

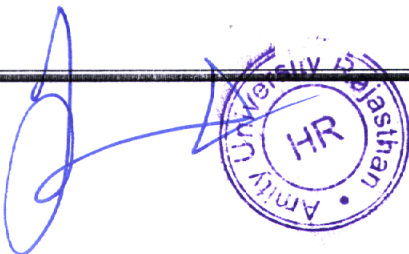


AMITY UNIVERSITY

— RAJASTHAN —

CODE OF CONDUCT & ETHICS

FOR TEACHING NON-TEACHING STAFF & STUDENTS





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CODE OF CONDUCT AND ETHICS FOR TEACHERS, NON-TEACHING STAFF AND STUDENTS

Introduction

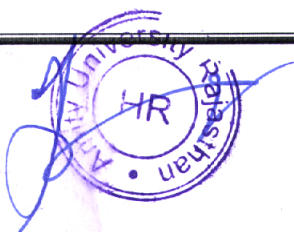
Amity University Rajasthan is committed to inculcate Indian ethics and values among students and faculty. The University eco- system provides holistic framework for achieving the goals and conducts various activities for students and faculty to enable them to exercise their rights and discharge their duties as responsible citizens. For this purpose a number of steps are taken.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. The institution organizes professional ethics programmes for students, teachers, administrators, and other staff
4. Annual awareness programmes on the Code of Conduct are organized

PROFESSIONAL CODE OF CONDUCT AND ETHICS FOR TEACHING AND NON-TEACHING STAFF

Maintaining ideal parameters both in personal and professional life is the pivot of any teacher who chooses the academic profession not only for learning and disseminating knowledge but also to inspire and influence society through his/ her conduct. The teacher must ensure perfect transparency and honesty in words and spirit as society looks upon him/her as the torchbearer of education and intellect. The teacher should strive to inculcate values, ethics, and humanity in students by setting his own examples. With patience and lucid communication, the teacher should usher all students to achieve academic excellence and to be an ideal citizen.

A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his 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. A definitive code for this Institution encompasses the following:





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2. Responsibilities of Teaching Staff:

Teachers should:

- (i) 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.
- (ii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- (iii) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- (iv) Honesty and Ethics should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (v) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- (vi) Maintain active membership of professional organizations and strive to improve education and profession through them.
- (vii) Participate in extension, co-curricular and extra-curricular activities including community service.
- (viii) Express free and frank opinions by participating in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- (ix) Develop professional growth through continuous updating of his knowledge.
- (x) Manage their private affairs in a manner consistent with the dignity of the profession.
- (xi) Teachers should maintain decency in behaviour, language, and attire on campus.

3. Teachers and the Students:

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion.
- (ii) It is imperative that a teacher continuously updates in their own field in order to empower the student knowledge.





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- (iii) Deal impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (iv) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (v) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (vi) Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism, and peace.
- (vii) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (viii) Make themselves available to the students even beyond their class hours and help and guide students maintaining a respectful distance from them.
- (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.
- (xi) Among other things, a teacher should accept constructive criticism.

4. Teaches 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 lodging unsubstantiated allegations against colleagues to higher authorities.
- (iv) Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.

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.





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- (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 his/her organization 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 dignity of the profession.
- (vi) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of service.
- (vii) Give and expect due notice before a change of position is made.
- (viii) Avail leave only when in need keeping in view his/ her particular responsibility for completion of academic schedule/ other duties strictly in accordance with AUR leave rules.
- (ix) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.

6. Teachers and Guardians:

Teachers should:

- (i) Try to see that they in their individual capacity and through their institution maintain contact with the guardians of the students and periodically interact with the guardians on the performance of the students and meet the guardians whenever necessary for mutual exchange of ideas and for the benefit of the institution.
- (ii) Respect their right to information about their children.
- (iii) Establish open, honest and respectful relationships.

7. 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.





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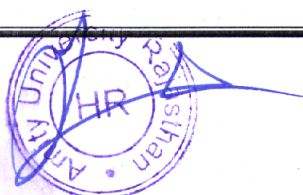
(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country.

