

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



Code of Conduct
for the
Stakeholders
of the
Institution

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



I N D E X

1	<i>Introduction.....</i>	3
2	<i>Code of Conduct for Students.....</i>	3
2.1	General conduct	3
2.2	Code of Conduct for the Students during Examination	5
3	<i>Professional Ethics and Code of Conduct for Non-teaching Staff.....</i>	6
4	<i>Code of Conduct for Faculty Members and their Responsibilities</i>	7
4.1	General conduct	7
4.2	Faculty Members' Responsibility and Accountability to Institution / Management ..	8
4.3	Faculty Members' Responsibility and Accountability to Colleagues	9
4.4	Faculty Members' Responsibility and Accountability to Students	10
5	<i>Code of Conduct for Research.....</i>	10
6	<i>Code of Conduct for the Principal.....</i>	11
7	<i>Code of Conduct for Governing Body.....</i>	12
8	<i>Our Values.....</i>	14
9	<i>Professional Ethics for Students.....</i>	16

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



1 Introduction

The College has developed a Code of Conduct to be followed by all its stake holders (Students, Non- Teaching Staff, Faculty Members, Principal, and Governing Body). We believe and follow the management philosophy laid down by the founding fathers and patrons. We strive to provide holistic education and ensure overall development of the students as we stand by the purpose defined by the patrons - *“To enrich lives, by building dynamic and responsible businesses and institutions that inspire trust.”*

The Code of Conduct reflects our commitment to achieve our Vision and Mission of, being a premier institute of higher education and an inspiring nodal center catering to the diverse needs of the student fraternity and enabling them to be intellectually alive, socially responsible citizens, ever ready for continuous personal and professional growth.

2 Code of Conduct for Students

The College expects students to abide by the Code of Conduct that upholds honesty, respect, and positive behaviour.

2.1 General conduct

Students should -

1. Wear RFID cards always on the campus and use the specified turnstile gates for entry and exit.
2. Be punctual for lectures and attend all classes, workshops, sessions organised by the departments / college.
3. As per the University guidelines, 75% attendance is mandatory to appear in the semester-end examinations.
4. Refrain from participating in any activities that amounts to ragging. Ragging is strictly forbidden and students who participate in any activity that amounts to ragging risk facing serious consequences.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



5. Report any type of ragging in the college premises or outside of the college before the Anti - Ragging Cell / Head of the Department / Vice Principal / Principal.
6. Limit use of mobile phones on the campus for strictly academic purposes. Use of social media should abide by the social media policy of the college.
7. Demonstrate responsible and good behaviour in campus and classroom as all the college facilities are under CCTV surveillance.
8. Outsiders and/or friends from other colleges not permitted to come to the college without prior permission from the concerned authority.
9. Report any kind of medical or other emergency, to competent authority immediately.
10. Avoid damaging any college property. Vandalism will not be tolerated. Any such actions will attract legal consequences.
11. Refrain from practices that impede classroom activities, like talking during class, using inappropriate language, or creating disturbances.
12. Avoid venturing into restricted areas of the campus for their own safety.
13. Treat authorities, faculty members, non-teaching staff, and support staff with dignity and respect, as well as their classmates.
14. Develop and practice the idea of sustainable practice, environmental conservation, and climate justice.
15. Conserve electricity by switching off the electrical appliances whenever not in use.
16. Keep the college premises, classrooms and other areas of the college neat, clean, and green. Single use plastic is banned on the college campus. Garbage segregation should be practiced during disposal.
17. Show humility with regards to limitation of knowledge, participate in respectful and constructive dialogue, and be open to learning from Faculty Members and peers while developing values like empathy, compassion, fairness, and honesty in their personal and professional lives. No society or association should be formed in the college. Without Principal's permission, no person shall be invited to address a meeting. No student should collect money or contribution for picnic / educational trip / get together / study notes / charity or any other purpose without proper sanction of the Principal.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



18. Avoid consumption of any kind of narcotics and intoxicants on the college premises.
19. Refrain from practising any political or religious activity which may cause harm to anyone while on the campus.
20. Refrain from engaging in any financial activity, not mandated by the college, with their peers or staff members.

