



ACHARYA INSTITUTE OF TECHNOLOGY

HUMAN VALUES AND PROFESSIONAL ETHICS

PREAMBLE

AIT is committed to upholding the highest standards of ethical conduct. Abiding by these standards promotes mutual trust and public confidence as AIT strives for excellence in its pursuit of knowledge. AIT's core values are the foundation of the academic institution and are essential to sustaining an environment where one can learn, teach, conduct research, work, and thrive. AIT's faculty, staff, and students have a responsibility to work towards the fulfilment of the following values by conducting themselves ethically, with the highest level of integrity, and in compliance with all applicable laws, regulations, and policies.

AIT is committed to achieving and promoting equality of opportunity in its learning, teaching, research and working environments, and to ensuring these environments support positive relations between people, and a culture of respect. The rich diversity of our students, staff and alumni is core and vital to AIT's distinctive reputation for academia.

This Handbook provides a framework for professional practice and decision-making on ethical issues as they arise in the work of Colleges. This also provides an overarching code of ethics by which faculty, staff, and students are expected to abide.



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1. Aim

Pursuit of AIT's mission of teaching, and research requires a shared commitment to ethical conduct in all AIT's activities. This Policy provides a framework for professional practice and decision-making on ethical issues as they arise in the work of AIT. This policy provides an overarching code of ethics and conduct by which faculty, staff, and students are expected to abide.

2. Scope

This policy relates specifically to the academic activities of

i) Learning and teaching and ii) Institutional values.

An environment that encourages the highest level of integrity from its members is critical to AIT. Adherence to the highest standards of ethical conduct is an integral part of AIT's long-term goals of attracting quality students, faculty, researchers and staff; ensuring proper stewardship of its resources; and attracting gifts, grants, and other forms of support.

3. Definitions:

3.1 Values

Values are the shared, fundamental beliefs held by AIT as a community of learning; they should be seen as a reflection of the culture of the institution. Values comprise the normative foundation upon which all of AIT's policies and practices should be built.

3.2 Ethics

Ethics means a moral philosophy or set of standards practiced by a person or group of people. Most ethical judgments result from a process of values-informed debate in which various principles and considerations contribute to the final outcome.



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3.3 Conduct

The codes shall apply to all sorts of conduct of students within the college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interest or reputation.

3.4 Academic integrity

It is essential for the success of the institute and its research missions as well, and hence its violation constitutes a serious offence. Ethics is a moral philosophy or set of standards practiced by a person or group of people.

3.5 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.

3.6 Gender discrimination and allied harassment:

Acts of discrimination on gender and sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, email, or pictures of an insulting or degrading sexual nature which may constitute harassment which shall depend on the circumstances of each case.

4. Purpose

AIT is committed to upholding the highest standards of ethical conduct. Abiding by these standards promotes mutual trust and public confidence as AIT strives for excellence in its pursuit of knowledge. AIT's core values are the foundation of the academic institution and are essential to sustaining an environment where one can learn, teach, conduct research, work, and thrive. AIT's faculty, staff, and students have a responsibility to work towards the fulfilment of the following values by conducting themselves ethically, with the highest level of integrity, and in compliance with all applicable laws, regulations, and policies.



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5. Ethical Principles

Principles are the products of ethical reasoning, taking account of the institution's values and providing practical, general guidance that must be observed in all relevant situations. They can be used as points of reference when evaluating "the ethics of practices" in the areas of research and innovation and learning and teaching.

6. Research & Innovation:

This policy sets out clear guidance for all members of staff and students involved in research on the Acharya Institute's policy on ethical research practice. The aim of this Institute policy is to promote and ensure that conduct of research conforms to the highest standards.

The Research Ethics Policy is intended to:

- 6.1** Provide standards to safeguard the rights of individuals and groups with whom researchers interact, including the Institute and its staff.
- 6.2** Educate staff, students and any interested parties, including the public, of ethical points of consideration that may arise from research activity; direct researchers to adhere to best practices relating to the ethical development, implementation and dissemination of research.

7. Learning and Teaching

AIT embraces the following general principles governing its learning and teaching activities, aiming to maximise students' potential, and encourage democratic participation in civil society:

- 7.1** Teaching methods and styles adapted should be inclusive, taking full account of the diversity of students.
- 7.2** Learning and assessment requiring public engagement must be ethically reviewed.
- 7.3** Faculty & Students should be encouraged to develop informed opinions.



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7.4 When teaching involves the use of material that might be reasonably expected to cause offence or distress, the representatives should be informed in advance and given the opportunity to opt out.

8. Honesty and Integrity

We demonstrate honesty and transparency in all communication and conduct while maintaining the highest level of integrity. We uphold the values of this code and make decisions based upon the greater good conducting ourselves free of personal conflicts, nepotism, self-dealing, using resources for personal benefit, or appearances of impropriety. Our commitment to ethical standards is communicated through both instruction and example.

