

Code of Conduct

<https://anandviহারcollege.edu.in/code.php>



ANAND VIHAR COLLEGE FOR WOMEN

(Affiliated to Barkatullah University)

Tulsi Nagar, Link Road 1, Bhopal
Email: info@anandviharcollege.edu.in

2761133
2765294



Ref:

Date: 20/6/16

ETHICS COMMITTEE CONVENING ORDER


The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2016-17.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr.(Mrs)Madhu Mishra	Principal	Chairman
2.	Dr.(Mrs) Sandhya Gupta	HOD-Commerce and Management	Convener
3.	Dr.(Mrs.) Varsha Saraswat	HOD-Education	Co- Convener
4.	Dr (Mrs) Anupama Pandey	Asst.Prof, Commerce	Member
5.	Dr(Mrs) Verlaxmi Indrakanti	Asst. Professor, Education	Member
6.	Dr (Mrs)Priya Boradkar	Asst.Prof, Commerce	Member
7.	Dr(Mrs) Shalini Mishra	Asst. Prof, Education	Member
8.	Ku. Aastha Rajput	B.C.AVI Sem	Member (Student)
9.	Ms.Bushra Iftakar Ali	B.Ed II Year	Member (Student)

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
- To organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required


PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
BHO PAL

Copy to

All members of Ethics Committee.



ANAND VIHAR COLLEGE FOR WOMEN

(Affiliated to Barkatullah University)

Tulsi Nagar, Link Road 1, Bhopal
Email: info@anandviharcollge.edu.in

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Ref:

Date: 22/06/2016

CIRCULAR



All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 26th June 2016 at 2:30 PM in the Principal's Chamber .

So, all the members are requested to attend the meeting without fail.

Agenda:

1. Discussion on discipline regarding maintenance of lab and other resource rooms.
2. Discussion regarding congenial atmosphere in the college campus.
3. Discussion regarding intimation of higher studies and any other work.
4. To discuss regarding punctuality of teaching and non teaching staff .


Convener


PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
Principal
BHOPAL




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Ref:

Date: 22/06/2016

ETHICS COMMITTEE MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
26/06/2016	Principal's Chamber	2.30 PM To 3.30 PM	AVCW/Ethics committee/2016-17/ Circular dated 22/06/201.

Minutes of the meeting of the ethics committee held at Anand Vihar College For Women on 26/06/2016.

Meeting agenda:

1. Discussion on discipline regarding maintenance of lab and other resource rooms.
2. Discussion regarding congenial atmosphere in the college campus.
3. Discussion regarding intimation of higher studies and any other work.
4. To discuss regarding punctuality of teaching and non teaching staff.

Minutes and Proceedings:

1. Any type of beverages or food are prohibited in lab, resource room, seminar halls etc.
2. It was decided that the teaching and non-teaching staff should speak respectfully to each other and maintain congenial atmosphere in the premises.
3. It was decided that all the teaching and non teaching staff should inform in writing if they are pursuing any higher degree or doing any other work (to earn) other than college hours.
4. Teaching and non teaching staff should report the college on time. it was decided that for five days of late coming half day casual leave will be deducted.


Convener

Copy to

1. The Principal
2. All HODs


PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
Principal
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B+

Ref:

Date: 15/6/17

ETHICS COMMITTEE CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2017-18.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr.(Mrs)Madhu Mishra	Principal	Chairman
2.	Dr.(Mrs) Sandhya Gupta	HOD-Commerce and Management	Convener
3.	Dr.(Mrs.) Varsha Saraswat	HOD-Education	Co- Convener
4.	Dr.(Mrs) Anupama Pandey	Asst.Prof. Commerce	Member
5.	Dr.(Mrs) Verlaxmi Indrakanti	Asst. Professor, Education	Member
6.	Dr.(Mrs)Priya Boradkar	Asst.Prof. Commerce	Member
7.	Dr.(Mrs) Shalini Mishra	Asst. Prof. Education	Member
8.	Ms. Huma Bushra	B.Com. VI Sem	Member (Student)
9.	Ms.Kanchi Dubey	B.Ed II Year	Member (Student)

Functions and Responsibilities:

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- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required

Copy to

All members of Ethics Committee.


PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
BHOVAL
Principal





ANAND VIHAR COLLEGE FOR WOMEN

(Affiliated to Barkatullah University)

Tulsi Nagar, Link Road 1, Bhopal
Email: info@anandviharcollege.edu.in

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B+

Ref:

Date: 19/06/2017

CIRCULAR

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 23th June 2017 at 2:30 PM in the Principal's Chamber.

So, all the members are requested to attend the meeting without fail.

Agenda:

1. Discussion on usage of mobile in the college campus.
2. Discussion on safety and security of students.
3. Discussion on a adhering proper mechanism if the students are representing outside the college.
4. Discussion on research ethics.

Convener

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Ref:

Date: 19/06/2017

ETHICS COMMITTEE MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
23/06/2017	Principal's Chamber	2.30 PM to 3:30 PM	AVCW/Ethics committee/2017-18/ Circular dated 19/06/2017.

Minutes of the meeting of the ethics committee held at Anand Vihar College For Women on 23/06/2017.

Meeting agenda:

1. Discussion on usage of mobile in the college campus.
2. Discussion on safety and security of students.
3. Discussion on a adhering proper mechanism if the students are representing outside the college .
4. Discussion on research ethics.

Minutes and Proceedings:

1. The use of mobile is strictly prohibited in the class and corridors.
2. No students are allowed to leave the campus before time without gate pass signed by Head of Department and Seal by the office.
3. Student representing beyond the campus in any type of activity without authority letter from the college will not be entertained .
4. It was instructed to the research committee to adhere the norms of research ethics and plagiarism check is compulsory before the publication of research paper in college journal.

Convener


- Copy to
3. The Principal
 4. All HODs

PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
Principals




ANAND VIHAR COLLEGE FOR WOMEN

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Ref:

Date: 14/6/18

ETHICS COMMITTEE CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2018-19.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr.(Mrs)Madhu Mishra	Principal	Chairman
2.	Dr.(Mrs) Sandhya Gupta	HOD-Commerce and Management	Convener
3.	Dr.(Mrs.) Varsha Saraswat	HOD-Education	Co- Convener
4.	Dr (Mrs) Anupama Pandey	Asst.Prof, Commerce	Member
5.	Dr(Mrs) Verlaxmi Indrakanti	Asst. Professor, Education	Member
6.	Dr (Mrs)Priya Boradkar	Asst.Prof, Commerce	Member
7.	Dr(Mrs) Shalini Mishra	Asst. Prof, Education	Member
8.	Ms. Manmaya Thapa	B.Com. III Year	Member (Student)
9.	Ms. Ruchi Purohit	B.Ed II Year	Member (Student)

Functions and Responsibilities:


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- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required


PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
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Copy to

All members of Ethics Committee.



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Tulsi Nagar, Link Road I, Bhopal
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Ref:

Date: 18/06/2018

CIRCULAR



All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 22nd June 2018 at 2:30 PM in the Principal's Chamber .

So, all the members are requested to attend the meeting without fail.

Agenda:

1. Discussion on punctuality of students.
2. Discussion on maintenance of infrastructure.
3. Discussion on Lost book of library.
4. Discussion on using pen drives in college computer lab or ICT enabled rooms.


Convener


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Principal
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Ref:

Date: 18/06/2018

ETHICS COMMITTEE MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
22/06/2018	Principal's Chamber	2.30 PM to 3:30 PM	AVCW/Ethics committee/2018-19/ Circular dated 18/06/2018.

Minutes of the meeting of the ethics committee held at Anand Vihar College For Women on 22/06/2018.

Meeting agenda:

1. Discussion on punctuality of students.
2. Discussion on maintenance of infrastructure.
3. Discussion on Lost book of library.
4. Discussion on using pen drives in college computer lab or ICT enabled rooms.

Minutes and Proceedings:

1. Student should report to the class on time to stop the interruption in the flow of lectures
2. Student should handle the furniture, electrical items and other properties with care ,damage to the furniture and other properties will lead to penalty.
3. It was decided if the issued book is lost it has to be replaced by same new book of latest edition.
4. It was decided not to use any pen drives in computer lab and ICT enabled rooms to avoid computer viruses or any other undesirable content .

