



## 3.4.1.

**The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee**

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# CODE OF ETHICS

## POLICY



**MAHARAJ VIJAYARAM GAJAPATHI RAJ  
COLLEGE OF ENGINEERING (A)**

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALLASA  
VIZIANAGARAM - 535005**

## 1. PREAMBLE

MVGR College of Engineering (A) is one of the constituent institutions under the Maharajah Alak Narayan Society for Arts and Sciences (MANSAS), established by the late Dr. P. V. G. Raju, the last crown prince of Vizianagaram. With the first institution established in 1857, MANSAS has been the centre for education for more than 150 years now. With such a royal lineage and legacy of education, it behoves all members connected with MANSAS to conduct themselves properly reflecting the culture and tradition of the royal society under which the institution has been established. The Code of Ethics Policy (CoEP) aims at outlining the fundamental character ethic to be practiced at all levels in the institutions.

## 2. OBJECTIVES

The following are the objectives intended to be achieved by the institution through the Code of Ethics Policy (CoEP):

1. To ensure proper student conduct at all times in the campus
2. To ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession
3. To ensure fair and honest work ethic among students and eliminate plagiarism
4. To ensure peaceful and constructive learning environment in the institution free from harassment

## 3. DEFINITION

- The Code of Ethics Policy (CoEP) at MVGR College of Engineering (MVGR) is designed to build the right character required of a professional education system at all levels beginning with administration, faculty and students
- As such, the CoEP focuses on the following **THREE** major areas:
  - Administrative culture
  - Faculty character
  - Student code of conduct
- The CoEP outlines the broad and specific issues that need to be addressed in each of the above areas from **FOUR** different perspectives namely:
  - Code of conduct



- Disciplinary committee (DC)
- Oversight and Reform committee (ORC)
- Disciplinary action

#### 4. POLICY

##### Administrative Culture

- The management of the institution shall offer a free and fair environment for the development of faculty and students
- Institution shall create an environment of participative management
- Institution shall provide autonomy to faculty for execution of their academic responsibilities and also empower faculty with authority through deep delegation for decision-making according to the nature of the task and the competence of the faculty
- Grievances of the faculty, if any, shall be brought to the notice and discussed with the head of the department who shall in-turn put up the same to the Principal for redressal
- Should a faculty member not be satisfied with the response from the head of the department, they may approach the Principal directly for redressal of their grievance
- Student grievance redressal is addressed through a separate process but ultimately converges to the above
- The institution shall provide a free and fair environment for all faculty members/students to express their views and concerns and build in the them confidence and faith in the openness of the system
- The institution believes in equity and justice for all and shall not encourage any form of caste or gender based discrimination or harassment either in recruitment or in treatment of employees and students

##### Faculty Character

- Faculty members and non-teaching staff shall maintain the highest level of behavioural standards and professional demeanour as is expected of the noble profession of teaching
- A faculty member shall not involve in harassment of junior faculty or non-teaching staff or students in any form, verbal or physical
- A faculty member shall provide a stimulating and vibrant learning atmosphere in the institution to the best of his/her ability



- Faculty members shall not intimidate students with threats of detention or failure in order to get compliance. Respect has to be commanded from juniors and not demanded
- Faculty members shall discharge their responsibilities as assigned by the head of the department with the utmost sincerity and honesty and refrain from any and all kinds of questionable practices or illegal activities both on and off the campus
- Any violation of the code of ethics by the faculty members will be viewed very seriously. A committee shall be set up by the Principal with senior professors of the institution to inquire into and resolve all cases of violation of the code by faculty members

### Student Conduct

- While on campus, a student shall maintain the highest level of behavioural standards and professional demeanour as is expected of being part of a profession higher education course
- A student shall not involve in harassment of a peer or junior whether in the name of ragging or on personal difference of opinion in any form, verbal or physical
- Every student shall contribute his mite to creating a stimulating and vibrant learning atmosphere in the institution to the best of his/her ability
- A student shall not intimidate his/her junior(s) with threats and get them to execute personal favours especially in terms of meeting the academic requirements of the senior student
- A student shall diligently carry out his assigned work by the concerned faculty members utmost sincerity and honesty and refrain from any and all kinds of malpractices or illegal activities
- A student shall carry out all academic work assigned to him/her on their own and deliver by the stipulated submission date in order to their work to be graded. Plagiarism in any form at any level will not be tolerated
- All Master's thesis work shall be checked for plagiarism and the student shall submit the thesis along with the plagiarism report for their work to be taken up for examination
- The institution believes in equity and justice for all and shall not tolerate any form of caste or gender based discrimination or harassment among students



- Any violation of the code of ethics by a student will be viewed very seriously. The disciplinary committee (DC) set up by the Principal will inquire into and resolve all cases of violation of the code by students

## 5. IMPLEMENTATION

### Disciplinary Committee (DC)

- The Disciplinary Committee (DC) is set up by the Principal comprising faculty members drawn from different departments and headed by a senior faculty member of the institution
- The DC shall impartially inquire into any student indiscipline activity or violation of code of conduct
- The inquiry report along with recommendations shall be submitted by the DC to the Oversight and Reform Committee (ORC) for disposal

### Oversight and Reform Committee (ORC)

- The Oversight and Reform Committee (ORC) shall be headed by the Principal and comprise of Deans and senior professors as nominated by the Principal
- The ORC shall take a final decision based on the inquiry report submitted by the DC
- The ORC shall decide upon the nature of disciplinary action to be meted out and its duration
- The ORC shall also be responsible to ensure that the decision is properly communicated to all concerned members involved in the disciplinary action

### Disciplinary Action

- Depending upon the nature of the indiscipline, the ORC shall decide upon the nature and extent of the corrective action and prescribe suitable course of action as deemed fit for the circumstance
- As far as possible, the institution believes in correction rather than punishment as the means of redressal of violation of ethics
- In extreme cases where the nature of violation of the CoEP is very grave, the ORC may have to terminate the services of the concerned faculty member or rusticate the concerned student from the rolls of the institution

