



MIT-ADT
UNIVERSITY
PUNE, INDIA
A leap towards World Class Education

MIT Art, Design & Technology University, Pune



POLICIES OF UNIVERSITY
(Standard Operating Procedures)



POLICIES OF UNIVERSITY

(Standard Operating Procedures)

World Peace Prayer

ॐ नमोजी आद्या । वेद प्रतिपाद्या । जयजय स्वसंवेद्या । आत्मरूपा ॥ १ ॥
देवा तूचि गणेशु । सकलार्थ मतिप्रकाशु । म्हणे निवृत्तिदासु । अवधारिजो जी ॥ २ ॥

*Salutations! to 'OM' 'ॐ' The Ultimate "TRUTH",
The Ultimate "REALITY", the Ultimate State of Matter as Enunciated in Vedas!
Salutations! to the SELF CONSCIOUSNESS! the Pure INTELLIGENCE!
the True "KNOWLEDGE", the True Nature of the Soul "ATMAN"
O God! Thou Art Ganesha! The Illuminator of all Intelligence!
The disciple of Saint Nivrutti, says, please, pay attention, to my discourse (on Geeta)*

‘गुरुर्ब्रह्मा गुरुर्विष्णुः गुरुर्देवो महेश्वरः । गुरुः साक्षात् परब्रह्म तस्मै श्री गुरवे नमः ॥

*Prostrations! Unto "The GURU" - "The TEACHER"
who is BRAHMA, VISHNU and Lord MAHESH;
who in reality is the Supreme Brahman! The Almighty-Incarnate!*

ॐ पूर्णमदः पूर्णमिदं पूर्णात् पूर्णमुदच्यते । पूर्णस्य पूर्णमादाय पूर्णमेवावशिष्यते ॥
ॐ शान्तिः । शान्तिः । शान्तिः ॥

*'OM' is the "Entirety!" – "The Complete!" – "The Whole!"
The Whole has emerged out of the Whole/the Complete !
If the whole is taken out from the whole, what remains is still whole!
'OM' itself is, Peace! Peace! Peace!*

हरि ॐ ईशा वास्यमिदं सर्वम् । यत्किञ्च जगत्यां जगत् ॥
तेन त्यक्तेन भुञ्जीथाः । मा गृधः कस्यस्विद् धनम् ।

*All this whatever exists in the world, is manifested by God !
Hence by renouncing it, Enjoy, covet not wealth, which belongs to none!
ॐ भूर्भुवः स्वः । तत्सवितुर्वरेण्यं ॥ भर्गो देवस्य धीमहि । धियो यो नः प्रचोदयात् ॥*

*"O" Mother Earth and the Entire Cosmos
The adorable luster of GOD – SAVITR ! - The SUN !
We contemplate! May that Supreme radiance stimulate our INTELLECT.
सर्वेऽपि सुखिनः सन्तु । सर्वे सन्तु निरामयः ॥ सर्वे भद्राणि पश्यन्तु । मा कश्चिद् दुःखमाप्नुयात् ॥*

*May all be happy ! May all be healthy !
May all enjoy prosperity and experience auspiciousness !
May none suffer from grief and sorrow!*

द्यौः शान्तिः । अन्तरिक्षं शान्तिः ॥ पृथिवी शान्तिः ।
आपः शान्तिः ॥ ओषधयः शान्तिः । वनस्पतयः शान्तिः ॥
विश्वेदेवाः शान्तिः । ब्रह्म शान्तिः ॥ सर्व शान्तिः । शान्तिरेव शान्तिः । साऽमा शान्तिरेधि ॥
ॐ शान्तिः । शान्तिः । शान्तिः ॥

*May Peace Prevail in the Sky ! May Peace Prevail in the Cosmic Space!
May Peace Prevail on Earth ! May Peace Prevail in the Waters!
May Peace Prevail in the Herbs! May Peace Prevail in the Vegetation/plants!
May Peace Prevail in the Lord of the Universe! May Peace Prevail in Brahma-The
Creator! May Peace Prevail with everyone ! May there be nothing but peace
everywhere! Let that Peace Prevail in Me !*

(Interpreted by Prof. (Dr.) Vishwanath D. Karad)

About MIT - ADT University

Situated about 25 kilometres from Pune, is MAEER's premium campus, Raj Baug. This campus was declared a Private State University and was named MIT-Art, Design and Technology University in 2015. Catering to over students from 13 different institutions, this campus is home to innovation, technology and pursuit of excellence.

