



D Y PATIL
D E E M E D T O B E
UNIVERSITY

NAVI MUMBAI

Code of Professional
Ethics

The Code of professional Ethics

Ethics is an inevitable part of the civilized world where there are many cultures and societies. Ethics as a practical philosophy deals with moral aspects of human relationship; it cannot be separated from our everyday life. Ethics is a set of values and rules and it determines how a given society or group functions within a moral compass. It is the moral behavior within a society. Ethics or the lack of it often influences human behaviour and communities.

Undoubtedly, a sturdy reliable educational system plays a crucial role in influencing the ethical choices of people in the world, and thus such ethical behavior leads to tolerance, development of empathy, assertiveness and leads to a wholesome existence. In today's world the accepted ethical norms help us to make life easier and they also make human cooperation easier.

Ethical norms are important in a workplace. Thus as a colleague, a faculty member has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she shows due respect for the rights of others to their opinions. He or she refrains from personal vilification and acknowledges contributions of others to his or her work. When asked to evaluate the professional performance of a colleague, the faculty member strives to be objective. As faculty members influence their surroundings as well as students, it is necessary that they are equipped by ethical education and moral virtues and familiarized with ethical principles. Professional ethics depends on faculty member's attitude and knowledge about it. Professional ethics is clearly defined as a set of moral codes and rules of the professional practice. Professionals must possess a clear idea about the morality or the immorality of a judgment or decision. Professional ethics encompasses business ethics. Professional in one's life involves professional and organizational ethics in whole. Everyone works within the framework of three areas viz personal ethics, business ethics, and organizational ethics and all three may intersect sometimes in exercising a person's ethical choices.

POLICY DOCUMENT ON INSTITUTIONAL AND PROFESSIONAL ETHICS

This policy document includes the prescribed set of rules and regulations of acceptable behavior by professionals and expected compliance of the rules or standard set in the discharge of their duties. A professional code of Ethics offers a set of guidelines to teams or organizations which can be used to make appropriate and just decisions at the work place. Setting a professional code of Ethics provide a road map to approach and deal with problems in a morally and socially acceptable manner thereby imbibing honesty and integrity in the institutional ethos and work culture leading to a healthier work environment. Such a code helps outline the mission and values of an organization and provides the groundwork for a preemptive warning in case of deviance/ non-compliance. Teachers as professionals engaged in the teaching learning process are required to show impartiality, integrity and ethical behavior in the classroom and in their conduct with parents and colleagues.

Institutional Ethics- Ethical dimensions of an educational Institution cannot be ignored and it has a significant impact on society at large. At DY Patil University, it is expected that all employees maintain a moral profile to gain credibility in the eyes of the stakeholders and build a good institutional image. Ethical conduct is to be practiced in all facets of the institutional operations and activities, policy decision making, implementation, and follow up. It is mandatory to follow the framed ethical standards and benchmarks set in letter and spirit. At DY Patil University, ethical behavior and conduct are to be followed by all the participants in the teaching – learning- evaluation process.

Professional Ethics- Ethics is the discipline concerned with what is good and bad, morally right and wrong pertaining to one's profession. Every profession has their own code of Ethics and Professional Ethics encompasses the personal and corporate standards of behavior expected from professionals.


Institutional Ethics - These ethics are the guidelines which can be referred to by the stakeholders of an educational institution – students, teachers, management, parents and society in general.

GENERAL PRINCIPLES OF PROFESSIONAL ETHICS

The principles to be followed in letter and spirit by the employees of the D Y Patil University.

- Engage in educational activities in keeping with the vision and mission of the institution. Practice the old age virtues of respect and consideration towards all.
- Set high standards of professional conduct, insist on adherence and universal compliance of the same
- Practice open, honest and inclusive communication strategies with colleagues
- Maintain confidentiality in professional relationships and adopt professional approach
- Be responsible, accountable and fulfill all commitments as promised or agreed upon.
- Be punctual and report for work on time.
- Display commitment towards discharging duties with competence
- Maintain self- discipline, impartiality and objectivity while dealing with others without any preconceived notions or biases
- Upgrading professional competencies – up-skilling oneself to adapt to the changing educational scenario to deliver quality education and recognizing that as a part of one's duty.
- Appreciate, acknowledge and encourage merit at all organizational levels.

