ETHICS POLICY AND CODE OF CONDUCT

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1.00 INTRODUCTION, OBJECTIVES, AND RATIONALE

1.10 The University has a prescribed code of conduct for the students, teachers, administrators, and other staff, etc., and proposes to conduct periodic programs in this regard.

1.20 This policy is the general guiding framework for coworking, and coexistence on the CVRUK campus, and in all areas of activity of the university. It applies to all stakeholders, and other appropriate persons concerned with the university.

1.30 However, the policies regarding hostels in future when created, discipline at campus and outside, prevention of sexual harassment, service rules, and all other specific policies and guidelines shall apply in their domains, as stipulated, and in case of any conflict the competent authority shall be the final deciding authority.

2.00 POLICY

2.10 The principle of equality, and equity shall remain the ultimate guiding principle of this policy.

2.20 All stakeholders are equal, and all of them are expected to uphold the spirit of this policy. Since the roles and responsibilities of different stakeholders are different hence these stakeholders are listed separately in this policy.

2.30 Expression of opinions and free communication should be promoted, protected, and encouraged by the university.

3.00 GENERAL PRINCIPLES OF THE CODE OF CONDUCT FOR ALL STAKEHOLDERS

3.1 Respecting the ideals of the Constitution of India.

3.2 Keeping the good of the nation, society, and the University paramount in all our actions, and upholding the national and institutional ideals, policies, guidelines, acts, statutes, and ordinances.

3.3 Practicing equality, inclusivity, impartiality, and non-discrimination in all actions, deeds, and behaviors.

3.4 Upholding compassion, fraternity, tolerance, coexistence, and harmony on the campus.

3.5 Respecting the dignity, and rights of others

3.6 Upholding the principles of honesty and diligence in delivering the assigned duties.

3.7 Upholding the principles of fairness, equity, and justice.

3.8 Upholding the principles of integrity, and professional ethics.

3.9   All stakeholders should strive to promote cordiality, fraternity, courtesy, and professional cooperation with all persons in the university. They should pay attention to their personal, and professional growth, and should work towards an environment conducive for the growth of others, and the institution in general.

3.10   Care, gentleness, and politeness, are expected of all stakeholders in dealings with each other. Any words, behaviors, and actions that belittle, or hurt anyone's sentiments should be avoided.

4.00 THE PRINCIPLE OF LIVE AND LET LIVE FOR EVERYONE

4.1   No stakeholder shall enter into an activity that is in conflict of interest of the University, or is contrary to the vision, and mission of the University.

4.2   Everyone should strive to promote communication amongst all stakeholders. They should feel free in expressing their opinions, for the overall good of the institution, in a sensitive, positive, and constructive manner.

4.3   Professional decorum and demeanor should be followed by all stakeholders.

4.5   Privacy and dignity of all stakeholders must be upheld as sacrosanct.

4.6   All stakeholders should strive to make CVRUK a ragging, and harassment free zone of any type, including verbal, or in deeds.

4.7   Chemical Substance, tobacco, alcohol, and drug abuse should be denounced, discouraged, and shunned. All steps should be taken to create awareness, and to eradicate this menace from the society.

4.8   Anti-Sexual harassment policy of CVRUK, IT policy of CVRUK, guidelines of UGC, guidelines of MHRD and POSH act should be followed in letter and spirit.

4.9   It shall be the responsibility of all members and stakeholders of CVRUK to ethically disclose their health status to the competent authority, where there is a risk of infection or danger to public health.

4.10   It shall also be their responsibility to ensure their own isolation if required, and prevent spread of infection and threat to the health and life of others in all possible ways.

4.11   All stakeholders and members of CVRUK should work towards enhancing their own safety, and the safety and security of the persons and properties of, and on CVRUK.

4.12   All stakeholders shall maintain appropriate confidentiality of documents and information, as per their roles and responsibilities in the University, wherever applicable.

4.13   Service rules should be followed with a spirit of professionalism by all employees.

4.15   All valid, justifiable, and necessary information, documents, and support should be provided to the University administration, and duly assigned persons, wherever required, without delay, and on a priority basis.

