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Code of Conduct for Students (Year-2021)

All members of the family of Navrachana University (NUV) plays a pivotal role in keeping the commitments of the University by demonstrating integrity and respect in the daily activities and in the performance of the responsibilities. The student code of conduct (herein after referred as 'Code') is established to foster and protect the core missions of the NUV and to promote the scholarly and civic development of the University's students in a safe and secure learning environment and to protect the people, properties and processes that support its missions. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption.

All Officers of the University, Faculty, Staff, students, and affiliates are responsible for sustaining the highest ethical standards of the University and the society in which all of us function. The NUV values integrity, honesty and fairness and strives to integrate these values to its teaching, research and any practices in connection to the University. The students shall have commitment to upholding the ethical, professional and legal standards as the basis for the daily and long term decisions and actions. We must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide our work. We are individually accountable for our own actions and, as members of the University, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies. All the members of the University pledge to strive at all times to maintain the highest standards of quality and integrity.

NUV is committed to the principle of treating each member of the University and the general public fairly and with respect and encourage such behavior. NUV Prohibits discrimination and harassment and provides equal opportunities for all members and applicants regardless of their age, race, sex, color, religion, national origin, physical or mental disability, medical condition, sexual orientation, gender identity or any other characteristic protected by law. NUV shall take prompt action to cease the offending conduct, prevent its recurrence and hold responsible members involved in such violation.

1.1. Applicability

The Code applies individually to all students, which includes all persons taking programs of the University, either fulltime or part-time, pursuing undergraduate, Post graduate, professional studies, to persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as 'students' and extends to any University owned or controlled property, or University- sponsored Programs/events. In some circumstances, Code jurisdiction also extends to off-campus behavior. Students may be separately liable for their behavior in criminal or civil proceedings regardless of whether their behavior violates the student conduct code. The Code applies to all locations of the University.

The Code applies to the on-campus conduct of all students at campus of the University and all the location. This is applicable to the off-campus conduct of students in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field/study trips, student exchange programs, etc.

- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment including but not limited to Industry, Professional Practice places, Moot Court and allied activities, Court Visits / Legal Aid Programs.
- Any activity sponsored, conducted, or authorized by the university or by registered student Societies/Committees/ Organizations.
- Any activity that causes substantial destruction of property belonging to the university or members of the university or causes serious harm to the health or safety of members of the university.
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

1.2. Responsibilities of Students

Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University.

Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons. Student(s) shall not fail to report any violation of the Code about which he/she has personal knowledge.

As a citizen of State, a student should not discriminate on the basis of race, color, creed, caste, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

1.3. Definitions

A 'member of staff' should be understood as including but not limited to any individual who is working within the University under a formal contract of employment or as a casual paid worker or a graduate student working as teaching assistants to whom the University offers any of the privileges or facilities normally available to its employees.

"Accused Student" means any student accused of violating the Student Code of Conduct.

"Academic Misconduct" means the violation of university policies involving academic integrity and include.

a. Intentional tampering with grades, resubmitting assignments for more than one class without the permission of the faculty members.

- Intentionally taking part in obtaining or distributing any part of a test that has not been administered.

- Cheating and Plagiarism.
- Knowingly furnishing false information to a University Official
- Fabrication of important documents
- Forgery, alteration or unauthorized use of University documents, records, keys student identification, key cards or services.
- Creation or distribution of false identification and
- Failure to comply with the terms of any sanction imposed in accordance with the Student Code of Conduct.

“Cheating” means any act of deception by which a student misrepresents or misleadingly demonstrates that he or she has mastered information on an academic exercise that he or she has not mastered. Cheating includes but are not limited to:

- Giving or receiving unauthorized help in an academic exercise.
- Use of sources or resources beyond those authorized by the Faculty Members in writing papers, preparing reports, solving problems, or carrying out other assignments,
- Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff, and
- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

“Complainant” means any person who submits a complaint alleging that a student violated the Code/Rules/Regulation of the University. The Complainant need not be a person who was the victim of the alleged violation.

“Drug” means a controlled substance or its immediate precursor as defined under section 2 of the Narcotic Drugs and Psychotropic Substances Act, 1985.

“Fabrication” means the intentional use of information that the author has invented when he or she states or implies otherwise, or the falsification of research or other findings with the intent to deceive.

