



---

# CODE OF ETHICS

---



**POLICY ON CODE OF ETHICS FOR  
ADMINISTRATORS, EMPLOYEES AND STUDENTS**



SOLAN, HIMACHAL PRADESH, INDIA-173229  
[shooliniuniversity.com](http://shooliniuniversity.com)

# **CODE OF ETHICS POLICY**

## **PURPOSE**

Shoolini University, established in 2009, is a private University for the pursuit and promotion of education, research and dissemination of knowledge with a aim to maintain the highest standards of ethical, scholarly, scientific and professional integrity. As per –the aims and objectives of the University, it shall motivate and strive for the creation of competent human resources for sustainable and holistic development. Further, the University is dedicated to upholding the highest ethical standards in line with its mission of students, research, and employee service. The institutions Statement of Ethical Values and Standards of Ethical conduct articulates the core ethical principles of integrity, as the foundation for fostering a culture of ethical behavior and ensuring the fulfillment of Shoolini University’s academic objectives.

## **APPLICABLE**

The Standards of Ethical Conduct at Shoolini University are applicable for conducting research, teaching, and employment. These ethical standards extend across the university’s organizational structure, encompassing campuses, research laboratories, administrative offices, campus organizations, foundations, alumni association, and support groups. By setting these inclusive standards, Shoolini University ensures that ethical behaviour is upheld consistently throughout its diverse network of individuals and entities.

## **AIMS AND OBJECTIVES**

For effective implementation of these stated ideals and to ensure accountability and conformity with the desired standards of professionalism, an ethical framework becomes imperative for the stakeholders of the University. This ethical framework is intended to complement and supplement the existing rules, regulations, ordinances, and executive decisions that are currently in force. Shoolini University is committed to maintain high standards of integrity, transparency and accountable to the public in its normal activities and day to day transactions in matters of teaching, learning, research, administration, development works and students’ rights. The ethics policy framework should help in guiding members of the University to ensure an ethical pursuit of their individual and collective endeavour.

The policy aims to resolve cases which raise questions concerning any act or activity led to promotion of unethical practices, undue harm to individuals' rights and interest, environmental degradation, misutilization of resources, promotion of parochial interest and any work detrimental to the interest of the society.

The ethics policy will cover the following areas:

1. Teaching and Research
2. Teachers and Students
3. Student Activities
4. Administration and Employees

### **TEACHING AND RESEARCH**

Shoolini University, since its inception, has tried its best to live up to the core values and principles that determine the ethics of the academic community. The University is being center of education and learning in terms of creation and dissemination of knowledge, the academic community tenses that it adheres to high standards of integrity, honesty and academic excellence while undertaking research and teaching. It is the duty and responsibility of each one to ensure the highest level of ethical and professional standards to maintain and strengthen the academic environment in the University. The researcher must ensure that the research activities undertaken in the University conform to the high standards of disciplinary research. Plagiarism or use of unacknowledged ideas, information, data, and sources should be avoided and will not be encouraged at all as these practices corrode the foundation of academic standards. As questions of ethics are related to questions of right and wrong, rights and responsibilities, transparency and integrity, the decisions of the academic community are expected to be guided by objectively shared ethical norms and not just by subjectively held values and preferences.

The activities of the research and teaching community will be guided by the following broad principles of ethics:

1. Teachers should continuously strive to keep abreast with the developments in their respective profession and areas of interest so that they can be active agents of knowledge creation and dissemination. This should also be reflected in the syllabi and course curriculum.
2. In the process of course transactions the teachers must conform to the stated contact

hours which determine the credit of the course offered by him/ her since failure on this part means the willful subversion of the very spirit of Choice Based Credit System (CBCS) followed in Shoolini University.

3. Teachers will assist, cooperate, and follow in letter and spirit with the examination processes of the University at different levels and capacities. The sanctity of the examination process must be strictly maintained. Teachers should give importance to the fact that evaluation of the students reflects their true merit.
4. Teachers shall have dignified relationships with colleagues, staff other members of the University and will refrain from any acts of omission or commission that may lead to harassment and discrimination of any employee. Teachers will not engage in making unsubstantiated allegations towards anyone.
5. Teachers will refrain from allowing considerations on caste, religion, identity, gender in pursuance of professional accomplishments.
6. Teachers will participate in the growth and development of corporate life of the University that ranges from student welfare to other extension and extracurricular activities or as might be desired by the University authorities.
7. Teachers shall, without fear or favor, express their free and frank point of view. While teachers will abide by the rules and regulations of the university, they have the right to dissent and can express their opinions and can strive for change of the rules and regulations according to the established due practices and norms of the University.
8. Teachers shall give paramount importance to their primary duty of effective teaching and continuous research. Teachers should be active members of professional bodies and continuously strive for advancement of creation and dissemination of knowledge.
9. Teachers must avoid improper conflicts of interest and should not keep self-interest as the priority.
10. Teachers should avoid engagement in works or activities not related to terms of service, since this would apparently be misuse of the time provided for the fulfilment of the primary duty of meaningful teaching and research.
11. Teachers will cooperate with the authorities in various capacities as members of different committees and policy making bodies for betterment of the university without conforming to the professional commitment and dignity of the profession.
12. Teachers must refrain from indulging in activities which promote enmity among

communities, different religious and linguistic identities, and undemocratic practices.