Convener

Copy to

1. The Principal
2. All HODs

Principal
PRINCIPAL

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Ref:

Date: 16/6/19

ETHICS COMMITTEE CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2019-20.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr.(Mrs)Madhu Mishra	Principal	Chairman
2.	Dr.(Mrs) Sandhya Gupta	HOD-Commerce and Management	Convener
3.	Dr.(Mrs.) Varsha Saraswat	HOD-Education	Co- Convener
4.	Dr (Mrs) Anupama Pandey	Asst.Prof, Commerce	Member
5.	Dr(Mrs) Verlaxmi Indrakanti	Asst. Professor, Education	Member
6.	Dr (Mrs)Priya Boradkar	Asst.Prof, Commerce	Member
7.	Dr(Mrs) Shalini Mishra	Asst. Prof, Education	Member
8.	Ms. Anjali Batham	B.C.A. III Year	Member (Student)
9.	Ms. Jyoti Kapoor	B.Ed II Year	Member (Student)

Functions and Responsibilities:

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- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required

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All members of Ethics Committee.


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BHOPAL



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Ref:

Date: 24/06/2019

CIRCULAR

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 28th June 2019 at 2:30 PM in the Principal's Chamber .

So, all the members are requested to attend the meeting without fail.

Agenda:

1. Discussion on wearing I- cards.
2. Discussion on maintaining discipline in the campus.
3. Discussion on the discipline of students when media is in the premises .
4. Decision regarding damage of library books by students .

Convener

Principal
ANAND VIHAR COLLEGE FOR WOMEN
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Ref:

Date: 24/06/2019

ETHICS COMMITTEE MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
28/06/2019	Principal's Chamber	2.30 PM to 3.30 PM	AVCW/Ethics committee/2019-20/ Circular dated 24/06/2019.

Minutes of the meeting of the ethics committee held at Anand Vihar College For Women on 28/06/2019.

Meeting agenda:

1. Discussion on wearing I- cards.
2. Discussion on maintaining discipline in the campus.
3. Discussion on the discipline of students when media is in the premises .
4. Decision regarding damage of library books by students .

Minutes and Proceedings:

1. All the students must wear I card compulsorily otherwise entry in the campus will be prohibited
2. Student should not indulge in any anti social activity or ragging, the student will strictly punished or even rusticated.
3. It was decided that no students are expected to interact on behalf of Institute with media representatives on the campus without the permission of teachers.
4. It was decided to charge fine if the issued books from the library are found marked with pen or any tempering as per the library rules and regulations.

Convener

Copy to

1. The Principal
2. All HODs

Principal
PRINCIPAL

ANAND VIHAR COLLEGE FOR WOMEN
BHOPAL

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Ref:

Date: 10/06/20

ETHICS COMMITTEE CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2020-21.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr.(Mrs)Madhu Mishra	Principal	Chairman
2.	Dr.(Mrs) Sandhya Gupta	HOD-Commerce and Management	Convener
3.	Dr.(Mrs.) Varsha Saraswat	HOD-Education	Co- Convener
4.	Dr (Mrs) Anupama Pandey	Asst.Prof, Commerce	Member
5.	Dr(Mrs) Verlaxmi Indrakanti	Asst. Professor, Education	Member
6.	Dr (Mrs)Priya Boradkar	Asst.Prof, Commerce	Member
7.	Dr(Mrs) Shalini Mishra	Asst. Prof, Education	Member
8.	Ms. Mansi Somkunwar	B. A. III Year	Member (Student)
9.	Ms.Komal Movel	B.Ed II Year	Member (Student)

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
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- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required

Copy to

All members of Ethics Committee.

Principal
ANAND VIHAR COLLEGE FOR WOMEN
BHOPAL

[Signature]

ANAND VIHAR COLLEGE FOR WOMEN

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Email: info@anandviharcollege.edu.in

2761133
2765294

MAAC ACCREDITED

B+

Ref:

Date: 15/06/2020

CIRCULAR



All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 19th June 2016 at 2:30 PM on Google Meet .

So, all the members are requested to attend the meeting without fail.

Agenda:

1. To enhance reading habit among students .
2. Discussion on preventive measures to maintain discipline .
3. Discussion regarding discipline among students during activities.
4. Discussion regarding responsibility of the personal belongingness of students.


