



# TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

## ETHICS POLICY

### A. INTRODUCTION

At **Techno Institute of Higher Studies**, we are committed to fostering a culture of integrity, respect, and responsibility among our students, faculty, staff, and all stakeholders. This Ethics Policy serves as a guiding framework to uphold the highest ethical standards in all our academic, administrative, and extracurricular activities. By adhering to these principles, we aim to create a safe, supportive, and inclusive environment that nurtures the intellectual and personal growth of our community members. Achieving this mission requires integrity, sound judgment, and a commitment to the institute's growth from every member of the college.

**TECHNO INSTITUTE OF HIGHER STUDIES** is dedicated to providing Higher Education, particularly focusing on minority community students, economically disadvantaged students, and students from backward and SC/ST backgrounds. Special emphasis is given to support and uplift these students in their academic pursuits.

The presented core values and code of conduct aim to establish, uphold, and safeguard trust, acknowledging that every member of the Techno Institute of Higher Studies bears the responsibility of maintaining the highest standards of integrity and character.

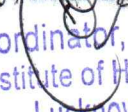
### B. IMPLEMENTATION

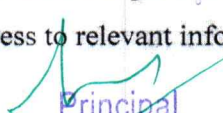
The Ethics Policy of Techno Institute of Higher Studies applies to all its members. It governs all conduct carried out by or on behalf of the institute. Any breaches of the Ethics Policy may lead to disciplinary action, including dismissal or termination of service.


### C. PRINCIPLE:-

#### **Integrity and Honesty:**

- **Academic Integrity:** We expect all students to maintain the highest levels of academic integrity. Plagiarism, cheating, and any form of academic dishonesty are strictly prohibited.
- **Transparency:** All educational, administrative, and financial processes will be conducted with transparency, ensuring that all stakeholders have access to relevant information.

  
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- **Truthfulness:** Faculty, staff, and students are expected to be truthful and accurate in all communications and representations made on behalf of the institution.

#### **Respect and Inclusivity:**

- **Respectful Environment:** our institute is committed to maintaining a respectful and inclusive environment that values diversity and treats every individual with dignity and respect, irrespective of their background, race, gender, religion, or beliefs.
- **Anti-Discrimination:** Discrimination, harassment, or any form of bullying will not be tolerated within the institution's premises or any related activities.
- **Freedom of Expression:** We uphold the principles of freedom of expression while ensuring it is exercised responsibly and without causing harm to others.

#### **Professional Conduct:**

- **Faculty and Staff:** All faculty and staff are expected to maintain professional conduct and act in the best interest of the institution and its students.
- **Conflicts of Interest:** Any potential or actual conflicts of interest must be disclosed promptly, and steps will be taken to mitigate the impact on the institution.
- **Privacy and Data Protection:** The institution is committed to protecting the privacy and data of its stakeholders in accordance with applicable laws and regulations.
- **Ethical Research: Research Integrity:** The institution encourages ethical research practices and expects all researchers to adhere to the highest standards of integrity and honesty in their work.
- **Human and Animal Subjects:** Research involving human or animal subjects must be conducted with respect for their rights, safety, and welfare, following relevant ethical guidelines and obtaining appropriate approvals.

#### **Social Responsibility:**

- **Environmental Stewardship:** The institution will strive to minimize its environmental impact and promote sustainable practices.
- **Community Engagement:** We encourage active participation in community initiatives and promote responsible citizenship.

#### **D. CODE OF CONDUCT:-**

We will follow all the following:-

- Do not accept any gift or item of value in situations where it is prohibited by law.

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- Please execute your assigned duties and professional responsibilities in a manner that promotes the mission of Techno Institute Of Higher Studies.
- Engage in interactions with fellow employees, students, and the public while treating them with dignity and respect.
- Acknowledge and honor the intellectual property rights of others.
- Be mindful of and show reverence for the intellectual property rights of others.
- Avoid engaging in discrimination, harassment, or threats against others.
- Adhere to all relevant laws, rules, regulations, and professional standards.
- Advise the proper authorities of any misconduct, refrain from retaliating against people who report violations, and participate fully in any investigations that are allowed.
- Refrain from engaging in political activities while fulfilling its complete responsibilities.
- Refrain from using our position or authority improperly to advance the interests of a friend or relative.
- Reveal and steer clear of conflicts of interest.

