



Shri. Gopinath Mahadeo Vedak Pratishthan's

G. M. Vedak Institute of Technology, Tala

College of Engineering

Approved by AICTE & DTE Recognized by the Govt. of Maharashtra & Affiliated to University of Mumbai

Web site:- www.Gmvit.com

Mob: 9022802204

E-mail:- principal@gmvit.com



College Ethics for Faculty Non-Teaching/Administrative Staff & Students.

1. Code of conduct for Faculty:

1. Staff Members Should display the highest possible standards of professional behavior that is required in an educational establishment.
2. Staff members should seek to co-operate with their colleagues by providing Supports, helps and guidance as required.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perceptions of others (Staff/Students /parents /Community).
5. Staff members should be aware of, and should follow institute policy Systems and procedures. They should normally communicate through the management of structure, and should ensure students likewise.
6. Staff members should attend training programs arranged by University and AICTE.
7. Staff members should attend their place of work punctually.
8. Staff members should make alternate arrangement of their Lectures / work before going to any type of Leave.
9. Staff members should not go outside during college hours without prior permission of principal.
10. Staff should maintain appropriate level of Confidentiality with respect to students and staff record and others sensitive matters. They should take care not discuss issues of particularly sensitive matters within the institute community which could cause distress to staff, students and parents.
11. They should act in fair, courteous and mature matters to students, colleagues and other stake holders.
12. Endeavoring to assist institute achieve its corporate strategic objectives.





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particular, by adopting a positive attitude to marketing and the achievement of quality and equality.

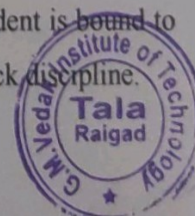
13. Maintaining the Image of the Institute through standards of dress, general courtesy, correct use of institute stationary etc.
14. Taking responsibility for the behavior of conduct of students in the class room and sharing such responsibility elsewhere on the premises.
15. Being Familiar with job requirements (proper preparations, use of suitable methods/ systems, maintenance of appropriate / required records, etc), including keeping up to date developments relevant to the job.
16. Ensuring all assessments /exams /tests are conducted fair and proper (prescribed) manner and that procedures are strictly followed with respect to confidentiality and security.
17. Institute reserves right to change any rules at any time without intimation.

2. Code of Conduct for Non-Teaching/Administrative Staff:

1. Code of Conduct for non-teaching staff is mainly governed by the University of Mumbai Acts, Statutes, Ordinances and Service Rules.
2. The normal working period for those in the category of non-teaching staff shall be from 9.00am to 6.00 p.m. with one-hour lunch break on all working days.
3. All Staff members should display the highest possible standards of professional behavior. They should be punctual and disciplined towards their work.
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.

3. Code of conduct for Students.

1. Student Handbook is applicable for FE, SE, TE and BE admitted students.
2. The College gives utmost priority for discipline and every student is bound to follow the rules and regulations of the college and maintain stick discipline.





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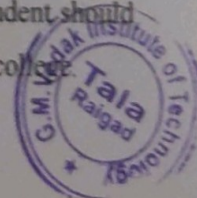
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3. Every Student shall be regular and punctual in attending Classes, practical tutorials and participate fully in all learning and assessment activities.
4. All Admitted Students are subject to discipline and control of the academic authorities. The Students are required to strictly adhere to the rules and regulations that are formed from time to time by the college. In case of breach discipline, Principal or constituted authorities of the Institute Shall have power to fine , one suspend or rusticate or even expel the concern students from the institute.
5. Property of the college needs to be carefully handled and look after so that the student who follows can enjoy the high standards of environment built up by the Trust. Willful damage the to property like furniture, equipment's, fixtures, books, Buildings, vehicles, etc. of the college or hostel, shall be punishable with penal action and student might be liable for expulsion from Institute.
6. Students are advised to take care of their identity cards and should wear it in campus at all times. Every Student shall carry his /her identity card and shall produce it whenever asked for. A loss of identity card must be reported. Duplicate identity card will be issued at some minimal fine. Instructions on the identity card should be read and followed by all students.
7. Students should not organize any picnic outside without written permission from principal.
8. Ragging is prohibited vide Maharashtra State "Anti -Ragging Act ,1999" as well as Supreme Court Verdicts and AICTE directives. Any students found including in any form of ragging within and outside the academy and hostel shall be immediately expelled from Academy and necessary disciplinary action will be taken, as per order from Honorable Supreme Court of India.
9. Smoking, drinking of Alcohol and use of drugs within the premises of the academy and hostel as well as outside the campus is strictly prohibited.
10. Students shall behave in a discipline manner and follow all the Instruction issued by the principal from time. They should not indulge in any kind of discipline within or outside the premises of the college. Every student should endeavor to hold the high deals, the reputation and prestige of the college.





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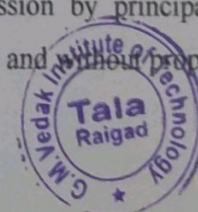
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11. No students shall take the Law into his / her own hand, whatever the circumstances may be. Any violence by the students on any other person will be viewed seriously and dealt with severely. Students should present any difficulty or grievance directly to the principal. The decision of the Institute authority in this matter shall be final.
12. Accessing, storing, viewing, Transmitting and / or circulating any pornographic and or obscene material is strictly forbidden. Students are required to co-operate in ensuring a virus free environment in the computer system.
13. Students are required to be aware of all notices that are put up on notice boards
14. Students are required to appear for all the tests conducted by the college and submit term work as per prescribed time line.
15. Students are required to maintain a minimum attendance of 75% in each subject as per norms on university of Mumbai.
16. No Students shall be permitted to take care of the University Examinations unless he /she had paid all his / her conduct and attendance is found Satisfactory.
17. Industrial visits and educational Tours, as when arranged by the College are Compulsory for every student. The students have to bear the full cost of such visits / tours.
18. The principal reserves the right to debar, any students, for non-payment of the fees / dues.
19. Use of mobile phones by the students the classes/ practical's / exam / in library / other official functions is strictly prohibited.
20. Students will always behave in such a manner that pride of his/her own, his / her family and college will be always maintained with high dignity.
21. Students should fill the exam forms and pay the exam fees in the prescribed time span only as notified from time to time.
22. Every student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow the students.
23. Students will not pay any amount to any student's body / group of students and / or any other agency without verifying proper permission by principal. Collection of Money by any person with forceful measures and without proper





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authority and permission will be treated as ragging and will be dealt as as per Anti ragging Act.

24. The Management / Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.



Principal

G. M. Vedak Institute of Technology
Tala Dist. Raigad