Convener


PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
BHO PAL




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Email: info@anandviharcollege.edu.in

2761133
2765294



Date: 15/06/2020

Ref:

ETHICS COMMITTEE MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
19/06/2020	Google Meet	2.30 PM to 3.30 PM	AVCW/Ethics committee/2020-21/ Circular dated 15/06/2020.

Minutes of the meeting of the ethics committee held at Anand Vihar College For Women on 19/06/2020.

Meeting agenda:

1. To enhance reading habit among students .
2. Discussion on preventive measures to maintain discipline .
3. Discussion regarding discipline among students during activities.
4. Discussion regarding responsibility of the personal belongingness of students.

Minutes and Proceedings:

1. During leisure time students are advised to use the library
2. Smoking, use of alcohol etc are strictly prohibited. it was asked to make a regular check on it.
3. Student should maintain honesty, integrity ,fairness in all activities. Committee of the activity should take care of it .
4. Students are responsible for all their personal belongings kept outside the library and advise not to carry valuables in their bags.

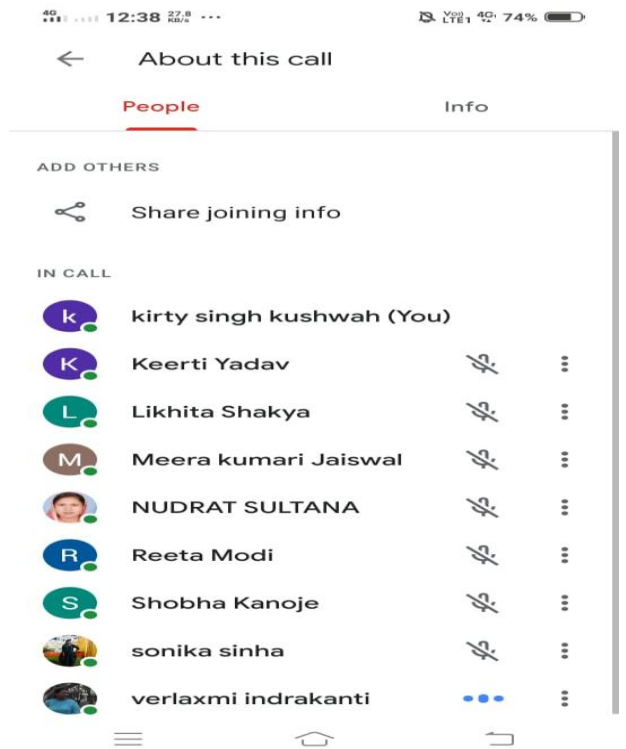
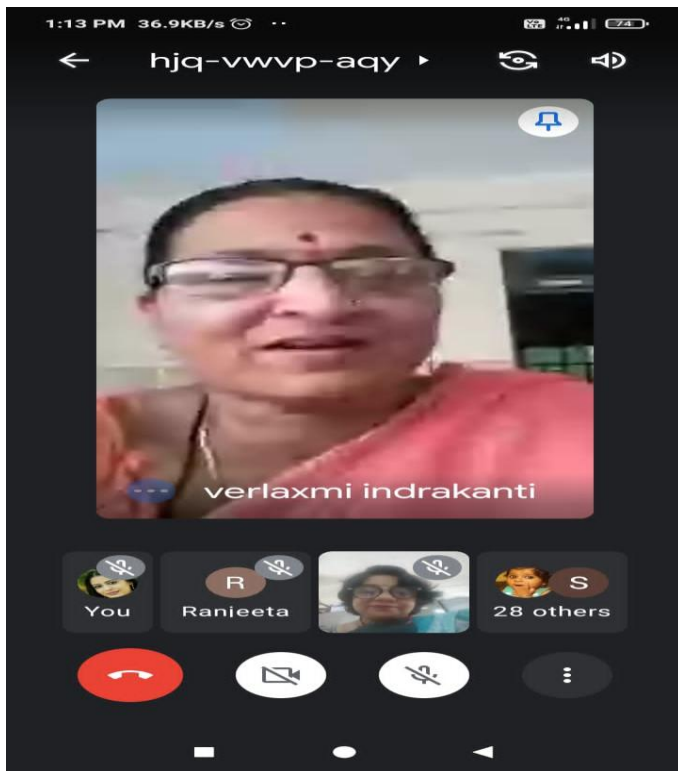
Convenor