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

(v) The teacher shouldn't be involved/assisting in any way activities which tend to promote the feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Responsibilities of Non-Teaching Staff:

- (i) The support staff should acquaint themselves with the university policies and adhere to them to their best ability.
- (ii) Avail leave only when in need keeping in view his/ her particular responsibility for the completion of duties/ work assigned by the competent authorities strictly in accordance with AUR leave rules.
- (iii) They should not engage in remarks or behaviour that might be considered disrespectful to their colleagues, teaching staff or students.
- (iv) Punctuality should be observed in all instances.
- (v) They should also be responsible for the proper use and maintenance of university equipment and furniture.
- (vi) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vii) Interactions between support staff and students are frequent for various reasons, thus it is expected that they behave in a helpful, friendly and patient manner towards the students.
- (viii) The support staff should give due respect to the decisions made by the university authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- (ix) All staff members should maintain decency in behaviour, language and attire in the campus





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CODE OF CONDUCT AND ETHICS FOR STUDENTS

OBJECTIVES AND INTRODUCTION

The objective of AUR Student Code of Conduct is to facilitate a disciplined, healthy, and congenial atmosphere for peaceful stay and study. All students, including hostel residents, are required to maintain standards of behavior expected of AUR students both inside and outside the campus. As Amitians, they are expected to consider each other as part of a family and be friendly and courteous to each other.

Student discipline is an important aspect of University life. It plays an important part in providing a conducive learning environment for all.

The AUR Code of Conduct for students and guidelines are intended to ensure that the students learn and adopt the values and ethics engrained in the Amity University education system whereby the students are expected to follow the code of conduct and ethics statement in order to maintain perfect ambience in the campus, radiating spirit of "AMITIAN" in their attitude, demeanor and approach to life and studies.

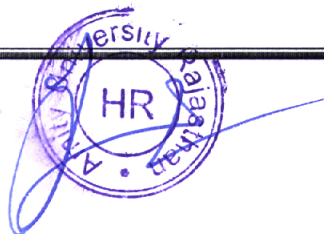
Reviewed regularly, guidelines have a balanced approach, recognizing student achievement and dealing with unacceptable behaviour. They are based on developing students as responsible citizens and creating good conditions for effective teaching and learning.

Non-conformance to conduct and ethics statement may lead to disciplinary actions pursuant to these Guidelines. The students are advised to strictly follow discipline in the campus during their academic pursuit and student life in the hostels, for their smooth and healthy progression and professional development.

ETHICS AND CODE OF CONDUCT

Students are expected to respect and observe these guidelines of the University:

- Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University, engage in any University activity in hostels, university campus and/or outside the campus during their visits for training, excursion, sports, and project work etc.
- Students should respect the rights and privacy of other members of the University at all times.
- Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to that profession. Amity University is dedicated to the following goals while promoting ethics and code of conduct amongst its students:
 - Fostering professional excellence.
 - Promoting a life of values and ethics.





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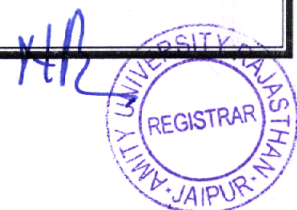
- Creating responsible and informed leaders and professionals.
- Inculcating a spirit of dedication to the service of others and towards nation building.

These goals can only be achieved in a campus environment wherein the students feel safe, secured, engaged, challenged, and appreciated. This environment is created by the active contributions of every member of the Amity family, be it a student, faculty, support staffs or others associated with University.

When students choose to accept admission to AUR, they accept to follow the norms of University, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time. As members of Amity University, the students are expected to uphold its values by maintaining a high standard of conduct.

The students are advised to strictly follow discipline in the campus during their academic pursuit and student life in the hostels, for their smooth and healthy progression and professional development.

- The Student Code of Conduct specified in this student handbook is to be followed by all AUR students including hostel residents.
- All sections/instructions covered under AUR Disciplinary regulations will also be applicable to all students.
- All sections/instructions covered under AUR Hostel Regulations will also be applicable to the hostel residents.
- Students are required to wear their valid Identity Card issued to them by AUR around their neck. Students without ID card may be denied entry to the campus/hostel;
- Students are duty bound to report to the HoI/ Proctor/Director Hostel/Warden/Asst. Warden/ DSW in case they notice any unwanted or undesirable activity or violation of code of conduct in the campus or in the hostel





