



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act 1956)

Re-Accredited by NAAC with 'A' grade (3.58/4) | Awarded Category - I by UGC

Founder : Prof. Dr. S. B. Mujumdar M.Sc. Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

Notification No.SIU/28/784(a) dated 24th October, 2018

Sub: Code of Conduct for the Governing Bodies and Officers of Symbiosis International (Deemed University)

It is hereby notified for information of all concerned that, as per the decision taken by the University authorities the Code of Conduct for the Governing Bodies and Officers of Symbiosis International (Deemed University) is attached as Appendix 'A'.

This Code of Conduct for the Governing Bodies and Officers of Symbiosis International (Deemed University) will be effective from the date of publication of this notification.

Authority: Resolution No. A36 BoM dated 7th September, 2018.

SIU/28/18/5235 (A)
Dated: 24th October, 2018


Dr. M. S. Shejul
Registrar

Copy for information to:

The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Principal Director, Symbiosis, Dean-Academics and Administration, Symbiosis, Deans of Faculties of Symbiosis International University, Director, Deputy Director, Administrative Officer/ Assistant Administrative Officer/ Officer Superintendent of Constituent Institutes / Departments of SIU, Officers of Symbiosis Society and Symbiosis International University



**CODE OF CONDUCT
FOR
THE GOVERNING BODIES AND OFFICERS
OF
SYMBIOSIS INTERNATIONAL
(DEEMED UNIVERSITY)**

Symbiosis International (Deemed University)

Code of Conduct for Governing Bodies and Officers

Chapter I

1.1 Preamble

Universities strive to deliver quality academic programmes to students in an environment that is conducive to learning, critical inquiry, development of scientific temper, sensitivity towards community and respect for diversity. These attributes are reflected in the mission statements of Symbiosis International (Deemed University). The University believes that its governing bodies and officers are the custodians of its values, purpose, vision and mission, institutional autonomy and accountability.

Good governance of any Institution is fundamental for setting standards to function in an efficient, ethical and just manner. Every Institution should have a Code of Conduct for its governing bodies, officers, faculty, students and staff for proper functioning.

Symbiosis International (Deemed University) has been founded on the vedic principles of *Vasudhaiva Kutumbukkam* and the ideals of 'Vishwa Bharati' of Gurudev Rabindranath Tagore and 'Antar Bharati' of Sane Guruji. Keeping in mind the core values, the University has evolved the Code of Conduct for its governing bodies, officers, faculty, staff and students.

1.2 Applicability

The Code of Conduct shall be applicable to the Governing bodies and the Officers of the University mentioned herein:

1.2.1 The authorities of Symbiosis International (Deemed University) as defined by the Memorandum of Association of the University include:

- i) Board of Management
- ii) Academic Council
- iii) Planning and Monitoring Board
- iv) Finance Committee
- v) Board of Studies
- vi) Selection Committee
- vii) Board of Research
- viii) Board of University Development
- ix) Board of Examinations
- x) Deans' Council
- xi) University Sports Board
- xii) Such other authorities may be constituted by the Rules to be authorities of the University

1.2.2 The Officers of the University as defined by the Memorandum of Association of the University include:

- i) Chancellor
- ii) Pro Chancellor
- iii) Vice Chancellor
- iv) Pro Vice Chancellor
- v) Registrar
- vi) Finance Officer
- vii) Controller of Examinations
- viii) Dean-Academics
- ix) Dean
- x) Director / Head of Constituent
- xi) Such other officers as may be prescribed in the Rules of the University.

1.3 Purpose and Objectives

1.3.1 Purpose

This Code of Conduct has been framed to foster and uphold the core values, vision and mission of the University. The Code shall establish ethical, professional and legal standards for the Governing bodies and Officers, in pursuit of academic excellence, and shall comply with policies, guidelines, rules and regulations of the University and the Regulatory Authorities in letter and spirit.

1.3.2 Objectives

- i) to set the standards of conduct and accountability which are expected of Governing bodies and Officers;
- ii) to provide framework to the Governing bodies and Officers to discharge their duties/ responsibilities in transparent, just and fair manner;
- iii) to guide the Governing bodies and Officers to function in the interest of the University and its stakeholders; and
- iv) to set guidelines to uphold the core values, principles, vision and mission of the University.

1.4 Vision and Mission of the University

1.5.1 Vision

Promoting international understanding through quality education

1.5.2 Mission

- i) To inculcate the spirit of 'Vasudhaiva Kutumbakam' (the world is one family)
- ii) To contribute towards knowledge generation and dissemination
- iii) To promote ethical and value-based learning
- iv) To foster the spirit of national development
- v) To inculcate cross cultural sensitization
- vi) To develop global competencies amongst students
- vii) To nurture creativity and encourage entrepreneurship

- viii) To enhance employability and contribute to human resource development
- ix) To promote health and wellness amongst students, staff and the community
- x) To instil sensitivity amongst the youth towards the community and environment
- xi) To produce thought provoking leaders for the society

Chapter II

2.1 Values and Principles of Conduct

Keeping in mind the Core Values of Symbiosis, the Governing bodies and the officers are expected to adhere to:

