



VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES

Near Airport, Nidigatla Road, Rajahmundry - 533102

(Approved by AICTE & PCI, New Delhi Affiliated to Andhra University, Vizag)



7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of Conduct Committee

Vikas Institute of Pharmaceutical Sciences (VIPS) has an effective team working for conduct of students, teachers and administration team. The committee for Code of conducts works in relation to the disciplinary committee of VIPS. The committee is as follows:

Si. No	Name	Designation
1	Dr. T.V. Narayana	Chairman
2	Dr. G. Sumalatha	Secretary
3	Dr. D. Sri Lakshmi	Member
4	Mr. P. Vasubabu	Member
5	Mr. E. Suresh Babu	Member
6	Mr. J. John Kirubakaran	Member
7	Mrs. M.V. Sumalatha	Member

All the rules, regulations and guidelines issued by the Conduct committee have to be followed by the students, staff and administration team. This process is an administrative educational process informed by legal and compliance requirements.

The generalized rules for students are disclosed here.

Rules and Regulations of college to be followed by all the students

- The college gives utmost priority for discipline and every student is bound to follow the rules and regulations of the college and maintain strict discipline.
- Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.


Dr. G. SUMALATHA
PRINCIPAL

Vikas Institute of Pharmaceutical Sci. 103
RAJAHMUNDRY-533 102.



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- Students are not permitted to possess or use Mobile Phones inside the college campus.
- **BROWSING IS NOT ALLOWED DURING COLLEGE HOURS.** Staff and students are not allowed to misuse the internet facilities.
- No one will be allowed to listen Music from any device inside the college campus.
- Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
- **RAGGING is strictly PROHIBITED IN THE HOSTEL AND COLLEGE CAMPUS as per Indian jurisdiction and AICTE regulation**
- No function shall be arranged by the students in the hostel or college campus without prior permission from the principal.
- Students are not allowed to exchange greeting cards, gift articles or letters, with Students of opposite sex.
- Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited.
- Eating snacks / taking lunch inside the class rooms or along corridors are not permitted.
- 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.
- Students are advised to switch off fans and lights when they leave the class rooms.
- Furniture in the class rooms should not be moved or displaced.
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- 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.

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- Making the services available at all times for the development of students, the institution and the Society.
- Providing honest and objective feedback that will help students to assess their learning and progress towards their goals
- Demonstrating the courage to speak the truth and do the right thing.
- Treating students, colleagues and management with respect
- Using respectful language within and outside the portals of the institution
- Disclosing upfront, rules and policies followed with respect to confidentiality of student records.
- Student records and private communications to be treated as confidential materials and released only with consent of student or as per disclosed policy where there is reasonable ground for disclosure and such disclosure is in the interest of the student or to prevent harm to others.
- In the absence of adequate grounds (i.e., student consent, legitimate purpose, or benefit to student).
- Developing reciprocity and cooperation among students
- Working in harmony with management and colleagues to make one's institution and community a better place for work.
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CIRCULAR

DATE: 20-03-2021

This is to inform all the staff members to attend the **Code of conduct meeting** on 22-3-2021 in director's chamber at 11:30 am.

Agenda:

- To discuss the current roles and responsibilities of the employees.

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Minutes of Meetings held on 22-03-2021

Agenda:

- To discuss the current roles and responsibilities of the employees.

Report:

The code of conduct team has organized a meeting to all the employees on 22-03-2021. The programme was chaired by Dr. G. Sumalatha, Vice Principal Vikas Institute of Pharmaceutical sciences.

The committee member Dr. D. Sri Lakshmi, Asso. Prof, Dept. of Pharmaceutical Analysis, has stated about the students playing in the corridors in between the practical sessions. And also strictly instructed all the teachers to look henceforth. The committee secretary briefed the rules once again and also instructed if any one violate the rules should have to pay the penalty of rupees 100/-.


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CIRCULAR

Date: 12-02-2020

This is to inform all the staff members to attend the code of conduct meeting on 13-2-2020 in principal's chamber at 3:30pm.

Agenda:

- Rules and regulations for students in campus.
- Instructions to be followed during examination.

Copy to all HoD's.

Sumalatha
Dr. G. SUMALATHA
PRINCIPAL
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T. V. Narayana

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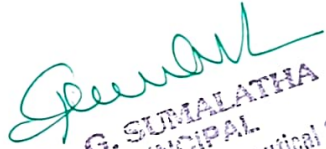
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Agenda:

- Rules and regulations for students in campus.
- Instructions to be followed during examination.

Report:

The meeting was chaired by Dr. T.V. Narayana, Director Vikas Institute of Pharmaceutical Sciences and chairman of the committee. All the committee members speak on rules which staff and students must follow and maintain discipline in the campus. The meeting specifically talked regarding the conduct of students regarding examination and appreciated the staff for the invigilation. And also staff has discussed issues as part of this meeting session.


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Minutes of Meetings held on 22-03-2021

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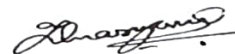
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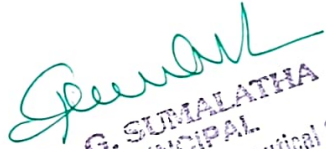
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