#### **E. ORIGIN : INTERPRETATION**

It should be understood that the declaration of core values and code of conduct of the Techno Institute of Higher Studies does not encompass every possible situation or ethical dilemma that members may encounter.

Students at Techno Institute of Higher Studies are anticipated to exercise sound judgment when faced with situations that lack specific guidance from policies or other relevant laws, rules, and regulations.

#### **F. EXPLANATORY NOTES AND REFERENCES:-**

**Maintain the utmost standards of Intellectual Property Rights (IPR), encompassing honesty and integrity throughout the execution of teaching, research, service, and administration.**

**Researchers affiliated with Techno institute of higher studies are required to adhere to the highest standards of integrity, intellectual honesty, and scholarship. Instances of research misconduct encompass, among others, but are not confined to:**

- a) Falsification of data involves directly altering findings or omitting data that would significantly alter the research results.
- b) Fabrication of data from a study According to the requirements of research integrity, main investigators and other parties with a fiduciary duty to grant money must use those funds in

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accordance with the grantor's terms and conditions as well as any and all applicable laws, rules, and regulations.

- e) Regulations. Last but not least, whenever necessary, research involving human subjects must first receive adequate assessment and approval from the Manager in accordance with the established principles.
- d) Plagiarism is defined as using someone else's work, since copyright only covers the expression of ideas and not the ideas themselves, such as writings, research, or intellectual property, and presenting it as your own original work.
- e) Copyright violations encompass the unauthorized use of figures, data, paragraphs, etc., from any journal or book without the necessary permission from the author/publisher, and subsequently incorporating them into any publication by staff or students of the Institute.

#### **G. CARE OF RESOURCES AND INFORMARTION:**

Techno Institute of Higher Studies ensuring that the property is utilized in alignment with its intended purpose, The Institution can maximize its potential to benefit students, faculty, staff, and the broader community. Such responsible and focused utilization allows for a conducive learning and working environment, fostering academic growth and advancement. Moreover adhering to the principle of using the property for its designated purpose also contributes to the institution overall sustainability and efficient resource management. It helps avoid wasteful practices and ensures that resources are distributed appropriately to support various academic and operational needs. It underscores the institution's commitment to excellence and responsible stewardship of resources, driving positive outcomes and impact within the academic community and beyond.

At Techno Institute of Higher Studies, it is imperative for all employees to uphold the integrity and precision of the documents and records under their responsibility. Under no circumstances is any employee permitted to destroy any original record or document without valid authority to do so. This commitment to maintaining accurate records ensures transparency, accountability, and effective management of information within the institution.

Techno Institute of Higher Studies serves as the custodian of various types of information, encompassing confidential, proprietary, and private data. Those who are given access to such information have a responsibility to understand and abide by the applicable laws, policies, guidelines, and agreements that control its access, use, protection, and disclosure.

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The Institute places a high priority on computer security and privacy, which are also governed by institutional norms as well as legal guidelines. The Institute works to protect the interests of all stakeholders, enforce ethical standards in the management of data, and ensure the confidentiality and integrity of sensitive information by strictly adhering to these rules.

Techno Institute of Higher Studies, employees are obligated to uphold the integrity and accuracy of all documents and records pertaining to daily attendance, sick leave, vacation/earned leave, and any other types of leave.

#### **H. THE ASSIGNED DUTIES AND PROFESSIONAL RESPONSIBILITIES ARE ALIGNED WITH THE INTUITION'S MISSION AND TASK.**

The highest levels of integrity, public service, and professional ethics are demanded of all members of the Techno Institute of Higher Studies. This need includes a duty to comprehend and advance organizational missions and goals. Increased power positions come with increased accountability for the successful completion of organizational missions and goals. However, all TIHS members should contribute to the college's success in a way that is consistent with their obligations.

