

Policy Document on Code of Ethics



ICAR-Indian Veterinary Research Institute

(Deemed to be University)
Izatnagar, Bareilly-243122, India

Introduction

The ICAR-Indian Veterinary Research Institute is pleased to declare its policy of Code of Conduct and Ethics to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the Institute.

The Institute's endeavor by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes their growth through individual and collective responsibility.

Jurisdiction

- The Institute shall have the jurisdiction over the conduct of the stakeholders associated /enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.
- The Institute may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and discipline as laid down in this Policy which shall include-
 - Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
 - Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students / staff of the Institute;
 - Possession or use of weapons, explosives, or destructive devices on campus
 - Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
- The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

Ethics and Conduct

This Code of conduct shall apply to all the students enrolled in the university, faculty and other staff, and to be followed while engaged in all the activities on the Institute premises, institute sponsored activities and functions hosted by other recognized organizations.

The Institute is committed to promote a safe and student friendly atmosphere by enforcing behavioral standards among the students. All students must uphold academic integrity, social responsibility to weaker sections, safety of others and national integration.

- While enrolled in the institute, students shall keep the conduct in any off-campus activities also.
- He/she shall be regular and must complete his/her studies in the Institute.
- In the event, a student is found involved in activities against the interest and reputation of the institute, he/she has to follow the disciplinary actions as per the directions of the competent authority.
- Students shall keep themselves abstain from the misconduct and activities those have serious consequences or adverse impact on the Institute reputation.

The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, occupation etc.
- Involving in activities for damaging or destroying the property of the Institute or property of other students and/or of faculty members.
- Any disruptive activity in a class room or in an event conducted by the Institute.
- Unwillingness to follow the rules during examinations / competitions / elections / other events in the institutes

Other activities to be kept abstain include:

1. Organizing meetings and processions without permission from competent authority
2. Being member in any groups against national interest / banned by the Government
3. Unauthorized possession or use of any weapon, ammunition, or explosives in the campus
4. Use of harmful chemicals and drugs
5. Possessing or consuming or supply of alcohol and drugs in the Institute
6. Use of banned plastic in the Institute premises
7. Rash driving on the campus that may cause any inconvenience to others and not following traffic / parking rules while using vehicle in the campus
8. Theft or unauthorized access to others resources
9. Misbehavior at the time of office, class, examinations, competitions, student body elections or during any activity of the Institute
10. Not following proper waste disposal practices in the campus

Responsible use of media / social media

All the staff and students are expected to use various media including social media carefully and responsibly; interaction with media representatives on behalf of the institute or inviting media persons on to the campus without the permission of the competent authority is not permitted. Students are not permitted to post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute. Indulging in any form of harassment which is defined as a conduct that is severe and motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, occupation, gender identity, marital status, ancestry, physical or mental disability, medical condition etc. is strictly not permitted by the institute and is offensive.

Academic Integrity

As a premier Institute for advanced studies and research in veterinary science, the institute values academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and education. The institute is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. The Institute believes healthy cooperation among faculty and students in all academic work, so that due acknowledgement must be ensured for the ideas and contributions of others. Academic integrity is essential for the success of the Institute and its research missions, and hence violations of academic integrity constitute a serious offence.

Scope and Purpose of academic integrity: This is an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy. The purpose of the Policy is:

1. To clarify the principles of academic integrity, and
2. To provide examples of dishonest conduct and violations of academic integrity.

Failure to uphold these principles of academic integrity threatens both the reputation of the Institute and the value of the degrees awarded to its students. Every member of the Institute community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The principles of academic integrity require that a student:

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledges all contributors to a given piece of work.
3. Makes sure that all work submitted as his or her own in any form of academic activity is produced without the aid of impermissible materials or impermissible collaboration.
4. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
5. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include:

(i) **Plagiarism:** which means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Plagiarism can include:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- (c) Self-plagiarism such as copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- (d) Paraphrasing or changing an author's words or style without citation.

(ii) **Cheating:** Cheating may include:

- (a) Copying during examinations, and copying of assignments, theses or manuscripts.
- (b) Facilitating copying, or writing a report or taking examination for someone else.
- (c) Fabricating or falsifying data and reporting them in thesis and publications.
- (d) Creating sources, or citations that do not exist

Individual and Collective Responsibility:

a) Student roles: Before submitting a thesis to the deemed university, the student should ensure submission of thesis to the institute antiplagiarism cell through respective advisor, so as to check the plagiarism using approved software. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and thesis carefully. Faculty members are responsible for ensuring personal compliance with all activities

relating to academic integrity. Faculty members are expected to enforce academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c) Institution roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institute. In the case of a student the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. Upon receipt of reports of any misconduct, the competent authority will take measures for investigation and further necessary actions thereafter.

ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutes and Institutes. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to follow the codes strictly.

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) any act of financial extortion or forceful expenditure burden put on a student by other students;
- f) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- g) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- h) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Director of the Institute and headed by the Joint Director (Academic) examines all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The institute is also having District level anti-ragging committee in which District Collector/District Magistrate is the chairman. Other members of the committee include Joint Director(s), Registrar, Chief Hostel Wardens, Student Welfare officers, representatives from civil and police administration, local media, parents, Students council and student with high grade point. The committee shall regulate the affairs associated with ragging and necessary steps will be taken. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/ examination or other evaluation process.

- Withholding results.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

ANTI-RAGGING SQUAD:

To render assistance to students, an Anti-Ragging Squad has been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the campus. The Squad is active and alert at all times and is empowered to inspect places of potential ragging, and also make surprise visits in hostel and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

STUDENT GRIEVANCE PROCEDURE:

Any student of the Institute aggrieved by any acts of harassment, misconduct or ragging can approach the Student Welfare office at the Institute; wherein separate Student Welfare Officers for male and female students are available. Further, any student who is aware of any violations must report the same to the office. The office consists of members appointed by the competent authority to address the issues associated with student's welfare. In case of grievance, the student should submit the complaint in writing within 20 days of the alleged violation to the office. The office shall take cognizance of the grievance and inform the Committee members to enforce this Code, in cases of any harassment complaints.

STUDENT REPRESENTATION & PARTICIPATION IN GOVERNANCE:

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student representation and participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.



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