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➤ Students staying in Paying Guest/Rented accommodation are required to provide the correct address details to their Institution. Students are required to inform and ensure updation in the record(s) of the University about any change in their or their parents - permanent/ correspondence/PG address or Telephone no./Mobile No. / E-mail etc. at any point of time. Ragging is a criminal and nonbailable offence. Ragging or abetment to ragging in any form is totally banned within the premises of the University, its Hostels /Departments/ Institutions/Schools/ Colleges/Constituent Units/Centres/Campus grounds and any part of Amity University system as well as on public transport system Paying Guest/Rented Accommodation. Any violation will be dealt with as per the regulations/directives/guidelines in this context –

- Supreme Court Guidelines
- UGC Regulations, 2009
- AUR Regulations on Ragging

All students, including hostellers, are required to sign an Anti-Ragging Undertaking and are required to note the details provided in AUR Anti-Ragging Booklet (available on Amizone) and in the anti-ragging leaflet.

Students are advised not to indulge in any of the undermentioned violations and violations/offences. Anyone found doing so will be liable for punishment, including expulsion from the University &/or hostel, withdrawal of privileges like scholarships, appearance for campus placement, etc.:

• Gross misconduct, involving any act of intimidation, brawl/fight, or violence or drunken or riotous behaviour, including behaving in a rowdy, intemperate or disorderly manner or encouraging or inciting any other person to do so.

• Dishonesty, whether by an act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to AUR, and forgery or alteration.

• Screening of pirated / unauthorized /unlicensed movies in their computers &/or common rooms;

• Possession &/or consumption of Cigarettes, Hookah, other smoking devices, alcoholic drinks, narcotics/ drugs or encouraging or inciting any other person to do so (Please note that Narcotic Drugs & Psychotropic Substances Act views drug offences very seriously and punishments are stiff even for small quantities);

• Possession &/or consumption of Chewing tobacco, paan, gutka, etc., or encouraging or inciting any other person to do so.

• Destruction/Damage/Defacement of University property, including records or the property of others.

• Misbehavior, rude, unmannerly, impolite acts/use of abusive or offensive language, verbal or written/email/ on social networking sites, gestures, remarks, or inciting others to do so (including discrimination on grounds of religion, caste, creed, language, place of origin, gender, social or cultural background) etc.

• Public display, individually or in the congregation, for religious activities or religious preaching within the campus or being absent from classes for religious rituals as an individual/group.





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- Any form of Public Display of Affection (PDA) or wearing promiscuous are in the campus/hostel.
- Violation of administrative rules or regulations where the safety of self/other personnel or property is endangered.
- Employing unauthorized persons for any personal work on the hostel premises/University campus.
- Hosting/harboring an outsider/offender on the campus &/or in the hostel.
- Hosting/harboring a day scholar in the hostel.
- Indulging in any undesirable activities.
- Physical assault on any student/staff/faculty/guest;
- Keeping firearms/weapons of any kind anywhere on the AUR campus & /or on hostel premises.
- Theft of property, including AUR or other students/staff/faculty.
- Participating in anti-national/anti-social activities or in activities against the interest of AUR or in activities which also involve discrimination against fellow students on grounds of caste, creed, religion, place of origin, social or cultural background or encouraging or inciting any other person to do so in or outside the Campus/Hostel.
- Unauthorized presence in a hostel/room;
- Unauthorized Parties of all kinds, including 'Birthday Parties' in the Campus/Hostel rooms (Students/ Hostel residents can ask for advance permission from HoI/Director Hostel to celebrate a personal party in a common area);
- Violation of Hostel Timings
 - a) Hostel Residents are not permitted to leave the campus any time of the day without permission and out-pass.
 - b) All Hostel residents must return to their rooms by 9 pm and mark their attendance in the designated register.
 - c) Hostel Residents must follow the prescribed hostel timings at all times.
- Entering certain areas individually or in a group within the campus, including in the hostels, which are notified verbally or in writing as 'out of bound.'
- Having Electrical appliances such as immersion heaters, electric stove/heaters/electric iron etc. in the hostel rooms;
- Undertaking Private cooking of food in the hostel room.
- Impersonation - assuming the identity of another person or having another person assume one's own identity;
- Disrupting or obstructing teaching, research, administration and/or disciplinary proceedings;

