

CODE OF CONDUCT FOR FACULTY OF THE INSTITUTE

As actions and behaviour of its faculty 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 faculty should have regard for the impact of their personal behaviour in the institute, colleagues, the pillars 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 “faculty” 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 faculty code of conduct defines acceptable behaviour and social norms that teaching faculty, non-teaching- technical staff and administrative staff in Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology, Mumbai should adopt on a day-to-day basis. All employees including contractual staff must align their actions with the ethos of the institute.

Code of Conduct for the Faculty are as follows:

1. A teacher shall comply with the provisions of the Act, Government Resolutions, Statues, Ordinance, Regulations, Rules, Circulars, and other directions issued thereunder from time to time by the Institute, University, and the Central & the State Government.
2. A teacher shall not in the course of his/her duties in any manner disobey, disregard, or wilfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Deans/Principal/Management. A teacher shall however, have the right to express his/her difference with the policies and decisions of the institutions/management/authorities and officers of the Institute.
3. A teacher shall not commit acts of insubordination and defines lawful orders.
4. Every teacher shall always maintain absolute integrity and devotion to duty.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the University or the college, as the case may be, and to the cause of education and give full cooperation in all academic programs and other activities conducive to the welfare of the student community.
6. It shall be incumbent on every teacher to perform the academic duties such as preparation of lecturers, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance etc. A teacher shall engage classes regularly and punctuality and impart lessons and instructions, do such internal assessment/examinations evaluation as the Head of the Institution/Deans shall allot to him from time to time and shall not ordinarily remain absent from work without prior permissions or grant of leave.
7. A teacher shall report to the duty regularly and punctually.
8. A teacher shall sign the attendance register and electronics biometric attendance on arrival and also before leaving the campus after the working hours. A head of the institution/Dean-Administration shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head for Institutional progress.

9. A Head of the institution/Dean-Administration shall keep record of attendance of the teachers working in his institution. Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
10. A teacher shall devote the requisite number of teaching hours as assigned by the Head of the Institution/Dean-Academic according to the teaching workload.
11. A teacher shall not neglect in correcting practical records, class work or homework done by the students.
12. A teacher while being present in the institution shall not, absent himself (except with the prior permission of the principal/Dean-Administration) from classes which he is required to attend and conduct his duty to his fullest.
13. A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of institution/Deans to do so.
14. A teacher shall not leave the institution during working hours without the permission of the head of the institution/Dean-Administration. A teacher leaving the institution for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency.
15. A teacher shall not remain absent from the institution without leave or without the prior permission of the Head of the Institution/Dean-Administration.
provided that where such absent without leave or without the previous permission is due reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.
16. A teacher shall report for any additional duty assigned by the Head of the Institution/Deans/HoDs, whether before or after the working hours.
17. A teacher shall do all work connected with extra-curricular and co-curricular activities assigned to him from time to time by the Head of his Institution/Deans/HoDs.
18. A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the institution. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment and re-assessment of answer books including moderation, preparing result, invigilation superintendent of examination center, working as a member of team to squad/observer, coding-decoding of answer books, coordinating work of Central assessment etc. assigned to him by the Institute or by the Head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties and provide the best learning to his/her students.
19. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student/s on any grounds.
20. A teacher shall not indulge in or resort to, directly or indirectly, any malpractices or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.
21. A teacher shall not discriminate against any student on political ground or for reasons of caste, creed, sect, religion, sex, nationality or languages or for reasons of personal nature.
22. A teacher shall not practice or incite any student to practice casteism, communalism or untouchability.

23. A teacher shall not use his position to spread their political, religious or other ideologies among Student/s which is against the institutional motives.
24. A teacher shall not propagate through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.
25. A teacher shall not behave or encourage or incite student/s, teacher/s, or employee/s to behave in a rowdy or disorderly manner in the institution premises.
26. A teacher shall not cause or incite any other person to cause any damage to the institution property.
27. A teacher shall not incite students or teachers against other students or teachers, colleagues or administration/governing body of the college. This does not interfere with the right of a teacher to express his opinion on principles in seminars etc.
28. A teacher shall help the Head of the Institution/Deans to enforce and maintain discipline amongst the students.
29. A teacher shall work in the best of interest of students and of university/institution.
30. A teacher shall not subject a student to or encourage other students to subject a student to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.
31. A teacher shall not do anything that shall suggest or create the impression that a student is more favoured than any other student.
32. A teacher shall serve as a role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and general.
33. A teacher shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
34. A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organized by the institutions/on other days of national importance.
35. A teacher shall not misbehave with students or their parents/guardians, teachers or other employees of the institution.
36. A teacher shall not use abusive language, quarrel or display riotous behaviour.
37. A teacher shall not make false accusations against the head of the institution/management/authorities of the Institution/colleagues/employees/students whether after being provoked or otherwise.
38. A teacher shall refrain from lodging, unsubstantiated allegations against colleagues and higher authorities.
39. A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employee/s or any person at his/her workplace.
40. A teacher shall not engage in any other gainful economic activity at the workplace. A teacher shall not engage himself in any private tuition or coaching for which a fee/remuneration is charged either within or outside the precincts of the Institution in which he is working. Teacher will not engage in teaching at other institutions without seeking permission from the Head of the institution. However, with the permission of the Head of the department teacher may engage in any outreach activity such as delivering expert talk, attending the BoS meeting, examination evaluation work etc.
41. A teacher shall not prepare or publish any book commonly known as 'keys'.

