



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

---

NAVI MUMBAI

**CODE OF CONDUCT FOR**  
**NON –TEACHING STAFF**




## **CODE OF ETHICS AND CONDUCT:**

- The employee shall be at the disposal of the Institute for full-time and shall serve in such capacity and at such place, as he may from time to time, be so directed.
- The employee shall conform to and abide by the provisions of these Bye-Laws and directives and decisions of the competent authority. The employee shall also observe, comply with and obey all the orders and instructions which may, from time to time, be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
- The employee shall at all time maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the institute and/or its colleges.
- The employee shall not in the discharge of the official duties, deal with any matter relating to award of any contract in favour of a company, firm or any other body or person in which he or any members of his family is interested, except with a prior permission of the competent authority. After such a permission is granted , the employee shall refrain himself from extending any undue advantages or benefits to such company, firm or body, as the case may be .
- The employee shall not, directly or indirectly, take part in any activity or demonstration or movement which is considered by the competent authority to be prejudicial to the academic and administrative interests of the Institute or bring the Institute in disrepute.
- The employee shall not, without the express sanction of the competent authority, ask for 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 employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Institute.
- The employee shall not, without prior permission of the competent authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to competent authority within five days from the first date of absence, falling which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the competent authority may deem fit.



- The employee shall intimate to the competent authority, if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The competent authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The competent authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Institute.
- The employee shall seek a prior permission of the competent authority before applying for job, post, outside the institute, as the case may be.
- The employee shall seek a 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 or appear any examination conducted by the Institute or other bodies, without such a permission.
- The employee shall not use the Institute and/or its colleges property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him or put to his charge.
- The employees shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will among different communities on religious, social, regional, communal or other grounds.
- The employee shall not, without a prior approval of the competent authority, give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize any policy or action of the competent authority and appointing or any other authority of the Institute and/or its colleges.
- Provided that, the employee may give evidence at:
  - i. An inquiry before enquiry authority appointed by the competent authority.
  - ii. A judicial inquiry, or
  - iii. A departmental inquiry ordered by the competent authority.



  
**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706




## **MISCONDUCT:**

The Breach of any of the provisions of the these Bye-Laws or any one or more of the following acts on the part of the employee shall be deemed as a misconduct and include:

- Any action by the employee contrary to the provisions prescribed in these Bye-Laws,
- Going on illegal strike, abetting including instigation or action in furtherance thereof,
- Theft, fraud or dishonesty,
- Habitual break of standing orders, rules, etc.
- Willful or negligent damage caused to the institute and/or its colleges property.
- Refusal to accept a charge-sheet , order or other communication served to him according to the Bye-Laws,
- Any action , involving moral turpitude and attracting conviction in court of law.
- Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institute.
- Wilful neglect of work or negligence in discharging, any duty or failure to give the day's out-turn,
- Involment in violence or inciting violence,
- Stopping the work either singly or with other employees or inciting anyone else not to work,
- Allowing anyone within the prohibited premises of the College or Institute, whose entry is prohibited without a permission of the competent authority.
- Making any false or exaggerated allegations against any superior officer or authority or co-employee,
- Attending the duties in intoxicated state.
- Committed nuisance during the working hours under intoxicated state or otherwise.
- Misappropriation of any amount , and/or movable and immovable property, of the college or Institute or late crediting the amount received for respective institute and its colleges in the account of institute beyond the reasonable time to be decided by the concerned authority.
- Committing any act involving moral turpitude.
- Misbehavior with another employee or member of public.
- Proceeding on leave without prior approval of the competent authority except in case of emergency beyond the control.



  
**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



### **Choose Your Words Carefully**

Kind words do not cost much yet they accomplish much. Usage of words that potentiates suppression must be averted in all circumstances since their implications are unacceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Code of Ethics and Conduct for Non-Teaching
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via Electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.



**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



### **Avoid Conflicts of Interest**

The repute of the university is built upon the reputations of all its stakeholders and thus showcasing integrity is essentially the cornerstone of the university. Conflict of interests, however prevalent must be harnessed through open discussion that contributes to aforesaid integrity.

