

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)



Policy No. MRIIRS-IQAC-PL-COC/2019-20 Version 2

MRIIRS Handbook of Ethical Policy and Code of Conduct (Effective from the date of notification)

Notified vide MRIIRS/REGR/2020/018/1 dated: 23rd January 2020

**MANAV RACHNA INTERNATIONAL INSTITUTE OF
RESEARCH AND STUDIES**

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MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

Deemed-to-be-University
Accredited by NAAC with A Grade in the First Cycle

MRIIRS Handbook of Ethical Policy and Code of Conduct

Number: MRIIRS-IQAC-PL-COC/2019-20 Version 2

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MRIIRS HANDBOOK OF ETHICAL POLICY & CODE OF CONDUCT

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International Institute of Research and Studies, the Internal Quality Assurance Cell of the Manav Rachna International Institute of Research and Studies hereby makes the Handbook of Ethical Policy and Code of Conduct for Teachers, Management, Non-Teaching and Administrative Staff and for Students.

SHORT TITLE AND APPLICATION

This Handbook of Ethical Policy and Code of Conduct may be called Manav Rachna International Institute of Research and Studies Policy No. MRIIRS-IQAC-PL-COC/2019-20 Version 2 and titled as "MRIIRS Handbook of Ethical Policy and Code of Conduct".

APPLICABILITY: This Handbook of Ethical Policy and Code of Conduct shall be applicable to the entire community of faculty, staff and students of MRIIRS.

PART I

GUIDING PRINCIPLES FOR ETHICAL CONDUCT

1. Preamble

Ethical practice is essential in every kind of academic activity. Any violation of basic ethics will affect the value and credibility of the activity being carried out, whether it is teaching or research or administration or Management. Manav Rachna International Institute of Research and Studies (MRIIRS, Deemed to be University) values integrity, honesty and fairness, and strives to integrate these values into its teaching, research and business activities. Each member of the University is responsible for sustaining the

highest ethical standards of the University, and of the broader community in which we function.

2. Policy of ethical conduct to uphold standards of integrity and quality

MRIIRS recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the University. The University must strive at all times in its dealings, including its business activities, to maintain the highest standards of quality and integrity.

This section states the general principles of ethical conduct which should be followed in different aspects of academia:

Guiding Principles for Management, Administrators and Faculty Members

The members of MRIIRS are dedicated to support and maintain a scholarly community in which all share in the common enterprise of learning. As a central aim, the University promotes intellectual inquiry through vigorous discourse, both oral and written. The fundamental principles that must necessarily be the bedrock include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for University resources. In becoming part of University, one has to accept the rights and responsibilities of membership in the University's academic and social community, and assume the responsibility to uphold the University's principles.

2.1. Standards of Integrity:

2.1.1. Respect for the Integrity of the Academic Process

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual purposes of the University. One's conduct as community member inside

and outside the University should protect and promote the University's pursuit of its academic mission. Faculty, staff, students and all personnel are therefore, expected to conduct ourselves with integrity in our learning, teaching, and research, and in the ways in which one manages and support those endeavours.

2.1.2. Individual Integrity

In order to ensure that the University can dedicate itself fully to its academic and educational vision, it is expected that an individual's personal integrity will be reflected not only in honest and responsible actions, but also in a willingness to offer direction to others whose actions may be harmful to themselves or the community. The University expects that all members' right from the Board of Management to faculty and students of MRIIRS will be truthful and forthright. The University also expects that community members will not engage in behaviour that endangers their own sustained effectiveness or that has serious ramifications for their own or others' safety, welfare, academic well-being or professional obligations.

2.1.3. Respect for the Freedoms and Privileges of Others

MRIIRS strives for a sense of community in which the individual growth of all members is advanced through the cultivation of mutual respect, tolerance and understanding. MRIIRS values and encourages individuality while also affirming the need to maintain a climate in which the activities of academic and community life may be freely pursued. A socially responsible community provides a structure within which individual freedoms may flourish without threatening the privileges or freedoms of other individuals or groups.

