

Gokhale Institute of Politics & Economics
Deemed University, Pune-411004

Internal Quality Assurance Cell presents
Code of conduct handbook for Students, Teachers, governing body, Administrative Staff and Support Staff

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Code of conduct handbook for Students, Teachers, governing body, Administrative Staff and Support Staff

The conduct of University Students, Teachers, Governing Body, Administrators including Director, and support staff should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

"Code of Conduct" has been prepared to make all the staff to know the rules and regulations and code of conduct that exist in the University. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.

01. Code of conduct for students

Preamble

All students must abide by the rules and regulations of the University. The University authority may take disciplinary action if any student violates the University rules and regulations. Students are advised to adhere to the rules and regulations of the University and discharge their responsibilities as a student with diligence, fidelity and honor. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules.

General Rules and Regulations for Students

Students shall behave with dignity and courtesy inside and outside the University/Residential Campus.

1. Students shall observe strict modesty in dress.
2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. Any violation of these orders will lead to disciplinary action.
3. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited. If anybody is found with a mobile, a fine of Rs.500/- and deduction of marks from general proficiency will be imposed.
4. Girls' students are not allowed to leave the Hostel premises after 8.00 pm. If any Girl student wants to leave the Hostel after 8.00 for some valid reasons, she has to seek prior permission of Hostel Warden.
5. Students shall not entertain visitors without prior permission in the campus. Students are expected to read notices/circulars displayed on the University notice board. Aftermath of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
6. Spitting, smoking, and throwing bits of paper inside the University campus are harmful and must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, *gutkhas*, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
7. Possessing firecrackers of any kind in the hostel and University campus is strictly prohibited.
8. Use of smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the hostel or University campus is strictly prohibited.



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9. Scribbling on the desks or the black board or on the walls of the University and hostel is strictly prohibited.
10. Students are forbidden from entering the University office during unspecified hours.
11. Students should be attentive to not to harm the reputation of the University or individual (fellow students and University staff) through social and electronic media.
12. Students should respect the University/Residential Campus property. Collect Destroying or damaging the University property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund without the permission of the HOD/ Director or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the HOD/ Director. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the HOD/ Director.
15. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the University.
16. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
17. While attending University functions, the students will conduct themselves in such a way as to bring recognition/ honor to themselves and to the University.

Discipline and Conduct Rules for Students:

(a) Level of Misconduct and Indiscipline

Level 1

All acts of violence and all forms of mob activities such as *gheraos*, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and/or any act which incites violence.

1. *Gheraos*, laying siege or staging demonstrations around the residence of any Officer/Staff of the University or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
2. Sexual harassment of any kind which shall also include:
 - a. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
 - b. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.



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Level 2

1. Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
 2. Furnishing false certificates or false information in any manner to the University.
 3. Arousing communal, caste or regional feeling or creating disharmony among students.
 4. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the University in a way that would bring disrepute to the University.
 5. Use of abusive, defamatory or derogatory language against any staff member of the University.
 6. Causing or colluding unauthorized entry of any person into the Campus or in the hostel and/or accommodating unauthorized guests or other persons in hostels.
 7. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, *gutkhas* and smoking cigarettes in the Institute premises.
 8. Damaging or defacing any property of the University.
 9. Misusing University resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the University.
 10. Harming reputation of the University or individual (fellow students and University staff) through social and electronic media.
 11. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
 12. Improper behavior while on tour or excursion.
 13. Violation of security and safety rules notified by the University.
 14. Any other offence under the law of land.
 15. Any intimidation or insulting behavior towards a student, staff or faculty or any other person.
 16. Any other act which may be considered by the Chairman/Director General/Director or any other competent authority to be an act of violation of discipline and conduct.
- Punishment for Violation of University Rules and Regulations:
The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the institute.

For Level 1 of Misconduct and Indiscipline:

1. Expulsion from the institute and/ or hostel.
2. Rustication up to four semester period and/or declaring the entire University Campus out of bounds.
3. Fine up to Rs 20,000/- (In case of Ragging as per Supreme Court ruling)
4. Lodging of FIR with the Police.

