SIMS SRINIVASA INSTITUTE OF MANAGEMENT STUDIES
(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

alwar das group
free mind through education

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Policy on Code of Ethics

1. Purpose of the Code of Ethics

The **Code of Ethics** in Srinivasa Institute of Management Studies (SIMS) College serves as a guideline for all members of the college community—students, faculty, staff, and administration—to promote a culture of honesty, integrity, respect, and responsibility. The policy aims to maintain high ethical standards in academic, research, professional, and social interactions within the institution.

The purpose of this policy is to:

- Foster ethical behaviour and decision-making.
- Create an environment of trust, fairness, and accountability.
- Prevent academic misconduct, unethical practices, and discrimination.
- Encourage respect for intellectual property and the rights of others.

2. Scope of the Policy

The **Code of Ethics** applies to:

- **Students**: Including full-time, part-time, and distance learning students.
- **Faculty Members**: Including teaching staff, visiting faculty, and research guides.
- **Administrative and Support Staff**: Including non-teaching staff and contractual employees.
- **Research Scholars**: Engaged in academic and industrial research at the institution.

This policy governs all aspects of academic, research, professional, and social conduct within the institution and extends to any activities related to the college, including internships, projects, research collaborations, and external engagements.

3. Principles of Ethical Conduct

The following principles outline the expectations for ethical behaviour:

a) Academic Integrity

- All members must uphold **academic honesty** in teaching, learning, research, and evaluation. Plagiarism, cheating, falsifying data, and using unauthorized materials in assessments or research are strictly prohibited.
- Faculty members should encourage original thought and ensure that students understand the importance of crediting all sources of information.

b) Respect for Intellectual Property

- Faculty, staff, and students must respect the intellectual property rights of others, including copyrighted materials, patents, trademarks, and proprietary research.
- Unauthorized use or replication of intellectual property will be considered a violation of the code of ethics.

c) Confidentiality and Privacy

- All members must respect the **confidentiality of personal and institutional information**. Any data, research, or personal information shared within the college community must be handled with discretion and care.
- Breach of privacy, misuse of personal data, or unauthorized sharing of sensitive information will be treated as a serious offense.

d) Professionalism

- Faculty, staff, and students must demonstrate **professional behaviour** in all interactions, including those with colleagues, students, and external partners. This includes respectful communication, punctuality, and adherence to the institution's rules and regulations.
- Faculty members are expected to provide constructive feedback and ensure fair assessment practices.

e) Equality and Non-Discrimination

- The institution is committed to maintaining an environment of equality and inclusion. Discrimination based on race, gender, sexual orientation, religion, disability, or any other characteristic is strictly prohibited.
- Faculty and staff must create a respectful and inclusive classroom and work environment, promoting diversity and equity.

f) Conflict of Interest

- Faculty, students, and staff must avoid conflicts of interest in academic, research, or administrative activities. This includes personal relationships or external commitments that may affect impartial decision-making.
- Any potential conflicts of interest must be disclosed to the relevant authorities.

4. Specific Guidelines for Ethical Conduct

a) Ethical Guidelines for Students

- Students must engage in honest academic practices during exams, assignments, and projects. Any form of cheating, plagiarism, or academic dishonesty is prohibited.
- Students must submit original work and give proper credit for any ideas, words, or data used from other sources.
- Students must respect their peers, faculty, and staff and contribute to creating a positive and collaborative learning environment.

b) Ethical Guidelines for Faculty

- Faculty members are responsible for maintaining the **integrity of the educational process**. They must:

- o Provide unbiased teaching and **fair evaluation**.

- o Encourage **academic freedom** and facilitate independent thought and expression in students.

- o Ensure that all assessments, grading, and evaluations are done **impartially**.

- o **Acknowledge contributions** from students and colleagues in publications or research papers.

c) Ethical Guidelines for Staff and Administration

- Non-teaching staff and administration must conduct their work with **honesty, diligence, and transparency**. They are responsible for ensuring that institutional processes are carried out in a **fair and ethical manner**.

- Staff members must not engage in **nepotism**, **favouritism**, or **corruption** when dealing with student admissions, financial matters, or any administrative processes.

5. Enforcement and Accountability

a) Reporting Violations

- Any suspected violations of the **Code of Ethics** can be reported to the **Ethics Committee** or the appropriate authority within the institution.

- Complaints should be submitted in writing and will be treated **confidentially**. Whistle-blowers will be protected from retaliation.

b) Investigation of Violations

- Upon receiving a complaint, the **Ethics Committee** will initiate an investigation to determine if there has been a breach of ethical standards. The committee will:

  - o Review all evidence and interview involved parties.

  - o Ensure a fair and unbiased inquiry.

- The investigation must be completed within a reasonable timeframe, and findings will be communicated to all involved parties.

PRINCIPAL

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SECRETARY