One approach to aid Techno Institute of Higher Studies in accomplishing its mission is through the implementation of effective internal controls. These controls encompass processes adopted at all levels to ensure that the Institution's academic management aligns with its policies, institutional guidelines, relevant laws and regulations, and sound academic practices. By promoting efficient operations, accurate financial reporting, asset protection, and responsible fiscal management, good internal controls play a crucial role in the institution's functioning.

#### **I. TREATMENT WITH EMPLOYEES, STUDENTS AND PUBLIC:**

**Treatment of Employees:** This policy emphasizes the fair and equitable treatment of employees within the organization. It may include provisions regarding non-discrimination, equal opportunities, and a safe work environment. Employees are encouraged to be respectful towards one another, maintain confidentiality when required, and foster a culture of collaboration and support. The policy may also address issues such as conflict of interest, gifts and gratuities, and proper use of company resources.

**Treatment of Students:** For educational institutions, the ethics policy extends its principles to encompass the treatment of students. This involves providing a supportive learning environment, free from discrimination and harassment. Faculty and staff are expected to be unbiased in their evaluations and grading, and to adhere to professional boundaries in their interactions with

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students. Protecting students' privacy and maintaining academic integrity are also key components of this aspect of the policy.

**J. Treatment of the Public:** The ethics policy recognizes the significance of interactions with the public, customers, and stakeholders. Honesty, transparency, and respectful communication are integral to these interactions. Organizations are encouraged to maintain high standards in their products and services, prioritize consumer safety and satisfaction, and comply with all relevant laws and regulations. The policy may also cover issues related to responsible marketing and advertising practices.


- Any romantic or sexual interaction between a Techno Institute of Higher Studies employee and a student is expressly forbidden, especially if the employee has direct control over the student through employment, supervision, evaluation, education, treatment, or oversight. It is expressly banned for personnel and students to have romantic or sexual interactions, and those discovered in violation will face harsh penalties and disciplinary action from the college.

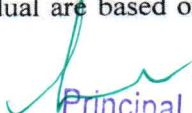
**K. PREVENT HARASSING, DISCRIMINATING AGAINST, OR THREATENING OTHERS:**

Recognizing the inherent worth and rights of every person is a key tenant of the Techno Institute of Higher Studies' Statement of Core Values. It is our responsibility to treat everyone equally, compassionately, and politely. Therefore, any form of discrimination or harassment is in opposition to the core principles espoused by the Institute. Additionally, it is against the law to discriminate against someone based on their race, color, gender, religion, creed, caste, national origin, age, sexual orientation, or disability.


Other than legal requirements and the law of the land, sexual harassment of Techno institute of Higher Studies members or students is forbidden by law and shall subject the offender to dismissal or other punishment following compliance with due procedure. Sexual harassment includes unwanted advances, solicitations for sexual favors, and other verbal or physical behavior that is sexual in nature when:

- a) This behavior unreasonably disrupts an individual's work or academic performance and fosters an intimidating, hostile, or offensive environment in the workplace or academic setting.
- b) An individual's employment or academic standing is explicitly or implicitly conditioned upon submitting to such conduct.
- c) Employment or academic decisions affecting an individual are based on their submission to or rejection of such conduct.

  
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In order to prevent workplace violence and promote a cordial and courteous workplace, Techno Institute of Higher Studies is committed. Techno institute of Higher Studies is a Institution has a motto which includes teaching, research, and public service, must be carried out in a safe and secure environment. The fulfillment of TIHS's mission, encompassing teaching, research, and public service, depends on the foundational requirement of a safe and secure environment. TIHS strictly condemns all forms of workplace violence, whether directed towards students, staff, or any other members of the college community. Workplace violence is defined as any form of threat, intimidating behavior, or aggressive acts that may occur within the college premises. TIHS strictly condemns all forms of workplace violence, whether directed towards students, staff, or any other members of the college community. Workplace violence is defined as any form of threat, intimidating behavior, or aggressive acts that may occur within the college premises. Individuals who violate the workplace violence policy at TIHS will face suitable disciplinary measures, which may extend up to and include dismissal. Both students and employees of the Institution hold a special responsibility to stay vigilant regarding potential acts of violence on campus, demonstrated by, but not restricted to, unusual statements, writings, or any other uncommon behavior. There will be no retaliation against TIHS members who report instances of workplace violence in good faith or assist with investigations.


