

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 periodic programmes in this regards.



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.



- 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.



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.



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.



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.



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.







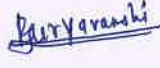



Code of Conduct for Support Staff

- Punctuality should be maintained by all the Non-Teaching Staff
- Understand the job scope, practices, and procedures relating to their position.
- Ensure truthfulness and diligence in the performance of their assigned duties.
- Be well-organized.
- The prior approval of leave should be taken from the respective authority.
- Maintain a considerate environment while performing their assigned duties.
- Ability to solve problem within the scope of their position.



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. Vidya Ghule Computer BE student	Member Student representative	
7	Mr. Rohit Suryvanshi Computer BE student	Member Student representative	
8	Ms. Priya Gawhane SE Student	Member Student representative	

PRINCIPAL
VPS College of Engineering & Technology
Lonavala




Date: 15/12/2022

Notice

All the First Year Students, Teaching and Non-Teaching Staff are hereby informed that NSS Unit has organized **Orientation Program** at Seminar Hall.

All First Year students can attend the program at 11.00 Am. On 22 December 2022.



NSS Program Officer



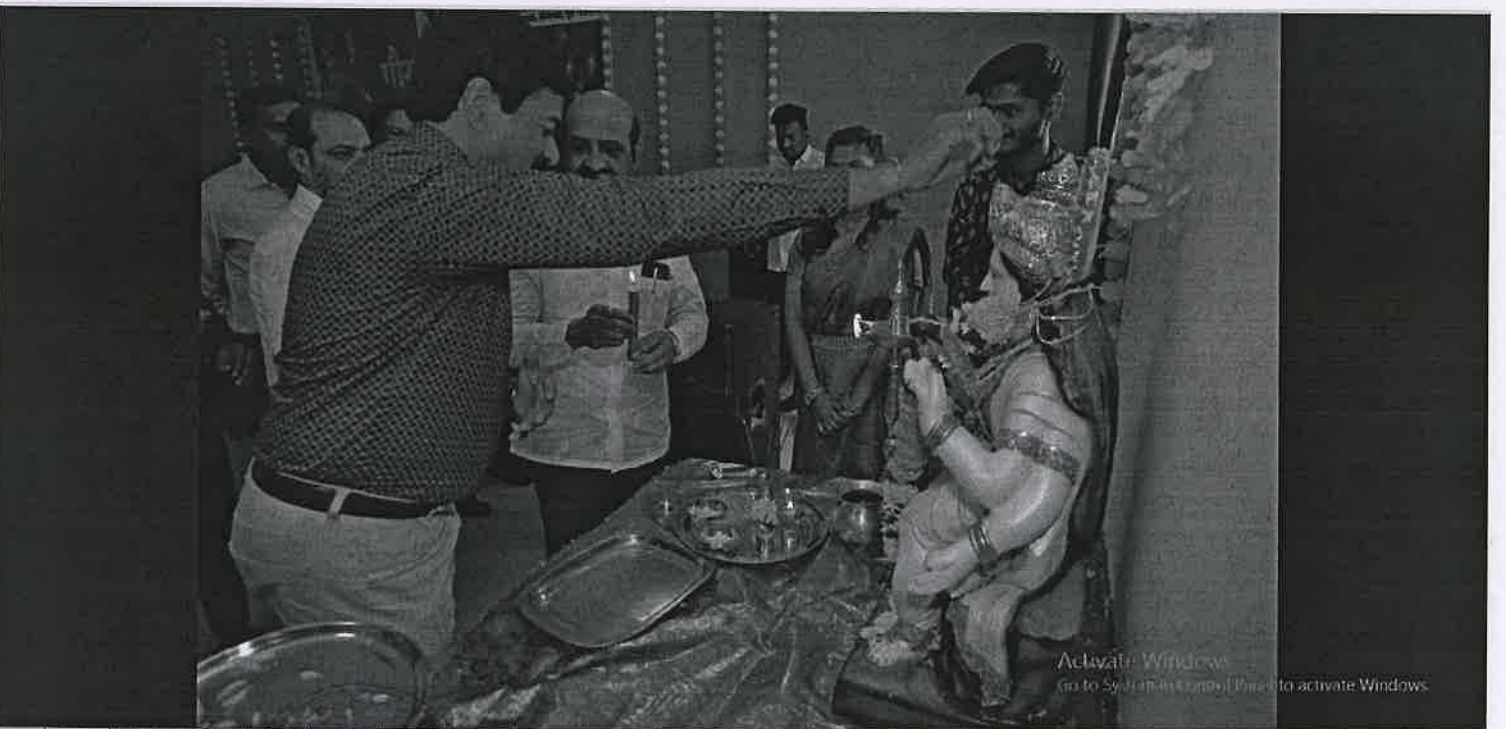
PRINCIPAL
VPS College of Engineering & Technology
Lonavala

