



பாரதியார் பல்கலைக்கழகம்
Bharathiar University
Re-accredited at the "A" Grade Level by NAAC
Coimbatore, Tamilnadu, INDIA.

CODE OF CONDUCT

FOR TEACHERS, STUDENTS, RESEARCH SCHOLARS AND
NON-TEACHING STAFF – 2021-22

BHARATHIYAR UNIVERSITY
COIMBATORE 641 046 | TAMIL NADU

STANDARD OPERATING PROCEDURES TO BE FOLLOWED IN VIEW OF COVID-19 PANDEMIC

Generic preventive measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet in common places as far as feasible.
- ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of AarogyaSetu App by all the employees.

Specific preventive measures for offices:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed entry.
- iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home.
- iv. Drivers shall maintain physical distancing at all times particularly within rooms/ spaces designated for drivers. They shall follow required do's and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- v. There shall be provision for disinfection at-least twice a day of the interior of the vehicle using 1% sodium hypochlorite solution/spray. A proper disinfection of frequently touched surfaces i.e. steering, door handles, keys, etc. should be taken up.
- vi. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.

- vii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The facecover/mask has to be worn at all times inside the office premises. Visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened. Meetings, as far as feasible, should be done through video conferencing.
- viii. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- ix. Proper crowd management in the parking lots and outside the premises – duly following physical distancing norms be ensured.
- x. Specific markings may be made with sufficient distance to manage the queue and ensure physical distancing in the premises.
- xi. Proper cleaning and frequent sanitization (at-least twice a day) of the workplace, particularly of the frequently touched surfaces must be ensured.
- xii. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- xiii. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms for which purpose proper marking be made on the floor of the elevators.

- xiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30 degree Celsius, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xv. Large physical gatherings continue to remain prohibited.
- xvi. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xvii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, handrails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas at-least twice a day.
- xviii. Proper disposal of face covers / masks / gloves left over by visitors and/or employees in covered bins, shall be ensured.
- xix. In the cafeteria/canteen/dining halls:
- Mandatory placement of hand sanitizers at the entrance to ensure personal hygiene.
 - Staff to take their temperature regularly and check for respiratory symptoms. They must see a doctor if feeling unwell or having flu-like symptoms.
 - Adequate crowd and queue management to be done to ensure physical distancing norms for which purpose markings be made on the floor of cafeteria/canteen/dining halls.

- Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
- The seating arrangement to ensure a distance of at least 6 feet between patrons as far as feasible.
- In the kitchen, the staff to follow physical distancing norms.

CODE OF CONDUCT FOR TEACHERS, STUDENTS, RESEARCH SCHOLARS AND NON-TEACHING STAFF – POLICY DOCUMENT 2021- 22

1. Policy Statement/Aim:

The Bharathiyar University has a prescribed code of conduct for faculties, teaching and non-teaching staff, students and research scholars and organizes periodic programmes in this regard. This has been designed to provide all the stakeholders of the University a broader view of all the institutional policies, regulations and guidelines for the smooth conduct of academic and co-curricular activities, along with the attainment and fulfilment of interdisciplinary social responsibilities at different levels.

2. Scope and Applicability:

- The University follows the Ordinance and statutory regulations that has laid down the procedure for maintenance of discipline among its stakeholders and adopts the same ordinance while implementing its code of ethics.
- In view of the major responsibility inherent in the field of education, all the concerned stakeholders are expected to adhere to the ethical standards laid down by the college. The college also adopts a system of professional ethics and corrective measures which will help to identify any kind of breach of code of conduct and adopt necessary steps for restoring the desired outcomes. There is a committee to

monitor adherence to the code of conduct. The University also organizes programmes for students, teachers, administrators and other staff as part of Annual awareness programmes on Code of Conduct.

3. Components/ Elements of the Policy:

A. Code of Conduct for Teaching Staff:

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the University.
- Code of Conduct for teaching is mainly governed by the Bharathiyar University Acts, Statutes, Ordinances and Service Rules.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of each concerned department.
- The duties assigned to teachers consist of lectures/ practical/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing

counselling to students and participating in extra-curricular activities and institutional support activities as required.

- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Respect the right and dignity of the student in expressing his/her opinion and encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.

- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The University has a zero-tolerance policy towards sexual harassment.

B. Code of Conduct for Students:

- Every individual is bestowed with certain rights at the basic level. No such individual of the University should breach in the rights of fellow members in the institution.
- The University expects exemplary behaviour from its students as is expected of those who are torchbearers of great traditions and shall be leaders of tomorrow.
- The students are expected to uphold the constitutional values as well as institutional values, and be proactive partners in the University's mission of providing excellence in education with equity.
- Students and scholars are required to wear ID cards in the University premises.
- Minimum 75% attendance in regular theory and practical classes is compulsory for grant of term.
- Ragging is prohibited in any form at the premises and in hostels as per the norms laid down by the Honourable Supreme Court. If any incident of ragging gets reported to the Vice-Chancellor or any concerned authority, then the student involved in ragging can be expelled for a specified term.

- Any form of harassment against girl students, women and minorities are prohibited as per the POSH Act.
- Students are requested to make use of facilities in the library and INFLIBNET centre for the inquisitive search of knowledge.
- Students must park their vehicles in the parking stand only and lock the bicycles with proper lock system.
- Students must come in neat, clean clothes and dress up modestly refraining from seeking excessive attention or causing disruption to others.
- All students must stick to the University working hours 10am – 5pm and must attend their regular classes on time.
- Any damage to University property shall invite disciplinary action.
- Students must not congregate in the foyer and corridors, or speak loudly near the classrooms and office block.
- Students should not receive personal visitors during University hours except in cases of extreme urgency.
- Day scholars are not allowed inside the Hostel or the rooms of the residents.
- Students are expected to attend all department events and other University functions.
- Students are advised to consult department notice boards/ University website for routine information.
- Students are responsible for their personal belongings including laptops, mobiles, handbags, books etc. They are advised not to bring large sums of money, jewellery or other valuables. The University is not responsible for the loss of personal property.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead to disciplinary action.

- Any change in the residential address of a student should be immediately communicated to the University.
- Students must use the allotted pathways within the campus for pedestrian purposes.
- All hostellers are expected to return to their hostels within the time mentioned in the hostel norms.
- Act of littering the waste is largely condemned. Wastes are to be thrown into the dust bins only.
- Use of plastics and other non-biodegradable items within the University campus must be avoided. Students must prefer using bicycles and help in contributing towards a **green campus**.
- Every student must be aware of their responsibilities towards their environment and surroundings.
- Students should not harm or abuse any animals that are intervening the campus.
- Students should never enter the forest area in the backyard of the University.

C. Code of Conduct for Research Scholars:

- Bharathiyar University has always strived to encourage and exhibit the highest standards of academic and research training among its stakeholders. To this effect, the University follows the policy of no tolerance to plagiarism in any academic work.
- The University works towards encouraging its stakeholders towards maintaining academic integrity and avoiding malpractices in research work.
- The University aims to have a structural system in place which helps curb such activities of plagiarism which go against the research ethics.

D. Code of Conduct for Non-teaching Staff:

- All non-teaching staff must strictly adhere to punctuality regarding their arrival and departure on all working days.
- All Staff members are expected to display the ideal standards of professional ethics and behaviour.
- Punctuality and Diligence are two of the core values cherished by and through them.
- They must refrain from any kind of unlawful activity or discrimination of any kind towards other staff, teachers and students. They must not be involved in any kind of misconduct at the University.
- The University has a zero-tolerance policy towards sexual harassment.


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