



BLDE

(DEEMED TO BE UNIVERSITY)

Declared as Deemed to be University u/s 3 of UGC Act, 1956

The Constituent College

SHRI B. M. PATIL MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, VIJAYAPURA

CODE OF CONDUCT

BOARD OF MANAGEMENT:

Integrity

The Members of the Board of Management are required not to disclose outside employment/business interests, which they consider, may be in conflict or in potential conflict with the University.

The Members will not allow management or employees to be involved in outside employment/business interests in conflict or in potential conflict with the functioning of the University. It will put in place appropriate arrangements to give effect to this.

The Members will avoid giving or receiving gifts, hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make an independent judgment on the day to day functioning of the University.

The Members must be committed to having the University compete vigorously and energetically but also ethically and honestly with other educational institutions, commercial and other providers of research and advisory services.

The University is committed to conducting its purchasing activities of goods/services in accordance with public policy and best business practices and its purchasing regulations reflect this.

The University is also committed to ensuring that its engagement of consultancy and other services is in compliance with public policy guidelines.

The University is committed to ensuring that the accounts/reports accurately reflect the operating performance of the University and are not misleading or designed to be misleading.

The Members are required to avoid the use of University resources or time for personal gain, for the benefit of persons/organizations unconnected with the institutions or its activities or for the benefit of competitors.

The University is committed not to acquire information or business secrets by improper means.

Information

The University is committed to providing access to general information relating to its activities in a way that is open and enhances its accountability to the general public.

The Members of the Board of Management are required to respect the confidentiality of sensitive information held by the University. This would constitute material such as:

- Personal information.
- Information received in confidence by the University.
- Any commercially sensitive information or other information sensitive to the reputation of the University.

The University will observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest.

The Members will observe due confidentiality in regard to all discussions and decisions taken at meetings of the Board of Management.

Obligations

The University will comply with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure.

The University has introduced measures to prevent fraud and to ensure compliance with the prescribed levels of authority for sanctioning any relevant expenditure.

The Members are required to use their reasonable endeavors to attend all Board of Management meetings.

Loyalty

The Members acknowledge the responsibility to be loyal to the University and to be fully committed to all its activities, with due respect to the tenets of academic freedom, while mindful that The University itself must at all times take into account the interests of its students and providers of funds including taxpayers.

Fairness

The Board of Management is committed to complying with employment equality, fairness in all activities of the University.

The Board of management values its students, suppliers, employees, and patients and treats all its students, suppliers, employees and patients equally.

Work/External Environment

The Board of Management of the University places the highest priority on promoting and preserving the health and safety of its employees and students.

The University will ensure that community concerns are fully considered in its activities and operations.

The University will minimize any detrimental impact of its operations on the environment.

Responsibility

The University will circulate this Code of Conduct (and a policy document on disclosure of interests) to all members for their attention and the Code of Conduct will be placed on the University's website.

The University will provide practical guidance and direction as required in such areas as gifts and entertainment and on other ethical considerations that may arise.

Review

The University will review this Code of Conduct as appropriate.

VICE-CHANCELLOR:

The Vice-Chancellor shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Vice-Chancellor shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

The actions of Vice-Chancellor should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

Decisions taken by him must have the intention to benefit of the University, its students, staff, and others and must be taken to safeguard the finances of the University.

The Vice-Chancellor shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.

The Vice-Chancellor shall promote the interests of the University; act prudently with reasonable care, skill, and diligence; complying with all legal responsibilities imposed on by law.

The Vice-Chancellor shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

The Vice-Chancellor shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

The Vice-Chancellor shall conduct in an orderly, fair, open and transparent manner.

The main function of the Vice-Chancellor is to implement strategic policies approved by the BoM.

REGISTRAR:

The Registrar shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Registrar shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

The actions of the Registrar should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

Decisions taken by him with the consent of the Vice-Chancellor must have the intention to benefit of the University, its students, staff, and others with an interest in it, and must be taken to safeguard the finances of the University.

The Registrar shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.

The Registrar shall promote the interests of the University; act prudently with reasonable care, skill, and diligence; complying with all legal responsibilities imposed on by law.

The Registrar shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

The Registrar shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

The Registrar shall conduct in an orderly, fair, open and transparent manner.

The main function of the Registrar is to implement the strategic policies approved by the BoM in consultation and with the concurrence of the Vice-Chancellor.

DEAN, FACULTY OF MEDICINE & PRINCIPAL:

1. Be responsible for the day-to-day management of the College, including the guidance and direction of the teachers and other staff of the college, and be accountable for that management.
2. The principal should make all their decisions based on the best interests of the students.
3. The principal should be fair in their disciplinary actions for both staff and students.
4. The principal must carry himself with the highest integrity.
5. Shall not be biased towards a student or a teacher based on religion, caste, race, language, ethnicity or personal grudges.
6. Handling indiscipline or misconduct among students and staff.
 - i. Isolated issues of a minor nature will, where possible, be dealt with informally.
 - ii. Gross Misconduct like
 - a. Theft.
 - b. Deliberate damage to college property.
 - c. Fraud or deliberate falsification of documents.
 - d. Gross negligence or dereliction of duties.
 - e. Refusal to comply with legitimate instructions resulting in serious consequences.
 - f. Serious or persistent incapacity to perform duties due to being under the influence of alcohol, unprescribed drugs or misuse of prescribed medication.
 - g. A serious breach of health & safety rules.
 - h. Serious abuse/misuse of the property/equipment of colleges.
 - i. Serious breaches of confidentiality.
 - j. Serious bullying, inappropriate behavior, sexual harassment or harassment against an employee or students.
 - k. Violent/disruptive behavior.
 - l. Downloading/disseminating pornographic material from the internet.
 - m. Circulation of offensive, obscene or indecent emails or text messages.