- i) **Selflessness**- shall take decisions in the best interest of the University.
- ii) **Integrity**- shall not place themselves under any vested interest/ financial obligation to outside individuals or organisations that might influence their official duties.
- iii) **Accountability**- shall be accountable for their decisions and actions to the University and its stakeholders.
- iv) **Openness**- shall be open as possible about all the decisions and actions that they take.
- v) **Leadership**- shall promote and support the principles of leadership and set an example

2.2 Responsibilities of the Members of the Authorities and Officers

- i) The Authorities and the Officers of the University owe a fiduciary duty to the University and should carry out such fiduciary duties responsibly. This means that they should show the University the highest loyalty and act in good faith in its best interests. The members of the Authorities and the Officers should act honestly, diligently both collectively and independently. Their actions should promote and protect the reputation of the University and the trust and confidence of the stakeholders with whom they deal.
- ii) Decisions taken by Authorities at the respective meetings must be for the benefit of the University and not serve any improper purpose or personal motive. The “benefit of the University” can be taken to mean, first and foremost, the interests of its students, its staff and other users of the University’s services, and the safeguarding of University funds. Those covered by this Code should have regard to the best interest of the University, and must not allow any sectional interest to take precedence.
- iii) The authorities and officers of the University should ensure that the long-term academic and developmental plans and key performance indicators are accomplished to meet the interests of the University and its stakeholders.
- iv) The members of the Authorities and the Officers should observe the provisions of the University's Memorandum of Association, Rules and Regulations of the University, Regulations and Guidelines of the University Grants Commission and Statutory Councils wherever applicable to ensure that the functioning of the University is conducted in an orderly, fair, open and transparent manner.
- v) The members of the Authorities and the Officers should comply with the conditions/ requirements stipulated by the University Grants Commission and Statutory Councils wherever applicable within given deadlines.

- vi) Appropriate measures be ensured by the members of the Authorities and the Officers of the University that the resources are used optimally, scrupulously and effectively.
- vii) The Authorities and Officers should perform their duties as prescribed in the Memorandum of Association of the University.
- viii) The members of the Authorities and Officers should not make statements to the press or media or at any public meeting relating to the University or the proceedings of the meetings without first having contacted the University and also having obtained the approval of the competent Authority. It is unethical for the members of the various Authorities to publicly criticise, canvas or reveal the views of other members which have been expressed at meetings of the Authorities.
- ix) A high level of attendance at the meetings of the various Authorities is expected so that members contribute to the cause properly.
- x) It is important that the members of the Authorities have full and frank discussions in order to take decisions collectively at the meetings. To do so, there must be trust between the members with a shared responsibility for decisions. The members should keep confidential any matter which, by reason of its nature, the Chair or members of the Authority are satisfied should be dealt with on a confidential basis.
- xi) The members of the Authority and Officers are expected to conduct themselves or engage in activity in a decent and acceptable manner whether it is within or outside of the University.
- xii) The members of the Authority and Officers are expected to ensure that arrangements are made to eliminate unlawful discrimination, harassment and victimization of staff, students and other stake holders; advance equality of opportunity between people; and foster good relations between people;
- xiii) The members of the Authority and Officers should enhance autonomy for improving quality of administration and academics; build international reputation and create *a home away from home* for international students; protecting the collective student interest through good governance;
- xiv) The members of the Authority and Officers should protect institutional reputation by adhering to regulations, policies and procedures of the University;
- xv) The members of the Authority and Officers should strive for updating and upgrading the overall academic and administrative attributes by entering in MoUs with top ranking Universities and Industries; participate in National and International Rankings;
- xvi) The members of the Authority and Officers should set mechanisms for redressal of grievances of employees and students and deal with disciplinary matters in fair and just manner adhering to the Rules and regulations of the University

Chapter III

The authorities of Symbiosis International (Deemed University) as defined in the Memorandum of Association of the University include:

- i) Board of Management
- ii) Academic Council
- iii) Planning and Monitoring Board
- iv) Finance Committee
- v) Board of Studies
- vi) Selection Committee
- vii) Board of Research
- viii) Board of University Development
- ix) Board of Examinations
- x) Deans' Council
- xi) University Sports Board
- xii) Such other authorities may be constituted by the Rules to be authorities of the University

3.1 Authorities

The members, individually and collectively, are expected to adhere to a high standard of ethical conduct and act in accordance with the Rules and Regulations of the Statutory Councils and the University's Mission, Core Values and Commitments, in a manner that it does not compromise its mandate.

i) **The Board of Management** shall:

- a) not infringe upon the powers of the respective authorities provided under Memorandum of Association; and where any authority has been given advisory/ recommendatory powers, the Board of Management shall obtain advice/ recommendations from such authority, before deciding on any matter before it;
- b) ensure that appropriate decisions related to financial matters, movable/ immovable property(s), be taken with prior approval of the Sponsoring Society;
- c) perform all duties in the best interests of the University as enlisted in Clause 14.0 of the Memorandum of Association of the University;

ii) **Academic Council** shall

- a) consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take appropriate action thereon;
- b) exercise general supervision over all academic work of the University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- c) promote research within the University, and to acquire reports on such researches from



time to time;

- d) exercise such powers enclosed in Clause 19.0 of the Memorandum of Association, and to perform such other duties, as may be conferred or imposed upon it by the Memorandum of Association.

iii) Planning and Monitoring Board shall

- a) have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the University.
- b) Place its recommendations before the Board of Management for consideration and approval.

iv) Finance Committee shall

- a) consider and recommend the annual budget and revised estimates to the Board of Management;
- b) fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the University.