For Level 2 of Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations

1. Admonition/ Reprimand and submission of bond or affidavit on Rs. 100/- stamp paper duly notarized.
2. Deduction of marks from Teacher Assessment Marks (Internal Marks).
3. Fine up to Rs. 10,000/-.
4. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.




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5. Withdrawal of any or all facilities available to a student as per, University Rules (such as Scholarship/Fellowship, hostel etc.)
6. Suspension from the University for a Specific Period.

General Guidelines for Implementation of Punishments

1. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a Prostomial or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself.
2. If any student is found guilty with any in-disciplinary activity by the Prostomial board, one "Red Mark" will be marked against his / her profile. Further, if count of such red marks reaches 3 during his/her entire course duration, he/she will be automatically debarred from the campus placement and hostel if he/ she is a hosteller. Further, red marks may result in to expulsion from the University.
3. However, if a student improves his / her conduct, behavior, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the Prostomial board to remove red marks. If board is satisfied with the improvement, then the board may remove such red marks from the student's profile.
4. In case the Director or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending Prostomial or any other inquiry
5. In case any dispute arises with regard to the interpretation of any of these Rules the matter shall be referred to the Head/ Director whose decision thereon shall be final.
6. The University should not be held responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the University-owned or leased property. Students should understand and explicitly agree to accept all risks of such losses or damages.

Hostel Rules and Regulations:

1. Student seeking to avail hostel facility has to note that hostel accommodation will only be allotted to studious students who believe in leading a Spartan life and remain disciplined. Every student, before room allotment in hostel shall give an undertaking with respect to the acceptance of rules and regulations, along with duly filled General Information form and Immunization Record.
2. Rooms will be allotted on the basis of the criteria & procedure laid down by the authorities and under the sole Discretion of Director, Student Welfare from time to time. No change in room will be permitted during the session.
3. Hostellers must always keep their Hostel Identity Card in their possession.
4. Students are advised to be properly dressed during breakfast, lunch and dinner.
5. Hostel Fee, once paid will not be refunded expect for the security amount. No hostel fee will be refunded in case of expulsion of any student from the hostel due to any kind of undisciplined activities.
6. Students (Boarders) should not keep expensive article in their room. Authorities will not be responsible for any loss or theft of such items. Boarders will be held fully responsible for any loss or damage to the electric fitting, furniture and any other property in their room and hostel premises.
7. It is the responsibility of the students to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their




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juniors. Creating noisy or unruly scenes in Hostel or destroying academic ambience in any manner will also lead to instant vacation of hostel accommodation.

8. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the University hostel will be noted seriously by the University and disciplinary action will be taken against those found to be guilty.

9. Misuse of electricity, water and other facilities will be liable for penalty. Students are advised to switch off all electrical gadgets before leaving their rooms and create example of good hostellers. Use of Room Heater, Water heater, Immersion Rod, Electric iron, Room coolers or any other electric appliance (mobile phone charger and electric mosquito repellent is excluded from this list) in room is STRICLY BANNED.

10. No student shall enter the kitchen or give instructions to the cooks or other servants. Complaints regarding food, service etc. if any, may be brought to the notice of the Mess Manager / Warden.

11. Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any student, if found indulging in such practices, shall be asked to vacate the hostel without any notice.

12. Students, while going out, should enter the time of leaving, purpose and proposed time of return in stipulated register. After returning, they should also enter the time of return in the same register.

13. Day scholars or any outsiders should not be allowed inside hostel rooms. Any hosteller, found to be accompanied by a day scholar in hostel or facilitating a day scholar's stay, will be immediately asked to vacate the hostel. No boarder shall permit any other person to live in his/ her room.

14. Students shall not entertain any beggars, vendors or any other persons inside the hostel premises.

15. Coming late in the night after 11.00 pm Boys and Girls Hostel will be NOT AT ALL acceptable and amounts to violation of hostel rules. Over staying without prior sanction of Rector will not be permitted. Defaulters will be dealt with strictly and habitual late comers may be asked to vacate the hostel

16. During teaching hours of the respective Department, no student shall be allowed to remain in the hostel without the permission of Hostel Warden.

