

Dr. Virendra Swarup Institute of Professional Studies

Code of Conduct

(for students, teachers, administrators and other staff)

● **Institutional Code of Conduct for Students -**

- The Students must strictly follow the disciplinary rules and regulations of the institute and academic calendar as per the instructions of principal.
- Students shall only use the waste bins for disposing waste materials to make the college free from plastic and other litter.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the collage.
- Every student must carry with her college I-Card every day. If student has lost library card or I-Card, it should be reported immediately to the librarian with an application.
- Be respectful to the values enunciated in Virendra Swarup Philosophy.
- The student should switch-off their mobile phones while in the classroom, laboratory, library etc. as per notification and mobile phone is strictly prohibited in the exam hall during the examination.
- Action to be taken against students **indulging and abetting in Ragging** as per the directions of **Hon'ble Supreme Court of India**.
- Students should have at least 80% attendance in the lectures of every subject and 100% overall performance
- All students should follow the rules of university published by university examination department.

● **Institutional Code of Conduct for Staff -**

- All the staff members should follow the rules and regulations of the institution as prevalent from time to time.
- Staff must be punctual, sincere and regular in their approach and staff must attend all functions of the college as per the instructions of the principal.
- The faculty member should show no partiality to any individual student.
- Every staff should maintain the confidentiality regarding the college's affairs and the affairs of its constituents and should not divulge, directly or indirectly any information of confidential nature either to a member of the public or of the college's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- Staff shall get casual leaves, medical leaves, earned leaves and vacations as per rules of Kanpur university.

- Faculty members are expected to update their knowledge by attending seminars/workshop/conference and should attempt to publish research papers and articles in reputed International/ Indian Journals, magazines and periodicals.

- **Code of Conduct for Supporting Staff -**

- Administrative Staff**

- Confidential reports and other information in personal file of any employee should be kept confidential by other staff members.
 - Administrative staff should take additional responsibilities if required as assigned by principal

- Clerk**

- Clerk should maintain service book of all staff of the institute.
 - Clerk should maintain college level/department level all document files.

- Supporting Staff**

- Supporting staff should report the college half an hour before the college time and should do all the work assigned by the principal of the college.

- **Code of Conduct for Principal -**

- The principal should oversee and monitor the administration of the academic programmes and general administration of the institute to ensure efficiency and effectiveness in the overall administrative tasks.
 - The principal should plan the budgetary provisions and go through the financial audited statements of the institute.
 - The principal should convene meetings of any of the authorities, bodies or committees as and when required.
 - The principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and management.
 - The principal should ensure that the long term and short term development plans of the institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.

❖ **Professional Ethics –**

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events or at any other place where the staff re representing the institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the code of conduct of the institute.
- Staff must respect the person, privacy of students and other staff members of the institute and should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect culture, ethnic and religious differences of colleagues and students.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights and opinions of colleagues and students.