



Hope Foundation's

**INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY (I²IT), PUNE**

Plot No. P-14, Rajiv Gandhi Infotech Park, MIDC – Phase I, Hinjawadi,

Pune – 411 057

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### **Code of Conduct and Ethics Policy**

#### **Code of Conduct and Code of Ethics**

The purpose of the Code of Conduct and Code of Ethics is to provide a clear framework within which Students, Teaching and Non-Teaching staff at the International Institute of Information Technology (I²IT) are expected to conduct themselves. Individuals can use these guidelines in their everyday interactions with their colleagues, peers and subordinates and are encouraged to refer to the guidelines if an ethical dilemma occurs. We strive to maintain a harmonious and healthy work environment with honesty, integrity and respect at all levels. This code covers some of the most important issues relating to conduct, and gives a framework of standards and behaviour guidelines. These guidelines are not exhaustive and are subject to amendments from time to time.

#### **Personal and Professional Responsibilities**

Every person as a student, teaching and non-teaching staff is bound and expected to understand their individual responsibilities and commitments through self-discipline and self-initiation. It is the responsibility of every individual to create and maintain a healthy, conducive and highly productive environment for learning at all times.

#### **Equality and Justice (Respect for people)**

In a just community, every individual has the right to access opportunities and not be discriminated. Individuals are expected to act with honesty and integrity demonstrating duty and responsibility under all circumstances.

#### **Workplace Culture**

We always strive to create a healthy, safe and supportive working culture and environment on campus with diverse values. It is a place where students, faculty, staff, visitors and other stakeholders of the Institute are valued, communication is transparent and courteous. Any misunderstandings, grievances are addressed respectfully, positively and judiciously without any discrimination.

#### **Key Faculty Responsibilities on Ethical Aspects**

- a) Faculty are expected to fulfil their academic responsibilities of the Department in accordance with the needs and requirements concerning the conduct of classes specified in the regulations of the Affiliating University
- b) Quality teaching requires continual application, dedicated and diligent efforts and hence the teaching faculty is expected to keep abreast of new developments in their respective fields and must maintain the requisite credentials. He / She should be engaged with his / her particular discipline and should be able to convey to the students the value of the subject. Advising students on academic queries is a part of the teaching responsibility of the faculty.
- c) Teaching responsibilities mandatorily include prompt, regular and timely presence in class / laboratories during the scheduled class / lab hours. With the exception of illness or emergency, a faculty member must make satisfactory advance arrangements and obtain his / her Reporting Authority's approval if he / she will be absent from class / lab or unable to meet his / her teaching responsibilities, or if he / she needs to change a class / lab timing or location. In such a case, it is essential that such arrangements do not cause undue hardship for any student and will be timely communicated to the students in the prescribed manner by the concerned faculty member under intimation to the Competent Authorities.

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- d) Faculty members are expected to perform professional responsibilities with due diligence, and in conformance with professional standards.
- e) Faculty members are expected to respect the rights and academic freedom of students
- f) The Faculty members are also expected to strictly abstain from engaging in behaviour in the discharge of duties that violates commonly accepted standards of professional ethics including conduct of private tuitions and coaching during or after duty hours of the institute. However, extra classes (beyond academic and laboratory hours) are permitted to be conducted on campus ONLY for the benefit of the students with the prior written approval of the Competent Authorities
- g) Refrain from plagiarism, misrepresentation and dishonesty in the performance of responsibilities
- h) Faculty is advised to cease from committing acts that involves moral turpitude proving one's self unfit for his / her position. For the purpose of clarity, conduct involving moral turpitude means intentional conduct, prohibited by law, which is injurious / harmful to another person or to the society and which constitutes a substantial deviation from the normal accepted standards of duty owned by a person to other persons and the society.

#### **Fraud and Corruption**

Students, faculty and staff members are expected to uphold values such as integrity, honesty and ethical values. Corruption is strongly disapproved in all its forms. Exchanging bribes, or intimidating, blackmailing, harassing, threatening any person is deemed corrupt practice and strictly prohibited.

#### **Non-Discrimination**

We do not discriminate against individuals nor permit harassment of individuals on the basis of caste, class, religion, race, colour, sex, sexual orientation, physically challenged or any other legally protected status.

#### **Anti-ragging**

We attempt to create and nurture an environment that is free from ragging, where every individual is ensured of his/her right to live life with dignity and respect. We are committed to creating a community that curbs and curtails ragging in all forms.

#### **Sexual Harassment**

Sexual Harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. We endeavour to provide a place of work and study where every individual is treated with respect, and free of sexual harassment, intimidation and exploitation. Appropriate action will be taken against perpetrators.