Principal





All Staff And Students



Sarswati Poojan





All Faculties with Students



ATTENDANCE SHEET (A.Y. 2023-24)

Program Name: orientation Program

Date: 22 December 2022

YEAR/BRANCH: 1st year

SR.NO.	Students Name	SIGN
1	Patil Shubham Vershikra	Patil
2	Rushikesh Samraj Kengar	Rushikesh
3	Naman Warbhutan	Naman
4	Pritya Gaurhane	Pritya
5	Neha Ghule	Neha
6	Sulakshana Kherkar	Sulakshana
7	Tanuja Gaikwad	Tanuja
8	Gayatri Deshpande	Gayatri
9	Ardju Shaikh	Ardju
10	Kalpani Ghogale	Kalpani
11	Anjali Ghute	Anjali
12	Gayatri Chaudhari	Gayatri
13	Pallavi Gaikwad	Pallavi
14	Kadar Mulla	Kadar
15	Shubham ATAK	Shubham
16	Saxthak Shinde	Saxthak
17	Pritya Chavan	Pritya
18	Riya Chavan	Riya
19	Rutuja Surve	Rutuja
20	Vaishnavi Pansale	Vaishnavi
21	Minal Deshmukh	Minal
22	Sangame Aditya	Sangame
23	Swami Rohan	Swami
24	Tadhar Dev	Tadhar
25	Chaitanya Subhik Warb	Chaitanya
26	Fahel Adkar	Fahel
27	Siddhesh Balghore	Siddhesh
28	Sanjivani Jadhav	Sanjivani
29	Vidya Uthule	Vidya
30	Tejya survey	Tejya
31	Roshan Dandge	Roshan
32	Pratiksha Chavan	Pratiksha
33	Pramhade Garud	Pramhade
34	Abhishek Jadhav	Abhishek
35	Sneha Shinde	Sneha Shinde



ATTENDANCE SHEET (A.Y. 2023-24)

Program Name: Orientation Program

Date: 22 December 2022

YEAR/BRANCH: 1st year

SR.NO.	Students Name	SIGN
1	Bhadrak Dayanand V.	
2	Bahire vikas Gujdonan	
3	Sahel Arhal	
4	Harsh Yewale	
5	• Snayan mahilane	
6	Pratik peraad	
7	• Sushant giramkar.	
8	• Ritesh gangthade	
9	Shreya Abhang	
10	Hazra Shikha Shaikh	
11	Zainab Shaikh	
12	Nupur Koli	
13	Kadhiko Kanjale	
14	Prathmesh Dighe	
15	Kiran Chaudhari	
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Orientation Program Report

The Orientation-cum-Induction programme for the I year BEngineering students joined in VPS college of Engineering & Technology, Lonavala, Dist maval has been celebrated on 22-12-2022.

The Chief Guest of the programme was Dr Mrunalini Garware (Chirman), who motivated the students as to how great heights can be scaled even in adverse situations, through uncompromising goal setting, hard work, dedication and determination.

The other guests of honour were Mr.Satish Gawali, Mr.Nitin Garware(Member), Dr.Manav A. Thakur (Principal) All Head of Department, who have inspired the students with a general orientation to Engineering education and awareness on opportunities available for the deserving.

The parents and the freshly joined students attended the programme with great enthusiasm. Grand spectacles of the teachers symbolically imparting the light of knowledge to the students through kindling the lights in great procession, classical dances and cultural events were the high-lights of the day.

Event Objective:

1. To bridge the gap between students & faculties.
2. To aware the students about the college culture and inform the students about the code of conduct.
3. To prepare the students about their career goal & how to work on it.
4. To involve and learn about the career development process and develop their skills.
5. To create awareness among about the various co-curricular and extra activities helps the student for their overall development.
6. To create awareness among students about the professional etiquettes.
7. To promote the students for enhancing their skills & learn about the various innovative ways to enhance their career.

