



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

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

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MIT-ADT UNIVERSITY, PUNE

Policy on Code of Conduct-Teachers & Administrative Staff

Policy No.- MIT-ADTU/2021/CC

Dated 26st March, 2021

PUBLISHED BY AUTHORITY

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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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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) ¾th pants
- (h) Loud pattern like flora, polka dots, embroidery
- (i) Hats and caps in the building

(Dress Code is Suggestive in nature)

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MIT Art, Design & Technology University, Pune

Student Code of Conduct Policy-2021

Compiled by
Dr. Ramachandra V. Pujeri
Director-Strategic Planning

Student Code of Conduct

1. Aim

A student code of conduct serves to establish expectations of the students in a particular University. The guidelines in the code of student conduct generally parallel the University's overall mission and objectives. Therefore, the guidelines are established to regulate student behaviour. Also, the code ensures the safety and protection of students, teachers, and school authority. It establishes the atmosphere of the University to allow the University to achieve its mission.

Policy on the Code of Conduct for Students at the University Campus

MIT-ADT University requires all students to act as responsible citizens and members of a higher education academic community. Each student should know, observe, abide by, and adhere to the University's Student Code of Conduct, rules and regulations. Students must comply with all policies applicable to conduct in the classroom as well as University-sponsored activities. The University has made this Code of Conduct, and its other policies and procedures, available to its students. Upon enrolling in the University, students are automatically placed under the guidelines, rules and regulations established by the College. Students are responsible for familiarizing themselves with all policies and procedures affecting them.

2. Preamble

This handbook indicates standard procedures and practices of MIT-ADT University (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

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That the University's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system that promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can also be also reviewed on the official website of the University

Consistent with the University mission and culture of respect, the purposes of the Code are to;

- i. Establish standards of personal conduct for all students;
- ii. Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons; and
- iii. Recognize that students are adults and, as such, their relationships with the University community should reflect adult behaviour.

3. Applicability and Commencement

- i. **Applicability:** These Student Code of Conducts shall apply to all Constituents of the University and all its premises, whether being academic, residential, playgrounds, canteen, or other such premises of the University, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in the University.
- ii. **Commencement:** The Student Code of Conducts of MIT-ADT University shall come into force with effect from the date of its/their notification and shall supersede all the existing Rules/ Guidelines/ Policies issued in this regard.

4. Definitions

- i. **University:** The Term **University** used hereafter refers to MIT-ADT University.
- iii. **Constituent:** The Term **Constituent** means Institute/ School/ College/ Centre/ Department operating under the administrative, academic and financial control of the Sponsoring Body and declared as such under the Notification, issued from time to time and includes Institute/ School/ College/ Centre/ Department established and notified by University thereafter from time to time.
- iv. **Department:** The Term **Department** includes those units of the University which conduct academic programmes allied to the discipline/ faculty of the University or which undertakes activities to support research/ extension activities / entrepreneurship/ innovation/ administration of the University and are established with the approval of the Board of Management of the University.
- v. **Ragging:** Ragging involves abuse, humiliation, or harassment of new entrants or junior students by the senior students. It often takes a malignant form wherein the newcomers may be subjected to psychological or physical torture.
- vi. **Student:** The word **Student** means a person duly admitted and on roll, pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in University.
- vii. **Cheating:** The term **cheating** includes, but is not limited to; (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member the MIT-ADTU faculty or staff; (4) engaging in any

behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

- viii. **May:** The term **may** is used in the permissive sense.
- ix. **Will and Shall:** The terms **will** and **shall** is something a person will do or expected to do.
- x. **Grievance:** An individual grievance is a complaint that an action by management has violated the rights of an individual as set out in the collective agreement or law, or by some unfair practice. Examples of this type of grievance include: discipline, demotion, classification disputes, denial of benefits, etc.

5. Jurisdiction

The University shall have jurisdiction over the conduct of students associated /enrolled with the University and take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

The University may exercise jurisdiction over the conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations as if the conduct has occurred on campus, which shall include:

- i. Any violations of the Sexual Harassment Policy of the University against other students of the University.
- ii. Physical assault, threats of violence or conduct that threatens health or safety of any person including other students of the University;
- iii. Possession or use of weapons, explosives, or destructive devices off-

campus

- iv. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- v. Conduct that has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

6. Ethics and Conduct

- 6.1.** This Code shall apply to all kinds of conduct of students that occur in the University premises including in University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's interests or reputation.
- 6.2.** At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
 - i. He/she shall be regular and must complete his/her studies at the University.
 - ii. In the event, a student is forced to discontinue studies for any legitimate reason, and such a student may be relieved from the University subject to a written consent of the Dean concerned.
 - iii. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