2.1.4. Statement of Non-Discrimination

MRIIRS does not discriminate on the basis of sex, race, colour, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, gender

expression or any other category protected by applicable law, in the administration of its educational policies, admission policies, scholarship and loan programs, or other institution administered programs. The University is committed to honest, open and equitable engagement with racial, religious, gender, ethnic, sexual orientation and other differences. The University seeks to promote an environment that in its diversity is integral to the academic, educational and community purposes of the institution.

2.1.5. MRIIRS Respects Academic Freedom and Freedom of Expression and Inquiry

MRIIRS affirms that academic freedom is essential to the function of education and to the pursuit of scholarship in universities and, mindful of its historic commitment to scholarship and to the free exchange of ideas, affirms that members of the community shall enjoy full freedom in their teaching, learning, and research. This includes freedom of religious belief, of speech, of press, of association and assembly, or other activity inside and outside the University, the right to petition the authorities, public and University, to invite speakers of their choice to the campus, and that students and faculty members as such should not be required to take any oath not required of other citizens. The time, place, and manner of exercising these rights on the campus shall be subject to reasonable regulation only to prevent interference with the normal functions of the University.

The University accepts people's right to Protest, however actions such as the following, are unacceptable: blocking; obstructing or impeding passage of a person or vehicle; actions that result in bodily harm; erecting or placing of obstructions that result in depriving others of their rights. Halting a lecture, debate, or any public forum is an unacceptable form of protest. "Halting" means directly or indirectly preventing a speaker from speaking - even for a brief period of time - or seizing control of a public forum for one's own purposes.

2.1.6. Maintaining the Confidentiality and Privacy of Information

As a member of the University community, one is privy to and receives and produces various types of confidential, proprietary and private information on behalf of the University. Access to confidential information should be limited to those who require it to discharge their duties. As a member of MRIIRS fraternity when one receives confidential information one has a responsibility to maintain and safeguard this information and use it with consideration and ethical regard for others. One must not divulge non-public information regarding the University to an outside party, or to those within the University, except for legitimate business, research or academic purposes. One will not directly exchange with another institution or University or any other body information that includes prospective tuition, financial aid or salary plans.

One's obligations regarding confidential information continue after one's relationship with the University ends. It is imperative that one complies with all laws, third-party agreements and University policies and principles pertaining to the use, protection and disclosure of confidential information.

2.1.7. Computing Resources

The computing resources at MRIIRS support its educational, instructional, research and administrative activities. Use of these computing resources is a privilege that is extended to one as a member of MRIIRS community. One's use of these services and facilities may allow one to have access to valuable University resources, to sensitive data and to internal and external networks. Consequently, it is important for one to behave in a responsible, ethical and legal manner.

2.2. Conflict of Interest and Commitment

All decisions and actions taken by one, as a member of the MRIIRS, in the conduct of University business, will be made in a manner that promotes the best interests of

MRIIRS. One has an obligation to address both the substance and the appearance of conflicts of interest and commitment and, if they arise, to disclose them to the appropriate University representative and withdraw at the earliest from debate, voting, or other decision-making processes where a conflict of interest exists or might arise.

2.2.1. Conflict of Interest

A conflict of interest may take many forms but arises when one, as a member of the MRIIRS community, might be able to use the authority of one's MRIIRS position to:

- Influence the University's business decisions in ways to give improper advantage or financial benefit to oneself, a family member or associate, or obtain for oneself, a family member, or an associate a financial benefit beyond the compensation one is authorized to receive for performing one's University responsibilities.

2.2.2 Conflict of Commitment

A conflict of commitment occurs when a commitment to activities outside of one's University responsibilities interferes with one's capacity to meet one's University responsibilities.

It is recognized that some of one's outside service and professional responsibilities can and do benefit MRIIRS.

As a member of the MRIIRS, one must disclose any outside activity that is, or may be perceived to be, a conflict of commitment so that these activities can be managed properly.

2.3. Respect for University Resources

As members of the MRIIRS, one must respect and conserve the general resources and physical property of the University. Such resources are assets in which community members have a vested interest, as these resources specifically support the University's mission.

