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General Code of Conduct and Ethics

GSFC University



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INTRODUCTION:

GSFC University is committed to the highest ethical and professional standards of conduct in pursuit of its endeavour to provide high quality education of international standards. Accomplishing this avowed objective demands integrity, excellence, accountability, respect and commitment to these core values from all stakeholders essential for the growth and development of GSFC University.

The University recognizes that an organizational culture based on trust is essential to support these core values and ethical conduct. The following guidelines of core values and code of conduct is intended to build, maintain and protect their trust, recognizing that each member of the University is responsible for doing his/her part by upholding the highest standards of integrity and character.

1. OBJECTIVE:

Purpose of this General Code of Conduct and Ethics (GCCE) is to guide the stakeholders of GSFC University in applying the underlying GSFC University's statement of code of conduct and ethics to the decisions, choices and the actions that are made in the course of every day endeavours in managing the affairs of the University.

2. APPLICABILITY:

The GCCE applies to all stakeholders which includes students, teaching and non-teaching staff, vendors, contractors and all others dealing with the GSFC University. All stakeholders shall ensure that their choices, actions, conduct and the decisions are in conformity with this Code and they would be accountable for their individual and collective actions. A confirmed violation of this Code shall result into inviting disciplinary actions which may result into dismissal/termination depending upon the seriousness of the violation.

3. DEFINITIONS:

University means GSFC University.

Stakeholders means students, teaching and non-teaching staff, vendors and contractors and others dealing with the University.

Students means student who is enrolled for any course with the University.



Teaching Staff means all the faculties including visiting faculties employed/engaged at various Schools and at Executive Development Centre (EDC).

Non-teaching Staff means all administrative personnel, both officers and staff, employed at the University.

Exempt Staff means and include Provost, Registrar, Deputy Registrar, Chief Finance Officer, Chief Law Officer, Director (Administration & Enabling Functions), Director (Executive Development Centre), all teaching faculties including faculties working at EDC, students' counsellors and all other personnel directly dealing with students.

Personnel means Teaching Staff, Non-teaching Staff, Exempt Staff and Contractors, Service Providers and all others dealing with the University to the extent the Code is relevant and applicable to them.

Competent Authority means -

Board of Management for all teaching, non-teaching staff, exempt staff, students and personnel of the University.

Provided that the Competent Authority would be the Governing Body for those officers who fall in the category of officers of the University as provided in the Statutes.

Provided further that the competent authority may delegate its authority and function by forming a sub-committee or in favour of an officer as may be considered appropriate.

4. GENERAL CODE OF CONDUCT AND ETHICS FOR STUDENTS AND PERSONNEL:

There are certain Code and Ethics which are universally applicable for all those who are associated with the academic institution. The following is the list of certain identified Conducts and Ethics which are required to be adhered to and followed while conducting the affairs of the University without limiting or restricting the general imports of the Code of Conduct and Ethics requirement applicable to the academic institutions. All students and personnel have to follow the following identified Code of Conduct and Ethics in a professional manner in letter and spirits:



- i. discharge duty conscientiously and with utmost dedication;
- ii. uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, industry relevant research and administration;
- iii. function as good stewards of the resources and information entrusted to our care either in physical or digital form;
- iv. treat fellow employees, students and the public with dignity and respect and will not discriminate or harass anybody solely on account of their religion, cast, faith, sex or any other disadvantage or handicap;
- v. refrain from discriminating against, harassing or threatening others;
- vi. recognize and respect the intellectual property rights of others.
- vii. comply with all applicable laws, rules, regulations, ordinances, statutes and contracts and shall maintain highest professional standards;
- viii. report wrong-doings to the proper authorities, refrain from retaliating against those who report violations and co-operate fully with authorized investigations;
- ix. safeguard human health and safety and the environment in all University operations and activities;
- x. disclose and avoid conflict of interests;
- xi. refrain from accepting any gift or things in value;
- xii. refrain from using position or authority improperly to advance the interest of friend or relative;
- xiii. respect aptitude and capabilities of individual students and support them, if required;
- xiv. inculcate scientific attitude and dignity of labour among students
- xv. refrain from inciting other stakeholders;
- xvi. not indulge in private tuition for gain or any other employment;
- xvii. treat parents and guardians with respect;
- xviii. not indulge in any political activity publicly while under the employment of the University;
- xix. not bring any external influence in service matters or affairs of the University;
- xx. conduct affairs and business with honesty, accuracy and fairness and adopt proactive approach in dealing with other stakeholders;
- xxi. be honest in dealing with the University funds and while seeking/accepting contributions;
- xxii. not misappropriate, steal or use without authority or damage any private or the University property;
- xxiii. carry out business of the University in conformity with applicable laws and procedure;



