



# Bharati Vidyapeeth

(Deemed to be University)  
Pune, India.

Founder Chancellor : Dr. Patangrao Kadam

## MEDICAL COLLEGE, PUNE

★ Accredited with 'A+' Grade (2017) by NAAC ★

★ Category-I University Status by UGC ★

★ NIRF Ranking - 62 ★

"Social Transformation Through Dynamic Education"



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Principal

Ref. No. : BVDU / MC / 2777 / 21-22

Date : 29/10/2024

## CODE OF CONDUCT

### Introduction:

1. This Code of Conduct lays down the policies, rules and guidelines of conduct to be observed by all teaching and non-teaching employees, and students of Bharati Vidyapeeth (Deemed to be University) Medical College, Pune while on the premises of the Medical College and Bharati Hospital. All are required to be conversant with the provisions of this code.
2. Bharati Vidyapeeth (Deemed to be University) Medical College, Pune is committed to providing all its members a welcoming, collegial environment conducive to optimal education, clinical care and research and to maintaining the highest levels of ethical and professional standards. The faculty is particularly committed to promoting and maintaining the highest standards of behavior of all of its members in order to provide a healthy and safe learning environment. The faculty shall value integrity, honesty, fairness and respect for the rights of others and strive to integrate these into its teaching, research, clinical and other activities while working at this institution.
3. These guidelines will help all concerned to interact appropriately with one another and ensure that everyone feels comfortable at the college. When we treat each other with respect, we can avoid conflicts and work together in harmony.
4. This code provides clear instructions about what the staff and students should and should not do.

### Purpose:

5. It provides a clear set of rules that enable all teachers of the faculty, non-teaching staff and students understand the mode of conduct at work and study.

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PRINCIPAL  
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6. This will enable establishment of sound relationships and discipline in the college.
7. This code of conduct will address all such aspects of conduct including, briefly, harassment in the workplace, gender harassment and ragging, which otherwise have other separate committees and for which regulations are already in place for consideration.

**Scope:**

8. The code applies to all staff and students of the Bharati Vidyapeeth (Deemed to be University) Medical College, Pune who
  - a) are appointed by the Bharati Vidyapeeth including Teaching and Non-teaching categories. Teachers may include those within a course or program of the Bharati Vidyapeeth (Deemed to be University) Medical College, whether that teaching/supervision is occurring in a different organization or setting from the University and/or its affiliated teaching hospitals, and also includes teachers contractually engaged to teach in specific courses, who may not be appointed as permanent faculty.
  - b) are students registered in any of the undergraduate and postgraduate degree, postdoctoral fellowships/diploma and paramedical degree/diploma and certificate course/s offered by the college/university, whether the instruction is offered on campus or off campus at an affiliated teaching site, or whether they are attending the university on a temporary basis as part of an elective or other program.

Note: The word "Student" shall include:

- (i) any person registered in the university/ college for a course/s or research, whether or not a candidate for degree, diploma or certificate.
- (ii) persons registered in the university under (i) above, who are on leave or under suspension from the University.
- (iii) persons registered during any preceding term and who have not since that time fulfilled all the requirements for the degree, diploma or certificate course for which they were registered.
- (iv) postdoctoral fellows who are not employees of the university

## **Standards of Conduct**

### **9. Head of the Institution/ Medical Director/ Vice Principals**

The head of the medical college shall be the principal who will function primarily as the academic and executive head. He/ She should therefore lead by example in all manners of conduct.

The scope of these norms shall apply also in a similar manner to all Vice Principals/ Medical Director/ Deputy Medical Directors of the college and hospital, in so far as duties allotted to them are concerned.

- a) They shall, in consultation with the concerned committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the University authorities for consideration.
- b) They shall perform such other duties and responsibilities as may be assigned to them by the Vice-Chancellor, from time to time.
- c) They shall maintain the dignity and decorum of the post they hold.
- d) They shall comply with all applicable legislation, professional codes of conduct or practice and College/ University policies and comply with the rules and regulations of statutory/regulatory bodies.
- e) They shall not be involved in any commercial activity that will harm the interests of the College.
- f) They may undertake any outside work as consultant or become a member/expert on various committees of other colleges/institutions provide such responsibility does not interfere in the day to day working of the college and provided it shall not conflict with their college work, adversely affect their college work performance or involve the use of College resources. Such work may only be performed outside their normal college working hours.
- g) Gifts may be accepted only if offered by another institution to our college and provided there is no compromise of their own responsibilities in administrative or professional capacities.
- h) They will not accept any gift from other faculty or any other staff member of the college, if acceptance of gift is going to compromise functioning as head of Institution. They shall not accept any gift from students/parents.