These are handled informally by a defined protocol like referring to the Disciplinary Committee or Setting up an Enquiry Committee.

7. Encourage and foster learning and regularly evaluate students and periodically report the results of the evaluation to the students and their parents.

8. Shall respect, obey and administer in the ambit of College, University, local, state, and national rules and laws.
9. Implements the policies, administrative rules, and regulations of the Statutory Body/University.
10. Provide leadership to the teachers and other staff and the students.
11. Never discriminates among students or staff based on race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation
12. Shall not exploit a student or teacher for personal gain or advantage.
13. Shall accept no gift, or favor that might influence professional judgment.
14. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile environment.

FACULTY MEMBERS:

1. Professional Values and Relationships

Teachers should:

- Be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.
- Be committed to equality and inclusion and to respecting and accommodating diversity, including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the traveler community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.
- Seek to develop positive relationships with pupils/students, colleagues, parents, management and others in the community, that are characterized by professional integrity and judgment

Work to establish and maintain a culture of mutual trust and respect in their schools.

2. Professional Integrity

Teachers shall:

- Act with honesty and integrity in all aspects of their work.
- Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the well-being of an individual.
- Represent themselves, their professional status, qualifications and experience honestly.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

3. Professional Conduct

Teachers should:

- Uphold the reputation and standing of the profession.
- Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- Work within the framework of relevant regulations.

- Comply with agreed National and Statutory policies, procedures and guidelines which aim to promote pupil/student education and welfare.
- Report, where appropriate, incidents or matters which impact on pupil/student welfare.
- Communicate effectively with pupils/students, colleagues, parents, management and others in a manner that is professional, collaborative and supportive, and based on trust and respect.

4. Professional Practice

Teachers shall:

- Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- Apply their knowledge and experience in facilitating pupils'/students' holistic development.
- Plan and communicate clear, challenging and achievable expectations for pupils/students.
- Create an environment where pupils/ students can become active agents in the learning process and develop lifelong learning skills.
- Develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/ students.
- Inform their professional judgment and practice by engaging with, and reflecting on, pupil/student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.
- In a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.
- Act in the best interest of pupils/students.

5. Professional Development

Teachers should take personal responsibility for sustaining and improving the quality of their professional practice by:

- Actively maintaining their professional knowledge and understanding to ensure it is current.
- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge.

- Availing of opportunities for career-long professional development.

6. Professional Collegiality and Collaboration

Teachers should:

- Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
- Work in a collaborative manner with pupils/students, parents/guardians, management, other members of staff, relevant professionals and the wider community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- Cooperate with the Inspectorate of the Department of Education and Skills and other statutory and public non-statutory educational and support services, as appropriate.
- Engage with the planning, implementation and evaluation of the curriculum.

STAFF NURSE:

1. Respect the dignity and individuality of the patient.
2. Respect the needs and values of the patient.
3. Work in partnership with the patient and clinician to promote and protect the well-being of the patient.
4. Maintain patient's trust by providing safe and competent care.
5. Respect the patient's privacy and confidentiality.
6. Work respectfully with colleagues to best meet patient needs.
7. Act with integrity to justify patient trust.
8. Maintain public trust & confidence in the nursing.

SUPPORT STAFF:

- Will perform their duties to the highest possible standards, with honesty, integrity, and impartiality and will be accountable for their actions.
- Shall trust the college and to the pupils of the college.
- Are expected to treat others with respect, fairness, and dignity at all times;
- Have a collective responsibility to communicate, any concerns about breaches of the Code of conduct, to the member, the senior management team or the administrators.
- In either an official capacity or in their private life, college employees will ensure that they behave in a way that is not seen as bringing the college into disrepute.
- Employees are entitled to private life, but must take care that the duties of public service are not breached by activities or inappropriate.

STUDENTS:

Respect and Honour

- Take pride in the College by keeping it clean, tidy and free from litter Treat all students, staff, patients, and visitors of college and hospital with respect
- Eat-in designated areas only
- Represent College positively at alltimes
- Avoid using language that may offendothers

Learning First

- Be on time and attend all lessons
- Prepare by bringing all necessary materials and lessons
- Keep mobile phones switched off during class hours until advised otherwise
- Actively take part and contribute in all lessons Complete all the assigned work on time

Safety First

- Wear your ID card at all times.
- Drive safely always and follow the speed limits in the campus as well.
- Report inappropriate, discriminatory or unsafe behavior to staff or campus security officer.
- Be aware of Health and Safety procedures and the designated areas for help in the hospital.
- Ask for help when you needit.