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Code of Conduct Overview

The Code of Conduct for stakeholders of The Maharaja Sayajirao University of Baroda is in compliance and conformity to the vision and mission of the University. It reflects the commitment of the institution towards values like honesty, fairness, integrity, gender equity, safety & security, emancipation, camaraderie, environmental consciousness and duty to the nation.





Code of Conduct for Students

Statement of Policy

Code of conduct is a collection of formation of rules and regulations for the guidance of the Students for understanding and implementing the same.

Preamble

The code of conduct presented here indicates the standards of procedures to be followed by the students of The Maharaja Sayajirao University of Baroda. All the students must read this carefully and adhere themselves to abide by this code of conduct.

Code of Conduct

It defines the rules and regulations of an organization and which provides all the Students about the boundaries of their behavior relative to their duties towards the organization. A well-written code of conduct describes about Jurisdiction, Appeal, Ethics and Conduct, Academic Integrity, Anti-Ragging, Racial Harassment, Violation of Code of Conduct, Punishment and Disciplinary Action, Students Grievance Procedures, Students participation in Governance, Use of University Resources. The mentioned codes of conduct can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for the Students to support day-to-day activities.

Jurisdiction

The University shall have the jurisdiction over the conduct of the students of the University to take knowledge of all acts of misconduct including incidents of ragging/ harassment which are taking place within the University campus. The University may take Judicial Actions for the violations of the code of conduct in the premises of the University.

Appeal

All students are requested to carefully read the code of conduct and follow the rules and regulations formulated by the University Authorities and also to get updated for any changes carried out by the authorities from time to time, if any.

Ethics and Conduct

Academic Calendar provided by the competent authority should be properly followed. The entire campus is Wi-Fi Enabled, but proper care should be taken that malicious/ Illegal Sites should not be accessed. All the vehicles should be parked in the respected spaces provided. Water Wastage is strictly not allowed. No unwanted/ unnecessary gatherings will be entertained.

Academic Integrity

The students of the University are responsible in maintaining the academic integrity. Especially, the students involved in research activities are to be strictly following the various points provided in the research hand book and are responsible to maintain the academic integrity of the University.

Anti-Ragging

The University is a strictly "No Ragging" Campus. Therefore, the rules are to be strictly followed regarding the same.

Racial Harassment

Racial harassment is any verbal, physical or written act based on a person's color, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with, that person. Therefore, any untoward act or incident by the university Student resulting towards racial harassment is strictly unacceptable.

Punishment and Disciplinary Action

No activities other than academic activities should be taken out without the notice of the Head of the Institute/ Faculty/ Organization. Punctuality and Discipline in academic activities is must. Smoking and Tobacco are strictly prohibited inside the campus area. The Cleanliness in the Campus should be strictly maintained. The use of Plastic in the campus is strictly prohibited, or in case of unavoidable condition, it should be minimum. Any Damage to the University infrastructure will be strictly unacceptable and strict actions will be taken against the same

Students Grievance Procedures

Grievance and Redressal Cell may be approached in case of any grievance. If any untoward activity by the student comes in the notice of the competent authority, strict action will be taken

Students Participation in Governance

Students are the important and integral part of University and it is important that the students must be encouraged to put forth their views, advices and suggestions for a well-framed decision making process. Therefore, students participation is encouraged and is seen that their involvement occurs at all required levels. It is also advised to the students that any violations of the code of conduct are to be reported to the University Authorities and as students either individually or collectively, there role and involvement is important in maintaining and improving the Quality and Effectiveness of the code.

Use of University Resources

University resources must be reserved exclusively for the purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in view of the employee's duties. University resources include, but are not limited to, the use of University systems (e.g., telephone systems, data communication and networking services) and the University domain for E-Communication; the use of University Dead-stock equipment, computers and peripherals, University vehicles, the use of items procured by the University.

Violation of Code of Conduct

The rules and regulations for all the academic activities, as specified by university authorities, including the changes made therein, are to be strictly adhered to.

Code of Conduct for Teachers

Introduction

Code of conduct is a collection of formation of rules and regulations for the guidance of the teachers for understanding and implementing the same.

Code of Conduct

It defines the rules and regulations of an organization and which provides all the teachers about the boundaries of their behavior relative to their duties towards the organization. A well-written code of conduct describes about Discrimination, Racial Harassment, Prevention & Resolution of Campus Ragging/ Bullying, Academic Freedom, Lawful Obedience, Confidentiality, Lawful Obedience, Ethical conduct of Research, Use of University Resources, and Cooperation. The mentioned codes of conduct can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for the teachers to support day-to-day decision making.

Discrimination

Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated with partiality towards another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history. Therefore it becomes the responsibility of all the teachers to prevent any incidents of unlawful discrimination on campus.

Racial Harassment

Racial harassment is any verbal, physical or written act based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with, that person. Therefore, any untoward act or incident by the university teacher resulting towards racial harassment is strictly unacceptable.

Prevention & Resolution of Campus Ragging/Bullying

The University acknowledges that all the Teacher have the right to work in an environment free from bullying. The University has a duty of care towards all the teachers and hence any act of Violence, aggression and bullying are unacceptable.

A workplace situation may be identified as bullying if an employee or employees are harmed, Intimidated, threatened, victimised, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the University.

Academic Freedom

Academic freedom is recognized as an important component and hence protected by the University for properly conducting teaching and research. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are to be judiciously followed by all the teachers of the University.

Lawful Obedience

All the teachers of the University must act lawfully, complying to all the relevant legislative and Academic requirements, act within their delegations of authority, and comply with the policies developed by the University.

Confidentiality

Teachers involved in various confidential work of the university must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned.

Personal & Professional Responsibility

A conflict of interest includes any circumstance, whether actual or perceived, arising from conflict between the performance of public duty and private or personal interests. It arises where there is a reasonable expectation of direct or indirect benefit or loss for an individual employee with a particular personal interest that could be influenced in favor of that interest, in the performance of their duties. The benefit or loss may be financial or non-financial. It is the responsibility of the teachers of The University in creating an honest, ethical and professional work place, and hence to work and involve themselves against any fraud and corruption.

Ethical Conduct of Research

The University expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the University as and other relevant funding bodies. Ethical clearances must be gained where appropriate.

Use of University Resources

University resources must be reserved exclusively for the purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in view of the employee's duties. University resources include, but are not limited to, the use of University systems (e.g., telephone systems, data communication and networking services) and the University domain for E-Communication; the use of University Deadstock equipment, computers and peripherals, University vehicles, the use of items procured by the University.

Cooperation

All the employees are required to cooperate fully in all the matters leading to the flourishment of the University.

Code of Conduct for Administrative Staff

Introduction

Code of conduct is a collection of formation of rules and regulations for the guidance of the teachers for understanding and implementing the same.