“Harassment” means:

- Intentionally subjecting a person to offensive physical contact.
- Unreasonable insults, gestures, or abusive words, in the immediate presence, and directed to, another person that may reasonably cause emotional distress or provoke a violent response (including but not limited to electronic mail, conventional mail and telephone) except to the extent such insults, gestures or abusive words are protected expression or
- Other types of prohibited discrimination, discriminatory harassment, and sexual harassment as defined.

“Plagiarism” means using the ideas or writings of another as one’s own and includes, but is not limited to:

- The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement and
- The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

“Policy” means the written rules and regulations of the University and includes policies made from time to time:

- The Student Code of Conduct.
- Rules of Hostel/Residence.
- Information posted by the University on its web pages.
- Computer Acceptable Use Policy
- Library Rules
- Student Handbook (if any) and
- University Administrative Rules.

“Officers of the University” means a person having assigned University responsibilities who is performing their University assignment including the Provost, Registrar, Deans and Program Coordinators as well as members of the Committees established for smooth functioning of the University.

“University Premises” includes all land, buildings or grounds owned, leased, operated, controlled or supervised by the University including adjacent sidewalks and streets.

1.4. Code of Conduct

a) Tobacco, Alcohols and Drugs Prohibited

The NUV campus (including Academic Block, Hostels) is strictly non-smoking zone and consumption of any type of Alcohol or other drugs of narcotic nature is strictly prohibited.

Possession and consumption of tobacco, liquor, drugs, narcotics etc. is prohibited on campus. Anyone found in possession of or consuming or abetting consumption of tobacco, liquor, drugs and narcotics or any other prohibited drug is liable to punishment including rustication from the University.

b) Decorum

Students are expected to behave in a decorous manner with fellow students in general and with students of the opposite sex in particular, on and outside the campus. Indecorous behaviour with students, Administrative staff or Faculty will be seriously viewed. Students must wear University Uniform on Tuesdays and when required by the University. Students are expected to dress decently on and outside the campus.

Indecorous behavior shall be seriously viewed. Any disorderly conduct of any student/students including creating noise or conduct that results in unreasonable annoyance or engaging in behavior that disrupts University function or Tampering with fire-fighting equipment, turning in a false alarm, or engaging in conduct that constitutes a significant fire hazard any such behavior/misconduct shall be referred to the disciplinary committee of the University. The recommendation of the disciplinary committee shall include rustication of the student/students from the University.

c) Theft, Property Damage, Misappropriation and Vandalism

Any damage to the property of the University will be severely dealt with. Anyone damaging any property in the University or the Hostels is liable to punishment which may include fine, suspension from hostel or even from the University.

The cost of the damaged property shall be recovered from the resident(s) guilty of the damage to such property.

Any student shall not commit any theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of University Property including library material or fellow student's property. Any student shall not misappropriate or fail to account for any funds advanced to the student by the University.

d) Student Leaving Station/Travelling Out of Station:

Students are generally not permitted to take leave during working days. In exceptional cases, on a written request made by the Parent/Guardian addressed to the Head, Academic Affairs / the Faculty Warden and on the approval, may avail leave. Student(s)/Resident(s) shall leave the station only with prior intimation to the Faculty Class Coordinator/Faculty Warden respectively. Faculty Coordinator/Faculty Warden shall inform the Head, Academic Affairs of any such leave of absence. Any student(s) may visit their homes or local guardians after obtaining written permission. Student(s) absence may be reported to the parents immediately. The resident(s) shall apply for leave of absence to the Faculty Warden. However, Student(s) / Resident(s) are not eligible for attendance during their absence unless provided under the Examination Rules.

e) Use of Mobiles

The use of cellular/mobile phone(s) by the students is permitted with the view that they can be in touch with their parents. In addition, it also facilitates to have correspondence with the University Administration in case of need. Cellular/Mobile phone(s) shall not be used in the academic block.

The student(s) are required to keep their phones in silent/vibrating mode on the campus. Any student(s) using mobile phone during class hours/library precincts shall be liable to a fine of Rs. 500/- for the first instance and double the fine for any subsequent violation.

