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**Vishwakarma College of Arts,
Commerce and Science, Pune.**



Handbook
on
Code of Conduct.

<http://www.vcacs.ac.in/>

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CODE OF CONDUCT FOR THE STUDENTS

Students are the lifeline and first stakeholders of any educational institution. Their all-round development is of top most priority of the college and in this respect the college has laid guidelines for them. They are expected to abide by the following-

Academic Rectitude

It is expected of students to actively engage them in learning process and must inculcate the habit of acquiring at least 75% attendance in all the courses they are pursuing. Students should enter their lecture classes on time.

Students are supposed to complete their assignments, tests, projects and any other work related to academics in stipulated time. Students should strictly refrain themselves from indulging in plagiarism or resorting to any academic mischief.

Students should develop a healthy attitude with their teachers. They should discuss their problems related to their subject with the concerned teacher during office hours. Students must register their names for exams and other courses as announced on the website and pay the stipulated fee required for exams on time. In case of any financial hurdle/problem they should report the matter to higher authorities and can avail relaxation or concession or a scholarship as the case maybe.

Classroom Behavior

Students should compulsorily wear their identity cards whenever they are in the classroom and college premises. If there is a loss of, I Card the student should immediately report it to his/her HOD and the librarian with an application. Students are expected to give a patient and proper hearing to their teacher in the class. Classroom teaching after all is all about academic excellence.

Students should respect and have high regard for their teachers. They should also not engage in any quarrel/fracas with their fellow classmates. Students are not supposed to draw and write anything on classroom walls, chairs, tables, desks etc.

While in the class room the student is expected to switch off his/her mobile phone.

Behavior Outside the Classroom- Order and discipline have been the cardinal virtues of every educational institution. The moment this is disturbed everything goes haywire. Therefore, the college has a strict and no-nonsense approach with regards to order and discipline.

Students are not supposed to loiter in the campus when they are free.

Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus. Any such activity is a serious offence with the student liable to be suspended or rusticated.

Students are encouraged to inculcate the values such as honesty, compassion, integrity and truthfulness so they can become better and responsible citizens of the country. Students are expected to maintain cleanliness in the campus and must not litter. Consumption of junk food is strictly prohibited within the college campus.

Student should ensure that no damage is done to college property and the same shall be considered a punishable offence. Use of internet, computers, laptops and tablets by the students within the college campus, must be strictly restricted to academic purpose only. Theft or abuse of the Institute computers and other electronic equipment such as computer, tube light and bulbs, fans and other services which includes unauthorized entry, use, tamper, etc. of Institute classrooms, computers, networks and other restricted facilities and interference with the work of others is a punishable offence.

Presence of every student is mandatory in the induction meeting chaired by the Principal or convened by the department on commencement of an academic session. Students are not supposed to bring expensive camera mobile phones to the college. The loss of the same will solely be the responsibility of the student.

Use of Library

While availing the facility of college library the students are expected to adhere to strict discipline without causing any inconvenience to their fellow students. Any loss or damage of book or magazine is liable to be punished by fine. Theft or stealing of any magazine, book or periodical from the college library can lead to suspension of the student.

The student will get books or periodicals only on showing the identity card. Details regarding opening and closing timings of library plus the issuing of books will be displayed on the notice board from time to time. In case there is a requirement of any book/periodical by the student he/she should give a written application to the librarian for the same. Pin drop silence is required of students while they are sitting in the library.

Ragging

Anti- Ragging Guidelines issued by UGC are enforced and students are made to

Compulsorily sign the declaration form at the beginning of the session.

Any act of mental or physical torture to a fellow student in any form is a punishable offence with the student liable to be suspended from the college.

Instructions Pertaining to Examinations

Students resorting to unfair means at the time of examinations will be dealt in accordance with the provisions of the Govt. of Maharashtra Act. No. XXXI of 1982 and the Maharashtra University Act, 1994. In case of copying the student is liable to punitive action as per the University rules. The gravity of the case and the punishment will be decided by the University. It can be a fine of 500 rupees or six months of suspension or both as per the University statute.

If the student is found guilty, provisional admission/examination form will stand automatically cancelled and paid fees will not be refunded. Students involved in unfair practices can take admission of the college and fill up the examination form at their own risk and responsibility. While appearing for examination it is strictly prohibited to bring mobile phone or any other expensive gadget or valuables in the class room. The loss of any will be solely on the student.

CODE OF CONDUCT FOR THE TEACHERS

Teachers are the guiding lights of society. They nourish and impart values and ethics to their students. Their knowledge, expertise and character has a marked influence on the upbringing of the student. Along with the students teachers also bring laurels and glory to the institution. They are expected to adhere to the following norms-

Professional Ethics

Teachers are supposed to be the mentors and guides to their pupils and therefore must inculcate in their students the necessary virtues which make them better human beings. Teachers should adhere to a responsible pattern of conduct and demeanor, since they are under the constant scrutiny of their students and also of society at large therefore their behavior should not reflect any incompatibility between their precepts and practice. Teachers should display fairness and justice when dealing with their pupils setting aside the difference of caste, gender, creed and religion.

Teachers are expected to perform their duties with utmost dedication and sincerely such as taking lectures and practical's on time. The teacher should be present near his class 5 minutes before the commencement of his/her lecture and must devote entire 50 minutes to the class and should not exit from the class room early.

Teachers are also expected to speak respectfully of their fellow colleagues in the institute and render assistance for professional betterment.

Teachers being also the custodians of discipline and integrity should know that the recovery of pay, of the whole or part of any pensioner loss caused to the college by negligence or breach of any lawful order of the Governing Body or otherwise can result in withholding of increments or withholding of career advancement or both. It can also lead to suspension and compulsorily retirement.