Code of Conduct

It defines the rules and regulations of an organization and which provides all the teachers about the boundaries of their behavior relative to their duties towards the organization. A well-written code of conduct describes about Purpose, Compliance, Breach of Code of conduct, discrimination of this code, achievement related to opportunity, Racial Harassment, Prevention & Resolution of Campus Ragging/Bullying, Academic Freedom, Lawful Obedience, Confidentiality, Lawful Obedience, Use of University Resources, and Cooperation. The mentioned codes of conduct can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for the teachers to support day-to-day decision making.

Purpose

The code is a shared statement of the University's commitment towards upholding the ethical, professional and legal standards as basis for daily and long-term decisions and actions. All the members must be cognizant of and comply with the relevant policies, standards, laws and regulations that are framed by the University. All members are accountable for their individual actions and as members of the university all are collectively accountable for upholding these standards of behavior.

Compliance

Members of the University community must transact University business in compliance with applicable laws, regulations, and University policy and procedure. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of laws and regulations to the Office of the Registrar.

Breach of Code of Conduct

Whenever any allegation of conduct regarding the breach of the code comes to the code of the administration, every effort will be made to resolve the matter in a peaceful manner. If however there are reasonable grounds to believe that a Member has breached the standard of conduct as set out in this Code, a Committee shall be constituted to inquire for such matters.

Dissemination of this Code

The Registrar shall provide a copy of this Code to each Member in conjunction with the distribution of the annual Declaration; and shall promote, disseminate, and implement this Code.

Achievement Relative to Opportunity

The University is committed to fair assessment of Teachers and a workplace culture that values and supports life balance in order to attract, develop and retain highest quality staff.

Racial Harassment

Racial harassment is any verbal, physical or written act based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with, that person. Therefore, any untoward act or incident by the university teacher resulting towards racial harassment is strictly unacceptable.

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Academic freedom is recognized as an important component and hence protected by the University for properly conducting teaching and research. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are to be judiciously followed by all the teachers of the University.

Lawful Obedience

All the teachers of the University must act lawfully, complying with all the relevant legislative and Academic requirements, act within their delegations of authority, and comply with the policies developed by the University.

Confidentiality

Administrative Authorities involved in various confidential work of the university must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned.

Use of University Resources

University resources must be reserved exclusively for the purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in view of the employee's duties. University resources include, but are not limited to, the use of University systems (e.g., telephone systems, data communication and networking services) and the University domain for E-Communication; the use of University Dead-stock equipment, computers and peripherals, University vehicles, the use of items procured by the University.

Cooperation

All the employees are required to cooperate fully in all the matters leading to the flourishment of the University.

Guidelines for All Stakeholders

The various stakeholders are hereby informed to have the complete knowledge of the following documents in addition to the points given in their respective code of conducts with respect to following the overview of the code of conduct herein.

- Point no. 11 of Pamphlet no. 14 of the Handbook of the University as per Annexure 6 (Senate item no. 7) held on 22-3-1996. (Annexure 1)
- Code of Conduct of Pamphlet no. 33 of the Handbook of the University as per Annexure 4 (Senate item no. 6) held on 22-3-2021. (Annexure 2)
- As per item no. 7 of the Research Handbook.(Annexure 3)
- As per UGC Guidelines on safety of Students on and off campuses of higher education institutions. (Annexure 4)

Annexure 1

11. Addition of New 0. 290 in H.B. Pt. II 1984 as approved under S.R. No. 21 of 24-11-95.

Conduct, discipline and appeal rules for the students of the University.

OBJECTIVES:

- To have harmonious atmosphere on the University Campus.
- To conduct smoothly the study and teaching work on the campus of the University.
- To have close and constant Co-ordination between the students, teachers and administration at all levels so as to enable the different authorities to solve the genuine problems of the students.
- To safeguard the interest of the student community as a whole to enable them to study in a peaceful and harmonious atmosphere.

The following act or acts on the part of students will be considered as indiscipline:

- (a) Disrupt, leaching, study, research or administrative work and or prevent any members of the University and its staff from carrying on his work, or do any act reasonably likely to cause such disruption or prevention.
- (b) Damage or deface any property of the University or do any act reasonably likely to cause such damage or defacing.
- (c) Engage in any conduct within the university or outside the university, which is, or is reasonably likely to be clearly detrimental to the University's purpose and image.
- (d) Disregard of Faculty/College and hostel rules, orders & notice.
- (e) Disregard of orders/instructions of the members of the Faculty/College.
- (f) Noisy, boisterous, disorderly and obnoxious behaviour.
- (g) Ragging in any manner.
- (h) Lack or punctuality in attendance, in payment of Faculty/College dues and in other matters where dates and time of any duty, functioning or obligation are prescribed.
- (i) Persistent neglect of studies
- Recourse to unfair means in tests and examinations.
- (k) Negligent use of Faculty/College property.
- (i) Recource to false or fraudulent statements or acts.
- (m) Taking part in illegal strikes.
- (n) Failure to produce identity cards on demand by Faculty/College Staff, Warden etc, at any time and place within the Faculty/Cofflege, Hostel, Campus and Library.
- (o) Indifferent reply to any query.
- (p) Unsportsmanlike behaviour in indoor and outdoor games.
- (q) Entering the rooms of others when the occupants of the room are absent in their rooms.

- (r) Keeping weapons including Hockey-Sticks, lathies, nan-chakoo etc. in the hostel room/in possession of the student.
- (s) irregular attendance and persistent unauthorised absence from hostels.
- (t) Consumption of alcoholic drinks/intoxicating drugs etc. and/or found drunk in the campus.

If any of the above thing is done by any of the student the disciplinary actions will be taken by the appropriate authorities or the competent agency of the University depending upon the quantum of the guilt or misconduct and the same act will be considered as misconduct and the disciplinary actions will be taken after following the procedure and by the competent authorities as provided under the rules.

NATURE OF PENALTY

Minor Penalty

- (a) Warning, Censure, Fine
- (b) Penalty in terms of recovery of loss or damage in cash or kind.
- (c) Place the students concerned on probation for a certain period.
- (d) Put the student under suspension for a period of one month.
- (e) Expelling the student up to one term from Studies/Examination.
- (f) Expelling the student from attending the classes for some period.

Major Penalty

- (a) Expelling the student from the examination for a period exceeding one year.
- (b) Debarring the student from pursuing studies in any of the Faculty/Institution of the University for a period exceeding one year.