9. Respect

In our commitment to inclusiveness, diversity, and mutual respect for differences, we

9.1 Demonstrate respect towards the rights and dignity of others.

9.2 Show concern for the welfare of others.

9.3 Avoid all forms of harassment, discrimination, threats, or violence.

9.4 Expect equality, impartiality, openness, and due process without reference to individual bias.

10. Stewardship and Compliance

We utilize all resources and information entrusted to our care in a wise and prudent manner to achieve our educational mission and strategic objectives. We uphold civic virtues and duties by obeying laws and policies. Practicing good stewardship includes:

10.1 Using AIT property, equipment, finances, materials, electronic and other systems, labour, and other resources only for legitimate AIT purposes.

10.2 Preventing waste and abuse.

10.3 Promoting efficient operations.



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- 10.4** Following sound financial practices including accurate financial reporting, processes to protect assets, responsible fiscal management, and internal controls.
- 10.5** Engaging in appropriate control and monitoring activities.
- 10.6** Promoting continuous education of policies, and guidelines.

11. Accountability and Responsibility

We take responsibility for our choices and actions by upholding accountability and not assigning or shifting blame or taking improper credit. We exercise the utmost diligence in ensuring that all our AIT operations adhere to appropriate protocols and best practices. We act with responsibility by reporting instances where these standards may not have been upheld.

12. Avoidance of Conflicts of Interest

We have an obligation to be objective and impartial in making decisions on behalf of AIT. We disclose potential conflicts of interest and adhere to any management plans created to eliminate conflicts. We ensure that personal relationships do not interfere with objective judgment in decisions affecting AIT employment or the academic progress of anyone.

13. Zero Tolerance: Discrimination and Harassment

AIT is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, colour, national origin, religion, age, differently abled, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, military status, domestic violence victim status, or criminal conviction status. This includes, but is not limited to, recruitment, the application process, examination and testing, hiring, training, grading, disciplinary actions, rates



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of pay or other compensation, promotions, classification, transfer and reassignment, discharge, and all other terms and conditions of employment, educational status, and access to AIT's programs and activities. Employees, students, applicants, or other members of AIT community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment treated adversely based upon a protected characteristic.

13.1 AIT will provide consideration to ensure the full participation of individuals in AIT's programs, when such requests are reasonable and necessary due to differently abled status, religion, pregnancy, maternity, breastfeeding, transgender status, or sexual violence victim status.

13.2 Retaliation against anyone who reports discrimination, participates or assists in an investigation, or opposes a discriminatory act, practice, or policy is prohibited by this policy. Retaliation is not tolerated and may result in a referral to AIT's disciplinary process.

14. Prevention of Sexual Harassment at Workplace.

In pursuance to the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) receives and redresses complaints on sexual harassment at workplace. All employees are communicated about the functioning of ICC at AIT.

15. Fraud and Irregularities

15.1 Awareness and Reporting

Our commitment to acting with integrity for the greater good and upholding the highest academic and professional standards requires that all members of AIT treat one another appropriately and fairly, and that communications of all kinds are not offensive.

AIT is committed to ensure honest behaviour, ethical conduct, and responsibility. All members of AIT have a responsibility for stewardship of AIT's



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resources and are expected to report concerns if they have a reasonable basis for suspecting that fraud or other irregularities have occurred.

15.2 Protection from Retaliation

Employees and individuals who lawfully report suspected fraud, irregularities, waste, or abuse will not suffer discharge, demotion, suspension, threats, harassment, discrimination, or other forms of retaliation for reporting good faith concerns. Reports of retaliation will be reviewed and investigated in the same way other allegations of misconduct are handled. AIT will provide appropriate support to employees who report concerns.

15.3 Acting in Good Faith

Individuals who report concerns of suspected fraud or irregularities must act in good faith and have reasonable evidence for making the report. Allegations that prove to have been made maliciously or knowingly to be false are not protected under the good faith standard, and therefore are subject to disciplinary action.

Innovation, creativity and freedom of academic enquiry and expression are enshrined both by law and the need to ensure openness and respect in relations within our community. Provided that these requirements are met, AIT will support staff and students seeking to publicise the results of research and scholarship that has been carried out as a part of their roles within AIT.

15.4 Responsibility

The Governing Body is responsible for ensuring that AIT retains the highest levels of academic and professional integrity and that we deliver our obligations in relation to Corporate Social Responsibility

16. Nepotism

16.1 Conditions:

16.1.1 AIT is committed to maintain an environment in which employment, academic, research, and procurement decisions are made with the highest



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degree of integrity, and to promote a positive academic and work environment free from favouritism or impropriety. Accordingly, employment, academic, research, and procurement decisions will be based upon merit and qualifications.

- 16.1.2 Family, personal, relationships will not preclude a qualified individual's hire, promotion, admission, or advancement, nor will they prohibit contracting with a qualified vendor. However, AIT employees may not make employment, academic, research, or procurement decisions related to an individual with whom there is a family, personal, relationship.
- 16.1.3 Members of AIT should not influence, either directly or through others, AIT's employment or academic progress of a person with whom he or she has a family, personal, relationship; nor may employees award contracts to someone with whom they have such a relationship. Individuals with authority to make decisions must make efforts to ensure that no preference is given to applicants, employees, or vendors who are personally related to AIT employees, except as necessary to promote legitimate AIT's objectives (e.g., partner accommodation).
- 16.1.4 Family / personal / relationships may exist between an applicant or employee and someone higher in the department's chain of command. Individuals who are higher in a department's or area's chain of command (e.g., manager) must disclose to AIT's HRD when family, personal, relationships exist with others who are subordinate to them in the department or area and take appropriate action to avoid conflicts of interest.
- 16.1.5 AIT's Strategy describes AIT as ambitious, responsible, and open, and includes a commitment to "act with integrity for the greater good" and to "insist on upholding the highest academic and professional standards". As matter of social responsibility AIT reserves the right to refuse funding from organisations that do not share its values and requires members of its community to exercise due diligence when entering into agreements with



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such organisations. These commitments are also reflected in our Research Ethics Policy.

