



DAYANANDA SAGAR UNIVERSITY
ETHICS POLICY

VISION

To be a center of excellence in education, research & training, innovation & entrepreneurship and to produce citizens with exceptional leadership qualities to serve national and global needs.



MISSION

To achieve our objectives in an environment that enhances creativity, innovation and scholarly pursuits while adhering to our vision.

Contents

1. Ethics Policy for Faculty & Staff
2. Zero Tolerance
3. Ethical Policy for Students
4. Quality Policy

1. ETHICS POLICY FOR FACULTY & STAFF

1.1 Introduction

The code of ethics is the reflection of Dayananda Sagar University culture and values. This code of ethics applies to the faculty and staff of the university. The issues of ethical conduct which arise in between each other are guided by the code of ethics which identify and resolve the issues.

The university aims for high level of contribution from each of the faculty and staff in maintaining the standards of the university in competing with the other universities in terms of healthy progression. The university expects discipline, integrity and research oriented mindsets from the faculty and staff in order to achieve overall growth of the university.

1.2 Applicability

The Dayananda Sagar University Ethics Policy applies to all members of The Dayananda Sagar University. The Ethics Policy governs all conduct performed by or on behalf of The Dayananda Sagar University. Violations of Ethics Policy may result in disciplinary action including dismissal or termination of service.

1.3 Statement of Core Values

1. Every member of The Dayananda Sagar University is required to adhere to The Dayananda Sagar University Statement of Core Values – Integrity, Excellence, Accountability, and Respect – that form and guide the daily work of the organization.
2. Integrity – It says doing the right thing even when no one is watching you. Educators develop lesson plans and study materials that teach students on how to solve societal problems from their learning in Dayananda Sagar University.
3. Excellence – We will perform our duties to foster a culture of excellence and high quality in everything we do.
4. Accountability – We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical and fiscal resources given to our care.
5. Respect – We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

1.4 Purpose of the Code of ethics

The purpose of code of ethics in Dayananda Sagar University is not to judge the credibility of the faculty and staff in fact it is meant for giving guidelines on what disciplinary actions we will consider When an employee behaves or intends to behave in a way that's against our professional ethics.

1.5 Code of ethics for Faculty and staff

1. The faculty and staff should develop an open and reflective professional culture.
2. Should support the new joiners to the profession by guiding them.

3. Should always respect the subordinates and colleagues by making the working environment very healthy.
4. Monitor and maintain the classes and practical labs regularly by maintaining the attendance.
5. Assist in the extra-curricular activities and administrative works involved in the development of the department.
6. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
7. Aid students to develop an understanding of our national heritage and national goals.
8. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

1.5 Ethics in Teaching

Teaching can be a difficult profession. It requires that individuals be moral exemplars in and out the classroom. A teacher's ethical stance will govern how he or she instructs and assesses students. Ethics also will play a role in how a teacher interacts with students, with colleagues, with administrators and with the community at large. It is also critical that you begin to reflect on your own beliefs and consider whether the ethical responsibilities of teaching align with your personal belief structure and values.

1. **Dignity** – Dignity refers to respect for humanity. Faculty and staff must respect every person, regardless of gender, sexual orientation, gender diversity, appearance, age, religion, social standing, origin, opinions, abilities and achievements.
2. **Truthfulness**- Truthfulness is one of the core values in faculties and staff which involve steering learners in navigating life and their environment. Honesty with oneself and others and mutual respect in all communication is a basic aspect of faculty and staff.
3. **Authority delegation**- A faculty or staff shall delegate their authority and responsibilities only to the respective personnel.
4. **Responsible and Ethical Use of Technology**- Using social media responsibly, transparently, and primarily for purposes of teaching and learning per university policy.
5. **Interaction with parents** - The faculty and staff should also communicate with the parents and inform them regarding the progress of the students.

2. ZERO TOLERANCE

Zero Tolerance to academic and administrative responsibilities is emphasized again as under:

- Zero tolerance towards non-fulfillment of job assigned which include academic and administrative responsibilities with respect to your department or University.
- Zero Tolerance on late engaging lectures, tutorials and lab / practical classes as per the timetable. The classes must be made alternatives without disturbing the prescribed time.
- Zero Tolerance for deviation in deliverables like attendance, question paper setting, evaluating answer books, result preparation and submission, project reports, committee reports, audit related reports etc.
- Zero Tolerance for deviation in academic duties such as invigilation, attending academic meetings at department or University level or elsewhere, indifference in attending students' functions, events, conferences, sports and cultural events.

- Zero Tolerance in any act of plagiarism which degrades the standards of our academic and research writings/ publications.

3. ETHICAL POLICY FOR STUDENTS

3.1 Preamble

The attributes of honesty and trust are the fundamentals for the students of The Dayananda Sagar University. Academic dishonesty or any other forms of academic misconduct will be treated seriously in the institution specially the one purely dedicated to the pursuit of knowledge and excellence.

To maintain the credibility and reputation, The Dayananda Sagar University has committed itself in maintaining an atmosphere which upholds its core values to the highest standards of academic integrity. For the ethics policy to work out the students community is been monitored continuously in terms of upholding the truthfulness and obedience in students with respect to their internal assessment test and external examinations/ practical exams.

