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Dr. D. Y. Patil B-School, Pune

(Program Approved by AICTE, Ministry of Education, Govt. of India)

HANDBOOK OF CODE OF CONDUCT

Dr. D. Y. Patil Unitech Society

Dr. D. Y. Patil B-School

Sr. No. 87-88, Bengaluru-Mumbai
Express Bypass, Tathawade,
Pune - 411033, Maharashtra, India

About the Institute

Dr. D. Y. Patil B-School was established in 2014 under the umbrella of Dr. D. Y. Patil Unitech Society. Dr. D. Y. Patil Unitech Society (Formerly Dr. D. Y. Patil Vidya Pratishthan Society) was established by Pad. Dr. D. Y. Patil, in 1984, developed educational institutes to cater to the needs of deserving students.

In 2014, a plan to start a standalone PGDM institute in Tathawade Campus which would aim to emerge as an institution of excellence imparting management education and an institution of choice for students from Pan India even while remaining rooted in Indian ethos and social values was envisaged by the management.

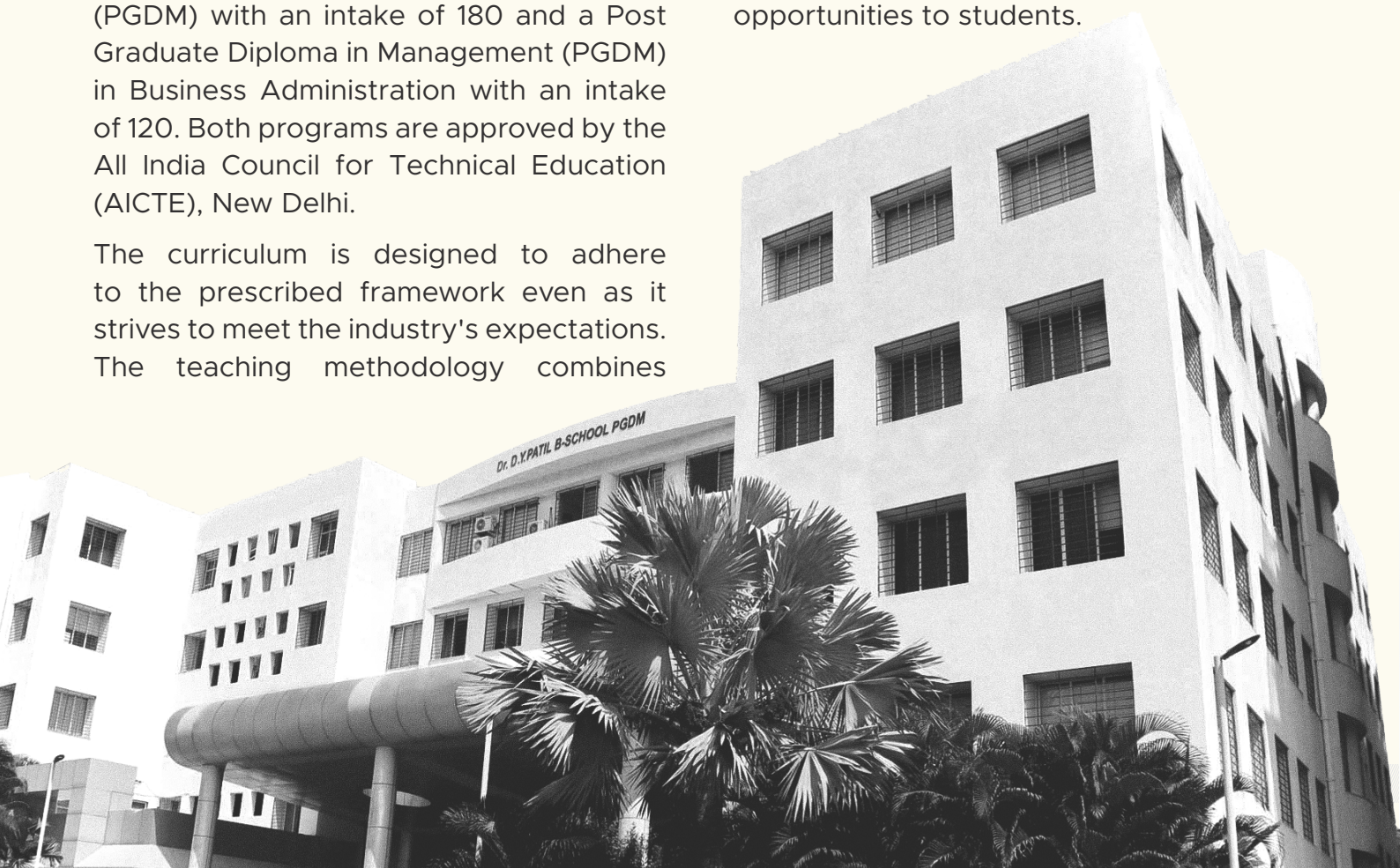
The institute started its journey by offering the Post Graduate Diploma in Management (PGDM) program with an intake of 60. Today, the institute offers two programs, i.e. Post Graduate Diploma in Management (PGDM) with an intake of 180 and a Post Graduate Diploma in Management (PGDM) in Business Administration with an intake of 120. Both programs are approved by the All India Council for Technical Education (AICTE), New Delhi.