16.2 Disclosure

Nepotism can create situations such as favouritism and conflicts of interest, which violate equal opportunity laws in the workforce and student body. Even where a family, personal, relationship has no direct influence on employment, academics, research, or procurement, action may be required to eliminate perceived favouritism when the relationship may have a material bearing on the educational or work environment. AIT employees must exercise good judgment to identify and report situations where a family, personal, relationship may call into question the integrity of a decision affecting terms and conditions of employment, academic progress, research, or procurement. Employees are urged to disclose the facts if there is any doubt rather than fail to disclose in cases where a relationship exists or existed in the past.

16.3 Exceptions

Exceptions to this policy may be granted in rare circumstances when eliminating the perceived conflict would unreasonably disadvantage one or both of AIT's members in the family, personal relationship, or where an individual's appointment or promotion is required by applicable laws, regulations, or sponsor requirements. In the case of an exception, written alternative arrangements must be developed to ensure that employment and academic decisions are made impartially.

17. Academic Honesty

AIT strongly values the principles of academic honesty. Maintaining academic honesty includes:

- Creating and expressing your own ideas and work
- Properly citing and referencing other people's ideas and work, giving appropriate credit



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- Seeking appropriate, approved assistance from outside sources or persons (e.g., tutors)
- Acknowledging collaboration
- Performing with honesty during examinations, avoiding collusion, collaboration and/or the use of unauthorized resources

AIT will not tolerate instances of academic dishonesty and will provide appropriate educational and punitive sanctions for violations of this policy. Sanctions may range from corrective action programs up-to suspension and expulsion. Academic dishonesty may include any cheating on academic work, plagiarism (either intentionally or unintentionally failing to properly document ideas or quotes from sources), and any dishonesty in regard to academic work.

18. Equal Opportunity

18.1 Introduction

AIT is committed to providing equality of opportunity for all irrespective of their category based on age, disability, ethnicity (including race, colour and nationality and Caste), gender, gender reassignment, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity etc.

The policy is relevant to all members of the AIT's community, including:

1. All members of staff including those with full-time, part-time and contractual, honorary staff, and staff from other institutions or organisations on placement, or working as a visitor at AIT.
2. All students, including of foreign nationality, exchange and interns.
3. Visitors, including individuals collaborating on AIT's premises.
4. Volunteers working at AIT.
5. Individuals working or acting on the AIT's behalf, including suppliers of goods and services.



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18.2 Aim

1. To ensure equity and equal opportunity to the community at large in AIT and bring about social inclusion.
2. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
3. To create a socially congenial atmosphere for interaction and for the growth of healthy interpersonal relationships among the students coming from various backgrounds.
4. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
5. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
6. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
7. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
8. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to eligible groups.
9. To organize periodic meetings to monitor the progress of different schemes.
10. AIT will follow appropriate search and selection procedures, giving due consideration to matters of fairness, transparency, equality and diversity.

18.3 Responsibilities

1. The Principal and the Director-Admin has ultimate responsibility for ensuring that this policy is implemented. Senior Faculty is accountable for delivering the equality commitments in their designated areas of responsibility. The



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nominated Equality and Diversity Cell also has specific responsibilities for supporting and guiding the implementation of this policy.

2. All staff, students and others to whom this policy applies is responsible for ensuring their own understanding of this policy and for seeking clarification on any aspect of the document as required. Staff and students will be reminded of their responsibilities through the appropriate communication channels.
3. All staff and students of AIT, those carrying out work or delivering services on behalf of AIT and our partners, are required to adhere to this policy and everyone is expected to support AIT in promoting good relations and challenging discrimination and harassment.

19. Special note for Persons with Disabilities (PWD) as per the Govt. of India regulations:

1. AIT follows Government of India instructions issued from time to time, for empowerment of PWD. It has been the endeavour of the Institute to maintain conducive and harmonious work environment, infrastructure to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for his or her integrity equally with others.
2. In accordance with the provisions of the Right of Persons with Disabilities Act, 2016 and Rules, the Institute strives to provide opportunities and facilities to persons with disabilities to participate, perform and excel in their work on an equal basis in everyday life.
3. The persons with disabilities are encouraged to attend trainings as and when required to enhance their capabilities to enable them to effectively discharge their duties in the Institute.

20. Protection of Children

The purpose of this Protections for Minors on Campus and in Institute Related Activities and Programs ("Policy") is to promote the health, safety, and welfare of Minors on campus and in connection with AI sponsored or affiliated programs and



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activities, whether located or occurring on or off campus, or in the course of regular business.