The University recognizes its responsibility to protect the privacy and confidentiality of information it receives or generates. In the course of performing their job responsibilities, faculty and staff may have access to a range of business, financial, or personnel data. As such, faculty and staff are expected to safeguard the privacy and confidentiality of such information and protect it from unauthorized access, use, or destruction. Faculty and staff handling confidential information are responsible for its security. Extreme care must be used in the storage and/or destruction of confidential information. Abuse or misuse of university information or data, unauthorized access, dissemination, or failure to properly protect data may constitute a violation of this policy.



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CODE OF CONDUCT FOR TEACHERS

Responsibilities of faculties:

Within the teachers:

- 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;
- Seek to achieve continuous professional growth through study and research;
- Participate in and express free and frank opinion at professional meetings, seminars, conferences, etc. and thereby try to make their contribution towards creation and/or spread of knowledge;
- Be active in professional organizations and strive to improve the quality of education and profession through them;
- Inculcate discipline and spirit of intellectual enquiry among students;
- Perform their duties in respect of teaching, tutorials, practical and seminars conscientiously and with dedication;

Within the Teachers & Students:

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- 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 students scientific, progressive and rational 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 himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals, and
- Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues:

- Treat other members of the profession in the same manner as they themselves wish to be treated,
- Speak respectfully of other teachers and render assistance for professional betterment,
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,

- Be thoroughly social and humane, democratic and rational, towards other teachers,
- Strive at any cost to remove and minimize the local tensions and controversies and disputes.
- Believe in union and unity of the colleagues.

Teachers and authorities:

- Discharge responsibilities which such offices may demand;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to professional interest.
- Not undertake any other employment and commitment including private tuitions and coaching classes;
- Co-operate in the formulation of policies of the institution by accepting various offices and give and expect due notice before a change of position is made; and
- Refrain from availing of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and nonteaching employees:

- The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

Teachers and guardians:

- The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution



Teachers and Society:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

Code of Professional Ethics for Non Teaching Staff

Professional Values:

- Every staff employed in the University shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should display the highest possible standards of professional behavior that is required in an educational establishment.
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- Staff should not use their position in the university for Private Advantage or gain
- Staff should avoid words and deeds that might bring the university into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

Non Teaching Staff and their Responsibilities towards Faculties and Students

- Staff must at all times observe the University Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies
- As the technical and administrative staffs are expected to work closely with the faculty of the university in day to day activities,
- The staff must 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.
- Develop friendly and co-operative relationship with the faculty members Provide full cooperation and support to the faculty members for the development of University
- 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.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

Responsibilities of Non Teaching Staff towards colleagues

- Treat their colleagues in the same manner as they themselves wish to be treated;
- Speak respectfully of other colleagues and render assistance for betterment of the University;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Responsibilities Non Teaching Staff towards Authorities

- No Staff employed in a University shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a University shall engage directly or indirectly in any trade or business.
- No staff employed in the University shall send any application for employment under any other agency, except through the Authority under the University.
- Any staff employed in a college when involved in criminal proceedings shall inform the University
- No staff employed in a University 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 in a university shall engage himself/herself or participate in any activity which tends to create disharmony in a university.



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REPORTING SUSPECTED VIOLATIONS

The University is committed to maintaining the highest ethical standards in all of its business practices. It accepts responsibility for the stewardship of resources and private support it receives, to pursue its mission and strategic objectives. Supervisors, managers, or other university officials shall not compel or attempt to compel faculty, staff, students, applicants for employment, or other university constituents to violate a law, statute, or university policy. At the university, accountability is the cornerstone of ethical business practice, and the university's policy is one of the mechanisms for assuring compliance with this institutional value. Faculty, staff, students, applicants for employment, or other university constituents may make a protected disclosure at any time after witnessing or becoming aware of an improper activity or may do so after the individual knew or reasonably should have known of the protected activity.



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