**L. EACH AND EVERY LAW, RULE, REGULATION, AND PROFESSIONAL STANDARD THAT APPLIES: RIGHTS AND OBLIGATIONS**

Failure to comply with applicable laws, rules, and regulations by any member of the Institute may lead to disciplinary action. Ignorance of the laws will not be an excuse. Members of TIHS are also expected to abide by ethical codes or standards related to their respective professions or disciplines. It is essential for these members to adhere to the applicable professional standards and the laws, rules, and regulations.

TIHS has a policy of conducting its business openly and transparently while respecting the privacy rights of its members. If any institute departments accept grants from public or private organizations for research or other activities, they have a fiduciary duty to ensure that the grant funds are used in accordance with the guidelines provided by the grantor and in compliance with relevant laws, rules, and regulations. Submitting false or misleading documentation related to a government grant could lead to disciplinary action and potential criminal prosecution. Members of TIHS must exercise due diligence and refrain from any personal use of grant funds.

  
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Reimbursement requests for expenses incurred on behalf of TIHS must be precise and in compliance with the relevant laws and regulations. Submitting false or misleading expense reimbursement documents puts the member of TIHS at risk of facing termination of employment or contractual relationship and potential criminal prosecution. It is crucial to ensure that all expense claims are accurate and adhere to the appropriate guidelines.

**M. RESPECT AND CONSIDERATION FOR THE INTELLECTUAL PROPERTY :RIGHTS OF OTHERS**

Employees of TIHS involved in the creation of intellectual property are obligated to adhere to the guidelines of national and international intellectual property laws.

The Institute shall strictly adhere to copyright laws. Employees of TIHS, as well as any individuals utilizing Institute resources, must refrain from violating copyright laws, including those related to publications, recordings, and other electronic media. When copying materials, individuals should take necessary precautions to ensure that the material is either in the public domain or can be copied under the 'Fair Use' doctrine. Employees of TIHS are encouraged to seek guidance from the institutional legal counsel for further assistance in this matter.

**N. POLITICAL ENGAGEMENT.: MODERATION**

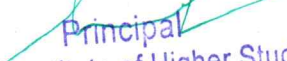
TIHS encourages its employees to actively engage as responsible and interested citizens within our democratic society. However, certain political activities may not align with the roles and responsibilities of Institute employees. Hence, employees are not allowed to participate in political campaigns that might hinder the performance of their official duties.

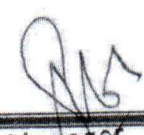
Furthermore, employees are prohibited from holding elective offices at the State or Centre level. If they intend to run for any municipal/state or general election, they must first obtain a leave of absence. However, appointive offices and locally elected positions can be held by employees, provided there is no conflict or interference with their college duties and responsibilities. This is subject to the prior approval of the Governing Body.

**O. ENSURING THE PROTECTION OF HUMAN HEALTH, SAFETY, AND THE ENVIRONMENT IN ALL INSTITUTE OPERATIONS AND ACTIVITIES.**

TIHS is firmly dedicated to upholding environmental protection and ensuring the safety of all individuals in every aspect of its operations. In its pursuit of fulfilling this dedication, the Institute acknowledges the need for proactive measures to incorporate sound environmental, health, and safety planning into all levels of decision-making. Moreover, every member of TIHS

  
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holds the responsibility of safeguarding human health, safety, and the environment within their respective areas of responsibility.