The curriculum is designed to adhere to the prescribed framework even as it strives to meet the industry's expectations. The teaching methodology combines

experiential learning with case studies, analysis, projects, exercises, company visits etc. While our robust curriculum is delivered with a multicultural and multidisciplinary approach, we strive to implement the National Education Policy (NEP) 2020 provisions in our programs.

The institute is well supported by a team of qualified full-time and visiting faculty who come from diverse cultural, academic and professional backgrounds with a wide spectrum of experience and expertise in the corporate world and the field of management education.

The institute has sufficient modern classrooms supported by suitable IT infrastructure for connectivity and access to academic resources. Institute also has a strong interface with the industry, thus a good placement track record since inception offering multiple placement opportunities to students.





VISION

Dr. D. Y. Patil B-School is committed:

- To be an institution of excellence imparting management education that creates professionals for contributing towards innovation, business and society.



PROGRAM EDUCATIONAL OBJECTIVES

Dr. D. Y. Patil B-School prepares graduates for:

- Taking up careers related to management specializations offered by the institutions with the needful core competencies acquired in an assessment-driven learning environment.
- Execution of projects that require professionalism and knowledge in multiple managerial domains.
- Pursuing entrepreneurship with the breadth of exposure experienced.



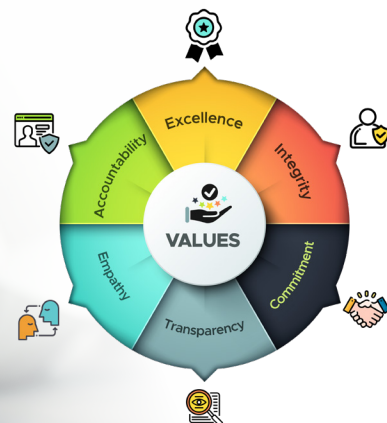
MISSION STATEMENTS

Dr. D. Y. Patil B-School will put sustained efforts to:

- Develop curriculum and delivery approaches to provide wide exposure and experiences to the learner to gain horizontal exposure and vertical expertise.
- Provide opportunities for faculties to upgrade their knowledge and skills in the management and supporting domains required for the programs offered.
- Establish local, national and global connections to share, utilize, and exchange managerial expertise.
- Conduct outreach activities for the society that involve the use of managerial concepts to deal with societal issues.
- Create and upgrade contemporary facilities for offering management education.



