

ACKNOWLEDGMENTS

A need was felt to develop a manual for educating the stakeholders towards their responsibilities to the institution and the society. This manual is developed after discussion and incorporating suggestions from all the stakeholders particularly staff & students.

The Stakeholders of the GITS accept their responsibilities to the society, institution, fellow students & staff and will follow the moral values, commitments & laws set through this manual.

The institution works on its vision and mission, which are:

Our Vision

To achieve excellence in technical and management education through quality teaching and innovation.

Our Mission

- *To provide an excellent learning environment to produce socially responsible and productive technical professionals.*
- *To set up the state-of-the-art facilities for quality education and innovation.*
- *To impart knowledge & skills leading to shaping a budding manager as a quality executive.*
- *To encourage for life-long learning and team-based problem solving through learning environment.*

The contents of the Manual were appreciated by the members of the Geetanjali Education Society also.

We also thank the office staff and the students for their active involvement in carrying out this exercise successfully.

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Director

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Professional Ethics & Academic Responsibilities

The basic functions of the institute are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of citizens and professional workers for the society of which the institute is a part.

The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless he or she is free to pursue the quest for knowledge and understanding, wherever it may lead, and to report and discuss the findings, whatever they may be, the institute faculty member cannot properly perform his or her work. As a participant in an enterprise that depends upon freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the faculty member to accept the responsibilities which are concomitant with the freedom he or she needs.

Those responsibilities are (1) to students, (2) to scholars, (3) to colleagues, (4) to the institute, and (5) to the larger community which the institute serves. To make these responsibilities operational, it is necessary that ethical and professional standards be adopted to guide faculty members in their conduct and that effective mechanisms be established to monitor and enforce compliance with these standards.

Responsibilities of Teachers & Students

As a teacher, the faculty member has the responsibility for creating in his or her classroom or laboratory a climate that encourages the student to learn. The faculty member should exemplify high scholarly standards and respect and foster the student's right to choose and pursue his or her own educational goals.

- a) The faculty member must make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.
- b) The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction. The students will on their part not miss any class, regular or special.
- c) The faculty member has the responsibility to teach courses in a manner that is consistent with the course description and credit published in the catalogue and with the announced objectives of the course. S/he must not intentionally interject into classes material or personal views that have no pedagogical relationship to the subject matter of the course.

- d) In order to facilitate learning, the students will receive the appropriate context for the course material provided by the teacher. While challenge is essential to good teaching and positive receiving by the student, it is ordinarily most effective when students are adequately prepared to deal with course materials. On controversial issues within the scope of the course a reasonable range of opinion should be presented. When the faculty member presents his or her own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
- e) The faculty members owe to the student and the Institute a fair and impartial evaluation of the student's work and the students also owe to the faculty and institution due responsibility for assigned task. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion pertaining to matters of controversy within the discipline.
- f) Every student is entitled to the same intellectual freedom which the faculty member enjoys. The faculty member must respect that freedom. Restraint must not be imposed upon the student's search for or consideration of diverse or contrary opinion. More positively, the faculty member has an obligation to protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action.
The classroom must remain a place where free and open discussions of all content and issues relevant to a course can take place. While students remain responsible for learning class material and completion of course requirements, faculty should respect reasonable decisions by students, based on their exercise of their own intellectual freedom, to not attend part or all of a particular class session.
- g) The faculty member has obligations as an intellectual guide and counsellor to students. S/he has a responsibility to be available to students for private conferences. In advising students, every reasonable effort should be made to see that information given to them is accurate. The progress of students in achieving their academic goals should not be thwarted or retarded unreasonably because a faculty member has neglected his or her obligation as adviser and counselor.
- h) The faculty member should conduct himself or herself at all times so as to demonstrate respect for the student. S/he should always respect the confidence deriving from the faculty-student relationship.
- i) The faculty member must strictly avoid exploitation of students for personal advantage. For example, in writings and oral presentations due acknowledgment of their contributions to the work should be made.

Responsibilities to Fellow Teacher/Student:

As a colleague, the faculty member/student has obligations that derive from common membership in the community of scholars. S/he respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, s/he shows due respect for the rights of others to their opinions. S/he refrains from personal vilification and acknowledges contributions of others to his or her work. When asked to evaluate the professional performance of a colleague, the faculty member strives to be objective. They respect the religion/religious beliefs, caste, gender and feeling of each other.

Responsibilities to Institution

The faculty member's/ student's primary responsibility to his or her institution is to seek to realize his or her maximum potential as an effective scholar and teacher. In addition, the faculty member has a responsibility to participate in the day-to-day operation of the institute. Among the faculty member's general responsibilities to the institute, the following may be particularly noted and also followed by students in given assignments:

- a) When you speak as a private person, you should make clear that these actions and utterances are entirely their own and not those of the institute.
- b) You must never attempt to exploit any one's standing within the institute for private or personal gain. You may, on appropriate occasions, cite your linkages with the institute, but only for purposes of personal identification. The faculty member must not permit the impression to prevail that the institute in any way sponsors any of his or her activities.
- c) The institute facilities, equipment, supplies, and other properties must never be used for personal or private business.
- d) It is your duty to ensure that the regulations of the institute are designed to achieve the institute's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within the institution, you observe the regulations of the institute, but in no way abdicates your right to attempt to reform those regulations by any appropriate orderly means.
- e) Your effective participation in the governance of the institute promotes academic freedom and the goals of the institution. Each faculty member should take part in his or her institution's decision-making processes to the best of his or her ability and should accept a fair share of the faculty's responsibility for its day-to-day operation.
- f) During periods of disturbance or high tension on campus, a faculty member should take proactive reasonable steps to prevent acts of violence and to reduce tension.
- g) Subject to the requirements of this statement and other institutional regulations, you must determine the amount and character of the work and other outside activities s/he pursues

with due regard to his or her paramount responsibilities within the institute and primary loyalties to it.

Responsibilities to the Community

As a member of the community you have the rights and obligations to any citizen & society. These include the right to organize and join political or other associations, convene and conduct public meetings and publicize his or her opinion on political and social issues. However, in exercising these rights, you must make it clear that s/he does not speak for the institute, but simply as an individual. The faculty member does not use the classroom to solicit support for personal views and opinions.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions on the other. If such conflicts become acute, and the faculty member's attention to his or her obligations as a citizen and moral agent precludes the fulfilment of substantial academic obligations, the responsibility of that choice cannot be escaped, but the faculty member should either request a leave of absence or resign his or her academic position.

You will respect and offer special treatment to the women in the society, may be within institution or outside.

The stakeholders will organise and actively participate in celebration of national & international days, social services such as blood donation, awareness rallies, service in the neighbourhood etc.