

**A CODE OF PRACTICE FOR ETHICAL CONDUCT
IN
M S RAMAIAH INSTITUTE OF TECHNOLOGY**

Introduction

The aim of the document is to provide the framework for code practice for ethical conduct in M S Ramaiah Institute of Technology, which is in line with quality provisions of higher education bodies such as All India Council for Technical Education, University grants commission and Visvesvaraya Technological University. The code of practice for Administrators, Faculty and Students are developed based on the statutory bodies. In order to preserve maximum transparency and ethical practices the policy is adopted.

Administrators of MSRIT have the following responsibilities:

- a. In carrying out their functions and duties, should place the interests of the MSRIT above their own interests as per the employment guidelines
- b. Should not accept any instruction to act or refrain from acting in a particular way from any individual except a higher authority.
- c. Should declare in writing to the Principal, where they or any member have any personal interest in issues affecting human resources financial, contractual or other relevant matters.
- d. Must not lobby or accept any bribe or other financial consideration, or seek or accept any other personal favour, which may influence them in their work .
- e. Must immediately report any attempt to bribe or offer personal favour to the Principal.
- f. Must not misuse the resources of the MSRIT, or personal or commercial information held by it, for personal gain or that of any other person.
- g. Should ensure that all persons under their authority are made aware of the relevant and rules and the consequences of non-compliance, and to promote ethical conduct.

Disciplinary Measures and Sanctions

- a. Disciplinary measures must be based on the principles of fairness, confidentiality, and timely notice, and should be in line with Institute guidelines.


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- b. Complaints on the violation of the code of practice for administrator's conduct should be in writing according to the MSRIT Code of conduct and same will be referred to Inquiry Committee constituted by the management.
- c. The Inquiry Committee constituted by Management has to decide (i) whether the complaint has reasonable basis for identifying the violation, (ii) whether the facts featuring the alleged violation constitute a breach of ethical conduct
- d. Parties to the case should be notified in writing in accordance with institution relevant policy highlighting procedures for timely notifications.
- e. Sanctions possibly imposed should be in line with the legislation in force and the Institute internal policies and regulations.

MODEL CODE OF ETHICS FOR ACADEMIC STAFF (TEACHING AND NON TEACHING)

Members of academic staff appointed according to the provisions of the AICTE, UGC and VTU guidelines are expected to conduct themselves in accordance with the general principles of ethical conduct of the Institution. In fulfilment of general principles MSRIT Published Rules for governing (i) conduct including discipline and sanctions; (ii) appointment, promotion, and termination of appointment; (iii) Teaching and Learning (iv) scientific research; and (v) examinations and assessment.

General Rights and Responsibilities of a Higher Education Institution Academic Staff

Academic staff of MSRIT has the right

- a. To freedom of expression and freedom of inquiry.
- b. To be judged as a scholar and a teacher on the basis of intellectual and professional criteria and not on their political and religious views, or other matters of personal preference.
- c. To decide on the content of the courses they teach in line with the requirements of the curricula


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- d. To grade student performance and achievements according to the grading policies of the MSRIT.
- e. Not to accept any instruction to act or refrain from acting in a particular way from any individual except a higher authority.
- f. To report any alleged non-compliance with the regulation in force or the ethical principles to the relevant authority.

Academic staff of a higher education institution has the responsibility

- a. To place the interests of the MSRIT above their own interests, and should not seek to profit from their positions otherwise than as provided by the Institute guidelines
- b. In relation to any person or group within or external to the institution, not to solicit or accept any bribe or other unlawful financial consideration, or seek or accept any other personal favour, which may influence them in their work, and must immediately report to the head of the institution/Principal.
- c. To declare in writing to the Principal where they or any member of their immediate family have any personal interest in issues affecting their work -human resources (including staff appointments and promotions), financial or other relevant matters.
- d. Not to misuse the resources of the MSRIT, or personal or commercial information held by it, including intellectual property, for personal gain or that of any other person or group;
- e. To conduct themselves according to the general principles of ethical conduct when participating in appointment, promotion or other commissions affecting academic staff, and when participating in commissions or other bodies concerned with admission, assessment, examination and other actions relating to students, and in individual and group activities with students.



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- f. To respect the students of the MSRIT and avoid any exploitation or harassment, or discriminatory treatment of students.
- g. To respect the diversity of students including, but not limited to, their political and religious beliefs.
- h. To protect academic freedom of students of MSRIT.
- i. Not to engage in plagiarism, fail to cite or attribute the work of others, forge results, and abide by ethical principles in relation to protection of personal data, and other specific principles in defined subject areas according to the Rules of the MSRIT.
- j. Not to discriminate against or harass colleagues and to respect the diversity of opinions and free expression.
- k. To ensure that all persons under their authority are made aware of the relevant rules and regulation and the consequences of non-compliance, and to promote ethical conduct.

Appeal

Academic staff has the right to appeal the decision of the mandated unit on the determination of the disciplinary measure.

- a. Appeal must be made to Head of the Institution/principal within time-bound period after the notification of determination.
- b. Appeal must be in writing and state the grounds for appeal.

MODEL CODE OF ETHICS FOR STUDENTS

Students admitted to MSRIT according to the provisions of the Karnataka State Government norms expected to conduct themselves in accordance with the Code of Ethics of Institution and University. In addition, persons who seek to be admitted to study are entitled as per the management regulations. The standard of ethical behaviour expected of students is also to be expected of any persons acting on their behalf, including parents and persons with similar status.

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Students of a MSRIT have the right to:

- Students MSRIT have the following responsibilities:**

- a. Become familiar with the provisions of this Code and all the other policies of MSRIT and VTU.
- b. In relation to any person must not offer or accept any bribe or other unlawful financial consideration, or seek or accept any other personal favour, which may influence them in their studies, or influence others in their work.
- c. Must immediately report any attempt to seek bribes or personal favours to the relevant authority defined in the Rules of the institution.

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- d. Must not misuse the resources of the institution, or personal or commercial information held by it, including intellectual property, for personal gain or that of any other person or group.
- e. Must behave towards the academic and support staff and fellow students in a respectful way, upholding the general principles of ethical conduct, and contribute positively and constructively to the academic work of the institution.
- f. When participating in study or research activities, must not engage in plagiarism as defined in the Rules of the institution, fail to cite or attribute the work of others, pass off others' work as their own work, or falsify results, and must abide by ethical principles in relation to protection of personal data, and other specific principles in defined subject areas according to the Rules of the institution.
- g. Must not cheat, copy others in an examination or other form of assessment, work, either individually or as part of a group, or attempt to gain any advantage

Disciplinary Measures and Sanctions

Disciplinary measures should be based on the principles of fairness, confidentiality, and timely notice. Violations of the Code and other Rules of the institution may result in the following disciplinary measures:

- a. Oral warning to the student, depending on the severity of the violation.
- b. Warning of the violation in writing.
- c. Failure of the course.
- d. Dismissal of a student from the institution.


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