MIT Art, Design and Technology University, Pune is home to over 5000 students enrolled in over 113 various courses for undergraduate, post graduate and specialized post graduate programs. The campus is equipped with residential, sports and cultural facilities and provided for transportation to the city as well.

All 13 colleges enlisted under the MIT-ADT University have made a mark in the industry with their relentless efforts in ensuring academic as well as overall development of their students. While the primary focus is on building academic excellence through theoretical as well practical knowledge. The institutions have also published research papers and books. With innovation in the methods of imparting knowledge. The institutions have maintained their ranks nationally.

The Rajbaug campus has been functional for past 12 years and has hosted highly accredited institutions. The Marine Engineering Institution and the Design Institution, both rank 5th nationally in their respective sectors. The recognition as a University has filled the inception of many other specialized and novel pro-grams such as Aerospace engineering, Architectural Design, Project Construction, Infrastructure Management, Energy Engineering, Vedic Studies.

This multi-disciplinary campus is the reflection of the beliefs and values imbibed by the Father Founder Prof. Dr. Vishwanath D. Karad. His belief in the principles of self-disciplinary actions, yoga and community service have shaped the University to a great extent. Students are encouraged to participate in various on campus activities, various forums and are made a part of many start-up initiatives to inculcate the culture of entrepreneurship amongst them.





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MIT ART, DESIGN AND TECHNOLOGY UNIVERSITY, PUNE

Rajbaug, Loni Kalbhor, Pune - 412 201, India

*(Established by Government of Maharashtra vide MIT Art, Design and
Technology University Act, 2015 (Maharashtra Act No. XXXIX of 2015))*

POLICY ON CODE OF CONDUCT-TEACHERS & ADMINISTRATIVE STAFF-2021

(2021)

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MIT-ADT UNIVERSITY, PUNE

Policy on Code of Conduct-Teachers & Administrative Staff

Policy No.- MIT-ADTU/2021/CC

Dated 26th March, 2021

PUBLISHED BY AUTHORITY

PUNE, Friday, MARCH, 26, 2021/CHAITRA 2, 1942 (SHAK)

WHERE AS as per suggestions of IQAC {Agenda Item No. (IQAC/2019-20/02) - 15:}, Director, Quality Assurance prepared the "Policy on Code of Conduct-Teachers & Administrative staff" as a part of main HR Policy.

AND WHEREAS after considering the recommendations of the Director, Quality Assurance, the University (through its "Board of Management") considers it convenient to make a "policy on Code of Conduct-Teachers & Administrative staff". It is hereby enacted as follows: -

This policy may be called "**Policy on Code of Conduct-Teachers & Administrative staff**" and this policy shall come into force from the date of approval of authority concerned.

In this policy "Headings" are inserted for direction only and will not affect the interpretation of the policy

Registrar

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Registrar
MIT Art, Design and
Technology University, Pune.

A. CODE OF CONDUCT FOR TEACHERS

1. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself 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.

Teachers should:

- (1) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (2) Manage their private affairs in a manner consistent with the dignity of the profession;
- (3) Seek to make professional growth continuous through study and research;
- (4) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (5) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (6) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (7) Co-operate 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 college examinations, including supervision, invigilation and evaluation; and
- (8) Participate in extension, co-curricular and extra-curricular activities including community service.
- (9) Should not get involved in any type of corruption or mal-practice
- (10) Should not get involved in misusing property of the university
- (11) Should not misuse university vehicles
- (12) Should not claim any unnecessary bills and undue remuneration

- (13) Keep the mobiles on switch-off mode/silent during the meetings
- (14) Refrain from using head phones in the premises
- (15) Refrain from singing in the premises of the university, corridor of the buildings, etc.

