



: FOUNDER :
Dr. PATANGRAO KADAM



Since 1992



BHARATI VIDYAPEETH
COLLEGE OF HOTEL AND TOURISM MANAGEMENT STUDIES
(Affiliated to University of Mumbai)

CODE OF CONDUCT FOR STAFF

SN	PARTUCULARS
1.1	Code of conduct for Staff (Teaching and Non-Teaching)
1.2	Code of conduct for Administrator
1.3	Social media guidelines for staff
1.4	Code of Professions Ethics (Teaching)
1.5	Human Values



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1.1 Code of conduct for Staff

1. Every employee shall, at all times, maintain absolute integrity to duty and do nothing which is unbecoming of an employee of an educational institutions.
2. Every employee shall abide by and comply with the rules and regulations of the institute and all orders and directions of his/her superior authorities, under whose superintendence or control he/she is placed.
3. Every employee shall extend utmost courtesy to all persons with whom he/she deals with in the course of his/her duties.
4. Every employee shall endeavour to promote the interest of the institute and shall not act in any manner prejudicial there to.
5. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
6. An employee of the institute shall abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
7. Obligations to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the institute affairs and the affairs of its constituents and shall not divulge directly or indirectly, any information of confidential nature either to a member of the public or of the institute staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.



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1.2 Code of conduct for Administrator

Principal of an institute is a well-respected leader and has far reaching influence on the students and teachers of the institute. The Head of the Institute is held to high ethical standards and is required to adhere to a strict code of conduct.

a. Make Ethical Decision:

- Head of the Institute should make all their decisions based on the best interest of the students.
- Head of the Institute should never put their interests above the greater good of the college by serve.
- Be fair in their disciplinary actions for both staff and students.
- Follow due process and respect the rights of all human beings.

b. Honor Commitment:

- Head of the institute must stand by their word
- They need to honor all aspects of their employment contract.

c. Maintains Professional Boundaries:

- Head of the institute must refrain from inappropriate conduct and relationships with students and staff

d. Objective Leadership:

- Head of the institute should empower all staff members and student to reach their maximum potential. This is done by allowing teachers to practice reasonable educational freedom without interference. This also means allowing students to be creative in their educational pursuits by honoring their commitments to their own culture and heritage.

e. Honesty

- Head of the institute must apply active and passive honesty. He/she must never withhold vital information that should be made public. Head of the Institute must also timely report acts of alleged abuse to the proper authorities.



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1.3 Social media guidelines for staff

1. Faculty and staff shall actively participate in promoting the initiatives that college undertakes and highlights on its social media pages.
2. Faculty and staff understand that they are an integral part of the college and all the actions by them on/off social media are perceived as the college activities and of college culture.
3. Responsibility and Accountability: By being an integral part of the organization, your personal profile and your personal comments on your individual page can also have a direct or indirect effect on the reputation of the college/event. Be thoughtful of what you post.
4. Activities pertaining to thought leadership of the institute needs to be encouraged by writing and blogs, sharing research papers, industry articles (if required) etc.

1.4 Code of Professions ethics (Teaching Staff)

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The Profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

a) Teacher should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, Seminar, conferences etc. towards the contribution of knowledge.



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- Maintain active membership of professional organization and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and the college examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.

b) Teachers and students:

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, Social and physical characteristic.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration reward.
- Aide student to develop an understanding of our national heritage and national goals and imbibe ethics, human values and scene of social responsibilities among students.
- Refrain from inciting students against other student, colleagues or administration.



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c) Teachers and colleagues:

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully to other teachers and render assistance for professional betterment.
- 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.

d) Teachers and Authorities:

Teacher should:

- Discharge their responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating their steps through their own institutional bodies and /or professional organizations for change of any such rule detrimental of the professional interest.
- Refrain from undertaking and other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in the formulation of policies of the institution by accepting various office orders and discharge responsibilities which such offices may demand.
- Cooperate through their organizations in the formulation of policies of the other institutions and accept office orders.
- Cooperate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.



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1.5 Human Values

Values are important in life because: Moral values reflect an individual's character and Spirituality. They help in building in good relationships in personal as well as professional lives. They can help in eradicating problems like dishonesty, violence, cheating and jealousy from one's life.

It would serve society well if the following seven moral values are followed.

1. Unconditional Love and kindness
2. Honesty
3. Hard work
4. Respect of others
5. Co operation
6. Compassion
7. Forgiveness

Dr. Wilson Lukose
Principal
BVCHTMS

