

Code of Conduct for Faculty Members And Non-Teaching Staff

This Code of Ethics serves as a reference document that best reflects the culture and values of Vivekananda Institute of Professional Studies. It outlines the standards of conduct and integrity that are in line with the mission and vision of the Institute, "Man Making, Character Building, Nation Building", through imparting quality education.

General Conduct for Teaching Staff

1. All Faculty Members shall actively associate, involve, participate in all the College activities and programmes irrespective of the Department they report to. All shall motivate their students likewise to actively involve, associate and participate in the various programmes and activities of the college.
2. Any Faculty Member shall be in the exclusive employment of the Institute and shall not engage himself/ herself, alone or in association with any other person in any work or business. Further, he/she shall not at any time disclose to anyone in any manner, any information, know how, knowledge, trade secrets, methods, security arrangements, plan etc. of the Institute. If at any time it is found that he/she failed to comply with this clause, his/her services will be treated as per laws of the country.
3. Duty hours shall be as per Institute's rules notified from time to time. In addition, all Faculty Members shall abide by the instructions given by their reporting authority.
4. Behaviour of the faculty members with the fellow staff members / faculty members during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff members/ faculty members and the management.

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5. A Faculty Member should not indulge himself/ herself in any activity which can be detrimental to the reputation of the institute.
6. No Faculty Member shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
7. Faculty Members are required to follow the semi-formal dress code reflecting decency and poise.
8. Wearing of college I-Card is mandatory for all faculty members while in college premises.
9. Every Faculty Member in the service of the College shall at all the times strive for academic excellence in the discharge of his/her duties and shall conduct himself/herself in the manner of a perfect role model for others to emulate.

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Academic Roles and Responsibilities of Teaching Staff

1. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
2. Each Faculty Member should get at least one paper published annually in a National or International Journal of repute.
3. The Faculty Member shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in mentoring and counselling the students for their all-round holistic development.
4. All Faculty Members must maintain a course file for each subject offered during semester/year. It should cover details regarding:
 - a. Syllabus
 - b. Lesson Plan
 - c. Date and Time of Lecture Discourse
 - d. Class Attendance
5. All Faculty Members should upload all material (lesson plan, syllabus, readings, presentations, case studies, notes etc.), related to each subject allocated during the semester on Creatrix.
6. Faculty members must ensure that they adhere to the lecture timings and be punctual for the classes.
7. Faculty members are discouraged to carry their mobile phones along to the classes. If students are found using mobile in class hours then it must be confiscated and be sent to the department's discipline committee for appropriate action.
8. Monitor the attendance of students in his/her class and take appropriate action if a student is absent on a continuous basis.
9. All Faculty Members must adjust their classes before going on leave.

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General Code of Conduct for Non-Teaching Staff

1. During the tenure with the Institution, all staff members shall put their best efforts and endeavour to further the interest of the organization. It is therefore, expected that he/she shall perform his/her duties, as assigned, with utmost sincerity and honesty.
2. Any Staff Member shall be in the exclusive employment of the Institute and shall not engage himself/ herself, alone or in association with any other person in any work or business. Further, he/she shall not at any time disclose to anyone in any manner, any information, know how, knowledge, trade secrets, methods, security arrangements, plan etc. of the Institute. If at any time it is found that he/she failed to comply with this clause, his/her services will be treated as per laws of the country.
3. A Staff Member should not indulge himself/ herself in any activity which can be detrimental to the reputation of the institute.
4. No Staff Member shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
5. Duty hours shall be as per Institute's rules notified from time to time. In addition, all Staff Members shall abide by the instructions given by their reporting authority.

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Leave Rules for Both Teaching and Non-Teaching Staff

1. Right to Leave

- i. Leave of any kind or description cannot be claimed as a matter of right.
- ii. When the exigencies of service, in the opinion of the leave sanctioning authority, so demand, leave of any kind or description may be refused or revoked by the leave sanctioning authority at any time.
- iii. In case a Faculty is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

2. Casual Leave

- i. A whole time Faculty/Admin Staff shall be eligible for **8 days** casual leave in a year
- ii. Casual leave cannot be combined with any other kind of leave. It may be combined with holidays including Sundays.
- iii. Holidays or Sundays falling in between the period of casual leave or prefixing or suffixing casual leave shall not be counted as part of casual leave.
- iv. Casual leave cannot be carried over to the next year.
- v. A Faculty/Admin Staff on casual leave shall not be treated as absent from duty and his pay shall not be intermitted on this account.

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3. Short Leave

- i. A Faculty/Admin Staff can avail Short Leave of one hour twice a month. This one-hour time can be combined with Arrival Time/Lunch Break/Departure Time.

4. Late Arrival

- i. Half day's leave will be debited to the Casual Leave account if a concerned staff member reports late for duty/or leave early from the Institute thrice in a month. In this context, reporting for duty after 15 minutes of normal reporting time will be treated as late coming and leaving the Institute 1 hour prior to the departure time will be treated as early going.
- ii. In case any employee reports after 1 hour of the normal reporting time or leave before 1 hour of the normal departure time, half day's leave will be debited to the CL account.