- i) They shall not disclose, or offer to supply, confidential or private college records or information.
- j) They shall protect the College's interests in intellectual property arising from teaching and research by the faculty.
- k) They shall access or use information, including information on electronic systems and hardcopy files, only for official purposes.
- l) They shall not destroy, or authorize the destruction of University records other than in accordance with Waste Disposal instructions as are in place as per statutory norms.

#### **10. Faculty**

- a) All members of the Faculty are required to conduct themselves honestly and with integrity in their daily work, whether in education, research, clinical care or administration. This includes the appropriate acknowledgement of the contributions made by others.
- b) In the context of caring for patients and their families, all members of the faculty are required to adhere to the highest standards of integrity and follow the requirements of professional orders, which may be applicable, with regard to confidentiality and consent.
- c) All members of the faculty are required to engage in ethical interactions with the institute by declaring and managing conflicts of interest, real or perceived. They must disclose to sponsors, universities, journals or funding agencies any material, conflict of interest, financial or otherwise, that might influence their decisions about whether the teacher, academic staff or student should be asked to review manuscripts or applications, test products or be permitted to undertake work sponsored from outside sources.
- d) It is incumbent on all to demonstrate respect and appreciation for their colleagues, students, patients and administrative staff they interact with, in their role as a member of the Faculty. In particular, all members of the Faculty must not discriminate in interactions with others on the basis of age, race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, unrelated criminal convictions or any other ground protected by human rights legislation. Any such infringement shall be duly reported to higher authority.
- e) All are called upon to create and maintain an atmosphere conducive to learning, discovery and to the conduct of professional work. All members of the faculty

are expected to maintain personal composure and consideration for others and to model language, appearance and demeanor appropriate to the academic or professional health care setting.

- f) All faculty will ensure that all written or oral communications must be respectful and meet the same level of professionalism as would be expected in face-to-face communications. They will ensure no breach of privacy and confidentiality when communicating. They will adhere to data access and security regulations in both academic and clinical settings and ensure that personal information, including and importantly personal information of patients, should not be transmitted without consent of all parties.
- g) In addition to the previously mentioned requirements regarding communications, all members of the faculty must use social media responsibly. They must not disclose personal or confidential information about members of the health care team, the academic community or the administration. They must not post information that is untruthful, hurtful or disrespectful, and must use discretion when posting their own personal information.
- h) Computers, cell phones and similar devices provided in the academic or health care settings must be used in accordance with the applicable policies, including those regarding personal use. Use of personal communication devices must not be disruptive or interfering with interactions with patients, families, health care providers, students, co-workers, administrative or support staff.
- i) All members of the faculty must establish and maintain appropriate personal boundaries, including, but not limited to, refraining from making unwanted romantic or sexual overtures, protecting personal information and respecting the individual workspace.
- j) No member of the faculty should engage in sexual or romantic relations with patients with whom they have a professional relationship. Coercive or exploitative relationships with colleagues, students, patients, research participants or their families for any purpose including emotional, financial, research, educational or sexual purposes are strictly forbidden. All members of the faculty must abide by the university's regulations monitored by college's Anti-sexual harassment committee.
- k) Faculty involved in clinical care must ensure that patients and families, as well as members of the health care team and academic community, are always treated with respect and dignity both in their presence and in discussions with

other members of the health care team or academic community. Feedback to members of the health care team or academic community, whether oral or written, must be provided in a timely, constructive, and respectful manner.

