

## Ethics Policy for Faculty, Staff and Students of RCCIIT

### **1.1 Introduction:**

The Institute is committed to the highest ethical and professional standards of conduct in pursuit of its mission: *“To produce well trained good human beings with ethics and values, good interpersonal skill, team spirit and leadership capability and concern for the society and environment.”* Accomplishing this mission demands demonstration of discipline, work ethics and commitment from all staff members of RCCIIT so that the culture is imbibed in the students who are in the making of professionals with values and responsible citizens.

RCCIIT management believes that every individual employee is different and each have different thinking pattern, style of work and likings and the management respects their opinion and freedom of expression. At the same time, it is strongly felt that each employee should follow a set of core values, discipline and ethical conduct. The core values are intended to build, maintain and protect the mutual trust and also to uphold the highest standard of character and professionalism.

### **1.2 Applicability:**

RCCIIT Ethics Policy applies to all members of RCCIIT – members of management, students, regular and contractual staff and faculty as well as visiting faculty. RCCIIT Ethics Policy governs all conduct within RCCIIT or outside RCCIIT on behalf of RCCIIT. Violations of RCCIIT Ethics Policy may result in disciplinary action including suspension or termination of service.

### **1.3 Statement of Core Values:**

Every member of RCCIIT is required to adhere to the below mentioned Statement of Core Values – Integrity, Excellence, Accountability and Respect.

- 1. Integrity** – *We will be honest, fair, transparent and unbiased in our dealings both within and outside (on behalf) of RCCIIT.*
- 2. Sincerity** – *We will perform our duties sincerely and diligently to foster a culture of perfection and excellence in anything and everything we do.*
- 3. Accountability** – *We are fed from public money and are accountable to our authority in particular and to the public in general. We will be responsible and ready to give a transparent account of our work and will honor the trust laid on us by safeguarding our resources and*

*being good stewards of the human, intellectual, physical and fiscal resources given to our care.*

**4.Respect** – *We recognize the inherent dignity and rights of every person, and we will do our utmost to treat each person with fairness, compassion and decency.*

#### **1.4 Purpose of the Code of Conduct:**

The aim and purpose of the Code of Conduct is to guide members of RCCIIT in applying the underlying Statement of Core Values to the everyday activities and to the decisions and choices made while managing the affairs of the institute.

#### **1.5 Code of Conduct:**

1. General & Academic Ethics: Uphold basic professional ethics and academic honesty & integrity (in teaching-learning, research and academic administration);
2. Obey the intellectual property rights of others;
3. Function as good stewards of the resources and information;
4. Carry out assigned duties and professional responsibilities with proper accountability;
5. Treat the fellow employees, students and the public with dignity and respect;
6. Refrain from discriminating against or harassing others or involving in violence or altercation;
7. Comply with all applicable laws, rules, regulations, guidelines and professional standards and protocol;
8. Protect health & safety of all and also the ecosystem & environment within the institute;
9. Avoid involvement in political activities;
10. Disclose and avoid conflicts of interest;
11. Refrain from accepting any gift or thing of value in those instances prohibited by clause
12. Refrain from using position or authority improperly to advance the interests of a friend or relative.

##### **1.5.1 General & Academic Ethics:**

###### **A. Teaching:**

- Faculty members involved in teaching and training of students should treat the intellectual development of students as their highest priority.
- Faculty members should strive to ensure the highest quality in their course contents, competence in teaching methodology and fairness & transparency in assessment.

- Faculty members should securely preserve students' records & documents, unpublished question papers and assignments under their custody and ensure their confidentiality.
- Faculty members should maintain their dignity within and outside the classrooms and should not share policy decisions with students unless asked to by the competent authority.

#### **B. Plagiarism:**

Plagiarism is the representation of the words or ideas of another as one's own in any academic work. Acknowledgement of source or use of direct quotation is required when material from another source, stored in print, electronic or other medium, is quoted, paraphrased or summarized in whole or in part. All staff should be aware that plagiarism to any extent is a grave academic misconduct and should educate the students also on rules of plagiarism.

Strict plagiarism check should be done before publishing any research material, study material, assignments, questions, lab manual, website content, notice, project reports etc.