- xxiv. provide complete and accurate details in all respects relating to accounts, financial returns, expense reimbursement, time sheets, etc. ;
- xxv. obtain prior approval before accepting any funding, including project funding;
- xxvi. ensure that all stakeholders, particularly students are provided safe place of work within the campus & hostels, prohibiting any violence and further ensure that no firearms, sex workers, betting, gambling, drugs, alcohol or tobacco products are brought, sold, distributed or consumed within the campus of hostels; and
- xxvii. not use University property, assets and equipment for personal gain.

5. ADDITIONAL CODE OF CONDUCT OF PROFESSIONAL ETHICS FOR TEACHING STAFF AND STUDENTS:

A. Teaching Staff and their responsibilities –

Whoever adopts teaching as a profession assumes the obligations to conduct himself/herself in accordance with the ideals of this noble profession. A teacher is constantly under scrutiny of his students and society at large. Therefore, every teacher should ensure that there is no incompatibility between his precepts and practice, the national ideals of education he or she should seek to inculcate amongst students. The profession further requires that the teacher should be calm, patient and communicative by temperament and amicable in disposition.

Teacher should ;

- i. adhere to a responsible pattern of conduct and demeanour expected of him/her;
- ii. recognize the rights of owners of intellectual property like patent, trade mark, copy right, etc. and should desist from infringing and also abstain from indulging in plagiarism;
- iii. not discriminate the students on personal bias in teaching, guiding and academic assessment & evaluation;
- iv. manage private affairs in a manner consistent with dignity of the profession;
- v. seek to make professional growth through continuous study and research;
- vi. perform their duty in the form of teaching, tutorials, practical, seminar and research work conscientiously and with dedication;



- vii. co-operate and assist in carrying out functions relating to the educational responsibility of the schools and the University such as assisting in apprising application for admissions, advising and counselling students as well as assisting the conduct of University examinations including supervision, invigilation and evaluation;
- viii. deal justly and impartially with students regardless of their religion, cast, political, economic, social and physical characteristics;
- ix. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- x. encourage students to improve their attainments and develop their personalities;
- xi. make available to the student even beyond their class hours and help and guide students without any remuneration or reward; and
- xii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

B. Supplementary / Additional Code of conduct for students

Academic / Class room conduct:

All students -

- i. Must be punctual while attending the classes and any other activity at the University and shall not engage themselves in side conversation;
- ii. May eat any food item brought by them responsibly so as to ensure that minimum disturbance / impact is created to others;
- iii. Will not litter or damage any property;
- iv. May leave the on-going class/laboratory only during the emergency situation;
- v. Shall turn off their mobile or keep it in a silent mode;
- vi. Must read all official correspondence from the university, including email;
- vii. Must act ethically and honestly in the preparation, conduct and submission of academic work and during all forms of assessment, including formal examinations and informal tests;
- viii. Should avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically; and



- ix. Shall use University resources, including information and communication technology resources, in lawful and efficient manner and for the University purpose only, unless express permission has been granted.

Regulation of Business activities -

- i. Students may engage themselves in to small / modest level of business activity by obtaining permission from the University provided the same does not disrupt on-going activity at the campus;
- ii. While engaging in the business activity, students are prohibited from using University logo, facilities and other infrastructure for the said purpose, other than the facility earmarked for this purpose ; and
- iii. Students are prohibited from any business with university.

6. ADDITIONAL CODE OF CONDUCT FOR EXEMPT STAFF:

In pursuit of achieving excellence in the academic standard, University believes that the senior level functionaries are subjected to additional restrictions from indulging into certain activities. Therefore, the exempt staff are prohibited from indulging into following activities/conduct.