5. Earned Leave

Earned leave (EL) admissible to a Faculty/Admin Staff shall be 1/60th of actual service including vacation (i.e., 6 days in a year)

NOTE:

- i. Earned leaves has got to be sanctioned well in advance (slab is mentioned below) and such leave will not be granted for the duration of less than 2 consecutive days and the concerned staff member has to submit the joining report before signing the attendance register. If any staff member takes EL without getting it sanctioned, then salary would be deducted for those days.

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2 Days EL	To be sanctioned at least 5 working days in advance
3 or more days EL	To be sanctioned at least 10 working days in advance

- ii. Holidays or Sundays falling in between the period of earned leave or prefixing or suffixing holidays/Sundays shall be counted as part of earned leave.
- iii. Earned leaves can be carried to the next year only maximum up to 15 days.

6. Academic Leave

- i. Academic leave may be granted for maximum of 20 days in one academic year.
- ii. Academic leave may be granted with prior permission for Exam duty like invigilation, evaluation of scripts, acting as University's Representative etc. in the exam conducted by the GGSIP University only and not for any other University acting in such capacity.
- iii. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion.
- iv. Academic leave may be granted for presentation of paper at a National/International Seminar in India with prior permission of the sanctioning authority.

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Following rule shall be strictly observed while taking academic leave from the Institute.

- 1) Where the presentation of a paper is in Delhi such of those faculty members who will be presenting a paper in any seminar workshop /symposium etc. shall obtain only one day's academic leave on the day the paper is presented. The faculty member shall obtain written assurance that the paper of the faculty member is accepted for presentation.
- 2) Where paper is to be presented at National /International seminar/Symposium/Workshop outside Delhi, the days of journey to and fro and day on which paper is presented shall be computed together for grant of academic leave.

In all such cases prior permission will have to be taken of Principal Director with regard to the following:

- a) The invitation to present a paper must first be received by the concerned faculty as personal invitation
- b) The paper once prepared for presentation must be shown to the Principal Director to ensure it is of national or international quality.
- c) Once the paper is accepted by the organizer and the same is intimated to the faculty, academic leave may be applied for days of travel for a maximum of 4 days unless the person utilizes his leaves and stay at the place of presentation.
- d) On the completion of the presentation and return to the Institution, the faculty should give a report as well as the certificates of participation which will be filed in their personal files.

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7. Official Duty

- i. Official Duty leave may be granted for performing any duty assigned by the Institute.

8. Medical Leave

- i. Medical leave admissible to a Faculty/Admin Staff shall be 8 days in one year.
- ii. An application for leave made by a Faculty/Admin Staff on medical grounds shall be accompanied by a medical certificate in such manner and from such person as may be prescribed, defining as clearly as possible the nature and probable duration of the illness and rest, whenever applicable.
- iii. Medical leave will not be granted for the duration of less than 2 consecutive days.
- iv. An employee on medical leave is not allowed to resume duty without producing a medical certificate and certificate of fitness along with joining report in the prescribed format and duly forwarded by the Director/HOD.
- v. The grant of medical certificate under this rule does not by itself confer upon the Faculty/Admin Staff concerned any right to leave and the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

9. Maternity Leave

- i. Maternity leave on full pay may be granted to a female Faculty/Admin Staff with less than two surviving children for a period not exceeding 90 days from the date of its commencement.

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- ii. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman Faculty/Admin Staff in her career is not more than 15 days, and the application for leave is supported by a medical certificate.
- iii. Maternity leave may be combined with leave of any other kind, except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

10. Faculty Appointed On Probation

A Faculty, appointed as a probationer against a substantive vacancy and with definite terms of probation, shall during the period of probation, be granted leave which would be admissible to him if he/she had held his/her post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him shall not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Board of Management. If a person in the permanent service of the Institute is appointed 'on probation' to a higher post, he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

11. General

- 1) In case leave application is not received in the HR Department, such period of leave will be treated as EOL (without pay).
- 2) Staff members will not be granted leave during examination days or on any other important event/function of the Institute.

3) Institute Timings:

Faculty Members: 08:00 a.m. to 2:30 p.m. /10:30 am. To 05:00 p.m.

Administrative Staff members: 09:00 a.m. to 5:00 p.m.

Supporting staff members: 08:30 a.m. to 6:00 p.m.

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- 4) All kind of leaves except Casual Leaves will only be given after completion of 1 year or after completion of probation period in the Institute.
- 5) These rules are subject to review and change.

12. Reporting Structure

- 1) All Faculty members will get their leaves approved by their Directors/ Deans and forwarded to Administrative Officer (HR) for record.
- 2) All Administration Staff members will get their leaves approved by their immediate reporting Head and forwarded to Administrative Officer (HR) for record.

