

POLICY ON CODE OF CONDUCT AND ETHICS FOR STUDENTS



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Preamble

Ramaiah University of Applied Sciences (herein after “University”) is established with a mission of creation and dissemination of knowledge. We are committed to creativity, innovation and excellence in our teaching and research. We value integrity, quality and teamwork in all our endeavours. We inspire critical thinking, personal development and a passion for lifelong learning. We serve the social, cultural and economic needs of our community and society.

Vision

“RUAS aspires to be the premier university of choice in Asia for student centric professional education and services with a strong focus on applied research whilst maintaining the highest academic and ethical standards in a creative and innovative environment”

In keeping with our vision and mission, we have developed guidelines to create and sustain a shared understanding of our University environment and to guide you through your experience at Ramaiah University of Applied Sciences. These detailed guidelines are approved and adopted by the University to be followed meticulously by all the teaching faculties, irrespective of their position, in the university so as to achieve the mission and vision of the University.

The Professional Code of Conduct and Ethics is a framework of principles and guidelines designed by Ramaiah University of Applied Sciences to help all members of faculty to contribute to our shared plan effectively. The members of the University shall follow this code of conduct and ethics in letter and spirit and it shall be applied with uncompromising integrity, honesty and non-discrimination. The professional code of conduct and ethics do not substitute or replace any applicable laws and shall operate together with the other Guidelines of the University with effect from 1st August 2014.

Code of Conduct & Ethics for Students

1. ACADEMIC MISCONDUCT

The most common form of academic dishonesty is plagiarism. The term refers to adoption or incorporation of other’s ideas without proper attribution to the source.

Types of actions defined as plagiarism:

- Using a direct quote from a source not using quotation marks, in-text citation and reference.
- Paraphrasing a source and not using in-text citation and reference.
- Submitting papers, assignments, exams or forums that were completed by another student, or arranging for another person to complete your assignments for you.
- Sharing your assignments, exams, or forums with other students.
- Selling or purchasing (or copying) papers, assignments, or exams from any website that buys or sells them. This also applies if only partially used in student submission.
- Citing a source with fake bibliographical information.
- Writing a paper for another student.
- Submitting a paper, assignment, quiz or exam (or portion thereof) that you submitted in a previous and / or concurrent class without requesting and receiving in writing prior permission from your instructor(s).

This also applies to “revising” papers, assignments, quizzes or exams that were previously submitted in any course where credit was received or any course which was previously failed or from which you withdrew, even if it is the same course as your current registration.

- Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
- Working in a group effort without prior written faculty consent.
- Consulting source materials or other students without prior written faculty consent.
- Receiving or giving outside help without prior written faculty consent.
- Writing a paper in one language and hiring someone to translate it into another language, presenting the translation as your original work.
- Altering any information on forms or emails after the original has been submitted.
- Presenting statistics, facts, or ideas that are not your own, or is not common factual knowledge either by the general population, or commonly known within the particular discipline, without citation, even if you view them as common knowledge in your own educational background. When in doubt, cite; definitions or other facts that seem basic to you may still require a citation. For example, the fact that person X is president of a country is a common knowledge fact. Whether that president supports a progressive tax structure or has the majority of electoral support from a conservative base may be known to many but is something that requires citation to support.
- Using or disseminating materials to third-party websites that buy or sell course work.

2. ACCEPTABLE AND UNACCEPTABLE PRACTICES

2.1 Acceptable practices

- Discussing about books or lectures with another student
- Comparing essays and feedback after the assignment has been marked
- Working in the library together
- Including ideas that another student expressed in a seminar, including a reference and in-text citation

2.2 Unacceptable Practices:

- Writing a joint set of notes with another student
- Asking another student what you should include in your essay
- Including ideas that another student had in a seminar without referencing them
- Looking at/Copying from another student's essay before the assignment is due
- Showing another student your essay before the assignment is due.

3. HOSTEL RULES

3.1 Interpretation:

“University Hostel” means a hostel which is under the direct control and management of the University or one of its Faculties;

“Student Welfare & Experiences Committee” means the committee established by the Director – Student Affairs to advise him/her and the Chief Warden on matters pertaining to the administration of the Hostels.

