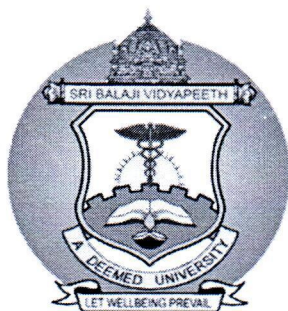


# **SRI BALAJI VIDYAPEETH**

(DEEMED -TO -BE- UNIVERSITY)

ACCREDITED BY NAAC WITH A GRADE

PILLAIYARKUPPAM, PONDICHERRY 607 402



**SBV DOCUMENT ON CODE OF CONDUCT**  
**[CODE OF CONDUCT, BEHAVIOUR AND STANDARD PROCEDURES**  
**FOR**  
**ADMINISTRATORS, FACULTY, STUDENTS AND STAFF] .. 2016**

## SRI BALAJI VIDYAPEETH

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Prepared by	Reviewed by	Approved by
<b>Name:</b> 1. Prof. Nirmal Coumare V 2. Mr. Balamukunthan S  <b>Designation:</b> 1. Medical Superintendent, MGMCRI 2. Sr. Personnel Manager	<b>Name:</b> 1. Dr. Ravishankar  <b>Designation:</b> 1. Dean, MGMCRI	<b>Name:</b> Dr. A.R. Srinivasan  <b>Designation:</b> Registrar, SBV
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**TITLE: SBV DOCUMENT ON CODE OF CONDUCT [CODE OF CONDUCT,  
BEHAVIOUR AND STANDARD PROCEDURES FOR ADMINISTRATORS,  
FACULTY, STUDENTS AND STAFF] - 2016**

**1.0. PREAMBLE**

This document includes the Code of Conduct of Sri Balaji Vidyapeeth applicable to all students, Teaching Faculty, Non-Teaching Faculty and Administrators who are associated with the Deemed to be University.

All concerned should understand that it is incumbent upon them to abide by this Code of Conduct. Disciplinary matters are also included in the Policy.

The intention of this document is to promote a healthy working culture for the working personnel and conducive learning culture and environment for the students to enable them to work in unison for the growth of the Deemed to be University. The document covers the Code of Conduct to be followed by the Administrators and Faculty also.

All students, teaching, non-teaching faculty and administrators are expected to be well conversant with this document which can also be accessed from the website. [www.sbv.ac.in](http://www.sbv.ac.in). The code of conduct for the students are outlined in the student's manual also for Vice Chancellor reference.

**2.0. CORE VALUES FOR ADMINISTRATORS**

The core values for Administrators, Teaching Faculty, Students and Non-Teaching Employees on which the document is based are enumerated below -

**1. Administrators**

- a) Duties and Responsibilities
- b) Application of equal yardstick to subordinates and students
- c) Justice in decision making
- d) Accountability to the Management



- e) Loyalty
- f) Progressive attitude for development
- g) Proactive rather than reactive
- h) Required performance of assignments

## **2. Teaching Faculty**

- a) Duties and Responsibilities
- b) Accountability
- c) Non Discriminative behavior
- d) Equality to all students
- e) Ethical behavior
- f) Demonstration of professionalism
- g) Setting up a role model for students
- h) Mentoring of students
- i) Realizing professional goals and progressive behavior
- j) Loyalty to the Institution
- k) Required performance of assignments

## **3. Students**

- a) Gender sensitization and equality among students
- b) Responsibility in following the norms and guidelines required by the University and being a responsible students.
- c) Zero tolerance for ragging
- d) Loyalty to the university and *alma mater*
- e) Professional and moral role as a health care professional
- f) Awareness of uniform code of ethics global and national scenario
- g) Required performance of assignments

## **4. Non-Teaching Staff**

- a) Duties and Responsibilities
- b) Sense of being part of the Institution
- c) Sense of Responsibility
- d) Non discriminative Behavior

- e) Accountability to materials, property, equipment and infrastructure in the Institution
- f) Aware of global standards of health care protocols limited to their job responsibility and being active in any work place
- g) Facilitate in a supportive role to patient care
- h) Facilitate in a supportive role to learning environment
- i) Required performance of assignments

### **3.0. CONDUCT DISCIPLINE AND APPEAL RULES AS APPLICABLE TO TEACHING AND NON-TEACHING STAFF / STANDING ORDERS FOR EMPLOYEES:**

1. Conduct and Discipline Rules are applicable to all employees of SBV and its constituent colleges. For those employees covered under the Standing Orders Act, Model Standing Orders will apply.
2. The conduct rules will cover general matters required from employees, procedure for appointments, confirmation, hours of work, recording of attendance, leave eligibility, performance appraisal, rules related to what constitutes misconducts, procedure for enquiry, punishment, prevention of sexual harassment at work spot, procedure for imposing penalties etc.

### **4.0. DISCIPLINARY COMMITTEE MANUAL FOR STUDENTS**

1. The manual deals with guidelines for the existing code of behavior expected from students, principles underlining and effective code of behavior, setting standards for behavior, promoting good behavior among students, responding to inappropriate behavior, involvement of faculty and parents in controlling the code of behavior of students, implementing the code of behavior, punishments for absence, misconducts and ragging, illegal strike etc., procedures for taking necessary action which may include warning, suspension and expulsion, depending upon a nature of the misconducts.
2. The code related to attendance, conduct of examinations (both written and viva) etc. will form a component of the manual for students.






## **5.0. MISCONDUCTS**

Misconducts will include ragging, insubordination, neglect of duty, theft, fraud or dishonesty, causing loss or damage to property, striking work and instigation, riotous and disorderly behavior, drunkenness, demanding or giving bribes, any illegal activities in the campus, breach of confidence, absence, negligence, sleeping in duty, possession of illegal weapons, money laundering, breach of prohibited act and not following safety instructions, non-cooperation, misuse of biometry, involving in demonstrations and political activities in the campus, acts of immorality, committing any criminal offence, prosecution by Court of Law etc.

## **6.0. CONSTITUTION OF COMMITTEES**

In case any complaint is received related to any misconduct, normally a Enquiry Committee would be constituted to go into the allegations by providing the delinquent sufficient opportunities to defend himself / herself and examine witnesses. Following the findings of the committee, the Dean or Head of the Institution will decide on the quantum of the punishment commensurate with the misconduct committed. The Appellate Authority will be the Vice Chancellor.

All procedures required under the rules of natural justice will be followed and adopted.

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr. Nirmal Coumare V	Medical Superintendent, MGMCRI	
		Mr. Balamukunthan S	Sr. Personnel Manager	
2	Reviewed by	Dr. Ravishankar	Dean, MGMCRI	

**Approved by:** Dr. A.R. Srinivasan, Registrar, SBV: 