42. A teacher shall not engage himself as a selling agent or canvasser for any published firm or trader.
43. A teacher shall not furnish incorrect information regarding his qualifications, experience, age etc. in respect of the appointment/promotion.
44. A teacher shall not raise questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
45. No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall not be under the influence of any intoxicating drink or drug during the course of his duty.
46. A teacher shall not smoke in the classroom during working hours or in any place within the campus of the Institution.
47. A teacher shall not except in accordance with any general or special order of the University of the Institution, as the case may be, or in the performance in good faith or duties assigned to him/her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document.
48. A teacher shall not misappropriate institution's property or commit acts of theft, fraud or embezzlement of funds.
49. A teacher shall submit report of the project/activity undertaken by him along with the statement of accounts (with all vouchers) to the sponsoring agency within a stipulated time.
50. A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities.
51. A teacher shall not take active part in politics so as to cause interference in the discharge of his duties shall not be in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the Institution education. But a teacher can become, or continue to be a member of any literary, scientific, or professional organizations.
52. A teacher shall not without previous intimation to the Head of Institution or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the State or Parliament. Nor shall he/she in any manner force his/her subordinates of his/her students against their will for the canvassing of his/her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the Institution, as the case may be, that in the event of his/her being elected or nominated he/she shall if so, required by the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains as member of such local body, legislature of Parliament. The Institution, as the case may be direct a teacher who has been elected or nominated to any local body Legislature or Parliament to apply for leave for the whole or part of the period and the teacher shall comply accordingly, provided that the granting of any leave to the teacher nominated to any local body, Legislature of Parliament shall not prejudice his/her right to promotion, increments or other benefits, if any, to which he/she would have been entitled had he/she not proceeded on leave.
53. A teacher shall not contest any election of Banks/Societies/Sports or Socio-cultural associations without previous intimation to the Head of the Institution.

54. A teacher shall not approach court of law regarding any matter related with his service/employment without exhausting available remedies and without giving proper intimation to the Head of Institution.
55. A teacher shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his/her duties. A teacher shall not make use of the resources and/or facilities of the Institution for personal, commercial, political, or villainous purposes.
56. A teacher has academic freedom which entitles him to criticize ideas and methods, but he shall not defame others.
57. A teacher shall not rudely and aggressively behave persistently with other staff members and students.
58. A teacher who supervises other staff have special responsibility to treat their staff fairly and honestly. He shall make available development and training opportunities without patronage, favouritism, or unfair discrimination.
59. A teacher shall not participate in decisions to the appointment of a relative or a family member.
60. A teacher shall not accept or permit any members of his family or any other person acting on behalf to accept any gift or pecuniary advantage from any student or his parent/guardian or any person with whom he has come into contact by virtue of his position in the institution, in order to do any kind of favour to the student/any person.
61. A teacher shall take paid outside consultative work only in accordance with Institution's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research, and administrative duties.
62. A teacher shall not join or continue to be a member of any association the objects and activities of which are prejudicial to the interest of the Institution as the case may be, or the sovereignty and integrity of India or public order or morality. Provided that a teacher may become a member of the Association of teachers as may be approved by the Institution according to rules.
63. A teacher shall not give unauthorized interviews or releases to electronic and print media. He shall not use the electronic/print media with mollified intention of defaming the institution.
64. A teacher shall not in any radio broadcast or in any document published anonymously or in his own name person or in any communication to the press or in the name of any other any public utterance makes any statement or express an opinion.
65. A teacher shall not except with the previous sanction of the Head of Institution or the authorities of the institution, engagement directly or indirectly in any trade or business or under any other employment.
66. A teacher shall not bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.
67. A teacher shall not involve himself/herself in any act that is likely to bring the teaching profession into disrepute.
68. It shall therefore be the responsibility of every teacher to preserve the dignity and honor of his profession and also maintain his/her own dignity, honour and integrity.
69. Notwithstanding anything herein before contained, bonafide criticism or expression of opinion by any teacher shall not constitute misconduct.

Misconduct – Failure to conform to the above-mentioned Rule/s shall be construed as misconduct.

The enforcement of the Code is the responsibility of the appointing/disciplinary authority. The violation of the code of conduct invites disciplinary action for which detailed procedure and penalties need to be prescribed. The magnitude or seriousness may not be the same in all the cases. Hence the cases of violation or non-observance shall have to be dealt with at different levels and in different ways in accordance with the nature of violation.

Creating Awareness to begin with, code should be circulated widely amongst the teachers. It should be uploaded on the websites of Institution. The Academic Staff College should include the code in the curriculum of orientation and refresher programs. At the time of initial appointment, a teacher should be provided a copy of the code of professional ethics and a copy of a code of conduct for perusal and an undertaking should be taken from him/her that he/she would always strive to observe the Code in letter and spirit.

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.

- a) 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.
- b) Reports/representations shall be made to the grievance redressal committee furnishing information/evidence, for necessary redressal.
- c) 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.
- d) Raising such a concern is a service to the Institute and will not jeopardize one's position or employment.
- e) 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 violation.

CONFLICT OF INTEREST/COMMITMENT

A faculty 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.