2.3.1. University resources include, but are not limited to University equipment, communications systems and solutions; technology; software and service licensing; procurement tools; and databases containing personal information. It also includes the time and effort of employees, students and others at MRIIRS; and those resources purchased/paid with University funds, including funds received by MRIIRS through government or other external funding sources.

2.3.2. University resources are reserved for use for operational purposes use. The use of University resources for personal gain or advantage, or for the benefit or gain of any other individual or outside entity (including organizations in which one has a vested interest) is strictly prohibited unless permission has been obtained from the management. One may not use the University name and/or visual identity (logos and associated word marks), other than in the context of one's MRIIRS responsibilities. Any personal use of University resources must be in accordance with published limitations; should not incur any additional expense to the University; should not interfere with an employee's obligation to carry out University duties in a timely and effective manner; must in no way undermine official University business; must not involve activities that are unlawful or inappropriate; and should never be used in a way that seems to connote MRIIRS sponsorship of personal ventures.

2.3.3. Employees should consult with the competent authority in advance if they have any questions about appropriateness of certain practices. However, such decisions cannot circumvent existing policies and procedures established by the University.

2.4. Treat Each Other with Respect

MRIIRS is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to this institutional commitment is the principle of treating each community member fairly and with respect. The University prohibits discrimination and harassment and provides equal opportunities for all community members and applicants. Each one as a member of the MRIIRS, share a commitment to performing one's duties in accordance with the highest standards of ethics and in compliance with University policies and all applicable laws and regulations.

2.5. Maintenance and Reporting of Complete and Accurate Financial Information

One will adhere to University policy for all University financial accounts, reports, expense reimbursements, time submissions and other transactions and documents. One will maintain accurate books and records, and University financial reports will reflect complete and accurate information in a transparent manner.

3. Documents of Code of Conduct

The *Principles of the MRIIRS* are values that hold for the entire University. Specific standards of conduct and procedures for redress of violations of those standards for various members of the community can be found in the following University documents:

3.1. For All Students, including Graduate and Post Graduate Students

The standards and procedures for all students may be found in the Handbook for Students. All students are expected to read the academic code and the Code of Student Conduct, be familiar with the Principles of the MRIIRS, and sign a statement acknowledging their responsibility for the codes.

3.2 Faculty

Policies and procedures regarding faculty rights and responsibilities are found in the Code of Conduct for Teachers, which puts into practice the ethical guidelines of the University.

3.3. Management, Non-teaching and Administrative Staff

Policies and procedures regarding rights and responsibilities are found in the Code of Conduct for Non-Teaching and Academic Staff, which puts into practice the guiding principles of MRIIRS.

4. Compliance with the Law

MRIIRS is committed to the highest standards of ethical and professional conduct. This means, one conducts business on behalf of the University adhering to these standards in the performance of one's duties. It is the responsibility of each individual – whether a faculty or staff member, student employee or volunteer acting on behalf of the University – to comply with legal and regulatory requirements, policies and procedures that apply to an individual's particular duties. If one is a manager or supervisor, one is also responsible for teaching and monitoring compliance. If one has a question pertaining to interpretation or applicability of a policy, one can contact the individual who has oversight of, or responsibility for, the policy. If one is a senior officer of the University, one may consult, as needed, with the competent authority regarding unresolved questions and/or interpretation of laws and regulations.

4.1. Contractual Obligations

Accepting an agreement or contract, including sponsored project funding, may create a legal obligation on the part of MRIIRS University. One must comply with the terms and conditions of the agreement as well as applicable laws and regulations. Therefore, only

if one has the authority delegated by an appropriate competent authority to oneself can one enter into agreements or contracts on behalf of the University; otherwise, one cannot sign an agreement.

4.2. Environmental Health and Safety, including Workplace Health and Safety

Members of the University have a shared responsibility to ensure a safe workplace and to protect the health and safety of all students, faculty, staff and visitors. This means one needs to adhere to good health and safety policies and practices; comply with all environmental health and safety laws, regulations and related University policies; attend required training; and report unsafe conditions, equipment, or practices to University officials.