#### **C. Cheating:**

Cheating of any form as illustrated below is absolutely unethical and may invoke serious penalty if proved.

- Copying all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
- Allowing another person to copy one's own academic work-whether intentionally or unintentionally;
- Unauthorized use or possession of class notes, books, copies or any other material belonging to others to complete or prepare an academic work;
- Unauthorized collaboration with any other person on an academic exercise, including collaboration on a home assignments or project for oneself and others;
- Unauthorized use of computers, cell phones, web portals, personal accounts, database etc. to access or share information;

#### **D. Fabrication:**

Fabrication of information including (but not limited to) the following types are absolutely unethical and may invoke serious penalty if proved:

- The citation in a bibliography or other list of references, of sources that were not used to prepare any academic work;
- The inclusion in an academic work of falsified, invented, or fictitious data or information or the deliberate concealment or distortion of the true nature, origin or function of such data or information;
- The submission of fabricated or altered documentation in support of completion of any academic work, an excusal from class, postponement or extension of a due date or a change of grade.

#### **E. False Information:**

Following acts are absolutely unethical and may invoke serious penalty if proved:

- Making a false or misleading oral or written statement regarding the institute (including, but not limited to: admission, facilities, placement, fees, scholarships/financial aid, faculty, infrastructure, sponsored programs);
- Making a false or misleading oral or written statement or concealing a fact at any point of the enquiry/disciplinary proceedings/data verification;
- Making a false or misleading oral or written statement that misrepresents the character, qualifications or reputation of a person;
- Falsely complaining or alleging against someone;
- Possessing or displaying or submitting any form of false data or identification;
- Forgery or tampering of document

#### **1.5.2 Obey the Intellectual Property Right (IPR)**

Intellectual property rights (IPR) are the protections granted to the creators of the IP and include trademarks, copyrights and patents.

Any figure, logo, theme line, paragraph, photograph, equation, model, experiment & result, research publication, books etc. reported/authored/published by any other author/publisher in a publication or media cannot be reproduced by any staff or student without prior written permission of the author/publisher/presenter as per the IPR laws. The permission so obtained has to be acknowledged in the publication by RCCIIT staff/ students, otherwise it would amount to the offence of IPR violation. It is not enough to only state the reference.

Also, any staff associated with the production of intellectual property has the responsibility to comply with the national and international law on intellectual property.

#### **1.5.3 Function as good stewards of the resources and information:**

- RCCIIT property is public property and is intended for use of students and staff towards execution of academic activity and fulfillment of its mission; It is the responsibility of the staff, student, management and all stakeholders to safeguard the assets and make justified and proper use and management of all institutional resources including fund at respective levels;
- RCCIIT property shall not be used for personal gain or purposes except for incidental personal use (of computer, email, telephone etc.). However, staff members should note that such use must not interfere with the official functions or that individual's own official job;
- Additionally, staff members should understand privacy and security cannot be expected once any personal material is placed within the public domain;
- Staff members are required to maintain the integrity and accuracy of the documents and records for which they are responsible (this include student's assessed copies, results, admit cards, registration/admission documents, daily attendance of student/staff, leave records, approvals, tenders etc.); Any original record or document should not be destroyed without permission from competent authority;
- Staff members are required to maintain the integrity/accuracy of database or system or website for which they are responsible; tampering or manipulation of such data repository is a punishable offence. Unauthorized use of resource should be immediately brought to the notice of competent authority.
- RCCIIT is the custodian of many types of public information, including that which is confidential. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, policies, directives and agreements pertaining to access, use, protection and disclosure of such information;

#### **1.5.4 Carry out assigned duties and professional responsibilities with proper accountability**

- All staff members are expected to conduct themselves in accordance with the highest standards of professional ethics, public service and integrity.
- Each staff including management staff have accountability i.e. each of them are responsible for what they do and should be able to give a satisfactory reason for it; they

just cannot act as per their whims and fancies and according to protocol should regularly report to their immediate higher authorities and act as per their advices and instructions;

- Individuals in positions of greater authority bear a greater responsibility for achieving organizational missions and goals in an effective and efficient manner. However, all staff should contribute to the success of RCCIIT in a manner consistent with their authority and responsibility.

