

## Academic Dishonesty

Essential to the success of this educational mission is a commitment to the principles of high academic integrity. Every member of the Institute's community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

### **Academic Dishonesty Definitions:**

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

- A. **Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. *Example:* using a cheat sheet in exam, altering grades and resubmitting it for a better grade, etc.
- B. **Plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment. *Example:* copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.
- C. **Fabrication:** submitting contrived or altered information in any academic exercise. *Example:* making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.
- D. **Multiple submissions:** submitting, without prior permission, any work submitted to fulfill another academic requirement.
- E. **Misrepresentation of academic records:** misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts/ mark sheets or academic record, either before or after it is received by the Institute. *Example:* forging a change of grade, tampering with computer records, falsifying academic information on one's resume, etc.
- F. **Facilitating academic dishonesty:** knowingly helping or attempting to help another violate any provision of the Code. *Example:* Copying an assignment of other student, etc.
- G. **Unfair advantage:** attempting to gain unauthorized advantage over fellow students in an academic exercise. *Example:* gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

## **Students Code of Conduct and Ethics**

Students are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the Institute. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside the Institute community. Responsible behavior includes but is not limited to the following obligations:

- a. To comply with all provisions of the Institute's Code of Academic Integrity and academic integrity codes adopted by the faculties of individual departments.
- b. To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct.
- c. This also precludes the possession of dangerous articles (such as firearms, explosive materials, etc.) on Institute property or at Institute events which is contrary to law or policy.
- d. To respect the right of fellow students to participate in Institute activities and also in relationships with other students without fear, threat, or act of hazing.
- e. To refrain from conduct towards other students that infringes upon the Rights of other Student. The Institute condemns hate-speech, epithets, religious, ethnic, sexual, castes and racial slurs.
- f. The Institute prohibits any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- g. However, the content of student speech or expression is not by itself a basis for disciplinary action. Student speech may be subject to discipline when it violates applicable laws or Institute regulations or policies.
- h. To refrain from stealing, damaging, defacing, or misusing the property or facilities of the Institute or of others. This also precludes the disruption of Institute computing services or interference with the rights of others to use computer resources.
- i. To be honest and truthful in dealings with the Institute, about one's own identity (e.g., name), and in the use of Institute and other identification.
- j. To cooperate fully and honestly in the Student Redressal System of the Institute, including the obligation to comply with all Institutional sanctions.
- k. To comply with policies and regulations of the Institute and its departments (e.g. Anti-Ragging Regulations, Sexual Harassment Policy, etc.).
- l. To comply with national, state and local laws.
- m. To conduct himself/ herself with fairness and avoid conflicts of interest.
- n. To give credit where it is due and accept, as well as give, honest and fair professional comment.
- o. To Report any concerns to the appropriate governing body.
- p. Avoid interacting, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

- q. Should desist from recording either audio or video of lectures in class rooms or actions of other students, faculty or staff without prior permission.
- r. Should not divulge audio and video clippings of any activity on the campus to media without prior permission.
- s. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- t. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- u. The Institute also prohibits student's participation in following activities:
  - i. Organizing meetings and processions without permission from the Institute.
  - ii. Accepting membership of religious or terrorist groups banned by the Institute/Government of India from time to time.
  - iii. Unauthorized possession or use of harmful chemicals and banned drugs.
  - iv. Smoking on the campus of the Institute.
  - v. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
  - vi. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
  - vii. Rash driving on the campus that may cause any inconvenience to others.
  - viii. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
  - ix. Misbehavior at the time of student body elections or during any activity of the Institute.

## Teachers Code of Conduct and Ethics

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no inappropriateness between his/her precepts and practice. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition. The teacher is expected to follow below mentioned code of conduct and ethics.

- i. Adhere to a responsible pattern of conduct and behaviour, expected of him/her by his/her peers and the society.
- ii. Manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. thus contributing towards knowledge.
- v. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
  
- vi. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institution and the University.
- viii. Actively participate in extension, co-curricular and extracurricular activities including community service.
- ix. Respect the right and dignity of the student in expressing his/her opinion.
- x. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- xi. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- xii. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- xiii. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- xiv. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- xv. Make him/ her accessible to the students even beyond their class hours and help and guide them without any remuneration or reward.

- xvi. Aid students to develop an understanding of our national heritage and national goals, refrain from inciting students against other students, colleagues or administration
- xvii. Treat other members of the profession in the same manner as they themselves wish to be treated
- xviii. Speak respectfully of other teachers and render assistance for professional betterment,
- xix. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- xx. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
- xxi. Be thoroughly social and humane, democratic and rational, towards other teachers
- xxii. Strive at any cost to remove and wash out the local tensions and controversies and disputes.
- xxiii. Believe in union and unity of the colleagues.
- xxiv. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
  
- xxv. Not undertake any other employment and commitment including private tuitions and coaching classes;
- xxvi. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- xxvii. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- xxviii. Should adhere to the conditions of contract;
- xxix. Give and expect due notice before a change of position is made; and
- xxx. 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.
- xxxi. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
  
- xxxii. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.