



Vishnu Waman Thakur Charitable Trust's

VIVA SCHOOL OF ARCHITECTURE

Approved by Council of Architecture, New Delhi and Affiliated to University of Mumbai

Website: www.vivaarch.org

E-mail : principal@vivaarch.org & admin@vivaarch.org

Shri. Hitendra V. Thakur
President

Ms. Aparna P. Thakur
Secretary

Prof. Chakor A. Mehta
Principal

Code of conduct for college office staff

1. College staff should familiarize themselves with college policies that are relevant to their responsibilities and adhere those policies to their best of their ability.
2. In case of any problem arises it should be brought to the notice of the concerned authority.
3. Guiding and assisting the student body through available facilities.
4. Not to use abusive or obscene language in college campus.
5. To refrain from saying or acting in a way that might reasonably be considered as a violation of the human Rights code.
6. To refrain from acting or saying anything that could be interpreted as threatening, and to step in if they see someone acting in this way.
7. Not to treat people disrespectfully or to disobey orders.
8. Not to further their individual political, social, religious, or commercial agendas
9. To refrain from advancing political, social, commercial, religious, or personal agendas during working hours.
10. Throughout the activities, all employees are required to uphold professional and ethical standards.
11. College staff must use computing and communication facilities and services only for the purpose for which they are authorized.
12. Technologies must not be used to access use or distribute obscene, vulgar materials which might be perceived by others as harassment or intimidation.
13. Give the office head enough notice when requesting a leave of absence.
14. Ensure that college services such as photocopying and postage are used only for college purpose.
15. In all of their interactions with students, instructors, guardians, administrative figures, and the general public in any setting, support staff members will act with civility, respect, patience, and a willingness to assist.
16. Behave proactively to prevent disputes with any students.
17. A supportive environment for working end learning should be maintained.



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Code of conduct for college faculties

1. Faculties should be fair, compassionate, and dedicated to the best interests of the students entrusted to their care. They should also work to encourage, uplift, and recognize hard work and accomplishment.
2. Acknowledge and honor each student's individuality, special needs, and uniqueness while fostering their overall development.
3. Teachers are required to report to work by 8:30 a.m. every day and adhere to their respective lecture schedule.
4. Strive to build trusting relationships that are based on professional judgment and integrity with students, coworkers, parents, and other members of the college community.
5. Before requesting any kind of leave, teachers must rearrange their lecture schedule in addition to their other committee duties.
6. Be truthful and moral in all facets of their work.
7. Give a truthful representation of their experience, education, and professional standing.
8. Faculty appointed as committee heads should conduct the meetings of respective committees and record maintenance on regular basis.
9. Make sure that all correspondence, including that which is sent by email, text message, or social media, is appropriate when it comes to students, parents, teachers, and other managing personals.
10. Embrace and respect diversity and work toward equality and inclusion. This includes differences in gender, civil status, family status, sexual orientation, age, disability, race, ethnicity, and socioeconomic status, among other factors that may be addressed under equality.
11. Completion of internal works from Student with its evaluation and timely uploading the same on University portal as and when required.
12. With their designated mentee, faculties must act as mentors.
13. In order to ensure the holistic growth of their students, faculties must engage in co-curricular and extracurricular activities.
14. Prevent any conflicts between their private and professional interests that might be thought



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to have a detrimental influence on students.

15. Respect other people's privacy and the confidentiality of any information shared during a lesson, unless there is a legitimate fear for someone's safety or there is a legal requirement for disclosure.

Code of conduct for students

1. Discipline

1. The student must observe and strictly follow disciplinary rules and regulation of the college.
2. The student should follow the academic calendar as per the given instruction.
3. Any act of indiscipline or misbehavior by any student will attracts severe punishment.
4. Unauthorized entry of the outsider into campus is strictly prohibited.
5. No person shall be invited to address or entertain the student of the college without prior written permission of college authorities.
6. Negligence or carelessness resulting in damage to the institute and campus property would result in penalties and payment for any losses incurred.
7. To keep the college campus free of plastic and other litter, students must only use the waste bins in their classrooms and offices to dispose of waste materials.
8. Students cannot engage in anti-social, anti-national, anti-social, moral, or political expressions or activities on campus. If they do, disciplinary action will be taken against them for engaging in harassment, ragging, pulling, or other undesirable incidents.
9. All educational tour or industrial visit shall be accompanied by the faculty member after obtaining necessary undertaking from the parents of this students and with written consent of the management.
10. Students are told to adhere to the guidelines and information provided by the relevant guide on a regular basis and turn in their assignments on time, fully completed.

2. I-card

1. Every student must carry College ID everyday while attending lectures and appearing for various examination, the student should take their identity card and library card for lending books from the library at the beginning of the year.



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2. Mobile Phones

1. The student should switch off their mobile phones while in the classroom, studios, library etc as per instruction.
2. Mobile Phones are strictly prohibited in the examination hall during examination
3. Loss or theft of mobile phones or other belonging will be solely on the student's responsibility.

2. Anti-Ragging

1. Ragging as per direction of honorable supreme court of India and the Maharashtra prohibition of ragging act 1999 as modified from the time to time. Ragging is strictly forbidden in the college. It can lead to suspension from classes, the withdrawal of scholarships and other benefits, the division in any test or other evaluation process, and the cancellation of admission. Additionally, the student will not be allowed to reapply to any other Indian institution.
2. An FIR will be lodged at the station if a greater number of students are involved in ragging.

3. Attendance

1. Student should be regular in attendance for all session during the working days.
2. Student should have at least 750% attendance in every subject and if student is found irregular in attendance disciplinary action will be taken as per University of Mumbai rule book.

4. Examination

1. Candidate must appear in the examination hall at least half an hour before the scheduled time of the examination
2. Mobile phones are strictly prohibited in the examination hall, during the examination.
3. Candidates should not communicate transfer and pass any cheating copy or writing material to one another in any manner during the examination.
4. A candidate is permitted to bring a pen, pencil and it specifically permitted non programmable calculator. All equipment brought to the examination must be placed on the candidate desk and kept in the view during examination.
5. Strict action will be taken against any candidate who is found cheating or not following the rules/instructions.