13. Research Policy, as enumerated separately, must be followed for all purposes.

## **TEACHERS AND STUDENTS**

1. Discrimination against students by virtue of one's personal preference and prejudice based on caste, creed, gender, community, religion and identity must be strictly avoided.
2. Teachers will recognize the individual difference of aptitude and capabilities of the students and try to engage with the students to meet their needs.
3. Teachers in their engagements with students should be compassionate and responsive to the needs and problems of the students. A student's confidentiality in personal matters should be respected unless the same is detrimental to the interest of the student or subversive of law.
4. Teachers will encourage students to develop themselves as independent and active learners by providing counselling and guidance which is not necessarily restricted to only classroom contact hours.
5. Teachers should not be vindictive to the students. Any form of harassment of the students should be avoided. The academic community should have zero tolerance in matters of asking or forcing any form of sexual favour, sexual gesture or sexual advance.
6. Teachers shall not offer any other form of paid private coaching to students.
7. Teachers will refrain from indulging in student politics for the promotion of their own sheer personal interest.
8. Teachers shall not engage students or research scholars for personal/ non-professional work as this fails to recognize the other individual as a dignified individual and a co-seeker of knowledge.

## **STUDENT ACTIVITIES**

The University recognizes that the student is a primary stakeholder of the University, and the University always strives to uphold their basic freedoms and rights. The University recognizes that their basic amenities, concerns, and growing needs should be effectively addressed.

However, students are also expected to discharge certain basic responsibilities and be guided by ethical principles, which are as follow:

1. They must adhere to rules, regulations, codes of conduct of the schools and hostels, codes of conduct in library, internet centre, play grounds, stadiums, dispensary and other premises of the University as well as social spaces outside the University premises since they are representatives of the University.
2. The student has the right to seek redressal of their grievances in compliance with procedures of the codes of conduct. In the process of students demanding to redress their grievances, they should not indulge in activities that may vitiate the atmosphere in the University.
3. For proper implementation of academic system, the students shall not indulge in absenteeism, as this hinders effective and purposeful course transactions as it violates the basic duty of pursuit of knowledge.
4. The student community too shall adhere to high standards of integrity, honesty and academic excellence and shall avoid fabrication or misrepresentation of data and must not indulge in plagiarism of any form.
5. Students shall avoid unauthorized removal, mutilation and destruction of university property since this violates the basic ethical principle of concern and care of facilities and a breach of the right of the others to it. They shall make use of the facilities in accordance with the rules and procedures.
6. The student community shall have zero tolerance for any form of ragging, intimidation, or coercion of fellow students, which creates ill feeling among the students and leaves permanent psychological trauma among the sufferers.
7. Student shall be dignified in their behaviour to other members of the University community; they shall be gender sensitive and shall refrain from passing unwanted remarks, forcing sexual advances and sexual harassment.

## **ADMINISTRATION AND EMPLOYEES**

It is a duty and responsibility of the University administration to reflect in their administration that the primary stakeholders of the Universities are the students and employees. Administrative members of the administration and the employees are expected to conform to the ethical standards expected of their respective services and responsibilities. The members

of the administrations and employees should perform their respective duties and responsibilities in manners that are befitting to the realization of the goals of the vision and mission statements. The primary duty of the administration is to play the role of facilitators of the infrastructure and other needs of the University and to restrain from committing any act which is detrimental towards this end.

1. In matters of finance and financial transactions, the University administration should see that the resources are properly allocated in projects on priority basis in consonance with the genuine needs and aspirations of the University.
2. The administration shall ensure the recruitment of the most suitable candidate so that he/she can be an asset for the University in whatever capacity he or she may be appointed. Showing undue favouritism or any form of subjectively driven preference or indulgence in nepotism or in acts that work against the larger interest of the University will be strictly avoided.
3. University of the administration and employees shall avoid engagement in works or activities not related to terms of service unless they are directed by the University.
4. University administration and employees must avoid improper conflicts of interest and disclose the same. The members of the administration in the decision-making bodies shall not use his/ her position or authority improperly for advancing any subjective preference.
5. The members of the administration and other employees shall not accept any treat, gift or any other consideration from vendors doing business with the University.
6. The members of the administration and other employees will have respect for other stakeholders of the University and treat everyone with dignity.
7. University administration and employees shall not attend any conference or event or any other activity for which their expenses are paid, either in part or in full, in cash or kind, by a vendor doing business in the University.
8. The members of the administration and other employees shall avoid forging or fabrication of university document or official record.
  - a. Administrative staff shall be dignified in their behaviour to members of the University community; be gender sensitive and shall refrain from passing lewd remarks, forcing sexual favours, and sexual harassment of other members of the University.

- b. The members of the administration and other employees shall avoid any unnecessary and undue delay of any work and thus refrain from harming or obstructing any work that represents the interest of the students, teachers, and research work.
- c. The members of the administration shall not misuse any University property for personal benefit. This may include, but is not limited to, the misuse of official vehicles, computers, office stationery, internet facility, etc.



**R**

**Registrar**