Procedure

Whenever any of the act comes to the notice of the competent authority the same authority will issue a notice to the student concerned to show cause as to why a particular disciplinary action should not be taken against him. For the minor penalty other than warning the reply received from the student concerned

will be placed before the faculty level disciplinary committee and on the recommendations of the said committee the Dean/Principal/Heads of Institution will take further appropriate action regarding imposing penalty. For imposing major penalties, on the basis of the complaint the Dean/Principal/Head of the Institution with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry and on the basis of the report of the preliminary enquiry he will forward the matter alongwith the report to the University for further necessary action. The matter will be placed before the University level disciplinary committee and the same committee will after following the law of natural justice will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter. In short minor penalty will be imposed by the Dean/Principal/Head of Institution concerned and for major penalty the Vice-Chancellor will impose penalty after following above procedure

Notes : ~

- 1. While conducting an enquiry/investigation, the disciplinary Committee should go into the causes/circumstances leading to the acts of indiscipline/violence and if the root cause is found to lie with academic or administration lapse, such as late submission of results, delay in declaration of admissions, availability of marks lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings alongwith erring parties for necessary action. In such a case, the act of violence/indiscipline on the part of students should be looked at with due moderation.
- Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence takes place are involved, the incident must be fully investigated by the disciplinary Committee of the Faculty or the Institution where the act of indiscipline/violence takes place.
- Whenever an act of indiscipline/violence takes place, before filing the F.I.R., all the aspects at the appropriate level be considered.

Appeal

The Faculty level committee will be appointed by the Dean/Principal/ Head of Institution. University level committee will be appointed by the

- (r) Keeping weapons including Hockey-Sticks, lathies, nan-chakoo etc. in the hostel room/in possession of the student.
- (s) Irregular attendance and persistent unauthorised absence from hostels.
- (t) Consumption of alcoholic drinks/intoxicating drugs etc. and/or found drunk in the campus.

If any of the above thing is done by any of the student the disciplinary actions will be taken by the appropriate authorities or the competent agency of the University depending upon the quantum of the guilt or misconduct and the same act will be considered as misconduct and the disciplinary actions will be taken after following the procedure and by the competent authorities as provided under the rules.

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Minor Penalty

- (a) Warning, Censure, Fine
- (b) Penalty in terms of recovery of loss or damage in cash or kind.
- (c) Place the students concerned on probation for a certain period.
- (d) Put the student under suspension for a period of one month.
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- (f) Expelling the student from attending the classes for some period.

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Procedure

Whenever any of the act comes to the notice of the competent authority the same authority will issue a notice to the student concerned to show cause as to why a particular disciplinary action should not be taken against him. For the minor penalty other than warning the reply received from the student concerned

will be placed before the faculty level disciplinary committee and on the recommendations of the said committee the Dean/Principal/Heads of Institution will take further appropriate action regarding imposing penalty. For imposing major penalties, on the basis of the complaint the Dean/Principal/Head of the Institution with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry and on the basis of the report of the preliminary enquiry he will forward the matter alongwith the report to the University for further necessary action. The matter will be placed before the University level disciplinary committee and the same committee will after following the law of natural justice will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter. In short minor penalty will be imposed by the Dean/Principal/Head of Institution concerned and for major penalty the Vice-Chancellor will impose penalty after following above procedure

Notes: -

- 1. While conducting an enquiry/investigation, the disciplinary Committee should go into the causes/circumstances leading to the acts of indiscipline/violence and if the root cause is found to lie with academic or administration lapse, such as late submission of results, delay in declaration of admissions, availability of marks lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings alongwith erring parties for necessary action. In such a case, the act of violence/indiscipline on the part of students should be looked at with due moderation.
- Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence takes place are involved, the incident must be fully investigated by the disciplinary Committee of the Faculty or the Institution where the act of indiscipline/violence takes place.
- Whenever an act of indiscipline/violence takes place, before filing the F.I.R., all the aspects at the appropriate level be considered.

Appeal

The Faculty level committee will be appointed by the Dean/Principal/ Head of Institution. University level committee will be appointed by the

Vice-Chancellorior. On the decision of the Dean, the student concerned will have a right to file an appeal before the Vice-Chancellor to review the penalty imposed by the Dean and in case of the penalty imposed by the Vice-Chancellor, the student concerned will be entitled to file an appeal to the Syndicate to review the penalty. This appeal is to be filed within a period of 45 days from the date of the order of penalty. The appeal filed after the expiry of 45 days from the date of communication of the order, will not be entertained.

Notes : -

- 1. The Bold letters indicate ammendment by addition / substitution etc.
- The figures shown in column no. 4 in O. 261 are ammended figures.

Vadodara:

Dated: 4-3-1996

By Order,

(D.P. CHHAYA)

University Registrar

Annexure 2

<u>SENATE</u> 22-3-2021 Enclosure to Senate Item No. 6
Annexure-4

PAMPHLET No.33

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

(Hand -Book referred to herein the University

Hand Book -Part II, 1984 edition)

ORDINANCES

Code of Conduct:

- 1. That the Appointee shall devote his whole fulltime to the duties of his/her appointment, and shall not, without having first obtained the permission of the authority as the case may be applicable, or body of the University authorized in that behalf under the Provisions of the said Act or under any Statutes or Ordinances or Rules made there under either:
 - a. Apply for or accept any Post or Service with or without remuneration;
 - b. Engage directly or indirectly in any Trade, Business or Occupation and or service;
 - c. Take active part in Politics;
 - d. That the Appointee except in case of accident or emergency or sickness to be certified by competent medical authority abstain himself/herself from his/her duties without getting due leave sanctioned preferably in advance by the competent officer or authority of the University as per the Leave Rules of the University and or Government of Gujarat in force and that shall be amended from time to time as the case may..
 - e. That the Appointee shall not engage, directly, or indirectly, partially or fullyin any trade, occupation or business, service whatsoever, or without the sanction, in writing, of the university, engage himself /herself or take any part in any private tuition work or take up any occupation, service, whatsoever, directly or indirectly, which in the opinion of the university, is likely to interfere with the duties of his/her appointment.
 - f. That the highest degree of discipline, commitment, dedication and diligence is expected from the appointee and the following illustrative list includes action that are inconsistent with acceptable rules of behaviour and shall result in Disciplinary action as per the Discipline and Appeal Rules of the University and applicable Rules of the Gujarat Civil Service Rules in force and that shall be amended from time to time as the case may for the same:
 - Refusal to perform the work/duties assigned by the Dean/Principal/Director/Head of the Department etc. without reasons.
 - II. Sexual, Verbal, Physical or Visual forms of harassment directed at any person associated with the University/Institution or discriminatory conduct towards employees on the ground of Race, Region, Color, Religion, National Origin, sex, Gender or age etc.