Teachers are not supposed to indulge in any malpractice such as tampering of records, stealing of journal or book, threatening or misguiding their students in any form. Such practices are considered to be a punishable offence. Teachers are also detested from engaging in private tuitions and promoting his or her favorite student which smacks of any partiality or bias.

The teacher should take special notice of the weak student and must devote some extra time to enhance his/her learning and understanding ability. The teaching staff should make use of ICT tools for healthy and effective teaching. He should ensure strict discipline while he is doing examination duty. Any student using any unfair means (copying, asking a fellow student, peeping into someone else's copy etc.) should immediately be brought to task and debarred from the examination. Teachers are expected to adhere to the existing rules and regulations and methods consistent with their profession and respect the guidelines issued by the college management.

Academic Enrichment and Enhancement

Teachers are encouraged to undertake activities which could enhance their promotion and growth such as conducting seminars, organizing workshops and conferences etc.

Teachers should also engage in healthy and meaningful discussion with their students as well as the management body so that an academic and social atmosphere is maintained.

Teachers must enroll themselves as members of professional organizations and other academic bodies so that there is always a scope for enhancement in their knowledge and outlook. Teachers should possess the necessary acumen to recognize the difference in abilities and aptitude among students and should accordingly deal and help the same.

Responsibility towards Students

A teacher first and foremost shall treat all students on the principle of equality without reflecting any partiality or biasedness. A teacher should inculcate moral and sublime values in their pupils such as honesty, compassion and integrity.

A teacher should help out his/her students in solving their academic problems and can also act as felicitator in addressing their personal problems if they share it with him/her.

A teacher should strictly refrain from indulging in Anti-academic activities such as writing of questions and answers guides, leaking out examination question papers and allowing students to indulge in any spurious act such as copying or cheating during the examination.

Responsibility towards the Society

A teacher should bear in mind that education is a public service and he/she should strive to keep the same informed of educational programs being carried out by the institution.

A teacher should be a role model for the society and therefore must be aware of social problems and participate in activities that are conducive to the progress of society. A teacher should refrain from taking part or in subscribing to or assisting in any unhealthy activities, which tend to promote feeling of hatred or enmity among different communities.

A teacher should be flexible in his approach. A modern teacher encourages new trends in the field of education. He is ready to make experiments to make the teaching learning process effective by keeping in view the new trends, new waves in the modern society.

CODE OF CONDUCT FOR THE SUPPORT STAFF-

The support or office staff acts as an important link to oversee documentation connected with administration and examination related activities plus also as

Helper in keeping the college premises clean. Their contribution is second to none in maintaining the college as a premier institution. The office/support staff is expected to follow the following norms-

Discipline

The support/office staff should acquaint themselves with the college policies and adhere to them to the best of their ability.

Each and every member of the support/office staff should come well dressed in the proper uniform assigned to him/her. The support/office staff should strictly regulate his/her duties which has been officially assigned and not to undertake any other job within the stipulated working hours.

The support/office staff should not allow themselves to indulge in any political or anti secular activities which can hamper the smooth functioning of the college.

The support/office staff should not indulge in any disrespectful behavior with the teachers and students.

Punctuality and discipline is expected of them as like that of teachers and students.

Administrative and Accounts Staff

The staff should ensure that service book of all teachers should be kept updated and properly maintained.

The staff should assist teachers in college work if the need arises as per the directions of the Principal.

The Accounts department should prepare, examine and analyze accounting and other financial records and other financial statements from time to time.

The Accounts section should also ensure that the necessary documents and records related to various committees are systematically arranged and show no discrepancy.

Lab Attendant

Lab Attendant should help the lab assistant to carry out the lab related activities.

CODE OF CONDUCT FOR THE PARENTS

The College believes in fostering a healthy relationship between the teachers and parents. Parents are in fact the first teachers and important stakeholders in the upbringing of their children. In keeping this dictum, the college organizes regular teacher-student-parent interactions so that the problems if any of the student or any misdemeanor on the part of student can be brought into the notice of the

parents. This is a healthy and corrective mechanism of preventing any further erosion in the growth of the student and a remedial action can be taken. This follow up becomes all the more important as most of the students come from economically vulnerable section of the society. Parents are requested to take proper care of their wards in their home and if problems persist can always take counsel from College Principal and teachers. All these efforts necessarily aim at building a healthier and ideal society.

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal is the pivot. All major decisions regarding academics and extra-curricular activities plus administrative policies fall in his purview. He should be transparent, fair, just, honest, kind and objective in all his approaches.

Academic Monitoring

The Principal is supposed to contribute to the academic growth of the institution/college. Faltering on this aspect can lead to his suspension/removal.

The Principal is expected to participate in teaching, research and training programs of the college.

The Principal shall be assisted by the Heads of the Departments, other faculty members, Chief Examination Officer (CEO) to ensure that the conduct of examinations and procedure for the same is smooth, without any hindrance.

The Principal should constitute an admission committee to oversee that admission process in the college is carried out smoothly. The admission committee should assist him properly in this respect.

The Principal should keenly observe academic activities such as conferences / seminars, cultural and literary fests, workshops etc. being carried out. He must obtain feedback from the same and also ensure that all necessary requirements are in place before any such activity is carried out.

The Principal shall act as channel between the management and college staff. He must therefore cultivate a healthy and positive relationship with his staff and management. He should be a role model to his students-the students should have a healthy rapport with him.

General Administration

The Principal is expected to adhere to Observance of the Act, Statutes, Ordinance, Regulation, Rules and Orders issued there under by the university authorities and

bodies from time to time. Any deviation from this will be strictly unacceptable.

The Principal is also supposed to properly maintain the self-assessment reports of teachers and their service books.

