

# **Guru Ghasidas Vishwavidyalaya Bilaspur (C.G.)**

## **Ethics Policy for Faculty, Non-Teaching Employees and Students**

### **1. Preamble**

Guru Ghasidas Vishwavidyalaya (a Central University) Bilaspur (C.G.) is committed to deliver quality education by following the highest academic standards (HAS) in line with the norms of Higher Education (HE) in India. To maintain it, Guru Ghasidas Vishwavidyalaya pronounces the following Codes of Ethics for Teaching Faculty, Non-Teaching Employees and Students. It is responsibility of the incumbents to abide by the respective Code of Ethics and Conduct. The following Codes of Ethics shall be applicable to all the employees (Teaching/Non-Teaching) and students of the University alongside the provisions of GGV Act, Statues, Ordinances, Regulation and Rules.

### **2. Code of Ethics for the Faculty**

As per the mandates made in UGC Regulation 2018, the following Code of Ethics are to be followed.

#### **2.1 Code of Professional Ethics**

##### **2.1.1 Teachers and their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

##### **2.1.2 Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

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- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- (xi) Not park a vehicle in a no parking zone or in area earmarked for parking other type of vehicles;
- (xii) Not do rash driving on the campus that may cause any inconvenience to others;
- (xiii) Wear helmets while driving two wheelers in the university campus;
- (xiv) Maintain the speed limit for two-wheelers/ three wheeled/four wheeled vehicles in the university campus within 20 km per hour;
- (xv) Fasten Seat belt while driving four wheelers in the University campus; and
- (xvi) Not use of ear phone during walking and driving two wheelers/four wheelers.

### 2.1.3 Teachers and Students

#### Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals;
- (x) Refrain from inciting students against other students, colleagues or administration.

### 2.1.4 Teachers and Colleagues

#### Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities;

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- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **2.1.5 Teachers and Authorities :**

#### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place;
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **2.1.6 Teachers and Non-Teaching Staff :**

#### **Teachers should :**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### **2.1.7 Teachers and Guardians**

#### **Teachers should:**

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

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## 2.1.8 Teachers and Society

### Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

## 2.2 Code of Ethics for Non-Teaching Employees of the University

Every non-teaching employee of the University shall at all times:

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty;
- (iii) do nothing which is unbecoming of a Government servant;
- (iv) commit himself to and uphold the supremacy of the Constitution and democratic values;
- (v) defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
- (vi) maintain high ethical standards and honesty;
- (vii) maintain political neutrality;
- (viii) promote the principles of merit, fairness and impartiality in the discharge of duties;
- (ix) maintain accountability and transparency;
- (x) maintain responsiveness to the public, particularly to the weaker section;
- (xi) maintain courtesy and good behavior with the public;
- (xii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
- (xiii) declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
- (xiv) not place himself under any financial or other obligations to any individual or organization which may influence him in the performance of his official duties;
- (xv) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;
- (xvi) make choices, take decisions and make recommendations on merit alone;
- (xvii) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
- (xviii) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;



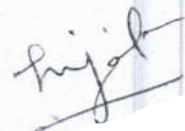
- (xix) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (xx) maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
- (xxi) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities;
- (xxii) not park a vehicle in a no parking zone or in area earmarked for parking other type of vehicles;
- (xxiii) not do rash driving on the campus that may cause any inconvenience to others;
- (xxiv) wear helmets while driving two wheelers in the university campus;
- (xxv) maintain the speed limit within 20 km per hour for two-wheelers/ three wheeled/four wheeled vehicles in the university campus;
- (xxvi) fasten seat belt while driving four wheelers in the University campus; and
- (xxvii) not use of ear phone during walking and driving two wheelers/four wheelers in the University campus.

All the Non-Teaching Employees of the University shall undertake that they have carefully read and understood the contents of the above "Code of Ethics for Non-Teaching Employee of Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) and they will promise to observe, in letter and spirit, this Code of Ethics.

## **2.3 Code of Ethics for Students of the University**

### **2.3.1 Jurisdiction**

- a) The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the related activities and functions.
- b) University may also exercise jurisdiction over conduct which occurs off- campus violating the ideal student conduct and discipline as laid down in this Code of Ethics and other regulations, as if the conduct has occurred on campus which shall include:
  - (i) Any violations of the Sexual Harassment Policy of the University against other students of the University.
  - (ii) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
  - (iii) Possession or use of weapons, explosives, or destructive devices off/on campus;





- (iv) Manufacture, sale, or distribution of prohibited articles, drugs, alcohol etc.;
- (v) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

### 2.3.2 Ethics and Conduct

- a) This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.
- b) Each student must accept that
  - (i) He/she shall be regular and must complete his/her studies in the University.
  - (ii) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University as per university rule.
  - (iii) As a result of such relieving, the student shall be required to clear pending hostel/cafeteria dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
- c) University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- d) All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially.