2. TEACHERS AND THE STUDENTS

Teachers should:

- (1) Respect the right and dignity of the student in expressing his/her opinion;
- (2) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (3) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (4) Encourage students to improve their attainments, develop their personalities and at the sametime contribute to community welfare;
- (5) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (6) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (7) Pay attention to only the attainment of the student in the assessment of merit;
- (8) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (9) Aid students to develop an understanding of our national heritage and national goals; and
- (10) Refrain from inciting students against other students, colleagues or administration.

3. TEACHERS AND COLLEAGUES

Teachers should:

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

4. TEACHERS AND AUTHORITIES:

Teachers should:

- (1) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps for change of any such rule detrimental to the professional interest;

- (2) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (4) Co-operate through in the formulation of policies of the other institutions and accept offices;
- (5) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (6) Should adhere to the conditions of contract;
- (7) Give and expect due notice before a change of position is made; and
- (8) Refrain from availing themselves 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.

5. TEACHERS AND NON-TEACHING STAFF:

- (1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the university; and
- (2) Teachers should help in the administrative functions.

6. TEACHERS AND GUARDIANS

Teachers should:

- (1) Try to see that university maintains contact with the guardians, 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 university.

7. TEACHERS AND SOCIETY

Teachers should

- (1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (2) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (3) 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;
- (4) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (5) 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

B. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. Administrative Staff and Their Responsibilities:

Administrative Staff should

- (1) Adhere to a responsible pattern of behavior and manner expected of them by the stakeholders (Students, Teachers, Parents, Researchers, Scientist, Industrialists, Educationist, Alumni, etc);
- (2) Manage their personal affairs in a manner dependable with the self-respect of the profession;
 - (a) Seek to make university growth continuous through their innovative administrative work;
 - (b) Arrange meetings, seminars, conferences etc. and prepare & maintain MoM
 - (c) Perform their duties keeping in tune with the education reform;
 - (d) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university administrative work
 - (e) Assist teachers in extension, co-curricular and extra-curricular activities including community service.
 - (f) Should not get involved in any type of corruption or mal-practice
 - (g) Should not get involved in misusing property of the university
 - (h) Should not misuse university vehicles
 - (i) Should not claim any unnecessary bills and undue remuneration
 - (j) Keep the mobiles on switch-off mode/silent during the meetings
 - (k) Refrain from using head phones in the premises
 - (l) Refrain from singing in the premises of the university, corridor of the buildings, etc.

2. ADMINISTRATIVE STAFF AND THE STUDENTS

Administrative staff should:

- (1) Respect the right and dignity of the student in expressing his/her opinion;
- (2) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (3) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

- (4) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (5) Make themselves available to the students even beyond their duty hours and help and guide students without any remuneration or reward;
- (6) Refrain from inciting students against other students, colleagues or teachers.
- (7) Assist students in fulfilling administrative procedures without expecting any favor or bribe

3. ADMINISTRATIVE STAFF AND COLLEAGUES

Administrative staff should:

- (1) Treat their colleagues in the same manner as they themselves wish to be treated;
- (2) Speak respectfully of other administrative staff and render support for administration betterment;
- (3) Refrain from lodging unproven allegations against other administrative staff to higher authorities; and
- (4) Refrain from allowing contemplations of caste, creed, religion, race or sex in their proficient endeavor.

4. ADMINISTRATIVE STAFF AND AUTHORITIES:

Administrative Staff should:

- (1) Discharge their administrative responsibilities according to the existing rules and adhere to procedures and methods consistent with their occupation;
- (2) Co-operate in the formulation of policies of the other institutions and accept offices;
- (3) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (4) Should adhere to the conditions of contract;
- (5) Give and expect due notice before a change of position is made; and
- (6) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of administrative schedule.
- (7) Should respect the authorities and follow protocol

5. ADMINISTRATIVE STAFF AND TEACHING STAFF:

- (1) Administrative staff should treat the teaching staff as respectable gurus and
- (2) Administrative staff should help in the academic functions organized by teachers.
- (3) Administrative staff should assist every teacher in fulfilling administrative procedures as most of the teachers are not fully aware of the administrative procedures, rules, regulations and norms

6. ADMINISTRATIVE STAFF AND GUARDIANS

Administrative staff should:

- (1) Try to see that university maintains 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 university.