**P. REPORT ANY WRONG DOINGS TO THE APPROPRIATE AUTHORITIES, REFRAIN FROM RETALIATING AGAINST THOSE WHO DO NOT REPORT VIOLATIONS, AND FULLY COOPERATE WITH AUTHORIZED INVESTIGATIONS.**

Every member of TIHS is obligated to comply with its policies and procedures, as well as abide by relevant laws and regulations. Furthermore, it is their duty to raise their voice if they witness or suspect any misconduct. If any member of TIHS has concerns regarding potential unethical conduct or violations of Institute policy, they are encouraged to discuss these matters with their respective Heads of Departments or Functional Heads. It is essential to emphasize that the Institute strictly prohibits any form of retaliation against individuals who report wrongdoing.

All TIHS members must fully cooperate with authorized internal investigations. Failure to do so may result in disciplinary measures, including termination of employment or contractual relationships.

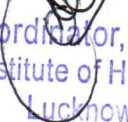
**Q. PREVENT IMPROPER CONFLICTS OF INTEREST THROUGH DISCLOSURE**

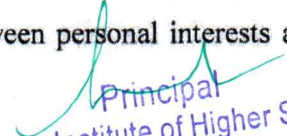
TIHS employees are required to prioritize their commitment to the Institute's mission. Any external activities should not hinder the performance of their official duties. Moreover, such activities might give rise to conflicts of interest or commitment, which should be disclosed and appropriately managed. Non-employee members of TIHS are subject to different conflict of interest provisions outlined in various laws, rules, and regulations as applicable.

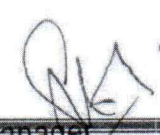
**R. ACCEPTING ANY GIFT OR THING OF VALUE IN THOSE INSTANCES PROHIBITED BY TIHS : REFRAINED**

Accepting any gift or thing of value in instances prohibited by the Institute is strictly forbidden. The Institute has established guidelines and policies to ensure that its employees and members maintain the highest standards of integrity and avoid any conflicts of interest. The prohibition against accepting gifts or things of value in certain situations is essential to uphold the organization's reputation, ethics, and impartiality.

By refraining from accepting such gifts or favors, the Institute aims to prevent any potential influence on decision-making processes and actions that could compromise fairness or objectivity. Instances where the acceptance of gifts is prohibited typically involve situations where there could be perceived or actual conflicts between personal interests and professional responsibilities.

  
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**S. IT IS PROHIBITED TO MISUSE ONE'S POSITION OR AUTHORITY TO FAVORABLY PROMOTE THE INTERESTS OF A FRIEND OR RELATIVE.**

In this institution, any improper use of position or authority to advance the interests of a friend or relative is strictly prohibited. The institution places a high emphasis on maintaining a fair and unbiased work environment, ensuring that decisions and actions are made solely based on merit and without any personal favoritism.

Using one's position or authority for personal gain or to benefit friends or relatives can lead to conflicts of interest and undermine the integrity and reputation of the institution. Therefore, all employees and members are expected to uphold the highest standards of ethical conduct and avoid any actions that could compromise the impartiality and fairness of the institution's operations.

The prohibition against using one's position or authority to favorably promote the interests of close acquaintances is essential to foster an environment of trust and equal opportunities for all. It ensures that individuals are selected, evaluated, and rewarded based on their qualifications, skills, and performance, rather than personal relationships.

**Enforcement and Reporting:**


Any violation of this Ethics Policy will be taken seriously and may result in appropriate disciplinary actions, which may include counseling, warnings, suspension, or expulsion for students, and appropriate measures for faculty and staff.

Any member of the educational institution who becomes aware of a potential breach of this policy is encouraged to report it through appropriate channels as outlined in the institution's reporting procedures.


**Review and Updates:**

This Ethics Policy will be regularly reviewed to ensure its relevance and effectiveness. Any updates to the policy will be communicated to all stakeholders.

By fostering a culture of ethics and integrity, we affirm our commitment to the betterment of our educational community and society as a whole.

  
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