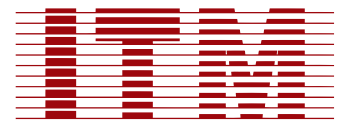




CODE OF CONDUCT



UNIVERSITY
GWALIOR • MP • INDIA

“CELEBRATING DREAMS”

Message from Vice Chancellor

Dear Students, Faculty, and Staff,

At ITM University, Gwalior, we are dedicated to fostering a vibrant and inclusive learning environment that empowers individuals to thrive. This document outlines the core values and expectations that guide our interactions as a university community. The Code of Conduct upholds fundamental principles of respect, integrity, and academic honesty. It establishes clear guidelines for ethical behavior, professional conduct, and responsible use of university resources. The code applies to all members of our community, including students, faculty, staff, and administration. We believe that by upholding these principles, we can create a safe and supportive environment where everyone feels empowered to contribute their best work.

The Code of Conduct is not simply a set of rules; it serves as a foundation for building a strong sense of community. By fostering mutual respect, responsible behavior, and a commitment to academic integrity, we can ensure that ITM University remains a place of excellence, where intellectual curiosity and personal growth can flourish for all.

Vice Chancellor

ITM University Gwalior

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Education is the fundamental right of every Indian citizen. Quality Education lays a strong foundation for Individual growth. ITM University, Gwalior is committed to imparting value-based, quality education coupled with holistic development of students, leading to its motto of “We Understand, We Value, We Promote”.

ITM UNIVERSITY GWALIOR

ITM University, Gwalior is a part of Samata Lok Sansthan offering education in the areas of Management, Information Technology, Pharmacy, Nursing Science, Engineering, Biotechnology, and Paramedical Sciences. The Group has two campuses, and 13 schools, with a faculty strength of around 350 members and more than 4000 students.

ITM University, Gwalior, established in the year 2012 (a part of Samata Lok Sansthan) is a NAAC 'B' Grade accredited institution.

VISION

To be a leading Global Multidisciplinary University that will have transformative impact on society through excellence in teaching, research, creativity, outreach and entrepreneurship and remain firm in pursuit of students' dreams aligned with the motto of ITM University Gwalior 'Celebrating Dreams'

MISSION

- To develop a transformative learning experience for students focused on in-depth disciplinary learning; problem solving; leadership, communication, and interpersonal skills focussed on developing socially and ethically correct citizens.
- To develop conducive environment encouraging (a) free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish (b) attracting and retaining best talent.
- To impact society through regional, national, and global collaborations by engaging with partners outside the university campus.
- To develop multidisciplinary culture through collaborative multidisciplinary projects.

VALUES

A value is defined as "a principle that promotes well-being or prevents harm. The various people responsible for inculcating and evolving human values are parents, religious leaders & gurus in daily life, and teachers at the institute's level. Human values can assure a happy and harmonious human society. We cultivate and inculcate these values in the students and staff through teaching and conducting various value-based activities. The following are the values which are integrated within all the processes of ITM University Gwalior.

Transparency: Reflected in all the operations of the University for students from admission to placements and for employees from recruitment to separation.

Shared Governance: Reflected in the governing structure of the University and the autonomy provided to the officials at all levels.

Inclusivity and diversity: Reflected in the University's culture and climate that seeks, welcomes and advances talented minds from diverse backgrounds as employees and students.

Sustainable Development: Reflected in our shared commitment to lead by example in preserving and protecting our natural resources (green lush campus, bio-fertiliser and

bio-gas plants and use of solar energy), and in our approach to responsible financial planning.

Academic freedom: Reflected in our process used to finalise the curriculum and syllabus and freedom given to the teachers in using pedagogical tools.

Empathy and compassion: Reflected in the care taken during Covid; concessions provided to the employees and their families by the ITM Hospital; concessions in education of employees and their wards.

Integrity: Reflected in our adherence to the highest ethical standards in personal and professional behaviour, and in our commitment to transparency and accountability in governance and everything we do.

OBJECTIVES

The prime objectives of knowing and prescribing human values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness of Professional Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

PROFESSIONAL ETHICS

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession. The conduct or qualities that characterize or mark a profession or professional; implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN GOLDEN RULES

1. Always strive for excellence

This is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand out. Excellence is a quality of service that is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

2. Be trustworthy

In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. To earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

3. Be accountable

To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and their consequences—good or bad.

4. Be courteous and respectful

Courteousness is being friendly, polite, and well-mannered with gracious consideration toward others. It makes social interactions in the workplace run smoothly, avoids conflicts, and earns respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or considerate action. Continued courteous interactions are required to maintain or increase the original respect gained.

5. Be honest, open, and transparent

Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed. This is a virtue highly prized by employers and colleagues, for it builds trust and increases your value to all.

