

Policy Document
for
Code of Conduct
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VITS, DESHMUKHI

The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions.

Vignan Institute of Technology & Science, Deshmukhi has been offering programs covering UG and PG in the disciplines of engineering. The institute has obtained all necessary approvals of the statutory bodies. It has been functioning as per the rules and regulations of AICTE, New Delhi.

The institute is following all the norms prescribed by different regulatory authorities like AICTE & JNTUH and observing the code of conduct for professionals as prescribed by the respective bodies.

The professional code of conduct for different professions is given here under and also places institute website.

Teaching Professionals

Teachers and Their Rights:

Teachers should enjoy full civic and political rights of our democratic country. Teachers have right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

The Code of Professional Ethics


I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes that obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his principles and practice. The ideals of education which have already been set forth and which he/she should seek to inculcate among students must be their own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to responsible pattern of conduct and manners expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of profession;
- (iii) Seek to make professional growth continuous through study and research;




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- (iv) Express free frank opinion by participation at professional meeting, seminars, conferences etc., towards the dissemination of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical and seminar work carefully with dedication;
- (vii) Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in counseling students as well as assisting in the conduct of university and college examinations including supervision, invigilation and evaluation;
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers and the students Teachers Should:


- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal legitimately and impartially with students regardless of their religion, caste, political, Economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make them-selves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals;

III. Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

- (i) Treat other members of the profession in the same manner as they themselves wish




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to betreated.

- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their Professional endeavour.

IV. Teachers and Authorities:

Teachers should

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in the view the interest and in conformity with dignity of profession;
- (vi) Should adhere to the terms and conditions of contract;

Terms & Conditions:

- (a) At the time of joining this institute, all newly recruited faculty members must produce a proper Relieving Order, Service and Salary Certificates from the previous employer.
- (b) An undertaking is must from a newly recruited faculty stating that no police cases are filed or pending against him / her and not engaged in any sort of criminal activity.
- (c) All the newly recruited faculty are kept in probation for a period of one year from the joining date. His/her services may be terminated without prior notice during the probation period.
- (d) Management's decision to extend one's service beyond probation period requires




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him/her to undergo appropriate process of ratification / SCM of the affiliated university for continuing his/her services on permanent basis.

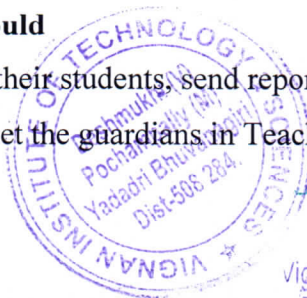
- (e) In case of resignation from service by a faculty member, three months advance notice is mandatory during an ongoing academic semester in order to avoid any sort of disturbance to the academic activity or else the employee has to pay three months salary in lieu of the notice.
- (f) In case of resignation from the service by a faculty member during an ongoing academic semester with a view to take up any career advancement opportunity such as full time admission into Ph.D. or a government job or a job in reputed private organisation other than in an educational institution, management reserves the right to decide the notice period and it is usually a minimum of one month.
- (g) In case of resignation from the service by a faculty member during the periods of non-academic activity, to get relieved a month or less than that is sufficient as notice period after completing / transferring the assigned duties.
- (h) Any termination from the service on non-performance grounds, either one month advance notice is served by the management or one month salary will be paid as compensation in lieu of notice.
- (i) The college management reserves the right to terminate any employee without any advance notice on disciplinary grounds, if found guilty. No compensation or salary will be paid in all such cases.
- (j) The leave record of relieving employee will be subjected to verification, to identify the additional leaves utilized (if any) as per the leave policy guidelines of that calendar year. Additional leaves utilized may be adjusted from working days of relieving month or previous month and salary will be settled accordingly.

V. Teachers and Non-teaching Staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institutions.
- (ii) Teachers should help in the function of joint staff bodies covering both teachers and the non-teaching staff.

VI. Teachers and Guardians Teachers should

VII. Maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in Teacher - Parent meetings



convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society Teachers should

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social problems and take part in such activities as would be conducive to the Progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder Responsibilities of public offices.
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



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