4.3. Non-University Professional Standards

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession (such as attorneys, certified public accountants and medical doctors). These professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct and professional responsibility and standards to guide their members. If one belongs to such organizations, one is expected to adhere to University policies and this Code of Conduct, in addition to any professional standards. If one believes there is a conflict between a professional standard and University policy, one should discuss the concern with one's Head of Institution.

1.4. Communication Policies

MRIIRS is governed by government laws pertaining to rights and permissions affecting communications produced by any member of the MRIIRS. Privacy laws require permissions for the use of an individual's image or likeness for marketing or promotional use. Copyright and trademark laws outline standards for securing

permission for incorporating forms of intellectual property that include: video, photography, design, written works, and audio recording. Individuals or units at MRIIRS that violate these laws in their communications may be subject to individual or joint liability. MRIIRS outlines policies on image use and copyright this applies to all members of the MRIIRS to limit institutional and personal liability.

4.5. Guidelines for Promotional Activities

MRIIRS encourages positive relationships with its partners, contractors, vendors and stakeholders. However, members of the MRIIRS faculty or staff cannot, in their capacity as University employees or representatives, endorse non-affiliated, for-profit business or operations. Questions about participating in press releases, testimonials, and other forms of promotional activities should be addressed to the office of the concerned department at the University.

5. Appropriate Reporting of Suspected Violations

MRIIRS is committed to the highest standards of ethical conduct and integrity in all areas of its mission. One as a member of the MRIIRS community should report suspected violations of applicable laws, regulations, government contracts and grant requirements, and of this Code of Conduct. This reporting should normally be made initially through standard management channels, beginning with one's immediate superior, instructor or advisor. If for any reason it is not appropriate for one to report suspected violations to one's immediate superior (e.g., the suspected violation is by the superior), one may go to a higher level of management or contact MRIIRS University's competent authority / Management. One expects that one's report will be made in a good faith and with the effort to address legitimate issues needing correction, or to otherwise provide reliable information

5.1. Suspected Fiscal Misconduct

All University employees and students are responsible for the proper conduct and handling of any University resource or fiscal matter entrusted to them, in accordance with laws, regulations, University policies and other expectation of ethical business conduct. The University's Misconduct Policy requires employees and students to promptly report to the competent authority any actual or suspected fiscal misconduct, whether by members of the University community, or by persons outside the University involving University resources. If one instead reports fiscal misconduct to a superior or another responsible person, then that individual must immediately notify the competent authority.

5.2. Anonymous and Confidential Reporting

MRIIRS members (including faculty and staff) can report concerns to competent authorities in confidence. All necessary contact information of competent authorities is publically displayed on the University website and visible places on the University campus.

5.3. Cooperation

As a member of the MRIIRS, one will cooperate fully with any audit, inquiry, or investigation undertaken at MRIIRS's direction by its attorneys, investigators, internal auditors or independent agencies.

6. MRIIRS Policy against Sexual Harassment and Gender Discrimination

6.1. MRIIRS has a strict policy against any form of Sexual harassment or gender discrimination related issues in keeping with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 enacted by the government of India, the Hon'ble Supreme Court's landmark judgement in Vishakha v/s State Government case in 1997 (hereinafter referred to as the 'Vishakha Guidelines') and the Protection of Children from Sexual Offences (POCSO) Act, 2012.

6.2. The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply in totality to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

6.3. According to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, "sexual harassment includes one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- i. Physical contact or advances, or
- ii. A demand or request for sexual favours, or
- iii. Making sexually coloured remarks, or
- iv. Showing pornography, or
- v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature."

6.4. 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 on the circumstances of each case.

6.5. The Act provides for the constitution of an Internal Complaints Committee and its composition. In accordance with the act such a committee has been constituted in the University the current composition of which has been provided for in the University website and displayed at various visible places inside the University premises. The procedure filing of complaints and inquiry has also been specified in the Act and is followed by the university.

