

VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN

Enikepadu, Vijayawada

Date: 06-05-2019

In view of improving the quality and to inculcate values and discipline among the students and staff of the institution a committee by name “**Committee for Code of Conduct**” has been constituted on 4th May, 2019, by involving the staff and students as committee members to monitor the implementation of code of conduct in the institution.

CONSTITUENT COMMITTEE FOR CODE OF CONDUCT

S. No.	Name of the Faculty	Designation & Dept.	Role
1	Dr. K. Padmalatha	Principal & Professor	Chair Person
2	Mrs. Ch. Anupama Swathi	Asst. Professor Dept. of Ph.analysis	Coordinator
3	Mrs. M. Vani	Assoc. Professor Dept. of Ph.cognosy	Member
4	Mrs. V.V. Vandana Devi	Assoc. Professor Dept. of S & H	Member
5	Mrs. B. Hema Latha	Asst. Professor Dept. of Ph.ceutics	Member
6	Ms. V. H N S Gayatri	Pharm D V Year	Student Member
7	Ms. U. Mounika Sarojini	B. Pharm IV Year	Student Member
8	Ms. Ch. Lochana	M. Pharm II Year	Student Member




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VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN

Enikepadu, Vijayawada

Date: 04.06.2019


CIRCULAR

All the committee members of the **Code of Conduct** are hereby informed to attend the meeting that will be held in the Principal's Chamber on 7th June, 2019 at 3.00 pm to discuss the following agenda:

Agenda:

- To review the existing duties and responsibilities of the employees and students under the Code of Conduct Committee Policy




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MINUTES OF MEETING

Members of the **Code of Conduct Committee** met in the Principal's Chamber on 7th June, 2019 at 3 pm, discussed and passed resolutions on the following agenda points, with Principal as the Chair Person.

Agenda:

- To review the existing duties and responsibilities of the employees and students under the Code of Conduct Committee Policy

Discussion:

- All the employees, teaching and non-teaching have to understand their respective roles, duties and responsibilities as listed in the Charter of Duties as per the Code of Conduct prescribed by SRK Foundation when at work place for the smooth functioning of the organization.
- Students of the institution must inculcate and possess the qualities of discipline, sense of responsibility, humanitarian values, ethics and integrity and keep up the name of the institution.
- Staff and students must refrain from being a part of such activities which may spread feelings of hatred or hostility among different castes, communities, religions or linguistic groups; must not discriminate any one on such basis.
- Examination Cell and the faculty involved in examination duties must adhere to the norms as per the affiliating University, JNTUK Kakinada.
- Students while attending examinations must abide by the rules of the Examination Cell of the institution.
- Hostlers must pay attention to the hostel rules and strictly follow them to avoid any type of disturbance, to ensure the systematic functioning of the hostel.
- Staff and students with an attitude to serve the community apart from academics will be highly appreciated.
- Staff coordinator and respective class teachers will carry forward the system with utmost attention and due respect.
- The committee will meet whenever necessary.












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Resolution:

Chair Person of the meeting, Principal Prof. K. Padmalatha approved the agenda points discussed.

With the permission of the Chair, coordinator of the committee, Mrs. B. Hema Latha assured that the agenda points discussed will be implemented by the staff and students to improve quality of their personality and to keep up the reputation of the institution.

List of the members present at the meeting:

S. No.	Name of the Faculty	Designation & Dept.	Role	Signature
1	Dr. K. Padmalatha	Principal & Professor	Chair Person	
2	Mrs. Ch. Anupama Swathi	Asst. Professor Dept. of Ph. Analysis	Coordinator	
3	Mrs. M. Vani	Assoc. Professor Dept. of Ph. cognosy	Member	
4	Mrs. V.V. Vandana Devi	Assoc. Professor Dept. of S & H	Member	
5	Mrs. B. Hema Latha	Asst. Professor Dept. of Ph. ceutics	Member	
6	Ms. V. H N S Gayatri	Pharm D V Year	Student Member	
7	Ms. U. Mounika Sarojini	B. Pharm IV Year	Student Member	
8	Ms. Ch. Lochana	M. Pharm II Year	Student Member	




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VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN

Enikepadu, Vijayawada

Date: 28-12-2020

CODE OF CONDUCT COMMITTEE

S. No.	Name of the Faculty	Designation & Dept.	Role
1	Dr. K. Padmalatha	Principal & Professor	Chair Person
2	Mrs. Ch. Anupama Swathi	Asst. Professor Dept. of Ph.analysis	Coordinator
3	Mrs. M. Vani	Assoc. Professor Dept. of Ph.cognosy	Member
4	Mrs. V.V. Vandana Devi	Assoc. Professor Dept. of S & H	Member
5	Mrs. B. Hema Latha	Asst. Professor Dept. of Ph.ceutics	Member
6	Ms. K. Babitha	Pharm D V Year	Student Member
7	Ms. Ch. Divya	B. Pharm IV Year	Student Member
8	Ms. D. Bhavana	M. Pharm II Year	Student Member



 Principal
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VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN


Enikepadu, Vijayawada

Date: 02-01-2021

CIRCULAR

The members of the **Code of Conduct Committee** are hereby informed to attend the regular meeting that will be held in the Principal's Chamber on 05th January, 2021 at 2.00 pm to discuss the following agenda




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Enikepadu, Vijayawada

Date: 05-01-2021

MINUTES OF THE MEETING

Agenda:

- To review the presence and Code of Conduct of students during online classes.
- Instructions to follow **Covid – 19** guidelines as the college reopens.
- Examination code and norms of **Covid-19** in examination halls.

Discussion:

- Online classes have become the order of the day due to the prevailing **Covid - 19** conditions, and, therefore, faculty and students have to follow the new code and student behaviour must be monitored by the faculty strictly during the online classes.
- **Covid-19** has revolutionized the education system, and has brought new policies and guidelines for educational institutions, as such it has become mandatory to follow and implement the instructions issued by UGC, AICTE, PCI and JNTUK, Kakinada.
- As JNTUK has decided for the conduct of pending examinations of 2019-20 through offline mode, all the staff and students must strictly follow the Covid-19 precautionary measures in order to safeguard themselves from the raging pandemic.
- A P State Government/JNTUK Kakinada as and when declares the college reopening date, every member of the institution must keep in mind their own safety, as well that of the community's when they come to college. The affected must stay at home for a quarantine period of 14 days and must not come to college knowingly or unknowingly.

Resolution:

Principal Prof. K. Padmalatha, Chair Person of the meeting approved the agenda points discussed.

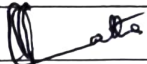





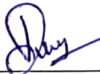

ch. Anupama Swathi

With the permission of the Chair, Mrs. ~~B. Hema Latha~~, Coordinator of the committee, assured that the Covid-19 guidelines issued by the regulatory authorities will be strictly followed by the staff and students for their safety.



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List of the members present at the meeting:

S. No.	Name of the Faculty	Designation & Dept.	Role	Signature
1	Dr. K. Padmalatha	Principal & Professor	Chair Person	
2	Mrs. Ch. Anupama Swathi	Asst. Professor Dept. of Ph.analysis	Coordinator	
3	Mrs. M. Vani	Assoc. Professor Dept. of Ph.cognosy	Member	
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Principal
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