“Private Hostel” means a hostel run by private agencies and accommodating students and scholars only.

“Lodging” means a hostel or boarding house run by private agencies or individuals which are not reserved exclusively for students and which has been recognised by the Director – Student Affairs.

3.2 Recognition of Private Hostels:

3.2.1 The Director – Student Affairs shall prescribe from time to time such general or special conditions as he/she may deem necessary for recognition of hostels and shall have the power to grant or to withhold recognition to any hostel.

3.2.2 The Dean, Warden, Manager or Proprietor of an institution who desires to have it placed on the list of recognised hostels and lodgings shall apply to the Director – Student Affairs furnishing the following particulars:

1. the locality of the hostel or lodging and its surroundings;
2. the accommodation provided;
3. the arrangements for water supply, lighting, sanitation, telephone and internet connectivity, medical help, boarding, sports and other facilities.
4. copies of the rules for management of the institution and a sketch plan of the buildings and grounds.

3.2.3 The Director – Student Affairs may appoint any person to inspect the institution and after consideration of the inspection report and further enquiry it shall decide upon whether or not the institution can be placed on the list of recognised hostels.

3.2.4 Any recognised hostel or lodging shall be open to inspection at any time by any person deputed by the Director – Student Affairs. Any change in the rules for management of the institution may also be made only with the approval of the Director – Student Affairs.

Provided that the recognition of private hostels or lodgings shall be subject to the following conditions:

1. the Proprietor or keeper of the lodging:
 - a) shall undertake to permit inspection, at any time, by the University officials and by any person deputed by the Director – Student Affairs;
 - b) undertakes, in writing, to abide by the University’s requirements regarding supervision;
 - c) shall submit to the Director – Student Affairs at the end of each year a report on the working of the hostel for the year;
 - d) shall arrange to maintain and produce for inspection when called for by an authorised person, an admission register, a register of attendance and a conduct register.

2. The Director – Student Affairs may suspend or withdraw the recognition granted to a hostel or lodging which is not conducted according to the conditions of recognition. Provided that before any action is taken, the management concerned shall be given an opportunity to make such representation in the matter as it may desire to make.

3.3 University Hostels:

3.3.1 The University may maintain such and so many Hostels as it may determine from time to time for the residence of students, research scholars and staff of the University.

3.3.2 Each Hostel may be given such name as the University may think proper. The name may also be changed whenever the University desires to do so.

3.3.3 The internal administration and discipline of the Hostels shall be vested in the Chief Warden who shall be drawn from one of the following staff members: the Administration Registrar (Faculty), an Associate Professor or a Professor of the relevant Faculty. The appointment shall be made by the Director – Student Affairs and shall be valid for such period of time as stated in the appointment notification. A casual vacancy in the office of the Chief Warden shall be filled up by the Director – Student Affairs for the unexpired period.

3.3.4 The Chief Warden may be assisted by one or more Assistant Wardens.

3.3.5 The Director – Student Affairs shall have, in relation to the administration of the Hostels, the following powers and duties:

1. to prescribe rules for admission of students and research scholars to the hostel concerned, the fees to be paid and the mode of payment and the discipline of the residents of the hostel.
2. to lay down conditions for the residence of staff members, guests and visitors;
3. to submit an estimate of the income and expenditure of the Hostel other than that relating to the Mess of the hostel and to incur expenditure within the limits fixed in the budget approved by the Finance Committee;
4. to arrange for the preparation and submission of the Annual Accounts of the Hostels along with the audit report and after approval to submit the same to the Finance Committee for information along with its contents;
5. to create administrative, office and other posts and to determine the number and emoluments of such posts and to appoint staff to such posts;
6. to deal with such matters relating to the Hostel as may be assigned to it by the Board of Management;
7. to approve the write off of losses, overdue receivables and to exempt the payment of late fee fines and penalties.

3.3.6 Every Hostel should comply with the relevant statutes and regulations of the University.

3.3.7 Every hostel shall maintain such registers and records as may be prescribed by the Board of Management or the Director – Student Affairs and shall furnish such statistical and financial information as the University may, from time to time, require.

