

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY
Bengaluru, India



HAND BOOK

(ON CODE OF ETHICS AND CONDUCT FOR STUDENTS)



STUDENTS CODE OF ETHICS AND CONDUCT

1.1 Preamble

REVA University is a multidisciplinary university which caters to students from all walks of life. The Management of REVA believes in offering world-class education in alignment with the government and the regulatory bodies guidelines issued from time to time.

1.2 Vision

REVA University aspires to become an innovative university by developing excellent human resources with leadership qualities, ethical and moral values, research culture and innovative skills through higher education of global standards.

1.3 Mission

- To create excellent infrastructure facilities and state-of-the-art laboratories and incubation centres
- To provide a student-centric learning environment through innovative pedagogy and education reforms
- To encourage research and entrepreneurship through collaborations and extension activities
- To promote industry-institute partnerships and share knowledge for innovation and development
- To organise society development programmes for knowledge enhancement in thrust areas
- To enhance leadership qualities among the youth and enrich personality traits, promote patriotism and moral values.

1.4 Values



2. Introduction

REVA University has a well detailed Code of Ethics and conduct which embeds the REVA Core values and is a given that all at REVA will follow. The code of ethics handbook clearly defines the desired behaviour expected of REVAITES. All students entering the portals of REVA are benefited about the student's procedures of the University during the Orientation program. Students are clearly briefed about how they are expected to abide by this code of ethics for their wellbeing.

3. Jurisdiction

REVA University follows the guidelines as issued by the regulatory bodies and all incidents of ragging/harassment in the University campus or hostels is taken cognisance of and the decision of the VC is final in this regard. The discipline policy of the University states clear guidelines on the same.

4. Code of Student Ethics and Conduct

REVA University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. Guidelines for students are enumerated below: -



4.1 Expectation from Students

Students are expected to maintain discipline and behave in a dignified manner inside as well as outside the University campus. All students are expected to abide by the rules and regulations of the University and should act in a way that highlights the discipline and esteem of the University

4.2 Misconduct

Students are guided to refrain from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation. The various forms of misconduct include:

- a. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b. Intentionally damaging or destroying University property or property of other students and/or faculty members
- c. Consumption or distribution of intoxicants like alcohol/drugs/ psychotropic substances in any form or smoking or chewing, Pan masala, spitting are strictly prohibited;
- d. It is strongly advised to refrain from activities such as scribbling or graffiti on walls, door or furniture which could deface the University and destroy the academic ambiance;
- e. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Any violation of this shall invite a financial penalty;
- f. Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of University property or facilities, private residences of staff, offices, labs, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

- g. Use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- h. Any disruptive activity in a classroom, or in an event sponsored by the University
- i. Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

4.3 Activities Banned

- a. Organizing meetings and processions without permission from the University.
- b. Accepting membership of religious or terrorist groups banned by the University / Government of India
- c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d. Unauthorized possession or use of harmful chemicals and banned drugs
- e. Littering and dirtying the campus of the University.
- f. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- g. Rash driving on the campus that may cause any inconvenience to others
- h. Not disclosing a pre-existing health condition, either physical or psychological, to the Dean/Director which may cause hindrance to the academic progress.
- i. Theft or unauthorized access to other's resources
- j. Misbehaviour with faculty, staff or other students, during any activity of the University.
- k. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University

4.4 Interaction with Media

Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

- a. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.



- b. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission of University authorities.
- c. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- d. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulge in any such related activities having grave ramifications on the reputation of the University

4.5 Ragging

Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India. The students will be dealt with as per University Anti Ragging Policy.

4.6 Sexual Harassment

Sexual misbehaviour towards any student, is a serious offence and will be dealt with seriously by the University official.

4.7 Academic Integrity

The University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship.

- a. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are up held
- b. The principles of academic integrity require that a student,
 - i. Properly acknowledges and cites use of the ideas, results, material or words of others.
 - ii. Properly acknowledges all contributors to a given piece of work.



- iii. makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration
- iv. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- v. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress

c. Violations of this policy include, but are not limited to:

- i. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.
- ii. Examples of plagiarism include:
 - Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
 - Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
 - Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- iii. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement. Para phrasing or changing an author's words or style without citation
- iv. Cheating - Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- Creating sources, or citations that do not exist
- Altering previously evaluated and re-submitting the work for re- evaluation
- Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

d. Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- i. Use proper methodology for experiments and computational work. Accurately describe and compile data.
- ii. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- iii. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- iv. Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- v. Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis

vi. Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise

e. Individual Student Responsibility.

Before submitting a thesis (M Tech, M Tech (Res), or PhD) to the department, the student is responsible for checking the thesis for plagiarism. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document, and that the thesis/dissertation is original work. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner

4.8 Discipline

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action. The committee as per University Disciplinary rules for students shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.