6.3. The University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others, etc.

6.4. All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include;

- a. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b. Intentionally damaging or destroying the University property or property of other students and/or faculty or staff members.
- c. Any disruptive activity in a classroom or an event sponsored by the University
- d. Unable to produce an identity card, issued by the University or refusing to produce it on demand by campus security guards
- e. Participating in activities including;
 - Organizing meetings and processions without permission from the University.
 - Accepting membership of religious or terrorist groups banned by the University/Government of India
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

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- Unauthorized possession or use of harmful chemicals and banned drugs
- Smoking on the campus of the University
- Possessing, consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- Parking a vehicle in a no-parking zone or in an area earmarked for parking other types of vehicles.
- Rash driving on the campus that may cause any inconvenience to others or an accident.
- Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- Misbehaviour at the time of student body elections or during any activity of the University.
- 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 University.

6.5. Students are expected not to interact, on behalf of the University, with any media representative(s) or invite media person(s) to the campus without a permission of the University's authorities.

6.6. Students are not permitted to share either audio or video record lectures in classrooms or actions of other students, faculty or staff without a prior permission.

6.7. Students are not permitted to provide audio and video clippings of any activity on the campus to media without a prior permission.

6.8. Students are expected to use social media carefully and responsibly. They can not post derogatory comments about other individuals from the University on social media or indulge in any such related activities, having grave ramifications on the reputation of the University.

6.9. Theft or abuse of University's electronic resources such as computer and electronic communications facilities, systems and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, private residences of staff/professors, etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

6.10. Damage to, or destruction of, any property of the University, or any property of others on the University premises.

6.11. 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 consent.

6.12. Indulging in any form of harassment which is defined as conduct that is severe and objectively, conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

7. Actions as per the policy for misconduct

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following

disciplinary actions based on the nature of the misconduct.

7.1. WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

7.2. RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

7.3. COMMUNITY SERVICE - For a specified period of time to be extended if needed. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

7.4. EXPULSION - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student-related activities or campus residences etc.

7.5. MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific period.

7.6. SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

7.7. Ineligibility to reapply for admission to the University for a period of three years, and

7.8. Withholding the grade card or certificate for the courses studied or any work carried out.

8. Appeal

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following;

8.1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or

8.2. Refer the case back to the committee for reconsideration.

In any case, the Vice-chancellor's decision is final and binding in all the cases where there is possible misconduct by a student.

9. Academic Integrity

As a premier institution for advanced scientific and technological research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitutes a serious offence.

9.1. Scope and Purpose

- A.** This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold;

- i. To clarify the principles of academic integrity, and
- ii. To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

- B.** Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- C.** The principles of academic integrity require that a student,
 - i. Properly acknowledges and cites the use of the ideas, results, material or words of others.
 - ii. Properly acknowledges all contributors to a given piece of work.
 - iii. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - iv. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - v. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither

facilitates academic dishonesty by others nor obstructs their academic progress

9.2. Violations of this policy include, but are not limited to

I. Plagiarism

Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include

- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

- f) Paraphrasing or changing an author's words or style without citation.

II. Cheating

Cheating includes, but is not limited to;

- a) Copying during examinations and copying of homework assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying, or writing a report or taking an examination for someone else.
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources, or citations that do not exist.
- f) Altering previously evaluated and re-submitting the work for re-evaluation.
- g) Signing another student's name on an assignment, report, research paper and thesis or attendance sheet.
- h) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is

MITADTU-Student Code of Conduct-Policy

necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

- i) Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer-reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.
- j) To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty;

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive

figure (commonly known as “cherry picking”).

- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

9.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a thesis (M Tech, M Tech (Res), or PhD) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments and that data are properly recorded and saved for

future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

- c) **Institutional roles:** A breach of academic integrity is a serious offence with long-lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently severe, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

10. RAGGING

The University has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University and the students are requested kindly to.

10.1. Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;

- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

10.2. ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have its members, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the Department concerned.

10.3. ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging and also make surprise raids in hostels and other hotspots in the University. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

10.4. Types of punishment

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee;

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.

- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the University with the local police authorities.

The Anti-Ragging Committee of the University shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.

10.5. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to

- a) In case of an order of an institution, affiliated to or constituent part, of the University, to the Director of the University.

11. SEXUAL HARASSMENT

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

12. STUDENT GRIEVANCE PROCEDURE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

13. STUDENT PARTICIPATION IN GOVERNANCE

Students are members of the University campus and they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.