



**VIDYADAYINI INSTITUTE OF SCIENCE, MANAGEMENT AND
TECHNOLOGY**

BHOPAL

HANDBOOK FOR CODE OF CONDUCT
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PROFESSIONAL ETHICS

- Morality
- Integrity
- Health Competency
- Value of Time
- Respect and Equality
- Dedication and Responsibility.

HUMAN VALUES

- Love and Peace
- Freedom
- Morality
- Intelligence
- Caring and Sharing
- Respect for Nature
- Cleanliness
- Honesty
- Value of Time
- Safety
- Co-operation.

Code of Conduct for Student

All students are responsible for conducting themselves in a manner which helps enhance the environment of learning, dignity, freedom of each and every individual member in the college campus.

1. Students are expected to abide by the rules and regulations of the College and maintain the high standards of discipline and dignified manner of behavior inside as well as outside the College campus.
2. Students must fulfill the minimum 75% attendance criterion along with the CCE and Project cum Presentation of the Semester and Annual System.
3. No student shall wander, or gather in verandah, corridor, and staircase or loiter anywhere in the College campus and abstain oneself from the classes.
4. All leave applications (Regular and Medical) shall be submitted in time, for sanction by HOD and concerned mentors.
5. Application for medical leave shall be accompanied by valid medical certificate.
6. Students shall come to the college in appropriate uniforms with formal light sky blue shirt tucked into navy blue trouser for boys and light sky blue shirt tucked into navy blue trouser/light sky blue kurta and navy blue salwar and dupatta for girls with tie and formal Black shoes.
7. Students are expected to maintain silence in the academic buildings, to maintain the decorum and are not resort to any deviant behavior such as hooting, whistling, loitering etc. Will be treated as an instance of indiscipline.
8. For independent study, students are encouraged to use the library, common computing facilities and not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
9. Keep the campus neat and clean. Do not throw trash/waste anywhere in the campus except in the waste bins kept at different places in the college.
10. It is strictly prohibited to carry or consume intoxicants/psychotropic substances in any form or smoking or using chewing gum, tobacco, pan masala etc.

11. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
12. No collections of cash or kind are allowed without prior permission of the Principal, HOD or Mentor.
13. College has to be 100% Ragging Free.
14. Carefully handle the furniture, equipment, fixtures and appliances of the college and labs.
15. Political activity in any form is strictly forbidden in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the college.
16. Any violation or non-compliance of existing rules or any observed behavior that deviates from the vision and mission of Career College will invite penalty in the form of warning, fine, calling of parents or any other disciplinary action can be taken by college authorities.
17. Student must adhere to the Code of Conduct and also abide by the rules mentioned in the Rule Book which is being provided along with this prospectus.

Code of Conduct for Teachers

1. Teacher should follow the rules and regulation of the institute.
2. They must be polite to the students, listen to their problems and try to solve them.
3. They should update their knowledge about their subject on regular basis and should complete the syllabus in the stipulated time.
4. They should conduct lectures and practical as per the Time Table.
5. They should conduct CCE and practical exam as per the guidelines of Barkatullah University.
6. They should use ICT tools for teaching (audio/visual) to make the class and lecture more interesting and should ensure that their lectures are interactive.
7. Leave should be sanctioned from the Principal and ensure that alternative arrangements are made for the lecture and practical.
8. All the staff members need to carry their ID cards and follow the dress code of college.
9. Responsible and wise use of college property. Teachers should be alert and have a vigilant eye. In case of any misuse, damage of college property, they should report to the Principal.
10. Salary advance on specific requirement are given to staff members.
11. 50% fee exemption is given to the wards of faculties.
12. Medical benefits and medical concession are given to the faculty and staff members and their nearest relatives (kids and parents) in the society hospital Arnav (50 % discount in OPD, 25% in bed or room rent and 25% in pathology).