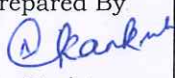
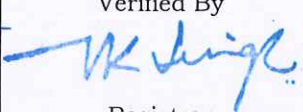



# SHRI RAMSWAROOP MEMORIAL UNIVERSITY



Vill – Haduari, Post – Tindola, Lucknow-Deva Road,  
Barabanki – 225 003

## HANDBOOK FOR CODE OF ETHICS AND CODE OF CONDUCT FOR STUDENTS

Ref. No. SRMU/RO/CECCS/2014-15/01 Issue No. – 01	Prepared By  Dy. Registrar (Academics)	Verified By  Registrar	Approved By  Vice-Chancellor
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Vice-Chancellor







## Code of Ethics and Code of Conduct for Students

### PREAMBLE:

This Handbook indicates the standard procedures and practices of Shri Ramswaroop Memorial University, (SRMU) for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the university's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the university.

### 1. HUMAN VALUES:

#### 1.1 Morals:

Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. They are modified in accordance with the development of knowledge from time to time. Morality is concerned with principles and practices of morals such as: What ought or ought not to be done in a given situation? What is right or wrong about the handling of a situation? What is good or bad about the people, policies, and ideals involved?

#### 1.2 Values:

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behaviour. Values are guidelines for our success and paradigm about what is acceptable. Personal values are defined as emotional beliefs in principles

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regarded as important for the individual. Our values associate emotions to our experiences and guide our choices, decisions and actions.

### 1.3 Integrity:

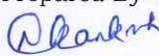
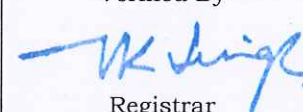

Integrity is defined as the unity of thought, word and deed and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It helps them to own the responsibility and earn self-respect and recognition by doing the job and achieve excellence in performance. Moral integrity is defined as a virtue, which reflects the consistency of one's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits that are expected in most of the situations.

### 1.4 Honesty:

Honesty is a virtue, and exhibited in two aspects namely, truthfulness & trustworthiness. Truthfulness is to face the responsibilities upon telling truth, keep word or promise. Whereas trustworthiness is maintaining integrity and taking responsibility for personal performance. One should abide by law and live by mutual trust and build trust through reliability and authenticity and admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular.

### 1.5 Civic virtues:

Civic virtues are the moral duties and rights, as a citizen of the country or an integral part of the society and environment. An individual may exhibit civic virtues by voting, volunteering, and organizing welfare groups and meetings. To keep the surroundings clean and green, not to pollute the water, land, and air by following hygiene and proper garbage disposal and not to cause nuisance in the public, are some of the civic virtues. To follow the road safety rules. the rights to vote, to contest in the elections, to seek a public welfare facility such as a school, hospital or a community hall or transport or communication facility, for the residents, to establish a green and safe environment, pollution free, corruption free, and to follow ethical principles.

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People are said to have the right to breathe in fresh air, by not allowing smoking in public, to seek legal remedy etc.

#### 1.6 **Respect for others:**

This is a basic requirement for nurturing friendship and team work. The principles enunciated in this regard are: recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have. Appreciate fellow students or colleagues on their positive actions and also criticize constructively and encourage them. Show goodwill on others, love others and allow others to grow.




#### 1.7 **Living peacefully:**

To live peacefully, one should start to install peace within (self) and then spread peace to family, organization, and then to the world, including the environment. Only who are at peace can spread peace. One should adopt the following means to live peacefully, in the world.

#### 1.8 **Caring and sharing:**

Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the students in the context of professional ethics. It includes showing respect to the feelings of fellow students. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community etc.

Sharing is a process that describes the transfer of knowledge, experience, commodities and facilities with others voluntarily. The transfer should be genuine, legal, positive, voluntary, and without any expectation in return. Through this process of sharing, experience, expertise, wisdom and other benefits reach more people faster.

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## 1.9 **Courage:**

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks.

1.9.1 **Physical courage** - The thrust is on the adequacy of the physical strength, including muscle power and armaments.

1.9.2 **Social courage** - It involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for a social cause.

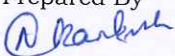


1.9.3 **Intellectual courage** - It is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. Past experience and wisdom gained from self-study or others will prepare one to plan and act with self-confidence, succeed in achieving the desired ethical goals through ethical means.

## 1.10 **Co-operation:**

It is a team-spirit present with every individual engaged in any work. Cooperation is an activity between two persons that aims at integration of operations while not sacrificing the autonomy of any of them. Willingness to understand others, think and act together and putting this into practice, is cooperation. It helps in minimizing the input resources including time and maximizes the outputs, which include quantity, quality, effectiveness, and efficiency.