- III. Destroying, Damaging, Defacing or Stealing University/Institution's property, any act likely to endanger the lives or safety of others or the deliberately, willful or repeated violation of any safety rules.
- That the appointee shall inform to the office of the Registrar of the University about acceptance an
 examiner ship at any examination outside the University or accept membership honorary or with
 remuneration of any outside committees or bodies outside the University.
- 3. That the appointee shall not leave the Head quarter without the permission of the concerned Head of Institutions/Principal of the College/Dean of Faculty/Director of Cell/Centre/Institution. And in case of the appointee want to leave the country for any reason he/she shall have to take prior approval of The Registrar of the University fail to do so will be resulted in to the disciplinary action against him/her under the Disciplinary rules of the University and Rules and provisions of the Gujarat Civil Service Rules as the case may be and amended from time to time.
- That the Appointee shall at all times maintain absolute integrity, self-discipline, morality and devotion to duties and responsibilities.
- 5. That the appointee shall be expected all times to diligently, faithfully, lawfully and to the best of his/her ability to perform the duties/responsibilities instructions for which you are herby appointed and additional duties as may reasonably be requested to you and asked from you from time to time as the case may be.
- That the appointee shall NOT work for or have any interest in any other institution or undertake any
 activity which might interfere with your duties//responsibilities performance or be in conflict with the
 university's/institute's interest.
- 7. That the Appointee should refrain from any activity which tends to create communal disharmony.
- 8. That the Appointee shall not take any part in, subscribe to or assist, in any way, any movement which tends to promote feelings of hatred or to disturb public peace.
- 9. That the Appointee shall not stand as a candidate for any Election to a Municipality, District Local Board or other local authority and shall not also stand as a candidate for Election to the State Legislature or Parliament without the prior permission of the Syndicate.
 - The teachers who are elected or nominated to the Parliament/State Legislature, be permitted to continue the teaching work without being obliged to resign their teaching positions or to take long leave from the University or Institute concerned, maintaining their seniority subject to the condition that such teachers should not hold any administrative position/responsibilities in the University or Institute during the period they are members of Parliament/Legislature
- 10. That the Appointee shall not forward/send/share any document either anonymous or in his/her own name or in the name of any other person or in any written communication to the press or in any public utterance, make any statement of fact or express an opinion involving adverse criticism of the actions and policies of the University.

- 11. That the Appointee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forth with report the full facts to the Registrar of the university.
- 12. That the appointee shall not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by appointee or publish the results of any research involving patentable material done by appointee or under guidance of appointee in the concerned Faculty / College / Department/ Institute / Centre/ Cell save with the previous permission of the Syndicate, and in accordance with such conditions as the Syndicate may improve from time to time.

The Vice-chancellor shall after consulting, the Dean of the concerned Faculty/Principal of the concerned College/ Head of the Concerned Department/ Director of the concerned Institute /Centre/ Cell decide what is patentable material within the meaning of that expression as used in the present clause and his decision shall be final and binding.

That the appointee shall have to mentioned the name of the University as one of the co-applicants in case of filling Patent during his/her tenure in the University.

- 13. That the Appointee shall NOT bring or attempt to bring any outside influence to bear upon the authorities of his/her university to further appointee's interest in respect of matters pertaining to appointee's service in the university.
- 14. That the Appointee shall not apply for any other job, Post, or Scholarship etc. without the previous sanction of the competent authority of the University as per the Provision of the Maharaja Sayajirao University of Baroda Act, 1949.
- 15. That the Appointee shall not abstain himself/herself from his/her duties without having obtained the permission of the Registrar of the University. Leave in all cases be applied for and preferably got sanctioned before it is taken. No leave shall be claimed as matter of right by the appointee.
- 16. That the Appointee shall not take part in any activity which leads to indiscipline, disturbance and obstruct the normal functioning of the university
- 17. The Appointee shall abide strictly to follow/comply the provision of the CODE OF PROFESSIONAL ETHICS appended herewith as an Appendix 'A'. in case of the non compliance or breach of the provision of the Code of Professional Ethic it may resulted to disciplinary action under the provision of Disciplinary and Appeal Rules of the University and the provision of the Gujarat Civil Service Rules in force and that shall be amended from time to time as the case may for the same.
- 18. That the appointee should not be facing criminal complaint or criminal trail or should not be convicted by the court of law for any offence under the provision of law in existence.

In case if the appointee found to be convicted by court of law, under that circumstances, unless such conviction order quashed and set aside by the higher court, the appointee shall be removed from the service with immediate effect without any inquiry.

19. That the appointee shall have to submit the Police Clearance Certification from the concerned police station within one month of his/her

Termination / Resignation:

- 20. The Appointee may, if he so wishes, terminate his/her engagement with the university by giving the Institute three months' notice in writing or deposit the university a sum equivalent to three months' salary in lieu thereof.
 - If the Appointee is holding a temporary appointment or is on probation, then said notice for either shall be for period of one month only.
- 21. This agreement will automatically stand terminated on completion upon his/her attainment of the age of 62 years (in case of Polytechnic Institute 58 years), under the Rules of the University and the provision of the Gujarat Civil Service Rules in force and that shall be amended from time to time as the case may for the same

Disclosure of Information:

- 22. That the appointee shall not disclose or divulge or share or opine to any third party, outside party and press and electro media any information either verbally or in form of document or in form of soft copy or in any other form as the case may be about the interests, finances, University Administrative Governance and any other matter of the Institute or its related Institutions, if he/she found to breach this condition appointee shall be liable to the Disciplinary action under the Provision of Said Act, 1949 and the Provision of the Gujarat Civil Service Rules in force and that shall be amended from time to time as the case may.
- 23. That the Appointee shall not, except in accordance with any general or special order of the Competent authority of the University or in the performance, in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom, he is not authorized to communicate such document or information if he/she found to breach this condition appointee shall be liable to the disciplinary action under the Provision of Said Act 1949 and the Provision of the Gujarat Civil Service Rules in force and that shall be amended from time to time as the case may be.
- 24. Any information obtained by appointee during or in connection with his service in the university and the work upon which appointee is engaged shall be treated as Confidential and appointee shall not share the same with anyone or published it to anyone or to outside agency or to Press and Electro media and if at all appointee will be found involved in such activities then he/she shall be liable to

the disciplinary action as per the provisions of the Statute, ordinance and the provision of Gujarat Civil Service Rules in force and that shall be amended from time to time as the case may be.

Health & Safety at Work:

- 25. Appointment and continuation in employment with the university shall be subject to appointee's remaining medically fit. The Dean of the concerned Faculty/Principal of the concerned College/ Head of the Concerned Department/ Director of the concerned Institute /Centre/ Cell shall have the right to recommend to get appointee examined or re-examined from any registered Medical Practitioner, Surgeon / Physician subject to approval by the Vice Chancellor whose decision will be final and binding upon you.
- 26. That the appointee shall have to take reasonable care of the health and safety of both own selves and others who may be affected by him/her appointment.