6.6. **Jurisdiction:** The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

6.6.1. By a member of the university against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.

6.6.2. By a resident against a member of the university or made by a member against a resident irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.

6.6.3. By an outsider against a member of the University or by a member of the university against an outsider if the sexual harassment is alleged to have taken place within the campus.

6.6.4. By a member of the university against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the university/college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

PART II

CODES OF CONDUCT

A. CODE OF CONDUCT FOR TEACHERS

The teachers of MRIIRS are subject to the guidelines provided by UGC for college and University teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see to that there is no incompatibility between his/her precepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility.

I. Basic Conduct Rules Every Teacher must adhere to:

1) Interpretation- Employee means any person appointed by the University to any post in the University.

1.1 Every employee shall at all times:-

- a. Maintain absolute integrity;
- b. Show devotion on duty; and
- c. Do nothing which is unbecoming of an employee of the University.

1.2i. Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

ii. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior

and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.

iii. Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.

iv. An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

v. Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services are deemed as terminated.

Explanation: Nothing in clause (ii) of sub-rule (2.2) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

2) Joining of Associations by Employees:

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

Nothing in this Rule shall be deemed to prohibit any employee to participate or to contest the elections for various bodies such as Parliament, State Legislative Assemblies and Municipal Corporation etc. on the same terms and conditions as are applicable to

teachers and also subject to the condition that the employees will avail of their own leave for contesting the Elections. However, in the event of their getting elected or nominated to anybody, they will be required to take leave of absence during the term as member as in the case of teach.

3) Demonstration and strikes:

No employee shall engage himself or participate in any demonstration or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

4) Connection with Press or Radio:

(i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of, any newspaper or periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter or a book either in his own name or anonymously, pseudonymously or in the name of any newspaper or periodical.

Provide that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

(4.A) Representation:

Whenever an employee wishes to put forth any claim or seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or that the disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

5) Evidence before a Committee or any other authority:

I. Save as provided in sub-rule (3) no employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.

II. Where any sanction, has been accorded under sub-rule (1) no such employee giving such evidence shall criticize the policy or any action of the University or the Government.

III. Nothing in this rule shall apply to:

a. The evidence given at an enquiry before an authority appointed by the Chancellor, Vice-Chancellor, Government and Parliament or any State Legislature;

Or

b. The evidence given in any judicial enquiry; or

c. The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

6) Unauthorized communication of information:

No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.

7) Subscription

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. for Reception/farewell or for financial assistance to a member of the University staff or his family in distress.

8) Private Trade or Employment:

(1) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work for a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the University if any member of his family is engaged in a trade business or owns or manages an insurance agency or commission agency.

(3) No employee shall without the previous sanction of the University except in the discharge of the official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under

the Co-operative Society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the societies Registration Act, 1861 (2 of 1960) or any corresponding law in force.

(4) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

9) Insolvency and habitual indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

Note: The burden of providing that the insolvency or indebtedness was the result or circumstances which, with exercise or ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

10) Vindication of acts and character of employees

(1) No employee shall except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private.

(3) Character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

11) Canvassing of non-official or other influence:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

12) Bigamy:

(1) No employee shall contract another marriage unless prescribed by his her law.

13) Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Management which shall decide the same.

14) Delegation of Powers:

The Board of Management may by general or special order, direct that any power exercisable by it under these rules except the powers (under Rule 14 of these Rules) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

II. Conduct Rules related to Professional Values and Integrity

1. Professional Values

1.1 She/he shall **be concerned and committed to the interests of the students** -

This attitude should be directed towards the specific needs of each student. She/he should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

1.2 She/he shall **not prevent any student from expressing her/his viewpoint** although it may differ from that of his/her own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

1.3 **Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status.** There should not be any partiality or vindictive attitude towards any of them.

1.4. She/he should try to **develop an educational environment.** Her/his aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

1.5 The teacher should instil a **liberal and forward looking outlook** among her/his students, making them community oriented, patriotic, accepting and broad minded.