## 1.11 **Commitment:**

Commitment means alignment to goals and adherence to ethical principles during the activities. First of all, one must believe in one's action performed and the expected end results. It is the driving force to realize success and is a basic requirement for any profession. The students will succeed in life and contribute good to the society only when they are committed.

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### 1.12 Empathy:

Empathy begins with showing concern, and then obtaining and understanding the feelings of others, from others' point of view. It is also defined as the ability to put oneself into the psychological point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

### 1.13 Self-confidence:




Certainty in one's own capabilities, values, and goals, is self-confidence. Self confidence is a positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences. The self-confidence in a person develops a sense of partnership, respect, and accountability, which helps to obtain maximum ideas and efforts.

### 1.14 Character:

The character defines the behaviour of an individual. Character includes attributes that determine a person's moral and ethical actions and responses. Individuals vary into several categories, according to common tendencies such as ruthlessness, aggressiveness, ambition, selfishness, cheerfulness, generosity and goodwill. The aim of education is not only the cultivation of the intellect but also the formation of moral character.

### 1.15 Spirituality:

Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension of nature and people, with a dynamic balance between the material development and the spiritual development. Spirituality includes creativity, communication, recognition of the individual as human being, respect to others. Spirituality is motivation as it encourages

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to perform better and also gives energy and flexibility to adapt to challenging and changing situations.

## 2. PROFESSIONAL ETHICS:

### 2.1 Credibility & Responsibility:

The obligation of an individual to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property;

### 2.2 Loyalty:

Loyalty is faithfulness or a devotion to a person, country, group, or cause;

### 2.3 Attitude:

It is a psychological construct, a mental and emotional entity that characterizes a person with faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life;

### 2.4 Valuing Time:

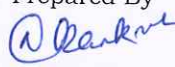
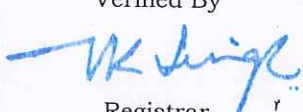

Time is rare, the most perishable and valuable resource, continuously spent as it lost forever and cannot be either stored or recovered. Time management is the key to increase effectiveness, efficiency or productivity;

### 2.5 Passion:

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction;

## 3. CODE OF ETHICS AND CONDUCT FOR THE STUDENTS:

All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing

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from it. That by means of enforcing this Code is to pioneer and administer a discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University;

3.1 The Shri Ramswaroop Memorial University shall have the jurisdiction over the conduct of the students associated/enrolled with the different Institutes under the university and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place in the campus or in connection with the university related activities and functions;

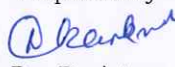


3.1.1 The University may also exercise jurisdiction over conduct which occurs on or off-campus violating the rules of conduct and discipline as laid down hereafter which shall include

- a) Any violations of the Sexual Harassment rules of the University against other students.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the university;
- c) Possession or use of weapons, explosives, or destructive devices
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3.2 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the reputation of the University;

3.3 By signing the admission form, each student deem to have read accepted this Code and thereby deem to have an undertaking that he/she shall be regular and must complete his/her studies in the university;

3.4 The University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic

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integrity, respect all persons and their rights and property and safety of others; etc.

- 3.5 All students must deter from indulging in any and all forms of misconduct including partaking in any activity on or off-campus which can affect the Institute's interests and reputation substantially;

The various forms of misconduct include:

- 3.5.1 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 3.5.2 Intentionally damaging or destroying property of the University or property of other students and /or faculty members;
- 3.5.3 Any disruptive activity in a class room or in an event organized by the university;
- 3.5.4 Unable to produce the identity card, issued by the university or refusing to produce it on demand by campus security guards or teachers;
- 3.5.5 Organizing meetings and processions without permission from the University authority;
- 3.5.6 Smoking on the campus of the university including in hostels;
- 3.5.7 Possessing, Consuming, distributing, selling of alcohol in the university premises including hostels and/or throwing empty bottles in university premises;
- 3.5.8 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles;
- 3.5.9 Rash driving on the campus that may cause any inconvenience to others;
- 3.5.10 Theft or unauthorized access to others resources;
- 3.5.11 Misbehaviour at the time of student senate elections or during any activity of the university;
- 3.5.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute;

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- 3.6 Students are expected not to interact, on behalf of the university, with media representatives or invite media persons on to the campus without the permission of the university authorities;
- 3.7 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission;
- 3.8 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission;
- 3.9 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals on the social media or indulging in any such related activities having grave ramifications on the reputation of the university;
- 3.10 Theft or abuse of the university computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc;
- 3.11 Damage to, or destruction of, any property of the university, or any property of others;
- 3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent;
- 3.13 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability; medical condition;

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

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