

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] – 2019**

(Revised Edition of 2016)

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Prepared by	Reviewed by	Approved by
<p>Name:</p> <ol style="list-style-type: none">1. Prof. Nirmal Coumare V2. Mr. Balamukunthan S3. Dr. Manoharan P.S <p>Designation:</p> <ol style="list-style-type: none">1. Medical Superintendent, MGMCRI2. Sr. Personnel Manager3. Professor and Head of Prosthodontics, IGIDS	<p>Name:</p> <ol style="list-style-type: none">1. Dr. Adithan C <p>Designation:</p> <ol style="list-style-type: none">1. Dean - Research, SBV	<p>Name:</p> <p>Dr. A.R. Srinivasan</p> <p>Designation:</p> <p>Registrar, SBV</p>
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CONTENTS

1. Preamble
2. Terminology
3. Code of Conduct for Administrators
4. Code of Conduct for Teaching Faculty
5. Code of Conduct for Students
6. Code of Conduct for Non-Teaching Faculty

PREAMBLE

This Manual includes the code of conduct document of Sri Balaji Vidyapeeth for all students, Teaching Faculty, Non-Teaching Faculty and Administrators who are associated with the University.

All the students and faculties should understand that it is incumbent upon them to abide by this Code of Conduct mentioned in the book which will be called as SBV's CODE OF CONDUCT. The rights and responsibilities of all the students and working personnel are included along with their restrictions. In case of any Disciplinary Issue, the role of the committee assigned and the process of addressal is also defined.

The intention of this manual is to promote a healthy working culture for the working personnel and a conducive learning culture and environment for the students to enable them to work for the growth of this University. The manual has policies for administrators and faculty to abide by and also code of conduct for them in their workplace.

All the students, teaching, non-teaching faculty and administrators are expected to be well conversant with SBV's CODE OF CONDUCT which can also be accessed from the website. www.sbv.ac.in.

SBV CODE OF CONDUCT is a set of general statements for administrators, faculty, employees and students. Individual institutions and centers have their code of conduct policy specified to the needs of their own. The code policy of institutions is present in the manual, displayed in various strategic points in the institutions and centers for ease of visualisation. The rules and regulations of the university and the institute are explained to the faculty/administrators/other employees one on one basis during the interview when they join the university.

TERMINOLOGY

SBVs CODE	Description of the Code of Conduct developed by the University for administrators, faculty and students. The HR policy and leave regulations for faculty and employees are displayed in website and also provided as hand book to them. SBV CODE do not encompass these details.
Administrators	Those people in authority and held accountable for the functioning of a particular unit. They can be in teaching [heads of departments, principals, vice principals, dean, associate dean and non-teaching [General Manager, Personnel Manager, Board of Management and other para-functionaries of the University] who report to registrar, Vice Chancellor and Chancellor.
Faculty/Employee	Those who are working under the administrators and have assigned job to be answered to their higher authorities. They can be in teaching or non-teaching employees
Students	Those who enroll in the institutes of Sri Balaji Vidyapeeth for under graduate, post graduate, diploma, fellowship or any other certificate courses or higher education.
Non Teaching Staff	Those who are staff nurses, attenders, maintenance staff from various departments including biomedical, housekeeping, electrical and plumbing sections.

SBV's CODE OF CONDUCT for Administrators

Core Values for Administrators: The code of conduct is written with the following core values desired from an Administrator.

- a) Responsibility
- b) Accountability
- c) Equality to subordinates and students
- d) Justice in decision making
- e) Loyalty to the University
- f) Globally aware and locally active
- g) Proactive and Progressive attitude

Code of Conduct Statements:

The Administrative faculty/staff

1. Understand the university's vision, mission, core values and objectives and contribute constructively to their ongoing evaluation and reformulation.
2. Use university resources solely for normal functioning of the University. They may not be used for personal gain and not be used for personal use, except in the manner that is incidental, and reasonable in the light of their duties. Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not to disclose information to secure personal or financial gain.
3. Should **not discriminate** students or faculty either physically or verbally based on their gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
4. Should **not involve in sexual harassment** including one or more of the following
[making sexually suggestive comments, abuses, gestures or any sounds, intentional staring, stalking, claiming of affection and exhibiting the same in person or through messages, calls, emails, via social media, obscene sexual expressions through the above,

sexual behavior or contact of a sexual nature which is unwelcome, threatens and humiliating an individual, physical touching such deliberately brushing against someone, patting, kissing and embracing against the will of another]

5. Posting **derogatory comments** about other individuals from the university on the social `media or Indulging in any such related activities having grave ramifications on the reputation of the university.
6. Accept any **gift, favor, service**, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties.
7. Engaging in actions that **does not comply with the ethical principles** contained in this Code or in the provisions of the law.
8. Comply with applicable **governmental laws, rules, and regulations**.
9. Should be competent and work on improving competency, not only in self but also in others.
10. **Treat all stakeholders with respect** & civility and recognize their right to disagree
 - a. Devote time, thought, and study to the duties and **responsibilities of one's job** and be able to render effective and creditable service
 - b. **Disclose possible conflict of interest** either financial or others, either directly or indirectly, in any ventures, financial or business related transaction, or any other professional activities which can be a substantial conflict in due discharge of one's duties.

