

2019



CODE OF CONDUCT

Bharati Vidyapeeth's
Institute of management & Information Technology
SECTOR-8, CBD BELAPUR, NAVI MUMBAI



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Bharati Vidyapeeth's
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I INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1 DISCIPLINE

- The student shall observe and follow the academic calendar of the Institute.
- Any act of indiscipline or misbehaviour by any student will attract severe penalties / punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, LABS.
- Students should not throw litters in the Institute campus. Any student found littering will have to pay fine of Rs. 100/-.
- The fund so collected through these penalties will be used towards student's welfare.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will have to pay a fine of Rs. 50/-
- No person shall be invited to address or entertain the students of the college, without the previous written permission of authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students'
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.



- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

2 I-CARD

- The student should take her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after she produces her Identity Card size photographs along with Admission Receipt and the correctly filled in prescribed form available in the Library.
- The student should collect her I- Card within 15 days from the date of admission.
- The student should carry identity card with her regularly and the identity card should be produce when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card should be reported immediately to the coordinator and the librarian with an application. Rs.200/- will be charged for duplicate library card and Rs. 200/- for duplicate I-card.

3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all staff and students.

4 DRESS CODE

- We believe in inculcating a sense of discipline and belongingness in the students by observing a dress code.
- Students are expected to wear formal dress throughout the week.

5 MOBILE PHONE

- The student should switch off their mobile phones while in the class room, Laboratory and Library etc. As per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination.

6 RAGGING

- **What is ragging...?**

Hon'ble Supreme court as per the directions of



- Ragging means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm.
- Raises Apprehension or fear or shame to a student within or outside an educational institution
- Any act or abuse by spoken words, emails, snails-mails, blogs, public insults.
- Any act of financial extortion or forceful expenditure burden put on a junior student by senior students.
- Any act of physical abuse.
- Any act that affects mental health & self-confidence of students.
- Asking to perform amusing tasks for eg. Dancing, singing, jumping etc. in college or hostel.
- Any injury caused to the fundamental right to human dignity through humiliation heaped on juniors by senior.

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging As Per the Directions of Hon'ble Supreme Court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any technical institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution for period ranging from 1 to 4 semesters.
- Fine of Rs.25,000/-.
- Collective punishment.
- An FIR filed without any exception with local police station.



7 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every Subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute(Class coordinator) on mobile and if after joining the college she has to submit the leave application with medical certificate C.C. Sanction of leave for more than three days will have to be obtained before the fourth day itself and not at the time when the student comes back to college.
- The total number of lectures missed on the grounds mentioned above should not in any case exceed 25%. Grant of permission does not mean that the absence has been condoned for the purposes of computing attendance.
- On account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Students should have to take prior permission (written) of the Class Coordinator to remain absent from any activity of Institute.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- The student should complete of all Practical's and Term – work such as Journals, Workshop or any other assignment as per schedule.

8 GENERAL

- Loud/impolite talk/use of unparliamentarily language which offends the listener would be dealt with seriously.
- Expected to spend their free time in the Library/LAB.

9 CODE OF CONDUCT FOR PROJECT GUIDE/MENTOR MENTEE

- Students should enter the correct information in the MENTORING FORM.
- All the entries in the project work must be verified by the concerned project guide.
- Students must report to their respective guide on project day as per the schedule.
- Activities of the project work should be completed as per the project plan only.
- Project group must submit soft copies of Project Abstract, Project Report and Publications in PDF format only.
- Project group members submit two hard copies of Project Report in the format provided by department.
- Project work book must be brought at the time of Project Reviews & Project Examination.
- Any changes, if any, must be countersigned by the concerned project guide.
- For project reviews and project examination, all students must report 15 minutes before the scheduled time
- All documents and reports are to be prepared in Latex only (All the formats specifications provided adheres to MS Word but consequently applicable to final project report published using Latex)
- Submit hard as well as soft copy. Maintain one copy with each member.
- For any query, concerned guide should be consulted

II **CODE OF CONDUCT FOR STAFF MEMEBERS**

- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - Gender/sexuality/age/marital status
 - Pregnancy or likelihood of pregnancy
 - Physical features, disability or impairment (physical disability or medical status)
- Every staff should maintain absolute integrity and devotion to duty and not to act which is unbecoming of an employee of an educational institution.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institute goals.
- Every staff should strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his/her duty.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

III **CODE OF CONDUCT FOR TEACHING-STAFF**

I DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

II LEAVES

- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the principal must be informed with appropriate alternate arrangements suggested.

III CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare teaching plan.
- The Staff should get the lesson plan and course file - approved by Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the student counselor and inform him /



her about the habitual absentees, slow learner student, objectionable behavior etc.

- Every Faculty Member should maintain academic record, Committee Reports.

IV CLASSROOM TEACHING

- The staff should engage the full 60 minutes and should not leave the class early.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in special classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered and helpful
 - assisting in developing and mentoring less experienced staff
 - accepting responsibility for their own professional learning and development

V APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Principal in academic, co-curricular or extra-curricular activities.

IV CODE OF CONDUCT FOR SUPPORTING STAFF

1 ADMINISTRATIVE STAFF

- Confidential report of the document should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the finances of establishment.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Account should provide all the necessary account statement and documents for various committees of the institute.
- Account should provide all the necessary account statement for the yearly account audits.

3 STUDENT SECTION

- Student section should
 - Maintain student information.
 - Ensure the eligibility of the students and prepare related document to submit Director of Technical Education (DTE) within time limit



- Send the students information to DTE within time limit
- Ensure the student document verification by DTE within time limit
- Ensure cast certificate/cast validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

4 LAB PROGRAMMER

- Lab Programmer should help the lab in-charge to carry out the lab related works.
- should maintain attendance register
- Should keep experimental setup ready before conduction of the experiment.
- Lab assistant should ensure the cleanliness of laboratories.

5 CLERKS

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

6 PEONS

- Peons should maintain cleanliness of laboratories, class and staff rooms.
- Peons should do all the work assign by staff members.
- Peons should not leave the office until and unless the higher authority permits.

V PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staffs are representing the Institute.
- Avoid any activities that would involve us in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleague and students.