The Principal will also take into account any other work related to the college/institution relating to the administration of the institute as may be assigned to him/her by the Management from time to time.

The Principal shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.

The Principal possess the right to grant medical/ casual/ earned/duty leave to college staff members subject to the rules enshrined for the same.

The Principal should actively utilize the services of his teaching staff in various institution and department related activities. In this aspect he should act as a true leader who can lead from the front.

Financial Administration

The Principal should constitute a Finance Committee to assist him in matters related to finance. The Principal shall forward the monthly salary bills of all staff members to the management on time.

The Principal shall have the final say in purchase of essential material related to classroom, labs, library, stationery etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions as outlined. The Principal possesses the last right to sanction any scholarship for the student as the condition arises. The Principal shall execute all orders made on behalf of the college subject to the approval and sanction of the management.



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POLICY DOCUMENTS



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1. Admission

1. Every year the college forms an admission committee to facilitate the process of admission with one or two members being designated as Admission In-Charge.
2. The college ensures wide publicity of the admission process by Advertisement in various Newspapers, Hoardings, Leaflet distribution, and college website along with the name/s of Admission In-charge/s along with their contact numbers.
3. The admission committee will be responsible for counselling for course selection, subject selection. They also guide the admission process.
4. The admissions are given as per the eligibility criteria specified by the SPPU for all undergraduate courses. Admission to B.Sc.(CS) and B.Com would be granted on “First come First Serve” basis subject to availability of vacant seats for the course.
5. Admission is on the basis of the entrance test’s merit for the courses such as BBA, BBA(IB), BBA(CA), M.Sc.(CS), M.Sc.(CA), M.Com. The notification of entrance exam is published in various newspapers as per advertisement policies and also on the college website.
6. Merit List will be displayed on notice board after entrance examination. Candidate who qualifies has to secure admission within a scheduled time. If the candidate whose name has appeared in the merit list fails to secure admission within the scheduled time frame, the seat will be allotted to other candidates in the waiting list as per wait list number in the second merit list.
7. Certification Courses in German, Japanese, French and English and diploma courses in German, Japanese and French are affiliated to SPPU run by our college.
8. Admissions to these courses are given on a first come first serve basis. The admission process continues till the date given by the university.

9. International Students Admission Process-College has to submit Intake Capacity in the prescribed format to International Cell, SPPU. VCACS receives international student's admission letters from the international cell of SPPU.
10. All forms are verified and signed by Admission Incharge.
11. All documents are verified and provisional Admission entry is filled in ERP software.
12. After the due date of admission has confirmed in software, then roll number allocation process carried out and same will be intimated to the respective HOD's and Class teachers for the academic process.
13. The rules for cancellation of admission/refund of fees would be as per the rules prescribed by the affiliating Savitribai Phule Pune University.
14. Admission to any course would be granted by the college only after payment of prescribed course fees. However if the candidate is unable to pay full fees, he/she will have to apply for the instalment facility with the assistance of the admission committee which will recommend the instalment amounts with their due dates to the Admission In-charge Who will finally approve the instalment request.
15. Provides the facility of concession for poor, needy students as well as topper students on the request of parents and approved by the Principal.
16. The original fee receipts /transaction details of the admission fee paid will have to be preserved by the candidate till he or she fully passes out the concerned course.

2. Holistic Development

1. Holistic development is the social, emotional, physical, mental, and intellectual growth of a student.
2. VCACS focuses on all aspects of a student's growth, not just their academic advancements but also for the student's overall wellbeing.
3. The institute encourages students to maintain physical and mental health by providing physical education through different sports activities.

4. Various birth and death anniversaries are also organized to inspire students through their struggle and achievement.
5. National Festivals are also celebrated to remind sacrifices of our freedom fighters and cultivate the value of patriotism and love for the country.
6. Different National and International Days are also celebrated to teach students about the importance of that particular day.
7. The institute organized different management activities, intercollegiate competitions to develop managerial skills among the students.
8. The institute arranges various guest lectures, seminars and webinars to update the students and staff about the new technologies and concepts.
9. The institute provides hands-on experience to the students and staff through a variety of workshops.
10. Tree plantation and cleanliness drives arranged by the institute to make the environment green and pollution free.

3. Administration

The goals of the college administration policy are to broaden the institution's vision and mission, ensure compliance with applicable laws and regulations, enhance internal controls, and foster operational effectiveness. Enhancing functional competencies, best practices, sound judgment, and adherence to applicable laws and regulations are its main objectives.

1. Transparency must be pursued wherever possible at all levels.
2. Decentralization at all levels will be encouraged in order to produce high Quality administration.
3. The administrative system must be focused on the needs of the students.
4. To the fullest extent practicable, all administrative issues should be handled inclusively.

4. Education and Curriculum

1. The institution's disciplines inform the formation of the educational framework and curriculum. It aids in the planning, advertising, and execution of annual student skill-building forums.
2. The institute understands that the impact of globalization has resulted in a shift in the talents and attributes that are most sought after by employers. Each course is designed to maximize the development of these abilities.
3. It is a common practice to leverage cutting-edge technologies such as upcoming educational technology and video conferencing platforms. Asynchronous learning tools such as pre-recorded lecture videos or lessons, video demonstrations, individual and group research projects, student presentations, moreover synchronous learning tools that provide a virtual learning environment for students and allow for live classroom collaboration for distance learners are also commonly used. Additionally, online textbooks and learning management systems via Smart board are used to enhance educational programs.
4. In each semester, students have access to a variety of electives designed to help them stand out in a competitive job market and improve their abilities through rigorous assessment.
5. Students are given the opportunity to obtain hands-on experience in their fields of study through field trips to local businesses.
6. The college, following SPPU's directives, creates its own academic calendar, which dictates the dates for each semester's classes.
7. The college solicits comments from parents and guardians on their children's academic achievement. In addition, the students' opinions on the teachers' lessons are considered. The college also provides students with guest lecturers.
8. The college is dedicated to the students' growth as whole people, as seen by the establishment of the Student Council, Cultural Committee, Sports Committee, NSS Committee, etc.