#### **1.5.5 Treat fellow employees, students and the public with dignity and respect**

- All staff are required to maintain a professional work environment where each stakeholder should be treated professionally – respect should be shown towards fellow staff, management staff, guardians, alumni, other stakeholders and visitors while dealing with them;
- Due respect should be given to individual's opinion, ideology, preferences and ones basic right to information, right to expression of opinion or grievance or demand must be acknowledged;
- A romantic or sexual relationship between staff members of the college and between staff and student is prohibited, especially in those instances where the individual has the responsibility for directly acting as reporting authority, supervising, evaluating, instructing, counseling or otherwise overseeing a subordinate staff or a student.

#### **1.5.6 Refrain from discriminating against, harassing others or involving in violence or altercation**

- RCCIIT Core Values emphasizes the inherent dignity and rights of every person. It is the responsibility of all staff to treat each person with fairness, compassion and decency. As such, any form of discrimination (on the grounds of race, color, gender, religion, creed, caste, national origin, age, sexual orientation, disability)and harassment is inconsistent with RCCIIT core values.
- Ragging of students is prohibited by law and the offender will be subjected to dismissal or other sanctions after compliance with due disciplinary process.
- RCCIIT is committed to zero tolerance and prevention of any kind of workplace harassment, including female/sexual harassment and violence. It is committed to provide a safe and secure work environment as a fundamental prerequisite for fulfilling institution's mission - *To create congenial and inclusive work environment for all with zero tolerance on gender bias and ragging or harassment of any kind*

- All students and staff bear a special responsibility to remain aware of laws and guidelines related to acts of harassment and ragging on campus. They should also refrain from violence or heated altercation and use of abusive and filthy language in public which is beyond one's dignity and breaks the institute decorum.
- One must feel free to report any wrongdoing or objectionable acts or attempts or remarks (by any staff or student), directly witnessed or suspected, to the Anti-Ragging Committee, Internal Complaints Committee, Grievance Redressal Cell or HODs or the Administration of the institute. Concerns or apprehension of possible unethical behavior should also be shared with the authority. Retaliation against a member for reporting wrongdoing is strictly prohibited. All staff are required to cooperate fully with authorized internal investigations.

#### **1.5.7 Comply with all applicable laws, rules, regulations, guidelines and professional standards and protocol**

- All staff and management should follow all applicable rules and regulations including the institute service rules and statutory rules (of AICTE, University, Govt.) as applicable time to time.
- It is expected that all staff will follow professional standards and institute ethics policy in addition to laws, rules and regulations; they must be respectful to the management, administrative authorities and committees formed by the management and abide by their decisions, mandates and advisories.
- Institutional protocol should be followed while carrying out orders or reporting or seeking permission or passing on information within the hierarchy of authority; The chain of command and unity of command should not be violated by bypassing a level in the hierarchy. Students should also follow the same protocol, thereby approaching the management through Mentor, Program Coordinator, HOD, FIC, Registrar and finally Principal. Any communication to any organization or individual outside the institute by any staff should be done with prior permission of Principal or through proper channel.
- Several aspects of administration require maintaining strict confidentiality in policy matters and matters related to minutes of certain meetings as also matters related to pay and discipline. Unauthorized email circulation of confidential minutes or other privileged communications within or outside the institute, amounts to serious breach of professional ethics. For this purpose, it is best to consider all official emails and communication to be confidential unless it has been expressly clarified to the contrary.

- Students should be governed by model code of conduct (following Govt./University guideline), statutory (AICTE) guideline regarding ragging and other institutional guidelines (social media guideline, ICC guideline, grievance redressal policy etc.). Deliberate violation of code of conduct and institute decorum and guidelines will call for disciplinary action as may be recommended by the Disciplinary Committee;
- The Departments that accept grants from public or private organizations to do research or project or such other activities, have a fiduciary responsibility to ensure that the grantor's guidelines and applicable rules and regulations are sincerely followed;
- All recurring and non-recurring expenses (incl. salary/honorarium, service charge), purchases, TDS payments etc. done on behalf of RCCIIT must be accurate and in accordance with set procedure (purchase procedure) and applicable laws (GST, IT etc.).