Procedure for handling misconduct

1. Any complaint / allegation of misconduct is to be duly reported to the principal or dean of the concerned institution or to the Vice Chancellor (or Chancellor if Vice Chancellor or Pro-Chancellors is / are party to the complaint).

2. For minor infractions, the Vice Chancellor may investigate the complaint / allegation and decide on the disciplinary action in consultation with a Senior University Official.

3. The Vice Chancellor / Chancellor will, when required, refer the complaint / allegation to a Standing Disciplinary Committee or constitute a Disciplinary Committee

for inquiry into the complaint / allegation. The Disciplinary Committee will conduct an enquiry and submit a report on the nature of misconduct, seriousness, and recommended action. [Refer the Disciplinary Committee Manual for standard operating protocol to carry out disciplinary action]. The Vice Chancellor / Chancellor will be the deciding authority on the final action to be taken.

4. The Administrator alleged with misconduct will be given an opportunity to present his / her case in person and in writing before action is initiated.

5. Incidents involving gender issues and sexual harassment should be referred to the Institutional Grievance cell.

6. Incidents involving discrimination of unprivileged caste [SC/ST] will be first addressed to the concerned cell before taking it up to the Principal or Dean of concerned institution.

SBV CODE OF CONDUCT for Teaching Faculty

Core Values for Teaching Faculty:

The code for teaching faculty is written bearing in mind the following core values to be inculcated in them

- a) Responsibility
- b) Accountability
- c) Non Discriminative behavior
- d) Equality
- e) Ethical behavior
- f) Demonstration of professionalism
- g) Setting up a role model for students
- h) Realizing professional goals and progressive behavior
- i) Loyalty to university

Code of Conduct Statements:

Leadership, Participative & Visionary Work Culture

1. The Faculty member should work with the scope and principles of SBV Vision in mind.
2. The Faculty should be equipped with necessary skills needed for Teaching and facilitating learning among the students.
3. The Faculty should train the students to be the health care professionals with a cutting edge knowledge, smart expertise and try to inculcate the zeal for research and inquiry based learning.
4. The Faculty should work aligning with the Vision of Institution and Departmental Goals under the head and carry out duties which would facilitate smooth running of the institution.
5. The role of the Faculty is not just limited to teaching but also to manage the works allotted to them by the head or the institution head for the upliftment and progress of the university to match National and Global standards.
6. The Faculty should be responsible and accountable for all the works allotted to them and have necessary documentation pertaining to it to be presented in time of need.

Non Discriminatory Approach

1. The Faculty should not have any personal agenda against fellow colleagues or students and should not exhibit any disruptive behavior in running of the department.
2. The Faculty is not expected to be partial towards any students or involve in any groupism with other faculty to promote their personal agenda.

Progressive and demonstration of Professional Obligation

1. The Faculty should strive to excel in their own field and work to be identified in national and international societies, bodies or organization in their expertise.
2. The Faculty should use every opportunity to excel in their field or any other field if given an opportunity which would facilitate their personal growth and the growth of the institution.
3. The Faculty should identify their strengths and try to improve them towards excellence.
4. The Faculty should participate and encourage in research and development of innovations in their expertise to be recognized as a proactive member of the health care community of the University.
5. The Faculty should contribute their findings, observations and research work in the form of presentations and publications in national and international platforms and journals of high repute.
6. All research and publications should be routed through the authorities concerned following the publication policy.
7. All activities pertaining to the health care by the faculty, should be informed to the authorities they are subject to.

Facilitator for learning and Systems Approach

1. The Faculty should plan the teaching and learning activity in a structured manner aligning with the goals and objectives of the institution.
2. The Faculty should have lesson plans made with active learning atmosphere and innovative teaching techniques to facilitate learning with a student centered approach and engagement of students of changing generation.
3. The Faculty should play a role in the assessment of students in their formative and summative levels to enhance the outcomes of the course in alignment with the intended learning outcomes.

