



Code of Professional Ethics and Conduct

Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Every faculty member should work within the university policies and practices to satisfy the vision and mission of the University. Code of Conduct for teaching is mainly governed by the D Y Patil International University, Statutes, Ordinances and UGC Regulation-2018.

A. Teachers should:

- Maintain the responsible behaviour and mannerisms that the community expects of them.
- Handle their personal matters with the respect due to their vocation.
- Strive for ongoing professional development via research and by innovative teaching strategies
- Participate in professional gatherings, seminars, conferences, etc. to contribute your free and honest opinion to the advancement of knowledge.
- Continue to be an active member of professional associations and use them to advance your career and education.
- Carry out their responsibilities with diligence and conscientiousness in the form of research, teaching, tutorial, practical, and seminar work.
- Participate in and help with the execution of tasks associated with the university's educational mandate, such as evaluating admissions applications, offering advice and counseling to students, and supporting the administration of university exams, which includes oversight, invigilation, and assessment.

- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes
- No member of the staff shall engage in any political activity within the University campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must register biometric attendance daily which is installed in the university premises.
- The duties assigned to teachers consist of lectures/ practical's/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- Mentor-Ward System is followed in the university and every teacher should take proper care of their group of students by guiding, motivating, counselling and monitoring them
- No faculty members shall act in any manner that violates the decorum or morality within the campus.

B. Teachers and the Students

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion
- Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- Pay attention to only the attainment of the student in the assessment of merit
- Make available to the students even beyond their class hours and help and guide students without any remuneration or reward

- Aid students to develop and understanding of our national heritage and national goals
- Refrain from inciting students against other students, colleagues or administration.

C. Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated
- Be considerate to other educators and provide support for professional development.
- Refrain from making unsubstantiated allegations against colleagues to higher authorities
- Avoid letting caste, creed, religion, race, or sexual orientation influence their professional decisions.

D. Teachers and Authorities

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest
- Avoid taking on any other jobs or commitments that can conflict with their professional obligations, such as private tutoring and coaching sessions.
- Participate in the creation of the institution's policies by taking on different positions and carrying out any duties those positions may require.
- Work together with the authorities to improve the institutions while maintaining the profession's dignity and best interests in mind.
- Respect the conditions of the agreement as mentioned in the appointment/offer letter and adhere to the various policies of the university
- Give adequate notice before changing positions, and expect the same in return and
- Refrain from taking time off unless absolutely necessary and, if at all possible, notify others in advance, bearing in mind their specific obligation to finish the academic duties.

E. Teachers and Non-Teaching Staff

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- Lend your full support in the operation of joint staff councils that include both non-teaching and teaching personnel

F. Teachers and Parents/ Guardians

Teachers should:

- Make an effort to ensure, through teacher associations and other organizations, that educational institutions stay in touch with parents/guardians, send performance reports to parents/guardians when needed, and arrange meetings with parents/guardians to discuss ideas and further the interests of the institution.
- If parents/ guardians seek for an appointment with teacher to discuss about their ward's progress then the teacher should allot time and meet them
- The teachers should converse in a professional manner and treat all parents/ guardians as equal individuals by ignoring their financial status, caste, creed, religion, race etc.

G. Teachers and Society

Teachers should:

- Acknowledge that providing education is a public service and work to inform the public about the programs that are offered.
- Strive to enhance the community's intellectual and moral life as well as its educational system.
- Recognize social issues and engage in actions that will advance society and, by extension, the nation as a whole.
- Fulfil your civic obligations, get involved in the community, and engage in shared activities with the public offices.
- Avoid engaging in, supporting, or subscribing to any actions that encourage animosity or hostility between various communities, faiths, or linguistic groups; instead, actively work toward national integration.

1. Vice- Chancellor/ Pro- Vice Chancellor should:

- Provide inspirational and motivational value-based academic and executive leadership to the University through policy formation, operational management, optimization of human resources and concern for environment and sustainability
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university
- Act as guardian of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment
- Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research
- Participate in extension, co-curricular and extra-curricular activities, including community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

2. Registrar should:

- Conduct himself/herself with integrity, fairness and honesty
- Avoid conflicts between personal interest and professional interest.
- Offer complete, true and accurate information whenever asked to furnish.
- Protect the legitimate privacy of individual employees and maintain appropriate confidentiality of institutional records.
- Possess professional competency to administer the institution enforce the rules and regulations with letter and spirit.
- Adhere to the principles of non-discrimination and equality among the employees.
- Use institutional resources effectively and efficiently

- Update himself on the latest developments / guidelines / institutions from Higher Education agencies such as UGC, MHRD, AICTE and Higher Education Department of the State concerned

3. Director/ Dean of the schools should:

- Promote a good working culture among the staffs and other members of the university
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour
- Offer complete, true and accurate information whenever asked to furnish
- Adhere to the vision & mission of the university and use their experience and expertise to the full potential in achieving the same
- Dean/ Director has to take action on the letter received from the staff or forward them to the Registrar immediately. He/she should not retain any letters unnecessarily.
- He/she must exhibit neutral behaviour and should not be biased to any staff member.
- Director/ Dean must use his powers judiciously. He/she has to keep in mind the interest of the Institution and the staff and students while taking decisions.
- He/she must ensure that the directions issued by the VC and Registrar is passed to the other staff members and should also ensure that the instructions are followed in letter and spirit
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research
- Participate in extension, co-curricular and extra-curricular activities, including community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

4. Head of the Schools should:

- Abide by rules and regulations of the university
- Address the issues faced by faculty members and students in the school and bring it to the notice of the director
- Ensure the smooth functioning of the department by facilitating the needs of faculty and students
- Treat all the fellow faculty members and students equally without any bias.