Note: No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Finance Committee.

v) Board of Studies shall be there for each Faculty/ Department / group of specialisations offered at the level of Undergraduate or Postgraduate.

vi) Selection Committee shall be constituted for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, any other applicable Statutory Body or Regulatory Body, as the case maybe, as amended from time to time.

vii) Research Advisory Board shall endeavor to inculcate high quality research culture, outline thrust areas of research and monitor progress of research at the Research Centres to achieve desired research outcomes.

viii) Board of University Development shall deal with proposals relating to new initiatives, new academic programmes and extension proposals.

ix) Board of Examinations shall be the authority to implement policies to conduct the examinations, hold examinations, improve the system of examinations, appointing paper setters, examiners, moderators, prepare schedule of examinations and declare the results.

x) Deans' Council shall be responsible to lay down uniform policies regarding academics and research across faculties/ Constituents/ Departments.

xi) University Sports Board shall be the authority to frame policies related to sports for the final approval of the Board of Management and shall be responsible for promotion and development of sports infrastructure, participation in sports at all levels as well as excelling at national / international tournaments.

[**Note:** In addition to this, provisions with respect to the duties have been prescribed in the Memorandum of Association of the University which shall be applicable.]

Chapter IV

The Officers of the University include:

- i) Chancellor
- ii) Pro Chancellor
- iii) Vice Chancellor
- iv) Pro Vice Chancellor
- v) Registrar
- vi) Finance Officer
- vii) Controller of Examinations
- viii) Dean-Academics
- ix) Dean
- x) Director / Head of Constituent
- xi) Such other officers as may be prescribed in the Rules of the University.

4.1 Duties of the Officers

The officers are expected to maintain absolute integrity, responsibility and accountability at all times, observing honesty and consideration towards one another and acting in the best interest of the university.

i) Officers' obligations:

The Officer shall be at the disposal of the University for full time and shall serve in such capacity and at such places as he/she may, from time to time, be so directed.

Every Officer shall: -

- a) conform and abide by the provisions in the Memorandum of Association of the University, Bye-laws, circulars of the University and regulations, directives and decisions of the competent authorities. He/ She shall also observe, comply with and obey all orders and instructions which may from time to time be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed from time to time.
- b) maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the University and shall do nothing that would or is likely to tarnish the image or reputation of the University, or adversely affect its interests.
- c) discharge his/her duties and responsibilities assigned to him/her post and shall also carry out any other duties that may be assigned to him/her from time to time.



- d) take due care of the property, materials, instruments, equipment, machines, furniture, cash, etc. of the University and shall take all reasonable precautions to safeguard them against accident, damage, loss, pilferage, etc.
- e) Where damage or loss is attributable to the intentional mishandling or misuse by an employee, the employee shall be liable for disciplinary action as may be deemed appropriate by the competent authority. Besides, the competent authority shall be entitled to recover the assigned / assessed value of such breakage / damage or loss from the employee.
- f) take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures, as prescribed and provided by the administration.
- g) observe financial expenditure and inventory control, wherever applicable.

ii) **No Officer shall: -**

- a) misuse or use for personal benefit, gain or profit, the amenities facilities, infrastructure or intellectual, property belonging to the University including its constituents;
- b) demand or accept any gratis payments or any other favour from any person or organization that could directly or indirectly affect reputation or functions of the University;
- c) without prior permission, cause to or disclose / divulge or use any information gained, in the course or connected with his / her employment, in the University for personal gains / profit or for advantage for himself or any other person;
- d) engage directly or indirectly in any business, vocation or undertake any other employment, without prior permission of the competent authority, provided, the same is not detrimental to the interest of the University;
- e) indulge in any criminal act where he/she is arrested or prosecuted;
- f) propagate/indulge in any sectarian activity or cause to disturb communal harmony;
- g) discriminate against any person on the grounds of religion, caste, gender, language;
- h) indulge in or encourage any form of malpractice.
- i) Have consistent lack of attendance
- j) engage in harassment or bullying
- k) engage in fraud or deliberate falsification of records
- l) possess or be under the influence of intoxicating drinks/banned substances while on duty and on campus
- m) fail to observe Health and Safety regulations
- n) fail to observe and comply with relevant Bye-laws, circulars, guidelines, directives, etc. or standing orders of the University, rules and regulations relating to the duties and responsibilities of the officers and violation of the code of conduct

It may be noted that this list though elaborate is not exhaustive.

[**Note:** In addition to this, the provisions made in Chapter 3 regarding Conduct of employees in the Human Resource Manual of Symbiosis shall remain applicable.]