Anti-Ragging: RAGGING is a CRIMINAL offense. GIPE campus is a NO-RAGGING Zone

It is mandatory for all students to fill the Anti-Ragging Affidavit at the time of admission.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students 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
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;



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6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment for Culprits:

University shall consider one or more of the following punishments for students involved in ragging -

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the University for period ranging from 1 to 4 semesters
9. Expulsion from the University and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Monetary penalty of up to Rs. 20,000/- (Rs. Twenty Thousand)
12. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.

Anti-Ragging Squad

Several senior faculty members are nominated to the Anti-Ragging Squad. All students are encouraged to approach them without any hesitation in case of ragging.



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02.Code of conduct for Faculty Members (Teaching)

Preamble

Teaching is the highest Nobel profession and plays a very important role in nation building. Teachers have always been 'Role Model' for the students. In a developing nation like ours, a teacher has great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All these are expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following (the below mentioned) code of conduct is imperative for each faculty of Gokhale Institute of Politics & Economics Deemed to be University:

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counselling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must engage lectures well prepared with theory and practical examples of the subject. He/ she may use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the best possible extent as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / he dedication for the students so that it is felt by the students. Needless to say that although dedication is unmeasurable and intangible but its impact can be felt.
4. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. General counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counselling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student.
6. Faculty member should not enter into arguments with students in front of everybody. Converse and communicate with the student about the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
7. Many a times, it happens that the student is not always at fault. So, faculty should communicate politely and respectfully so that a good rapport with students gets maintained. In such situations "give respect to command respect", should be followed.
8. Behavior of faculty members with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.



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9. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.

10. Although, everybody has a right to look for his / her own career development. However, faculty member should refrain during University hours from any such activity like preparing for competitive examinations to seek employment outside University and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the University.

11. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.

12. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the University and must avoid holding private meetings with other staff member / faculty member during the Department working hours to discuss topics other than academics.

13. Behavior of the faculty member with the fellow staff member / faculty member during the Department working hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the university authorities especially before the students.

14. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the University.

Code of Professional Ethics


Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected from them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;




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4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the students

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical identity;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare;
5. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason, whatsoever;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals;
10. Refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated; and
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Teachers and Authorities:

Teachers should:



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1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and non-Teaching Staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and Guardians

Teachers should:


1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the society informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups and actively work for National Integration.




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03.Code of conduct for Governing Body (University Authorities such as, Board of Management, Academic Council etc.)

Introduction

The responsibilities of the Governing Body, as the entity controlling a large and prestigious University are onerous. The function of governance is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code is intended to ensure that members are aware of and accept the responsibilities associated with coveted membership and follow high standards of ethical and professional conduct, as members of the Governing Body.

Objective:

The objectives of the Code of Conduct are:

1. To set out decided pack of ethical ideologies.
2. To endorse and preserve the confidence and faith in the governing body of
3. Gokhale Institute of Politics & Economics Deemed to be University.
4. To avert unethical practices.
5. To endorse compliance with best management practices in all the activities of the Institute.

Conduct as Members:

Members shall:

1. Treat each other, University staff and students with professionalism, courtesy and respect.
2. Not negatively influence other members.
3. Participate actively and work co-operatively with fellow members in carrying out their responsibilities as members.
4. Act at all times honestly and in good faith.
5. Have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board




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Responsibilities Board of Management:

As the UGC (Institutions Deemed to be Universities) Regulation, 2019, The Board of Management shall have the following powers and duties, namely: —

1. The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institute.;
2. The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.;
3. The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory /recommendatory powers, the Board of Management shall obtain advice /recommendations from such authority, before deciding on any matter before it.