7. ADMINISTRATIVE STAFF AND SOCIETY

Administrative staff should:

- (1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (2) 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;
- (3) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (4) 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

C. DRESS CODE

1. FOR WOMEN FORMAL

(1) Do's

- (a) Well tailored slacks, Salwar Kameez, Jackets, Saree,
- (b) Tops that cover the neck
- (c) Coats and Jackets add to professional image but are not required
- (d) Low to Mid heel shoes or chappals
- (e) Neat hair out of ones face Minimal simple make-up or Neutral or light make-up

(2) Avoid

- (f) Low necklines
- (g) Low cuts and skin revealing cloths
- (h) Clothing that is short or revealing
- (i) Heavy make-up

- (j) Heavy fragrance
- (k) Visible body Tattoos

2. FOR MEN FORMAL

(1) Do's

- (a) Light coloured collared shirts
- (b) Fully button down shirts
- (c) Formal Trousers or Pants with decent colour
- (d) Kurta & Payjama with decent colour and design
- (e) Jacket and Coat with decent design
- (f) Wear a tie with a decent shirt and coat
- (g) Pattern: plain, vertical stripes and checkers
- (h) Formal neat & clean Shoes with preferably same colour as that of the Pant, Sandals and Chappals should be decent
- (i) Decent hair style with neatly combed hair
- (j) Preferably full sleeved shirts
- (k) Collared T-shirts only on special days like Yoga Day, Marathon, etc.

(2) Avoid

- (a) Dark colour shirts
- (b) Shirts with plenty of design
- (c) T-shirts or Jersey without collar
- (d) Black shirts
- (e) Kurta with plenty of design
- (f) Slippers
- (g) $\frac{3}{4}$ th pants
- (h) Loud pattern like flora, polka dots, embroidery
- (i) Hats and caps in the building

(Dress Code is Suggestive in nature)

— × × × —

पसायदान

आता विश्वात्मके देवे । येणे वाग्यजे तोषावे ।
तोषोनि मज घावे । पसायदान हे ॥

जे खळांची व्यंकटी सांडो । तया सत्कर्मी रती वाढो ।
भूतां परस्परें पडो । मैत्र जीवांचें ॥

दुरिताचें तिमिर जावो । विश्व स्वधर्म सूर्ये पाहो ।
जो जें वांछील तो तें लाहो । प्राणिजात ॥