- Provide full support and assistance to the director in implementing the plans, organization of any department events or any co-curricular activities

5. Director of Physical Education should:

- Conduct the sports events without any bias as scheduled by the university
- Identify the talent and lend your full support for the students
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research
- Participate in extension, co-curricular and extra-curricular activities, including the community service

6. Librarian should:

- Keep a record of all the books in the university library
- Consult with the respective faculty members and order the text or reference book in advance
- Issuance of library cards for the faculty and students
- Adhere and abide by the rules and regulations of the university

7. Controller of Examinations should:

- To ensure secrecy, safety and security of all documents relating to examinations.
- Ensure fair evaluation of answer scripts by the faculty members
- Ensure that there is no conflict of personal interest with professional interest.
- Special care has to be taken in protecting the question-papers and take all possible precautionary steps to ensure that the questions are not leaked out before the examinations
- Ensure the results are declared on time and maintain proper records of the same
- Ensure that the entries in the mark-statements are correct, complete and free from any sort of flaw. Ensure that all security measures are adhered to in mark-statements and degree certificates
- Ensure that not only he/she is honest but all other staff members of the Examination Section are also equally honest.
- Ensure proper Question Paper audit is done

- Any violation/unethical behaviour of staff are not tolerated and serious action should be taken immediately.
- Ensure proper correlation between Internal and External marks, through proper auditing.
- Ensure answer scripts are disposed properly / safely (after the due dates)
- Make sure that the exam duties are equally distributed among all the staff members of the university

8. Research scholars/ Teaching Assistants should:

- Perform the duties as assigned from the director/ head of the departments/schools
- Provide assistance to faculty members in conducting laboratory sessions and lend their support when required for theory subjects
- Perform the exam duties and other jobs as allotted by the director or other senior faculty members
- Plan, perform and carry out research activities under the guidance of their respective supervisors in a fair and ethical manner

9. Finance officer should:

- The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- He/she shall be responsible for the preparation of annual budget estimates and statements of accounts for submission to the Finance Committee and the Board of Management.
- He/she shall be responsible for the management of funds and investments of University, subject to the control of Board of Management.
- Ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
- Keep a constant watch on the cash and bank balances
- Keep a clear record on the collection of revenue and the bills passed
- Ensure that the registers of buildings, land, furniture and equipment's are maintained up-to-date and that stock-checking is conducted, of equipment's and other consumable materials in all offices, Departments, laboratories.
- Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault

10. Non- Teaching staff should:

- Every staff employed in the University shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- No Staff are entitled to avail leave from his/her duties without prior permission. However, in the case of medical grounds, the staff should produce medical certificates to the concerned authority.
- Lend their support to the faculty members and other senior authorities for the effective functioning of the organization
- No Staff employed shall engage directly or indirectly in any trade or business.
- No staff employed shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.
- No staff employed shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government

11. Students should:

- Abide by the rules and regulations of the university.
- Does not discriminate fellow students in the name of caste, creed, religion, race, gender or sex and should exhibit professional behaviour inside the campus
- Students are not allowed to use alcohol, refrain from smoking and chewing tobacco inside the campus premises. If found strict disciplinary action will be taken against them
- Students are not permitted to use their mobile phones during the class hours and during the exam
- Students should refrain from ragging and other sexual harassment
- Students should attend the classes, functions and any other extra and co-curricular activities regularly and punctually.
- Students are expected to dress in a professional manner and follow proper dress code during exam time as instructed from controller of examinations
- The students shall wear the ID cards issued by the University. Without ID cards, they will not be allowed inside the campus, class room and examination hall.
- Students must occupy their seats in the respective classes well before the faculty enters the classes.

- Students should apply for leave to the respective class advisor/ mentor and HOD before availing leave.
- If leave is requested for reasons of illness for more than two days, the leave application along with a medical certificate should be submitted by the parents / local guardian on or before the 3rd day of illness. A fitness certificate from the Doctor who treated the student should be submitted on the day of rejoining the Institution.
- Students found using intoxicants and drugs will be summarily dismissed.
- Students should refrain from participating in any kind of political or communal activities.
- Students found guilty of damaging, destroying University property should replace the same at their own cost.
- Students found guilty of writing, scribbling, painting on the walls, desks etc., will be penalized suitably with fine. Students must identify those who cause damage to the University property and report the same to the Registrar.
- Students found guilty of using foul language or behaving rudely towards the fellow student's / staff members, will be expelled from the University.
- Outsiders will not be permitted to meet the students during working hours.
- Students having any grievance are advised to present the grievance before the Grievance Redressal Committee.
- The campus is plastic free and the students are advised not to use plastics for any purpose.
- The cultural events organized by students should be decent and should reflect the reputation of the Institution.
- The students of sports & cultural activities should take up the results of sports / cultural with competitive spirit.
- Possession / use of weapon, explosives or destructive devices totally prohibited.
- Theft or unauthorized access to others resources are crimes.
- Students are not permitted to provide audio and video clipping of any activity on the campus to media or social network without prior permission.
- Students should not involve in any malpractices during the examinations


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