



Shri. Hitendra V.Thakur
President

Ms. Aparna P. Thakur
Secretary

Dr. Hiresih Luhar
Director

Code of Ethics for the Students

General Rules and Regulations

The college gives utmost priority for discipline and every one, student or staff, is bound to follow the rules and regulations of the college and maintain strict discipline. Under disciplinary action, the Director and Discipline committees (as and when constituted for different events) is empowered to take required disciplinary action against the students from the college in the interests of the institution.

Do's

1. Students should be regular and punctual to the classes.
2. Students should be well dressed.
3. Students are expected to look at the notice boards every day.
4. Students should attend the lectures on time as per the given timetable.
5. Students should maintain perfect order and strict silence inside the lecture halls, Seminar halls, Research laboratories and Corridors.
6. Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
7. A minimum of 75% attendance in each semester is compulsory as stipulated by University of Mumbai.
8. All boys & girls should wear formal dresses with shoes on the days of external interactions (Guest Sessions, Expert Talks etc.).
9. Students must submit a letter requesting leave for their absence with the signature of the parent / guardian to the concerned faculty.
10. Students should attend meetings, functions and other activities of the college in time.
11. Dress in a manner that is appropriate for an academic environment.
12. Treat all members of the College community with respect and courtesy.
13. Respect the facilities, books and resources provided to assist you in your studies.





Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Management & Research

(Approved by AICTE, DTE, Affiliated to University Of Mumbai)

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14. Comply with the College's IT policy.
15. Follow the College's health and safety policy and be mindful of the safety of yourself and others.
16. Wear your College ID card at all time on campus.
17. Use of Mobile Phone during Academic activities is strictly prohibited.
18. Students are advised to switch off fans and lights when they leave the class rooms/halls.
19. Students have to take without fail all the necessary items such as hall ticket, admit card, pen, pencil, calculator, Scale, rubber, etc., to the test / exam hall.
20. Every Student shall conduct oneself in such a way to cause no disturbance to the working of the classes or to fellow students.

Don'ts

1. Sleeveless t-shirts, shorts, three fourths are strictly prohibited.
2. T-shirts with tags and messages are not allowed.
3. Students should not roam outside the class and disturb the class.
4. The classroom and college premises should be kept clean.
5. Students must use the bins to throw waste and garbage.
6. Use of mobile phones in campus is strictly prohibited.
7. Any student found indulging in malpractice in the tests/exams would be debarred for the rest of the tests/examinations and the case will be handled by Unfair means Committee. Any case of malpractice in the University examinations will be reported to the University.
8. Ragging and eve-teasing in the college campus premises are banned as per the order of Govt. Indulging in ragging and eve-teasing will attract punishment as stipulated by the Govt. of India & University of Mumbai.
9. Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited and damaging or vandalizing the college property is strictly prohibited. Students responsible for any such deliberate damages will be punished.



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10. No function shall be arranged by the students in college campus without prior permission from the person of authority.
11. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
12. No one will be allowed to whistle, hoot, shout or sing aloud in the class/labs/college campus. They are also not allowed to throw papers or other articles in the campus.
13. In the event of continued poor performance in internal tests and poor class attendance by any student, the Director has the authority to withhold permission for him/her to write the university examinations.
14. BROWSING IS NOT ALLOWED DURING LAB HOURS. Students are not allowed to misuse the internet facilities.
15. No one will be allowed to listen to music from any device in the college campus.
16. Furniture in the class rooms and labs should not be moved or displaced.

You Must Not

1. Bring any Visitor into the College campus without proper identification. Any visitor must be taken to check in at reception and a visitor form should be filled for the same. If you are aware of any unauthorized visitor, you must report this to a staff member.
2. Smoking, use e-cigarettes and any tobacco product on any part of the College campus is strictly prohibited. If found guilty, A disciplinary action will be taken in this regard resulting in rustication from the institution.
3. Bring alcohol onto the College premises or be under the influence of alcohol at any time in the campus.
4. Drive any motorized vehicles in the College campus unless with permission.
5. Be in possession of any bladed articles, offensive weapons or firearms.
6. Be in possession of illegal substances or bring such substances onto the College campus.
7. Be under the influence of illegal drugs, legal highs or any other non-prescribed psychoactive substances.
8. Engage in any violent or threatening behavior.





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9. Bully, harass or discriminate against any member of the College.
10. Use College facilities to send or view any obscene, offensive or illegal material.
11. Behave in a manner, within or outside College, which may bring the College into disrepute. This includes any criminal or antisocial behavior.

On Plagiarism

Contents of Project/Thrust area Seminar/Articles/Papers will be checked through plagiarism software to make sure it is not a copied material. The authors will follow the institute's anti Plagiarism policy as defined by the research cell/committee.



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