2.2 Code of Conduct for the Students during Examination

- **No Malpractices:** Students should not be found in possession of any unauthorized materials such as cheat sheets / electronic devices / other means to achieve unfair advantage in examinations. If found using any such items, the student may be subject to severe consequences.
- **No Plagiarism:** Students should ensure to submit their own original work and not misuse someone else's work. In case of use of references or any external information, the sources must be properly cited.
- **Punctuality:** Students should arrive on time (15 minutes prior the starting time) for exams, and follow the instructions provided by examiners.
- **Respect:** Students should maintain a respectful atmosphere, avoid disruptive behaviour, and respect fellow students, invigilators, and support staff.
- **Confidentiality:** Students should not discuss exam questions or answers with others until the examination is officially over.
- **No Communication:** Students should not communicate with other students during the exam unless specifically allowed. All doubts and queries may be intimated to the invigilator.
- **No Unauthorized Materials:** Students may only carry permitted materials such as stationery and water bottle into the exam room, or as specified by the examination

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



committee.

- **Follow Instructions:** Students must adhere to all the instructions given by the invigilators and members of the examination committee. Students should ensure to read the first page of the answer booklet that bears all the instructions for the students.

Any other matters not covered by the existing rules will be at the absolute discretion of the Principal.

3 Professional Ethics and Code of Conduct for Non-teaching Staff

A non-teaching staff must -

1. Discharge his/her duties sincerely and efficiently in the interest of the institution.
2. Attend the duty punctually every day and update their professional knowledge and skills time to time.
3. Assist in carrying out functions relating to the student counselling, admission, administration, accounts, examination, and any other duty assigned by the superior.
4. Respect the rights and dignity of the students, parents, and visitors by providing them with any kind of help / guidance.
5. Deal impartially with the students regardless of their religion, caste, political, economic, social and physical characteristics.
6. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
7. Adhere to the Professional Ethics and Code of Conduct of the institution. Perform with integrity and honesty in words and actions.
8. Maintain discipline and good habits in the office as well as college premises.
9. Maintain a positive relationship with all colleagues and teaching staff and the students at the college.
10. Avoid conflicts between their professional work and personal interests.
11. Not ordinarily remain absent from work without prior permission of the competent authority / Principal.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



4 Code of Conduct for Faculty Members and their Responsibilities

Teaching is a noble profession; therefore, a teacher should practice standard professional behaviour towards students, colleagues, staff, and society.

4.1 General conduct

A Faculty Member should -

1. Set universal ethical standards in punctuality, discipline, and in his/her outward professional appearance in front of their students and colleagues.
2. Wear RFID card while on the college premises.
3. Dress in formal attire while on the campus.
4. Be committed to imparting quality education to the students as the first and foremost duty.
5. Guide and educate the students, to develop rational and critical thinking.
6. Practice loyalty towards the institution always on or off the college campus.
7. Perform all duties allocated by higher authorities with willingness and integrity.
8. Treat students with respect; recognize their individuality, autonomy and dignity.
9. Be fair, just and impartial towards the students.
10. Provide equal opportunity and give equal consideration to all students regardless of his/her caste, sex, race and religion.
11. Avoid inappropriate and personal comments towards students and other faculty members.
12. Maintain professional boundaries and refrain from inappropriate conduct and relationships with students and staff.
13. Refrain from making any personal financial dealings with any stakeholders of the college.
14. Refrain from taking the advantage of his/her power for personal benefits, nor exploit the vulnerability of the students.
15. Use his/her freedom rationally and critically in the classroom and on the college campus.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



16. Always respect and uphold confidentiality of the students' data. The private issues discussed for the academic purpose should be kept confidential.
17. Maintain a composed temperament while adhering to a responsible pattern of conduct.
18. Create an environment for open dialogue in the classroom and encourage students to ask questions.
19. Possess humility and willingness to learn something new, even from the students. This promotes mutual respect and exchange of new ideas and skill.
20. Inculcate virtues such as integrity, empathy, respect, justice, etc. in the students.
21. Promote universal values such as equality, justice, and intellectual freedom in the classroom.
22. Continually improve his/her skills through professional, academic, and research endeavours.
23. Restrict the use of institutional resources and personal mobile phones for institutional and academic purposes while on the campus.
24. Refrain from preaching, professing and imposing personal ideologies, his/her religious and political beliefs, and opinions on sensitive issues.