To support the protection of Minors, defined as persons under the age of 18, this Policy outlines what is required of employees, coaches and Athletic Department staff, students, student employees, contractors, vendors, and third parties, and volunteers who work in activities and programs with Minors. Among other things, this Policy sets out the expected behaviour of all Authorized Adults; creates a mechanism and rules for reporting any neglect or abuse; educates and informs individuals of their reporting obligations in instances of known or suspected child abuse or mistreatment of any kind; and prohibits retaliation against anyone acting under this Policy.

20.1 Mandated Reporting of Child Abuse and Neglect

Institutes' administrators have an independent and individual obligation to report known or suspected child abuse, neglect and abandonment to the Labour authorities of the jurisdiction.

Reports may be made (24 hours a day, 365 days a year) by phone using a toll-free telephone number, or by web-based report.

20.2 General requirements

Minors should be supervised at all times by an Authorized Adult while participating in an Institute -sponsored program or activity. Minors visiting campus for reasons other than Programs as identified by this Policy shall be under the sole supervision of that minor's parent or guardian, who are exclusively responsible for a minor's supervision, safety and actions, and who may not ask another person within the AI to accept responsibility for the child while on campus.

Program staff including all Authorized Adults under this Policy that have direct contact with minors or supervise a Program with minors are required to have a background check on record with the Institute before the adult is hired or allowed to engage with minors or to perform any services related to any Program.



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20.3 Background check

Background screens will be conducted in accordance with the Institute's Background Screening Procedure. Any person who has been convicted of or has pending charges pertaining to any of the disqualifying offenses listed in this policy will be immediately disqualified from participating in any Program involving minors. disqualified.

A decision not to permit an individual to participate in a Program or activity covered by this policy based on the results of a background check will be made by HR after consultation with the appropriate Authority.

All Authorized Adults who have either direct contact with minors or access to personal information concerning minors are required to have a current background check on record with the Institute at the time of hire and/or beginning work with minors.

All contracts for the services of independent contractors that will be working with minors must include a provision assuring that the employees of such independent contractor/s have complied with, at a minimum, background screens and training comparable to those required by the Institute under this Policy.

20.4 Orientation training

Each Authorized Adult who will be participating in a Program covered by this Policy must attend mandatory orientation training on the standards of behaviour requirements of this Policy.

20.5 Children in the workplace

- a) Children visiting campus for any reason must be under direct supervision at all times. A student, or employee bringing a child to campus is solely



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responsible for the child's supervision, safety, and actions and may not ask another student, or employee to accept responsibility for looking after the child.

- b) The Institute will not accept liability for the child's presence on campus.
- c) This policy does not prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities or programs specifically approved and scheduled for their benefit (i.e., AI athletic camps, sponsored family activities, etc.).
- d) The Institute has no facilities for childcare, thus, children will not be allowed in the work environment except for a brief visit pursuant to this policy. All employees should remember that the Institute is a work environment and should be treated as such.

21. Women Welfare

21.1 About Women Cell

Women Cell is initiated in this institution to serve the purpose of Female Fraternity. Acharya Institute of Technology recognizes the need to inculcate a culture of respect for the female gender and the creation of a climate which is free of gender discrimination, sexual harassment. It aims to cultivate an atmosphere where men and women work together towards the growth and prosperity of the institution in a safe and healthy academic environment.

21.2 Objectives

- 1. Committed to fulfil the Institution Vision.
- 2. To sensitize about women safety and gender equality.
- 3. To provide a platform for women to express their grievance/seek redressal in the work life.



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21.3 Roles and Responsibilities

The cell will aim to redress cases brought forward by anyone enrolled in AIT in any capacity by empathizing with them and bringing in professional guidance and support to overcome the situation. The committee would meet based on issues and would record reports every three months.

The cell will aim to address and keep away gender discrimination, sexual harassment, and promote gender amity, gender justice and full-fledged support to person in trouble. Gender discrimination is a situation in which a person is treated less because of their biological difference or sex difference. This is usually referred to a woman being treated less compared to their men counterpart.

Sexual harassment includes unwelcome sexually determined behaviour such as

- Physical contact and advances
- Demand or request for sexual favours
- Showing pornography
- Any other unwelcome physical, verbal, non-verbal conduct of sexual nature.

According to code of conduct at workplace prepared by the National Commission for Women in 1998, sexual harassment includes such behaviour as

- Eve teasing
- Unsavoury Remarks
 - Jokes causing awkwardness.
 - Gender based insults.
- Sexual overtones in talking.
 - Touching and brushing while talking
 - Display of pornography.

Gender Justice is ensuring sexual equity and equality, non-hierarchy and non-discrimination and protective safeguards.

21.4 Operations and Actions



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- 21.4.1 Information to all students/ members of staff, teaching and non- teaching about the formation, objectives and existence of women cell will be passed on by an e-mail. This is to bring about awareness about existence of a cell. Any member in the committee can be contacted for help.
- 21.4.2 When an issue is reported, the members of the committee will understand the matter and take a written complaint. Formal enquiry will be set up by the committee with the person who complained and the one on whom the complaint is launched.
- 21.4.3 A fair enquiry will be conducted, and chairman will decide on the plan of action.
- 21.4.4 If there is prima facie case lawyers/ counsellor's advice will be taken.
- 21.4.5 Empathy and secrecy will be maintained to get the victim into mainstream activities and life.