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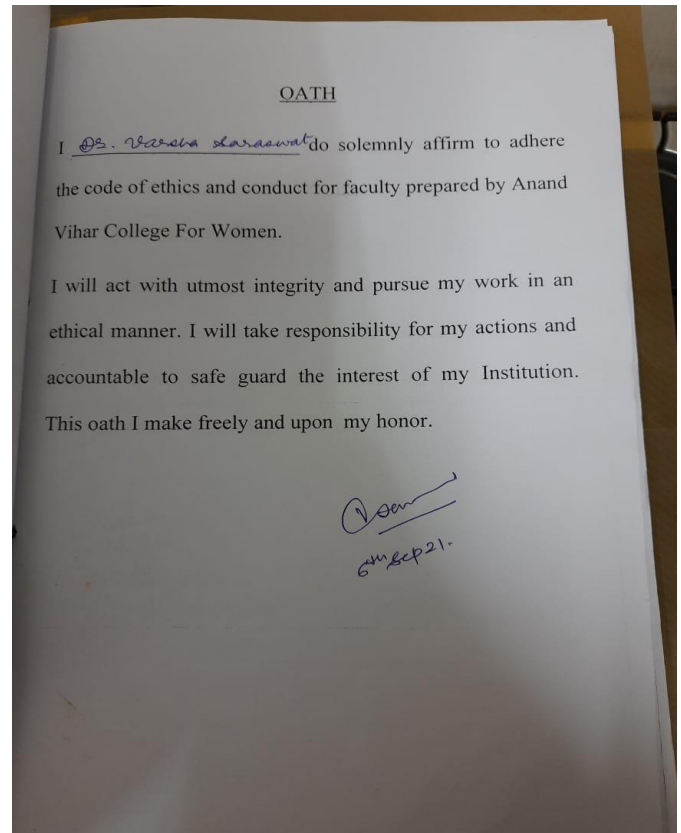
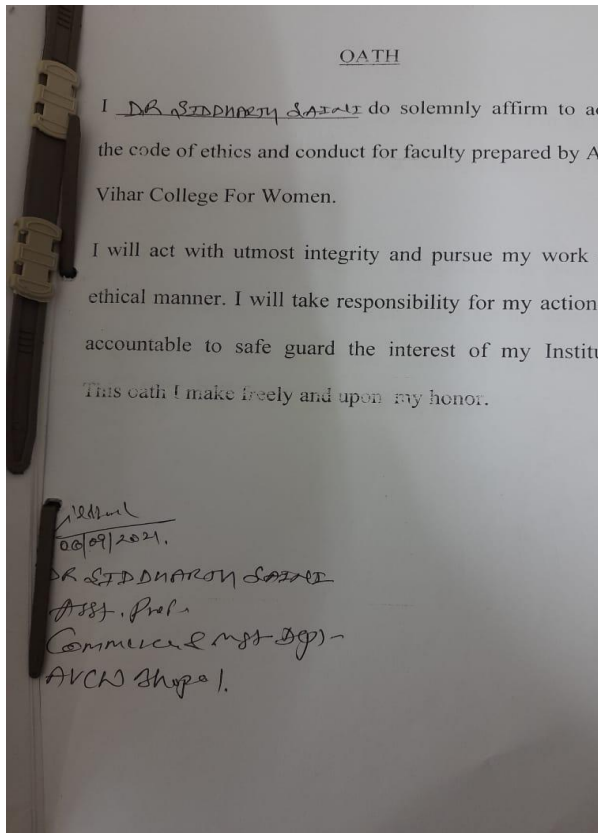
1. The Principal
2. All HODs