However, being the principal authority of the Institute, the Board of Management has exclusive powers on matters such as:

1. To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the Institute and to allocate areas of study, teaching and research to them;
2. To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the University Grants Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
3. To appoint such Professors, Associate Professors and Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
4. To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the Institute in consultation with the Academic Council;
5. To provide for appointment of Visiting Fellows, Visiting Professors and Emeritus Professors;
6. To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
7. To constitute, for the benefit of the teaching, academic, technical, administrative and other staff in such manner and subject to such conditions as may be prescribed by the Bye-Laws, such as pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institute;
8. To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action, wherever necessary;
9. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute;
10. To grant leave of absence to the Vice-Chancellor/Director or any other officer of the Institute and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence;
11. To approve the award of Degrees and Diplomas based on the results of the examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;




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12. To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
13. To institute Fellowships, including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the for the purpose;
14. To advise the Society/Trust on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute;
15. To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) work(s);
16. To transfer or accept transfers of any movable or immovable property on behalf of the Institute; Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the Institute without the approval of the sponsoring society (i.e. Servants of India Society);
17. To execute in consultation with the Trustees conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the Institute or to be acquired for the purposes of the Institute;
18. To issue appeals for funds for carrying out the objectives of the Institute and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;
19. To raise and borrow in consultation with the Trustees money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the Institute, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
20. To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheque or other negotiable instruments;
21. To maintain a fund to which shall be credited: (a) all moneys provided by the Central or State Governments/University Grants Commission; (b) all fees and other charges received by the Institute; (c) all money received by the Institute as grants, gifts, donations, benefactions, bequest or transfers; and (d) all money received by the Institute in any other manner or from any other source;
22. To open account or accounts of the Institute with anyone or more scheduled banks and to lay down the procedure for operating the same;
23. To open account or accounts of the Institute with anyone or more scheduled banks and to lay down the procedure for operating the same;
24. To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
25. To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
26. To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-Laws;



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27. To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit;
28. To provide building or buildings, premises, furniture, fittings, equipment's, appliances and other facilities required for carrying on the work of the Institute;
29. To establish, maintain and manage residencies for faculty and staff and hostels for the students of the Institute;
30. To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition;
31. To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit;
32. To appoint in order to execute an instrument or transact any business of the Institute, any person as attorney of the Institute with such powers as it may deem fit;
33. To appoint Auditor(s) for the ensuing year;
34. To select an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal;
35. To delegate all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor/Director of the Institute or any other person;
36. To conduct all administrative affairs of the Institute not otherwise specifically provided for;
37. To take all necessary decisions for the smooth and efficient functioning of the Institute.

Responsibilities of Academic Council:

As per UGC (Institutions Deemed to be Universities) Regulations 2019, the Academic Council shall have the following powers and duties, namely: —

1. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
2. To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
3. To promote research within the Institute, acquire reports on such researches from time to time;
4. To prescribe courses of study leading to degrees and diplomas of the Institute;
5. To make arrangements for the conduct of examinations in conformity with the Rules/Bye-Laws;
6. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
7. To maintain proper standards of the examinations;
8. To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institute;
9. To suggest measures for departmental Co-ordination;
10. To make recommendations to the Board of Management on: (a) measures for improvement of standards of teaching, research and training; (b) institution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes etc.; (c) to recommend to the Board of Management, the establishment or abolition of departments/centres; and (d) to frame rules covering the academic functioning of



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- the Institute, admissions, examinations, award of fellowships and studentships, free ships, concessions, attendance, discipline, residence etc.;
11. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
 12. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
 13. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
 14. To recommend institution of teaching posts (Professors, Associate Professors, Assistant Professors) to the Board of Management; and
 15. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

04. Code of conduct and responsibilities of Director / Dean / Registrar/ Office Superintendent/Finance and Accounts Officer/Controller of Examinations


The conduct of Institute administrators should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

The Director /Dean should:

1. Comply with applicable governmental laws, rules, and regulations;
2. Act with competence and strive to advance competence, both in self and in others;
3. Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
4. Understand the University Vision, Mission and objectives and policies and contribute constructively to their ongoing evaluation and reformulation;
5. Maintain the confidentiality of privileged information that infringes upon the right to privacy and not disclose information to secure personal or financial gain;
6. Refuse to 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; and
7. Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.
8. The Director shall exercise all other powers as may be delegated to him/her by the Board of Management.
9. The Director shall have the power to re-delegate some of his/her powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
10. The Director shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.
11. Besides the above, the Director shall be the reporting authority of all the academic staff of the Institute.