No Officer of the University / Faculty Member / Administrative Staff shall be contacted over mobile phone beyond the working hours of the University unless there exist an emergency.

f) Travel Concession

The Student travel concession for Air/Railway/Road transport shall be available only to and from the University to the place of residence for the vacation as notified in the academic calendar. The student(s) representing the University may avail travel concession for any academic/extra-curricular programs as approved by the respective Air/Railway/Road transport departments.

g) Weapons

Possession, use, or threatened use of a weapon, ammunition, or any object or substance used as a weapon will entail liability for disciplinary action.

h) Recording of Audio/Video/Images without Knowledge

Using electronic or other means to make any audio / video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

i) Causing Disrepute to Other Students/Faculty Members/Staff of The University

Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students / Faculty Members / Staff of the University. In addition, student(s) knowingly does or attempts to do or assist seriously and unreasonably to disrupt, interfere with, or attempt to disrupt or interfere with the conduct of classes or any other normal or regular activities of the University shall be treated as a serious violation of the Code.

j) Failure to Comply with Directives of the Officers of the University/Faculty Members

Failure to comply with legitimate directives of authorized officers of the university, law enforcement agency / Faculty Members in the performance of their duties or violation of the terms of a disciplinary sanction.

k) Contracts

Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for the University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

l) Abuse of Electronic Communication/Computer Use

Violating the University's Acceptable Use of Computer Resources policy includes commercial or illegal use of computer resources and violation of copyright law. Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.

Unacceptable uses of computing resources include:

- a. Use of electronic forums to violate this Code.
- b. Sharing of accounts or computer lab passes.
- c. Violation of electronic privacy.
- d. Interference with computer use or operations.
- e. Commercial or illegal use of electronic or computer resources.
- f. Violation of copyright law or
- g. Threats, abuse or Harassment, conduct made or transmitted via electronic forums or electronic mail.
- h. Breaking into a system and/or accessing data files and programs without authorization.
- i. Releasing a virus or other program that disables system performance or hinders other clients.
- j. Exploiting security gaps.
- k. Hindering supervisory or accounting functions of the systems.
- l. Tapping network lines.

m) Environmental Health & Safety, Including Workplace Health and Safety

All members of the University must be committed to protecting the health and safety of its members by providing safe workplaces. All members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

n) Media Contact

Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or events without the express written permission of the Registrar of the University. Any communication shall be through the Provost for Image Building and Public Relations.

o) Organization and Event Registration

A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.

p) Presenting False Testimony

Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process is subject to disciplinary action by the university.

q) Violation of University Rules

Violation of other published university regulations, policies, or rules, or violations of law will be viewed seriously and liable for appropriate disciplinary action. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, computing resources, laboratory (if any) and acts which amounts to sexual harassment, this code and any other rules and regulations.

r) Role of the Students in Framing of the Student Code of Conduct

Students shall have an opportunity to participate in the formulation of policies pertaining to this Code of the University. The Students may make any suggestions for the improvement of this Code. However, the inclusion of any suggestions shall be with the concurrence of the Provost.

s) Grievance Cell

The University has constituted a Grievance Committee to address any grievance(s) of student(s). The student(s) are hereby informed to follow the list of committee members and the procedure for such grievances. The students shall submit their grievances to the Student Council as constituted from time to time by the University. The Student Council shall further inform the Faculty Class Coordinator who shall refer the matter to the Grievance Committee.

t) Reporting Suspecting Violation

Students of NUV shall report suspected violations of applicable laws, regulations, or this Code. Violation relating to Academic and Administrative matters shall be reported to the Dean - Student Affairs and the Registrar respectively. If for any reason it is not appropriate to report suspected violations to the above said authorities it may be reported to the Provost. The University shall promote whistle blower policy and reports may be made confidentially. However, any anonymous complaints/report shall not be entertained. The University has a right to not take any action against such anonymous complaint/report.

u) Procedural Protection

Student(s) accused of violations of the Code shall have the following procedural protections:

- a. To be informed of the complaint and alleged misconduct upon which the complaint is based and accorded an opportunity to offer a relevant response.
- b. To appear before the Disciplinary Committee.
- c. To be assured of confidentiality.
- d. Any decision shall be without any "unreasonable" delay.

v) Disciplinary Records and Files

Cases referred to the Disciplinary Committee shall result in the development of a disciplinary file in the name of the accused student. If the Student is found not responsible for the complaints, the disciplinary file will become void. All disciplinary procedures and proceedings and any records thereof shall be confidential. Review of Disciplinary Action against Student(s): Any punishment may be reviewed by the disciplinary committee and the Head, Academic Affairs and with the approval of the Vice Chancellor considering the following factors:

- a. The conduct of the Student subsequent to the nature of the violation and punishment.
- b. The severity of any damage, injury, or harm resulting from it and
- c. Report by the Disciplinary Committee on the accused student subsequent to the punishment.

w) Punishment and Penalties

One or more of the following punishments / penalties may be imposed when student(s) has been found to have violated this code or any other regulations from time to time by the university.

