

**THE INSTITUTION HAS A PRESCRIBED CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF AND CONDUCTS PERIODIC SENSITIZATION PROGRAMMES IN THIS REGARD:**

**CODE OF CONDUCT FOR TEACHERS:**

**Introduction:**

Vishnu Institute of Technology is dedicated to academic excellence and engineering advancement. Education and research have been carried out in accordance with our national priorities and needs, ensuring that our mission and goals contribute to global demands.

Teachers should be able to exercise all of our democratic country's civil rights. Teachers have a right to fair working conditions and professional autonomy.

**The Code of Conduct**

**Teachers:**

1. Will read, comprehend, and follow the institute's policies.
2. Will follow the institute's philosophy of valuing and supporting a varied institute community in terms of gender, caste, creed, religion, region, country, educational background, talent, skill, and experience.
3. Will arrive at the institute on time.
4. Attend classes on a regular and timely basis.
5. Conduct a one-hour class and take attendance at the start of the session.
6. Each day's lesson should be planned ahead of time and delivered in the most efficient and imaginative manner possible.
7. The lesson should be well-structured, participatory, and engaging for the students.
8. Unit notes should be kept in the course file.

**Teachers and the students:**

1. Teachers should be well-versed in the aims and outcomes of each unit, as well as the connected university's scheme and policies, in order to prepare students for their tests.
2. The academic calendar should be followed when completing the syllabus.
3. Students' learning should be assessed on a regular basis, and teaching and assignments should be adjusted accordingly.

4. Must keep track of all course materials, including previous year's question papers and answer keys, in a course file.
5. Mentorship will be provided to students in order to improve their academic achievement.
6. Do not show favouritism or harbour grudges against students or coworkers.
7. During class, the teacher is in command of the students.
8. Be objective in carrying out one's responsibilities and not give any pupil preferential treatment; instead, be motivational.
9. A teacher who discovers a student committing any act of academic or non-academic misconduct on the college campus must immediately report the incident to the appropriate authorities.

If a student's behaviour is out of the ordinary and in violation of the code, the situation should be raised with Deans, heads of departments, the principal, or the Vice-Principal.

11. Will serve as a springboard for academic success, personal development, and placement in the national and global arena for students.

#### **TEACHERS AND THE PARENT:**

As a true representative of the institution, attend to the patient's questions, clarify their doubts, give them the freedom to express their opinions, and assist them in understanding the institute's framework.

The teacher is expected to model good personal behaviour in the following areas:

1. Adhere to the dress code: shall be dressed respectfully, in accordance with society's expectations.
2. Shall never appear untidy in terms of dressing style, hair grooming, or any other ornaments worn, and shall maintain personal hygiene at all times.
3. Every employee must carry out their responsibilities within the department, other units, or events with professionalism and honesty.
4. Will make every effort to support colleague instructors in carrying out their responsibilities efficiently and making adjustments as needed.
5. Notify authorities and obtain permission to use the early exit and late entry facility if using the leave.
6. Make legal, efficient, and inventive use of the institute's resources (facilities, equipment, supplies, vehicles, and students).

7. Ensure that the highest standards of academic honesty and intellectual conduct are understood and followed. Complete the assignment on schedule, document your research, and reference other people's work. 8. incharge faculty shall ensure that suppliers and customers of the institute's goods and lab suppliers are treated fairly and honestly. Transacts business and establishes rules and procedures in accordance with all applicable laws.

9. Refuse any gift or favour that could put an individual or institution in a favourable light.

**TEACHERS AND COLLEGUES:**

1. Regardless of our differences and varied perspectives, communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others.

2. Address any differences of view with respect and directness to those colleagues with whom we disagree, rather than in common areas, and resolve problems appropriately.

3. Demonstrate professional excellence via teamwork, objectivity, dignity, innovative teaching approaches, and diligence.

4. Create a secure environment in which to work and study. Follow proper health and safety procedures and follow all applicable rules and regulations.

5. Confidential, proprietary, and private information generated by the institute or acquired during an individual's association with the institute will be protected; information will be used for official or legal purposes only, not for personal or illegal gain, during or after the individual's association with the institute.

6. Comply with all rules and regulations governing the receipt and disbursement of sponsored funds, as well as the institute's grant, contractual, and legal duties.