### **Protecting the Assets of the University**

The resources of the university in all its facets must be secured and kept fully functional by the stakeholders for the benefit of the stakeholders. Resources include physical, intellectual, electronic or digital, information, ICT systems, and IPRs. Code of Ethics and Conduct for Non-Teaching Staff

### **Anti-Bribery and Anti-Corruption**

The repute of the university lies in the trustworthiness of all its stakeholders in upholding the integrity in all spectra of functionality. Employees should always do their work fairly, honestly, and legally. University employees should avoid accepting bribes and corrupt practices. Kickbacks and gifts in exchange for favors are also considered as indirect methods of corrupt practices. University personnel shall abhor from

- facilitating selling agents or canvass for publishing business enterprise or traders
- asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers;
- financial acquaintances with students or custodian;
- influencing for personal gains or coordinating matters that incur debt beyond means to repay;
- facilitating acceptance by any member of his family or societal comrade of his behalf to receive or demand gifts and the like from any student or his custodian or any person with whom he has come into a contract under his position in the University.



## **General Harassment and Sexual Harassment**

The University diligently facilitates a work culture free from any kind of discrimination and harassment. Explicit expressions or comments on an individual or community on basis of legally protected characteristics or traits are forbidden and hence not tolerated by the university.

## **Restricted Cell Phone Use at Work**

Personal Cell Phone usage during Work Hours, Official Meetings, Seminars, Council Meetings, is fully discouraged, except in extreme cases such as an emergency or offer service during hazards and disasters.

## **Dress Code**

A Professional appearance and outlook are very important for all the university personnel who work with the Students and the Public. All the employees of the University should be well-groomed and dressed appropriately for their dignified position.

## **Substance Abuse**

The university prohibits possession, sale, manufacture, distribution, or purchase of controlled substances as well as being or working under the influence of illegal drugs, alcohol, or substances of abuse on life is prohibited.

## **Tobacco Products**

The use of Tobacco Products within and outside the campus areas is explicitly prohibited.



A handwritten signature in blue ink, likely of the Registrar, positioned above the printed name.

**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



### **Internet use at Work**

University personnel may use the Internet when appropriate to access the Academic information needed to conduct classes and carry out research. The use of the Internet must not disrupt or injure the Computer network of the University. The use of the Internet must not interfere with any other employee's productivity or the University's progress.

### **Professional Integrity**

It is the practice of maintaining ethical behavior at an expected level and showcasing adherence to moral and ethical principles and values of honesty, honor, dependability, and trustworthiness.

The Personnel of the university shall;

- Not entice or be enticed through the
- pros and cons that exist between professional and private practice.
- Respect confidentiality of all information about university exams as well as matters of students and colleagues unless legally or legitimately demanded.
- Keep away from exhibiting personnel differences if any, that could hinder the repute of the university.



**REGISTRAR**

**D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706**






## **Commitment To Professional Values**

Professional values are those that set apart a professional from a layman. Those that garner repute and honor in one's profession. Some additional aspects of professional values besides those mentioned in this code are politeness, mutual admiration, discretion, focus on continuing professional development, and so on.

Commitment to these values renders repute and growth of an individual and in turn the university. Therefore the personnel of the university shall;

- Function efficiently and diligently always conforming to rules and regulations.
- Uphold the decorum of the established hierarchy in accepting honorary work.
- Abhor from criminal activities and in case of any such legal proceedings, diligently notify the authority.
- Abhor from politicizing under any circumstances for individual benefits or gains; as well keep away from associating with any activities/movements of any such agencies/parties or individual.
- Keep away from anti-secular inclinations and consequential participation as well as the enticement of any person in such activity that may disrupt the harmony and that which may cause damage to human dignity.
- Abhor from indulging in criticizing and validating the policies of the government.



  
**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



### **Professional Collaboration**

Collaboration is exhibiting interdependence and accountability for one's learning while encouraging the learning of others. Collaborative learning could benefit the university as team is better than an individual.

Therefore the personnel must;

- Refrain from lodging unsubstantiated allegations against their Colleagues to satisfy vested interests;
- Discharge their responsibilities following the established rules outlined by the higher authorities and adhere to the conditions of the contract;
- Refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an Educational Institution;
- Should accord the same respect and treatment to the Non-teaching Staff as they do to their fellow Teachers.



