



ETHICS POLICY

SHIA P. G. COLLEGE

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ETHICS POLICY

1. Ethics : What and Why?

Shia P. G. College is committed to the highest ethical and professional standards of conduct in pursuit of its mission to provide rigorous high-quality education in India to meet national needs and international standards. Accomplishing this mission demands integrity, good judgement at commitment to the Institute's growth from all members of the College. Shia P. G. College regularly imparting higher education specially to the minority community weaker section students backwards and S.C./S.T.'s students by giving special emphasis over them.

While Shia P. G. College affirms each person's accountability for individual actions, it also recognizes that they share a set of core values and ethical conduct. Shia P. G. College acknowledges that an organizational culture, grounded in trust is essential to support these core values and ethical conduct.

The following Statement of Core Values and Code of Conduct is intended to build, maintain, and protect that trust, recognizing that each member of Shia P. G. College is responsible for doing his/her part by upholding the highest standards of integrity and character.

1.1 Application:-

The Ethics Policy applies to all members of Shia P. G. College. The Ethics Policy governs all conduct performed by or on behalf of Shia P. G. College. Violations of the Ethics Policy may result in disciplinary action including dismissal or termination of service.

1.2 Core Values : Statement

Every member of Shia P. G. College is required to adhere to the Statement of Core Values— Integrity, Excellence, Accountability, and Respect – that form and guide the daily work of the organisation.

Integrity: We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of Shia P. G. College.

Excellence: We will perform our duties to foster a culture of excellence and high quality in everything we do.

Accountability: We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

Respect: We recognize the inherent dignity and rights of every person, and we will do this with our utmost efforts to fulfil our resulting responsibility to treat each person with fairness, compassion, and decency.

1.3 Code of Conduct : Purpose

The aim and purpose of the Code of conduct is to guide members of the Institute in applying the underlying Statement of Core Values to the decisions and choices that are made during everyday efforts in managing the affairs of Shia P. G. College, Lucknow.

1.5 Code of Conduct:-

We will:-

- Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, and administration.
- Carry out assigned duties and professional responsibilities in such a manner to further SHIA PG College mission.
- Function as good stewards of the resources and information entrusted to our care.
- Treat fellow employees, students and the public with dignity and respect.
- Refrain from discriminating against, harassing or threatening others.
- Recognize and respect the intellectual property rights of others.
- Comply with all applicable laws, rules, regulations, and professional standards.
- Avoid political activities in its full duty.
- Report wrongdoing to the proper authorities; refrain from retaliating against those who report violations; and cooperate fully with authorized investigations.
- Safeguard human health and safety and the environment in all Institute operations and activities.
- Disclose and avoid conflicts of interest.
- Refrain from accepting any gift or thing of value in those instances prohibited under law.
- Refrain from using our position or authority improperly to advance the interests of a friend or relative.

1.5 Sources : Interpretation

It must be understood that The Statement of Core Values and Code of Conduct do not address every conceivable situation or ethical dilemma that may be faced by members of Shia P. G. College.

Members of Shia P. G. College are expected to exercise good judgement in the absence of specific guidance from this policy or other applicable laws, rules and regulations.

Specific questions pertaining to the Statement of Core Values or Code of Conduct should be directed to any competent authority viz. the Governing Body, Principal, Head – Human Resources, Dean (Academics) or any other appropriate office.

2. Explanatory Notes and References:-

1. **Uphold the highest standards of Intellectual Property Right (IPR), including honesty and integrity in the conduct of teaching, research, service, and administration:-**

Members of SHIA PG College engaged in research are expected to uphold the highest standards of integrity, intellectual honesty and scholarship. Violations of research integrity include, but are not limited to:

- (a) Plagiarism defined as using another's because copyright is an only given over expression and not over ideas, writings, research, or intellectual property and representing it as your own original work,
- (b) Copy right violation including taking of Figures, data, paragraphs etc. from any journal or book without permission of the author/publisher as applicable, and using it in any of the publications byInstitutestaff or students,
- (c) Falsification of data, which includes direct alteration of findings or failing to disclose data that would substantively change the research findings and
- (d) Fabrication of research data. Research integrity requires that principal investigators and others with a fiduciary obligation for grant funds use those funds in a manner consistent with the grantor's terms and conditions and applicable laws, rules and regulations. Lastly, research involving human subjects where applicable, shall be conducted after appropriate review and approval by the Board of Management in accordance with the laid down principles.