- a. Warning: A written letter of reprimand, including marking absence for class/classes.
- b. Suspension: Terminating the student's enrollment at the university for a specified period of time.
- c. Monetary Fines: Requiring a deposit of the amount as penalty or forfeiting or adjusting the refundable amount, resulting from misconduct.
- d. Restitution: To compensate for a replacement for any loss or damage to any property of the University.

- e. Confiscation: Confiscation of goods used or possessed in violation of this Code and the Regulations.
- f. Restriction of Privileges: Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, participation in any events including moot court and allied activities, Legal Aid Programmes, cultural/sports events or internship/placement programmes.
- g. Rustication/Dismissal: Sanction permanently separating student(s) from the university without opportunity to re-enroll in the future.
- h. Other sanctions: Other appropriate sanctions as may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.

x) Interpretation or Applicability of Policy/Questions

When question arise pertaining to interpretation or applicability of policy, any student(s) shall refer all unresolved questions and/or interpretation of laws and regulations to the office of the Dean- Student Affairs. The Dean-Student Affairs shall take decision in consultation and concurrence of the Provost. Any decision of the Provost shall be final on the interpretation of this code or any other Regulations of the university.

y) Revision of the Code

The Code shall be continuously reviewed from time to time to make sure it is consistent with best practices.



Code of Conduct for Faculty and Staff Members (Year-2021)

Introduction

The purpose of this administrative directive is to provide guidance to Navrachana University (NUV) Faculty and staff members on the standards of conduct expected of them while they are employed with NUV, pursuant to relevant NUV Regulations.

The principles and standards contained in the present directive are the outcome of the application of NUV Regulations, best practices, and administrative issuances, insofar as they relate to the conduct of staff members. These principles and standards help in interpreting NUV Regulations, and contain the core values governing the work of faculty and staff members of NUV. The observance by each staff member of these values and principles will accordingly be taken into account in their performance appraisals.

Defining the standards of conduct of University employees, both academic and non-academic, is an ongoing process, which necessarily takes into account ongoing changes in the society and applicable laws which are themselves a response to the redefinition of what constitutes acceptable behaviour amongst University employees.

1.1.1. Main elements of the code of conduct

The main elements of the code of conduct consist of core values, basic principles, and examples of specific conduct expected of NUV staff members in given situations, as well as examples of prohibited conduct.

Core Values

Navrachana University was established through the Gujarat Private Universities Act, 2009 with the intent to offer superior education that befits the high educational standards of the Navrachana Educational Society in Vadodara. The University has embarked on a new educational paradigm that lays simultaneous emphasis on disciplinary education, inter-disciplinary education, professional education and general education. This paradigm is

facilitated by the University's unitary character and offers comprehensive learning and helps develop T-Shape students who have a breadth of knowledge through general and interdisciplinary education and a depth of knowledge through focused disciplinary education. There are five important aspects that direct the new educational paradigm at Navrachana University: First, professional education, to prepare students with strong disciplinary insights needed to address the challenges confronting the professional community and inculcate a sense of lifelong learning to be successful and excel overtime. Second, offer interdisciplinary education that cross-fertilize learning with new ideas from disparate disciplines so collision at the fringes raise appropriate questions and create innovation. Third, general education, to inform students about the issues that arise in their lives, personally, professionally, and socially and help them to be reflective about their beliefs and choices, and their presuppositions and motivations. Fourth, to make the process of learning more effective through exposure into real working conditions by practically applying knowledge and skills learned in the classroom. Fifth, invite students to work on "messy", seemingly intractable problems through a focus on social entrepreneurship and address pressing problems in our immediate community. Discipline-specific entrepreneurship is being developed to create job creators who will create opportunities for themselves and for others.

