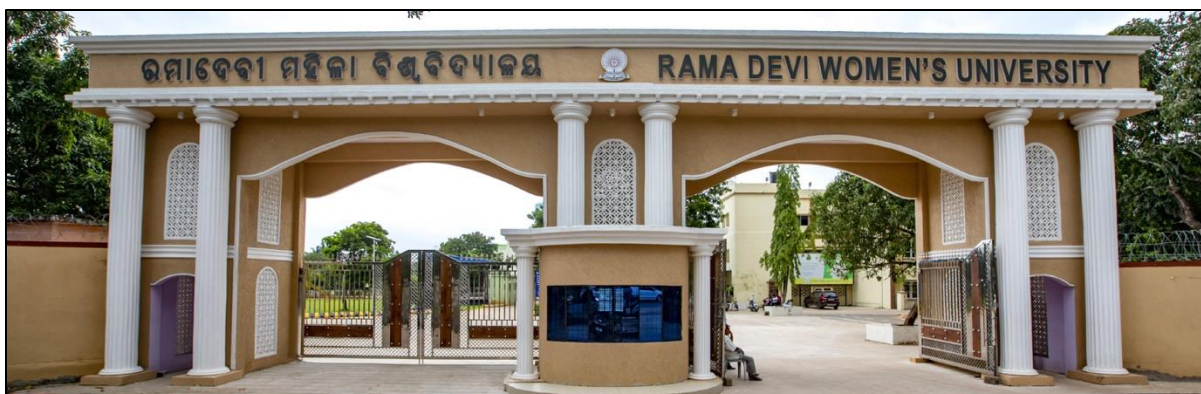


# Policy for Ethical Code of Conduct



**Internal Quality Assurance Cell**

**RAMA DEVI WOMEN'S UNIVERSITY**

Vidya Vihar, Bhubaneswar-751022, Odisha

E-mail: [igac@rdwu.ac.in](mailto:igac@rdwu.ac.in), Website: <https://rdwu.ac.in>

## **1. Core Values of the University**

- RDWU inculcates Human Values within its students.
- A Students' overall personality development is the primary concern of the University.
- RDWU propagates equality and nationalism.
- The University pursues excellence in academics through blended and interactive teaching methods.
- The University supports and promotes socially vulnerable students.
- Our focus is on creative, critical, entrepreneurial and scientific thinking ability.
- The university shapes the future generation of responsible citizen.

## **2. Preamble**

Rama Devi Women's University, named after the great freedom fighter and philanthropist Rama Devi Choudhury, follows her ideology and is committed to building and maintaining high professional and ethical standards among the members of the University community. The Code of Ethics set by the University is aimed at formulating the basic ethical standards for students, faculty members, and non-teaching staff of the University, thereby ensuring transparency and social responsibility in the University's activities.

## **3. Ethics and Conduct for Students**

- a) This code shall apply to all kinds of conducts of the students in the University premises, including the activities sponsored by other organizations / sponsoring bodies.
- b) At the time of admission, the student must sign a statement accepting this code and undertaking that
  - She shall abide by the rules and regulations of the University.
  - The student shall regularly attend classes and must complete her studies in the University. A minimum of 75% attendance is the requisite for appearing in the University examination.
  - Cheating includes copying, facilitating copying and using unauthorized material in the examination hall for copying.
  - A student who is forced to discontinue studies for any legitimate reason may be relieved from the University, subject to written consent of the HOD or appropriate authority and shall be required to clear any pending hostel /mess/library dues.

- c) The University believes in promoting safe and efficient climate by enforcing behavioural standards. All students must uphold the academic integrity, respect all persons and their rights, property and safety.
- d) All students must deter from indulging in any and all forms of misconduct including in any activity at off-campus which affects The University's interests and reputation substantially. The various forms of such misconducts include
- e) Any act of discrimination (Physical or verbal conduct) based on an individual's gender, caste, race, religion, beliefs, colour, region, language, disability or sexual orientation, marital or family status, physical or mental disability, gender disability and gender identity.
- f) Intentionally damaging or destroying the university property or property of other students and faculty members or any staff within the campus.
- g) Any disruptive activity in a class room or an event sponsored by the University.
- h) Unable to produce the identity card issued by The University or refusing to produce it on demand by the campus security guards or appropriate authority.
- i) Participating in activities including:
  - Organizing meetings and processions without permission from the appropriate authority.
  - Accepting membership of religious or terrorist groups banned by the Government of India.
  - Unauthorized possession, carrying or usage of any weapon, ammunition, explosives or potential weapons, fireworks, etc. contrary to the law on policy.
  - Indulging in unlawful behaviour /activities such as – possessing, distributing and/or using cigarettes, any kind of narcotics, alcohol or any such substances in the University campus, carrying or using harmful chemicals, theft, violating parking rules of the University, rash driving in the University campus, engaging in indecent conduct etc.
  - Distributing/circulating any pamphlet without written permission of the appropriate authority.
  - Collection of money for any purpose without written permission of the appropriate authority.
- j) The University shall have the jurisdiction over the conduct of the students enrolled and associated with the University and to take cognizance of all acts of misconduct including any incidents of ragging or any incident taken place within the University campus.

