



The ICF AI University, Sikkim Faculty and Staff Code of Conduct

Introduction:

The reputation and success of the University depends on the professionalism, integrity, and ethical behavior of our faculty and staff. This Code of Conduct outlines the standards and expectations that all members of our University community are required to uphold.

1. Professionalism:

- 1.1 Faculty and staff are expected to treat all students, colleagues, and community members with respect, fairness, and courtesy.
- 1.2 Maintain a commitment to excellence in teaching, research, and administrative duties, while demonstrating dedication to the growth and success of students.
- 1.3 Respect the right and dignity of the students in expressing their opinion.

2. Integrity:

- 2.1 Act with honesty and transparency in all interactions and communications, both within and outside the University.
- 2.2 Avoid conflicts of interest and disclose any potential conflicts promptly to the appropriate authority.
- 2.3 Uphold the confidentiality of sensitive information, respecting the privacy of students, colleagues, and the University.

3. Ethical Behavior:

- 3.1 Adhere to the highest ethical standards in research, teaching, and administrative practices.
- 3.2 Avoid plagiarism and adhere to proper attribution and citation guidelines.
- 3.3 Uphold academic integrity by preventing and addressing instances of cheating, plagiarism, and academic misconduct.

4. Diversity and Inclusion:

- 4.1 Foster an inclusive and diverse environment that respects and values the perspectives and backgrounds of all individuals.
- 4.2 Avoid any form of discrimination, harassment, or bias based on race, gender, religion, ethnicity, disability, or any other characteristic.

5. Use of Resources:

- 5.1 Use University resources responsibly and ethically, ensuring they are utilized for their intended purposes.
- 5.2 Handle University equipment, facilities, and materials with care and report any misuse or damage promptly.



6. Safety and Security:

- 6.1 Prioritize the safety and security of all members of the University community, adhering to health and safety guidelines and protocols.
- 6.2 Report any safety hazards, incidents, or concerns to the appropriate authorities.

7. Collaboration and Teamwork:

- 7.1 Foster a collaborative and supportive environment, encouraging open communication and teamwork among colleagues.
- 7.2 Participate actively in university initiatives, committees, and activities that contribute to the overall growth and development of the institution.

8. Continuous Learning:

- 8.1 Engage in continuous professional development to enhance skills and stay updated on the latest advancements in your respective field.
- 8.2 Encourage a culture of lifelong learning among students and colleagues.

9. Compliance with Laws and Regulations:

- 9.1 Adhere to all applicable laws, regulations, and University policies.
- 9.2 Report any violations of laws, regulations, or policies to the appropriate authorities.

10. Reporting Violations:

- 10.1 Faculty and staff have a responsibility to report any observed or suspected violations of this Code of Conduct to the designated authority.
- 10.2 Retaliation against individuals who report violations in good faith is strictly prohibited.

11. Smoking and Intoxication:

- 11.1 Smoking is prohibited within all University buildings and facilities, in accordance with local laws and regulations.
- 11.2 Faculty and staff are expected to refrain from consuming alcohol or any intoxicating substances while on university premises or during university-related activities.
- 11.3 Being under the influence of alcohol or any intoxicating substances that impairs performance or behavior while on duty is strictly prohibited.
- 11.4 Violations of this section may result in disciplinary actions, in alignment with University policies and guidelines.

12. Conflict of Interest:

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration, except with the written permission of the Management in each case. Any contravention will attract termination of contract without any notice or compensation.

13. Confidentiality:

You will not divulge to any person, except with the specific authority of the Management, any information regarding the activities, technical know-how, security and administrative arrangements, organizational matters, and any information regarding the operations of "The University" which you may have had the privilege to know by virtue of your assignment. Your obligation to keep such information confidential will remain even after cessation or termination or cancellation of your assignment.

18. Sexual Harassment:

Prohibited harassment of a sexual nature is more specifically defined as any unwelcome sexual contact and advances, demand or requests for sexual favors, sexually colored remarks or other verbal or physical conduct of a sexual or showing any pornography or any other unwelcome physical, verbal or non-verbal conduct of a sexual nature otherwise hostile nature if:

(a) Submission to or rejection of such conduct by an Employee or Student or any other is used as the basis for employment/academic decisions or for benefits/evaluation affecting such Employee or Student; or other person or

(b) Such conduct has the purpose or effect of unreasonably interfering with an Employee's work performance or a Student's academic performance or creating an intimidating, hostile or offensive working/academic environment.


Sexual harassment may include a range of subtle and not so subtle behavior and may involve individuals of the same or different gender. Examples of conduct that may be considered to be sexual harassment, depending on the circumstances, may include, but are not limited to: intentional physical behavior which is sexual in nature, off-color jokes or language, sexually suggestive pictures or objects circulated via email, verbal comments about an individual's appearance or sexuality, propositions, sexual advances, sexual or degrading gestures, verbal abuse of a sexual nature and the like, whether communicated in person or through electronic media.

The behavior illustrated as examples above is unacceptable in the workplace and anywhere else involving employment/academic relationships, including but not limited to overnight official trips, academic activities conducted in other institutions or offices, business/academic conferences or training sessions, academic/official social events, over the telephone or voice mail or by email.

The Management will initiate prompt action in case of receiving any discrimination or sexual harassment complaint and if the complaint is found to be genuine and appropriate, disciplinary action including termination of employment will be taken against the delinquent Employee, besides advising the victim to take recourse to law and other Civil/Criminal proceedings as applicable.

You will strictly adhere to the above mentioned policy and act accordingly during your employment.


25/01/2023
Registrar
Dr. Rohit Rathi


Vice Chancellor
Dr. Jagannath Patnaik



Dated: 25th Jan 2023