Basic Principles

In order to realize the above core values and to meet the high standards of conduct demanded of them, Navrachana University faculty and staff members are expected to:

- a) Uphold the highest standards of efficiency, competence, integrity, commitment, and transparency;
- b) Discharge their functions with the interests of NUV only, in view;
- c) Neither seek nor receive instructions from any other source external to NUV;
- d) Ensure that their personal views and convictions do not adversely affect either their official duties or the interests of NUV;
- e) Refrain from participating in any public or political activity that is incompatible with the proper discharge of their duties;
- f) Treat all individuals and groups of individuals equally, without distinction of any kind with regard to age, race, colour, sexual orientation, disability, gender, national or social origin, language, religion or political opinion;
- g) Treat all persons fairly in an environment free of all forms of harassment;

- h) Treat other faculty and staff members, and members of the public, in a courteous and professional manner at all times;
- i) Exercise the utmost discretion and confidentiality with regard to all matters of official business, student information, and to any private transactions which, in one way or another, may reflect on NUV;
- j) Refuse any advantage, honour, decoration, gift, remuneration or any economic benefit, whether explicitly stated or not, except when authorized by NUV;
- k) Separate strictly the performance of official duties from private affairs in order to avoid any real, potential or apparent conflict of interest;
- l) Respect the rule of law and the administration of justice in the conduct of all administrative tasks;
- m) Respect the property of NUV as if it was the faculty and staff members' own.

Standards of conduct within NUV

In accordance with Navrachana University regulations, faculty and staff members are required to be efficient, competent, honest and trustworthy in dealing with others.

Integrity

Integrity is fundamental to the work of any employee. It includes such basic qualities as honesty, truthfulness, loyalty, probity, impartiality and freedom from corrupting influences.

Impartiality

Impartiality is a very important principle in dealing with academic and non-academic activities with any internal or external person, including students, parents, teaching and non-teaching staff, service providers etc. In the exercise of their functions, faculty and staff members must exhibit objectivity, lack of bias, tolerance, and restraint, particularly when disputes or differences arise. Impartiality on the part of its faculty and staff members can increase NUV public acceptance and confidence.

Faculty and staff members' personal views and convictions remain inviolate, but such staff members, unlike private individuals, do not have the freedom to take sides, or to publicly express their convictions on matters of a controversial nature, since such behaviour might give the impression that faculty and staff members are partial.

The need to remain impartial is also an essential part of the concepts of loyalty and independence. Impartiality in dealing with colleagues is particularly important when assessing the work of others or when trying to resolve disputes.

Loyalty

Navrachana University faculty and staff members shall subscribe to the following oath or declaration:

“I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience, the functions entrusted to me as an employee of the Navrachana University, to discharge these functions and regulate my conduct with the interests of NUV only in view, and not to seek or accept instructions in regard to the performance of my duties from any authority external to Navrachana University (NUV)”.

Loyalty entails placing the interests of Navrachana University above private interests or personal advantage. Any appearance of disloyalty is incompatible with a faculty and staff members’ status as an employee.

Working in a Multicultural Environment

Faculty and staff members are required to demonstrate a national and/or global outlook, as per the requirements and circumstances. They must be tolerant of different points of view, cultural patterns and work habits, and must also be conscious of how statements of opinion may affect persons of other states/nationalities. They should avoid any expressions that could be construed as biased or intolerant. Faculty and staff members should not promote the attitudes, the working methods, or the work habits of their own states, regions as the standard for judging the work of their colleagues or the University.

Respect, tolerance and humility in interacting with colleagues in the workplace are indispensable as the foundations of acceptable conduct. In dealings with other staff members, - have their most immediate opportunity to learn and practice “national mindedness”. Given its national character, with men and women from different parts of India working for it, Navrachana University is, in a certain sense, a testing ground for the coexistence of employees from different states/regions and cultural backgrounds.

Gender Equality and Non-Discrimination

Navrachana University shall not tolerate any form of discrimination, be it based on nationality, race, ethnic origin, cultural background, gender, religious belief, sexual preference, and/or appearance. Navrachana University is bound by the principle of the equality of men and women, of all races and nationalities. All barriers to gender equality must be removed. Assumptions about capabilities based on stereotypes must be avoided. In assessing performance, care should be taken to choose assessment tools that are gender neutral.