3.3.8 Every Hostel shall submit each year by a date to be fixed by the Board of Management or the Director – Student Affairs, a report on the working of the Hostel for the previous year, the number of residents and a statement of income and expenditure and such additional information as may be required.

3.4 Other Conditions relating to Hostels:

3.4.1 Students who are expelled from the University shall not be admitted to any recognised hostel or University hostel.

3.4.2 Students who have been rusticated shall not be permitted to reside in any recognised hostel or lodging during the period of rustication.

3.4.3 Students whose residence in a hostel is found unsatisfactory shall be called upon to vacate from that hostel.

4. SPORTS & PHYSICAL RECREATION RULES

4.1 Interpretation:

In this regulation unless a contrary intention appears:

1. “Sports and Recreation facilities” means all University-owned, controlled or hired grounds, arenas, buildings or parts of the buildings which house the sports equipment and facilities or where a sporting event of the University is conducted;
2. “Sports and Recreation Committee” means the committee established by the Director – Student Affairs to advise it and the Sports Managers on matters relating to sports and recreation activities.

4.2 General Rules:

1. The University’s Sports and Recreation Committee (“the Committee”) will make the specific rules relating to the use of particular areas and facilities from time to time and will be appropriately publicised.
2. The Sports Manager (hereinafter “the Manager”) will be responsible to the Director – Student Affairs for the administration of sports and recreation activities and of the statutes, regulations and rules, general and specific, made hereunder.
3. The Director may, in writing, delegate authority to an authorised officer (“authorised officer”) for enforcement of specific rules for a particular area.
4. Users of the sports and recreation facilities (“the facilities”) should respect the rules and should use them in a manner consistent with their intended use and avoid behaving in a manner which damages them or which interferes with the peaceful enjoyment, health and safety of other users or spectators.
5. Users may be required to pay a fee for the use of a particular facility. The schedule of fees, fines and penalties payable shall be that fixed by the Sports and Recreation Committee from time to time.

4.3 Rules for use of Facilities:

4.3.1 Smoking and chewing of gum are strictly prohibited within the University campus and at all sporting facilities.

4.3.2 Food and drink must not be consumed except in areas designated specifically for this purpose. Users must respect the signs placed at various points in the facilities at all times.

4.3.3 Casual footwear or dress shoes must not be worn on specially prepared surfaces or in indoor areas where sporting activities take place. Users must use appropriate footwear and clothing in those areas.

4.3.4 Clothing appropriate to the activity must be worn at all times. The Sports and Recreation Committee will determine, from time to time, the clothing requirements and appropriate footwear for each facility and will publish them in the specific rules posted at the facility concerned.

4.3.5 Users may only use the facilities for the activities that are intended to take place at such facilities. No other activities may take place at these facilities unless they have been previously approved by the Sports and Recreation Committee or the Director or have been booked solely for that activity.

4.3.6 Any user considered to be a danger to himself/herself or other users must leave the area if requested to do so by the Director or an authorised officer.

4.3.7 Users who are suspected to be under the influence of alcohol or drugs or banned substances may be refused the use of the facilities by the Director or an authorised officer.

4.3.8 Users who contravene the rules or misuse any of the facilities may be asked to leave the area or the facility by the Director or an authorised officer either temporarily or permanently. Where damage is caused to equipment or the facilities of the University the user who caused such damage shall be liable to pay the cost of its replacement or repair to the University.

4.3.9 Users who fail to pay the fee or charge prescribed for the use of a particular facility will not be permitted to use that facility until all fees or charges due by that user are fully paid.

4.3.10 Users may enter facilities only through designated entrances. Any user who attempts to enter or enters through any point other than a designated entrance may be removed from the facility by an authorised officer.

4.3.11 Users who hire a facility for a group are solely responsible for the behaviour of their group including players, spectators, guests, visitors and officials. Any behaviour likely to cause offence is not acceptable and the Director or authorised officer may immediately terminate the use of the facilities in such cases.