Disciplinary and Appeal Provision:

- 27. The dismissal or removal or retrenchment form service or reduction in rank of an employee or Code of conduct or Disciplinary and Appeal rule shall be governed by the Provisions of the Maharaja Sayajirao University of Baroda Act 1949, and the Provisions of Gujarat Civil Services (Discipline and Appeal) Rules in force and that shall be amended from time to time as the case may be. Provided in case of serious moral turpitude, on the part of the Appointee, the university shall have the right to terminate the employment services of the Appointee with immediate effect.
- 28. Notwithstanding, the provisions set out in any other clauses of this agreement or any other agreement being in force for the time, the university shall be entitled to initiate disciplinary action against the appointee, If in the opinion of the university, Appointee is found guilty for breach of any of the condition of this agreement as mentioned hereinabove or any other statutory provision under the any court of law/under the Government of Gujarat/ under the Government of India/under any Statutory authority agreement being in force for the time or are found placing personal considerations of any nature above the interest of the university or any such other reason including but not limited to:
 - a. Dishonesty or misconduct (including theft or fraud) or any act or neglect on his/her part as in the opinion of the university is likely to bring the university or any of its related Faculty / College / Department / Institute / Centre / Cell etc. or any of their officials or employees into disrepute, whether such dishonesty, misconduct, act or neglect is or is not directly related to the affairs of the Institute.
 - b. In the event of bankruptcy or a receiving order or adjudication order in bankruptcy made against appointee.

c. If appointee found to have made illegal monetary profit or received any gratuities or other rewards (whether in cash or kind) out of any of the university's affairs or any of its related Institutions

Redressal of Disputes:

- 29. Where there is any dispute between the university and the appointee which is connected with the conditions of service of the said appointee or the University or as the case may be the said appointee may take action, if deemed fit, as per the provision of Section 8 of the Gujarat University Service Tribunal Act, 1983 and as per the applicable provisions of the Gujarat Civil Service Rules of Government of Gujarat in force and that shall be amended from time to time as the case may be
- 30. In respect of any matter for which no provision has been made in this agreement the appointee shall be governed by Ordinances/Statutes/Rules of the Maharaja Sayajirao University of Baroda Act, 1949 and Provision of Gujarat Civil Service Rules of the Government of Gujarat in force and that shall be amended from time to time as the case may be.
- 31. The university reserves the right to alter any of the above terms and conditions as and when it may deem fit to fulfill the university's objective and to comply any statutory rules and regulations under the any statutory Laws/Acts/Regulations/Notifications and directives of the Government of Gujarat/Government of India/UGC, New Delhi/AICTE, New Delhi and such other Commissions/Councils and or any other Court of Law as the case may be.
- 32. This agreement shall continue in force until determined by either of the parties hereto giving to the other due notice in writing as required under the Rules relating to conditions of service for the University employees to terminate it on the last day of the month named in such notice.

This service agreement is entered into by and between the parties hereto with their free consent without any kind of force and after due understanding of the provisions contained herein this service agreement on the day and date as mentioned in header of this service agreement.

Singed with name of the appointee	Seal and Signature of the Registrar of the University	
Date:	Place:	

APPENDIX-A

CODE OF PROFESSIONAL ETHICS

(i) University Teacher shall be required to:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage his or her private affairs in a manner consistent with the dignity of the teaching profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research:
- (viii) Abide by the Act, Statutes and Ordinances of the MS University of Baroda and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the Faculties/Institutes/Institute/Centre of the Institute, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Faculties/Institutes/Institute/Centre Examinations, including supervision, invigilation and evaluation; and
- (x) Participate in Extension, Co-Curricular and Extra-Curricular activities, including the community service as well as university social responsibilities activities.

II: University Teacher in dealings with his or her students shall be required to:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;

- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III: <u>University Teacher in dealings with his or her Colleagues shall be</u> required to:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV: <u>University Teacher in dealings with University authorities shall be</u> required to:

- (i) Discharge his or her professional responsibilities according to the existing rules and adhere to procedures and methods consistent with the teaching profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through his or her organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the Faculties/Institute/Centre keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of agreement;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing himself/her selves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. <u>University Teacher in dealings with Non-Teaching Staff of the Institute</u> shall be required to:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI University Teacher in dealings with Guardians shall be required to:

(i) Try to see through teachers' bodies and organizations, that Faculties/Institutes /Centre of the Institute maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. <u>University Teacher in his or her dealings and Behaviour within</u> <u>Society shall be required</u> <u>to:</u>

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and should responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

IN WITNESS WHERE OF the party hereto of the one part has hereunto set his hand and seal and the Common Seal of the Maharaja Sayajirao University of Baroda attested by the signature of the Registrar is hereunto affixed the day and the year first above written.

Singed with name of the appointee

Seal and Signature of the Registrar of the University

Date:

Place:

Addition of new clause 209 (C) under O. 209 for On Duty in view of U.G.C. letter dated
 4.6.2018 on page No. 271 of Hand Book Part II 1984. (S.R. No. 3(4) of 20.9.2019.

Addition of new clause O.209(C) - On Duty will be read as under :-

On Duty means a work rendered by employees (including Temporary employee) of the University as directed by the Syndicate, Vice-Chancellor, Registrar, Dean, State Government, Central Government OR Authorities / Agencies of State / Central Government.

- On Duty on full pay may be granted to University Employees (including Temporary Employees).
 Whose services are required by University for outside work, as directed by Syndicate,
 Vice-Chancellor, Registrar, Dean, State Government, Central Government OR Authorities /
 Agencies of State / Central Government.
- 2. On Duty employee (Including Temp. employee) may be eligible for TA / DA as per State Government / University Rules as the case may be.
- 3. On Duty employees may be combined his / her due Leaves after / before on Duty period.

- 4. On Duty may be granted to employees for performing any other duty when deputed by the Vice-Chancellor, Dean or Registrar of the University, particularly for attending programmes organized by NSS,NCC, GOG, AICTE, UGC, MHRD, NIRF, NAAC or equivalent bodies etc. In case of NCC, NSS, Camps etc. the actual date of events be treated as on Duty.
- 5. The period of On Duty at a time may not exceed 7 days OR as directed by Authorities / Officers as mentioned in Sr. No.1.
- 6. On Duty may be granted to Teachers to participate Refresher Courses / Orientation Programs GIP/ FDP / Summer Training Programme etc. and Administrative staff to participate the Training Programs or any other activities / Election Duty organized by University / State Government / Central Government OR Authorities / Agencies of State/Central Government and various other academic bodies/councils / Commissions etc. other than office premises.