Summer Vacations

Faculty Members : 1 month
Administrative Staff Members : 1 week

Winter Vacations

Faculty Members : As per GGSIP University notification
Administrative Staff Members : 4 days

Note:

- 1) Alternative Saturday would be off for Administration Staff members. Fifth Saturday is working for all Administrative Staff members.
- 2) List of Holidays as per GGSIP University notification.

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Code of Conduct for Administrative Body/ Directors/Deans

All administrative members are responsible for sustaining highest ethical standards of the institution and of the academic set up which they administer.

The administrative body is responsible for integrating the values of the institute into its teaching, learning, research and extension activities.

All the members must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the members in performance of their work.

The members of the administration are to ensure that the academic activities of the institute are to be executed and implemented as per the university guidelines, and maintain the highest quality of teaching, learning and research within the institute.

The policies framed by the Governing body would be executed by the Administration

The administration shall coordinate various statutory and non-statutory bodies/committees.

They shall appoint the convenors and members for various committees to ensure efficient functioning.

The administrators would hold meetings with the convenors of various committees to ensure functioning as per policies decided by governing bodies.

The administrators would encourage various faculties and support staff to carry out their responsibilities and duties effectively.

The administrators would formulate the policies for assistance in professional courses and assigns the committee for its implementation.

The administrators shall be the spokesperson of the institutions & shall take part in plans related to the growth of the institute.

The administrators shall ensure the maximum use of infrastructure of the institution, for its progress- academically and professionally

The administrators shall not only monitor but also promote various academic and curricular activities like conferences, seminars, workshops and various education fests.

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They shall promote and improve research to evaluate research development activities, in coordination with the research committees.

The administrators shall guide and advise faculty members to involve and promote students in research activities and projects for the development of the institute

The administrators shall be largely responsible for designing conducive environment for academia and industry interface and create employability avenues for the students at the institute

On general administrative matters, the administrators shall be assisted by various convenors of various committees.

The administrators shall regularize the of services, declaration of probation, and release of increments, including CAS for the faculty members and also arrange performance appraisal both teaching and non- teaching members.

The administrators shall be widely responsible to encourage discipline and decorum as per regulations and take necessary actions.

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Code of Conduct for the Governing Body

The governing body at VIPS is to guide the members of the institute and are to function in an independent manner and objective manner, serving the institute's best interests and thereby helping the institute in realizing its mission. It is also expected that they serve the institute with integrity, impartiality, transparency and also maintain the high public confidence of the institute.

The Governing Body of the Institute works diligently towards accomplishing the mission and strategic vision of the college along with very prudently and judiciously appoint the head of the institution and the departments, ensure and monitor systems of control and rigorously observing and supervising the institutional performance at large. With the executive and academic bodies, the governing body jointly becomes responsible for day-to-day management of in the institution. They are collectively responsible for advisory regarding academic matters related to the Institutions.

In the aforesaid background, the Governing Body is anticipated to follow the following code of conduct: -

- The Governing Body shall ensure compliance with the statutes, ordinances and provisions regulating the institution and its framework of governance and subject to these shall take all final decisions on matters of fundamental concern to the institution.
- The governing body shall safeguard the compliance with the statutes, ordinances and provisions controlling the institution and its framework of governance

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- Governing Body shall take all final decisions on matters of importance and direct concern to the Institution.
- Governing Body shall conduct themselves in accordance with accepted standards of behaviour with complete selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- The governing body shall meet regularly to discuss and carry out its duties, related to the Institution efficiently.
- All the members of the governing body shall attend the meetings regularly and actively participate to promote harmony and work towards the benefit of the organisation.
- The Governing Body shall appoint the head of the schools and make suitable arrangements for monitoring their performances
- They shall ensure the establishment and monitoring financial and operational controls and risk assessment along with clear procedures for handling internal grievances and for managing conflicts of interest
- All the members of the Governing Body shall exercise their responsibilities in the interests of the institution as a whole rather than as an individual.
- The chair shall be responsible for the leadership of the governing body and be ultimately responsible for its effectiveness.
- The chair shall also ensure that the institution is well united with its stakeholders and investors
- The Governing Body shall be responsible for advice on planned direction and for the management of the Institution and shall make clear and regular review about the authority delegated them.

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The code of conduct for the members of the governing body is as follows-

1. The members of the management shall act responsibly and fairly with due care, diligence, loyalty and the prudence of a reasonable board member.
2. They shall carry out their functions in such a way so as to maintain confidentiality within the institute campus.
3. The Management members should make every reasonable effort to avoid real or perceived conflicts of interest while in office.
4. They shall respect the confidentiality of information received during their tenure and also maintain the confidentiality of the deliberations in which have participated.
5. They shall not assist any person or any organization in its dealings with the college when such intervention may result in real or perceived preferential treatment to that person or organization.
6. The members of the management shall not use directly or indirectly any facilities or services of VIPS for purposes other than approved for the institute.
7. Members of the board of management at VIPS are supposed to continuously work and put in their efforts to make VIPS an example of perfect teaching, learning hub of the country.
8. The members of the board of management are expected to review the progress of the institute after every session and also as of when the need arises to deliberate upon some important issue.

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