

**Bharati Vidyapeeth
(Deemed to be University), Pune**

A+ Accreditation (third cycle) by NAAC in 2017
Category-I Deemed to be University Grade by UGC
68th Rank among Universities by NIRF-2021

CODE OF CONDUCT

- University staff
- Administrative / Non-teaching staff
- Director / Dean / Principal
- Teaching staff
- Students

Bharati Vidyapeeth (Deemed to be University), Pune
Bharati Vidyapeeth Bhavan
Lal Bahadur Shastri Marg, Pune – 411030 (India)

- **About University**

- The institutions of Bharati Vidyapeeth (BV) was accorded deemed university status in 1996 for its academic excellence. The Bharati Vidyapeeth (Deemed to be University) has established academic excellence and offers programmes in innovative and emerging areas, presently has 29 constituent institutions, including three research institutes dedicated exclusively to research, is multi-campus and multi-disciplinary and is catering to the needs of Urban and Rural students, has significant achievements in research, has world-class infrastructure and facilities, launched several innovative academic programmes, best teaching-learning processes and has entered into national, as well as, international collaborations.
- Bharati Vidyapeeth (Deemed to be University) as an educational organization has committed itself to make available quality education in different areas of knowledge to the students as per their choices and inclinations create an ambience with enriched infrastructure and academic facilities in its campuses conducive for academic pursuits bring education within the reach of rural and girl students by providing them substantive fee concessions and subsidized hostel and mess facilities nurture students not only to be competent professionals but also responsible citizens and noble minded human beings world-class medical education with super-specialty hospitals and services at affordable cost. The functioning of all the constituent units of Bharati Vidyapeeth (Deemed to be University) is designed and geared up towards the fulfillment of these commitments.

Bharati Vidyapeeth (Deemed to be University) Pune

Code of Conduct

University Staff

Introduction-

The university office has to deal with multiple disciplines and therefore has to employ staff accordingly.

Scope-

It includes all staff members in the university

- Deputy Registrars
- Asst. Registrars
- Finance officers
- Administrative officers
- Clerks
- Peons

Policy statement-

a) General

- maintain and develop knowledge and understanding of their area of expertise or professional field;
- act diligently and conscientiously;
- act fairly and reasonably, and treat students, staff, affiliates, visitors to the University and members of the public with respect, impartiality, courtesy and sensitivity
- maintain a co-operative and collaborative approach to working relationships
- should work sincerely to maintain the discipline and principles of the university
- they should serve the society to uphold the principles laid down by Founder Chancellor- Social transformation through dynamic education.

b) Conflicts of interest

- avoid conflicts of interest;
- comply with all applicable legislation, professional codes of conduct or practice and University policies

c) Outside engagements and private practice

- All staff and affiliates engaged in paid University work must ensure that any non-University work they perform (including provision of assistance to government, the professions and industry through, for example, consulting work, contracting, collaborative research and participation on committees):
 - does not conflict with their University work
 - does not adversely affect their University work performance;
 - does not involve the use of University resources
 - is performed outside their normal University working hours

d) Acceptance of gifts and benefits

- Gifts may be accepted only if the recipient is satisfied that they cannot be compromised, or be seen as having been compromised, by doing so;
- A staff member or affiliate who is in a position in the course of their University work to confer a benefit on a third party must not accept a gift from that party;
- No gifts should be accepted from students/parents

e) Use and security of official information and confidential information

- Staff and affiliates must:
 - maintain the integrity, confidentiality and privacy of University records and information to which they have access in the course of their employment;
 - take all reasonable precautions to prevent unauthorized access to, or misuse of, University records and information; and
 - protect the University's interests in intellectual property arising from its teaching and research
- Staff and affiliates must not:
 - disclose, or offer to supply, confidential or private University records or information, except when authorized to do so as a part of their normal duties or functions, or when required or permitted to do so by University policy, State or Commonwealth law, court order or other legal instrument;
 - access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose; or
 - destroy, or authorize the destruction of, University records other than in accordance with directions from university authorities

f) Use of official facilities and equipment

- Staff should use the facilities of the university for official work only
- Use of equipment should be done diligently for official work only

- Proper maintenance of the equipment should be done
- Use of infrastructure for organizing conferences/workshops/meetings of societies/organizations should be with prior permission of University/college authorities

g) Breaches of the code of conduct

- Any breach of code of conduct may result in disciplinary action against the staff
- An enquiry may be done by the university officials or any other competent person appointed
- Appellate authority against the action will be Hon'ble Secretary/Vice-Chancellor

Bharati Vidyapeeth (Deemed to be University) Pune

Code of Conduct

College Administrative (Non-Teaching) staff

Introduction-

The College non-teaching staff has to deal with students, staff, parents and other persons from the society during their routine work.