Responsibilities of the Vice Chancellor:





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1. The Vice Chancellor shall be a whole time salaried officer of the Institute and shall be appointed by the Chairman from a panel of three or four names suggested by a committee. The following are the duties and responsibilities of the Vice Chancellor:
2. The Vice Chancellor shall be the principal academic and executive officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of the authorities of the Institute.
3. The Vice Chancellor may if he is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under the Memorandum of Association and the Rules and Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters, within the framework as defined in the MoA and Rules of the Institute.
4. The Vice Chancellor shall be the ex-officio Chairman of the Board of Management, Academic Council, the Board of Studies, the Finance Committee and the Planning and Monitoring Board, and all other such non-statutory bodies of the Institute in which he/she is supposed to be a member.
5. It shall be the duty of the Vice Chancellor to ensure that the Memorandum of Association and the Rules and Bye-laws of the Institute are duly observed and implemented and he/she shall have the necessary powers in this regard.
6. All powers relating to the proper maintenance and discipline of the Institute shall be vested with the Vice Chancellor.
7. The Vice Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws.

Responsibilities of Registrar:

1. The Registrar shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee.
2. The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.
3. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Director may appoint for the purpose.
4. The Registrar shall be ex-officio Secretary of the Board of Management, Academic Council and the Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
5. The Registrar shall be directly responsible to the Director of the Institute.
6. The following shall be the duties of the Registrar:
7. To be custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charge;
8. To conduct official correspondence on behalf of the authorities of the Institute;
9. To issue notices convening meetings of the authorities of the Institute;
10. To keep the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities;
11. To make arrangements for and supervise the examinations conducted by the Institute;




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12. To represent the Institute in sittings or proceedings by or against the Institute, to sign powers of attorney and perform pleadings or depute his representative for this purpose;
13. To enter into agreement, sign documents and authenticate records on behalf of the Institute;
14. To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute;
15. To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or the Director from time to time.
16. Besides the above, the Registrar shall be the reporting authority of all the non-academic staff of the Institute.

Responsibilities of Dean of the Faculty:

As per Maharashtra Public University Act 2016, The Dean of the faculty shall -

1. Be responsible for academic planning and academic audit of the programs and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards teaching and research and training of teachers within his faculty. He shall work directly under the superintendence, direction and control of the Director;
2. Be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;
3. Facilitate the creation of a learner-centric environment conducive for quality education;
4. arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
5. Ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
6. Ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;
7. Be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;
8. Organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;
9. Co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
10. Be responsible for development of quality culture in higher education;
11. Prepare Annual Quality Assurance Report of programs within his faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;
12. Be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report;
13. Interact with State Quality Assurance Cell in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavors;
14. Recommend to the Management Council proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;
15. Recommend to the Management Council through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as



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instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;

16. Control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments, post-graduate departments in colleges and recognized institutions;

17. Recommend to the Academic Council proposals for conduct of post-graduate courses in university departments, post-graduate departments in colleges and recognized institutions;

18. Recommend to the Academic Council the norms of recognition of postgraduate teachers and research guides in post-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

19. Recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides in under-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

20. Recommend to the Academic Council the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programs which may be run by colleges, institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education provider, as recommended by the university authorities;

21. Be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;

22. Be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Management Council and the Board of Examinations and Evaluation in respect of his faculty;

23. Be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;

24. Enquire into any malpractices committed in any academic programs in the faculty by a university department, affiliated or conducted or community or autonomous, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;

25. Render necessary assistance for redressed of grievances of the students in the faculty;

26. prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council;

27. prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;

28. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor or Pro-Vice-Chancellor from time to time.