All of these initiatives are constantly under the watchful eye of their respective department leaders. The college also offers "Bridge Courses" or short-term programs, in subjects like CCTV installation, Tally, share market, personality development, and a number of different languages.

VCACS places an emphasis on student participation in the form of projects, Vivas, group discussions, debates, and so on. VCACS cares about a student's development in every way, not simply their academic progress.

5. Examination

Internal Examination (University)

1. University Internal Examination has been conducted for all courses. (Once in a Semester).
2. Schedule for Examination is prepared by the coordinator & approved by the HOD & CEO.
3. Notice of Examination time table is displayed by coordinator prior to 15 days.
4. Subject teachers submit the Question paper for each subject 10 days before the exam to the Course Coordinator. Course coordinator verifies the Question Paper.
5. Class teacher prepares cumulative results within 10 days & submit to CEO.
6. Course coordinator fills the marks once the University opens the Internal Marks portal.
7. The entire process is monitored by the CEO and HOD.

External Examination University

1. External Examinations are conducted by college as per norms of SPPU.

6. Policy of Study Tours

It is very common to organize educational tours amidst the course of study considering the educational significance and purpose as it breaks the monotony of learning in classrooms and refresh the students to indulge in their curricular activities with new vigour to trigger their knowledge and also explore real business/ industry world.

1. Study tours provide VCACS students with the opportunity to explore the economic, political, and cultural contexts of business in regions around the world. Therefore, it is important to establish personal, social, and educational goals for study tours. This will make it easier to plan in line with such goals.

2. Organizing an educational tour for VCACS students requires careful planning and consideration of the prime aim of knowledge gain and safety concerns as per the Study tour committee. Hence, to ensure a smooth and hassle-free tour, following steps can be taken:

- a) Plan in advance: Planning a trip for students can take longer than expected. It is important to plan ahead of time to ensure that all aspects of the educational tour are covered.
- b) Keep costs down: Travelling out of season and booking things with the help of a well-known tour company can help keep costs down for students.
- c) Prepare students and parents: Students and parents should be informed about the educational tour well in advance. This includes information about the itinerary, travel arrangements, and any other important details.
- d) Set objectives: Objectives should be set for the Study tour to ensure that it is educational and meets the needs of the students.
- e) Plan group activities: Group activities should be planned to encourage interaction among students and to promote learning.
- f) Leave some free time: It is important to leave some free time for students to explore on their own and to relax.

3. After all the detail discussion among committee members the place and industry of study tour are decided and communicated to Higher authority of the college with quotations received.
4. After getting approval from higher authority for study tour, itinerary is designed. Other details like Accommodation, Food, Transportation and other support services are planned and communicated with other committee members time to time.
5. While planning the study tour committee make sure that all the rules, regulations and guidelines by government are strictly followed.
6. Determining staff/student ratio and selecting staff for study tour are very crucial. While selecting staff for the tour, competency of the staff is prominently considered. Staff selected is generally very knowledgeable, vigilant, responsible person who also have ability to troubleshoot any contingency or problem arise in tour.
7. Communicating the each and every detail with student is important to keep transparency. After the plan of study tour, a meeting is arranged for students and their parents in whom all particulars of the tour are shared with them and distributed (or mailed) itinerary copy for reference.

7. Quality

VCACS Top Management Established the Quality Policy which is appropriate to Purpose & context of VCACS, also supports strategic directions

1. We at VCACS ensure that students' aspiration, introspective qualities and sprit of professionalism are achieved through student contentment. It is of prime importance along with implementation of the quality management system for better impact.
2. We are committed to provide a global environment, quality education, technical and social skill inculcation with excellent services to the students as well as society.

3. The system at VCACS would strive to nurture, cultivate, acquire, uplift and strive for fulfilling all students' expectations of competency. We endeavor to edify professional conduct and to imbibe pursuit of excellence and education through discovery.

8. Anti ragging

AS per UGC regulations on curbing the menace of ragging in the higher educational institutes in 2009 anti ragging laws are formed.,

1. Anti ragging form are filled from the students, consequences of ragging and laws are well explained at the college administration level itself.
2. College strictly observe the provisions for the ACT of the central government and state governments considering ragging as cognizable offense
3. An anti ragging Cell is formed by the college under the Head of Institution.
4. In case of any anti ragging complaint registered to the anti ragging cell of the college, deal with it with utmost urgency by reporting and regenerating it to the nearest law and order department.
5. Discipline committee of the college keeps a close watch on any unlawful activity related to ragging.
6. Contact number of committee members of Anti ragging cell is provided to students through the website and on the college notice board.
7. Every year during induction program fresher's are made aware of anti ragging laws and working of anti ragging committee.
8. To spread awareness anti ragging polices are displayed on college website, prospectus of the college also includes anti ragging policy.
9. Anti ragging cell also provide awareness to parents about the rights and safety of their wards during PTA.
10. College also uploads semester wise anti ragging reports to the Board of Student Development.