VALUES



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CHAPTER

1

Institutional Code of Conduct for Students

Institutional Code of Conduct for Students

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of Dr. D. Y. Patil B-School.
- The student should follow the academic calendar per the director's instructions.
- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- Damage to Dr. D. Y. Patil B-School & campus property due to negligence/ lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing of waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in the parking zone only. Any student found breaking the rule will be punished. Students are prohibited from bringing and parking four-wheelers, i.e. cars, in the Dr. D. Y. Patil B-School campus.
- No person shall be invited to address or entertain the college students without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- Disciplinary action will be initiated against students indulging in eve-teasing, molestation, ragging, harassment, bullying and untoward incidents.
- The faculty members shall accompany all Educational tours or Industrial visits after obtaining a necessary undertaking from the Parents/guardians of the students and with the written consent of the management.
- Unauthorized entry of outsiders into the campus, as well as hostels, is strictly prohibited. Without specific permission from the authorities, students shall not bring outsiders to the college or hostels.
- Any criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

- Every student must carry a college and campus I-card every day while attending lectures and appearing for examinations. The student should take their Identity Card and Library Card for Home Lending from the Library at the beginning of the year.
- I-Card will be available a week after they produce their Identity Card size photographs and the Admission Receipt.
- The student should collect their I-Card within 15 days of admission.
- The student should carry an identity card with them regularly, and the identity card should be produced when demanded by the authorized persons

of the Dr. D. Y. Patil B-School.

- When issuing a book, the Identity Card must be presented along with the Library card. Without I-Card, the reader may be refused the use of the Home Lending facility.
- If a student loses the library card or I-card, a written application should be reported immediately to the Director / HOD and the librarian.

HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the Dr. D. Y. Patil B-School stakeholders.
- Be attentive, fair and cooperative with your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

DRESS CODE

- We believe in teaching a sense of discipline, belongingness, and commitment by observing a dress code.
- Students are expected to wear college uniforms regularly.
- Students are expected to wear a formal dress while on a college campus.

MOBILE PHONE

- As per the notification, the student should switch off their mobile phones while in the classroom, Computer Laboratory, Library, etc.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of

communications, valuables and other belongings are at students' risk.

- Mobile phone is strictly prohibited in the exam hall during the examination if the mobile is seized by a flying squad of the institute and will not be returned under any circumstance.

EXAMINATION

- Candidates should not communicate, transfer and pass on any cheating/ copy/writing material to one another in any manner during the examination.
- A candidate can bring the following items to an exam: pen, pencil, and if expressly permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.

RAGGING

Action to be taken against students indulging and abetting in ragging as per the directions of the Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th of August 2012)

- Cancellation of admission and debarred from admission in any institution in India.
- Suspension from attending classes.
- Withholding / Withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation

processes.

- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/expulsion from the institution.
- Collective punishment if a more significant number of students are involved in the act of ragging.
- An FIR will be filed without any exception with the local police station.

ATTENDANCE

- Students should be regular in attendance for all sessions during the day.
- Students should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- Disciplinary action will be taken if the student is found irregular in attendance.
- The student coming late shall not be allowed to enter the class.
- The student must report the sickness to the institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such an absence. This may be detrimental to the overall performance and results of the student.
- As per the rules and regulations of Indian Railways and MSRTC, Leave Travel Concession will be allowed

only for designated vacations; such concession forms will not be made available for travel between holidays, whatever reason.

- The student should complete all the Practical and Term – work such as Journals, Assignments and Projects.

GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with extreme action.
- They expected to spend their free time in the Library / Reading Room.

CODE OF CONDUCT FOR PROJECT

- Students are instructed to follow the information and guidelines provided by the project guide from time to time and make the timely submission of their projects completed in all respect.