4.2 Faculty Members' Responsibility and Accountability to Institution / Management

In order to maintain a supportive learning environment, Faculty Members have a duty to respect the institution's values, develop each student's potential, and answer to the management.

A Faculty Member should -

1. Consciously and dedicatedly work in alignment with the institutional vision, mission, and goals, prioritising its attainment and achieving excellence.
2. Refrain from any such action that works against the institutional values, beliefs, and fundamentals such as undertaking any other employment and commitments including private tuition and coaching classes.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



3. Abstain from making negative comments about institution on social media and avoid any kind of religious, misogynistic and unnecessary comments on the official communication channels of the institution.
4. Fulfill the work tasked by the authorities as well as contribute to other areas of institutional interest.
5. Cooperate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand.
6. Give constructive feedback to his/her superiors which will result in the creation of a better working environment and enhance interpersonal relationships.
7. Restrict availing of leaves only to extremely unavoidable circumstances, while complying with the rules of the University of Mumbai. Faculty members should seek prior permission, making sure that no academic and administrative duties are hampered.

4.3 Faculty Members' Responsibility and Accountability to Colleagues

To create an effective and productive learning community, faculty have a responsibility to collaborate, exchange knowledge, and assist one another.

A Faculty Member should -

1. Maintain a respectful and professional decorum within and outside the portals of the institution and treat students, parents, colleagues and management with respect and dignity.
2. Refrain from commenting and acting in favour of or against individuals of different castes, creeds, races, religions, ethnicities, or genders in his/her professional and personal matters.
3. Avoid being party to grapevines and restrain themselves from abusing anyone verbally and/or physically. Indulging in activities which favours oneself should also be avoided.
4. Not misuse his/her power and position and maintain professional boundaries and refrain from inappropriate conduct and relationships with colleagues.
5. Prioritise professional responsibilities and not impose his/her tasks on other colleagues.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



4.4 Faculty Members' Responsibility and Accountability to Students

It is the responsibility of the faculty members to deliver excellent education, create an inviting and secure atmosphere, and to encourage their students' overall growth.

A Faculty Member should -

1. Create an inclusive environment for the students within and outside the classroom.
2. Strive to recognize the differences in aptitudes and capabilities of the students and try to meet their needs.
3. Promote holistic development of students and encourage them to engage in community welfare.
4. Aid students in developing a deeper understanding of our national heritage and goals.
5. Refrain from inciting students against other students, colleagues and administration.
6. Assume the role of mentors and facilitators to the students and extend all possible help for their overall development beyond academics to develop a higher sense of self in the students.

5 Code of Conduct for Research

We, at B. K. Birla College, are committed to promoting and maintaining high standards of honesty and accountability in the conduct of all academic research and is keen to implant and endorse the culture of honesty and transparency in all its institutional activities.

- **Integrity:** It is the responsibility of a researcher to guarantee that the outcomes of their research are trustworthy.
- **Research Methods:** A researcher must use relevant research techniques, draw conclusions from a critical evaluation of the available data, and present their results and interpretations completely and impartially.
- **Research Records:** To ensure that their work can be independently verified and replicated, researchers should maintain precise and unambiguous records of all their research.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



- **Authorship:** A researcher ought to accept accountability for their work on all grants, papers, reports, and other publications.
- **Publication Acknowledgement:** The identities and roles of people who made substantial contributions to the research—such as writers, funders, sponsors, and others—should be acknowledged in publications by the researcher even if they do not fit the authorship requirements.
- **Peer Review:** While reviewing the work of others, a researcher should be fair, timely, rigorous, and considerate of their privacy.
- **Conflict of Interest:** In all review processes, publications, public communications, research proposals, and other related documents, researchers should declare any financial or other conflicts of interest that can jeopardies the validity of their findings.
- **Communication with the Public:** When participating in public conversations regarding the significance and practical applications of research findings, researchers should refrain from relating to any personal opinion or remarks.