Annexure 3



VII. Roles and Responsibilities of Research Students and Research Supervisor(s)/Guide(s)

Academic research towards an advanced degree (MPhil or PhD) is a collaborative venture involving the research supervisor/guide and the research student. Both need to be aware of their roles and responsibilities so that the research process is implemented in a pleasant, intellectually stimulating and productive manner. This would contribute towards bringing out the best potential of the student and result in quality research that makes significant contribution to knowledge.

A. Roles and Responsibilities of the Research Students

(a) Personal Responsibility as a Researcher and Doctoral Candidate (or) Student (or) Research Scholar

It shall include following:

- To read and respond to communications from the supervisor/Guide and any other official communication by the University;
- To accept ultimate responsibility for completion of the agreed research proposal on agreed time, by following deadlines and adhering to proposed time schedule.;
- To complete initial registration and any subsequent re-registration as required and to comply with all relevant immigration requirements in the case of international research student/scholar;
- To know and familiarise own self with Statutes, Ordinances, Resolutions and Minutes of Syndicate/Senate/Post Graduate Council of Studies and Research/ Board of Studies/Concerned Faculty Board etc. concerning conduct of research, academic administration, registration, examinations, as well as the Code of Ethics for the conduct of research
- To develop research plan that will enable submission of the Ph.D Thesis for examination within the relevant maximum registration period
- To accept responsibility and fulfilment of provisional eligibility, final eligibility, migration and other such compliances for registration as per ordinances for Ph.D.
 /M.Phil. degree and Resolutions of Post Graduate (PG) Council of Studies and Research/Board of Studies and concerned Faculty Board of the university;
- To act as a responsible member of the academic community within and outside the university;
- To maintain satisfactory progress of the agreed programme of research as per ordinances for Ph.D. /M.Phil. degree and Resolutions of Post Graduate Council of Studies and Research/Board of Studies and concerned Faculty Board of the university;
- To participate in discussions for solving difficulties and resolving of issues under the guidance of the Research Supervisor(s)/Guide(s) etc. of the university;

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- To identify personal development and training needs in consultation with supervisor/Guide and undertake the appropriate skills and career development training within and outside the university;
- To make appropriate use of both formal and informal teaching and learning opportunities as provided within and outside by the university;
- To collaborate with Supervisor(s)/Guide(s), assume responsibility for the direction, timetable and smooth timely conduct and progression of the research studies within and outside the university;
- To act in accordance with relevant legislation and regulations in respect of health and safety, ethics etc.
- To ensure that the Final Ph.D. Thesis/Dissertation/Project Report etc. is submitted within the stipulated time period, taking due consideration of advice and recommendations of supervisor(s).

(b) Responsibilities Related to Meetings, Written Work and Records

It shall include following:

- To offer positive, truthful and constructive reflection, and feedback on guidance provided by the Supervisor/Guide in formal and informal setting;
- To comply with the University's requirements for formal progress reviews as determined by the Supervisor/Guide and university;
- To attend/meet, discuss, participate/interact and collaborate in the one-to-one or formal meetings mutually arranged by Supervisor(s)/Guide(s) with research scholars and keep written records or soft copies of such meetings and interactions which would mainly include following;
 - o Nature and Extent of Guidance/Feedback
 - o Written Work/Oral Review on Research Work by Supervisor/Guide
 - o Comments/Remarks/Observations of Research Work by Supervisor/Guide
 - o Periodic Progress Reports on the research work
 - Communications received or sent between research scholar and supervisor
 /Guide as well as from other external agencies etc. as the case may be.
- To maintain clear, accurate, detailed and accessible records of all relevant research work
- To provide adequate explanation of any failure to meet commitments in carrying out research work etc.

(c) Responsibilities Related to Communication of Findings and Implications of Research Studies:

It shall include following:

 To assume ultimate responsibility for the communication of research findings to the academic, scientific and professional communities as appropriate to the area/discipline;

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- To establish, in agreement with the Supervisor/Guide to devise a strategy for the communication and dissemination of research outputs in a timely and effective manner;
- To ensure that all contributions to the research work are appropriately acknowledged and recognised, paying particular attention to the issue of coauthorship where appropriate;
- To obtain appropriate consent from Supervisor/Guide and any relevant co-authors for publication of findings from work undertaken as part of the thesis
- To avoid inappropriate publication or duplication of others' work
- To ensure that intellectual property rights are respected in relation to research output from the research programme, both during the period of registration and subsequently;
- To ensure that any circumstances which might require the mode of study to be altered or the registration period to be extended, suspended or withdrawn, are brought to the attention of his/her supervisor/Guide
- To familiarize with the University Policy on Academic Integrity and Prevention of Plagiarism and adhere to it through the entire course of study.

B. Roles and Responsibilities Of Research Supervisors

Note that the terms Supervisor and Guide have been used interchangeably in this document.

Prologue:

Research supervisors have various roles to play with their in their research scholars' course of study. Each supervisor can choose the appropriate role depending on the situation and needs of the candidate. A good supervisor knows when to use which role and can move comfortably between roles. Supervisors can choose to become even better in a role which they naturally like and are good at or s/he can choose to stretch themselves and work on assuming a less developed role. It is the Supervisor's responsibility to invest in the personal and professional of the student(s) growth through feedback, training and coaching.

The Supervisor/Guide is required to enact multiple roles including that of a leader, a manager, a coach, an entrepreneur and an expert. Each of these roles are briefly described below:

Role of Supervisor as a Leader:

A leadership role will help supervisors dealing with the paradoxes in supervision, by becoming more self-aware of their preferred leadership role and will provide a framework which will increase supervisors' confidence in taking up the appropriate role (Vilkinas, 2002). The model of leadership roles for PhD supervisors is based on self-awareness, flexibility, balance and is situational. The supervisor is expected to give direction and motivate the research scholar by bringing a clear, transparent and inspiring vision which would create his or her involvement resulting in the research scholar's participation and transparent communication.



Role of Supervisor as a Manager:

As a Manager, the supervisor coordinates all relevant tasks so that the research scholar can achieve best result possible. The supervisor assumes a multitude of responsibilities and tasks to set priorities and coordinates the diverse tasks fine-tuned with the talent of the research scholar. The supervisor needs to provide clarity regarding objectives, expectations and procedures as well as to take up the responsibilities by focusing on autonomy, competence and connectedness.

Role of Supervisor as a Coach:

As a coach, the supervisor has to guide the research scholar, provide feedback, enter into a dialogue and look for constructive, collective solutions. She/he is expected to stimulate development by creating a positive working environment and providing learning opportunities that focus on realizing the student's best potential.

Supervisor need to pay attention to the research scholar's well-being which calls for their accessibility along with an empathetic and supportive approach. Supervisor is expected to support the passion, ambitions and career development of the PhD scholar within or outside academia.