Principal
PRINCIPAL

ANAND VIHAR COLLEGE FOR WOMEN
BHOPAL



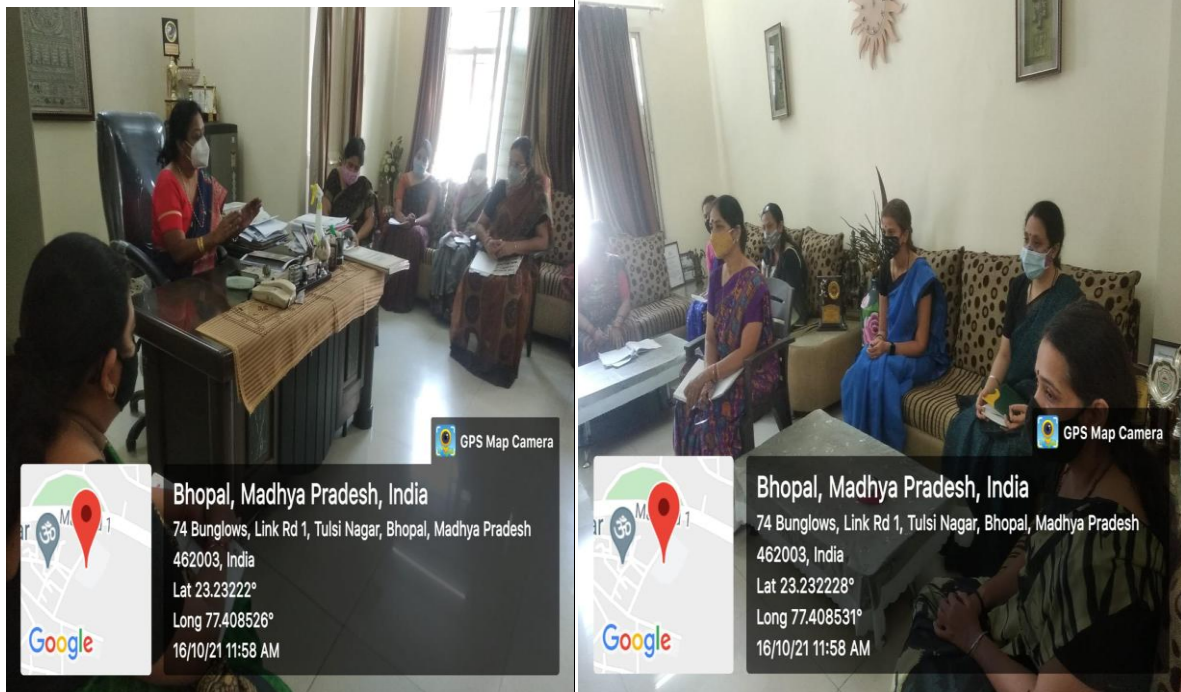
Orientation Program(Awareness Program on Code of Conduct)





Oth on Code of Conduct on 6th Sep 2021



Meeting of Code of Conduct Principal and Management




Meeting of Code of Conduct Principal and Staff





Faculty Development Program
on
“Professional Ethics”
for 21st Century Educators

Part I Theoretical Inputs and Professional Ethics for 21st Century Educators

Part II Case Based Discussions

Date: 25th & 26th October, 2021 | **Time: 11:00 am - 01:00 pm** | 

Resource:  **Dr. Devika Trehan**
Assistant Professor
Jaipuria Indore

Professional Ethics Program For Teaching and Non Teaching Staff



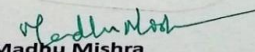
2 DAY FACULTY DEVELOPMENT PROGRAMME

Certificate of **PARTICIPATION**

This is to certify that *Mr./Ms./Dr. Veraxmi Indrakanti*

participated in 2 Day FDP on **Professional Ethics**

by Jaipuria Institute of Management on 25 and 26th Oct'21


Dr. Madhu Mishra
Principal
Anand Vihar College for women, Bhopal


Dr. Prithvi Yadav
Director
Jaipuria Institute of Management, Indore




2 DAY FACULTY DEVELOPMENT PROGRAMME

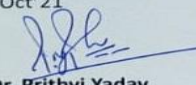
Certificate of **PARTICIPATION**

This is to certify that *Mr./Ms./Dr. Priya Boradkar*

participated in 2 Day FDP on **Professional Ethics**

by Jaipuria Institute of Management on 25 and 26th Oct'21


Dr. Madhu Mishra
Principal
Anand Vihar College for women, Bhopal


Dr. Prithvi Yadav
Director
Jaipuria Institute of Management, Indore