



## **Tilak Maharashtra Vidyapeeth, Pune**

**Deemed to be University**

### **Code of Conduct**

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## Preamble

A Code of Conduct ("Code") is a set of rules, principles, values, behaviors, which the students and employees of Tilak Maharashtra Vidyapeeth are expected to follow. In case if any student or employee violates the Code, the Vidyapeeth can set a disciplinary action as per the rules.

The code of conduct is established to foster and protect the core values, people, properties, and processes that support Vidyapeeth's mission and to aid in advancing its Vision.

## TMV's Vision, Mission, and Core Values

**Vision:** To impart a modernized concept of national education for achieving excellence in research and innovation, so as to empower the masses, while reaching the unreached.

### **Mission:**

- To enhance access to Higher Education, ensuring equity.
- To facilitate vocational education for enhancing employability.
- To frame policies and programs for strengthening research and innovation.
- To instill civil ethics, social accountability for serving the community.

### **Core Values:**

In keeping with Vidyapeeth's founding principles, what defines its character and ethos, we commit ourselves to the following core values: **SCALE**

- **Student Success:** Meeting student needs by creating an educational environment in which students can attain a variety of goals enhancing employability and entrepreneurship (Swadeshi).
- **Collaboration:** Seeking input from all sectors, including industry and the community, to work toward achieving common goals while valuing teamwork.
- **Accountability:** Achieving accountability at all levels.

- **Life-long Learning:** Encouraging enthusiastic, independent thinkers, and learners striving for personal growth.
- **Empathy:** To create awareness about the weaker sections of society and offer solutions to improve the quality of their life.

### **Student Code of Conduct**

All students must know that it is incumbent upon them to abide by this Code of Conduct. This Code shall apply to all kinds of conduct of students that occur on the University premises including university-sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the University's interests or reputation.

1. That every student seeking admission to any degree/diploma/certificate course in this Vidyapeeth shall be required to furnish a declaration and an undertaking, in the form prescribed by the Vidyapeeth, at the time of taking admission itself.
2. If it is noticed that the student has failed to submit the said Declaration/Undertaking, his/her admission to the respective course is liable to be canceled by the Vidyapeeth, and further that, no complaint shall be entertained by the Vidyapeeth / institute in this regard.
3. Students must strictly abide by the dress code specified by their respective departments.
4. A clean and well-groomed presentation is expected on the campus.
5. Students must carry I-Cards and must display if demanded.
6. All students must be cordial to fellow students, teaching and non-teaching staff, and guests of the Vidyapeeth.
7. Utmost tolerance to others' ideas, viewpoints, and sentiments is expected. Must avoid situations that may give rise to conflict.
8. Use of indecent language is strictly prohibited.
9. Consumption of alcohol/tobacco/drugs as well as smoking is strictly prohibited on campus.

### **Attendance rules**

- 1) 75% attendance is compulsory for students for theory lectures as well as for the practical of all subjects failing which, the term may not be granted.
- 2) Students must appear for all the assessments - class tests, preliminary, mid-term examinations, tutorials, etc. Strict disciplinary action will be taken against those students who fail to attend the class tests, mid-term exams, tutorials, etc.
- 3) Students are advised to read notices displayed on notice boards every day.
- 4) Students are required to participate in all relevant co-curricular and extra circular activities of the Vidyapeeth.
- 5) A leave note describing the reason and duration should be submitted to the Department Head before or after availing leave.

### **Covid Protocol for Students**

#### **Before joining the on-campus classes, please ensure the following:**

1. It is necessary to take two doses of the Covid-19 vaccine and produce your vaccination certificate before the start of your on-campus courses, to the Class Teachers/ HoD, and sign an undertaking.
2. Please get your new I-card, without which entry will not be permitted.

#### **You MUST follow the guidelines while on campus to reduce the risk of COVID-19:**

1. Please maintain physical distancing.
2. Use of face covers/masks is mandatory.
3. Spitting anywhere on campus is strictly prohibited.
4. Self-monitor your health and report any illness at the earliest; for any health-related assistance or counseling contact: 020 -2440303 6.
5. Installation & use of the AarogyaSetu App is advised.

## **Zoom/Online class etiquette**

1. The classes will meet through the Zoom/ Online conference system.
2. Student Code of Conduct applies to all, remote or otherwise.
3. Students should use their full names when they log in.
4. Try to keep the same culture and norms as your in-person class.  
—take notes; participate by asking and answering questions; wear classroom-ready clothing.
5. Do not join the session from a cell phone while driving/commuting in a car.
6. Login at least 5 minutes before your session begins.
7. Be sure that the background is appropriate while sharing the video, along with how the image is displayed.
8. Keep your microphone on mute unless you are speaking or in a break-out room.
9. Do not post pictures of your virtual class on social media or elsewhere online.
10. Only TMV students may access the course materials, lectures, group discussions, etc., in the online environment, unless otherwise approved by the instructor.