9. Financial Management and Resource Mobilization

1. The institute has established mechanisms for conducting internal and external audits every financial year to ensure financial compliance.
2. Normally a statutory financial audit is conducted in two sessions, one in the month of October/ November for the period of April to September and second in the month of April / May for the period of October to March.
3. Finalization of accounts is completed in the month of June and audited statements are prepared in July duly signed by the Principal, Chairman and Chartered Accountant.
4. The parent organisation (BRACT), through the appointment of CFO, conducts internal audits. Compliance report is provided to the Managing Trustee of BRACT.
5. The internal and external audits are also carried out regularly and audit objections are taken care of.
6. All departmental budgets for each academic year are placed for approval in the meeting for sanction of expenditure to be incurred.
7. The salary of staff appointed is disbursed through the funds generated from such courses and management is also responsible to fulfil this requirement.
8. Adequate provision for development of infrastructure is in place. The maintenance is carried out by the team of vendors appointed by the parent trust.
9. This centralized purchase procedure facilitated through the purchase committee ensures transparency, quality and cost effectiveness.
10. The committee follows standard protocols and procedures for the purchase. Sports material and stationary are purchased in bulk to make it cost effective.
11. The library is upgraded regularly. Addition of text and reference books takes place as per the change in curriculum.

10. Environment and Sustainability, Waste Management and Green Initiative Research

The Vishwakarma college of Arts, Commerce and Science (VCACS) is always emphasized to implement, maintain and improve environmental management processes in the campus in order to maintain a healthy environment.

1. The college is committed towards improvement of the natural environment by pollution prevention and control, eco-friendly disposal of waste (E- waste) and green initiatives for sustainability and survival.

- 1) As per the directives of the central and state government in environment related matters, all policies, procedures defined by the government have to be carefully followed.
- 2) Use of sustainable resources is to be maximized and wherever possible, use of toxic, hazardous and environmentally unfriendly substances is to be avoided or reduced to minimal.
- 3) The biodiversity of the campus has to be protected, maintained and improved by all available means.

2. Development and implementation of sustainability related research and teaching initiatives should involve practicality

- 1) The college is committed to maintain a very strict and eco-friendly waste management mechanism and abide by the principle of green protocol.
- 2) The college acknowledges its responsibilities and obligations to contribute its share in the resolution of local and global environmental issues by minimizing its environmental impact.
- 3) The college supports Reduce, Reuse and Recycle (R3) initiatives and encourages all its stakeholders to reduce individual waste generation as an ethical commitment towards the environment.
- 4) All institutional activities have to be conducted around the principles of plastic reduction and lesser waste generation as much as possible.

- 5) The waste management measures introduced by government departments and scientific agencies are to be implemented in the campus wherever possible.
- 6) In college campuses dry and wet wastes are collected separately. Such efforts are to be made regularly to ensure that all the college stakeholders are aware of the college waste management strategy policy.
- 7) Wherever possible, waste items to be identified for reuse either internally or in association with third parties.
- 8) Official agencies are assigned by the college for E-waste management.
- 9) Programs which nurture the environment quality and biodiversity protection throughout the region are encouraged to be introduced.
- 10) Targets of achieving environmental performances to be set in the areas of green initiatives with Green audit and Environmental audit by the reputed agencies.
- 11) Efforts to be continually made to make the campus plastic free to a maximum extent. Use of alternative items instead of plastic to be promoted and make the institution abide by the principle of green protocol.
- 12) Steps to be taken for harnessing solar energy to its maximum by installation of solar energy panels as an alternative source of energy, in the open areas of campus.
- 13) Minimal use of paper to be practiced by using electronic platforms for academic and administrative purposes.
- 14) Composting, bio-manure and other onsite treatment options to be implemented in the campus wherever/whenever possible.
- 15) Rainwater harvesting plant to be installed for collection and use of rainwater in an efficient manner.

- 16) To design and implement medicinal plant gardens to add to the college green cover. The plantation of some plants releases a higher amount of oxygen in the atmosphere which helps in air purification.
- 17) No Vehicle Day to be practiced at least once a month to reduce air pollution.
- 18) Implement energy efficiency by way of decreasing greenhouse gasses emission and carrying out low carbon activities/methods in the campus.
- 19) To identify and replace equipment/gadgets such as printers, scanners, etc. which are old, outdated and are heavy power consuming.
- 20) Replace incandescent bulbs and tube lights and replace them with energy efficient light bulbs and tubes (LED's) which consume very less electrical power thereby helping in keeping energy efficient campus.
- 21) Continuously track and monitor energy usage in the campus by conduction of energy audit and implement ways to increase energy efficiency wherever possible.

11. Research

The college places appropriate emphasis on research and related activities. The college's research policy outlines guidelines for the planning and publication of high-quality research work by all staff members, including teaching and non-teaching staff, students, and external experts involved in research work carried out at the college.

1. The college's research policy upholds UGC and affiliated university's ethics. It ensures high-quality research work and academic integrity.
2. The college provides assistance in research-related matters.
3. The college encourages regular research-related events such as workshops, conferences, and synopses.

4. The college reimburses the registration fee, travel allowance, and dearness allowance for faculty members attending research-related events outside the college, in the same city, or in any other location in India, subject to prior approval and submission of proof of attendance. The college offers a discount on the registration fee for events hosted by the college.
5. The college's research program is well-defined.
6. The college emphasizes research that aligns with the subject and its relevance.
7. The college recognizes the research accomplishments of its faculty in various subjects and encourages the inclusion of research output in the teaching and learning process to benefit students.
8. The college offers all possible assistance to motivate faculty members and research fellows to complete their research projects.
9. Research fellows are encouraged to conduct high-quality studies and publish their results in reputable journals and apply for patents when appropriate.
10. The college advocates outreach activities to assist in society's development using available knowledge and resources.
11. The college ensures that the necessary knowledge is available to provide researchers with the right direction.
12. The college values research partnerships and alliances with foreign colleges.
13. The college promotes faculty and student exchanges between institutions for research purposes to gain quality national and international exposure.
14. The college offers Memorandums of Understanding (MOUs) and partnerships with prominent national laboratories, institutions, businesses, and organizations to faculty and students for joint research projects and internships.