#### **Racial Harassment**

Racial harassment is any verbal, physical or written act which is based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with that person. Appropriate action will be taken against individuals who perpetrate discrimination based on race.

#### **Grievance Redressal**

Grievances are but natural in educational institutions. However like disciplinary problems, grievances also benefit none. Hence, there is a need for handling or redressing grievances. All grievances will be redressed with an inquiry, in a timely fashion, and in a manner that is acceptable within a legal framework.

#### **Dispute Resolution and Mediation**

Resolving ethical conflicts may be as simple as a discussion with the party engaging in unethical behaviour. Disputes are best resolved informally directly between the individuals involved. However, we recognize that there are situations when a formal process may be beneficial and additional perspectives may be needed to review a dispute, in extreme circumstances, and if necessary with legal intervention.

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### **Dealing with Confrontations**

It is imperative that any confrontations are constructive and that individuals are accountable for their own actions.

### **Enforcement and Discipline**

Upon notification to the Competent Authorities of the Institution, the person making threats, exhibiting threatening conduct, or committing any other acts of aggression or violence on the Institute's property shall be distanced as quickly as safety permits and shall remain off the Institute's property pending investigation. Any faculty or staff member determined to have committed such acts will be subject to disciplinary action, up to and including termination and/or criminal prosecution. Non-employees engaged in violent acts on the Institute's property will be reported to the proper authorities and fully prosecuted.

### **Social Media Policy**

Social media is a term which encompasses the various activities that integrate technology, social interaction, and the construction of words, pictures, videos and audio. As participation in social media technologies is an integral aspect of many individual's lives, it can lead to a blurring of the public face and private identity of individuals and entities. Individuals are obligated to be responsible for what they write, respect their audience (both visible and invisible) and respect copyrights.

### **Confidentiality of Information**

Individuals with access to official documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Individuals should also undertake to maintain the privacy of oral communications.

### **Nepotism**

Relatives may be employed if they meet the regular guidelines of I<sup>2</sup>IT's recruitment standards. However, faculty or staff members may not participate in or otherwise influence the Institute decisions which involve members of their own families. This includes hiring, promotion, retention, leaves, pay changes, etc. When such a relationship exists and involves people who differ in power within the institution community, it is of special concern because of the potential for conflict of interest and / or abuse of power. In such situations, decisions which must be made free from bias or favour, come into question and the persons involved may benefit from or be harmed by the decisions. The mere appearance of bias or impropriety resulting from such relationships may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine the Institution's sense of community, mutual trust and support.

### **Gift Collection/ Donation**

As giving and receiving gifts in **KIND** is an accepted culture of expressing appreciation, the exchange of gifts and mementos up to the value of Rs. 500/- (Rupees Five Hundred Only) is acceptable practice in certain circumstances such as a gift received as a memento after a guest lecture.

### **Workplace Threats/ Violence / Custody of Weapons**

The campus is a weapons free zone. Prohibited weapons include, but are not limited to, any firearm, pellet guns, handguns, blades, daggers, axes, martial arts devices, stun guns, etc. Strict action will be taken against individuals who possess weapons on campus or perpetrate violence as per the prevalent laws in force.

### **Drug and Tobacco free Workplace**

Smoking cigarettes and possession and / or consumption of alcohol is not permitted on campus. The use, possession, exchange, manufacturing, or distribution of marijuana, heroin, narcotics, other controlled substances and/or paraphernalia is strictly prohibited.

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### **Minors on Campus**

Contractors and outside agencies are strictly prohibited from employing minors to work on campus. Every individual who is employed must supply documents with proof of age, to be submitted for verification as and when demanded by the Competent Authorities of the Institute.

### **Disciplinary Action**

Any violation of any clauses of this Code of Conduct and Ethics Policy shall be sufficient ground for the imposition against the erring individual of the disciplinary action as deemed fit.

### **Policy Compliance**

The Competent Authorities of the International Institute of Information Technology (I<sup>2</sup>IT), Pune will verify compliance to this Policy through various methods, including but not limited to, institutional activities and reports thereon, internal and external audits, and feedback to the Management.

Any exception to this Code of Conduct and Ethics Policy must be approved by the Competent Authorities of the International Institute of Information Technology (I<sup>2</sup>IT), Pune only.

All Students, Teaching or Non-Teaching Staff including the Competent Authorities are expected to follow the Code of Ethics and Code of Conduct with uncompromising integrity, honesty and non-discrimination. It is the duty of every individual to ensure that no situations that defy the code arise, and that any infraction should be reported.

### **Approvals**

**Principal**

**Executive Secretary**

**President**

Date: February 01, 2018

Place: Pune