## **Employee Code of Conduct: General**

1. Maintain the highest possible standards of punctuality, honesty, and professional ethics.
2. Discharge duties efficiently & diligently as per the rules and regulations laid by the Competent Authority.
3. Work within the institutional policies and practices, to satisfy the vision and mission of the Vidyapeeth.
4. Ensure that you are dressed decently, safely, and appropriately for the tasks undertaken.
5. Take necessary precautions for data secrecy, storage, and restoration --failing to which you will be liable and responsible for the damage caused to the Vidyapeeth.
6. Prevent unauthorized access to any document and computing resource provided by using passwords and other controls, and keep these passwords and access controls confidential at all times.
7. Prevent your accounts and computing resources from being used by other people, including family, friends, acquaintances, and other third parties –sharing or misuse will be subject to applicable disciplinary action.
8. Maintain the appropriate levels of confidentiality of student and staff records and sensitive matters.
9. Cooperate with students, colleagues, and superiors.
10. Respect the rights and opinions of others.
11. Collaborate with colleagues and external agencies, necessary to support the development of the Vidyapeeth and its students.
12. Do not engage yourself in outside business, consultancy, or any other type of outside work without the permission of the authority.

13. Prohibit drinking alcoholic products, smoking, or related product on the premises.
14. Avoid cell phone usage during work hours, official meetings, seminars, council meetings, except in extreme cases such as an emergency or offer service during hazards and disasters.
15. Use the Internet ONLY when appropriate to access the information needed to carry out assigned duties.

### **Code of Conduct: Teaching Staff**

1. Strictly adhere to the academic requirement of the institution and maintain the sanctity of the academic environment.
2. Ensure that the work/lesson plan, in the most productive manner, utilizes stipulated working hours per week covering their roles, jobs, and targets assigned by the Department.
3. Strive to prepare yourself academically to meet the requirements of pedagogical developments to ensure that the input is useful for students and the community at large.
4. Participate in administrative work and contribute to the activities sustaining accreditation of the institute.
5. Participate in the examination work of Vidyapeeth/department such as organizing, supervision, and assessment, etc.
6. Make an effort for continuous development through training programs, workshops, and research and development activities.
7. Attempt to publish textbooks, research papers in reputed International / Indian Journals / Conferences (min. one per academic year).
8. Maintain the records of your portfolio properly.
9. Collaborate with alumni, parents, community, and industry for seeking inputs to keep the programs/courses updated and relevant.

10. Extend influence positively in building up the personality of students.
11. Identify weak/underperforming students and arrange the remedial classes accordingly.
12. Participate in students' counseling/ mentoring scheme implementation.
13. Maintain harmonious relations with other staff and students.
14. Do not leave the premises without the permission of the principal/HoD/Supervisor.
15. Avoid groupism of any kind. Anyone found indulging in such activities will be subject to disciplinary proceedings.

### **Code of Conduct: Non-Teaching Staff**

#### **Administrative/ Support Staff:**

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
2. Extend full support to the departments for the development of the labs and also in the maintenance of instruments /equipment and facilities.
3. Act timely to redress genuine grievances.
4. Maintain the confidentiality of the records and other sensitive matters.
5. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
6. Care for the Vidyapeeth's property.
7. Refrain from any form of discrimination.
8. Make every effort to complete the assigned work in a time-bound manner.
9. Maintain the image of the institute through standards of dress, general courtesy, etc.
10. Strive hard to improve the technical, non-technical, and leadership skills related to the job.
11. Take efforts to pursue higher education.



## Appendix I

### Library Rules

1. Every student is entitled to get one library card for borrowing books from the library after payment of the requisite library deposit fees.
2. Library books will be issued to the students only after producing the library card.
3. Books will be issued for 10 days at a time.
4. If the book is not returned on the due date stamped on the first page of the book then a fine of Rs 5/- per day.
5. A student may reserve a particular book if the same is borrowed by someone else; by filling in the reservation book slip available in the library.
6. In case the book is damaged or lost, then the student will be required to replace the book or pay the original cost along with 10% as processing charges. In the case of rare books, three times the cost will be charged.
7. Students should not make any mark or underline anywhere in the book.
8. A student is required to use the library only for reading / Reference work.
9. Strict silence, decorum, and discipline must be maintained in the library.
10. Any type of personal discussion inside the library premises is strictly prohibited.
11. A student found disfiguring the books and tearing pages from the books/Magazines or who are found in possession of torn pages will be penalized by the cancellation of their membership of the library and by imposing a fine to cover double the cost of the book/magazine.
12. The borrower will be responsible for the safe custody and return of the books on loan from the library.

