

CODE OF CONDUCT FOR ADMINISTRATIVE AND TECHNICAL STAFF

1.0 PREAMBLE

As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the Institute and in the administration of the Institute is enormous. They are responsible for sustaining the highest ethical standards of the Institute and the broader community in which they function. This code serves as a guide to all the members of both the category.

As actions and behaviour of its employees have an impact on the education and livelihood of thousands of people, as well as on the local environment and the society, it becomes utmost important that employees should have regard for the impact of their personal behaviour on the institute, colleagues, the stakeholders of the institute, the environment and society. This code highlights a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

An “employee” of Bharatiya Vidya Bhavans, Sardar Patel Institute of Technology is a person who regularly works for the institute on a Permanent/Probation/contract/Ad-hoc basis.

The employee code of conduct defines acceptable behaviour and social norms that non-teaching technical staff and administrative staff in Bharatiya Vidya Bhavan', Sardar Patel Institute of Technology, Mumbai, Maharashtra should adopt on a day-to-day basis. All employees including contractual staff must align their actions with the ethos of the institute.

An employee of the, Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, the administrative and technical staff must follow the rules & regulations and code of conduct prescribed in performing their duties to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part-time staff members working either on time scale of pay or on consolidated pay attached to the Institute. The Institute reserves the right to modify/ replace this Code of Conduct at any time without prior notice.

To ensure that, Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, prescribes the following code of conduct for its Administrative and Technical staff :

2.0 CODE OF CONDUCT FOR STAFF

1. Perform and discharge your duties with the highest degree of professionalism and dedication to the best of your abilities.
2. The technical and administrative staff should strive to achieve just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
3. Ensure regular contribution for the personal development of students, while looking after their interest and welfare.
4. Do not disclose confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.
5. Maintain an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred.
6. Abstain from indulging in any corrupt practices with the students by showing favour of any kind.
7. Be polite and compassionate to parents/guardian of wards when they approach the in connection with his/her ward's educational matters, thereby ensuring proper public relations.

8. Never disclose confidential information about students or staff or faculty to anyone other than to authorized persons/agencies or in the interest of law.
9. Abstain from indulging in any corrupt practices with the students by showing favour of any kind.
10. 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.
11. Develop friendly and co-operative relationship with the faculty members.
12. Technical staff must provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
13. Technical staff must be accommodative and allow use of laboratories as and when the student requires over and above those mentioned in timetable.
14. Commit yourself to and uphold the supremacy of the Constitution and democratic values.
15. Maintain high ethical standards and honesty.
16. Always perform work assignments properly and diligently whether a verbal directive or written instructions is given by your immediate Superior, faculty, or Head of section or any other authority considered competent enough.
17. Follow established work schedules.
18. Do not address the higher authority prematurely on the same issue unless it is established that all points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with the matter.
19. Extend co-operation to colleagues in activities relating to academic and administrative matters and their professional development.
20. Refrain from any form of sexual discrimination, harassment, or misconduct in the form of a verbal, nonverbal or physical nature, including written and electronic communications.
21. Return to work on expiration of vacation or leave of absence must be strictly adhered to.
22. Strictly avoid personal work during college hours.
23. Use the infrastructure and facilities for official use only.
24. Cooperate fully in an authorized internal investigation.
25. Do not consume any intoxicating drinks or drugs while on duty.
26. Smoking and Gambling of any kind is not permitted and strictly prohibited inside the campus.
27. Appropriately dress to maintain the professional etiquette in the institute during working hours.
28. Do not join or support any illegal strike.
29. Do not bring any political influence in matters pertaining to your service.
30. Maintain political neutrality.

3.0 APPLICABILITY AND VIOLATIONS OF CODE OF CONDUCT

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations.

- i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (e.g. the suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing information/evidence, for necessary redressal.
- iii) The affected member should address their problem through proper channels to the grievance committee. If they are not satisfied with the committee's outcome, only then can they appeal to higher authorities, Head of Institute.

- iv) Raising such a concern is a service to the Institute and will not jeopardize one's position or employment.
- v) Proven violations may result in either verbal or written warnings to the employee or suitable disciplinary action up to and including termination from employment of the Institute. If needed, legal recourse may also be resorted to against the concerned individuals depending on the gravity of violations.

4.0 RELATIONSHIP WITH STUDENTS

While the aim of the Institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

- i) According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) Not disclosing confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.
- iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
- v) Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.
- vi) Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
- vii) Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the Institute values them.

5.0 RELATIONSHIP WITH FACULTY MEMBERS

As the technical and administrative staff are expected to work closely with the faculty of the Institute in day-to-day activities, the staff should

- i) 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.
- ii) Develop friendly and co-operative relationship with the faculty members.
- iii) Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
- iv) Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.
- v) Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

6.0 RELATIONSHIP WITH COLLEAGUES

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,

- i) move with his/her colleagues in the Institute in a manner that he/she expect them to move with him/her.
- ii) extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- iii) eschew writing anonymous letters in self-interest to the authorities about his/her colleagues thereby harming others in self-interest.

- iv) desist spreading rumours or wrong news about his/her colleagues to express his/her displeasure.
- v) refrain from passing information about colleagues to any individual or agency without his/her express permission.

7.0 RELATIONSHIP WITH HEAD OF INSTITUTE

A member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channels.
- ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics. Honour the provision of the bilateral agreement viz. bond/Institute, which the member committed/entered with the employer viz. Institute.
- v) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
- vi) Co-operate whole heartedly with the authorities of the Institute in the fulfilment of mission and goals of Institute by performing his/her role in a professional manner.
- vii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Institute.
- viii) Every member is required to conduct the Institute's transaction with utmost honesty, integrity and fairness.
- ix) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- x) Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.

8.0 USE OF INSTITUTE RESOURCES

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the Institute. They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

9.0 REPRESENTATION AND GRIEVANCE REDRESSAL

- i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (e.g. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.

- iii) The affected member should address his/her problem through channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities, Head of Institute.

10.0 RELATIONSHIP WITH SOCIETY

The activities of a member of technical and administration are not only related to the Institute but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- i) Adherence to desirable standards expected of the Institute by the society.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the educational programmes of the Institute.
- iv) Making necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

11.0 CONFLICT OF INTEREST/COMMITMENT

A staff member owes his/her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Institute working hours.

12.0 MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.

- i) If any member wishes to stand for election to any local body, State Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he/she remains a member of the elected body of which he/she is a member.
- ii) A staff member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement.
- iii) A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- iv) Use of cell phones by students in the Institute campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc.
- v) **Notwithstanding rules and regulations and code of conduct specified this document, all technical and administrative staff should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.**