6 Code of Conduct for the Principal

The Principal as the Head of the Institute should demonstrate effective leadership in all academic, non-academic, and administrative activities of the college.

The Principal ought to -

1. Establish a plan that aligns with the college's vision and mission, while achieving the institutional goals and objectives.
2. Establish coordination across every aspect of college activities.
3. Maintain surveillance of the college's administrative and academic affairs.
4. Adopt innovative technologies and instructional strategies to enhance the teaching-learning process.
5. Maintain the assessment reports of the college's teaching and non-teaching staff.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



6. Analyse the feedback forms from the different stakeholders and take necessary steps to address the problems.
7. Make ethical decisions based on the best interests of the students.
8. Honour their commitments and abide by the laws.
9. Maintain professional boundaries and refrain from inappropriate conduct and relationships with students and staff.
10. Treat everyone with respect, courtesy, fairness, and honesty.
11. Work collaboratively and comply with lawful and reasonable directions.
12. Uphold the values and good reputation of the college whether on or off duty.
13. Ensure that all provisions of the Affiliation and all the directions given by University Grants Commission and the University of Mumbai from time to time are strictly complied with.
14. Handle official correspondence relating to the institution.
15. Supervise, guide and control the work of the teaching and non-teaching staff of the institution.
16. Promote the initiative of the Faculty Members for self-improvement and encourage them to undertake pedagogical and other innovations which are educationally sound.
17. Make satisfactory arrangements for maintaining and monitoring a safe and secure campus.

7 Code of Conduct for Governing Body

The Governing Body ought to -

1. Act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
2. Ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as University Grants Commission, as well as regulations laid out by the State government and affiliating university.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



3. Deliberate on, analyze, and approve the institutional plan prepared by the key stakeholders of the institution. The evaluation of which will be conducted at regular intervals.
4. Approve the annual operating plans and budgets which should reflect the institution's strategic plan.
5. Ensure that the funds provided by the funding bodies are used in accordance with the terms and conditions specified by the funding agencies.
6. Participate in decision making towards maintenance of the institution's land and buildings, laboratories and other physical assets to meet the objectives of the institution.
7. Be responsible for creating facilities to ensure the health and safety of the stakeholders on the college premises.
8. Develop an assessment mechanism and a system with key performance indicators to continuously monitor the performance and quality of the institution.
9. Maintain transparency and openness to ensure public trust and institutional integrity by providing proper information regarding the activities conducted by the Governing Body.
10. Conduct meetings in an open manner by preparing an agenda on all the important and critical issues of the institution and preparing the minutes of the meeting.


Principal

B. K. Birla College of Arts, Science
& Commerce (Autonomous), Kalyan.



B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



8 Our Values

The very thread that ties each one of us to the societal fabric are the many values we believe in and wish to cultivate in the upcoming generations. At B. K. Birla College, values form the foundation of every single action. The values of *Simplicity*, *Humility*, and *Humanity* instilled in us by our founders has been the guiding light in the lives of every Birlaite. We aim to not only educate but also mould individuals into responsible, honourable, and respectable citizens. Therefore, our practices are backed by human values professed by our patrons and the values that are the need of the hour.

At B. K. Birla College, values are cultivated and inculcated among the students and the staff through activities beyond academics.

Through the installation of the Gandhian Studies Centre and the Dr. Ambedkar Studies Centre, the institute aims to weave the traditional values of Truth, Peace, Non – violence, Love, Compassion, Liberty, Fraternity, and Equality propagated by leaders Mahatma Gandhiji and Dr. Babasaheb Ambedkar into modern times and the lives of young people.

Through the practice of celebrating 'Value of the Month', the institution aims to make aware, sensitize, inspire, and touch the many students and staff. 'Expressions', an initiative that brought together the staff, former employees, and the non-teaching staff was another highlight by means of which, the Institution ventured to teach and learn values from the experiences of the very pillars that hold the institution together.

The Women's Development Cell and the Women's Studies Centre have been paramount in supporting, educating, and empowering all students of the institution towards being sensible towards all genders. The National Cadet Corps aims at developing character, comradeship, discipline, a secular outlook, and spirit. Community service is achieved through the numerous activities of the National Service Scheme and the Rotaract Club of B. K. Birla College. The instrumental values of mental peace, health and wellness are achieved through the one-to-one help and care provided by the MPower Counselling Cell. Celebrations like *Vriksh Dindi* and

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



Gyaan Dindi have proven to be a substantial nexus in creating waves of awareness regarding environmental care and honouring cultural festivities.