Responsibilities of Office Superintendent:

1. The Institute has two posts of Office Superintendents in AERC and PRC respectively one of whom is designated as the Office Superintendent of the Institute. The Office



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- Superintendent is supposed to work directly under the Registrar of the Institute. The duties and responsibilities of the Office Superintendent of the Institute are as follows:
2. To ensure smooth functioning of the day to day housekeeping works of the Institute.
 3. To ensure timely attendance of the persons engaged in housekeeping operations in various sections of the Institute.
 4. To ensure supply of office stationeries and other consumable items to all the sections, Officers and faculty members of the Institute
 5. To make available office spaces to newly joined faculty members and other officers and also to ensure immediate supply of the necessary office stationeries and other consumable items to them.
 6. To ensure proper filing of all office records and to give proper directions to the staff sitting in the dispatch and filing section accordingly.
 7. To prepare office notings on official correspondences, and legal matters, if asked for by the Director, Registrar or any other superior officer of the Institute.
 8. Ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipments and other consumable materials in all offices is done properly.
 9. To maintain and ensure the security in the academic campus by coordinating with the security agency and security staff.
 10. To ensure proper preparation of stage, supply of necessary consumable items and all other logistics arrangements for smooth conduct of seminars, conferences and any other events of the Institute.
 11. Any other duties and responsibilities as assigned by the Board of Management, Director and Registrar.

Responsibilities of Finance and Accounts Officer:

1. The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the university. He shall be full-time salaried officer and shall work directly under the control of the Director;
2. The Finance and Accounts Officer shall be appointed by a Selection Committee, to be chaired by the Director, as approved by the Board of Management for selection of officers in non-teaching cadre.
3. The Finance and Accounts Officer shall be the Head of the Accounts Department of the Institute.
4. The Finance and Accounts Officer shall be the Member-Secretary of the Finance and Accounts Committee. He shall have the right to be present, speak and otherwise take part in the proceedings of the Management Council on matters which have financial implications but shall not be entitled to vote.
5. The Finance and Accounts Officer shall assist the Registrar in preparing the minutes of the meetings of Finance Committee and the Investment Committee, and shall be responsible to maintain the minutes and implementing the resolutions of the said committees and other committees wherever intervention of the Accounts Department of the Institute is required.
6. The Finance and Accounts Officer shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the Finance Committee and to the Board of Management.

The duties of the Finance and Accounts Officer shall be to-

1. Exercise general supervision over the funds of the university, and shall advise the Director as regards the finances of the Institute;



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2. Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the Institute;
3. Ensure that the limits fixed by the Institute for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
4. Keep watch on the state of the cash and bank balance and of investments;
5. Keep watch on the progress of collection of revenue and advise the Director on the methods to be employed for collection;
6. Have the account of the Institute audited regularly;
7. Inform the Director about any unauthorized expenditure or other financial irregularities from any academic member of university;
8. Inform the Registrar about unauthorized expenditure or irregularities in any particular case, from any non-academic member;
9. Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him/her by the Director or as resolved by the Board of Management of Institute from time to time.

Responsibilities of Board of Examination/Controller of Examination

The Director, Board of Examination and Evaluation (CoE) Shall -

1. Be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;
2. Be the Member-Secretary of the Board of Examinations and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;
3. Be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;
4. Evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduction of examinations and evaluation;
5. Prepare and announce in advance the program of examinations, after seeking approval of the Board of Examinations and Evaluation;
6. Arrange for printing of question papers;
7. Postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Director;
8. Take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and/or evaluation, found guilty of malpractices in relation to the examinations and evaluation;
9. Review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation;
10. Strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days as provided in section 89 and in case of delay, prepare a detailed report outlining the reasons;




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11. Take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation;
12. Implement decisions taken by the various university authorities, connected with the examination and evaluation process;
13. Implement all policy and operative decisions with reference to the choice based credit system, both at the under-graduate, post-graduate levels and in other teaching programs;
14. Organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduction of examinations, tests and evaluation;
15. Ensure innovative and effective use of information and communication technology in the entire process of the conduction of examinations and evaluation;
16. Arrange for proper assessment of performance of candidates at the examinations and process the results;
17. Ensure that answer books for all degree examinations are assessed through the central assessment system;
18. Ensure that every teacher and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service in respect of examinations of the university and in evaluation process;
19. Carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;
20. Undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objects of the university are accomplished;
21. Exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.



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05. Code of conduct and responsibilities for Heads of Departments

Academics

1. To monitor and conduct academic activities of the department.
2. To take a stock of all stakeholder's feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of the department results and academic performance.