Scope-

It includes following non-teaching members in the college

- Office superintendents
- Administrative officers
- Accountants
- Laboratory Assistants
- Receptionist
- Telephone operators
- Clerks
- Peons

Policy statement-

a) General

- Maintain and develop knowledge and understanding of their area of expertise
- Work to maintain the discipline
- Should follow the rules and regulations of the university/college
- Treat staff, affiliates, visitors to the college and members of the public with courtesy and respect
- Treat the students with impartiality and with courtesy
- Maintain dignity by treating students with care and kindness.
- Maintain a good relationship with his colleagues
- Should work sincerely to maintain the discipline and principles of the university/college
- They should serve the society to uphold the principles laid down by Founder Chancellor- Social transformation through dynamic education.
- Loyalty to the College by being punctual and reliable in all duties and work assigned to him/her.
- Integrity by being honest in words and actions.
- Creating and maintaining strong relationships with:
 - a. Proper interactions with students
 - b. Maintaining professional boundaries with students and staffs.

- Being supportive and cooperate with other staff members
- Maintain responsibility by meeting the required standards for every assigned task.
- Earn respect by mutual respect, trust and confidentiality
- Be committed to the wellbeing of individuals, the wider community and the common good of all people.
- He / she must respect and maintain the hierarchy in the Administration.
- He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Must not use unauthorized persons to perform official duties.
- As the technical and administrative staff are expected to work closely with the faculty of the College in day to day activities, the staff should
 - a. Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
 - b. Develop friendly and co-operative relationship with the faculty members.
 - c. Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
- A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular, he/she should,
 1. 1 Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
 2. 2 Refrain from passing information about colleagues to any individual or agency without his/her express permission.
- A member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
 - 1) Perform all professional activities through proper channels.
 - 2) Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
 - 3) Look for promotion/elevation only on grounds of competence/performance.
 - 4) Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of College by performing his/her role in a professional manner.
 - 5) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
 - 6) Should follow all norms and job details assigned by the College to the member from time to time with dedication.

b) Conflicts of interest

- avoid conflicts of interest;
- comply with all applicable rules and regulations, legislation and University policies
- No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
- No staff employed in a college shall indulge in any criticism of the policies of the university either directly or indirectly or participate in activities which bring disrepute to the university

c) Outside engagements and private work

- All non-teaching staff members engaged in non-University /non-college work they perform:
 - does not conflict with their University/college work
 - does not adversely affect their University/college work performance;
 - does not involve the use of University/college resources
 - is performed outside their normal University/college working hours

d) Acceptance of gifts and benefits

- Gifts may be accepted only if the recipient is satisfied that they cannot be compromised, or be seen as having been compromised, by doing so;
- A staff member or affiliate who is in a position in the course of their University/college work to confer a benefit on a third party must not accept a gift from that party;
- No gifts should be accepted from students/parents

e) Use and security of official information and confidential information

- Non-Teaching must:
 - maintain the integrity, confidentiality and privacy of University/college records and information to which they have access in the course of their employment;
 - take all reasonable precautions to prevent unauthorized access and misuse of University/college records and information;

- Staff must not:
 - disclose confidential University/college records or information, except when authorized to do so as a part of their normal duties or functions, or when required or permitted to do so by University/college, court order or other legal instrument;
 - access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose;
 - destroy, or authorize the destruction of University/college records only with the directions of University/College authorities

f) Use of official facilities and equipment

- Staff should use the facilities of the university/college for official work only
- Use of equipment should be done properly for official work only
- Proper maintenance of the equipment should be done regularly

g) Breaches of the code of conduct

- Any breach of code of conduct may result in disciplinary action against the staff
- An enquiry may be done by the university/college officials or any other competent person appointed by the Principal/Director
- Appellate authority against the action will be Hon'ble Secretary/Vice-Chancellor