3. Care of Resources and Information : Entrusted

Shia P. G. College property is intended for use in support of its mission and legitimate purpose.

Shia P. G. College property shall not be used for personal gain or purposes except for incidental personal use of email, telephone to make a local telephone call or incidental Internet use that is not inconsistent with applicable laws and policies. However, members of Shia P. G. College should note that such use must not interfere with the performance of official functions or that individual's own job performance. Additionally, members of Shia P. G. College should understand that there is no expectation of privacy once any personal material is placed in the public domain.

Members of Shia P. G. College are required to maintain the integrity and accuracy of the documents and records for which they are responsible. No employee may destroy any original record or document without a valid authority to do so.

Shia P. G. College is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, policies, directives, and agreements pertaining to access, use, protection, and disclosure of such information. Computer security and privacy are also subject to laws and Institute policy.

Shia P. G. College employees are required to maintain the integrity and accuracy of all documents and records related to daily attendance, sick leave, vacation/earned leave and all other forms of leave.

4. Assigned Duties and Professional Responsibilities in and mission of the college and task.

All members of Shia P. G. College are expected to conduct themselves in accordance with the highest standards of professional ethics, public service and integrity. This requirement encompasses both a responsibility to understand and to further organizational missions and goals. Individuals in positions of greater authority bear a greater responsibility for achieving organisational missions and goals in an effective manner. However, all members of Shia P. G. College should contribute to the success of the College in a manner consistent with their duties and responsibilities.

Effective internal controls are one method that can be employed to assist Shia P. G. College in achieving its mission. Internal controls are the processes employed at all levels to help ensure that College academic management is carried out in accordance with its policies and procedures, institutional policies and procedures, applicable laws and regulations and sound academic practices. Good internal controls promote efficient operations, accurate financial reporting, safeguarding of assets and responsible fiscal management.

5. Employees, Students and the Public : Treatment

Members of Shia P. G. College are required to maintain a professional work environment. Therefore, any unprofessional conduct may be subject to disciplinary action.

A romantic or sexual relationship between a member of Shia P. G. College and a student is prohibited especially in those instances where the individual has the responsibility for direct supervising, evaluating, instructing, treating or otherwise overseeing the student. Romantic or sexual relationships between employees & students strictly prohibited and will be liable for the severe punishment and action taken by the college.

6. Refrain from Discriminating Against, Harassing or Threatening others:-

SHIA PG College Statement of Core Values emphasizes the inherent dignity and rights of every person. It is our responsibility to treat each person with fairness, compassion and decency. As such, any form of discrimination or harassment is inconsistent with Institute core values. Additionally, discrimination on the grounds of race, colour, gender, religion, creed, caste, national origin, age, sexual orientation, disability is specifically prohibited.

Sexual harassment of members of Shia P. G. College or students in the College is prohibited by law and shall subject the offender to dismissal or other sanctions after compliance with due process, other than legal provisions and law of the land. Unwelcome sexual advancements, requests for sexual favours and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (A) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- (B) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- (C) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working academic environment.

Shia P. G. College is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the Shia P. G. College's mission of the college like teaching, research and public service. Shia P. G. College will not tolerate any type of workplace violence committed by or against students or members of the Shia P. G. College. Workplace violence is defined as any treats, threatening conduct or any other acts of aggression or violence in the workplace. Violations of the workplace violence policy will be met with appropriate disciplinary action, upto and including dismissal. Students/employees of SHIA PG College bear a special responsibility to remain aware of potential acts of violence on campus as evidenced by, but not limited to, unusual statements, writings or any other unusual behaviour. Members of SHIA PG College who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

7. All applicable Laws, Rules, Regulations and Professional standards : Obligations

Failure to comply with applicable laws, rules and regulations from time to time by a member of the Institutemay result in disciplinary action. Ignorance of the Law(s) will not be condoning. Members of Shia P. G. College may be governed by ethical codes or standards of their professions or disciplines. It is expected that those members of Shia P. G. College will comply with applicable professional standards in addition to laws, rules and regulations.