1.6 Above all a teacher should **conform to the ethos of her/his profession and act in a dignified manner.** She/he should keep in mind that society has entrusted her/his with their children.

2. Professional Development and Practices

2.1 It is imperative that a teacher **continuously updates herself/himself in his field** and other related ones in order to upgrade himself and the student community. She/he must also acquaint herself/himself with recent methodologies and other applications.

2.2 A teacher must, alongside teaching, **pursue research** as innovation contributes to the continuous progress and development of a subject and should involve herself/himself in **seminars and workshops** where there is interchange of academic topics.

2.3 **Developing new teaching strategies and curriculum** as well as planning for an upgraded academic system, research should be an integral part of her/his professional duties.

2.4 Alongside academic duties, the teacher will have to carry out the **Institution's allied educational responsibilities** such as admissions, seminars/conferences, employability assistance, and entrepreneurial activities and so on. She/he should also

be participating in **extra-curricular activities** of the University as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

3. Professional Integrity

3.1 Teachers must maintain **ethical behaviour** in professional practice by accurately representing certifications, licenses and other qualifications.

3.2 Honesty should not be compromised in research. The university has a **separate policy on Academic Integrity and Anti Plagiarism**, and teachers of the university are expected to uphold high standards of originality in both their own work and that of their students. The quality and originality of research and academic scholarship shall not be compromised on at any cost. Any act where honesty has been compromised will call for strict disciplinary / legal action as per the policy on "Academic integrity and antiplagiarism".

3.3 There should be **no conflict between professional work and private practice**. A teacher in the University shall not be providing private tuitions against remuneration which compromises her/his duties at the University.

3.4 The teacher must **respect the confidentiality** of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

4. Professional Collaboration

4.1 Teachers should be **respectful and cooperative towards their colleagues**, assisting them and sharing the responsibilities in a collaborative manner.

4.2 Teachers should **refrain from lodging unsubstantiated allegations** against their colleagues in order to satisfy personal vested interests.

4.3. All the **non-teaching and administrative staff** of the University shall be shown the same level of respect and cooperation as the teaching faculty.

4.4 Teachers should discharge their responsibilities in accordance with the **established rules outlined** by the competent authorities and adhere to the conditions of contract.

5. Student-Teacher Conduct

5.1 Teacher **should respect the right and dignity of the student** in expressing her/his opinion.

5.2 Teacher should **deal justly and impartially** with students regardless of their religion, caste, and gender, political, economic, social and physical characteristics.

5.3 Teacher should **encourage students** to improve their individual attainments, develop their personalities and at the same time contribute to community welfare.

5.4 Teacher should **refrain from inciting students** against other students, colleagues or administration.

5.5 Teacher should **encourage regular interactions with the guardians** of the students to ensure a holistic understanding of the students' practices outside of the classroom.

B. CODE OF CONDUCT FOR MANAGEMENT, NON-TEACHING AND ADMINISTRATIVE STAFF

All the Management, Non-teaching and administrative staff of MRIIRS is expected to keep the ethos of the University in keeping with that of an educational institute of repute and follow the code of conduct stipulated by the State Government of Haryana. The University has put forward its code of ethics for the Management and Administrative staff along the following lines:

I. General Code of Conduct Rules:

1) **Interpretation-** Employee means any person appointed by the University to any post in the University.

General:

1.1 Every employee shall at all times:-

- d. Maintain absolute integrity;
- e. Show devotion on duty; and
- f. Do nothing which is unbecoming of an employee of the University.

1.2 i. Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

ii. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.

iii. Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.

iv. An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

v. Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services are deemed as terminated.

Explanation: Nothing in clause (ii) of sub-rule (2.2) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

(2) Joining of Associations by Employees:

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

Nothing in this Rule shall be deemed to prohibit any employee to participate or to contest the elections for various bodies such as Parliament, State Legislative Assemblies and Municipal Corporation etc. on the same terms and conditions as are applicable to teachers and also subject to the condition that the employees will avail of their own leave for contesting the Elections. However, in the event of their getting elected or nominated to any body, they will be required to take leave of absence during the term as member as in the case of teach.