12. Physical Facilities

The physical infrastructure of VCACS plays a crucial role in enhancing students' knowledge and skills in academic and cultural activities. The institute has established systems and procedures for maintaining and utilizing physical, academic, and support facilities such as laboratories, sports complexes, computers, and classrooms. A supervisor is appointed to monitor and maintain the physical facilities and housekeeping, and the enhancement and renovation of infrastructure are considered regularly.

Enhancement and renovation of infrastructure is considered at regular basis as follows:

1. VCACS has well-equipped labs for practical sessions, including 9 computer laboratories with licensed software and open-source tools, internet connection, projectors, whiteboards, printers, and AC.
2. VCACS offers facilities for sports, conferences, auditoriums, mini-gyms, yoga rooms, meditation rooms, and cultural activities for both academic and cultural events.
3. VCACS provides ample accessories for outdoor and indoor games to promote students' physical fitness.
4. The institute has established systems and procedures for maintaining and utilizing physical, academic, and support facilities, which are carried out by respective departments with the help of in-house staff daily and periodically.
5. VCACS ensures regular power supply through Genset and UPS for uninterrupted power supply for labs, classrooms, and offices, maintained by the maintenance committee.
6. VCACS signs Annual Maintenance Contracts with respective agencies for preventive and corrective maintenance, including pest control, fire systems, UPS, water tank cleaning, and drinking water purifier cleaning.
7. VCACS provides students and faculty with direct access to leased-line internet services through a Wi-Fi network and intercom telephone lines, with a firewall and traffic scanning at the gateway level for threats and viruses.

8. VCACS conducts dead stock verification, preventive maintenance, and performance monitoring, with utilization of equipment and computers maintained in a register. The college has appointed a technical person for maintaining the computer infrastructure.

9. VCACS has conducted various social activities, including blood donation camps, Nirbhya Kanya Abhiyan, Swachta Abhiyan, and yoga sessions, for the better upliftment of society.

13. Extension Activities

To sensitize students about social issues and imbue a sense of social responsibility for their holistic personality development, extension activities play a pivotal role. The college must consider these extension activities with a centralized approach towards them. The importance of extension activities in contributing to holistic student development has been recognized by professional associations, educational institutions, and student affairs organizations. These activities provide values such as human dignity, equality, and social responsibility. The American Medical Association encourages medical schools to establish student health centers to provide adequate healthcare.

1. The college conducts extension activities through NSS, SDO, committees, and departments, designed to contribute to social change, community upliftment, and holistic student development.
2. The departments are encouraged to undertake extension activities independently or in collaboration with government or non-government organizations, including need-based training programs and consultancy.
3. The college targets community development activities and educational enrichment of school children wherever possible.
4. Enrichment areas include science popularization, social justice groups, mock parliament and UN sessions, drama productions, debating, public speaking, and entrepreneurship development.

5. The college targets hands-on experience in specific areas through extension and outreach activities.
6. These activities provide a medium for students to display their talents and utilize their knowledge and skills for societal development.
7. The college focuses on national integration and communal harmony through extension activities involving government agencies and local bodies.
8. The college's extension activities serve as a direct interface with the corporate sector, industry, public sector undertakings, social welfare organizations, government agencies, media houses, and other educational institutions.

14. Student Activities

The college is committed to influencing its students to become ideal citizens with integrity, human values, and intellect during their course of study/association. To achieve this goal, the college should take special care and attention during their academic career to ensure their holistic development and constructive contribution to nation-building.

1. The college ensures that students' rights and duties are respected and supported in achieving institutional goals and objectives.
2. Additionally, the college strictly adheres to the rules, regulations, and directives of the affiliated university and the higher educational policies of the college management in all matters related to higher education.
3. The college encourages the adoption of best practices in the higher education sector wherever and whenever possible, provided these align with the college's values and vision. Additionally, the college is open to complying with any changes in legislation.
4. The college provides clear, comprehensive, and accurate information about all programs and courses being conducted in the college, along with their entry requirements, to all those interested without any filtration or hiding.

5. The college promotes academically able, motivated, and eligible students in all spheres of education, irrespective of their backgrounds, including caste, creed, religion, region, etc.
6. All matters related to admission, mentoring, academic formation, and recruitment will be under the supervision of concerned teachers, HODs, mentors, IQAC members, and the Principal. If students have any issues that they would like to bring to the notice of the Principal, they can approach him.
7. Students with diverse abilities, including those with disabilities, are eligible to utilize specialized services within the campus. Should there be any gaps or deficiencies in these services, they should be promptly reported to the college authorities for immediate resolution.
8. The institution anticipates that all students will adhere rigorously to the established code of conduct within the campus, ensuring full compliance with all college rules and regulations. Any breaches will be addressed in accordance with relevant laws. The code of conduct applicable to all stakeholders can be accessed on the college's official website.
9. The following considerations are intended by the college to ensure student centric atmosphere in the college campus.
 - a. Value based education to all students upholding morality and ethics.
 - b. Fairness and transparency in admission, examination, campus placements, etc.
 - c. The practice of sharing to be imbibed by visible practices of infrastructure sharing among various departments and sharing of knowledge by various sections of students.

15. Alumni

1. Alumni association is a reflection of the college's vision and mission.
2. Under Alumni association there is reunion of passed out students sharing of experience and expertise to help students.

3. Alumni Association is an association of mutual benefit to both college and Alumni.
4. Every year alumni association meetings are organized by Alumni association core members.
5. Alumni extend the help to the students of VCACS for placement and industrial training.
6. Alumni act as bridge between college and industries for interaction on new developments.
7. Alumni also provide projects and consultancy.
8. Alumni enrich the library by donating books
9. Alumni feedback forms are filled by Alumni every year which provides insight on academic and social activities conducted in College.

