



Dr. D.Y. Patil Pratishthan's

DR. D.Y. PATIL INSTITUTE OF ENGINEERING, MANAGEMENT & RESEARCH

**Sector No. 29, Nigdi Pradhikaran
Akurdi, Pune – 411 044**



CODE OF CONDUCT FOR FACULTY AND STAFF

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Entities affected by this policy – All the faculty and staff of DYPIEMR

Policy Statement – Following are the codes of conduct for the faculty and staff of the Institute

- 1. Private Coaching or participation in the same:** Canvassing, placing signs and posters for solicitation purposes, collection of any personal money is prohibited in DYPIEMR or Dr.D.Y.Patil Educational complex, Akurdi premises. Especially, any faculty found to be indulgent in conducting, organizing, participating in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect. Appropriate further action would be taken upon giving a fair chance to such faculty/staff.
- 2. Attendance:** Employees are expected to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the Department/Vice Principal/Principal/Campus Director. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department/ Vice Principal/Principal/Campus Director. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.
- 3. Conflicts of Interest:** An employee of DYPIEMR should avoid actual or apparent conflicts of interest between his / her obligation / responsibilities at DYPIEMR and outside activities.
- 4. Behavior:** All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation, ethics and etiquettes as expected at DYPIEMR. Following are examples of actions, which are unacceptable to the DYPIEMR code of conduct and often result in disciplinary action or termination of employment:
 - i. Insubordination – proven misconduct;
 - ii. Theft;
 - iii. Conviction of an offence involving moral turpitude;
 - iv. Bringing discredit to DYPIEMR;
 - v. Falsifying or forging of any academic records, reports, or information;
 - vi. Any other misconduct interfering with performance of job tasks;
 - vii. Unauthorized absence from assigned work area;
 - viii. Gross Negligence;
 - ix. Dereliction of duty;
 - x. Interfering with the work performance of another employee;
Nepotism (Favoritism);
 - xi. Multiple instances of intentionally wasting materials;
 - xii. Willful damage to equipment or property of the DYPIEMR;
 - xiii. Entering an unauthorized work area;

- xiv. Failure to report absences;
- xv. Habitual absence or tardiness; and
- xvi. Job abandonment.

- 5. Safety:** Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid avoidable safety-related incidents or careless work habits.

It is necessary to report unsafe working conditions and any on-the-job injury, regardless of severity, the Head of the Department and the Human Resources Manager immediately.

- 6. Confidential Information:** Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by the respective authorities. Any person found using such confidential information shall have appropriate disciplinary action initiated against him / her depending on the severity of the matter.

- 7. Gifts :** Employees of the DYPIEMR are not to accept gifts, souvenirs, gratuities, or courtesies, in any form , from any person or persons, corporations, or associations* that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration or any commercial commodity, process or undertaking. *Examples of the same would be students under supervision, or vendors having contracts.

- 8. Disruptive Behavior:** While honoring the freedom of expression and the right to peaceful dissent of an individual, DYPIEMR in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on part of any student, faculty or other employee. Disruptive behavior includes but is not limited to gherao, rastaroko, protests, strikes, slogan shouting, symbolic displays of unrest such as wearing protest bands etc

Any disruptive behavior by any student or Employee is /would be considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include cancellation of admission/termination of services.

- 9. Outside Employment:** Any employment outside DYPIEMR is not permitted, except in cases where such employment does not interfere with regular and punctual discharge of duties and responsibilities of DYPIEMR. Even if granted permission by the management for non-interfering employment mentioned above, use of DYPIEMR property and time in such endeavours is prohibited.


- 10. Malpractices:** No employee/student is to indulge in, or encourage any form of malpractice(s) connected with examination or activities at DYPIEMR.

- 11. Media interactions:** Without prior sanction from the Management, no employee/student is to interact with the media or to publish any statement either by name, or anonymously, about DYPIEMR related issues.

12. **Reporting on duty upon arrival:** All employees are required to register their attendance in the Attendance Muster as well as Biometric system every day at the beginning of the day and before leaving the Campus.
13. **Late Arrival:** All employees are expected to report on duty at least five (5) minutes prior to their reporting time on all working days. Exception to the same is peons responsible for opening and closing of departments/labs/offices, wherein such peons are expected to report on duty Thirty(30) minutes prior to their reporting time on all working days.
14. **Leaving the premises before time :**No employee is permitted to leave the campus before the official working hours. The only exception to this special concession or On-duty travel reasons / leaves. Any appropriate authority might perform a random check and the irregularities would be reported for further necessary actions.

Responsible Office – All the academic departments and administration office.




Dr. Mrs. A. V. Patil
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