(3) Demonstration and strikes:

No employee shall engage himself or participate in any demonstration or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

(4) Connection with Press or Radio:

(i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of, any newspaper or periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter or a book either in his own name or anonymously, pseudonymously or in the name of any newspaper or periodical.

Provide that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

(4.A) Representation:

Whenever an employee wishes to put forth any claim or seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or that the disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

(5) Evidence before a Committee or any other authority:

I. Save as provided in sub-rule (3) no employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.

II. Where any sanction, has been accorded under sub-rule (1) no such employee giving such evidence shall criticize the policy or any action of the University or the Government.

III. Nothing in this rule shall apply to:

d. The evidence given at an enquiry before an authority appointed by the Chancellor, Vice-Chancellor, Government and Parliament or any Stage Legislature;

Or

e. The evidence given in any judicial enquiry; or

f. The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

(6) Unauthorized communication of information:

No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.

(7) Subscription

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. for Reception/farewell or for financial assistance to a member of the University staff or his family in distress.

(8) Private Trade or Employment:

(1) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work for a literary, artistic or scientific

character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the University if any member of his family is engaged in a trade business or owns or manages an insurance agency or commission agency.

(3) No employee shall without the previous sanction of the University except in the discharge of the official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the Co-operative Society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the societies Registration Act, 1861 (2 of 1960) or any corresponding law in force.

(4) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

(9) Insolvency and habitual indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

Note: The burden of providing that the insolvency or indebtedness was the result or circumstances which, with exercise or ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

(10) Vindication of acts and character of employees

- (1) No employee shall except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (2) Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private.
- (3) Character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

(11) Canvassing of non-official or other influence:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

(12) Bigamy:

- (1) No employee shall contract another marriage unless prescribed by his her law.

(13) Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Management which shall decide the same.

(14) Delegation of Powers:

The Board of Management may by general or special order, direct that any power exercisable by it under these rules except the powers (under Rule 14 of these Rules) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

II. Conduct Rules related to Professional Values and Integrity

1. Professional Conduct

1.1 The Management and Administrative staff shall **acquaint themselves with the University policies** and adhere to them to their best ability.

1.2 She/he shall **perform the duties** they have been assigned with sincerity and diligence as well as with transparency and accountability.

1.3 To the extent possible, prior **information regarding leaves** and absences should be given. In case of sudden contingencies, information on their absence should be promptly forwarded to the reporting authority.

1.4 They should not, on any account, **undertake any other job** besides the one assigned to them by the University within the stipulated office hours. Neither shall she/he engage in any private trade or business within University premises.

1.5 They shall not engage in any anti-secular activities that can hamper the academic functioning of the University.

1.6 They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

2. Workplace Conduct

2.1 They should be **punctual** as their prior presence is required daily for the commencement and smooth functioning of University activities.

2.2 They should also be responsible for the **proper use and maintenance of University equipments** and furniture.

2.3 They should not be under **the influence of drugs or alcohol** during office hours.

2.4 They are expected to respect the **confidentiality** of information regarding examination, personnel matters relating to other staff, or any other matters that demand confidentiality.

2.5 They should perform their duties with honesty and integrity. There should **be no falsification of official documents** entrusted to them.

2.6 They should show **no discrimination on basis of gender, caste or religion**.

3. Professional Relationship

3.1 Interactions between them and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with them in libraries, science laboratories and computer laboratories. It is expected that they behave in a **helpful, friendly and patient manner** towards the students.

3.2 They should give **due respect to the decisions made by the college authorities**. Any matter of contention should be attempted to be settled amicably and not through antagonistic behaviour.

3.3 A friendly and **cooperative relationship** should be maintained with the **teaching faculty** of the university to help generate a friendly and harmonious environment.

3.4 They are the first to come into contact with students and guardians, and their behaviour should be keeping with the ethos and policies of the institution. They should demonstrate patience, politeness and an eagerness to help.