21.5 Awards for girl students (recognition or cash prize)

- 21.5.1 Medhavi Chhatra Award: To the student who gets the highest score in 1st, 2nd and 3rd year respectively.
- 21.5.2 Udyamita Award for Entrepreneurship.
- 21.5.3 Kala Shresthi Award: To student showing exceptional performance in Dance, only if the college is associated with organizations like SPIC. MACAY or the student is trained in dance by the institution or outside the institution or self-trained.

Or

To students excelling in arts, only if the Institution has a design school or the student is formally trained in art and design.

- 21.5.4 Mirabai Award: To the student with exceptional performance in music, only if the college is associated with organizations like SPIC MACAY or the student has received formal training and education in music.
A separate award for dramatics should also be instituted.
- 21.5.5 Ojaswi Award: To students excelling in sports.



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21.5.6 Nivida Award: To students performing exceptional work in social services, only if the undertaken initiatives are complementary to Swachhata Abhiyan, Water preservation, tree plantation, literacy, education and other activities related to community and social development.

21.5.7 Navonmesha Award: To the student who comes up with novel ideas in technology and innovation.

21.5.8 Vaicharik Award: Role of Women in society in ancient past Rigveda times

21.6 Awards for women faculty

Awards for women faculty and staff members (recognition or cash prize) Maitreyi/Gargi/Gayatri to pamudra etc.

21.6.1 Maa Saraswati Award: To the woman faculty who helps students understand the concepts better and receives best feedback.

Or

21.6.2 To faculty who enhances skills among students and makes them industry ready.

Or

21.6.3 To faculty who helps students in personality development

Or

21.6.4 To faculty who helps students outside classroom for internships, projects or industry placements.

Or

21.6.5 To staff members who inculcate in learners the value of clean and green environment.

Or

21.6.6 To staff members who help students by providing conducive learning opportunities for laboratory work and experimentation.

21.7 Seminars

Seminars on gender sensitisation, gender bias and stereotyping, gender equality and women's rights:



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Institutions should conduct regular seminars with the help of women ambassadors/Gender champions/Gender rights activists and faculty members to help students understand gender concepts, gender related issues and problems, and the way forward for gender equality and harmonious society.

21.8 Classroom Activities

Faculty members should conduct classroom activities which could help the students understand the differences among genders but learn to respect each other's qualities and live in harmony. These activities have to be conceptualized by the Institutions. Some examples may include (but not limited to) the following:

21.8.1 Brain Storming Exercises/Debating/Focussed Group

Discussions Understanding Gender and its Concepts: It is important to understand gender as a concept as derived for women and men by virtue of their social and cultural positioning in the society. This will help us strengthen our understanding of concepts like sex and gender, gender equality, gender mainstreaming, gender needs, gender sensitivity, gender budgeting etc. This can happen through quiz shows, games, debates, discussions etc.

21.8.2 Role play Role play should focus on role reversals for facilitating a better understanding of gender roles and gender stereotypes. Following the role play the students should share their feelings, information and approach towards the issues at hand.

21.8.3 Games on breaking stereotypes: Make one or two popular students of the class to stand. Ask the class to describe them in one word and write it on the black board. Ask the student if the class is right in their understanding of the student's traits. Continue this till 3 times or until one student says that this one word is not his/her true description. Then explain how stereotyping may not always be true.

21.8.4 Add – Group discussion – Gender & development, gender and sustainable development, gender and natural resources, gender and equality, gender and health, gender and law, gender and caregivers etc.



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21.8.5 Girls hostels to conduct sessions on self-defence, self-awareness, decision making, empowerment – economic, social and political, women health and yoga.

21.8.6 Girls hostels to conduct session on women health, yoga, nutrition, grooming, dance and music, self-defence etc.

21.9 Hostels

Girls hostels to keep the environment lively through activities such as, literary and cultural events, debates, quiz shows, declamations, dramatics, film making, model making, project work, handicraft exhibitions, photograph exhibitions, poster making, video screening of AICTE hosted sessions, informative videos etc.

21.10 Institutional events

During institutional events, girls may be encouraged to participate actively in the conception designing, implementation, event management, monitoring, and coordination of events.

21.11 Value education

Ensuring value education in institutions is an added measure for safety of women on campus. The Universal Human Values, that are a mandatory part of Induction program, should be imparted in all institutions.

21.12 Internal Complaint Committee

Institutions to ensure that they have an Internal Complaint Committee (ICC) for women (Students and Faculty).

21.13 SWAYAM Courses

Faculty members could undertake courses on SWAYAM on these issues. Some of the available courses are:

21.13.1 Gender Justice and workplace security

21.13.2 Power of women: Achievers from past to present and potential

22. Grievances:



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1. If a staff member or student perceives that they may have been unfairly treated in respect of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation background, they should speak to their superior in the first instance.
2. Alternatively, advice can be sought from the Human Resources Department, Equality and Diversity Cell.
3. Students should normally speak to their Proctor in the first instance. Alternatively, advice can be sought from the Equality and Diversity Cell.