5.00 INFORMATION AND COMMUNICATION TECHNOLOGY INFRASTRUCTURE AND RESOURCES

5.1   The ICT infrastructure and Resources should be used only for the legitimate purposes carried out by the Users.

5.2   The University Intranet, and Internet access should not be used for unauthorized commercial activities, personal advertisements, or promotions ("Unauthorized use").

5.3   The downloading of text, audio, and video files using University infrastructure and services is to be done for academic purposes only.

5.4   It shall be the responsibility of the Users to maintain Confidential Information, including password used by them.

5.5   Only authorized Users, or devices can be connected to the University intranet/ internet.

5.6   Any device belonging to the University, such as network cables, network boxes, podiums, mikes, projectors, biometric systems, sound systems, CCTV Cameras, wireless etc. should not be used for unauthorized use.

5.7   In case an IT infrastructure equipment is damaged by a User, then an appropriate fine may be imposed upon the User (or an identical equipment of the same description, may be provided in replacement), and a warning may be issued.

5.8   The Users shall exercise due care and caution while accessing blocked websites. Only the IT Department will be authorized to change the access on a *Suo moto* basis or upon receiving a request from the users.

5.9   Only the IT Department is authorized to issue, and provide a unique IP address to every computing device wherever required, and possible.

5.10   The assignment and allocation of unique IP addresses should be carried out, and if possible, the identity of the unit/block/building should also be represented in these allocations.

5.11   The users should use only licensed, and authorized software for the university systems and ICT equipment, and it must be ensured that such software/hardware is compatible with the ICT infrastructure of the university.

5.12   The IT department shall be responsible for the compliance of the terms of software licenses, including allocation to the permissible number of devices.

5.13   Software installation shall be carried out by the IT Department where required.

5.14   Moving of computers, systems and components from one location to another must be done with due intimation, and approval of the IT Department, in order to allow the IT Department to maintain records.

5.15   The IT Department should investigate any hardware or software failure, as soon as it becomes aware of such a failure, and should take appropriate steps to rectify it at the earliest opportunity.

5.16   IT Department may backup the university data at regular intervals, using appropriate means, and in the process should keep the safety, privacy, dignity, and rights of the users in mind.

5.17   IT Department should facilitate the users, and ensure that the university data are protected by active, and effective antivirus software(s).

5.18   The users may contact the IT Department for assistance software and hardware updated.

5.18.1 Each user should be provided with usernames and passwords by the IT Department to access the ICT facilities in an individually identifiable manner.

5.18.2 The IT Department may be instructed by the competent authority to allow the simultaneous use of a specified number of devices by the individual users, university officials, centers, and departments.

5.18.3 IT Department should undertake efficient bandwidth distribution and management over different users of the university.

6.00 ADMINISTRATIVE STAFF

6.1   The general principles of ethics and code of conduct, as listed above, shall apply, wherever contextual.

6.2   Confidentiality: all members of the administrative staff shall maintain appropriate confidentiality of documents and information, as expected according to their service rules.

6.3   Service rules should be followed with a spirit of professionalism by all employees.

6.4   Administrative staff should provide all help and support for all stakeholders, towards the promotion of academic excellence of the university, and individual stakeholders.

6.5   Punctuality, regularity, and assigned duties should be followed with diligence.

6.6   Conflict of interest must be avoided in all possible situations, and established ethical practices should be appropriately applied, e.g. concerning examination, marks, and personal information of the stakeholders and their families.

6.7   Members of administration should contribute towards the functioning of the university, and its statutory bodies by contributing towards its various administrative and academic activities like examination, admission, alumni, events, counselling, policy formulation, etc., as required.

6.8   Administrative staff should abide by the Act, Statute, and Rules of the University, and respect its ideals, visions, mission, cultural practices, and traditions.

7.00 FACULTY

7.1   The general principles of ethics and code of conduct, as listed above, shall apply, where contextual.

7.2   Holistic development of the students shall remain the prime concern of the faculty members.
Faculty members should follow best teaching practices.

7.3   Faculty should maintain ideological neutrality, and should remain objective in their teaching. The faculty members should try to present all possible perspectives to the students on a particular issue.

