhan 4. Computer Department- Prof. Smita Arude 5. First Year Department- Prof. Shruti Sukhadhan

Note:- Attendances is Mandatory for FE Student.


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Induction Programme for Newly Admitted Student

An 'Orientation Programme' was organized to welcome the first year students who were admitted to Engineering program at the institute premises on 14/08/2023 where students and parents had been welcomed by the Management and Principal of VPS College of Engineering. The objective of the programme was to make the parents and students aware of the academic aspects of the course, the rules and regulations of the Institute and ensuring parental participation in monitoring the performance and progress of the students.

Principal, Dr. Manav A. Thakur welcomed the distinguished guest, the management, students, parents and faculty to VPS College of Engineering and introduced the guests to the audience. He thanked them for their presence and invited Prof. Husain Shaikh to speak. Prof. Manisha Kachare welcomed the First Year Engineering students and shared his experiences as an engineering student. He urged the students to keep up with the changing trends in engineering and take their studies in to utmost importance. He spoke from the perspective of a former Vice Chancellor and opined that students must decide not to have backlogs so that their academics will prosper.

Dr. Mrunalini Kulkarni, as a Chairman of the Institution, shared his experiences and spoke briefly about the fastly changing technologies in the world. He also shared the positive thought with the students that the brightest amongst the present generation will take the ambitions of the country forward in the coming years. He applauded the efforts of the VPS College of Engineering in facilitating the scientific needs and urges of the young minds that culminated in the Students Project. Professor Husain Shaikh, HOD, Freshman Engineering thanked the guests for their kind and valuable words and wished the First Year Students a hearty welcome to the college.

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Orientation Program




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ATTENDANCE SHEET (A.Y. 2023-24)		
Program Name: Induction program (orientation program)		
Date: 21 August 2023		
YEAR/BRANCH: (comp/civil/mech)		
SR.NO.	Students Name	SIGN
1	Prajwal Kadam	Prajwal
2	Shubham Chavarkar	Shubham
3	Abhijeet Bandgar	Abhijeet
4	Sohel S. Mujawar	Sohel
5	Mahajan Sachinram B	Sachinram
6	Amarajit Maske	Amarajit
7	Pawar Akash	Akash
8	Rahul Phd	Rahul
9	Darshan Desai	Darshan
10	Shubham Dhotre	Shubham
11	Vinayak Patil	Vinayak
12	Shila Ratan Kumbale	Shila
13	Sumit T. Ahire	Sumit
14	Ganesh Surwade	Ganesh
15	Akanksha Ankur Mohil	Akanksha
16	Sanhet Mopani	Sanhet
17	Pranav Bhutale	Pranav
18	Kaustubh Faythor	Kaustubh
19	Dev Jodav	Dev
20	Neha Ghule	Neha
21	Tushar Somwanshi	Tushar
22	Sarthak Shinde	Sarthak
23	Suraj Salgar	Suraj
24	Ankar Divakar	Ankar
25	Shubham Adu	Shubham
26	Nipun Sachar	Nipun
27	Rulkarni Sumedh	Rulkarni



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