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## **POLICY ON PROFESSIONAL CODE OF CONDUCT AND ETHICS**

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Director of Management Skills and  
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## Preamble

Ramaiah University of Applied Sciences (herein after "University") is established with a mission of creation and dissemination of knowledge. We are committed to creativity, innovation and excellence in our teaching and research. We value integrity, quality and teamwork in all our endeavours. We inspire critical thinking, personal development and a passion for lifelong learning. We serve the social, cultural and economic needs of our community and society.

## Vision

***"RUAS aspires to be the premier university of choice in Asia for student centric professional education and services with a strong focus on applied research whilst maintaining the highest academic and ethical standards in a creative and innovative environment"***

In keeping with our vision and mission, we have developed guidelines to create and sustain a shared understanding of our University environment and to guide you through your experience at Ramaiah University of Applied Sciences. These detailed guidelines are approved and adopted by the University to be followed meticulously by all the teaching faculties, irrespective of their position, in the university so as to achieve the mission and vision of the University.

The Professional Code of Conduct and Ethics is a framework of principles and guidelines designed by Ramaiah University of Applied Sciences to help all members of faculty to contribute to our shared plan effectively. The members of the University shall follow this code of conduct and ethics in letter and spirit and it shall be applied with uncompromising integrity, honesty and non-discrimination. The professional code of conduct and ethics do not substitute or replace any applicable laws and shall operate together with the other Guidelines of the University with effect from 1st August 2014.

## Professional Code of Conduct & Ethics


### 1. GENERAL CODE OF CONDUCT

- i) In order to foster an environment which encourages high standards of learning, teaching and research, we believe that both personal and academic integrity are critical. The University expects all Individuals to conduct themselves with uncompromising integrity in both, personal and academic life.
- ii) Further, members should lead by example and not indulge in practices such as biased evaluations, partiality during coursework, plagiarism, and unfair research practices. You will not indulge in any violent, riotous behaviour. Disciplinary action may be taken against any individual violating of this Code.
- iii) The University encourages students, faculty and staff members to uphold values such as integrity and honesty. The University strongly disapproves of corruption in all its forms. The University believes that giving and receiving bribes constitute corrupt practices that are strictly prohibited.

- iv) The university at the same time acknowledges that giving gifts is also a culture of expressing appreciation; illustratively a gift given as a memento after a seminar or guest lecture. Recognizing these circumstances, the University believes that receiving or giving gifts up to a value of Rs. 1000/- is acceptable practice.
- v) Wherever there is an instance of receiving or giving gift in excess of Rs. 1000/-, the concerned individual shall report this to the Registrar and act on the basis of the advice of the Registrar.
- vi) Intimidating/blackmailing/harassing/threatening any person to do any act in favour of the person threatening is also deemed to be corrupt practice.
- vii) Equal Employment- It is the policy of the University to provide equal employment opportunities for all applicants and employees in compliance with all applicable laws. This applies to all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, training and promotion.
- viii) Free Speech-The University is committed to providing an environment that fosters academic enquiry and expression of ideas. Individuals are entitled to express their views provided such views are not contrary to this Policy, provisions of the Constitution or any applicable law. This freedom comes with the basic expectation of responsible behaviour specifically in upholding the confidentiality of certain information that the person may be privy to.
- ix) Retaliation-The University prohibits retaliatory action or reprisal against an individual for reporting an incident of discrimination or harassment or being a witness in any inquiry on discrimination or harassment. Retaliatory action includes but is not limited to intimidation, unjustified grading and performance reviews, denial of promotion, threat of expulsion and termination, expulsion and termination.
- x) Consensual Relationships-The University does not permit such Consensual Relationship between members or between member and student in which direct interaction exists. In the event such a Consensual Relationship exists, the member or the student involved must report the relationship to the Registrar. If the parties to the relationship express an intention to the Registrar to continue in the relationship, the member and the student will decide amongst themselves which one of them will resign from either teaching / administering role or from being enrolled, in that programme due to which the interaction between them exists.
- xi) Violation of any of the provisions of this code of conduct by any of the employee shall result in taking stringent disciplinary action including, but not limited to termination of employment.

## 2. TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as 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/her students and the society at large. Therefore every teacher should see that there is no incompatibility between his/her percept 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.

  
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Teaching faculty shall:

- i) Adhere to a responsible pattern of conduct and demeanour expected of you by the community;
- ii) Manage your private affairs in a manner consistent with the dignity of the profession;
- iii) Seek to make professional growth continuous through study and research;
- iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- vi) Perform your duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii) 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 counselling students as well as assisting the conduct of the university examinations, including supervision, invigilation and evaluation and;
- viii) Participation in extension, co-curricular and extracurricular activities including community services.

## 2.1 TEACHERS AND THE STUDENTS

Teaching faculty shall:

- i) Respect the right and dignity of the students in expressing their opinion;
- ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii) Recognise the difference in aptitude and capabilities among the students and strive to meet their individual needs;
- iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii) Pay attention to only the attainment of the student in the assessment of merit;
- viii) Make yourself available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix) Aid students to develop an understanding of our national heritage and national goals; and
- x) Refrain from inciting students against other students, colleagues or administration.

## 2.2 TEACHERS AND COLLEAGUES

Teaching faculty shall:

- i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii) Speak respectfully of other teachers and render assistance for professional betterment;
- iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities, and

- iv) Refrain from allowing consideration of caste, creed, religion, race or gender in your professional endeavour.

### 2.3 TEACHERS AND AUTHORITIES

Teaching faculty shall:

- i) Discharge your professional responsibilities according to the existing rules and adhere to procedures and methods consistent with your profession in initiating steps through your own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- ii) Refrain from undertaking any other employment and commitment including private tuitions, coaching classes etc. which are likely to interfere with your professional responsibilities;
- iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities;
- iv) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession;
- v) Adhere to the conditions of contract of employment, policies and rules of the university.
- vi) Give and expect due notice before a change of position is made; and
- vii) Refrain from availing of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view your particular responsibility for completion of academic schedule.

### 2.4 TEACHER AND NON-TEACHING STAFF

Teaching faculty shall:

- i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the University; and
- ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### 2.5 TEACHERS AND GUARDIANS

Teaching faculty shall:

- i) Try to see through teachers' bodies and organisations, that institutions maintain 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 benefits of the institution.

  
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## 2.6 TEACHERS AND SOCIETY

Teaching faculty shall:

- i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii) 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;
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v) Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

  
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