It is the policy of Shia P. G. College to conduct its business in an open and transparent manner consistent with the privacy rights of members of Shia P. G. College. Institute Departments that accept grants from public or private organisations to do research or such other activities, have a fiduciary responsibility to ensure that the grant funds are expended in a manner consistent with the grantor's guidelines and applicable laws, rules and regulations. The submission of false or misleading documentation in connection with a government grant may result in both employment action and criminal prosecution. Members of Shia P. G. College must exercise due care and avoid any personal use of grant funds.

Requests for reimbursement for expenses incurred on behalf of SHIA PG College must be accurate and in accordance with applicable laws and regulations. Submission of false or misleading expense reimbursement documents subjects the member of SHIA PG Collegesubmitting the documents to the risk of both termination of employment or contractual relationship and criminal prosecution.

8. Intellectual Property Rights of Others : Consideration and Respect

Employees of Shia P. G. College associated with the production of intellectual property have the responsibility to comply with the instructions on national and international law on intellectual property.

It shall also be the practice of the Instituteto comply with copyright laws. Employees of Shia P. G. College or any individual using Instituteresources should not violate copyright laws to include publications, recordings and other electronic media. Individuals copying material must take special care steps to ensure that the material is in the public domain or may be copied under the 'Fair Use' doctrine. Employees of Shia P. G. College are encouraged to consult the institutional legal counsel for additional guidance in this regard.

9. Political Activities : Abstinence

Employees of Shia P. G. College are encouraged to participate as responsible and interested citizens in our democratic society. However, there are political activities that are inconsistent with the roles and responsibilities of Institute employees. Employees may not participate in a political campaign which interferes with performance of official duties. Employees are restricted from holding State or Centre elective office and must obtain a leave of absence prior to qualifying as a candidate for State or Centre elective office in any municipal/state or general election. Appointive offices and locally elected offices may be held by an employee if there is no conflict or interference with the employee's college duties and responsibilities subject to prior consonance of the Governing Body.

10. Human Health and Safety and the Environment In All Institute Operations and Activities : Protection.

Shia P. G. College is strongly committed to protecting the environment and human and safety in all its operations. In working to meet this commitment, Institute recognizes that pro-active efforts must be made to ensure that sound environmental, health and safety planning is integrated into every level of Institute decision making. Additionally, all members of Shia P. G. College bear a responsibility for protecting human health and safety and the environment in those areas for which they are responsible.

11. Wrong doing to the Proper Authorities; Refrain from Retaliating Against Those who Do Not Report Violations; and Cooperate Fully with Authorized Investigations : Report

All members of Shia P. G. College have a responsibility to follow its policies and procedures, adhere to applicable laws and regulations and speak up when they see or suspect misconduct. Members of Shia P. G. College with concerns about possible unethical behaviour or noncompliance with Institute policy are encouraged to speak to their HODs / Functional Heads. Retaliation against a member of the Institute for reporting wrongdoing is strictly prohibited.

Members of Shia P. G. College are required to cooperate fully with authorized internal investigations. Failure to cooperate may subject the individual to disciplinary action to include termination of employment or contractual relationship.

12. Avoid Improper Conflicts of Interest : Disclosure

Employees of Shia P. G. College are expected to devote their primary efforts to the Institute's mission. Outside activities must not interfere with performance of official duties. Additionally, outside activities may create conflicts of interest or of commitment that must be properly disclosed and managed. Other members of Shia P. G. College who are not its employees are subject to other conflict of interest provisions as contained in various laws, rules and regulations from time to time.

13. Accepting any Gift or Thing of Value In Those Instances Prohibited by Shia P. G. College : Refrained

No member of Shia P. G. College shall directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. The acceptance of

a benefit, reward or consideration where the purpose of the gift is to influence a member of the in the performance of his/her official functions is strictly prohibited.

14. Use of Position or Authority Improperly to Advance the Interests of A Friend or Relative : Prohibited

No member of Shia P. G. College will use his or her position or authority improperly to advance the interests of a friend or relative. Any benefit granted to an individual will be based on merit and/or written procedure. No individual shall be employed in a department, which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority.



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