6. Be competent and improve continually

Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills, and behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a prerequisite in offering professional service at all times.

7. Always be ethical

Ethical behavior is acting within certain moral codes following the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

An honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

9. Be respectful of confidentiality

Confidentiality is respecting the set of rules or promises that restricts you from further and unauthorized dissemination of information. Over the course of your career, information confiding in you and increasing your influence within the organization.

10. Set good examples

Applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around and below

you. You must show and lead by a good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional, and prosperous career.

The prime objectives of Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering, management, and Agriculture, like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, and assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious alternative responses to issues and being receptive to creative solutions)
5. Moral communication, to express and support one's views to others.

PROFESSIONAL VALUES

1. Integrity: Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistent moral and ethical standards.

2. Credibility & Responsibility: The obligation of an individual or organization to account for its activities, and accept responsibility for the demand to disclose the results transparently. It also includes the responsibility for money or other entrusted property.

3. Loyalty: Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, society, their fellow citizens, and the nation.

4. Commitment: Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target-oriented efforts are put in to reap efficiency.

5. Attitude: It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. With a positive attitude, people are most successful in their life. One should develop such an attitude that provides synergy and satisfaction in their day-to-day life. A positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness, and good common sense.

6. Valuing Time: Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increasing effectiveness, efficiency, or productivity.

7. Passion: Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

STRATEGIES

In order to fulfill ITM University's mission of advancing teaching, research, and societal service, it is imperative that we collectively embrace the core values of the institution and uphold ethical standards in all University endeavors. With this ethos in mind, our objectives serve as a testament to our dedication to ethical, legal, and professional conduct in every facet of university life, both internal and external.

Outlined below are the primary strategy and applicable to faculty members, staff, and students:

Faculty and Staff:

- **Procedural Fairness:** It is expected that all members of the University community uphold ethical standards of honesty and integrity in their interactions. Guided by principles of fairness, good faith, and respect, we adhere to laws, regulations, and University policies both within and beyond our community.
- **Responsibility:** Each individual is entrusted with the responsibility to perform their duties in alignment with the core values and ethics of the University. This entails exercising sound judgment and prioritizing the best interests of the Institution and the broader community.
- **Compliance with Laws and Regulations:** Members of the University community are tasked with familiarizing themselves with relevant laws and regulations within their spheres of responsibility. Our dealings are conducted in accordance with legal obligations, including contractual commitments authorized by individuals empowered to bind the University.
- **Dedication:** University members are expected to demonstrate unwavering professional allegiance to the Institution and its mission of fostering teaching, research, and societal service.
- **Ethical Research Conduct:** Those engaged in research within the University are held to the highest standards of integrity and intellectual honesty. This entails avoiding data fabrication or manipulation, misrepresentation of results, or appropriation of others' work. Upholding accountability for funding sources, researchers must adhere to contractual obligations and strive for knowledge advancement with honesty, accuracy, and objectivity, while ensuring compliance with sponsor requirements.
- **Utilization of University Resources:** University resources are to be utilized solely for university-related activities, excluding limited circumstances where incidental personal use is permissible under existing policy without conflicting with or

disproportionately affecting University responsibilities. Members of the community are expected to handle University property responsibly, adhering to established laws, policies, and procedures for its use, maintenance, record-keeping, and disposal.

Students:

- **Leadership:** The University is devoted to fostering student success by equipping learners to become ethical leaders in a diverse and globally competitive workforce. Additionally, the University is dedicated to advancing the cultural and economic development of the State, Nation, and World.
- **Academic Integrity:** Academic excellence rests upon a foundation of integrity. Students are expected to approach their work with unwavering commitment, trust, sincerity, and mutual respect.
- **Ethical Behavior:** Students are encouraged to uphold honesty and ethical standards, even in situations where there is no oversight or external pressure to do so. Doing what is morally right is paramount.
- **Punctuality:** Students are expected to demonstrate promptness, punctuality, and sincerity in completing their assignments.
- **Perseverance:** Students are encouraged to cultivate perseverance by adhering to the principles of determination, devotion, and dedication, thus enhancing their global competence and viewing challenges as opportunities for growth.
- **Fraternity:** It is imperative for students to foster a friendly atmosphere and collaborate harmoniously to achieve shared objectives.

Implementation Pathways

To uphold the standard core values, the following actions will be implemented:

- Creating code of conduct for the employees and students of the University.
- Establishing an Ethics and Values cell.
- Familiarizing faculty, staff, and students with literature on ethics and values.
- Conducting annual extension lectures, workshops, seminars, and training programs for faculty, staff, and students.
- Integrating value-based courses into the curriculum.
- Arranging value-based programs and activities through the National Service Scheme (NSS).
- Cultivating an ethical environment that fosters the appreciation of human values.