Role of Supervisor as an Entrepreneur:

As an entrepreneur, supervisor is expected to actively promote innovation by taking initiative and introducing creativity so as to provide opportunities that bring in added value for the University / Faculty / Department. As an entrepreneur, Supervisors must encourage their PhD candidates to search for opportunities for funding and research Collaborations.

Role of Supervisor as an Expert:

As an expert, supervisors are expected to actively use their professional knowledge and stimulate knowledge sharing among their colleagues, staff and scholars. Supervisor should stimulate knowledge sharing among research scholars and help them to achieve a specific result ensuring research integrity.

C. Responsibilities of Research Supervisors

General Responsibilities of the Research Supervisor /Guide:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A research Supervisor/Guide is constantly under the scrutiny of his research scholar(s), the academic community and the society at large. Therefore, every research supervisor /Guide should see that there is no incompatibility between his/her precepts and practice. The national ideals of education and research which have already been set forth and which the research supervisor/Guide should seek to inculcate among research scholar(s) must be his/her own ideals. The research supervisor /Guide should be calm, patient and communicative by temperament and amiable in disposition.

Research Supervisor / Guide should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the

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- profession;
- (iii) Seek to make professional growth continuously through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties apart from conduct of research in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university

(a) Specific Responsibilities of the Research Supervisor/Guide:

The research supervisor must ensure that the research scholar is clear about the rules and regulations of Ph.D. registration and must emphasise that the Ph.D. Thesis should be based on original research work within the supervisory framework with complete adherence to all UGC Regulations.

The research Supervisor is expected to fulfill the following specific responsibilities:

- To arrange Faculty Advisory Research Committee and Departmental Research Committee meetings required for submission of Ph.D. Thesis;
- To maintain and ensure availability for regular contact with the research scholar;
- To plan and provide for making sufficient time available to fulfil the needs of the research scholar;
- To review written/experimental/practical/field research work produced by the research scholar;
- To provide timely suitable and constructive criticism on the written/experimental/practical/ field research work produced by the research scholar;
- To possess and maintain knowledge of the research area to provide adequate supervision of the research study/project;
- To develop the appropriate skills to facilitate the production and submission of high-quality research work by the research scholar;
- To develop, in collaboration with the research scholar, an appropriate planning schedule for successive stages of the research studies/ project (including experimentation and writing-up) so that the Ph.D. Thesis may be completed and submitted within the acceptable time limit;
- To advise research scholar to attend Ph.D. Course Work/Extension Lectures, Training Programs/ Conferences/Seminars Etc.;
- To advise and ensure attendance and participation of the research scholar in Ph.D.
 Course Work/Extension Lectures, Training Programs/ Conferences/Seminars etc.;

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- To coordinate and ensure maintenance of attendance register, if required, Fellowship Details, Contingency Grant Stock Register etc. of the research scholar for its production and submission for audit, verification, and approval before the university/institute authorities etc;
- To advise the research scholar to take up Language Course/Attend Soft Skill Classes/Spoken English and English Writing Skill Classes etc;
- To examine/review the draft Ph.D. Proposal prepared by the research scholar to ensure the following:
 - To ensure the in-depth conduct of 'Review of Literature' by the research scholar after reviewing of Relevant online databases as well as Reference Books, Research Papers/Articles etc;
 - To ensure the identification of proper research gaps supported with concise review of literature and existing body of knowledge by the research scholar;
 - To ensure identification and selection of the suitable and relevant research problem by the research scholar;
 - To support and facilitate availability Equipment/library and diverse kind of experiential facilities for smooth conduct of the research work by the research scholar;
 - o To decide on appropriate title of the Ph.D. Thesis;
 - To duly report and acknowledge each of the citations used in the review of literature by the research scholar;
 - To ensure preparation of a scientific and qualitative research report by the research scholar;
- To timely monitor the progress of the research scholar with the help of formal periodic supervisory meetings;
- To ensure that the research scholar keeps a record and minutes of the formal periodic supervisory meetings;
- To be accessible and available at mutually convenient times for meetings with the research scholar;
- To emphasize upon importance of timely submission of the Ph.D. Thesis;
- To arrange for open defence and PhD viva voce examination of the research scholar;
- To give timely feedback on performance of the student in conduct of research work and progress report with timely corrective and supportive positive action for its improvement and timely submission of the PhD Thesis by the research scholar;
- To read, review and comment on the whole of the final draft of the PhD Thesis
- To ensure due compliances on word length, format, and binding etc. of the PhD
 Thesis to be submitted by the research scholar;
- To review and forward timely submission of six monthly and annual progress reports of the research work undertaken by the research scholar;
 - To guide research scholar regarding publication of the research work in UGC approved CARE List (or) Scopus (or) Web of Science etc. Quality Journals;
 - To ensure that the research scholar gets due credit ranking and recognition in publication of the research work in Quality Journals; and

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To recommend cancellation of Ph.D. registration of research scholar, in exceptional cases if progress report of research scholar is highly undesirable and unsatisfactory.

D. Research Suprervisor's Code of Professional Ethics

Research Supervisor /Guide should:

- Respect the rights and dignity of the research scholar in expressing his/her opinion;
- (ii) Deal justly and impartially with research scholar regardless of his/her religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among research scholar (s) and strive to meet his/her individual needs;
- (iv) Encourage research scholar to improve his/her attainments, develop his/her personality and at the same time contribute to community welfare;
- Inculcate among research scholars' a scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the research scholar(s) with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Focus essentially on the research scholar's assessment of merit;
- (viii) Make themselves available to the research scholar(s) even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid research scholar (s) to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting research scholar against other research scholar (s), colleagues or university/college administration.

Annexure 4

UGC GUIDELINES ON SAFETY OF STUDENTS ON AND OFF CAMPUSES OF HIGHER EDUCATIONAL INSTITUTIONS

UNIVERSITY GRANTS COMMISSION BAHADURSHAH ZAFAR MARG NEW DELHI — 110 002

UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions

1. Preamble

University Grants Commission believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs. It should be the prime concern of educational administrators across the country to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. With this in mind, the Commission has formulated guidelines on the ways in which the campuses of HEIs can be transformed into oasis of safety, security and study. All universities may make or amend their ordinances and other relevant statutory provisions accordingly to ensure that the directions contained in the guidelines are implemented in the best interests of students.

2. Safety of Students on Campus:

HEIs can play a significant role in ensuring the safety of the students by putting in place foolproof mechanisms and impregnable standards of safety. The key lies in institutionalizing the best practices and standard operating procedures that can substantively protect students from any threats and assaults, physical, social or psychological. Given below are some of the concerns that should be materialized by HEIs in the interest of students and institution.