k) RDWU strives to integrate values of integrity, equality, freedom of inquiry and expression. Its main objective is to impart knowledge and formal education to girls. The Code of Conduct is a statement upholding values and all the ethical and professional standards which the University endorses. All the students joining the University are expected to abide by the rules, regulations and policies laid out here:

- Students are required to conduct their work and responsibilities with utmost honesty, accuracy and fairness.
- Students must be abiding by academic integrity and be committed to the intellectual and ethical environment.
- Students should maintain adequate discipline in the University premises during class hours.
- Students should follow good etiquette, be appropriately dressed, and behave politely. They are expected to greet the teachers as part of general demeanour.
- Students are expected to keep the University Campus clean and abstain from disfiguring the walls by sticking notices or scribbling.
- Students must adhere to good health and safety practices and comply with all the environmental health and safety laws and regulations.
- The students are responsible for protecting and preserving precious heritage buildings and are barred from causing damage of any kind such as denting, destroying, removing, injuring, altering, defacing, or misusing. Any of these violations imply serious punishable offence.
- The resources of the College, including equipment, laboratories, networking services, library books and other common facilities are meant only for the use of the University staff and students.
- Every student must make it a part of her personal duty to attend classes punctually, on all working days. Students are expected to be in class at the first bell scheduled as per guidelines.
- No student shall be allowed to leave the classroom without an oral or written permission rating to a genuine matter duly informed to the teacher or until the class is dismissed, based on the emergency.

- **Continuous Internal Assessment** – Timely submission of assignments, presentation of seminars and taking part in internal tests/examinations are requisites of the continuous internal assessment evaluation procedures as directed by the University: students are required to take part in these regular academic activities without fail.
- **Cheating during Examinations** – Cheating includes and is not limited to copying, facilitating copying and using unauthorized material in the examination hall for copying.
- **Ethical practice in Research** – Students undertaking research are required to uphold basic principles of academic integrity and follow basic ethical guidelines of research at all stages of the work, appropriately acknowledge data sources, avoid plagiarism, follow stipulated guidelines issued then and there while reporting their research results.
- The students' primary affiliation is with their respective academic departments. All Department Level Councils (D.L.C.) function in multiple ways to ensure good conduct among the students. In case there is a breach of code of conduct by a student, the D. L. C. First inquires the issue and brings it to the notice of the Chairperson, P.G. Council, who then directs the case to an appropriate University-level committee. In cases where students have any grievance, they could approach the D. L. C., and express their concern. Based on the circumstances, the same will be forwarded to the Chairperson, P.G. Council, who would direct the issue to be sorted out in gentle manner and settle the matter in question. In cases where the violations are not severe, the student shall be warned at the Department level. In other instances, depending upon the gravity and veracity of the violation, necessary actions will be taken against the student by the Head of the institution.

#### **4. University-Level Committees**

##### **1. Discipline Committee**

The Discipline Committee oversees overall discipline in the University premises during regular class days and during important functions/gatherings in the University Campus. A senior teacher usually in-charge of the committee has a team of teachers from various departments. The Chairperson, P.G. Council is the Convener of this Committee. In the event of any breach of conduct by students, it will be brought to notice of the Discipline Committee. The committee shall ensure a speedy action to warn the student or take necessary action depending upon the circumstance.

## **2. Grievance Redressal Committee**

If a student is aggrieved in any manner within the campus, she can submit a written complaint forwarded through the respective Head of the Department, which would then be taken up by the Grievance Redressal Committee as directed by the Chairperson, PG Council. The Committee takes necessary steps to hear the student's grievance in detail and based on the sessions held by the Committee with the aggrieved and the other party (usually another student, or in some cases a teacher or a non-teaching staff), a detailed report is prepared and submitted to the Chairperson, PG Council for necessary action. The University also has an Anti-Ragging Cell and a Prevention of Sexual Harassment Cell to curb any such misconduct within the University campus. The students who are aggrieved can approach these Committees for Redressal.