As the Institute continues to educate more students every year, the College stands rooted to the many foundational values of the forefathers. Through the innumerable efforts put in over the years and the multifarious hurdles that we'll cross in the years to come, B. K. Birla College will continue to lay down the foundation of value-based education, creating sincere, responsible, and honorable individuals.



Principal

B. K. Birla College of Arts, Science
& Commerce (Autonomous), Kalyan.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



9 Professional Ethics for Students

• *Integrity and Honesty:*

- Integrity and honesty are two foundational bedrocks of human character. It means being good, true, and honest to oneself and to others in every circumstance. We at B. K. Birla College try to inculcate the idea of academic integrity in students through the following principles:
 - Being honest in their intellectual creativity.
 - Being respectful towards other people and giving proper credit and recognition to their work.
 - Being punctual, humble, and committed to academic endeavour.
 - Being responsible for their own work and mistakes.

• *Respect:*

- Being respectful means being able to freely admire one because of their abilities and qualities. To be respectful means to be free and equal in terms of communicative thoughtfulness. We at B. K. Birla College, try to inculcate the virtue of respect through the following principles:
 - Respect each other's identities and pluralities.
 - Follow compassion and friendship towards the others and self.
 - Express gratitude and courtesy while taking help from the others.
 - Be empathetic and kind towards fellow beings, Faculty Members, non-teaching staff, members of society and the environment in which we live.

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



- *Discipline, Responsibility and Accountability:*

- To be responsible and accountable means to be master of our own reason and action and able to own the consequence of our own acts. Responsibility means setting standards for everyone by your choice of action. Accept and rectify your mistakes and improve upon them for a better future.

- *Academic Integrity:*

- Academic integrity means being honest and truthful in the education process. Upholding honesty in academics is expected of every student. A student should ensure to gain education through a genuine desire for learning by authentic means, with sincerity and passion towards knowledge. Academic integrity means developing honest, critical and original thinking and avoiding dishonest practices and plagiarism.

- *Self – Discipline:*

- Self-discipline forms the foundation of any individual's life. It is a fundamental aspect in professionalism. Self-disciplined individuals have a strong work ethic, exemplary time management skills, and the ability to prioritize tasks effectively. By being self-disciplined, the students can not only stay focused on studies and meet deadlines but develop a balanced life. Being self-disciplined also prepares the students for meeting the demands of the industry where reliability, diligence and ethical conduct are highly valued.

- *Lifelong Learning:*

- It is the ability to acquire knowledge and skills, including, 'learning how to learn', that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing

B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizens' Education Society

Affiliated to University of Mumbai



trends and demands of the workplace through knowledge/skill development/reskilling. The most valued at B. K. Birla College is promoting lifelong learning in its students. The availability and accessibility of various modern-day courses and programmes backed by value-based learning is a testament to our belief in creating lifelong learners.

- *Moral & Ethical Awareness & Reasoning:*

- Every institution aims at creating morally responsible and ethical individuals with the ability to embrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. At B. K. Birla College, students are encouraged to develop the capabilities of demonstrating the ability to identify ethical issues related to one's work, while avoiding unethical behaviour such as fabrication, falsification or misrepresentation of data or committing plagiarism, not adhering to intellectual property rights, appreciating environmental and sustainability, etc.

- *Critical Thinking & Analytical Reasoning:*

- One pursues education to live and contribute to society. Education develops the ability to apply analytic thought to a body of knowledge, analyze and evaluate evidence and beliefs based on empirical evidence, and identify logical flaws in the arguments.

- *Research Skills:*

- Through many research activities, we at B. K. Birla College, try to instill a sense of inquiry and capability for asking relevant/appropriate questions, problematizing, synthesizing and articulating, ability to recognize cause-and-effect relationships, etc.


Principal

B. K. Birla College of Arts, Science
& Commerce (Autonomous), Kalyan.