4. The Faculty should be sensitive to students who need additional curricular support. The Faculty should keep track of habitual absentees and students lag of attention so that appropriate remedial measures can be taken to improve their performance through curricular or psychological support.
5. The Faculty should handle difficult students in a mature manner. They should not be overtly sensitive to abnormal behavior or insubordination by students and treat them in a harsh manner. If things go out of hand it should be brought to the notice of the Head of the Department.
6. The Faculty should cooperate with any new learning strategies implemented by the institution for facilitating learning at higher level.
7. The Faculty should demonstrate professionalism, ethics and communication skills to the students whenever they find an opportunity to create a learning activity.
8. The Faculty should demonstrate patient centered care, ethical approach. while treating patients and use modeling strategy to facilitate learning of such tacit skills.
9. Consent forms obtaining, explaining treatment and performance of treatment are demonstrated to facilitate internalization of right attitude
10. The Faculty who are assigned as coordinators of a course is expected to possess all the documents apart from soft copies, pertaining to themselves, students, including the academic calendar, evaluation process, marks and feedback including details of the parent teacher's meeting. The course file should have question bank, lesson plans, blue print, syllabus and list of students of each batch with a list of students needing additional curricular support and the remedial measures taken for them.
11. The faculty is supposed to give assignments to students and provide them resource material for the same in alignment with the lesson plan. They should correct the assignments. The work should not be sub-delegated to interns, post graduates if they are unable to perform.
12. During practical and Laboratory hours the faculty is expected to facilitate the learning of students. Mere presence in the laboratory without adequate contribution would not suffice.
13. In case of planned or unplanned activity/ leave the faculty is expected to inform the Head of the Department and assign another faculty to take care of the responsibilities assigned to them.

Work against promoting disruptive behavior

1. The Faculty always should behave in a manner which would encourage the learning of the students. The Faculty should not demoralize, victimize or punish a student with a personal or any other academic agenda.
2. The Faculty should identify strengths of students and fellow colleagues and encourage and facilitate participation in any know opportunities they come across and not otherwise.
3. The Faculty should not use the students to carry out their personal errands. Any work assigned to the students should be put to the note of the Head.
4. The faculty should not subdelegate their responsibilities of teaching or clinical or laboratory supervision to students or post graduates in their absence. The faculty should not create false documents related to their contribution to teaching and training the students.
5. All communications from the faculty to the higher authorities should be through the head of the department.

Procedure for handling misconduct:

1. Any issue from the fellow colleague, superiors or subordinates must be represented in written format only to the head of the institution.
2. The institution head must inform the Vice Chancellor and the core committee for code for handling disciplinary issues and take appropriate action following an enquiry. The team for the enquiry must be formed with consultation with the core committee for SBV's CODE and both the affected and alleged parties to be called and all the testimonies should be recorded verbatim in the enquiry.
3. The report generated must be maintained confidential and submitted to the principal/ dean of the constituent college for futher action is initiated.
4. The Principal/ dean can issue an order of suspension pending enquiry decision based on the severity of the problem.
5. The following activities if noted may attract disciplinary action. The course of action would be based on the standard protocol available from the disciplinary manual.
 - Non Progressive, Complacent Behavior
 - Disruptive Behavior
 - Groupism and Gossiping
 - Inappropriately seeking favours to progress their personal agenda

- Victimisation, Harrassment of fellow employees or students.
- Unethical Practice in Clinical Academic or Research areas
- Doing personal work during working hours
- Falsification of documents.

SBV's CODE OF CONDUCT for Students

Core Values for Students: The code is written bearing in mind the following core values the university wants to inculcate in the students

1. Equality
2. Responsibility towards university and also a responsible citizen
3. Loyalty to the university and alma matter
4. Professional and moral role as a health care professional
5. Awareness of uniform code of ethics global and national scenario

Code of Conduct Statements:

Personal conduct

The Students

1. Should not involve in discrimination (either physical or verbal acts) on the basis of gender, racial, caste, creed, religion, regional difference, complexion, language, any disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. to fellow students or faculty or colleagues.
2. Should not intentionally damage any property of the institute or property of other students and/or faculty members.
3. Should refrain from possessing, consuming, distributing, selling of alcohol, tobacco and other substances of abuse in the University campus .
4. Should not involve in conducts which are unacceptable, indecent, or lewd leading to unreasonable noise; manhandling; involving in a riot or disruption
5. Should not post derogatory comments about other individuals from the university on the social media or indulging in any such related activities having grave ramifications on the reputation of the university.

6. Ragging

a. As per the Order of the Honourable Supreme Court of India, ragging in any manner is considered a punishable criminal offence and is banned. Any student found indulging in ragging, in whatever manner, either directly or indirectly, shall be severely dealt with.

b. The Tamil Nadu Prohibition of **Ragging Act 1997** provided for punishment not only to the students who indulged in **ragging**, but also to the college officials who failed to take action on a complaint of **ragging**.

Any activities concerning ragging will be first reported to the Anti ragging cell of the concerned institution and then represented to the principal or dean of concerned institutions. All activities are to be reported to the higher officials irrespective in which level the problem is solved.