## **5. Code of Conduct for Teachers**

The Teachers of this University should follow the Code of conduct as per the Odisha Government Service Rules and Regulations as well as the Guidelines provided by UGC for University Teachers. As per the UGC Guidelines, a person accepting Teaching as a profession presumes the commitment to conduct himself/herself in accordance with the ideas of progression. The University teacher is continually under the watch of students and the society at large. Therefore, every teacher must see that there is no clash between his principles and doings. The national ethics of education must be his/her own morals. The vital moral values underlying this code are the belief, honesty, concern, commitment and social responsibility at large. A definitive Code of Conduct for teachers of our university incorporates the following: -

### **1. Professional and Social Values**

- The Teacher should be careful and dedicated to the education of students.
- Teachers should be committed and extend cooperation to students and be ready to help. Teachers should try to inculcate the social values among the students to make him/her better citizen of India.
- The teacher should always encourage the students for participative approach and share their viewpoints. Teachers are supposed to recognize positive criticism from students.

- Teachers of the University must try to build up an educational environment. Equal treatment must be meted out to all students irrespective of Caste, Creed, Religion, and Gender on Socio-Economic Status.
- Teacher's motto should be to motivate the students to work towards a sense of inquiry in the quest for knowledge.
- Teachers should inspire scientific and democratic attitude among students, developing their sense of loyalty, open mindedness, obligation to the University and society at large.
- Teachers must abide by the philosophy of their profession and act in a dignified manner as a responsible stakeholder of the society.

## **2. Professional Expertise Development**

- Learning is a lifelong process. It is essential for all the University Teachers to update themselves in their respective fields. In order to upgrade themselves with the latest knowledge, relevant information in their field, innovations, new technologies and new dimensions of knowledge, it must be a part of learning for all teachers.
- Teachers must do some research apart from teaching for constant improvement and progress in the subject knowledge. They should participate in seminars, conferences and workshops for acquiring knowledge from different dimensions.
- Teachers must plan, develop and execute the noble teaching techniques and curriculum improvement and also plan for an advanced academic structure as a part of Teachers professional duties and responsibilities.
- Teachers shall carry out the University's Educational seminars, conferences and workshops etc. They should also participate and take Co-curricular activities and cultural programmes. This will create holistic development.

## **3. Professional and Educational Integrity**

- Teachers must follow honesty in professional practices. The integrity of the teachers will be reflected in the documents of their qualifications, experiences and other credentials.

- All teachers must follow the ethics in research publications, project proposals and content development. The Quality should be the main parameter for all types of research.
- There must not be any conflict of interest between professional and private arrangements. Private tuitions and tutoring is not allowed and will be considered as an offence to the ethics of the University.
- Teachers of the University must abide by all the rules and regulations and confidentiality of all information regarding University matters, examination affairs, as well as issues relating to colleagues and students, unless legally warranted.

#### **4. Professional Alliance, Collaborations and Teamwork**

- Teachers should be supportive, cooperative and polite towards their colleagues while sharing tasks in a mutual manner.
- Teachers should abstain from giving any comment and support to any issues of self-interest.
- Teachers must fulfil their responsibilities as per the established rules described by the top authorities.
- Teachers should abstain from political interferences to maintain sanctity of the University.
- Teachers must be cordial to the non-teaching staff.
- Teachers must have regular communications with the parents to monitor the progress of their ward.

#### **6. Code of Conduct for Non-Teaching Staff**

The non-teaching staffs of the University are another pillar for smooth functioning of the University. Each staff must abide by the following rules in order to keep the University activities at stage and height. They should follow and maintain the following thumb rules:

- Should be sincere and punctual at the duty place.
- Staff of the respective department should maintain the accessories, both of the lab and the office.



- Should be assigned to maintain the stock register of the respective Departments.
- Should follow and abide by the policies of the University.
- Must avail leave with prior notification to their reporting officer.
- Need to maintain polite behaviour with the students and teaching staff.
- Extend cooperation to work in all conditions.
- Should not engage themselves in remarks or behaviour that might be considered an offence to their teaching colleagues and students.
- Must not be allowed to consume alcohol and drugs during office hours.
- They should show no discrimination on the basis of Gender, caste and Religion.

## **7. Breach of Code of Conduct**

- If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action. The committee shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
  - Warning – The action of the said delinquent student was in violation of the code and any further acts of misconduct shall result in severe disciplinary action.
  - Restrictions – Restricting access to various facilities on the campus for a specified period of time.
  - Community Service – A specific period of time to be decided. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
  - Expulsion – Expulsion of a student from the University permanently indicating prohibition from entering the University premises or participating in any student related activities.
- **Monetary Penalty** - It includes suspension or forfeiture of Scholarship/fellowship for a specific time period and in Toto.

- **Suspension** - A student may be suspended for a specific period of time which will entail prohibition on participating in student related activities, classes, programs etc. The student will be forbidden to use various University facilities unless permission is obtained from the competent authority, suspension may also be followed by possible dismissal.