- l) All members of the faculty must respect and maintain the privacy and confidentiality of information about patients, as well as research and educational participants. This includes limiting discussion of patient health issues to appropriate settings for clinical or educational purposes and to those family member caregivers identified by patient consent.
- m) All faculty shall act in accordance with obligations imposed by privacy legislation related to collection, storage and disclosure of personal information and maintenance and use of educational records, health records, and research and personal information. In particular, all members of the Faculty must not access personal information stored in files or computers in the University or clinical settings without appropriate authorization. In the case of research, data access must conform to the requirements of governing research ethics policies. In the case of clinical duties, access is governed by the rules of the health care institution and the expectations of professional orders. Members may only view information on patients with whom they have a current health professional/patient relationship.
- n) All members of the faculty must be accountable for their own actions in the workplace, research and learning environments. Behaviors and actions are subject to all the requirements for honesty, respect and confidentiality listed above, which will be used to assess compliance of any behavior with this Code of Conduct.
- o) As responsible members of the community, all must seek to recognize their personal limitations in situations that exceed their level of experience or competence, and consult with and refer to appropriate professional colleagues. Similarly, all must demonstrate self-awareness and responsibility for their actions by accepting and responding appropriately to feedback regarding performance.
- p) All members of the faculty are expected to exhibit/model behavior consistent with this Code and, where applicable, the codes of conduct and ethical practices within one's professional and licensing bodies. To this end, members are expected to maintain and enhance their competence through commitment to continuous professional development.

- q) In the clinical context, all members of the faculty are required to follow the rules of the health care institution and of their professional order in regard to disclosure of errors or misjudgments.
- r) In the research context, all members of the faculty are required to adhere to the highest standards of integrity and to conduct their work using best practices and, where appropriate, in accordance with the requirements of the relevant ethics board or committee, including McGill's Ethics and Compliance and the Faculty's Institutional Review Board requirements.
- s) In the course of their work or study, all members of the faculty are expected to promote fiscal responsibility and accountability.
- t) All members of the faculty must not use or promote the use of alcohol, cannabis, or other drugs, including prescription drugs, in any way that could interfere with their duties and responsibilities.
- u) All members of the faculty must report professional misconduct to the appropriate authorities while taking care to avoid unjustly discrediting the reputation of members of the health care team or of the academic community.
- v) All members of the faculty are required to meet expectations related to punctuality, attendance and duties in their workplace, academic classes or clinical settings.
- w) Faculty shall not undertake any other employment and commitment including private tuitions and coaching classes or write guides, notes, questions and answers, circulation, etc. for commercial benefit. A full-time teacher shall not engage in any trade, business, coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed
- x) Faculty shall not avail themselves of leave (except on unavoidable grounds and as far as practicable) without prior permission of the competent authority, keeping in view their particular responsibility for completion of academic schedule. He/ She shall inform the Competent Authority within five days from the first date of absence, failing which his 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. However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his/her control, was unable to convey the cause of his absence.

y) Faculty shall always comply with any instructions issued by the Competent Authority from time to time.

**z) Teachers in interaction with students shall**

- i) respect the right and dignity of the student in expressing his/her opinion and not behave in a vindictive manner towards any of them for any reason.
- ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii) practice fairness in examination and assessment of students and strive to be fair and objective when acting as referees.
- iv) refrain from inciting students against other students, colleagues or the administration.
- v) keep in confidence all privileged information gained about a student unless required under proper authority, in response to a request from a legitimate source.

**aa) Teachers in their interactions with guardians and members of society shall**

- i) endeavour to maintain contact with the guardians of their students, to bring about the academic and all round development of our students.
- ii) will not accept gifts/favors from parents.
- iii) recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided under the directions of the University, Management and Regulatory authorities.
- iv) work to improve education in the community and strengthen the community's moral and intellectual life.
- v) involve students in such activities as would be conducive to the progress of society and hence the country as a whole.
- vi) perform the duties of citizenry, participate in community activities and shoulder responsibilities of public office, when called upon after due permission.
- vii) 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 and actively work for National Integration

ab) Breaches of the code of conduct

Any breach of code of conduct may invite administrative/ disciplinary action against faculty. The procedure for disciplinary action shall be as laid down by the Appointing Authority and Bharati Vidyapeeth (Deemed to be University) and BVDU Medical College, Pune.

**11.Code of conduct for students**

- a) This Code of Conduct for Students shall apply to all students enrolled in a course at Bharati Vidyapeeth (Deemed to be University) Medical College, Pune and include students on exchange programmes.
- b) The Code applies to conduct that occurs on or near the premises of the Bharati Vidyapeeth (Deemed to be University) Medical; College, Pune including the premises of Bharati Hospital and UG and PG hostels of the students of the college.
- c) It also applies to conduct that occurs elsewhere if it is related to College sponsored programs or activities, such as travelling athletic, quiz and cultural meet teams etc. or if it occurs in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the College.
- d) This does not apply to conduct that is assigned to another college committee for which there are Statutory regulations in place.
- e) Students living in hostels may also be subject to a separate residence policy for conduct that occurs in any buildings managed by Student Housing and Hospitality Services or the property surrounding these residences. Details are at Sr 10 ®.
- f) A medical student shall
  - i) Commit to continued medical learning and the development of skills.
  - ii) Recognize that the learning needs are valid and important.
  - iii) Where barriers exist for learning opportunities, identify these and notify them to the mentor.
  - iv) Act with integrity in all learning and assessment situations.
  - v) Care for peers, provide support in learning opportunities, and work collaboratively and respectfully in all situations.

