



Shri. Gopinath Mahadeo Vedak Pratishthan's

G. M. Vedak Institute of Technology, Tala College of Engineering (3447)



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

Policy Document on code of ethics



Principal

G M Vedak Institute of Technology
Tala Dist.Raigad

Mumbai Office: 410, Morya Shalimar Park. Andheri - Malad Link Road, Andheri), Mumbai -400 053.

Tel . 91-22-26736 313 Fax: 91-22-26736314 E-mail: unmeshnvedak@live.in



PREAMBLE

About the Institute:

G. M. Vedak Institute of Technology was established in the year 2011 under the flagship of Shri.Gopinath Mahadeo Vedak Trust. It is the brainchild of great Visionary, Founder and Chairman **Dr. (Shri.) Nandkumar Gopinath Vedak** and Trustee and Secretary **Shri. Unmesh Nandkumar Vedak**, aiming to cater professional engineering education to urban as well as needy students of rural areas. Institute is located in the hilly region near Mumbai and is easily accessible by Road and Railway Infrastructure.

Vision of the Institute:

To create the best environment for transforming the young generation in to Engineering professionals with good human values for betterment of society.

Mission of the Institute:

- To be a student centric Institute with the quality education.
- To advance professional development of the learner through Industry-Institute interaction.
- To make the student job ready and fulfil their career aspirations.
- To provide the assistance for placement & entrepreneurship development.
- To enhance socio - economic betterment and development of the individuals.

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 strict discipline.
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.





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. Wilful damage 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.
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.

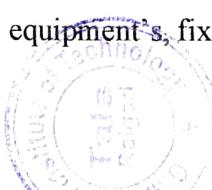




14. Students are required to appear for all the tests conducted by the college and submit term work as per prescribed time line.
15. Students are required to maintain a minimum attendance of 75% in each subject as per norms on university of Mumbai.
16. No Students shall be permitted to take care of the 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.
24. The Management / Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

Policies for Miss Behaviour of Students:

- In case of breaching discipline, Principal or concerned authorities of the Institute has power to fine according to the student's indiscipline activities like Accessing, storing, viewing. Transmitting and / or circulating any pornographic and or obscene material.
- Student will be suspend or rusticate or even expelled from the institute if he/ she mishandles the property like furniture, equipment's, fixtures, books, Buildings, vehicles, etc. of the institute / Hostel.





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- If any student encounters while consumption of Alcohol / Smoking / Drugs, in college or hostel premises he / she will be suspend or rusticate at the immediate effect.
- Institute is not responsible for the harm, Accident, or any loss of student if he organise any picnic / Trip without any written permission form the principal of institute.
- 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 Honourable Supreme Court of India.
- Collection of Money by any person with forceful measures and without proper authority and permission will be treated as ragging and will be dealt as as per Anti ragging Act.

Policies for academic misconduct of Students:

- The Students are required to strictly adhere to the rules and regulations that are formed from time to time by the college.
- 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.
- If any student fails to attend the academic examinations/ Viva's / Internal Examinations then, Institute is not responsible for the student's academic loss and the respective actions will be taken as per the principal's decision.
- If any student fails to maintain a minimum attendance of 75% in each subject as per norms on university of Mumbai then, he / she will be detained form the current semester.
- The principal reserves the right to debar, any students, for non-payment of the fees / dues.

Code of conduct for Faculty:

1. Staff Members Should display the highest possible standards of professional behaviour 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.



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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 strategies objectives- in 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.



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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.

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 behaviour. 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.

Policies for Teaching and Administrative Staff:

- If any Faculty / Staff don't follow or delays the pre decided lunch break / Short Break/ Lecture timing then he / she will issue memoranda against not following the time while having any break.
- If any Faculty / Staff is not punctual and disciplined towards their work then, the principal is free to take actions against them.
- If any Staff / Faculty is found in any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital/Casts status in their behaviour towards their colleagues or Students then, He will be terminated for the institute at the immediate effect.



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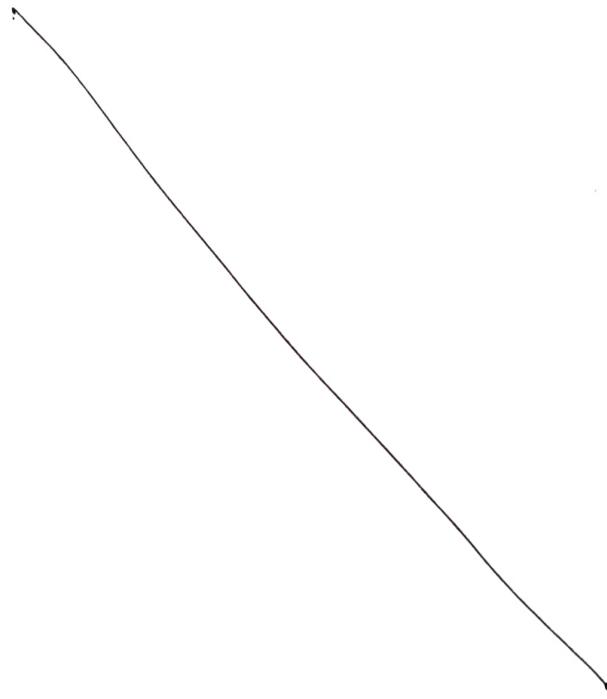


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- Any Faculty / Staff are expected to align their behaviour with the institute's code of conducts violation will lead to seeking of explanations, warnings and eventually penalties.
- Principal / Management of institute is liable to take any decisions regarding change of any rule for the fluent conduction of academics and also to maintain the proper etiquettes among the students and Staff



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