CHAPTER

2

Institutional Code of Conduct for Staff

Institutional Code of Conduct for staff

- All Dr. D. Y. Patil B-School staff are responsible for protecting and taking reasonable steps to prevent theft, misuse, or damage to Dr. D. Y. Patil B-School assets, including all kinds of physical assets, movable, immovable property.
- All the staff members should follow the rules and regulations of the institution as prevalent from time to time.
- All staff shall devote their time and their best efforts to the progress of the Dr. D. Y. Patil B-School.
- Staff should contribute to the vision, mission and goals of Dr. D. Y. Patil B-School through the engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all college functions as per the instructions of coordinators and heads of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - Gender / sexuality / age / marital status
 - Pregnancy or likelihood of pregnancy
 - Physical features, disability or impairment (physical disability or medical status)
- Staff should cooperate and collaborate with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain confidentiality regarding the college's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college's staff unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of their duties.
- The Faculty Member should show no partiality to any segment/individual student.

LEAVES

- Staff shall get casual, medical, earned leaves and vacations as per Rules of AICTE and Central Office of Dr. D. Y. Patil B-School.



CHAPTER

3

Code of Conduct for Teaching-Staff

Code of Conduct for Teaching Staff

DISCIPLINE

- The Faculty Member should report to the college 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, concerning the roles, jobs and targets assigned to them by the Department/ Institution.

LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and make proper alternate arrangements for class/lab/invigilation. The HOD or the following senior faculty must be informed of appropriate alternate arrangements suggested in an emergency.

CONTINUOUS ASSESSMENT

- Once the subject is allotted, the staff should prepare a lecture-wise lesson plan.
- The staff should get the lesson plan and course file - approved by HOD and Director. The course file should be maintained as per the prescribed format.
- The staff should not involve themselves in any unethical practice while doing the continuous assessment.
- The Faculty members must strive to prepare themselves academically

to meet all the challenges and requirements in the teaching methodology so that the input may be helpful for the student community.

- The staff should get feedback from students and act/adjust the teaching appropriately.
- The staff should interact with the coordinators and head of the departments or student counsellors and inform them about chronic absentees, slow learner students, objectionable behaviour etc.
- Every Faculty Member should maintain an academic record book.

CLASSROOM TEACHING

- The staff should engage in the entire lecture and not leave the class early.
 - The staff should use "Information Communication Technology (ICT)" to deliver lectures effectively.
 - The staff should encourage students to ask doubts/questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
 - The staff should motivate the students, bring out the creativity/ originality in the students, and make themselves available for doubt clearance.
- Every teaching staff demonstrates a high standard in teaching and learning by:

- Engaging students in their learning
- Working to achieve high-level outcomes for all students
- Maintaining records to manage, monitor, assess and improve student learning
- Using research and student achievement data to inform professional practice
- Engaging in reflective practice and developing their professional knowledge and teaching skills
- Supporting the personal and professional development of others
- Providing constructive feedback to colleagues that are considered positive and become helpful for further growth and development
- Assisting in developing and mentoring less experienced staff members
- Accepting responsibility for their professional learning and development

LABORATORY

- The staff should involve themselves in preparing the experimental setup and upgrading the laboratory.
- The staff should involve themselves in demonstration models, charts, and innovative teaching methods for better student interaction.

TEST / ASSIGNMENTS / MID-TERM/ MOCK

- In problem-oriented subjects, regular tutorials have to be conducted.

- The Tutorial problems will be provided to the students a week before the class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted per the academic calendar.

APPRAISAL REPORT

- All the staff members must submit their Self Evaluation Report at the end of every academic year term in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences after obtaining permission from the Head of the Department and Director.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further, they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend their beneficial influence in building up students' personalities, and they should associate themselves actively in such extra-curricular activities.

In addition to the teaching, the Faculty Member should take on additional responsibilities as assigned by HOD / Director in academic, co-curricular or extra-curricular activities.



CHAPTER

4

Code of Conduct for Supporting Staff

Code of Conduct for **Supporting Staff**

ADMINISTRATIVE STAFF

- A confidential report of the department should be part of the personal file of that employee and should be kept confidential by staff members working with this department.
- Staff should take additional responsibilities if required as assigned by the director.