C. CODE OF CONDUCT FOR STUDENTS

All students admitted to any programme in MRIIRS are expected to follow the rules and regulations prescribed by UGC and the University guidelines as specified in the Students' Handbook. The University has put forward its code of ethics for the administrative staff along the following lines:

1. Conduct

- 1.1 All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.
- 1.2 The student shall be regular in the classes.
- 1.3 All students must deter from indulging in any and all forms of misconduct including partaking in any activity on-campus and off-campus which may affect the University's interests and reputation substantially.
- 1.4 In the event, the student is forced to discontinue studies for any legitimate reason; she/he may be relieved from the University subject to the written consent of the competent authority.
- 1.5 In case of relieving the student, she/he shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

2. The various forms of Misconduct, the Students should refrain from, include:

- 2.1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- 2.2. Intentionally damaging or destroying University property or property of other students and/or Faculty members & non-teaching and administrative staff.

- 2.3. Any disruptive activity in a class room or in an event sponsored by the university.
- 2.4. Inability to produce the identity card, issued by the university, or refusing to produce it on demand by campus security personnel.
- 2.5. Participating in activities including-
- 2.5.1. Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India
- 2.5.2. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
- 2.5.3. Unauthorized possession or use of harmful chemicals and banned drugs.
- 2.5.4. Possessing, consuming, distributing, selling of alcohol, cigarettes, drugs or any banned substances.
- 2.5.5. Rash driving on the campus that may cause any inconvenience to others or animals
- 2.5.6. Pilfering or unauthorized access to the resources of others.
- 2.5.7. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving.
- 2.6. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms without prior permission.
- 2.7. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Non-teaching staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
- 2.8. Causing damage to or destruction of any property of the university, or any property of others in the university premises would invite punishment.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

3. Academic Integrity

3.1. The Policy on academic integrity forms an integral part of the Code which applies to all students of the university to which they should adhere. Failure to uphold these principles threatens both the reputation of the University and the value of the degrees awarded to its students. Every pupil of the University should feel responsible to ensure the highest standards of academic integrity. The academic integrity is covered separately in details in the policy for "Academic Integrity and Antiplagiarism" developed on the basis of the UGC guidelines for the same.

3.2. As per the MRIIRS policy on "Academic Integrity and Anti plagiarism", a student should

- i) Properly acknowledges and cites use of the ideas, results, material or words of others.
- ii) Properly acknowledge all contributors to a given piece of work.
- iii) Make sure that all assignments in a course are submitted by her/his own.
- iv) Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.

3.3. Violation of this policy includes, but is not limited to:

3.3.1. Plagiarism: The definitions, descriptions, provisions and penalties are described in details in the MRIIRS policy on "Academic Integrity and Anti plagiarism".

3.3.2. Cheating: Cheating includes, but is not limited to: (1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts. (2) Allowing or facilitating copying, or writing a report or taking examination for someone else. (3) Using unauthorized material, copying, collaborating when not authorized and purchasing or borrowing papers or material from various sources. (4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications. (5) Creating sources, or citations that do not exist (6) Altering previously evaluated and re-submitting the work for re-evaluation (7) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet. The definitions, descriptions, provisions and penalties are described in details in the MRIIRS policy on "Examinations"

3.3.3. 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 and publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. 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. 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.

4. Anti-Ragging Policy in MRIIRS

4.1. MRIIRS has a strict and coherent anti-ragging policy in place in keeping with 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 Institution.

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

4.2.1. 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

4.2.2. 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

4.2.3. 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

4.2.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student

4.2.5. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students

4.2.6. Any act of financial extortion or forceful expenditure burden put on a student by other students;

4.2.7. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, and gestures, causing bodily harm or any other danger to health or person

4.2.8. 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.

4.2.9. 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.

4.3. Anti-Ragging Committee: There shall be an anti-ragging committee framed in accordance to requirements of the UGC regulations. The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. Any student found to have participated in any form of ragging shall be given suitable punishment as listed in the UGC regulations.

MRIIRS Handbook of Ethical Policy and Code of Conduct

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This is a published document approved by Board of Management. It contains 38 pages and is attested.