- vi) Be prepared, when called upon, to provide constructive feedback to peers on their performance.
- vii) Students should maintain good academic progress and conduct, which are prerequisites to appear for university examinations.
- viii) Show respect in working with human cadavers and human tissues in anatomy practical hall.
- ix) Maintain discipline within the college campus which is of utmost importance. Any student involved in RAGGING of any sort directly or indirectly shall be dismissed from the College immediately in addition to facing action by the law enforcing authorities. Students expelled on grounds of indiscipline will not be entitled to any refund of any fees or deposit.
- x) wear a white apron in college and hospital. They shall wear decent and presentable clothes. Jewelry that poses a safety hazard to the student or other students/ patients is not permitted.
- xi) possess and wear the college Identity-card all times while in the college premises.
- xii) wear decent footwear, preferably shoes while attending class, practicals, wards, OPDs and other sections of college and hospital.
- xiii) keep their mobile phones in switched off/ silent mode in college. They will refrain from using mobiles when attending classes unless directed to do so by their teachers.
- xiv) Ensure a minimum of 75% attendance in theory and 80% in clinical/ practical classes. However, it is expected that students will maintain 100% attendance, unless for reasons beyond their control, so as not to miss the conduct of curriculum. Anyone, who fails to adhere to this, shall not be permitted to appear the examinations. Unauthorized absence is liable for fine and punishment. Punctuality is a must for each lecture class laboratory and clinical session.
- xv) Attend all internal examinations compulsorily and leave/absence shall NOT be permitted.
- xvi) avail leave only with prior sanction from the concerned HOD/Dean. When leave is availed for unforeseen / inevitable reasons, the leave application must be made available on returning from leave to the HOD/Dean, duly signed by parents. Medical leave will be duly

supported by Medical Certificate from competent authority/ treating physician.

**g) Academic Misconduct**

- i) Plagiarism: A student must not intentionally, knowingly, or recklessly include in work offered to fulfill any college requirement, the language, work, or ideas of another without proper attribution. Plagiarism includes (a) the misappropriation of language taken verbatim, or nearly verbatim, from other sources without crediting the author of the original work by use of both quotation marks and footnotes or other appropriate forms of attribution, (b) the misappropriation of the original ideas of another without appropriate attribution, and (c) the misappropriation of the original pattern of ideas or organization of one or more original works over a substantial portion of the paper. This third type of plagiarism occurs when a student follows the work of others, idea for idea, over a substantial portion of the paper, while paraphrasing the language of the original work, without indicating that the pattern of thought or structure of the paper comes from the original source.
- ii) Use of work completed by another student: A student must not submit the work, as above, of another student in fulfillment of any college requirement. This includes work completed by another student or any other person.
- iii) Multiple submission of work: A student must not submit work as above in fulfillment of any college requirement that the student has submitted in compliance with the requisites for any other course or program at this or any other academic institution without the express consent of the governing faculty. This provision will also apply to work submitted for credit at the college that was previously completed in satisfaction of non-academic work requirements outside the college
- iv) Unauthorized collaboration: A student must not submit work as above produced in collaboration with another without the permission of the governing faculty. This includes collaboration with respect to the substantive content of the work, as well as the writing style, grammar, proofreading, or cite form.
- v) Third parties: A student must neither assist another student in violating the regulations set forth in any part of this section, nor attempt to enlist the assistance of a third party with the purpose of violating any of the foregoing provisions.

**h) Misconduct involving examinations**

Cheating: Cheating includes, but is not limited to: (1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts. (2) Allowing or facilitating copying, or writing a report or taking examination for someone else. (3) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources. (4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications. (5) Creating sources, or citations that do not exist (6) Altering previously evaluated and re-submitting the work for re-evaluation (7) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet. Needless to say cheating in any such manner shall make a student liable for severe disciplinary action as governed by the rules of the college and our University.