ACCOUNTANT

- The accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- The accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- The accountant should establish tables of accounts and assign entries to proper accounts.
- The accountant should report to the director regarding the college's financial status at regular intervals.
- The accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- The accountant should provide all the necessary account statements and documents for various Dr. D. Y. Patil B-School committees.
- The accountant should provide all

necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

- Student section should
- Ensure the students' eligibility and prepare related documents to submit to the institute within the prescribed time limit.
- Ensure the student document verification by the institute within the time limit
- Submit the student Prorata, eligibility and student insurance to the institute
- Ensure timely submission of examination forms to the institute



- Ensure caste certificate/caste validity from divisional concern office
- Provide all necessary student data to prepare various committee reports

LAB ASSISTANT

- The lab assistant should help the lab in charge to carry out the lab-related work.
- The lab assistant should maintain the attendance register.

- The lab assistant should keep the setup ready before the conduct of the practical.
- Lab assistants should ensure the cleanliness of laboratories.

LAB ATTENDANT

- The lab attendant should help the lab assistant to carry out the lab-related responsibilities.

CLERK

- The clerk should maintain the service book of the Dr. D. Y. Patil B-School staff.
- The clerk should maintain college-level/ department-level all document files.

PEON

- Peon should report to the college half an hour before college time. Peon should maintain the cleanliness of laboratories, classes and staff rooms.
- Peon should do all the work assigned by the head of the department and other staff members.

Peon should not leave the office until and unless the higher authority permits.



CHAPTER

5

Code of Conduct for the Head of the Department

Code of Conduct for Head of Department

- The department head should fix the staff's workload (teaching and departmental).
- The head of the department should ensure that the workload of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department / Professor 14 hours/week
 - Associate Professor 14 hours/week
 - Assistant Professor 16 hours/week
- The Head of the Department should be responsible for the department's academic planning, academic audit, and implementation of educational policies approved by the director.
- The HOD should allot the teaching load after considering the Faculty Member's interests/choices.
- The Head of the Department should arrange weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
- The Head of the Department should encourage Faculty Members to author textbooks and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students and the parents on quality-related department processes.
- The Head of the Department should write a confidential report for all department staff members and submit it to the director.



CHAPTER

6

Code of Conduct for Director

Code of Conduct for Director

- The director should oversee and monitor the administration of the academic programs and general administration of the Dr. D. Y. Patil B-School to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The director should plan the budgetary provisions and go through the audited financial statements of the Dr. D. Y. Patil B-School.
- The director has the authority to take all the necessary actions as and when required to maintain discipline in the Dr. D. Y. Patil B-School.
- The director should form various college-level committees necessary for the development of the Dr. D. Y. Patil B-School.
- The director should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
- The director should encourage Faculty Members to author textbooks and publish research papers in reputed International / Indian Journals/ Magazines and Periodicals.
- The director should provide leadership, direction and coordination within the Dr. D. Y. Patil B-School.
- The director should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Dr. D. Y. Patil B-School standards & any weaknesses
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The director is responsible for the development of academic programs of the Dr. D. Y. Patil B-School.
- The director should convene meetings of any authorities, bodies or committees as and when required.
- The director should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The director should ensure that the quality of education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens.
- The director should ensure that the long-term and short-term development plans of the Dr. D. Y. Patil B-School in their academic programs are duly processed and implemented by relevant authorities, bodies, committees and its members.
- The director should forward a confidential report of all Dr. D. Y. Patil B-School staff members and submit it to the management.
- The director shall be responsible for submitting an annual report on the progress achieved in different developmental and collaborative programs to the various committees and management.

CHAPTER

7

Professional Ethics

Professional Ethics

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as a workshop, seminar and social events, or any other place where the staff represent the Dr. D. Y. Patil B-School.
- Avoid any activities involving stakeholders in any practice that is not in compliance with the Code of Conduct of the Dr. D. Y. Patil B-School.
- Staff must respect the privacy of students and other staff members of the Dr. D. Y. Patil B-School.
- Staff should treat students, parents and colleagues courteously and sensitively to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect colleagues' and students' cultural, ethnic and religious differences.





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