Harassment

Faculty and staff members have the right to work in an environment that is free of harassment, whatever its source or nature. In general, harassment consists of any improper behaviour that

is directed at, and that is offensive to, any faculty and staff member and which a reasonable person would know to be unwelcome. It comprises comments or displays of behaviour that demean, belittle, or cause personal humiliation or embarrassment to another person.

Harassment takes various forms, including verbal or physical abuse, threats, insults, taunting, derogatory comments, racist and offensive language or physical representations, epithets, jokes in poor taste, offensive statements or pictures, sexual demands accompanied by threats or any form of blackmail, unwanted sexual advances, and the transmission or display of pornographic materials.

In particular, Navrachana University shall not tolerate sexual harassment, which comprises any conduct, comment, gesture or contact of a sexual nature that might reasonably be expected to cause offence or humiliation to any staff member. Behaviour or language that suggests the superiority of one gender over another must be avoided. Harassment in any form is an affront to human dignity, and negatively affects the workplace. It can create feelings of guilt and isolation on the part of the victim and of doubt and embarrassment on the part of any other staff members present.

1.1.2. Responsibilities of the Supervisors and the Supervised.

- a. Each faculty and staff member holding a position of authority is obliged to set the highest standards in all aspects of his/her behaviour, and should be guided by the principles of impartiality, fairness, justice, tolerance and understanding. He/she must provide leadership, must uphold the code of conduct by personal example, and by accepting responsibility for the guidance of other staff.
- b. Supervisors must find a proper balance between the need to maintain discipline in the workplace and the need for understanding and fair treatment of their faculty and staff. They must allow all views to be heard, giving due recognition to the hard work and achievements of each individual. Supervisors have a responsibility to support their staff when they are carrying out their functions in accordance with their work plan and within their authority. Intimidation is not acceptable as an instrument of administration, nor is the practice of selective punishments and rewards.
- c. Faculty and staff members have an obligation to keep their supervisors fully informed of all aspects of their tasks. This will help to ensure that decisions are taken on the basis of facts and rules.
- d. All Navrachana University faculty and staff members are responsible for familiarizing themselves with rules, regulations, and administrative issuances, particularly those relating to the conduct expected of faculty and staff members. Faculty and staff members may not

avoid personal responsibility simply by claiming that they were carrying out the instructions of their supervisors. Those who are supervised have an obligation to inform their supervisors, should they have doubts about the compatibility of an instruction which they have received, with the statutes, regulations of Navrachana University, as well as with applicable agreements and decisions of Navrachana University statutory bodies, such as the Board of Governors, Board of Management, Academic Council, etc. If supervisors insist on proceeding with instructions which have been called into question, staff members, not in agreement, may ask for written instructions. Once such instructions have been received, staff members are obliged to carry out the instructions. Failure to obey such instructions could result in disciplinary measures. If staff members disagree with a written instruction, they may record their disagreement for the official files.

1.1.3. Relations with External Authorities

- a. The independence of an employee is put to the most crucial test in the day-to-day relations between staff members and external authorities. The basic guide for Navrachana University faculty and staff members is their oath, which pledges them not to seek or accept instructions with regard to the performance of their duties from any other authority external to Navrachana University. All Navrachana University faculty and staff members, regardless of the nature of their appointment are, during their period of service, Navrachana University employees. They must clearly understand that they are not, in any sense of the word, representatives of external authority.
- b. Conduct which facilitates good relations with the representatives or institutions of executive, legislature, judiciary and all stakeholders, and which contributes to trust and confidence in Navrachana University, strengthens Navrachana University and promotes its interests. Courtesy and tact are obviously required.
- c. It is also the duty of faculty and staff members to avoid any action which would impair good relations with any stakeholder or which would undermine or destroy confidence in Navrachana University - such as public criticism of, or any kind of interference with, the policies or affairs of executive, judiciary or legislature. For a Navrachana University employee, either individually or collectively, to engage in any active criticism of any stakeholder or in any activity that undermines or discredits its authority, is incompatible with their status.