#### **1.5.8 Protect health & safety of all and also the ecosystem & environment within the Institute**

All staff and students should be sensitive about the ecosystem and the environment within the campus and must be aware of the possible sources and ill practices that can cause pollution to the environment. Smoking, consuming alcohol and casual littering of plastic and non-biodegradable wastes are strictly prohibited within the campus. It is expected that staff and students will take care of the garden, play ground, water body and the rooms or areas (classrooms, labs, common rooms, canteen, library, office rooms etc.) where they are working or spending time and will maintain the cleanliness of those areas. The management will take care of regular cleaning of the rooms and premises, maintenance of garden and water body and proper management of biodegradable and non-biodegradable wastes.

All members of the institute bear a responsibility towards protecting human health and safety of fellow members. One need to be careful and sensitive to the health of fellow members and issues if any should be brought to the notice of the management so that suitable arrangements can be made for proper medical care or medical leave can be granted. The management is committed to provide purified drinking water, healthy and hygienic food & beverages and a pollution-free environment to ensure no potential source of health hazard of its staff and students. Providing basic safety to all members, particularly the female members is also the prime responsibility of the management. Enough security measures (CC TV, 24-hrs on-duty security person) should be there and surveillance bodies (like Anti-ragging squad, ICC) and administration should be active to safeguard members against any violence/ragging/harassment/theft within the campus.

#### **1.5.9 Avoid involvement in political activities**

- RCCIIT is committed to maintain an apolitical stance in its functions and policies. The management should be conscious and vigilant to ensure that the academics is never under any kind of political interference.
- Recruitment and promotion of academic staff including faculty and technical staff should be done following prevalent rules (of AICTE, University and State Govt.) and selection should be absolutely based on merit and performance in test or interview only; No political recommendation for recruitment of a particular candidate should be entertained defying fair selection process;
- Student admission should be absolutely fair and as per merit or rank; no candidate should be admitted on political recommendation defying merit and eligibility.
- No campaigning in favour of any political party is desirable within the campus;
- No staff or student association should have any political affiliation or be guided by any political agenda;
- Disciplinary proceedings or action against any wrong doer must not be allowed to be influenced by political backing.

#### **1.5.10 Disclose and avoid conflicts of interest**

All regular and contractual members are expected to devote their primary effort and time to the cause of RCCIIT as they are paid as full-time employee. Outside activities and involvement must not interfere with their performance of official duties, though with proper permission and without compromising their official duties they can act as resource person to University, Govt. and reputed academic institutes and also in reputed technical programs (conference, Symposiums etc.). They should not indulge in any activity (like taking classes in other private institutes regularly or privately coaching RCCIIT students or helping in brand promotion of other institutes) that causes conflicts of interest of RCCIIT.

Visiting faculty who are not RCCIIT full-time employees are subject to different conflict of interest provisions as contained in various laws, rules and regulations.

#### **1.5.11 Refrain from accepting any gift or thing of value from vendors**

No staffmember shall directly or indirectly solicit, receive, accept or agree to receive a thing of value in any situation from outside vendors/agency/service provider/guardian/political party or person having somevested interest or from any in-house staff by inducing the reasonable

belief that accepting of such thing may influence his/her performance or judgment or decisionmaking or any official action.

The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence any staff in the performance of his/her official functions is strictly prohibited.

**1.5.12 Improper use of position or authority to advance the interests of a friend or relative.**

No staff member should use his or her position or authority improperly to advance the interests of a friend or relative. Any benefit granted to an individual will be based on merit and/or through defined procedure.

No individual shall be deployed in a department or unit, which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority.

**Conclusion:**

This ethics policy would intend to assert the commitment of the institute to ethical conduct, obedience to the law, and the following of the standards of ethical behaviour. It creates provisions for identifying ethical or legal violations and prevent/check unethical behaviour by any college entity, employees or students. This policy shall, therefore, serve as a basic guideline to tackle the ethical issues that might arise during the functioning of the institute in addition to already existing Service Rules for the employees and Student Code of Conduct. This, guideline, however, doesn't restrict the management to condemn or initiate action against any other indecent or unlawful act deemed to be unethical yet not mentioned explicitly in this guideline.