23. Reporting Ethics Policy Complaints and Violations

AIT is committed to an environment where open, honest communication is the expectation, not the exception. All employees, staff & students are encouraged to submit reports relating to activities that involve unethical behaviour or violations of ethical standards.

24. Responsible Office

The IQAC will review and investigate as appropriate all reports and, when warranted by the facts, require corrective action and discipline in accordance with policy and law. Employees who make a good faith report of suspected fraud, waste, or abuse are protected from retaliation.

25. Ethical Review

25.1 Background:

All research and innovation activities undertaken by staff and students of AIT (and by others in collaboration with us) requires ethical review. Ethical review should be proportionate by taking into account work having no material ethical concerns, and projects intended to provide a learning experience rather than advancing knowledge.



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25.2 Learning and teaching

25.2.1 Ethics should be a part of the curriculum and explicitly included in teaching and in course materials wherever ethical questions and decisions are relevant to a subject's activity. Heads of Department should report on this issue in their annual reviews. Every student in a programme should have opportunities for reflection and debate on relevant ethical issues.

25.2.2 Ethical choices and issues may arise in relation to the learning, teaching and assessment methods adopted, including students' experiences on placements and in work-based learning contexts. Members of staff need to be alert to any potential for pedagogic practice to treat students, or ask students to treat others, in ways that are unethical.

25.3 Ethical issues that may be relevant in teaching programmes include:

25.3.1 The ethical design conduct and dissemination of research.

25.3.2 The impact of subject matter on individuals or identifiable groups including but not necessarily limited to those groups directly specified in legislation on equality and diversity.

25.3.3 The understanding and analysis of the context and mechanisms of choice between alternative policies or practices

25.3.4 The impact of applications of the subject matter on the environment

25.3.5 The impact of the subject matter on creativity, freedom and autonomy

25.3.6 The understanding of historical and cross-cultural differences in ethical consideration and standards teaching programmes should encourage open debate on how ethical issues might be identified and resolved.

25.3.7 All undergraduate and postgraduate students involved in research projects are required to consider the ethical dimensions of their work and to follow the sections of the Policy relating to research ethics and research integrity (Research Ethics Policy #). General advice can be obtained from their supervisor, departmental ethics representative, or from the Campus Director.



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26. AIT Ethics Committee

26.1 Committee

AIT's Ethics Committee takes a broad overview of the ethical issues relating to the academic activities of AIT, recognising that some funding, such as those relating to AIT's wider strategic interests (business relationships, partnerships, procurement etc.,) will need to be considered by the executive board. AIT's Ethics Committee reports to AIT's Chairman, AIT. It is chaired by the Campus Director. There is representation on the Committee from the members of the Management in recognition of the ethical responsibilities of the Governing Board. AIT's Ethics Committee is responsible for ensuring that values and principles referred to above are applied in all parts of the Campus.

26.2 Training and Research Integrity:

Ethics training for staff and undergraduate and postgraduate students will include discussions of integrity and the relevant codes of practice of AIT and external bodies. Members of research ethics committees will receive additional training appropriate for their roles.

26.3 Management and communication

The implementation of this Policy requires that:

26.3.1 Faculty in all areas of AIT are responsible for considering the ethical dimensions of the research and innovation and learning and teaching activities in their area and are accountable for the ethical consequences of their choices and actions.

Heads of Department and Principals are responsible for ensuring that necessary committees are in place, that they report to AIT's Ethics Committee, and that staff and students are informed of ethical issues in their subject areas.

26.3.2 All members of AIT's community have the right to raise ethical considerations, seeking advice if necessary, from their Departmental ethics



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representative, Chair of the relevant Faculty Ethics Committee, AIT's Ethics Adviser

26.3.3 AIT will designate an Ethics Advisory Team whose job is to manage and scrutinise AIT's ethics processes to:

26.3.3.1 19.3.3.1 Establish best practice in ethical standards relating to research & innovation and learning & teaching, across the Campus.

26.3.3.2 Advise AIT's Governing Board where appropriate on ethical issues.

26.3.4 Chair the ethics-subcommittee.

26.3.5 Develop, implement and oversee new policies, procedures and practices relating to ethics, integrity and governance.

26.3.6 Provide strategic guidance, general advice and support concerning ethics to those undertaking related activities.

26.3.7 Coordinate training of staff and students in relation to this policy.

26.3.8 Ensure AIT ethics procedures are broadly consistent with external national and international standards and procedures.

27. Ethical Responsibilities Staff:

27.1 Professional conduct.

Staff members will conscientiously and professionally fulfil their assigned responsibilities relative to faculty, students, colleagues, customers, and clients. They will meet reasonable standards of work quality and quantity, as established by their supervisor. They will act with honesty and integrity in all matters related to their employment. When fulfilling workplace responsibilities in supervision of other staff, supervisors will demonstrate professional conduct through both instruction and example. All staff will support intellectual freedom among all members of AIT:

27.1.1 Staff will report to work free of influence of alcohol and drugs that may impair their performance and ability to perform their work in a safe manner.



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27.1.2 Staff will refrain from unauthorized use of work effort or resources for non-AIT Activities.

27.1.3 Staff will maintain regular attendance and provide an acceptable quantity and quality of work.

27.1.4 Where appropriate, staff will promote and protect diversity of opinion in the workplace, in support of intellectual freedom.