13. Whenever there is an increase in demand for a particular book(s), then the book will not be reissued to the same student.
14. In case of emergency, the librarian may recall a book at any time.
15. Briefcases, bags, umbrellas, lunch boxes, and other personal belongings must be deposited at the entrance to library staff.
16. A Non-member can use the library material on the premises with the permission and payment of requisite charges after the approval of the Librarian.
17. Eating, sleeping, and talking loudly are strictly prohibited in the library.
18. No library material can be taken out of the library without the permission of library staff.
19. The Student has to collect the Deposit within one year after the submission of the Original deposit receipt and library card to the Library.
20. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library membership

## Appendix II

### Lab Instructions: Nursing

- ✓ Laboratory articles are valuable and everyone in the department is responsible for taking care and preventing damage to the same.
- ✓ Issuing and replacement timings of the articles are 10.00 a.m.-12.30 pm.
- ✓ Teachers have to make an entry in the register for taking keys of Laboratories and keys will be issued by non-teaching staff / Lab in charge.
- ✓ The teacher should wear Apron and should maintain professional dignity and ethics while conducting the demo and re-demo classes.
- ✓ The concerned subject teacher will make a schedule of the procedures to be demonstrated and display it in the FON lab.
- ✓ Teachers who conduct demonstrations should prepare for the demo in advance, not on the same day of the demonstration class.
- ✓ Preparation of the procedures should be shown to the subject teacher, class teacher, and the Principal.
- ✓ Video recording of the demonstration and skill stations should be done of each demonstration and re-demonstration.
- ✓ Students should **not be allowed** to enter the lab without a teacher and open the cupboards and issue articles.
- ✓ Students should maintain discipline and should follow the instructions displayed on the notice board. (They should be in complete uniform, **I CARD is mandatory** foot-wears are not allowed in the lab). Any misbehavior by students should be reported to the Principal and strict action will be taken.

**Regarding issuing the keys and Articles:**

1. The articles will be issued by the Laboratory In-charge only and articles requisition should be given at least two days before lab in-charge / class teacher and forwarded to the Principal.
2. Students should NOT BE ALLOWED to open the cupboards.
3. Respective teacher should take care that mishandling of instruments, models, charts, mannequins, and other laboratory instruments and records should be prevented if happens immediately report to concern lab in-charge and the Principal and record in the instruction register.
4. Once the articles are issued the safety and security of the articles becomes the responsibility of that concerned teacher.
5. Teachers should not directly exchange, share or borrow keys and articles from each other.
6. Please ensure that articles are used properly they should not be damaged otherwise concerned staff is solely responsible.
7. Entry should be done in respective class demonstration register and receivers and lab in-charge sign is mandatory.
8. Inventory of the lab articles should be done every month by respective Lab In-charge and should be submitted and signed by in-charge and Principal Signature to be taken on each lab record when fortnight meetings are conducted.

**Replacement of the articles:-**

1. Before replacing the articles, articles should be clean, dry and should be replaced back to its position by the lab in charge.
2. The articles which are issued should be replaced on the same date.
3. Any Loss or damage to the articles should be immediately reported to the Laboratory In-charge and the principal.

4. Keep the unit tidy after demonstration and re-demonstration (All teachers whose demo is scheduled are responsible for their respective tray set-ups and replacement).

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### Appendix III

#### Lab Instructions: Physiotherapy

1. Switch off Mobiles before entering the laboratory.
2. Maintain Silence.
3. Please wear Mask before entering the laboratory.
4. Wearing an Apron in the laboratory is mandatory.
5. Turn off the Lights and Fan when not in use.
6. Students are strictly not allowed to sit on the Couches/Plinth.
7. Handle the physiotherapy modalities with care.
8. Sanitize your hands before and after the treatment.
9. Testing of Apparatus/modalities should be always done before treatment.
10. Ensure that the Knobs of the Machine are at Zero before turning on the machine.
11. Clean & wipe the electrodes after every use.
12. Switch off the machine after its use and keep them in its original place.
13. After the use of the machine, make a note of it in the Utility Register.