7. The following activities are forbidden by the students which include as activities related to sexual harassment, leering or staring, persistent following or stalking, sexually suggestive words, gestures or sounds, unwanted ongoing declarations of affection or approaches for affection, including gifts, persistent unwelcome invitations, telephone calls or emails, obscene sexual communications in any media including social networking, sending of sexually explicit emails or text messages, display of sexually suggestive material, unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual, unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing

8. Engaging in or inciting others to engage in conduct which interferes with or disrupts any University function, or which prevents or limits the free expression of the ideas of others, or involves in obstruction either physically or by threat to obstruct of other members of the University community or visitors. 8. Failing to comply with the direction of clearly identified University personnel (this includes campus security guards) in the performance of their assigned 9. Violating rules regarding use of personal vehicles inside the campus.

11. Encouraging, aiding or conspiring with another student in the commission of prohibited conduct, or encourage or aid behavior by a non-student which, if committed by a student, would be prohibited conduct under this Code.

9. Bringing or raising or spreading rumours of false charge against any faculty of the university.

Academic Conduct:

1. Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests

2. Conform to the University's ethical and safety guidelines for working with humans, animals and biohazardous material.

3. Use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless express permission has been granted for non-University or private usage

4. Behave professionally, ethically and respectfully in all dealings with the University's learning partners

5. Any activity or behavior that would unfairly advantage or disadvantage another student academically

6. Forging, unauthorized alteration, or unauthorized use of any University documents or records, or any instrument or form of identification.

7. Intentionally furnishing false information to the University. Intentionally furnishing false information to persons outside the University concerning the student's academic record, degree, or activities.

8. Initiating or being the cause for initiating a false report, a warning, or a threat of arson or explosion or any other situations of emergency.

Procedure for handling student misconduct

1. Any complaint / allegation of student misconduct is to be reported to the Head of the Institution.

2. For minor infractions, the Head of Institute may investigate the complaint / allegation and decide on the disciplinary action in consultation with a senior faculty member / administrator as designated in Institutional policies.

3. The Head of Institution will, when required, refer to a Standing Disciplinary Committee or constitute a Disciplinary Committee for inquiry into the complaint /

allegation. The Disciplinary Committee will conduct an inquiry and submit a report on the nature of misconduct, seriousness, and recommended action. The Head of the Institution will be the deciding authority on the final action to be taken.

4. The student alleged with misconduct will be given an opportunity to present his / her views in person and in writing before action is initiated.

5. Incidents of misconduct that involve infringement of the law, involve law enforcement agencies or jeopardize the safety and reputation of the Institution / University have to be brought to the notice of the Registrar of the University.

6. Incidents of ragging should be referred to the Institutional Anti-Ragging Committee

7. Incidents involving sexual harassment should be referred to the Institutional Gender Harassment cell

Disciplinary measures

One of the following disciplinary measures can be taken to correct the student or a radical decision based on the gravity of the situation

1. Written warning or reprimand

2. Issuance of an apology

3. Withdrawal of certain privileges including restriction or prohibition of access to, or use of, University / Institutional facilities, services, activities or programs

4. Probation during which specified conditions must be fulfilled and good behavior must be demonstrated

5. Payment of costs or compensation for any loss, damage or injury caused by the conduct

6. Fines or loss of fees

7. Expulsion from hostel / campus accommodation

8. Suspension

9. Expulsion

SBV's CODE OF CONDUCT for Non Teaching Staff

Core Values for Non Teaching Faculty/Employees

The SBV' CODE OF CONDUCT for Non teaching Staff/employees are written bearing in mind the following core values





- a) Sense of Ownership
- b) Sense of Responsibility
- c) Equality
- 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 be active in the work place
- g) Facilitate in a supportive role to patient care
- h) Facilitate in a supportive role to learning environment

Code of Conduct Statements:

Personal Conduct:

1. The Non teaching Staff/employees should report on time and facilitate the learning in academic environment and also facilitate patient care.
2. The Non teaching staff should facilitate the provision of materials and maintenance of the work place with smooth coordination with the respective authorities.

3. The Non teaching staff should bring to notice any issues related to patient care or students mismanagement of department resources to the concerned head of the department for remedial action.
4. The employees and other staff should report on a regular basis to their authorities and submit the report of their activities from time to time.
5. The employees and other staff should be answerable to their in charge and also to the head of the department or in-charge of the department where they are posted in.
6. The rules and regulations are explained to individual employee/faculty one to one basis during the time of interview.
7. The rules and regulations, leave availability, other protocols and procedures are available in the policy document of the Human Resources of SBV

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr. Nirmal Coumare V	Medical Superintendent, MGMCRI	
		Mr. Balamukunthan S	Sr. Personnel Manager	
		Dr. Manoharan P.S	Professor and Head of Prosthodontics, IGIDS	
2	Reviewed by	Dr. Adithan C	Dean - Research, SBV	

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