- d. It should be understood that Navrachana University faculty and staff members have no general authority or justification for considering themselves as liaison agents between any stakeholder or authority external to Navrachana University.
- e. Officials, whose opinion is requested on an important subject on which the position of Navrachana University is not yet known, have a clear responsibility to ascertain that position before expressing their views on it. Should this not be possible, and if the situation in any external body is such that some expression of opinion by them is unavoidable, they should make it clear that they are expressing a tentative view which must be referred to the Provost for a definitive position. It is to be hoped that, for their part, any external authority, will refrain from requesting the personal views of faculty and staff members particularly after the position of the Provost has been made known on the issue in question.

1.1.4. Public and Private Life

- a. In principle, the private life of faculty and staff members is their concern, and should not be intruded upon by Navrachana University. At the same time, in order to avert situations in which their private lives will bring Navrachana University into disfavour, they must set themselves a high standard of personal conduct. They must bear in mind that their conduct, whether or not it is connected with official duties, must not infringe upon any demonstrable interests of Navrachana University which they serve, must not bring it into discredit, and must not cause offence in the community in which they live. Such restraint must be exercised, even when invoking rights recognized by existing legislation, if this is likely to reflect unfavourably on Navrachana University. Not only must Faculty and staff members of Navrachana University be careful and discreet, they should also impress upon members of their households the necessity of maintaining a similar high standard of conduct, in order to avoid any incidents that may reflect negatively on Navrachana University.
- b. Faculty and staff members who are not clear about their authority to carry out certain instructions, or to contact external authorities, private individuals or institutions about any matter that may impinge upon the interests of Navrachana University, shall seek clarification, preferably in writing, from their supervisors or the Provost.
- c. Scrupulous compliance with the laws of the State of Gujarat - including the prohibition of alcohol consumption, avoidance of illicit or speculative dealings in currencies, and the honouring of financial obligations - these are only a few of the obvious requirements that shall be fully observed. Violation of the laws can range from trivial to serious criminal

activities and standards for judgment can best be developed in the light of the nature and the circumstances of individual cases.

1.1.5. Additional Guidelines

- a. Navrachana University faculty and staff members are expected to bear in mind that their conduct, whether or not it is connected with their official duties, may not infringe upon any demonstrable interests of the University, or bring it or their colleagues into discredit or cause offence in the community in which they live.
- b. The use of NUV property and facilities should be seen in the light of the requirements for proper conduct. It goes without saying that the use of NUV property and facilities in an improper or offensive manner, is in conflict with the code of conduct.
- c. Staff members are expected, as a matter of proper conduct, to meet their legal and financial obligations without the need to involve the University.

1.1.6. Misconduct and Disciplinary Measures

- a. Violations of any of the standards of conduct set out above could be subject to disciplinary proceedings under relevant NUV Regulations.
- b. The above code of conduct shall be suitably adapted, interpreted and practiced in relation with students, their parents, local guardians, in letter and spirit.

1.1.7. Conflict of Interest

Confidence in the University and its members is put at risk when the conduct of a member does, or may reasonably appear to, involve a conflict between their private interests and their obligations to the University.

Members of the University should:

- a. Declare any actual or potential conflict of interest, in any matter under discussion by a University committee or body, of which he or she is a member, prior to the discussion of that matter. The member should withdraw from the meeting unless given leave to remain and must abstain from voting on the matter.
- b. Take care that their financial and other interests and actions do not, or may not reasonably seem to, conflict with the obligations and requirements of their University position.

1.1.8. Use of the University's Resources

It is expected that faculty and staff members will be efficient and economical in their use of University resources, and not permit the abuse of these resources by others. University property must not be used for private purposes unless this is approved in accordance with University policy.

1.1.9. Use of the University's Name

- a. Members of the University's staff are encouraged to contribute to public debate as concerned citizens. Members of staff writing or speaking publicly in professional or expert capacities may identify themselves by their University appointment or qualifications and may, for that purpose, use the name of the University, at the same time making it clear that any views expressed are their own.
- b. Members of faculty and staff commenting publicly on public issues other than in professional or expert capacities must do so from private addresses and should not use the name of the University, or otherwise identify themselves as members of the University.
- c. The use of the University's name in the promotion or advertising of commercial products will only be approved if seen to be of direct benefit to the University. Faculty and staff members may not use or allow the use of the name of the University or identify themselves as employees of the University in the public promotion or advertising of commercial products without prior approval.

