



BHARATI VIDYAPEETH

(DEEMED TO BE UNIVERSITY), PUNE (INDIA)

A+ Accreditation (CGPA 3.53 Third Cycle) by NAAC in 2017
Category-I Deemed to be University by UGC
Ranked consistently amongst the top 100 Universities by NIRF

CODE OF CONDUCT

STAFF

POLICY

Bharati Vidyapeeth:

Bharati Vidyapeeth, the parent body of Bharati Vidyapeeth (Deemed to be University), Pune was established in 1964, by distinguished educationist Dr. Patangraoji Kadam, with a mission of promoting "Social Transformation Through Dynamic Education'. The institution aims to provide enhanced learning opportunities and bring about intellectual awakening of people through the spread of education that would have a positive impact on the world. Since its establishment, it has maintained the highest standards and has proliferated inventive practices in the education sector.

Bharati Vidyapeeth (Deemed to be University):

Bharati Vidyapeeth (Deemed to be University) is one of the largest multi- faculty, multi-campus Deemed to be Universities in the country which has created a very laudable track record of academic achievements since its inception.

In 1996, 12 institutions of Bharati Vidyapeeth were accorded Deemed To Be University status in 1996 for academic excellence by the University Grants Commission (*vide its notification no. F.9-15/95-U.3 on 26th April 1996 under section 3 of UGC Act 1956*). Presently, the university is having 29 constituent colleges, along with schools, off campus departments and centers under 12 different disciplines including Modern Medicine, Dentistry, Ayurved, Homoeopathy, Nursing, Arts, Science, Commerce, Engineering, Pharmacy, Management, Social Sciences, Law, Environment Science, Architecture, Hotel Management Tourism and Catering Technology, Physical Education, Computer Science, Library Science and Information Technology etc. spanning over campuses in Pune, Navi Mumbai, Kolhapur, Solapur, Sangli, Karad and New Delhi, thus catering to the students from rural as well as urban and metro cities.

The University was accredited by the National Assessment and Accreditation Council (NAAC) with the prestigious 'A' grade in 2004 and reaccredited with 'A' grade in 2011 (second cycle). Under third cycle of assessment, the university is accredited with 'A+' grade by the NAAC in 2017. The University has been graded as Category-I Deemed to be University by UGC under its Graded autonomy regulations. The University is a Member of Association of Indian Universities and also a Member of Association of Commonwealth Universities. It has been consecutively ranked within the Top 100 universities in India by National Institutional Ranking Framework (NIRF), Ministry of Human Resource Development, Government of India since the beginning of NIRF.

The University puts a premium on research. It is probably the only Deemed to be University in the country having three self-financing research institutes as its constituent units viz. (i) Interactive Research School for Health Affairs (IRSHA), (ii) Research and Development Centre in Pharmaceutical Sciences & Applied Chemistry, Pune. and (iii) Yashwantrao Chavan Institute of Social Sciences Studies & Research, Pune, which are involved in advanced research in Bio Medical Sciences, Pharmaceutical Sciences and Social Sciences.

The university boasts of world-class infrastructure and facilities, significant achievements in research, several innovative academic programs, best teaching-learning processes and national, as well as, international collaborations. Over the years, the Bharati Vidyapeeth (Deemed to be University) BVDU, has attained academic excellence and offers programmes in innovative and emerging areas, through its constituent colleges, schools and departments including three research institutes dedicated exclusively to research.

Code of Conduct:

This policy document is to bring about clarity of role and responsibility among the staff and students of the university.

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
- Non-teaching staff like Clerks, Peons etc.

Policy statement-

a) General

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

b) Conflicts of interest

- They should avoid conflicts of interest.
- They should comply with all applicable legislation, professional codes of conduct or practice 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.

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 made by the university officials, or any other competent person appointed.
- Appellate authority against the action will be Hon'ble Secretary/Hon'ble 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
- Technicians/ Laboratory Assistants
- Receptionist
- Telephone operators
- Non-teaching staff – clerks, Peons etc.