Administration:

1. To maintain discipline and enforce rules as laid down by the University, in the department.
2. To monitor the day to day activities of the department.
3. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
4. To conduct regular meetings with teaching and non-teaching staff as well as the class representatives to sort out any issue and queries related to academics.
5. To execute any other work assigned by the Director.

Finance:

1. To prepare the department requirements and budget needed.
2. To oversee the purchase and deployment of any resource allotted for the department.

06. Code of conduct and responsibilities of Administrative staff / Support staff

1. Staff members should display the highest possible standards of professional behavior that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the University.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the University into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow University policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the University and, where appropriate and agreed, will be based on the objectives of the University Development Plan. Periodically, employees will be required to attend certain training activities.




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8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

9. Confidentiality Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the University community which could cause distress to institute staff, students or parents.

10. Professional Behavior: Professional behavior is a generic term, but within this

Disciplinary Rules:

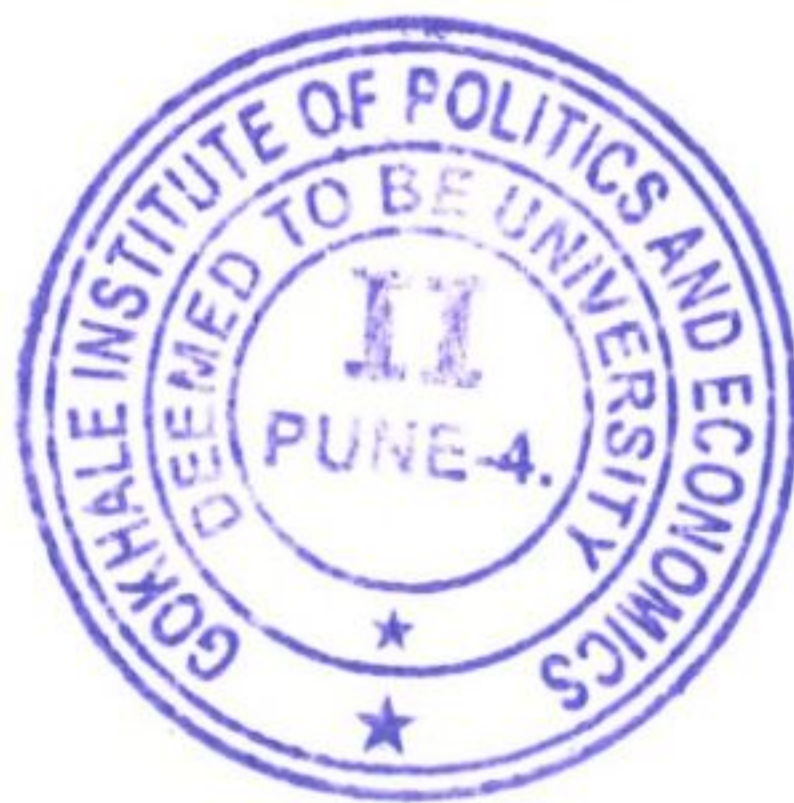
The following are examples of behavior which the Institute finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical/verbal violence towards students.
2. Physical violence, actual or threatened towards other staff or visitors to the University.
3. Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the University
4. Racial offences, racial insults or racial discrimination against students, other staff or visitors to the University.
5. Theft of University money or property and of money or property of colleagues or visitors to the University. Removal from University premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Willful damage of Institute property or of property belonging to other staff or visitors to the University.
9. Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the University.
10. Any willful act which could result in actionable negligence for compensation against the University.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorized absence from work.
14. Being untruthful and/or engaging in deception in matters of importance
15. Within the Institute community.
16. Deliberate breaches of confidentiality particularly on sensitive matters.
17. Being incapable by reason of alcohol or drugs (not prescribed for a health problem)
18. From fulfilling duties and responsibilities of employment.
19. Conduct which substantially brings the name of the University into disrepute or which seriously undermines confidence in the employee.
20. The following are examples of behavior which could lead to formal disciplinary warnings.
21. Unsatisfactory timekeeping without permission.



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22. Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
23. Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
24. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
25. Behavior towards other employees, students, and visitors which gives justifiable offence. Certain behavior giving rise to offence may be regarded as gross misconduct.



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