16. Anti Harassment

The college administration takes every possible measure to ensure a safe and respectful workplace environment for all stakeholders. This is achieved through the strict enforcement of an anti-harassment policy that prohibits any form of harassment at the workplace. The college recognizes that employees may fail to report harassment due to fear of disbelief or retaliation and is committed to addressing all complaints of harassment promptly and effectively. The college's anti-harassment policy applies to all employees, including officers, directors, vendors, and committee members, and extends to all college events and activities. The college is committed to upholding the highest standards of ethical conduct and professionalism and has a zero-tolerance policy for discrimination, harassment, and retaliation. The college recognizes that ensuring a safe and respectful workplace is essential to achieving its mission and is committed to complying with the Fundamental Principles of Occupational Health and Safety. Failure to enforce anti-harassment policies can create a lack of trust among employees and

encourage future infractions, which is why the college is committed to enforcing its anti-harassment policy at all times.

1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 mandates the formation of an Internal Complaint Committee (ICC) in every workplace comprising ten or more employees. The ICC is responsible for receiving and addressing complaints of sexual harassment from women in a time-bound and confidential manner. The ICC is empowered to conduct investigations, make recommendations, and take appropriate action against the accused. The ICC is required to be vigilant in redressing sexual harassment complaints and resolving them as soon as possible.
2. To raise awareness about sexual harassment at the workplace, the college can use its website and conduct meetings with members of the Internal Complaints Committee (ICC).
3. The college can publicize the policy framework of the Internal Complaints Committee (ICC) effectively by creating awareness campaigns and training programs.
4. To prevent any kind of harassment for any women, students, or faculty, various committees like ICC, Grievance Redress Committee, Anti-Ragging Committee, and Discipline Committee are formed.
5. Every year, the college submits an Annual Report to the concerned authority, including the details of the number of cases, if any, and their disposal, etc.
6. All the committee members are easily accessible to all stakeholders of the college.
7. The committee provides the victim with a safe and accessible mechanism of complaint, ensuring confidentiality and timely Redressal.
8. The college should initiate an inquiry into the complaint at the earliest to ensure timely resolution.

9. The college should provide interim relief to the complainant to prevent further harm or retaliation.

17. Faculty Empowerment

The VCACS believes that staff empowerment leads to our empowerment; hence the institution has effective welfare programs for both teaching and non-teaching personnel, which are as follows:

1. Loan facility is available from Vishwakarma Karmachari Sahkari Patsanstha Maryadit for teaching and non teaching staff.
 2. Provision for Employees Provident Fund
 3. Duty Leave and Financial Support for attending workshops, conferences, seminars, FDP Financial Assistance and Short Term Courses.
 4. Providing marriage leave, maternity Leave, Sick Leave etc.
 5. Awards and monetary Rewards for teaching staff and non teaching staff of the college for their commendable work
 6. Uniform Facility
 7. Fee concession for the wards of teaching and non-teaching staff.
 8. Provision for advance payment of salary to the faculty on the occasion of Diwali.
 9. Recreational Facilities for Staff
 10. The Group Insurance Scheme for both teaching and non-teaching staff
- 3) Additionally, the institution organizes yearly internal professional development events and programs for the benefit of the teaching and non-teaching employees.
- 4) Every year, we also carry out the performance evaluation in accordance with the Management policy. This encourages faculties to analyze themselves, and even the results of the data analysis assist organizations in empowering

faculties by praising strong performers and offering counselling to weak performers so they may improve.

5) The faculty members participated in the planning and decision-making process, for e.g., the creation of timetables and the organization of activities and programs for students in accordance with the curriculum etc.

6) Encouragement should be given to teachers to constantly improve their approaches to both teaching and learning, ideally by utilizing the most up-to-date ICT resources.

18. E-Governance

1. E-governance will be implemented throughout the institution's whole operation to provide a more straightforward and effective method of governance.

2. The policy is constructed and structured to ensure accountability for each and every function.

3. E-governance will be used by the college in all areas of operation, including the library, accounting, admissions, administration, etc.

4. Implementation of e-governance is achieved through uploading information on the college Website. College Website is systematically updated with all the information required for admission, workshop, seminars, and value added courses, co-curricular activities, etc. If it stops working for any technical reason, every attempt should be taken to get it working again. the website for the college's main page is <https://www.vcacs.ac.in/>

5. Individual email ID's are created by using the college domain as abc@vcacs.ac.in used for e-communication.

6. Institution has a biometric system for teaching and non-teaching staff for attendance purposes and also through VI-ERP App.

7. The institution offers connections to e-learning resources such the N-List, e-books, e-journals, and periodicals as well as information about library resources.

8. The college offers online facilities for alumni services such as registration for alumni, information about and notices of college activities, information about a limited group of graduates, comments, and many other related things.
9. Institution has computerized maintenance of student's data and office administration work. Student pro-rata, eligibility fees and examination fees are paid as per SPPU guidelines. Student welfare scheme proposals, QIP proposal and NSS proposal are submitted online.
10. Academic calendar is prepared which includes activities like internal exams, university exams, practicals and academics activities for planning the teaching learning process.
11. Teachers and Committee In-charges are informed about the plans, notices etc. through official emails and different messaging applications like whatsapp and telegram channel.
12. Accounts section uses an updated version of Tally ERP software.
13. Financial transactions are done through NEFT/RTGS. Salary of teaching and non- teaching staff is managed through online transactions procedures.
14. The PF of staff members is also sent to EPFO through e-banking.
15. Each department has their separate student's Whatsapp groups for proving the information of college and university notices, sharing study material etc., SMS are also used for communication. The college website is providing information about Enquiry, Online Entrance Examination, student's admission and support, Examination, Workshops, and Webinars etc. The college gives facilities like online payment, ERP, Scholarship, etc.
16. The institution has a separate examination cell headed by CEO (College Examination Officer) equipped with ICT tools required for the examination process as directed by SPPU.