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 colleagues
- Should work sincerely to maintain the discipline and principles of the university/college
- They should serve 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:
 - Proper interactions with students
 - 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 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
 - 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.
 - Develop friendly and co-operative relationships with the faculty members.
 - Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
- A staff 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,
 - Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
 - Refrain from passing information about colleagues to any individual or agency without his/her express permission.
- A staff 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,

- Perform all professional activities through proper channels.
- Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
- Apply for promotion/elevation only on grounds of competence/performance.
- Co-operate wholeheartedly with the authorities of the College/ school/department in the fulfillment of the mission and goals of College by performing his/her role in a professional manner.
- Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- Should follow all norms and job details assigned by the College to the member from time to time with dedication.

b) Conflicts of interest

- They should avoid conflicts of interest;
- They should 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/ any other stakeholders

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/school/department 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) No smoking/any form of tobacco consumption/consumption of illicit drugs including alcohol within college or BVDU campus.

h) All staff members should wear helmets while driving 2 wheelers in the campus.

i) 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/Hon'ble 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 who will be academic and executive head of the college. The Head of the Institution / Director is the leader of the department of university.

He/ She 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/school/department.
- 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/ She shall assist the University in the smooth conduct of the University Examinations.
- He/ She shall perform such other duties and responsibilities as may be assigned to him/her by the Hon'ble Vice-Chancellor/ Hon'ble Secretary from time to time.
- Director/Principal/In-charge will maintain the dignity and decorum of the post he/she holds.
- **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

b) Outside engagements and private practice

- He/ She shall not be involved in any commercial activity that will harm the interests of the University.
- He/ She 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/ She may become a member/expert on various committees of other colleges/institutions which
 - 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

c) 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/ any other stakeholders

d) 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 even after leaving the job/ retirement
- 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
- He/ She should destroy, or authorize the destruction of, University records other than in accordance

e) 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

f) 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/Hon'ble Vice-Chancellor by appointing a competent person
- An appeal against the disciplinary action can be made to Hon'ble Secretary/ Hon'ble Vice- Chancellor

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/ SR 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

- 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.

- Teachers must Strive to make continuous professional growth through study, research, and writing and decent conduct through active participation at professional meetings, seminars, conferences, etc.
- Teachers must discharge their professional responsibilities according to the existing rules and procedures consistent with their profession and as per respective regulatory councils.
- Teachers must not undertake any other employment and commitment including private tuitions and coaching classes; write guides, notes, questions and answers, circulation, etc. for commercial benefit, 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.
- Teachers must 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/administrative work. 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, 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.
- 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.
- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- For Professional development and competency development
 - Teachers are encouraged to write text books, publish articles in reputed Journals especially Scopus/ Web of Science/ PubMed and present papers in Seminars and Conferences, and to apply to funding agencies and take up Research projects.
 - Teachers should attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge and skill.
 - Teachers may opt to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction as per the policy of University.
 - 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.
- The teacher maintains the integrity, confidentiality and privacy of college records and information to which they have access in the course of their employment.

- The teacher takes all reasonable precautions to prevent unauthorized access to, or misuse of, college records and information; and
- The teacher protects the University/college interests in intellectual property arising from its teaching and research.
- The teacher accesses or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose.
- The teacher should refrain from using college equipment and infrastructure for work other than official.

B. Teachers and the students:

The teacher shall

- 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.
- deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- Practice fairness in examination and assessment of the student.
- refrain from inciting students against other students, colleagues or administration.
- 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.
- When acting as referees, they must strive to be fair and objective.
- Help, guide, encourage and assist students in their learning.
- Will not accept any gifts from students.

(C) Teachers and Colleagues:

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

(D) Teachers and nonteaching employees:

- The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking.
- 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 reports 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 or students

(G) Teachers and Society:

The teachers shall

- recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- work to improve education in the community and strengthen the community's moral and intellectual life.
- involve students in such activities as would be conducive to the progress of society and hence the country as a whole.
- perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- 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

The teacher should not engage in smoking/ tobacco consumption in any form/ substance abuse including alcohol in the college/school/ or BVDU campus.

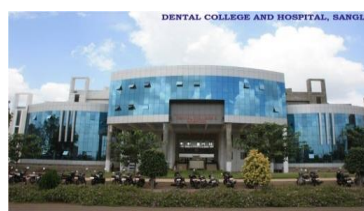
The teacher should not possess, consume, distribute tobacco or any other substance of abuse including alcohol in the college/school/ or BVDU campus.

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 and fulfilling vision of Founder Chancellor- Social Transformation through Dynamic Education.

“Social Transformation through Dynamic Education”



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

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