**REGISTRAR**

D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



## **Friendly And Co-Operative Relationship**

The efficacy of a team in a participative environment bears many fruitful results than individualism. Upholding professionalism in all aspects could be even more effective through cooperation and harmonious ambiance. The personnel of the university shall therefore uphold professionalism and harmonious conduct with all the concerned.

## **Maintaining A Good Relationship With Students**

The personnel of the university regardless of the cadre are expected to facilitate the greater exhibition of knowledge and professionalism, especially with the student community. There lies at the heart of the relationship the aspects like mutual trust and respect, impartiality, human dignity, and the right to equity and knowledge. This relationship is beneficial to both the parties in the wholesomeness of education. Therefore, personnel of the university shall deal with students diligently and impartially barring all socio-economic classes, sectors, and characteristics; meet the individual needs of the students not abstracted by students abilities; facilitate improvement in a students attainment, develop personalities, in turn, contribute to society; inculcate scientific temper, the spirit of inquiry, ideals of democracy, Patriotism, Social Justice, Environmental Protection and Peace; develop an understanding of our National Heritage and National Goals; and Refrain from inciting students against other Students, Colleagues or University Administration.



**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



## **Leaves :**


- The employee shall earn and be entitled to the leave generally in proportion to the period of service /duty and of the kind specified hereinbelow. However , the leave of any kind shall not be claimed as matter of right.
- The employee may be granted leave only on his request . The employee may curtail period of sanctioned leave, with the approval of the competent authority. Provided that , in case the employee is contesting the election or has contracted any contagious disease, the competent authority may require him to proceed on leave and the employees shall comply.
- The competent authority may sanction or refuse the leave applied for, by shall not alter the nature of leave, except with the request / consent of the employee.
- Application for leave on medical ground shall be accompanied by a certificate of medical authority, indicating the nature and probable duration of illness. The employee returning from leave on medical ground , shall produce a certificate of fitness.
- The employee , on leave shall not engage himself in any other employment, trade or business, either full-time or part-time.
- The employee shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct.
- The employee appointed on contract basis in a scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the competent authority,



### **Casual Leaves :**

- The employee shall be entitled to fifteen days casual leave in a calendar year, or as prescribed by the Board of Management, from time to time.
- The employee shall obtain a prior permission for casual leave at least one day to the leave applied for. In exceptional circumstances where application of casual leave cannot be submitted before it begins, the employee shall apply for ex-post-facto sanction.
- If the competent authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.
- Mass casual leave shall not be treated as casual leave . It may be treated as unauthorized absence and dealt with accordingly. The action of going on mass casual leave may be treated as misconduct.
- The employee shall be entitled to not more than three days casual leave at a time. The Sundays and/or public holidays so also a holiday or a series of holidays are permitted to interpose between the period of casual leave and holidays enjoyed in continuation at one time shall not exceed five days, save only in exceptional circumstances, may be extended upto seven days.



  
**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



### **Earned Leave :**

- The Non-Vocational employee, shall be entitled to earned leave for the period spent on duty , at the rate prescribed by the Board of Management, from time to time.
- The employee shall apply, in a prescribed form, for the leave from his account of earned leave and proceed only after the approval and he is relieved. The employee may be granted not more than 120 days earned leave at a time.
- Ordinarily, employees shall not be allowed to accumulate the earned leave.
- Provided that, if employee ask for the earned leave, the same shall not be refused by the appointing authority. Provided further that, if appointing authority refuses to sanction the earned leave on administrative grounds, the same shall be sanctioned in the subsequent year.
- The employees shall not be allowed to encash their earned leave either during the service or at the time of retirement.

### **Conduct:**

It is the responsibility of all personnel of the university to comply with this code and in the process, uphold the reputation and honor of the University and the noble profession of education.



**REGISTRAR**  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



**Disciplinary Action:**

Non-compliance and violation of the regular duties, Service Rules and the Code of Ethics and conduct will invite punishment either in the form of censure or deferment of Increment or Suspension or Termination from Service after a due inquiry by the discretion of the University Authorities.

The students' trust in the university is the backbone of its growth and development. This trust and consequential repute of the university has to be built and sustained by maintaining a high level of professionalism in imparting knowledge and providing better services to them. Every employee must perform diligently, proactively, and constructively in upholding the dignity, culture, and heritage of the University.



**REGISTRAR**

D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706