वर्षत सकळ मंगळीं । ईश्वरनिष्ठांची मांदियाळी ।
अनवरत भूमंडळी । भेटतु या भूतां ॥

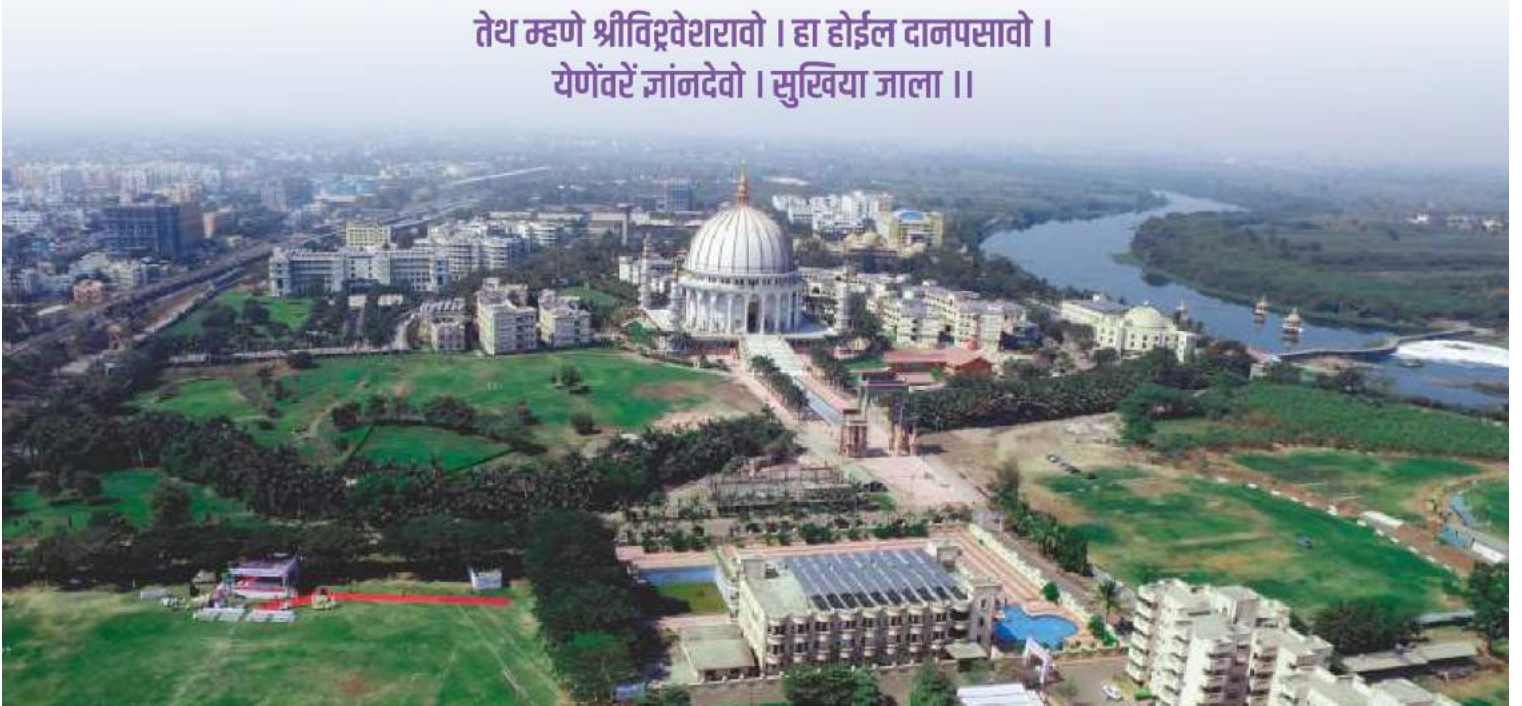
चला कल्पतरुंचे अरव । चेतना चिंतामणीचें गांव ।
बोलते जे अर्णव । पीयूषाचे ॥

चंद्रमे जे अलांछन । मार्तंड जे तापहीन ।
ते सर्वाही सदा सज्जन । सोयरे होतु ॥

किंबहुना सर्व सुखीं । पूर्ण होउनि तिहीं लोकीं ।
भजिजो आदीपुरुखी । अखंडित ॥

आणि ग्रंथोपजीविये । विशेषीं लोकीं ईयें ।
दृष्टा दृष्ट विजयें । होआवें जी ॥

तेथ म्हणे श्रीविश्वेशरावो । हा होईल दानपसावो ।
येणेवरें जांनदेवो । सुखिया जाला ॥





MIT School of Engineering



Maharashtra Academy of Naval Education & Training



MIT Institute of Design



MIT School of Food Technology



MIT School of Bioengineering Science & Research



MIT College of Management



MIT School of Architecture



MIT International School of Broadcasting & Journalism



MIT School of Fine Arts & Applied Art



MIT Vishwashanti Sangeet Kala Academy



MIT School of Film & Television



MIT School of Drama



MIT School of Education & Research



Maharshi Veda Vyas MIT School of Vedic Sciences



MIT School of Humanities



MIT School of Holistic Development



MIT School of Corporate Innovation & Leadership



MIT Centre for Future Skills Excellence



AIC-MIT ADT Incubator Forum



MIT School of Indian Civil Services



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