



D Y PATIL

DEEMED TO BE

UNIVERSITY

NAVI MUMBAI

CODE OF CONDUCT FOR TEACHING STAFF



Introduction

Teaching is a noble profession and teacher plays a very crucial role in shaping a Student's career. The faculty members are expected to exhibit a good conduct so that the students consider them as role models. Similarly, the staff and students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen this institution. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management. Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

It defines the values of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become bench marks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

Conduct

- The teacher shall be at disposal of the college full-time and shall serve in such capacity and such place as he made from time to time be so directed.
- The teacher shall confirm today and abide by the provisions of Memorandum of Association Bye Laws. The teacher shall also observe comply with and obey all orders and instructions which may from time to time given to him by the vice chancellor and the board of management.
- The teacher shall all the time maintain absolute integrity, show devotion to his profession and shall do nothing which is unbecoming of a teacher
- The teacher shall maintain utmost courtesy and attention to all persons with whom he has to deal in sphere of his duties you shall strive hard to promote the interest of the institute.
- The teacher shall not with without the express sanction of the competent authority ask or accept contribution to or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit
- The teacher should not accept or permit any member of his family or any person on





his behalf to accept any gift in cash or in kind for his own benefit from a person including another teacher or employees of the work to be done in connection with the business of the institute

- The teacher shall seek prior permission of the competent authority before applying for job post or scholarship outside the institute that teacher shall send the application through proper channel
- The teacher shall seek prior permission of the competent authority before applying for any course of study leading to diploma, degree, certificate etc. and shall not enter upon a course of studies to appear for any examination conducted by the institute or other bodies without such permission
- The teacher shall not without prior permission of competent authority absent himself from his duties, in the circumstances of reason beyond his control he shall intimate or cause to intimate to competent authority within 5 days from the first date of absence failing which the absence may be treated as leave without pay
- The teacher or his relative shall neither bid directly or indirectly at any auction of any property of the institute nor submit any tender for any supply to the institute
- The full-time teachers will not encourage himself to private practice or any trade business or any other occupation which is not part of his duties as prescribed under These Bye-laws
- The teacher or his relative shall not use the property of the institute including the residential accommodation for conducting any trade or business coaching classes private practice tuition occupation or for any other purpose
- The teacher shall not encourage himself in conducting private coaching classes or tuitions guidance imparting instructions leading to any certificate diploma or degree course
- The teacher shall not write guides, notes for circulation and question and answer etc.
- The teacher shall not contest any election except University elections without prior approval after competent authority.

Misconduct

The breach of any of the provisions of the previous Bye-laws or any one or more of the following on the part of teachers shall be deemed as misconduct and include

- Any action by the teacher was contrary to the previous prescribed in this bye laws
- Refusing to accept charge sheet order or other communications served according to





the bye laws

- Obtaining employment in the colleges, by misleading or by misrepresenting the facts
- Misappropriation of any amount and/or movable and immovable property of institution or college
- Willful and persistent negligence of duty
- Incompetence
- Involvement in non-academic activities such as writing guides likely questions, questions and answers etc. directly or indirectly
- Participation in private coaching classes directly or indirectly
- Indulging in or promoting unfair practices in the conduct of examination
- Theft, fraud, dishonesty
- Willful or negligent damage of the property of the college and or institute
- Any action involving moral turpitude and attracting conviction in court of law
- Attending the duties in an intoxicated state and committing nuisance during the working hours
- Misbehaving with students and other teachers for members of public
- Insubordination

Responsibility and Accountability

- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time.
- Teachers shall produce good results in the subjects handled by them and are accountable for the same. Tutor – Ward system must be effectively implemented.
- Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
- Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.





- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Dress Code: Faculty:

Following is the dress code for the faculty of Institute:

Gentlemen: Tucked in shirts and shoes

Ladies: Saree

ID card:

- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

Communicating with Parents:

Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

Students - Late Coming:

- Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.





Taking Attendance:

- Staff members must take attendance within first 5 minutes of starting the period
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Teachers are advised to refrain from awarding punishments like:
 1. Dismissal from the class rooms
 2. Making them stand in the class rooms
 3. Summoning their parents to campus

Course Diary:

Every teacher must maintain a course diary for each subject offered during semester/year. It shall have following details:

Syllabus

Lecture Plan

Lecture notes for each period

Date and time of preparation

Date and time of delivery

Class adjustment before going on leave:

- **As per the rules of the institute staff members must adjust their classes and show the** consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay

Procedure for Relief on Resignation:

- As per the service rules of the Institute, faculty members intending to resign are required to give 3 months' notice.
- To ensure compliance of (9.01) above, staff should deposit following original Certificates
 1. 10th or equivalent
 2. 12th or equivalent
- Institute reserves the right to relieve the staff at any time during notice period.





Instructions to Invigilators:

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent / AUR immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

Norms for Conducting University Practical Examinations:

- Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.
- Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for practicals. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.



REGISTRAR

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