27.1.5 Supervisors will be responsible for encouraging the intellectual and professional growth of staff members for whom they have supervisory responsibility.

27.2 Fairness.

Staff will be fair and treat equitably all members of AIT's community:

27.2.1 Staff will adhere to respecting Human Rights.

27.2.2 Staff will disclose and manage any real or reasonably perceived conflicts of interest, so as not to interfere with objective judgment.

27.2.3 Supervisors will be held accountable for fairness related to those staff members for whom they have supervisory responsibility and will carry out their supervisory responsibilities consistent with the standards outlined in this policy.

27.2.4 The equitable treatment of staff will be based upon consideration of the relevant facts and circumstances to the individual situations, which may lead to differences in treatment based upon these factors.

27.3 Civility.

Staff will treat members of AIT's community with dignity and respect. Staff must not engage in, nor permit incivility in or affecting the workplace or classroom:

27.3.1 Staff will respect the diversity of individuals in the workplace and respect the differences among them.



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27.3.2 Staff will not use threatening, intimidating, or abusive language, or otherwise engage in conduct that creates a hostile environment that interferes with work of the unit.

27.3.3 Staff will comply with AIT's Policy on Non-Violence

27.3.4 Supervisors will establish and maintain standards for collaborative interaction among peers and employees that is characterized by respect, honesty, and service, and will constructively manage conflict as it occurs.

27.4 Compliance.

Supervisory staff will see that those who report to them are informed about, understand, and comply with regulations, policies, or procedures. Staff will understand and comply with government regulations related to their duties. Staff are responsible for adherence to AIT's policies and procedures:

27.4.1 Staff will comply with health and safety regulations and policies, including those governing the reporting of workplace injuries or illnesses, and use of hazardous materials in the workplace.

27.4.2 Staff will comply with AIT's policies governing the use and protection of AIT's resources.

27.4.3 Staff will comply with procedures to assure the ethical treatment of humans and animals in research.

27.4.4 Staff will report any unsafe workplace conditions or practices to appropriate AIT's authorities.

27.5 Information and data management.

Staff will act with honesty and integrity with respect to information and data management, and will respect the rights and dignity of all AIT members by keeping confidential information secure, including records, student records, library circulation records, and employee personnel, grievance, and medical files:

27.5.1 Staff will refrain from any breach of confidentiality, falsification, fabrication, destruction, inappropriate and/or unacknowledged



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appropriation, or other misuse of data, and shall report any violations of such to appropriate administrative authority.

27.5.2 Supervisors are responsible to establish appropriate safeguards for the information and data under their authority, and to assure their staff members have the ability and expectation to comply with appropriate expectations for the protection and appropriate use of this information.

27.5.3 All staff will adhere to AIT's IT policy on the Acceptable Use of Information Technology Resources

27.6 Stewardship.

Staff will exercise fairness, integrity, and respect in the use of AIT's resources, and will be responsible and accountable for the appropriate use of AIT's equipment, facilities, and all other AIT's assets:

27.6.1 Staff will safeguard AIT's time and property from inappropriate use, appropriation, or abuse.

27.6.2 Staff will not accept money for research or gifts on behalf of AIT's or as part of their Institutional activities except as prescribed by AIT's Rewards & Recognition policy

27.6.3 Staff will assure that all funds provided for research must be spent in ways consistent with the funding documents and in compliance with the guidelines on allowable costs.

27.6.4 Staff in charge of budgets will monitor records of expenditures for compliance with AIT's policies and procedures and will allow these records to be viewed by appropriate parties.

27.6.5 Staff are strongly encouraged to report potential financial fraud or other inappropriate use of AIT's assets through one of the following options:

27.6.5.1 Through their normal line of authority, starting with their supervisor, or anyone above, or,

27.6.5.2 To any financial or Human Resources representative within their organizational unit (e.g., college), or,



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27.6.5.3 To an AIT's office such as CD/ ED/ Human Resources/ or Office of Internal Audit,

27.6.5.4 Supervisors are responsible for the staff assigned to them, and will correct, through education, coaching or discipline, any violations of AIT's policy or lack of satisfactory performance.

28. Code of Conduct

28.1 Institute Level Academic Administration

It would include Vice-chancellor, Pro Vice-chancellor / Rector, Deans of Various Faculty, Heads of Departments, Director of Institute, Proctor, Registrar, Finance Officer, Academic Statutory Bodies, etc. The authority would

1. be responsible, as the principal academic and administrative officer of the HEI, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the University and AIT are duly observed, and business of the university is carried out in strict adherence thereto.
2. comply with laws, rules, and regulations of the government applicable to the AIT.
3. provide inspirational and motivational value-based academic and executive leadership to the AIT through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of AIT.
5. act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of AIT to the maximum extent.
6. follow the objectives and policies of AIT and contribute constructively to their ongoing evaluation and reformulation.
7. maintain the confidentiality of the records and other sensitive matters.