19. Consultancy and Collaboration

In addition to improve, the traditional teaching and learning process, the college has to encourage the faculty in research, consultancy, extension, outreach and development of entrepreneurship cells to hold up student start-ups.

- 1) The college encourages the faculty members to step up and undertake research on a multitude of topics.
- 2) The college helps to develop a questioning attitude, foster and nurture the curious young minds of faculty and help them develop a strong research base which would help them in their future endeavours.
- 3) The college encourage to create awareness among the faculty and students, to enhance teamwork in researchers for interdisciplinary research and also to enhance links with different industries, R&D organizations which provide funding for research activities.
- 4) The college establishes truthful and fruitful collaboration and interaction with researchers working on interdisciplinary research.
- 5) Increasing the expertise and experience of college staff by involving them in real world problems, hence enriching their teaching and research work experience.
- 6) With the motto of giving advantage to the society from the subject expertise available in the college, the college encourages conduct of outreach programs and consultancy services offered to the industry and services, Government and Non-Government Organizations.
- 7) The faculty members are motivated to provide consultancy services and the necessary and required infrastructural support such as laboratory facilities is to be provided by the college.
- 8) The research monitoring cell of the college has to make sure that the specialist available in the faculties, especially the department of science is open to the public.

9) Faculty exchanges between institutions for research, teaching and learning is mostly encouraged to enrich them with quality, national and international exposure.

10) The college inspires the faculty members to raise research projects by extending all possible outcomes and to file for patents.

20. Code of Ethics

Our Institute aspires to have a better impact on students through quality education by imparting qualities of confidence and excellence in the classroom.

Our mission is to prepare competent enthusiasts, filled with the spirit of professionalism and responsible citizenship, building a nation and society in a competitive global environment. Our management and faculty commit themselves to the pursuit of excellence in education through discovery and dissemination of knowledge, development of technical and social skills and inculcation of values that define professional conduct.

1. Exceptional concern to students must be shown by all teachers by motivating them wherever possible, to be acknowledged as role models by the students.
2. Absolute fairness in assigning marks/grades is to be exercised by the teachers during their internal and external assessments.
3. The rights and dignity of the students in expressing his/her opinion must be respected by all teachers.
4. The student community has varying levels of aptitude and capabilities with each student different from every other student. The teachers must recognize these differences and try to meet the needs and aspirations at individual level to the extent of possibility.
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.

6. Blood donation camps, visits to hospitals, old age homes, and orphanages can very effectively build the spirit of generosity and sacrifice towards fellow humans. Hence such events are highly encouraged.
7. The college is committed to providing Divyangjan or differently abled students, equal opportunities for accessing all the facilities available in the campus as per the mandate under Rights for Persons, with Disabilities (RPWD) Act, 2016
8. Convenient locations of classrooms and examination rooms for the differently abled students are to be allotted.
9. Additional time during examinations along with service of scribes is to be provided for physically challenged students as per the affiliating University.
10. For easy access to college buildings, ramps are provided for convenience. A special washroom with additional facilities is provided for the use of disabled students.

21. Performance Appraisal

1. The performance appraisal implemented in the college is as per the as per Management.
2. Self appraisal and performance appraisal systems are maintained in the college for teaching and non-teaching staff once in a year.
3. The management and principal play an active role in the performance appraisal.
4. The appraisal of all the HODs will be conducted by the Principal.
5. The appraisal of all the teaching staff will be carried out by the HOD and then finally the appraisal report is submitted to the principal.
6. The appraisal of all the Non-teaching staff will be carried out by the Registrar and then finally appraisal report is submitted to the principal
7. The result is an indicator to evaluate the performance of the faculty. Result analysis is done at the departmental level after the results are declared.

8. Confidential report of each faculty is submitted by the Head of department to the Principal.
9. After Analyzing performance appraisal data, the document submitted and feedback received by the IQAC and performance in teaching and administration, research contribution, institute, University level contribution etc. performing staff are felicitated with cash award and 'Letter of Appreciation'.
10. Teaching staff and Non-Teaching Staff are awarded for their excellent performance in a particular category.
11. Low performing faculties are counselled by the Head of the department and the Principal. Suggestions are given to overcome shortcomings and mentors are assigned to guide and motivate the faculty to perform better.
12. In extreme cases letters of non-performance are given. Confidential Report of the faculty is used by the management to declare termination.

22. Institutional Scholarship, Free ship and Merit Scholarship

Our college believes that no student should be underprivileged of opportunity to study due to financial barriers. Our purpose is to provide financial support for the education of students to enable them to make informed choices, build stronger families, communities and economies.

1. The college is providing fee concession/ fee waiver for economically weak students of all courses. A standard procedure is followed for the same. The students who are intending to avail this facility have to submit their concession form in a prescribed format to the head of the institution. The head of the institution based on the applicant's academic performance and the economic background scrutinize the application and the same is discussed with HOD.
2. The college is also providing Merit Scholarships for the academically excellent Students from all the batches and courses.

3. The decision made by the college authorities will be final and not subject to Challenge by the applicants.

Achievement	Amount
First Topper	15%
Second Topper	10%
Third Topper	5%
Minimum Rs. 2000 /- for economically weak student	

These scholarships definitely motivate students to excel in the areas of their interest and scale greater heights.



**Dr. Arun Patil
Principal**

BRACT's

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