

ITM SLS Baroda University

CODE OF CONDUCT

Preamble

The Code of Conduct indicates the standard procedures and practices of ITM SLS Baroda University (ITMBU) for all the Teachers, Administrators, Non-Teaching, and Students enrolling with the University. They all must know that it is incumbent upon them to abide by this Code of Conduct. The University's endeavor by means of enforcing this Code is to pioneer and administer a disciplined process that is egalitarian, conscientious, effective, and expeditious, while at the same time providing a system that promotes growth through individual and collective responsibility.

All the Staff Members employee and students of ITM SLS Baroda University are requested to be well conversant with this Code. Schools may add their specific code of conduct if published by their specific councils and proper orientation should happen with the students, teachers, and Non-teaching Staff.

Code of Conduct for Management

- a) The Management appeals to all staff members to work as a team towards institution-building and upgrading the institution into one of Excellence in Higher Learning.
- b) Setting the Vision, Goals, Values, and objectives for the Institution.
- c) Agreeing the Institution improvement strategy with priorities and targets.
- d) Engaging with stakeholders (Parents, Students, Alumni, and Employers)
- e) Responsibility to maintain and develop the ethos and reputation of the Institution.
- f) Promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability, and sexual orientation.
- g) Responsibility to promote Research, Extension activities, and health care in society.
- h) Violation of the service rules will give punishment either in the form of increment or suspension or termination from service after a due enquiry at the discretion of the management.
- i) To know the Institution well and respond to the opportunities to involve themselves in the Institutional activities.

Code of Conduct for Hols/Principals/Deans

- a) To provide leadership direction and coordination within the constituent College/faculty.
- b) To make all their decisions based on the best interests of the students. They are fair in their disciplinary actions for both staff and students.
- c) To exercise authority to take all the necessary actions as and when required to maintain discipline in the institute.
- d) To form various committees at their respective colleges/faculties, necessary for the development of the institute.
- e) To oversee and monitor the administration of the academic programs and general administration of the constituent college/faculty to ensure efficiencies, and effectiveness in the overall administrative tasks and assignments.
- f) To be responsible for the development of academic programs of the institute.
- g) To empower all staff members and students to reach their maximum potential. Without



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interference this is done by allowing teachers to practice reasonable educational freedom.

- h) To encourage students to be creative in their educational & Co-Curricular pursuits by honoring their commitments to their own culture and heritage.

Code of Conduct Rules for Teaching Staff

- a) Loyalty to the Institutes by being punctual, reliable, and Integrity by being honest in words and actions in all duties.
- b) Creating and maintaining strong relationships with students and staff:
- c) Maintaining professional boundaries with students and staff.
- d) Maintaining dignity by treating students with care and kindness by being supportive and cooperative with other staff members.
- e) Practice mutual respect, trust confidentiality, and justice by being committed to the well-being of individuals, the wider community, and the common good of all people.
- f) Must respect and maintain the hierarchy in the office, academics, and administration.
- g) Should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- h) Must not use unauthorized persons to perform official duties.
- i) To perform efficiently with the Academic Duties and the Work related to the Examinations.
- j) Not to discriminate against a student on political grounds or for reasons of race, religion, caste, language or sex or other reason of an arbitrary or personal nature and shall not incite students/teaching staff against students or other teaching staff, colleagues or administration/governing body of ITMBU and its constituent Institute.
- k) To have freedom of thought and expression but shall not misuse the facilities or forum of any of the constituent Schools of ITMBU.
- l) To adhere to the academic and administrative decisions taken by ITMBU.
- m) To avoid using the Resources and/or facilities of the ITMBU/ Schools/Department for personal, commercial, political, or religious purposes.
- n) To be impartial in the assessment of a student or deliberately over-mark, under-mark, or victimize a student on any grounds.
- o) To refrain from any private tuition, conduct/participate in private coaching class, or indulge in or resort to, any malpractice or unfair means in teaching/examination/ administration directly or indirectly.
- p) To furnish correct information regarding qualifications, experience, age, etc. in respect of appointment, and promotion.

Code of Conduct Rules for Non-Teaching Staff

- a) Loyalty to the Institute by being punctual, reliable, and Integrity by being honest in words and actions in all duties.
- b) Creating and maintaining strong relationships with students and staff.
- c) Proper interactions with students and maintaining professional boundaries with students and staff.
- d) Maintaining dignity by treating students with care and kindness by being supportive and cooperative with other staff members.