**i) Students shall refrain from**

- i) Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability etc.
- ii) Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
- iii) Any disruptive activity in a class room or in an event sponsored by the college or in college premises.
- iv) Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
- v) Participating in activities including
  1. Organizing meetings and processions without permission from the Institution.
  2. Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India
  3. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
  4. Unauthorized possession or use of harmful chemicals and banned drugs.
  5. Smoking within the College campus.

6. Possessing, consuming, distributing, selling of alcohol/ other habit forming drugs in the Institute and/or throwing empty bottles on the campus of the Institute.
  7. Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
  8. Driving rashly in the campus that may cause any inconvenience to others.
  9. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
  10. Pilfering or unauthorized access to the resources of others.
  11. Misdemeanor and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
  12. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
- j) Students are expected to not interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
  - k) Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
  - l) Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
  - m) Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about students or staff of the College and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
  - n) Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.

- o) Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises is not allowed and would invite punishment.
- p) Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is not permitted and is punishable.
- q) Conduct in Library
  - i) Students must show their identity cards or library cards on request to any member of the library staff when within the Library. They will deal cordially with library staff at all times.
  - ii) No Library book shall be taken out of a Library building except a book which is permitted to be taken on loan and which has been recorded by the library staff as being on loan to the student. Students are also required to return all books to the Library within the stipulated time.
  - iii) Mutilation or defacement of any book or article of library property is regarded as a major offence. Any marking or highlighting or underlining the contents of any book/journal is strictly prohibited and will be subjected to disciplinary action.
  - iv) Silence must be observed in all parts of the Library. The use, in a manner causing noise or disturbance, of electrical equipment such as computers, mobile phones, personal stereos, or radios is prohibited.
  - v) Smoking and the consumption of food and drink are forbidden in all parts of the library open to readers, and no items of food or drink may be left on desks or in reading rooms.
  - vi) Students are not permitted to reserve seats by leaving their belongings or books on seats and desks. The library staff may move any property left at unoccupied desks or seats for more than 15 minutes except for officially reserved seats. Students are responsible for safety of their belongings.
  - vii) Activities like group discussions are strictly prohibited in the reading rooms
  - viii) The Library committee operates a system of penalties, with the inputs from the library staff for breaches of the Library regulations.
- r) Conduct for Hosteller Students
  - i) The admission to the hostels is sole discretion of management. Hostels are managed by the Hostel Management Committee of Bharati Vidyapeeth.

- ii) The entire fees should be paid by the candidate before the commencement of the academic year.
- iii) Hostelites are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- iv) Possession, distribution and consumption of alcoholic beverages, prohibited drugs, narcotics, chewable tobacco & smoking in the hostel complex are not allowed.
- v) Hostelites must return to the hostel before the specified hours every day.
- vi) In case of any unacceptable behavior by the room-mate, or missing of room-mate for more than 24 hours, the other room-mate should report their absence to the warden immediately.
- vii) Hostelites are responsible for keeping their rooms and the common areas in the hostel such as visitors' area, bathrooms, stair case, and common room etc clean and tidy at all times.
- viii) All fans, lights must be switched off when not in use.
- ix) Cooking, making tea etc is not allowed in the hostel. Electrical equipment is not allowed, and if found, would be confiscated and not returned.
- x) Any damage to the hostel property must be reported immediately to the hostel warden. Hostelites will be charged for any damages done by them.
- xi) Posting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- xii) The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
- xiii) The hostel management reserves the right to move hostelites to other hostel units if there is a necessity or rooms, as in the case of infectious diseases such as COVID19 etc.
- xiv) Hostelites are advised to protect their belongings. The hostel management is not responsible for any loss of private property.
- xv) Hostelites are not permitted to change rooms or sleep anywhere other than in their own rooms without permission of authorities.
- xvi) Hostelites are not permitted to allow their non-hostelite friends to stay in hostel without permission.
- xvii) The policy on fees and refunds will be followed as laid down by the Hostel Management Committee of Bharati Vidyapeeth.

## 12. Disciplinary Action Students

- a) If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct. The process will be as follows.
  - i) First report to Vice Principal/ In Charge for academic affairs
  - ii) Formal hearing:
    - a. Composition (3 senior professors/teachers/ at least 2 lady members if student is female)
    - b. Hearing process
    - c. In camera discussion (if necessary)
  - iii) Appeal to the Dean: if the student is not satisfied with the committee decision he may appeal to the Principal
  - iv) Record keeping and annual report
    - a. Storage of records and access
    - b. Annual report
  - v) Application of Sanctions/ Penalties

Any one or a combination of the following sanctions/ penalties may be imposed for a violation of the Code of Conduct.