- i. Union activities
- ii. Submitting joint representations
- iii. Declining to undertake assigned work as per their job description
- iv. Refuse to work beyond their fixed service hours
- v. Indulge in any political activity
- vi. Promote any religious symbols within campus, including hostels
- vii. Bringing extraneous pressure or influence
- viii. Undertaking any private business, unless approval of President has been granted.
- ix. Working part or full time in any other place or institution

7. PROHIBITED ACTIONS / BEHAVIOUR AND CERTAIN RELATIONSHIPS:

The University recognizes the rights of personal liberty and fundamental freedom as contained in the Constitution of India. However, even these freedom are not absolute in terms of the restrictions imposed by the Constitution itself, and at times the rights



of the society are considered paramount and overrides the fundamental freedom in the larger interest of a democratic society. Besides, age old Indian civilized society cherish and follow religiously certain immutable moral values and ethics for centuries governing the righteous conduct and behaviour of an individual. Any action, behaviour or relationship which does not conform to these moral values and ethics, is not recognized and acceptable to the society. Therefore, the University as an organization, which educates and builds next generation, considers befitting and essential to prohibit certain actions, behaviour and unacceptable relationships in the general interest of the University and community & society in particular.

a. The following actions & behaviour are, therefore, prohibited -

- i. resorting to any violence, exploitation of sexual, moral or of physical nature or force.
- ii. entering into intimate relationship with students or any person whether subordinate or superior involving unwelcome sexual advance, request for sexual favour and visual, verbal or physical conduct of a sexual nature.
- iii. creating intimidating or hostile environment for any student, subordinate or colleague.
- iv. resorting to / entering into unwarranted contact or stalking.
- v. recording in any form, photograph or transit any objectionable personal data or matter.
- vi. resorting to domestic violence.

b. Following relationships are, therefore, prohibited;

- i. between teacher and student.
- ii. staff in authority role and student.
- iii. teacher/administrative staff and subordinate.

8. OBLIGATIONS OF INCULCATING VALUES AMONG THE STUDENTS:

All teaching staff, non-teaching staff including exempt employees at the University shall endeavour and strive for inculcating certain values among the students essential for overall development and grow as a responsible citizen. Some of such values have been identified and mentioned below by way of an illustration only, which all exempt staff are under obligation and shall strive to inculcate among the students:



1. Help the student to identify his/her weaknesses whatsoever and help him/her to overcome the same
 2. Develop respect for punctuality, gender differences, hard work, safety procedures and working in team
 3. Develop inquisitiveness towards learning and dignity in doing the work by him/herself
 4. Develop approach towards application of scientific methods and innovations
 5. Significance of ethical conduct in all walks of life
 6. Importance of intellectual and financial integrity
- 9. REPORTING MECHANISM AND CONSEQUENCES OF VIOLATION:**
1. It shall be the duty of every stakeholder to immediately report any suspected violation of this Code to his/her immediate or next superior by way of making a written complaint.
 2. The superior authority shall, without any unreasonable delay, carry out preliminary investigation of the complaint confidentially and forward the complaint to the office of Director (Administration & Enabling Functions) alongwith his/her views.
 3. Director (Administration & Enabling Functions) shall initiate actions of further investigation into the complaint quickly and confidentially and take appropriate actions of either filing the complaint if there no substance and if the prima facie case is established, a due process of issuing charge sheet and further actions may be initiated. This exercise should be completed within a period of 30 days from the date of receipt of complaint.
 4. If the violation is proved by conducting inquiry proceedings, the same should be submitted to the Competent Authority at the earliest opportunity for taking appropriate actions.
 5. It shall be the duty of every stakeholder to fully co-operate during the investigation and further proceedings of any complaint under this Code.
 6. Proved violation shall be considered as misconduct/indiscipline and may result into inviting disciplinary actions including termination of employment/removal from the roll of the University.

10. GENERAL:



1. General Code of Conduct and Ethics (GCCE) does not substitute or replace any applicable laws/regulations and shall operate together with other guidelines/policies of the University.
 2. It shall be the duty of stakeholders to make themselves acquainted about the principles and provisions of the Code and it would be deemed that all the stakeholders are aware about it and no plea of ignorance shall be accepted during the proceedings in case of any violation.
 3. It shall be the duty of every stakeholder to comply with the GCCE in its letter and spirits while conducting the affairs of the University.
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Notified in June, 2017