## Appendix IV

### Laboratory Instructions: Pharmacy

1. Before entering the lab please keep your belongings in the designated area. No bags are allowed inside the lab
2. Ensure that you are wearing a clean lab coat, mask and cap before entering the lab. You may wear safety goggles as and when required.
3. You are advised not to wear contact lenses inside the laboratories
4. Do not forget to take your journal with you.
5. Switch off your mobiles before entering the laboratory
6. No food is allowed inside the laboratory
7. Once inside the laboratory, go to your designated place and wait for instructions
8. Understand the instructions clearly. Please get your doubts cleared by your concerned teacher
9. Make sure you have all the necessary apparatus and chemicals before you start the given experiment.
10. You are advised to maintain silence in the laboratories
11. Record your observations in your journal and get them verified by your teacher
12. Do not taste any chemical or substance unless specifically advised by your teacher
13. Read the labels on the reagent bottles before using them
14. Never pipette a solution with your mouth. Always use a bulb
15. Do not pour any solution back into the bottle after your experiment is over
16. Follow instructions for disposing of any chemicals
17. Do not throw any broken glass in the regular trash bin. Report the breakage to the laboratory Assistant.
18. Always report any spilling of strong acids/alkalis on the floor or your body so that necessary action can be taken immediately
19. Follow instructions carefully before disposing of microbial cultures or biological waste
20. Do not try any new reaction without your teacher's supervision.

## Appendix V

### Lab Instructions: Computer

1. Remove your shoes out.
2. No personal laptops are allowed inside the computer lab.
3. No eatables are allowed inside the computer lab.
4. Cell phones must be in silent mode. If you need to use it, please take it outside of the lab./
5. No social media on mobile or desktop is allowed inside the computer lab.
6. Do not install any software on your own.
7. Hardware removal/exchange of any computer is not allowed.
8. Proper shut down of computer and switching off UPS is compulsory.
9. Changing desktop photos is not allowed. Do not save any files on the desktop.

**Failure to follow these lab rules may result in the loss of your lab privileges.**



**Appendix VI**  
**Lab/Studio Instructions: Mass Com**

1. Wearing Shoes all-time in the Studio.
2. Eatables are not allowed in the Studio.
3. Power off the equipment when not in use.
4. Cleaning up the floor while shooting food.
5. Issue equipment from the studio manager before shooting.
6. Return equipment on time or as mentioned while issuing equipment.
7. Do not leave the equipment unattended.
8. Damage to the equipment while shooting has to be borne by the issuing student.
9. Book Studio 1 Hour before the shoot.
10. Usage of mobile phones is not allowed in the studio.

## Appendix VII

### Lab/Kitchen Usage Instruction: Hotel Management

1. Always wear a clean and ironed uniform in the laboratory.
2. Wash your hands thoroughly with soap and water, before and after the practicals.
3. Always carry the complete kit and journal while attending the practicals.
4. Do not waste the food.
5. Smoking, chewing tobacco, or drinking is not permissible in the laboratory.
6. Keep your area clean and maintain silence while working. Lack of attention could lead to accidents.
7. Standard hygiene should be strictly followed while handling the food.
8. Make sure that water taps, gas taps, and electricity knobs are turned off before leaving the laboratory.
9. Any food material cooked or raw should not be carried outside the kitchen.
10. Use garbage bins to discard the waste. Do not throw the waste material in sinks or floors.
11. Use all the instruments carefully and follow safety procedures.
12. Report any unusual instances or accidents immediately.
13. Use of mobile phones is strictly prohibited and a student using a mobile phone will have to pay a fine of Rs. 500 and will face disciplinary action.

## Appendix VIII

### Defining Misconduct (Reference: Standard Code: Tilak Maharashtra Vidyapeeth)

Misconduct shall include as follows, namely:-

1. Any action by the employee contrary to the provision prescribed in the foregoing rules. 2. going on an illegal strike, abetting including instigation or action in furtherance thereof.
2. theft, fraud, or dishonesty.
3. habitual break of any standing orders, rules.
4. willful or negligent damage of the University property.
5. refusal to accept charge-sheet, order, or other communications served according to the rules.
6. conviction in a court of law, involving moral turpitude.
7. riotous or disorderly behavior, threatening to intimate or concerning in connection with or relating to any duties or working of the University.
8. neglect of work or negligence in discharging any duty or failure to give the day's out-turn.
9. violence or inciting violence.
10. stopping work either singly or with other employees or inciting anyone else not to work.
11. allowing anyone within the prohibited premises of the University or allowing any person or persons, whose entry is prohibited without the permission of the Competent Authority.
12. falsification or tempering any paper or record of the University.
13. obtaining employment under the University or College by misrepresentation of facts.
14. making any false or exaggerated allegations against any officer, superior, or co-employee, or Authority.
15. committing nuisance during the working hours by being found intoxicated or otherwise.
16. misappropriation of any amount, movable property of the University, or late crediting the amount in the University account.
17. committing any act involving moral turpitude.