7.4   They should participate in, and promote community services and extension activities.

7.5   Punctuality, and regularity in the class, and assigned duties should be followed with diligence.

7.6   Teachers should put themselves not only in the role of information providers, but also of knowledge generators, mentors, guides, motivators, and counsellors.

7.7   A humanistic approach should be followed in teaching.

7.8   Faculty members should contribute towards the functioning of the university, and its statutory bodies by contributing towards its various administrative and academic activities like examination, admission, alumni, events, counselling, policy formulation, etc., as required.

7.9   Conflict of interest must be avoided in all possible situations, and established ethical practices should be appropriately applied, e.g. concerning examination, marks, and personal information of the students and their families.

7.10   Professional and academic growth should be strived for by indulging in active research, teaching, writing, and publishing. Participation, formation, and contribution towards the professional bodies should be undertaken actively by the faculty.

7.11   No faculty member should entertain or encourage the students to practice undignified behavior against any colleague, or member of the staff.

7.12 Peaceful and friendly environment should be promoted by the teachers amongst the students.
Teachers should not discriminate against any class, or category of students.

7.13 Research should be diligently done, in an honest and systematic manner, shunning all plagiarism and malpractices, and such values should be transmitted to the students.

7.14 Faculty members should abide by the Act, Statute, and Rules of the University, and respect its ideals, visions, mission, cultural practices, and traditions.

8.00 OTHER EMPLOYEES AND WORKERS

8.1 The general principles of ethics and code of conduct, as listed above, shall apply, wherever contextual.

8.2 All other employees, and workers shall maintain appropriate confidentiality of documents and information, as expected according to their Rules of service/contract/association.

8.3 Rules of service/contract/association should be followed with a spirit of professionalism by all other employees, and workers.

8.4 All other employees, and workers should provide help and support for stakeholders, towards the promotion of academic excellence of the university, and individual stakeholders.

8.5 Punctuality, regularity, and assigned duties should be followed with diligence by all other employees, and workers.

8.6 Conflict of interest must be avoided in all possible situations, and established ethical practices should be appropriately applied, e.g. concerning examination, marks, and personal information of the stakeholders and their families.

8.7 All other employees, and workers should contribute towards the functioning of the university, and its statutory bodies by contributing towards its various administrative and academic activities like examination, admission, alumni, events, counselling, policy formulation, etc., as required.

8.9 They should abide by the Act, Statute, and Rules of the University, and respect its ideals, visions, mission, cultural practices, and traditions.

9.00 STUDENTS

9.1 The general principles of ethics and code of conduct, as listed above, shall apply, wherever contextual.

9.2   Holistic development of the self shall remain a constant and important endeavor of the students.
Students should follow best learning practices.

9.3   Students should develop objectivity, and a balanced outlook.

9.4   They should participate in and promote community services and extension activities.

9.5   Punctuality and regularity in the class, and assigned works should be followed.

9.6   Students should put themselves not only in the role of information receivers, but also of knowledge generators.

9.7   They should contribute towards the functioning of the university by developing a spirit of willing cooperation, and participation in all appropriate university activities.

9.8   The students should participate in sharing, and providing the information to the university and its bodies when required for its own databases, or for other specific purposes, such as for research, and to fulfil the requirements of government bodies like the UGC, MoHE, etc.

9.9   Professional and academic growth should be strived for by indulging in active learning, research, writing, and publishing. Students should be open to initiate startups, and in participation, formation, and contribution towards the professional bodies.

9.10   No students should practice undignified, disrespectful, or contemptuous behavior against any fellow student, teacher, staff, or any other stakeholder. Any behavior or practice that hinders the learning atmosphere of the class, library, or campus in general should be dutifully shunned, e.g., talking or creating disturbance in the class, or use of cell phones, laptops when the teacher specifically disallows it.

9.11   Respectful, peaceful, and friendly environment should be maintained, and promoted on the campus.

9.12   Students should not discriminate against any class, or category of persons.

9.13   Writing and research should be diligently done, in an honest and systematic manner, shunning all plagiarism and malpractices.

9.14   A social consciousness should be developed and inculcated by the students, so that they become responsible citizens who always have the intention to give more to the society than they take.

9.15   The students should abide by the Act, Statute, and Rules of the University, and respect its ideals, visions, mission, cultural practices, and traditions.