Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES
(Declared as Deemed to be University under Sec.3 of the UGC Act, 1956)
A CHRISTIAN MINORITY RESIDENTIAL INSTITUTION
AICTE Approved & NAAC Accredited

COIMBATORE – 641 114, Tamil Nadu, India

POLICY ON

PROFESSIONAL ETHICS AND CONDUCT



PREAMBLE

The unique selling proposition of Karunya Institute of Technology and Sciences is academic excellence, socially relevant research and value inculcation among the students to mould them as model citizens of the country. Karunya stands for 'compassion' and the institution is oriented towards this ideal, the achievement of which depends on a strong and practical ethical code. The code of ethics of KITS takes care of all measures to create awareness, build capacity and inculcate moral and ethical values among the entire community, and ensures that they practice all the values learnt within the campus so that they will continue the practice in their future professional career. KITS believes in equality and justice, which lead to peace and harmony. The present policy has been drafted keeping in view all these aspirations of KITS falling in line with the ideals and ecosystem of the nation in the canvas of global perspectives. The present Code of Ethics is drafted based on the experience of KITS for more than 30 years of its existence, lessons learnt from the experience of other Universities in India and abroad and the ethics followed in other reputed institutions and as highlighted by the laws and customs of the country, rooted in the values of equity, justice and other noble principles and rights enshrined in the Constitution of India.

CODE OF CONDUCT FOR FACULTY MEMBERS

This code is evolved mainly from the past experience of KITS and also from the practices prevailing in other higher education institutions of repute in the country and abroad.

The faculty members shall:

- Give due consideration to the right, individuality and dignity of students while dealing with the student community
- Uphold the principles of equality and justice and deal with the students impartially without considering their religion or caste as well as their political, economic, social and physical status
- Inculcate scientific temper and respect for physical labour and democratic values
- Keep off from discrimination relating to gender, age, marital status in their dealings with their colleagues, non- teaching staff and students
- Refrain from verbal, non-verbal and/or physical misconduct of a sexual nature, KITS being an Institution with zero-tolerance policy towards sexual harassment
- Handhold the students to perform better and help them in their holistic development
- Prepare lesson/teaching plan well before the commencement of the semester
- Serve as a mentor and role model for the students so as to motivate, guide, and counsel them in their day-to-day works
- Avoid all sorts of political activity within the campus
- Practice punctuality with regard to all activities and events
- Follow the biometric system while reporting for duty and signing off

- Avail leave following the rules with prior intimation, without affecting the regular academic and other assignments
- Perform all assigned duties related to teaching-learning process, research, consultancy, extension or administration to the best of knowledge and ability
- Ensure decorum and moral standards and norms within the campus
- Refrain from undertaking any other employment and commitment
- Grow as a team in profession by focusing on academic and research assignments
- Exercise freedom and openness at professional meetings, seminars, conferences, thereby contributing to science, technology, environment and human welfare
- Follow professional and academic ethics while dealing with the fellow-faculty members and student community
- Follow the Institutional policies and practices so as to attain the vision and mission of KITS.

Code of Conduct for Non-Teaching (Administrative, Technical & Essential) Staff

The practices prescribed and followed in KITS and other higher education institutions in India and abroad have helped in revisiting these policies.

The administrative, technical & essential staff shall:

- Display the highest possible standards of professional behaviour and follow punctuality and norms of discipline mentioned in the service rules
- Maintain appropriate levels of confidentiality while dealing with the student and staff records and other sensitive matters
- Refrain from all types of unlawful discrimination pertaining to gender/age/marital status, etc
- Avoid verbal, non-verbal and/or physical misconduct of a sexual nature in their dealings, KITS being an Institution with a policy of zero-tolerance with regard to sexual harassment
- Follow strictly the normal working hours and perform their assigned duties on time without causing any delay.

Code of Conduct for Students

Karunya is a student-friendly institution and the code of ethics has evolved based on its experience and that of such other institutions of higher education. This code is meant to help the student community to be groomed in the right ecosystem to be responsible citizens and ideal professionals.

The students shall:

- Adhere to the timetable with regard to lectures/tutorials/practicals and other extra-curricular activities

- Obtain minimum attendance as stipulated by the Institution, failing which the student not to be permitted to sit for the examination
- Ensure minimum required attendance also by the students participating in sports activities at the state, national or international levels and those admitted under sports quota
- Attend all important functions, events and celebrations at the Institution
- Obtain clearance from the authorities for exemption from attendance to sit in the examination due to participation in national, international or important institutional events
- Inform the authorities if a student not attending classes for more than four consecutive weeks to avoid removal from the rolls of the Institution
- Apply for leave in advance to the authorities
- Apply for sick leave with a medical certificate from an authorised medical practitioner, application to be signed by the parent and counter signed by concerned teacher to be submitted within one week of re-joining
- Carry the Identity Card while inside the campus
- Give support to all concerned in keeping the campus neat and clean
- Avoid using the mobile phones within the class rooms, auditoriums and laboratories
- Read the notices/circulars displayed on the notice board and strictly follow the instructions and guidelines
- Refrain from smoking, use of alcohol and drugs in the premises of the Institution
- Avoid misuse or unauthorized use of Institution premises, property or articles on the campus
- Refrain from indulging in any kind of ragging or activities leading to harassment of any kind towards fellow students.

Code of Ethics to Check Malpractices and Plagiarism in Academic Work

In its efforts to maintain the highest academic norms and standards, KITS follows a policy of zero tolerance to plagiarism in academic work. Karunya aims at an effective system in place for detecting and avoiding plagiarism. The policy statements provide general guidelines to be adopted by the students and faculty to detect and avoid plagiarism.

The following mechanisms are followed in order to prevent plagiarism:

1. Faculty members are required to appraise the students and scholars on plagiarism in the context of academic/research works, especially in the context of preparing thesis, papers, and other areas where IP is involved.
2. Awareness is created by the faculty members and external experts through lectures, seminars and orientation programmes dealing with academic research, project formulation and implementation, publication of papers and also IP related topics.
3. Institution has subscribed TURNITIN software for plagiarism check and all thesis works are expected to be submitted after the check and certification by the supervisor.

4. Threshold values for plagiarism, especially where literature review and one's own work are concerned, are decided from time to time depending on the context and purpose.
5. Licenses of plagiarism software are given to the Research Coordinators of all Departments as well as to the Controller of Examinations and Chief Librarian.
6. The UGC has made available URKUND for use by the Institution and the faculty members make use of this facility extensively for plagiarism check.
7. Students and scholars are informed that they are liable for punishment, if they engage in plagiarism related activities.
8. Different levels of penalty are imposed on the students and faculty members depending on the seriousness of plagiarism detected.