- > Any physical infrastructure housing students, whether HEI or hostels, should be secured by a boundary wall of such height that it cannot be scaled over easily. In order to further fortify it, a fence of spiraling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively. The entry points to such housing units should be restricted to three or less and they should be manned by at least three security guards, sufficiently armed, CC TV cameras, identity verification mechanism and register of unknown entrants/visitors with their identity proofs and contact details. At least one woman security personnel should be deployed at such entry points so that physical security check of girl students or visitor can be undertaken. The bags and other belongings of students/visitors can also be examined, manually and/or by metal detectors, in order to secure a weapon-free and violence-free campus.
- Biometric way of marking student attendance, both in HEI as well as hostels, can be an effective way to overcome proxy. Such digital mechanism can enable HEIs to keep an eye on a student's movement and whereabouts in failsafe manner.
- > Students and staff should be provided easily identifiable and authentic ID cards and wearing of such cards in the institutional premises must be made compulsory by administration.
- > HEIs should flash at frequently visited junctions like canteen and notice boards, helpline numbers against ragging, sexual harassment, accidents, calamities and so on developed by UGC, State Govts. or HEIs so that students can record and use them as and when required. It is mandatory for all HEIs to abide by and implement all the provisions contained in UGC (Curbing the Menace of Ragging in Higher educational Institutions) Regulations, 2009.
- > In order to ensure that campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that

poses an immediate threat to the health and safety of campus community members, HEIs can install the emergency notification system through which emergency message can be sent via e-mail, telephone, cell phone and text messaging within minutes of the occurrence of an incident. The system developed by University of California, Berkley called WarnMe is a very good model to follow. The emergency information system can be supplemented by evacuation procedure to be followed in crisis condition so that stampede-like situations can be avoided. HEIs should take all necessary steps to ensure that these systems are adequately tested and publicized for efficacious execution.

- > Student community of the HEIs can be encouraged to form a group of Community Service Officers (CSOs) to provide on demand short-duration escort services, on rotation basis to students as they walk down to hostel or nearest taxi or bus-stand etc.. This is suggested in view of the fact that classes, study, research requirements, meetings and concerts can keep students on campus late at night. To handle these situations, HEIs may also provide Night Safety Shuttle facility, to such students, for door-to-door pick and drop service.
- All HEIs should ensure that provisions contained in UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012 are observed by teaching & non-teaching staff, students and other stakeholders in letter and spirit. Discrimination, verbal or behavioral, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status is strictly prohibited and HEIs must do all it takes to ensure that such practices are nipped in the bud.
- ➤ HEIs should mandatorily put in place a broad-based "Students Counseling System" for the effective management of problems and challenges faced by students. It should be a unique, interactive and target-oriented system, involving students, teachers and parents, resolved to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of academic worries. It should bridge the formal as well as communicative gaps between the students and the institution at large. Teacher counselors, trained to act as the guardians of students at the college level, should remain in close touch with the students allotted to them (batch of 25 students) though out the year, cater to their emotional and intellectual needs and convey their growth report and feedback on attendance, examination results etc to their parents at regular interval of time. Teacher counselors can coordinate with wardens of hostels and exchange personal details of students, academic record and behavior patterns for prompt pre-emptive or corrective action.
- > HEIs should organize quarterly parents-teachers meet (PTM) so that grievances and gaps in system can be addressed and resolved. Online complaint registration system can also be launched so that issues can be addressed before they slip out of hands of authorities.
- On-campus medical facilities should be made available to student and at least one ambulance can be kept in ready mode for attending emergency and crisis situations.
- > HEIs should install a fire safety system under which mechanisms for the detection of a fire, the warning resulting from a fire and standard operating procedures for the control of fire are evolved. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, smoke-control and reduction mechanisms and fire doors & walls that reduce the spread of a fire. Students and staff should be trained in the effective operation of firefighting devices. Mock drills for fire situation should be undertaken at least once in a semester.
- UGC has written to HEIs time and again about the introduction of a compulsory course on Disaster Management for all students. HEIs should see to it that this initiative doesn't end up in an academic ritual. In order to give students firsthand experience of tackling situations of disaster, HEIs should organize mock drills, workshops and awareness programmes frequently.

- Talks by officials of police and public administration departments and informative audio-video lectures should be arranged at least once in a semester covering issues related to the safety of personal belongings, vehicles, personal information, ATM, special event safety, defensive sprays and so on.
- > Self-defense training for women studying and working on campus through tie-ups with training institutions / NGOs should be made a mandatory component of extra-curricular activities undertaken in HEIs. Physical defense training can follow instructions on rape aggression defense model that focuses on strategies like awareness, risk reduction and risk avoidance and hands-on self-defense techniques.
- In the face of the increasing cases of sexual harassment and violence against women, it is incumbent upon HEIs to institute a thoroughgoing support and education mechanism. HEIs can organized preventions programs in collaboration with student groups to:
 - Educate the campus community about sexual violence in the context of a university setting and engage people in a commitment to get involved when they observe risky situations.
 - Confront the oppressive stereotypes that are the basis for the disrespect that leads to interpersonal violence.
 - Talk about healthy relationships and healthy sexuality, emphasizing the importance of communication and respecting personal boundaries
 - Coordinate campus-wide awareness efforts, such as town hall meetings, lectures, and other open spaces for dialogue on sexual violence
- In case of food outlets, canteens and messes, HEIs should ensure that standards of quality and hygiene are strictly observed and the food on offer is certified through hygiene test report by expert doctor for foods, water and cleanings. This would a strong and effective bulwark against food poisoning and spread of food and water born diseases.
- All universities shall prepare an exhaustive Code of Conduct for students enrolled in departments or affiliated colleges and display it on institutional websites for compliance. A reference to such document must invariably be made in prospectus of HEIs where the student is enrolled.

3. Safety of Students while they are on Excursion/Tours/Academic trips etc.

- > HEI should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher. The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability. In case number of students exceeds fifty, a qualified doctor with adequate supplies of medicines should be included in the entourage.
- > Institutions should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey. Any representation or suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.
- It is mandatory for institutions to elicit consent letters from the parents/guardians of the students who are embarking on tour. Further, no excursion/ tours shall be undertaken without such insurance as would indemnify students against the various emergencies ad risks.
- > Before proceeding on tour all the students should be properly briefed by the way of "training session" about the geography, climate, hazardous locations and risk zones existing in the

proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.

- > The institutions should ensure that each student is medically fit to be a part of the excursion tour.
- If the expedition involves camping, only such sites should be selected as are designated for the purpose by various government agencies concerned. Further, the site should be free from hazards such as flooding, dangerous slopes, falling rocks and dead trees etc.
- > Prior permission should be obtained if tents etc are to be put up on private land. Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite
- > Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with their parents / guardians. This would also facilitate casualty handling and communication in the event of an emergency.