1. **Warning:** Written notice to the student that a future violation of the Code of Conduct will be cause for disciplinary action.
2. **Censure:** Written reprimand for a violation of the Code of Conduct. A written reprimand may include a recommendation for the completion of (a) community or pro bono service hours, (b) a written brief, and (c) an anonymous letter of atonement to be sent via email to the student body.
3. **Fines:** Even after warnings, if the student continues to engage in indisciplinary behavior or breach these Codes of Conduct, such students may be directed to pay a fine upto Rs. 25,000/-. Also, any equipment or gadgets used for the misbehavior will be forfeited.
4. **Rustication:** (Debarring from college & attending campus) A student/ group of students may be debarred from attending any academic classes which may include exclusion from the campus. The student(s) will not be eligible for attendance during the suspension period. The period of

suspension shall be decided based on the findings and recommendation of the Enquiry Committee.

**5. Dismissal:** Permanent termination of student status.

**6. Interim Suspension:** Exclusion from classes or from other designated activities or from designated areas of the campus, before final action on an alleged violation, when there is reasonable cause to believe that such action is in the best interest of the College.

**7. Restitution:** Punishment comprising of reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the College can be awarded by the Enquiry Committee.

### **13. Code of Conduct for College Administrative (Non-Teaching) staff**

a) The College non-teaching staff has to deal with students, staff, parents and other persons from the society during their routine work. It includes the following non-teaching members in the college:

- Office superintendent/ Administrative officer
- Accountants/ Clerks
- Laboratory technicians/ assistants
- Laboratory attendants
- Peons

b) In general, Non-teaching staff are required to adhere to the policies as applicable to faculty and students as pertains to common matters and those related to their respective workplaces.

c) They shall


- i) maintain and develop knowledge and understanding of their area of expertise.
- ii) work to maintain the discipline in the college.
- iii) follow the rules and regulations of the college
- iv) treat staff, affiliates, visitors to the college and members of the public with courtesy and respect.
- v) treat students with impartiality and with courtesy.
- vi) maintain dignity by treating students with care and kindness.
- vii) maintain a good relationship with their colleagues.

- viii) be loyal to the College by being punctual and reliable in all duties and towards work assigned to him/her.
- ix) maintain professional boundaries with students and faculty.
- x) maintain responsibility by meeting the required standards for every assigned task.
- xi) They should adhere strictly to the official resumption/ closing time and must dress decently and appropriately. Uniform shall be worn at all times while on duty.
- xii) As the technical and administrative staff are expected to work closely with the faculty of the College in day to day activities, the staff should
  - 1) respect the prerogative of the faculty members to look after the education of the students and provide all assistance needed in the discharge of his/her duties in imparting education.
  - 2) develop friendly and co-operative relationship with the faculty members.
  - 3) provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
- xiii) A member is expected to develop proper rapport with the employer viz. management of the college. Measures suggested to achieve these objectives include representations on all matters through proper channels, not to discuss with unauthorized individuals about professional and other information pertaining to the College and not to look for promotion/elevation on grounds other than as authorized by the Competent Authority.
- xiv) Staff employed in the college shall not engage themselves in or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of states, friendly relation with foreign states, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
- xv) No staff employed in the college shall indulge in any criticism of the policies of the university either directly or indirectly or participate in activities which bring disrepute to the university

- xvi) Staff must not in anyway violate security instructions as laid down by the University including issues related to cyber security.
- xvii) They will not disclose confidential college records or information, except when authorized to do so as a part of their normal duties or functions, or when required or permitted to do so by college, court order or other legal instrument;
- xviii) They will not access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose;
- xix) They will not destroy, or authorize the destruction of college records without due approval by College authorities/ proper authorization.
- xx) Staff should use the facilities of the college, including use of equipment, for official work only. They will be responsible for proper maintenance of the equipment entrusted under their care.

d) Breaches of the code of conduct

Any breach of code of conduct may invite administrative/ disciplinary action against the staff. The procedure for administrative/ disciplinary action shall be as laid down as per the instructions of the Appointing Authority and Bharati Vidyapeeth (Deemed to be University) and Medical College, Pune.

  
**PRINCIPAL**  
**Bharati Vidyapeeth**  
(Deemed To Be University)  
Medical College  
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