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8. endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
9. refrain from any misappropriation of financial and other resources.
10. refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

28.2 Governing Body

The function of the governing body is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. The members would

1. work in the best interest of the AIT.
 2. work co-operatively with fellow members in carrying out their responsibilities.
 3. act honestly and in good faith at all times in achieving institute's intended outcomes.
 4. maintain the confidentiality of information.
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28.3 Administrative /Support Staff

Administrative/ Support staff would

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. encourage the staff to maximise their efficiency.
3. create conditions that inspire teamwork.
4. act timely to readdress the genuine grievances.
5. maintain the confidentiality of the records and other sensitive matters.
6. co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. care for the institute's property.
8. facilitating congenial environment.



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9. refrain from any form of discrimination.
10. not accept bribes or indulge in any corrupt practices.
11. make every effort to complete the assigned work in a time-bound manner.

28.4 Teachers

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students.

The Teachers would

1. act as a role model for students by displaying good conduct, set a standard of dress, speech and behaviour worthy of example to the students.
2. act as friend, philosopher and guide of students.
3. help students in identifying their potential and support through counselling and mentoring.
4. create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation.
5. observe punctuality in teaching and other duties.
6. exhibit decent behaviour with all.
7. refrain from harassment of student in any form.
8. actively participate in institutional development.
9. refrain from any type of discrimination
10. inculcate human values, scientific outlook and concern for the environment among students and others.
11. develop an understanding of our heritage.
12. encourage students to actively participate in scheme/ activities of national priorities.
13. cooperate with the university authorities for betterment of the university.
14. actively work for national integration and communal harmony.
15. be sensitive to societal needs and development.



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16. abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.

28.5 External Experts/Invitees as member of Various Committees

External experts/Invitees would

1. support decisions with an approach such that they have no axe to grind.
2. help to take the right decision through their expertise and impartial views.
3. help an institution to enable attaining highest quality and standards.

28.6 Students

Students would make the best use of the golden part of their lives in HEIs by devoting their energy for learning and developing a wholesome personality.

Students would

1. abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.
2. stay in an academic institution with the joyful learning experience.
3. remain punctual, disciplined and regular in attending classes.
4. observe modesty in their overall appearance and behaviour.
5. behave with dignity and courtesy with teachers, staff and fellow students.
6. act as a role model for the junior students by attaining the highest level of values and morality.
7. maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
8. contribute towards cleanliness of the campus and surroundings.
9. respect and care for the institutional properties.



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10. observe proper behaviour while on outside activities (educational tour/visit or excursion).
11. be honest in providing only truthful information on all documents.
12. maintain the highest standards of academic integrity while presenting own academic work.
13. help teachers in maintaining the learning environment conducive for all students.
14. strive to keep campus ragging free.
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15. be sensitive to gender issues.
16. be sensitive to societal needs and development.
17. maintain good health and refrain from any kind of intoxicants.

29. Ombudsman

As per the recommendations of the UGC and the AICTE, AIT should appoint ombudsmen with independent adjudicating powers to handle the students' grievances.

The grievances will include:

- making admissions contrary to merit,
- withholding or refusing to return any document for admission in an institution,
- breach of reservation policy in admission as may be applicable,
- non-transparent or unfair evaluation practices,
- harassment, victimization and sexual harassment of students
- Demands for donation or any capitation fees by the institute.

29.1 Appointment of Ombudsman:

Ombudsman would be appointed by the CD in consultation with such members as may be decided by the management.



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29.2 Functioning of Ombudsman:

- 29.2.1 AIT shall provide detailed information regarding provisions of grievance redress mechanism, ombudsman and the duties and rights of students in their prospectus.
- 29.2.2 AIT has established a registry and display the address of registry on its notice board, prospectus or website. The registry will be headed by the Principal/Administrative Officer.
- 29.2.3 On receipt of an application, the Principal/Administrative Officer shall inform the Ombudsman and shall immediately provide a copy to the institution for furnishing its reply within a stipulated time.
- 29.2.4 The Ombudsman shall fix a date for hearing which shall be communicated to both, the institution and the aggrieved person. An aggrieved person may appear either in person or may authorize someone.
- 29.2.5 The ombudsman shall ensure disposal of every application within one month of receipt for speedy redress of grievance. AIT is expected to cooperate with the ombudsman in redress of grievances and failure to do so may be reported by the ombudsman to AICTE/ University.
- 29.2.6 On the conclusion of proceedings, the ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party. The ombudsman will sign on each order and these shall be provided to the aggrieved person and the institution and shall be placed on the website of the technical institution.
- 29.2.7 AIT shall comply with the order of the ombudsman. Any order by ombudsman not complied with by institution shall be reported to the AICTE for appropriate action.
- 29.2.8 A complaint shall be filed by the aggrieved student, his/her parent and with a special permission from the ombudsman by any other person. In case of any false/frivolous complaint, the ombudsman may order appropriate action against the complainant.



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30. References

- 30.1** UGC Inculcation of Human Values and Professional Ethics in Higher Educational Institutions
- 30.2** AICTE Guidelines on promoting Gender Equality in Institutions and to motivate girl students adopting best practices from ancient Indian Wisdom.
- 30.3** Acharya Institutes Ethics Policy
- 30.4** Acharya Institutes Academic Honesty Policy
- 30.5** Acharya Institutes Research Ethics Policy
- 30.6** Acharya HR Policy
- 30.7** Acharya Institutes Equal Opportunities Policy

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