7. In all of our actions, promote sustainability and limit environmental impact.

## **CODE OF CONDUCT FOR STUDENTS**

### **PREAMBLE**

Vishnu Institute of Technology is dedicated to upholding and promoting a code of conduct that **promotes** excellence, intellectual openness, inclusion, justice, integrity, fairness, respect, equity, and accountability. Students are expected to adhere to these norms in their daily decisions, activities, and interactions. The code of conduct is required to define the parameters of this necessary order. While on campus, students are still subject to the laws of the land, and infractions of such laws may also be considered violations of the code. The code of behaviour is demanded of all students.

### **Students' responsibilities:**

1. Students' responsibilities include reading, understanding, and adhering to the institute's policies, as well as accepting responsibility for their conduct.
2. Will follow the institution's philosophy of appreciating and supporting a varied Institute community in terms of gender, caste, creed, religion, region, country, educational background, talent, skill, and experience.

### **Student commitment:**

1. Attendance at the institution on time.
2. Must attend classes regularly and on time, with a minimum of 75% attendance in order to sit for the final test.
3. In the classrooms, carefully follow the teacher's instructions.
4. Keep the lecture hall, drawing hall, laboratories, clubs, and corridors in perfect order and enforced silence.
5. Pay attention in class and bring calculators, a drafter, charts, and data handbooks according to the class schedule.
6. Stick to all deadlines for assignments, project submissions, records, and posters.
7. Follow the guidelines of the various Laboratories and do not harm the equipment.
8. Make it a practise to check at the institute/notice department's boards every day.
9. Attend all mentor-led counselling meetings and feel free to discuss academic, personal, and career issues and seek answers.

10. Keep the library quiet and make use of its resources and space without causing damage.

11. Not to visit the institute's canteen during working hours.

**Academic misconduct:**

1. To note, all students must adhere to the progressive discipline standards, and any violence on campus, destruction of institute property, manhandling of a person on campus, or misbehaviour with female students will be taken seriously. Erring individuals will face academic or financial repercussions, as well as disciplinary punishment such as suspension or rustication for a specified amount of time.

2. It is forbidden to deface campus buildings or walls by writing on them or sticking bills or posters on them. It is also banned to damage the notices and posters posted in the departments.

**Disciplinary misconduct:**

Academic integrity must be preserved while pursuing academic education, according to disciplinary offences. Academic misconduct is the falsification or alteration of academic records.

1. It is important to highlight that all sorts of examination malpractices and unfair tactics, including the outcome on invigilators, misbehaving in the test hall, allowing other students to be dishonest, and impersonation, are significant offences.

2. Take part in the Institution's many activities, seminars, and workshops and contribute to their success.

3. Student involvement in all levels of college governance is encouraged and must be strengthened.

4. When representing the Institution at events held outside of campus, the code of behaviour will still apply.

**Bringing other pupils into disrepute:**

1. Share your thoughts with others in a fair and helpful manner.
2. Discuss any differences of opinion with individuals with whom you disagree respectfully and directly, rather than in public spaces.
3. Must dress appropriately, maintain personal hygiene, tidiness, and grooming, and carry the institute's identification cards at all times.
4. Make legal use of the institute's resources (facilities, equipment, supplies, and vehicles).
5. Cell phones should not be used in classrooms or common spaces.
6. No formal or informal organisations should be formed on the basis of caste, community, or religion.
7. It is important to remember that the scholarship money will only be released if all scholarship recipients maintain a 75 percent attendance rate each month/during the academic year.
8. To notify the office/department of any change in the address of a parent or guardian, if any, as soon as they return from summer vacation.
9. Without the prior authorization of the office of college communications, students are banned from communicating on behalf of or for the College with any media organisation or publication.
10. It is definitely forbidden to break University rules.
11. In all of our acts, we should strive for sustainability and minimise environmental damage.
12. Make the institution a secure environment in which to work and learn. Follow proper health and safety procedures and follow all applicable rules and regulations.

This policy should be followed by all students at the institution.

Unethical behaviour will not be tolerated by the instruction. Infractions and bad behaviour are.

**Punishment and Penalties:**

When a student is determined to have broken the student code of conduct, the following punishments and penalties may be imposed: warning, suspension, monetary fine, dismissal, and upholding of degree.