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- e) Fulfilling responsibilities by meeting the required standards for every assigned task.
- f) Practice mutual respect, trust, confidentiality, and justice by being committed to the well-being of individuals, the wider community, and the common good of all people.
- g) Must respect and maintain the hierarchy in the office, academics, and administration.
- h) Should adhere strictly to the official resumption/ closing time and must dress decently & and appropriately.
- i) To perform the assigned duty and the Work related to Academic and administrative as per the Post and position.
- j) To have freedom of thought and expression but shall not misuse the facilities or forum of any of the constituent institutions of ITMBU.
- k) To refrain from discriminating against any staff/student for the reasons of race, religion, caste, language, or sex for other reasons of an arbitrary or personal nature and shall not incite students/staff against students or other teaching staff, colleagues or administration/governing body of ITMBU and its constituent Institute.
- l) To adhere to the academic and administrative decisions taken by ITMBU.
- m) To avoid using the Resources and/or facilities of the ITMBU/ Schools/Department for personal, commercial, political, or religious purposes.
- n) To furnish correct information regarding qualifications, experience, age, etc. in respect of the appointment, and promotion.

Code of Conduct for Administrators and Other Staff

- a) Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- b) Maintain a supportive environment while performing their assigned duties.
- c) Understand the job scope, practices, and procedures relating to their position.
- d) Ensure accuracy and thoroughness in the performance of their assigned duties.
- e) Meet targets regarding work to be performed to the best of their ability.
- f) Manage the time effectively.
- g) Demonstrate ability to solve problems within the scope of their position and to work independently when appropriate.

Code of Conduct for the Students:

- a) **Dress Code:** Students should carry proper Identity cards and are required to follow the dress code prescribed by the institute.
- b) **Honesty:** Malpractices/Cheating in Tests/Examinations or knowingly furnishing false information are prohibited and defaulters will be dealt with seriously.
- c) **Disciplined Conduct:** Any obstruction to teaching, Research, Administration, other proceedings, or activities on the campus is entitled to punishment.
- d) **Respect for Women:** Students must take care that his/her behavior is impeccable towards the opposite gender. Any unwelcome behavior towards female students or employees in written, spoken, gestural, or physical directly or indirectly will be dealt with as per the law. Grievance Redressal Cell, Committee against Sexual Harassment, and Internal Complain Committee, will take care of these incidents.
- e) **Prohibition of Ragging:** Ragging is any conduct by the student as an individual or group of them whether by words spoken, or written or by an act, which has the effect of teasing, treating or handling a fresher or any other student with rudeness will be treated as ragging



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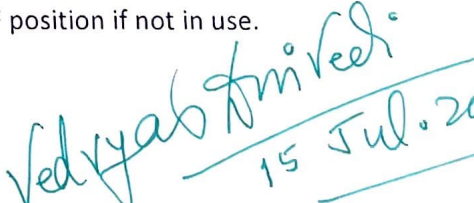
- and will be entitled to the disciplinary action through Anti- Ragging Cell.
- f) Students are expected to attend their classes regularly and maintain the attendance criteria as per the prescribed norms of their respective Constituent Colleges/Faculties.
 - g) Students must appear for all internal as well as university examinations. Students must be present in the examination hall ten minutes before the start of the examination and should obey the instructions given by the supervisor in the examination hall.
 - h) Students must appear for all the tests and examinations and show satisfactory progress.
 - i) Students are expected to take proper care of the institute's property. Any damage done to the property of the institute by disfiguring the walls, doors, fittings breaking the furniture, etc. is a breach of discipline.
 - j) All vehicles should be parked in the parking area provided by the Constituent Colleges/Faculties.
 - k) **Hostel Discipline:** Rules and regulations laid down for the hostels have to be strictly followed by each student.
 - l) No society or association must be formed in the institute or in the Hostels, Mess, Canteen, Grounds, Library and no person should be invited to address a meeting without the Head of Institution's prior permission.
 - m) **Drugs/Alcohol/Tobacco:** Sale, distribution, manufacture use, and possession of drugs that are not prescribed by the physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are prohibited on the campus and in hostels.
 - n) **Possession** or use of Fire Arms, Fireworks, Weapons, Explosives, or items of destruction are prohibited.
 - o) **Conservation of Natural Resources, Energy, and Environment:** Every student and staff member is expected to be aware of these and to maintain the conduct accordingly.
 - p) **Cleanliness:** Every student and staff are expected to maintain cleanliness within the classrooms, laboratories, and the campus in general.

Code of Conduct for Office Attendant/Peon

- a) Cleaning the office. Taking care of the office and attending to the various basic needs of the office.
- b) Should attend the Guest's Hospitality
- c) Should be willing to come to office before time and leave the office after everyone leaves.
- d) To take the Files and official Papers/Documents from one Department to another.
- e) To take care of Office infrastructures for the maintenance and servicing and to contact the technician if required.
- f) To keep the stationery items readily available in each office.
- g) Xeroxing or Photo copying of the documents.
- h) To keep the Electrical appliances and Water Taps in OFF position if not in use.


Initiated by IQAC
ITM SLS Baroda University




Approved by Hon'ble Provost
ITM SLS Baroda University

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