



VIVA Institute of Applied Art

Code of Conduct

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CODE OF CONDUCT AND ETHICAL RESPONSIBILITIES FOR PRINCIPAL, TEACHERS , NON TEACHING STAFF AND STUDENTS

FOREWORD TO STAFF AND STUDENTS

The Code of Staff Conduct contains guidelines relating to the standards and ethics that all staff are expected to adhere to in the course of their work. It is designed to maintain discipline and order in the workplace among employees of all levels. It also sets out the circumstances in which such employees would be deemed to have breached the Code and the actions that can be taken against them if they do so.

It addresses the interdependent duties, rights and responsibilities of faculty members and seeks to encourage continued reflection and thoughtful response to ethical issues. It outlines the guiding principles to ethical conduct and to identify major issues.

The Code of Student Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behaviour.





Code of Conduct & Ethics for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal:


- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction, inculcate research development activities.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Comply with all College/ Institutional Policies.
- Treating all students, fellow employees and others affiliated with the College, as well as visitors, with courtesy and respect for their rights, duties and aspirations.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.
- To behave with integrity & act lawfully on or off duty, & at social or private occasions.
- To be careful when expressing views and opinions about the operations of College.





Code of Conduct & Ethics for Teachers

Teaching is a noble profession which helps to shape the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to:

- Uphold the honour and dignity of the teaching profession.
 - Report to work punctually as scheduled.
 - Notify the HOD in advance of absence from work or inability to report on time, and follow established department requirements for such notifications.
 - Comply with all College rules, safety regulations and procedures, including those established for labs and other instructional settings.
 - Comply with all College/ Institutional Policies.
 - Should dress in an appropriate and presentable way while discharging duties at work.
 - To maintain personal hygiene at work.
 - Use of personal cell phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention, legitimate safety, security or emergency purpose.
 - Treat all students, fellow employees and others affiliated with the College, as well as visitors, with courtesy and respect for their rights, duties and aspirations.
 - Utilize time, supplies, equipment and office facilities with due caution solely for the benefit of the College.
 - To behave with integrity & act lawfully on or off duty, and at social or private occasions.
 - To be careful when expressing views and opinions about the operations of College.
 - Provide an innovative and quality education to pupils.
 - Interact with the students in a friendly manner.
 - Identity Cards to be worn compulsorily in the college premise
 - Collaborate with fellow teachers.
 - Be responsible and interact positively with parents and other stakeholders in educating the students.
 - Be good counselors and facilitators.
 - Help, guide, encourage and assist students in their learning.
 - Staff who encounter direct or indirect discrimination or harassment at work are encouraged to report the case to their Department Head immediately.
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Code of Conduct & Ethics for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must :

- Devote their work with a high degree of dedication, enthusiasm and professionalism. Report to work punctually as scheduled and be at the proper work station ready for work at the assigned starting time.
- Notify the HOD in advance of absence from work or inability to report on time, and follow established department requirements for such notifications.
- To maintain personal hygiene at work.
- Identity Cards to be worn compulsorily in the college premise
- Remain on duty during college hours.
- Comply with all College rules, safety regulations and procedures, including those established for labs and other instructional settings.
- Comply with all College/ Institutional Policies.
- Should dress in an appropriate and presentable way while discharging duties at work.
- Treat all students, fellow employees and others affiliated with the College, as well as visitors, with courtesy and respect for their rights, duties and aspirations.
- Utilize time, supplies, equipment and office facilities with due caution solely for the benefit of the College.
- To behave with integrity and act lawfully on or off duty, and at social or private occasions. To be careful when expressing views and opinions about the operations of College.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Use of personal cell phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention, legitimate safety, security or emergency purpose.
- Avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours.
- Staff who encounter direct or indirect discrimination or harassment at work are encouraged to report the case to their Department Head immediately.





Code of Conduct & Ethics for Students

- Comply with all College rules, safety regulations and procedures, including those established for labs and other instructional settings.
- Comply with all College/ Institutional Policies.
- Every student maintains personal hygiene.
- Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
- During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- Use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
- During leisure hours, students are advised to use the library, and internet browsing center.
- Late comers are forbidden from entering the classrooms.
- Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- Students should bring prescribed textbooks to the classes every day.
- Defacing the blackboards or walls will be severely dealt with.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- Students should stay away from any anti-social activities.
- Students should wear their identity card on the campus.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Ragging in any form is a serious offence and it will be dealt with severely.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Visitors are not allowed to meet the students in the classrooms.
- Students should take care of their belongings. The institution will not be responsible for any loss.
- Students who encounter direct or indirect discrimination or harassment in college premises are encouraged to report the case to their Principals immediately.





Prohibited Conduct

for Principals, Teachers, Non-Teaching Staff and Students:

The following conduct is prohibited and will subject the individual involved to disciplinary action, including termination of employment:

- Reporting to work/college under the influence of alcoholic beverages and/or controlled substances or selling, dispensing or unlawfully possessing alcoholic beverages and/or controlled substances on College premises or at College-sanctioned events. 2. Smoking is prohibited in the entire College premises.
- Possession of firearms or other weapons on College property or at College-sanctioned events.
- Threats, assault, and/or battery of a fellow employee, student, or visitor, or any other individual affiliated with the College.
- Refrain from commenting on individual cases and from disclosing or discussing information which may be sensitive.
- Slanderous or defamatory speech regarding a fellow employee, student, or any other individual affiliated with the College, as well as visitors to the College. This prohibition includes speech that is false, defamatory and malicious, spoken with a deliberate or reckless disregard of the truth, and with intention to damage another person or persons.
- Theft, destruction, defacement or misuse of College property or of another employee's property.
- Employees should not disclose their salaries to persons other than their Department Heads. Employees who have access to salary information in the course of their duties must handle the information with extreme care to ensure confidentiality.
- Falsifying or altering any College record, or report, or Identity card. Falsifying or misrepresenting any employment application materials, including, but not limited to, credentials, work or references.
- Failure to abide by safety rules and policies.
- Engaging in any form of Sexual, disability, and racial harassment is unlawful. 12. Failure to improve unsatisfactory performance.
- Excessive absences or tardiness.
- Failure to perform assigned duties.
- Insubordination.
- Under no circumstances should an employee/student offer advantages to any person or company for the purpose of obtaining or retaining business.
- Employees shall not distribute materials, or engage in other soliciting activity, during their working time or when any employee is being solicited in on working time. 18. Discrimination on the basis of race, color, gender, ancestry, sexual orientation, age, religion, national origin, veteran status, genetic information or disability.
- Any outside visitors may be restricted from visits to the workplace.
- Other misconduct not specified above which is sufficiently serious and detrimental to the best interests of the College to warrant disciplinary action.





Thank You

