

Banasthali Vidyapith



**Code of Conduct Handbook for Faculty Members, Students, Administrative
and Support Staff**

Banasthali Vidyapith

P.O. Banasthali Vidyapith-304022

(Rajasthan)

Banasthali Vidyapith

Banasthali Vidyapith, established in 1935, is the world's largest residential university for women, doing pioneer work in its field for more than eight decades.

The 'Banasthali story' has no parallel across the globe. It originated in only of its kind situation when a father lost his promising daughter before its hour and decided to train other girls the same way. Thus, Banasthali embarked upon its journey with only five students way back in 1935 when the concept of education for the girl child virtually didn't exist. The founders went door to door to recruit students. There was no question of charging any fee and they also went door to door to collect donations to carry out their dream.

That small experiment, over the last eight decades, has blossomed into world's largest fully residential women's university having 15000 students on its 850-acre campus situated amidst rural settings in Rajasthan and having a distinct educational ideology and offering a variety of programmes from nursery up to doctoral level across a wide spectrum of disciplines to prepare enlightened citizens with strong value-base.

Banasthali University has been on the forefront ever since it commenced an innovative experiment in women's education. As a premier university for women's education, the university is known the world over for educational facilities is nestled in a serene and pious environment amidst an ambience of Indian ethos & culture. Banasthali aims at synthesizing and balancing scientific achievements and spiritual values of the east and of the west to prepare women for enlightened leadership roles in all walks of life.

Banasthali's educational ideology is based on the concept of five-fold education comprising physical, practical, aesthetic, intellectual and, above all, moral aspects to develop an integrated and balanced personality of the students besides the requisite professional training. It believes in simple living and high thinking. The Vidyapith has kept pace with the changing times but has never compromised with its core principles.

Banasthali is a comprehensive university offering graduate and post-graduate programmes in a vast variety of disciplines such as Arts, Humanities, Social Sciences, Bio-technology, Bio-science, Computer Science, Mathematical Sciences, Physical Sciences, Electronics, Engineering,

Earth Sciences, Fine Arts, Management, Aviation, Science, Education, Home Science, Design, Pharmacy, Law, Commerce and Journalism & Mass Communication.

The campus has world-class infrastructure including 25 academic blocks, 47 hostels for students and more than 500 staff quarters. Vidyapith has its own flying club and licensed air strip, fleet of aircrafts and a well recognized and approved Aviation school. Banasthali is the only university in India with its own flying club. Besides world-class university infrastructure, the Vidyapith has its own FM Radio station, 100-bed hospital, Horse-riding facility with stable and excellent sports facilities. The university is providing high quality education at most affordable cost to women hailing from all parts of India and from overseas. Of late, it has ventured into internationalization and has exchange programmes with several universities across the globe.

The University provides ample opportunity for industrial interactions through trainings and internships and attains close to 100% placements in various technical fields. Banasthali graduates are known the world over for their leadership qualities and have become governors, corporate chief executives, international sportspersons, renowned artists and musicians, leading administrators, eminent educationists, social activists, and have by and large brought radical transformation in their families, organizations and surroundings.

The University has received the highest possible accreditation from the only accrediting body by the Government of India. It has also been ranked 29th nationally. Incidentally it is the only women's university to feature amongst the top 100 universities. It has been felicitated with FICCI's '*The University of the Year*' Award 2015, and the 'Best Value Based Educational Institution Award' in 3rd CCI Technology Education Excellence Awards 2015. It also features amongst the QS top universities in Asia.

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Code of Conduct for Faculty Members

Faculty Members should:

1. involve themselves in active teaching and research.
2. contribute in academic activities, knowledge creation and dissemination by participating in seminar, conference, symposium etc.
3. perform their duties in the form of teaching , assisting in admission process, participation in invigilation and evaluation, organizing cultural activities, encouraging and helping students for participating in *Panchmukhi Shiksha* or Fivefold education.
4. encourage students to improve their attainments and develop their personalities.
5. make themselves available to the students even beyond their class hours and help and guide them without any reward or remuneration.
6. be a habitual wearer of khadi.
7. follow the principle of simple living and high thinking.
8. behave as per the culture of Vidyapith.
9. take only vegetarian food.
10. not smoke in the public.
11. not consume intoxicants or alcohol.
12. not go to the hostel of the student without the permission of the hostel authority.
13. be impartial and indiscriminating towards students.
14. avail leave as per the rules of the Vidyapith.
15. treat their colleagues with respect.
16. collaborate with fellow teachers for research, academic and intellectual enrichment.
17. discharge their professional responsibilities as per the rules of the Vidyapith.
18. not commit themselves to other employments including private tuition, coaching classes which may interfere with their professional responsibilities.
19. adhere to the conditions of their employment.
20. behave amicably with other staff members of the Vidyapith.
21. not indulge in any organized anti-institutional activity and shall not promote, abet, assist, or motivate any unhealthy activities.
22. not be absent from their duties at any time without prior permission from the concerned authority.
23. be responsible and interact positively with parents and other stakeholders in educating students.
24. not share the official information with anybody else.
25. maintain honesty and integrity in all activities.

26. believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
27. follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the University.
28. not enter into the arguments with students in front of everybody. Converse and communicate with the student about the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
29. adhere to a responsible pattern of conduct and demeanour expected from them by the community.
30. manage their private affairs in a manner consistent with the dignity of the profession;
31. seek to make professional growth continuous through study and research;
32. express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
33. maintain active membership of professional organizations and strive to improve education and profession through them;
34. perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
35. 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.

Banasthali Vidyapith

Code of Conduct for Students

1. It is mandatory for students to follow the instructions of Warden, Chief-warden and the Vice chancellor regarding the maintenance of discipline otherwise it may cause their termination from the hostel.
2. Students should attend theory as well as practical classes regularly. Absence from classes without prior permission may cause cancellation of admission from the hostel except in case of illness.
3. It is collective as well as individual responsibility of students to keep the hostel premises clean and healthy.
4. Students should not create any inconvenience to any other students of the hostel.
5. It is considered a serious matter if a student encourages some other students to breach any rules of the Vidyapith.
6. Students are expected to remain inside their rooms after the silence bell.
7. Cooking is not allowed inside the rooms.
8. Wearing dresses like night suit, night gown or dressing gown etc. is not allowed at cafeteria or at the door/outside hostels.
9. Electrical stoves, emersion rods etc. are not permissible in the hostel. If such equipment is found in the hostel rooms, it will be taken and may not be returned.
10. Transistor, radio, tape recorder etc. may be used in the room but it is subject to the no objection by the other students. If it creates inconvenience to others, it may be taken away and it will be returned at the time of leaving the hostel.
11. Use of jewelry and cosmetics is uncommon. Students should also not keep excess cash in their rooms. They should keep it in their bank account.
12. All the correspondence by the students should be through the hostel.
13. Students are not allowed to visit staff quarters as well as guest house without prior permission from hostels.
14. Students above class 12th shall be allowed to keep mobile/Sim Card in the boundary of Vidyapith hostels.
15. If a student is found using mobile phone/Sim Card out of the hostel, the mobile phone will be taken into custody and the students will be liable for disciplinary action.
16. Breaching of rules and regulations of Vidyapith would cause termination from hostel and the decision of the Vice-chancellor will be final in this regard and it will be acceptable to the guardian as well as student.
17. It is mandatory to wear Khadi in Vidyapith's campus. If the rule of Khadi wearing is violated by a student, her admission from Vidyapith can be cancelled.
18. Students should buy uniform, navy blue sweater or blazer (coat) from the Khadi Bhandar of Vidyapith.

19. Students are expected to move from one room to another or get out of the classrooms in an orderly manner without creating any noise and inconvenience to any other.
20. Students should not damage and deface the property of Vidyapith.
21. Students should not participate in any anti-social activity.
22. Students are advised not to engage themselves in ragging as it is a serious offence.
23. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. Any violation of these orders will lead to disciplinary action.
24. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited.
25. Students are not allowed to leave the Hostel premises after 8.00 pm. If a student wants to leave the Hostel after 8.00 pm for some valid reasons, she has to seek prior permission of the Hostel Warden.
26. Students shall not entertain visitors without prior permission in the campus. Students are expected to read notices/circulars displayed on the University notice board. Aftermath of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
27. Spitting, smoking and throwing bits of paper inside the University campus are harmful and must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
28. Possessing firecrackers of any kind in the hostel and University campus is strictly prohibited. 8. Use of smear colored powder and splash colour water in the guise of festivals and functions on or during any other occasion in the hostel or University campus is strictly prohibited.
29. Scribbling on the desks or on the walls of the University and hostels is strictly prohibited.
30. Students should respect the University property. Collect Destroying or damaging the University property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
31. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
32. Students are not allowed to convene any kind of meeting in the campus or any sort of fund without the permission of the concerned authority or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the concerned authority. No information or report should be

sent to press or board-casting agencies and placement companies without the permission and approval of the concerned authority.

33. While attending University functions, the students will conduct themselves in such a way as to bring recognition/ honour to themselves and to the University.

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Code of Conduct for Administrative and Support Staff

Administrative and Support Staff should:

1. be a habitual wearer of khadi.
2. follow the principle of simple living and high thinking.
3. behave as per the culture of Vidyapith.
4. take only vegetarian food.
5. not smoke in the public.
6. not consume intoxicants or alcohol.
7. not go to the hostel of the student without the permission of the hostel authority.
8. be impartial and indiscriminating towards students.
9. avail leave as per the rules of the Vidyapith.
10. treat their colleagues with respect.
11. discharge their professional responsibilities as per the rules of the Vidyapith.
12. adhere to the conditions of their employment.
13. behave amicably with other staff members of the Vidyapith.
14. not indulge in any organized anti-institutional activity and shall not promote, abet, assist, or motivate any unhealthy activities.
15. not be absent from their duties at any time without prior permission from the concerned authority.
16. be responsible and interact positively with parents and other stakeholders in educating students.
17. not share the official information with anybody else.
18. come to the office in time and complete their works in the given deadlines.
19. maintain honesty and integrity in all activities.