Bharati Vidyapeeth (Deemed to be University) Pune

Code of Conduct

Head of the Institution / University Department

Introduction-

The Head of the University Department shall be the Principal academic and executive head of the college. The Head of the Institution / Director is the leader of department of university. He should lead by example and focus on development of University/college

Scope-

It includes

- Directors
- Deans
- Principals

Policy statement-

a) General

- The Head shall be appointed by the Secretary/Vice-Chancellor in the manner as prescribed in the university rules and regulations and shall be working directly under direction and the control of the Vice Chancellor.
- He/ She shall supervise and control the working of the teachers and the employees working in the college.
- He/ She shall review the Self-Assessment Reports of the teachers and employees working in the college and submit Confidential Reports to the Vice Chancellor
- He/ She shall, in consultation with the Departmental Heads, prepare the annual financial estimates of the college, time table of academic activities and examinations to be conducted during the academic year.
- He/ She shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the college in continuation of earlier plans in consultation with College Committee.
- He/ She shall plan co-curricular and extra-curricular activities of the college/ university department
- He/ She shall be the ex-officio Chairman of admission committee for various programs of the college/department as per the procedure laid down by the University, from time to time.
- He/ She shall, in consultation with the concerned committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the University authorities for consideration.
- He shall assist the University in the smooth conduct of the University Examinations.
- He shall perform such other duties and responsibilities as may be assigned to him/her by the Vice-Chancellor, from time to time.

- Director/Principal/In-charge will maintain the dignity and decorum of the post he/she holds.

b) Conflicts of interest

- avoid conflicts of interest;
- comply with all applicable legislation, professional codes of conduct or practice and University policies
- comply with the rules and regulations of statutory/regulatory bodies

c) Outside engagements and private practice

- He shall not be involved in any commercial activity that will harm the interests of the University.
- He may undertake any outside work as consultant without interfering in the day to day working of the college and if it
 - does not conflict with their University work
 - does not adversely affect their University work performance;
 - does not involve the use of University resources
 - is performed outside their normal University working hours
- He may become a member/expert on various committees of other colleges/institutions
 - does not conflict with their University work
 - does not adversely affect their University work performance;
 - does not involve the use of University resources
 - is performed outside their normal University working hours

d) Acceptance of gifts and benefits

- Gifts may be accepted only if the recipient is satisfied that they cannot be compromised, or be seen as having been compromised, by doing so;
- He/She will not accept any gift from faculty or any other staff member of the college if acceptance of gift is going to compromise functioning as head of Institution;
- No gifts should be accepted from students/parents

e) Use and security of official information and confidential information

- He/She must not disclose, or offer to supply, confidential or private University records or information
- He /She should maintain the integrity, confidentiality and privacy of University records and information to which they have access in the course of their employment

- He/She shall take all reasonable precautions to prevent unauthorized access to, or misuse of, University records and information; and
- He/She shall protect the University's interests in intellectual property arising from its teaching and research
- He/She shall access or use information, including information on electronic systems and hardcopy files, only for official purpose
- destroy, or authorize the destruction of, University records other than in accordance

f) Use of official facilities and equipment

- He/ She shall monitor the purchase of equipment, chemicals, books etc. which are required to be purchased for his college as per the procedure laid down by the University.
- He/ She shall follow the rules and regulations of the university with regards to purchase of equipment/furniture/chemicals etc.
- He/ She shall be responsible for maintenance of the equipment
- He/She shall monitor the use of equipment
- He/She shall may permit his faculty to use infrastructure and other facilities for organization of knowledge events with prior permission
- He/She should not allow use of equipment for non-official purpose or for anything that may compromise the interests of the university

g) Breaches of the code of conduct

- Any breach in the code of conduct will result in disciplinary action by the university
- An enquiry may be initiated by the Hon'ble Secretary/Vice-Chancellor by appointing a competent person
- An appeal against the disciplinary action can be made to Hon'ble Secretary/ Vice-Chancellor