3.2 Definitions

The meaning of academic dishonesty and cheating/copying and what all it includes, but is not limited to, the following.

Intentionally presenting Inaccurate Information and data

- Changing or forging the results obtained, data collected, or conclusions for any assignment.
- Making up information which is not true and passed off as authentic for any assignment.

3.3 Plagiarism

- Presenting someone else's work as one's own Copying or presenting any material word to word from any source and not citing the same.
- Simply rewording someone else's idea without providing the proper citation of the same.
- Submitting a student's own work multiple times at multiple places without instructor's permission.

3.4 Copying/Cheating

- Cheating in exams tests, assignments etc. Submitting another person's work as one's own.
- Collaborating on any assignment that is supposed to be done individually.
- Using any unauthorized material or resource during an exam.
- Stealing, or having in possession without permission, any exams, any study materials,
- Helping other students in cheating.
- Giving a student answers to exam questions or to other assignments.
- Taking an exam for a student.

3.5 Penalties

The students shall be made aware of the consequences for any violations of this policy which may include, depending upon the severity, but not limited to the following

- In case found copying/ submitting copied work/ facilitating copying, the teacher shall award zero marks for the assigned work without any further reference.

3.6 Repeated cases of copying / more serious cases of academic dishonesty

- Faculty may refer the issue to the higher authority immediately and necessary actions will be taken.
- Failing grade for the course and a permanent notation of academic misconduct on the student's grade sheet.
- Other appropriate consequence as may be decided by the higher authority.

3.7 Ethical Practices in conduct of internal assessment and External examinations/ Practical exams

1. Maintaining discipline and sanctity of examination (written/practical/workshop) is of utmost important. Any misconduct from the student against the ethics is likely to attract debar from appearing in the examination.
2. Candidate should take their seats at least 15 minutes before start of the examination (written / practical / Project / workshop).
3. Candidates found reading books, exchanging notes and intentionally delaying in entering the examination hall up to 10 min prior to the start of the examination, thereby causing disturbance to other candidates and the examiner will be penalized by deducting up to 3 percent from their total marks in the same paper.
4. The candidates should check their seats, and if they find any paper/ any other incriminating material nearby, or anything written on their desk, they should immediately bring it to the notice of the invigilating staff.
5. Candidates on receipt of the answer book will check the correctness of the number of pages as given on the top including any damaged answer sheets and then proceed to fill up all particulars before answering the question.
6. Before writing on the answer book the candidates should see that they have been supplied with the correct question paper as per the date sheet.
7. Candidates will not write their names in the answer book. Candidates will only write their Roll numbers in the answer book and in the question paper as well.
8. Mobile phones, written material, I-pad, pager, pen drive or any other electronic /blue- tooth device etc. are not allowed inside the examination hall. Possession of above/mobile phone or other electronic devices by the candidate will be treated as Unfair which will be seized and action will be taken against the student in examination hall. (Written/practical/workshop).
9. Candidates will only use blue/black ink for writing the exam.
10. A candidate is permitted to enter the examination hall if he is late up to 15 min from scheduled time of commencement of exam. Candidate reporting later than 15 min. would be recorded as per exact time of late reporting and barred from entering the exam hall. This provision is not applicable for internal assessment. It is in the interest of the student to be in time for the Test and no excuse what so ever of cab/bus/train late or traffic congestion will be entertained.
11. Candidates will carry the Identity Card and Admit Card in person and show to the Invigilator on demand.
12. Exchange of items such as pen, calculator, scale, pencil, eraser etc. with other candidates is not allowed. Violation of this will be treated as malpractice.

13. Any candidate found cheating with the help of or in possession of written matter on a chit, exam desk, nearby wall, calculator, matter written any part of body, in possession of electronic device of any kind will be treated as malpractice in the examination (written/ practical/ Project/workshop). Student would be given a hearing by the University examination committee to present his/her defense, if any before handing out award of punishment ranging from percentage deduction in marks obtained in the paper / cancellation of paper/all papers/debarred from exams/debarred for semester/expulsion from University.
14. No candidate will be allowed to leave the examination hall before half the time is over. For example if the duration of the examination is of three hours, no candidate will be permitted to leave the examination hall before completion of one and half hour into the examination.
15. On completion of the examination, candidates must personally hand over his/her answer book to the invigilator on duty. Under no circumstances will he/she take the answer book with him/her.

4. QUALITY POLICY

The quality policy of the university tends to improve the quality of the education in university which will be recognized by the educational, scientific and professional achievements of its graduates. The right and obligation of all employees at the University is to carry the Quality Policy, improve the quality of their work and to contribute to scientific and professional reputation of the University.

- Improving the quality of scientific research activities within faculty and students community.
- Improving the quality and availability of study materials for the students and updating of technology required for the current edge cutting technology requirement.
- Improve the quality of programs and curricula offered by the university by bringing over changes required for the updating of students community to industry standards.
- Improving the quality of working conditions, facilities and equipment in the university.
- Improve the academic quality by conducting internal and external academic audits regularly.

The quality policy will be monitored and reviewed by the internal quality assurance cell (IQAC) and the meetings will be held up time-to-time to discuss any issues related to quality policy.

Registrar

Dayananda Sagar University