1.1.10. Financial Reporting

All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies, must be accurate, clear and complete. All entries in University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

1.1.11. Compliance with Laws

Members of the University community must transact University business in compliance with applicable laws, regulations and University policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to the interpretation or applicability of policy, contact the individual who has oversight of the policy. Unresolved questions and/or interpretation of laws and regulations should be referred to the Provost.



Navrachana University

Code of Ethics for Research (CER)

Preamble

With academic freedom as the core principle of research at all levels, Navrachana University is committed to promoting and maintaining high standards of integrity and accountability in the conduct of academic research and seeks to embed and endorse a culture of honesty and transparency in all its institutional research activities. In undertaking this commitment, the university emphasizes that academic freedom is a core value to be safeguarded and sustained. The university is dedicated to guaranteeing a free academic environment to conduct research, to teach, to speak and to publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth, knowledge, scholarship and/or understanding may lead. The university expects its members (teaching staff, fellows, research students, visiting students as well as administrative and support staff) to abide by the highest standards of integrity in their conduct of academic research and/or support to academic research activities. In this regard all faculty members, researchers and students undertaking research are bound by code of research ethics.

Objective

Navrachana University lays down code of ethics for research. Code of research ethics provides guidelines for the responsible conduct of research, promotes exemplary ethical standards in research and scholarship. In addition, it educates and monitors scientists conducting research to ensure a high ethical standard.

Scope

This document lays down code of research ethics for all faculty members, researchers and students undertaking research and operationally controlled by the Navrachana University. It provides recommendations on good practices during academic research at the university. It

* Shamoo A and Resnik D. 2009. *Responsible Conduct of Research*, 2nd ed. (New York: Oxford University Press).
Code of Conduct for responsible Research, World Health Organization, November 2017.

covers all the activities through which research information and data are gathered, processed and disseminated including surveys and interviews and the reporting of research findings. The following is a general summary of the ethical principles that Navrachana University code of ethics address*:

1. Honesty:

Honestly communicate Scientific data and information. Demonstrate intellectual and moral honesty in proposing, conducting, and reporting research. Truthfulness and responsible conduct underlie the integrity of research proposals. Honestly report data, results, methods and procedures, and publication status. Do not fabricate/manipulate, falsify, or misrepresent data. Do not deceive your colleagues, institute, funding agencies and the public in general.

2. Objectivity:

Strive to avoid bias in experimental design, data analysis, data interpretation, peer review process, personnel decisions, grant writing, expert testimony, and other aspects associated with research activities

3. Precision:

Avoid careless errors, discrepancies and negligence; carefully and critically examine your own work and the work of your peers. Maintain good records of research activities such as data collection, research design, and correspondence with funding agencies or communications with journal or publisher. Researchers also need to meet their ethical obligations once their research is published: If authors learn of errors that change the interpretation of research findings, they are ethically obligated to promptly correct the errors in a correction, retraction, erratum or by other means. To be able to answer questions about study authenticity and allow others to reanalyse the results, authors should archive primary data and accompanying records for at least five years

4. Academic Integrity:

Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.

5. Openness:

Share data, results, ideas, tools and resources. Be open to criticism and new ideas.

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Code of Conduct for responsible Research, World Health Organization, November 2017.

6. Respect for Intellectual Property:

Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due by citing relevant reference/s. Never plagiarize.

7. Confidentiality:

Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records. As part of research activity, if a survey is conducted, provide participants information about how their data will be used, what will be done with case materials, photos and audio and video recordings, and secure their consent.

8. Responsible Publication:

Strive to publish research articles in peer reviewed high impact factor journals of National and international repute and book chapters in a book published by a reputed publication house.

9. Responsible Mentoring:

Help to educate, mentor, and advise students. Promote their welfare and allow them to make their own decisions.

10. Respect for Colleagues:

Respect your colleagues and treat them fairly.

11. Social Responsibility:

Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

12. Non-Discrimination:

Avoid discrimination against colleagues or students on the basis of gender, race, ethnicity, language or other factors that are not related to their scientific competence and integrity.

13. Competence:

Maintain and improve your own professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

14. Legality:

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Code of Conduct for responsible Research, World Health Organization, November 2017.

Know and obey relevant laws and institutional and governmental policies.

15. Animal Care:

Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

16. Human Subjects Protection:

When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

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Code of Conduct for responsible Research, World Health Organization, November 2017.