Bharati Vidyapeeth (Deemed to be University) Pune

Code of Conduct

Students

I. Jurisdiction and applicability

- The Student Code of Conduct applies to any student enrolled in a course at the University, and including co-op and exchange students.
- The Code applies to conduct that occurs on or near the premises of the Bharati Vidyapeeth Deemed to be University). It also applies to conduct that occurs elsewhere if it is related to University sponsored programs or activities, (such as travelling athletic teams, quiz teams, cultural meet teams etc.) or if it occurs in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the University.
- It does not apply to conduct that is assigned to another disciplinary body at the University, allegations regarding a student's failure to meet standards of professional conduct, or conduct committed by a student solely in his or her capacity as an employee of the University.
- Students living in residence may also be subject to a separate residence policy for conduct that occurs in any buildings managed by Student Housing and Hospitality Services or the property surrounding these residences.
- Unless otherwise specified, the University Code of Conduct applies to all Doctor of philosophy (Ph.D.) candidates, Master candidates, and Bachelor candidates., diploma candidates

II. Misconduct and prohibited conduct

a. Academic Misconduct

1. Plagiarism: A student must not intentionally, knowingly, or recklessly include in work offered to fulfill any college requirement the language, work, or ideas of another without proper attribution. Plagiarism includes (a) the misappropriation of language taken verbatim, or nearly verbatim, from other sources without crediting the author of the original work by use of both quotation marks and footnotes or other appropriate forms of attribution, (b) the misappropriation of the original ideas of another without appropriate attribution, and (c) the misappropriation of the original pattern of ideas or organization of one or more original works over a substantial portion of the paper. This third type of plagiarism occurs when a student follows the work of others, idea for idea, over a substantial portion of the paper, while paraphrasing the language of the original work, without indicating that the pattern of thought or structure of the paper comes from the original source.

2. Use of work completed by another: A student must not submit the work of another in fulfillment of any college requirement. This includes work completed by another student or any other person.

3. Multiple submission of work: A student must not submit work in fulfillment of any college requirement that the student has submitted in compliance with the requisites for any other course or program at this or any other academic institution without the express consent of the present professor. This provision will also apply to work submitted for credit at the college that was previously completed in satisfaction of non-academic work requirements outside the college

4. Unauthorized collaboration: A student must not submit work produced in collaboration with another without the permission of the professor. This includes collaboration with respect to the substantive content of the work, as well as the writing style, grammar, proofreading, or cite form.

This provision will not apply if the professor has expressly permitted discussion, collaboration, or assistance in the matter.

5. Third parties: A student must not assist another student in violating the regulations set forth in any part of this section, nor may any student attempt to enlist the assistance of a third party with the purpose of violating any of the foregoing provisions.

b. Misconduct involving examinations

Cheating: Cheating includes, but is not limited to:

- 1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- 2) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- 3) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- 4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- 5) Creating sources, or citations that do not exist
- 6) Altering previously evaluated and re-submitting the work for re-evaluation
- 7) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

The various forms of Misconduct, the Students should refrain from, include

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
5. Participating in activities including
 - a. Organizing meetings and processions without permission from the Institution.
 - b. Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India
 - c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - d. Unauthorized possession or use of harmful chemicals and banned drugs.
 - e. Smoking within the College campus.
 - f. Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - g. Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
 - h. Rash driving on the campus that may cause any inconvenience to others.
 - i. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
 - j. Pilfering or unauthorized access to the resources of others.
 - k. Misdemeanor and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.

- l. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
9. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
10. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
11. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.
12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

a. First report to Vice Principal/Asso. Dean/ In Charge for academic affairs

Formal hearing: conduct review committee

- a. Composition (3 senior professors/teachers/ at least 2 lady members if student is female)
 - b. Hearing process
 - c. In camera Discussion
- b. Appeal to the Dean: Appeal Process- (if the student is not satisfied with the committee decision he may appeal to Dean/Director/Principal)
- c. Record keeping and annual report
- a. Storage of records and access
 - b. Annual report

Sanctions and Penalties.

Any one or a combination of the following sanctions may be imposed for a violation of the Code of Conduct:

1. **Warning:** Written notice to the student that a future violation of the Code of Conduct will be cause for disciplinary action.
2. **Censure:** Written reprimand for a violation of the Code of Conduct. A written reprimand may include a recommendation for the completion of (a) community or pro bono service hours, (b) a written brief, and (c) an anonymous letter of atonement to be sent via email to the student body.
3. **Disciplinary Probation:** Probation for a stated period of time on specified conditions.
4. **Suspension:** Termination of student status for a specified period. Suspension may include exclusion from designated areas of the college/University campus.

5. **Dismissal:** Permanent termination of student status.