The various forms of misconduct leading to punishment includes:-

- (i) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.;
- (ii) Intentionally damaging or destroying University property or property of other students and/or faculty members;
- (iii) Any disruptive activity in a class room or in an event sponsored by the University;
- (iv) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards;
- (v) Participating in activities including:-

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- Organizing meetings and processions without permission from the University;
  - Accepting membership of religious or terrorist groups banned by the Government of India;
  - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy;
  - Unauthorized possession or use of harmful chemicals and banned drugs;
  - Smoking on the campus of the University;
  - Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus;
  - Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles;
  - Rash driving on the campus that may cause any inconvenience to others;
  - Driving two wheelers in the university campus without wearing helmets;
  - Not maintaining the speed limit within 20 km per hour for two-wheelers/ three wheeled/four wheeled vehicles in the university campus;
  - Driving four wheelers in the University campus without fastening seat belt;
  - Use of ear phone during walking and driving two wheelers/four wheelers;
  - Not disclosing a pre-existing health condition, either physical or psychological, to the university administration or wherever sought in the University, which may cause hindrance to the academic progress;
  - Theft or unauthorized access to others resources;
  - Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- (e) Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities;
- (f) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior-permission;
- (g) Students are expected to use the social media carefully and responsibly meaning that that they cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University;
- (h) Theft or abuse of the University resources such as computers, other electronic resources, electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of university property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable;
- (i) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and expressed consent is punishable;
- (j) Indulging in any form of Harassment which is defined as a conduct that is severe and

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objectionable, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition is punishable.

### 2.3.3 Inquiry and Action

If there is a case against a student for a possible breach of code of conduct, then the matter will be placed before investigating committee such as Departmental Level Discipline Committee, School Level Discipline Committee, Proctorial Board, etc. to examine and recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may call the student/students/the related persons/parents, etc. to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- (a) Warning - Indicating that 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.
- (b) Restrictions- Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- (c) Community service - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- (d) Suspension - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties: -
  - (i) Ineligibility to reapply for admission to the University for a period of three years, and
  - (ii) Withholding the grade card or certificate for the courses studied or work carried out.
- (e) Expulsion - Expulsion of a student from the University permanently that is indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

### 2.3.4 Grievance Redressal

- (a) The Grievance Redressal of students shall be considered and resolved in accordance with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 and its amendment made from time to time.
- (b) Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging, etc. or any acts of complaint can approach to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- (c) Also, if the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Chairperson, Students' Grievance Redressal Committee (SGRC).

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- (d) The hearing of student's complaint or hearing shall be considered and redressed in accordance with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 as amended from time to time and University Notification issued in this regard from time to time.
- (e) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- (f) The SGRC shall send its report with recommendations, if any, to the competent authority of the University and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- (g) Any student aggrieved by the recommendation/decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision as mentioned in the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 or its amendment made from time to time.

### **2.3.5 Student Participation in Governance**

As students are members of the University campus, they must be having a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intend that the principle of student's involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Therefore, all students who are a part of the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

### **2.3.6 Academic Integrity**

- (a) As a premier Institution for Higher education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitute a serious offence.
- (b) Cheating or Unfair Means: Any violation of the Academy Integrity or Cheating or Unfair Means during examinations will be brought to the notice of the concerned Officer/University Authority for their consideration for necessary action as per relevant rules/regulation/ordinances, etc. of the University.



### 2.3.7 Anti-Ragging

The University has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions -2009, [hereinafter referred to as the 'UGC Regulations']' as amended from time to time. 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. Ragging constitutes one or more of the following acts:

- (i) 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;
- (ii) 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;
- (iii) 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 embarrassment so as to adversely affect the physique or psyche of such a student;
- (iv) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- (v) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- (vi) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- (vii) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (viii) 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 ;
- (ix) 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.

#### 2.3.7.1 Anti-Ragging Committee

The Anti-Ragging Committee, as constituted by the University shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- (i) Suspension from attending classes and academic privileges;
- (ii) Withholding/ withdrawing scholarship/ fellowship and other benefits;
- (iii) Debarring from appearing in any test/ examination or other evaluation process;
- (iv) Withholding results;



- (v) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work;
- (vi) Suspension/ expulsion from the hostels and mess;
- (vii) Cancellation of admission;
- (viii) Expulsion from the institution and consequent debarring from admission to any other University for a specified period;
- (ix) In cases where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment;
- (x) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the university with the local police authorities.

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against any of the orders of punishment enumerated hereinabove shall be submitted to the Vice-Chancellor of the University and his decision shall be the last and binding to all concerned.

### **2.3.8 Sexual Harassment**

The University Policy on prevention and prohibition of sexual harassment at workplace, 2016 and amended from time to time shall also apply to the students of the University. 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 of the circumstances of each case.

The Internal Complaints Committee (ICC) as per "the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 of Ministry of Law and Justice of GoI as amended from time to time is in force in the University. In case of cases of any sexual harassment complaints, the Internal Complaints Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of sexual harassment complaints and nature and gravity of the incident of sexual harassment.

An Appeal against any of the orders of punishment enumerated hereinabove shall be submitted to the Vice-Chancellor of the University and his decision shall be the last and binding to all concerned.

All Students are supposed to be well conversant with this Code, which is also available on the official website of the University.

### **3. Compliance**

Notwithstanding anything contained in this Ethics Policy, in case of any clarification, interpretation and doubt, the decision of the Vice-Chancellor shall be final and binding to all concerned.

