

# Professional Code of Conduct and Ethics Policy

MSRUAS/REG/PCE POL/2014-15



Pro Vice Chancellor  
M.S. Ramaiah University of Applied Sciences  
Bangalore - 560 054.

Registrar  
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**M. S. Ramaiah University of Applied Sciences**

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***This Policy entitled "Professional Code of Conduct and Ethics"***

***is applicable to all Faculties of MSRUAS***

***from the Academic Year 2014-15***

***(As per the SRAs of the respective Faculty)***



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## **A. Professional Code of Conduct and Ethics**

### **A.1 Preamble**

M. S. Ramaiah University of Applied Sciences (herein after “University”) is established with a mission of creation and dissemination of knowledge. MSRUAS is committed to creativity, innovation and excellence in its teaching and research. The University values integrity, quality and teamwork in all its endeavours. MSRUAS inspires critical thinking, personal development and a passion for lifelong learning. It serves the social, cultural and economic needs of the community and society.

### **A.2 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 alignment with the University's vision and mission, comprehensive guidelines have been formulated to establish and maintain a common understanding of the University's environment. These guidelines serve as a roadmap for students during their journey at M.S. Ramaiah University of Applied Sciences. The University has officially endorsed and implemented these detailed guidelines, which are expected to be diligently adhered to by all teaching staff, regardless of their role within the institution. This adherence is essential for realizing the University's mission and vision.

The Professional Code of Conduct and Ethics serves as a foundational framework of principles and guidelines crafted by M.S. Ramaiah University of Applied Sciences. Its purpose is to facilitate the effective participation of all faculty members in the University's collective mission. Every member of the University community is expected to fully adhere to this code of conduct and ethics, upholding its principles with unwavering integrity, honesty, and a commitment to non-discrimination.

It is essential to note that the Professional Code of Conduct and Ethics is complementary to, rather than a replacement for, any applicable laws. It operates in conjunction with the University's other guidelines, and this integration became effective on August 1, 2014.

**A.3 Professional Code of Conduct & Ethics****A.3.1 General Code of Conduct**

- i) In order to foster an environment which encourages high standards of learning, teaching and research, the University believes 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. The staff 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.

#### **A.4 Teachers and their Responsibilities**

Individuals who choose teaching as their profession embrace the responsibility to conduct themselves in alignment with the ideals of the teaching profession. A teacher is continually observed by their students and the wider community. Consequently, it is essential for every teacher to ensure that their beliefs and actions are harmonious. The national educational ideals, previously defined and to be imparted to students, should also be embraced as the teacher's personal ideals. Moreover, this profession necessitates that educators possess a patient and communicative temperament, remaining approachable and amiable in their disposition.

Teaching faculty shall:

- i) Abide by a code of conduct and demeanor that aligns with the community's expectations;

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- ii) Manage personal matters in a way that upholds the dignity of the teaching profession;
- iii) Strive for continuous professional development through ongoing study and research;
- iv) Contribute to the advancement of knowledge by openly expressing opinions through participation in professional gatherings like meetings, seminars, and conferences;
- v) Maintain active membership in professional organizations and work towards improving education and the profession through their initiatives;
- vi) Fulfill teaching, tutorial, practical, seminar, and research duties with conscientiousness and dedication;
- vii) Collaborate and provide support in carrying out tasks related to the educational responsibilities of the University. This includes helping assess applications for admission, offering advice and guidance to students, and aiding in the administration of university examinations, including tasks like supervision, invigilation, and evaluation;
- viii) Engage in extension activities, co-curricular and extracurricular involvement, and participate in community services.

**A.4.1 Teachers and the Students**

Teaching faculty shall:

- i) Respect and uphold the right and dignity of students to express their opinions freely;
- ii) Treat all students justly and impartially, regardless of their religion, caste, political beliefs, economic status, social background, or physical characteristics;
- iii) Acknowledge variations in aptitude and capabilities among students and make efforts to cater to their individual educational needs;
- iv) Foster an environment that encourages students to enhance their academic achievements, nurture their personalities, and contribute to the well-being of the community;
- v) Instill in students a scientific outlook and cultivate respect for physical labor, as well as instill ideals of democracy, patriotism, and peace;



- vi) Approach students with affection and avoid vindictive behavior towards any student for any reason;
- vii) Evaluate students based solely on their academic merits and accomplishments;
- viii) Be available to students beyond regular class hours, providing guidance and assistance without expecting any remuneration or reward;
- ix) Help students gain an understanding of their national heritage and the nation's goals; and
- x) Refrain from encouraging students to act against their fellow students, colleagues, or the university administration.

#### **A.4.2 Teachers and Colleagues**

Teaching faculty shall:

- i) Interact with fellow professionals as they would like to be treated themselves;
- ii) Speak of other teachers with respect and offer help to support their professional development;
- iii) Avoid making baseless accusations against colleagues to higher authorities, and
- iv) Exclude considerations of caste, creed, religion, race, or gender from professional activities.

#### **A.4.3 Teachers and Authorities**

Teaching faculty shall:

- i) Fulfill professional obligations in alignment with current regulations and follow the prescribed protocols and approaches that are in line with the profession when taking actions, either through institutional channels or professional associations, to modify any rule that is harmful to professional welfare;
- ii) Avoid engaging in additional employment or obligations, such as private tutoring or coaching classes, that may conflict with professional duties;
- iii) Collaborate in shaping the institution's policies by assuming various roles and fulfilling associated

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 the particular responsibility for completion of academic schedule.

#### **A.4.4 Teachers 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.

#### **A.4.5 Teachers and Guardians**

Teaching faculty shall:

- i) Collaborate with teachers' associations and organizations to ensure that institutions establish communication with parents or guardians. Share students' performance reports with parents as needed and conduct meetings to facilitate the exchange of ideas and enhance the institution's welfare.

#### **A.4.6 Teachers and Society**

Teaching faculty shall:

- i) Acknowledge that education is a public service and make efforts to keep the public informed about the educational programs being offered;

- ii) Strive to enhance education within the community and contribute to the moral and intellectual development of the community;
- iii) Stay informed about societal issues and participate in activities that contribute to the betterment of society and the nation as a whole;
- iv) Fulfill the duties of a responsible citizen, engage in community initiatives, and take on public roles;
- v) Avoid involvement in, supporting, or promoting activities that foster hatred or animosity among different communities, religions, or linguistic groups. Instead, actively work towards promoting national integration.