6. **Interim Suspension:** Exclusion from classes or from other designated activities or from designated areas of the campus, before final action on an alleged violation, when there is reasonable cause to believe that such action is in the best interest of the College.

7. **Grade Reduction.** The Conduct Review Committee may recommend to the faculty member that a student be denied course credit or a grade be reduced to an administrative “F” where the relevant misconduct consists of cheating on an examination, plagiarism in a paper, or other academic dishonesty.

Bharati Vidyapeeth (Deemed to be University) Pune

Code of Conduct

Teaching Staff

I. Introduction:

A teacher appointed by the university is an integral part of the education system and must display utmost professional behavior while discharging his/her duties.

Every teacher bears the responsibility to conduct himself in accordance with the ideals of the profession. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition towards others and strive hard to promote and protect the interest of the University and teaching fraternity. A teacher should perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with integrity and dedication.

II. Purpose of the Code

This code of conduct for teachers is to inform to a teacher about his duties and responsibilities as stipulated by the provisions of the Bharati Vidyapeeth (Deemed to be) University keeping in view the Universities Act, various related Statutes, Ordinances, Regulations, Rules and Directives and decisions of the Competent Authority/ regulatory bodies from time to time.

III. Scope

This code of conduct is applicable to all academic staff at university and its constituent units, including head of departments, professors, associate professors, assistant professor, tutors and part-time instructors. (or any other teacher as designated by the respective council)

Violating these codes can result in disciplinary action or dismissal.

IV. Code of Conduct for Teachers

The teachers and their responsibilities:

A. Teacher as a Professional

- i. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- ii. Strive to make continuous professional growth through study and research, and writing and decent conduct through active participation at professional meetings, seminars, conferences, etc.
- iii. discharge their professional responsibilities according to the existing rules and procedures consistent with their profession.
- iv. not undertake any other employment and commitment including private tuitions and coaching classes; write guides, notes, questions and answers, circulation, etc. for commercial benefit and a full-time teacher shall not engage himself in any trade, business, coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed not
- v. refrain from availing themselves of leave (except on unavoidable grounds and as far as practicable) without prior intimation, keeping in view their particular responsibility for completion of academic schedule. He/ She shall inform the Competent Authority within five days from the first date of absence, failing which his absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit. However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.
- vi. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause damage to or bring discredit to the institution or Management.
- vii. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- viii. For Professional development and competency development
 - a. Teachers are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences, and to apply to funding agencies and take up Research projects.

- b. Teachers should attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
- c. Teachers may opt to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
- d. Absence from duty for the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.
- ix. maintain the integrity, confidentiality and privacy of college records and information to which they have access in the course of their employment;
- x. take all reasonable precautions to prevent unauthorized access to, or misuse of, college records and information; and
- xi. protect the University/college interests in intellectual property arising from its teaching and research
- xii. access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose
- xiii. Should refrain from using college equipment's and infrastructure for work other than official

B. Teachers and the students:

The teacher shall

- a. respect the right and dignity of the student in expressing his/her opinion and not behave in a vindictive manner towards any of them for any reason.
- b. deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- c. Practice fairness in examination and assessment of the student.
- d. refrain from inciting students against other students, colleagues or administration.
- e. keep in confidence all privileged information gained about a student though may reveal information about the academic standing of students in response to a request from a reputable source.
- f. When acting as referees, they must strive to be fair and objective.
- g. Help, guide, encourage and assist students in their learning.
- h. Will not accept any gifts from students

(C) Teachers and Colleagues:

The teachers shall always

- (i) be thoroughly social and humane, democratic and rational, towards other teachers,
- (ii) treat and speak respectfully of other teachers and refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- (iii) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,

(D) Teachers and nonteaching employees:

- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking.
- (ii) the teachers should try to inculcate discipline and work ethics in non-teaching staff members

(F) Teachers and Guardians:

The teachers shall endeavour to maintain contact with the guardians of their students, to bring about the academic and all round development of the student. He may send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and institution.

Will not accept gifts/favors from parents

(G) Teachers and Society:

The teachers shall

- (i) recognize 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) involve students in such activities as would be conducive to the progress of society and hence the country as a whole.
- (v) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

(vi) 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, relations or linguistic groups but actively work for National Integration

Disciplinary Action

Violation or non-observance of the code of conduct will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The University Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.