

Ethics Policy

Bundelkhand College, Jhansi

1. Preamble

Bundelkhand College, Jhansi is committed to maintaining the highest standards of ethical conduct, academic integrity, fairness, and respect across the whole campus. The Ethics Policy sets out the principles and practical procedures that govern behaviour by students, faculty, administrative staff and management. It aims to create a safe, inclusive, transparent and accountable academic environment that supports learning, research, and the public trust.

2. Purpose

This policy will:

- Define the core ethical principles expected from all members of the college community.
- Provide clear responsibilities for different stakeholder groups.
- Set out procedures for reporting, investigating and resolving alleged ethical violations.
- Protect individuals who report in good faith from retaliation.
- Describe sanctions and remedial steps where misconduct is proven.

3. Scope

This policy applies to:

- All students enrolled at Bundelkhand College.
- All teaching, research and administrative staff employed by the college.
- Governing body members, contractors, visiting scholars and any other persons acting on behalf of the college while undertaking college-related activity.

4. Core Principles

All college community members must act in accordance with the following principles:

Integrity and honesty

- Be truthful and transparent in academic work, official records, communications and financial matters.

Respect and dignity

- Treat all persons with courtesy and fairness, irrespective of gender, caste, religion, nationality, disability, age or sexual orientation.

Academic integrity

- Avoid plagiarism, cheating, fabrication of data, false claims of authorship or any form of academic dishonesty.

Accountability and responsibility

- Take responsibility for actions and decisions, and comply with lawful college policies, procedures and regulations.

Confidentiality and privacy

- Respect and protect personal and institutional information and use it only for authorised purposes.

Conflict of interest avoidance

- Disclose any personal, professional or financial interest that could reasonably be perceived to affect impartiality.

Social responsibility and sustainability

- Promote community engagement, environmental responsibility and ethical citizenship.

5. Specific Responsibilities

A. Teaching and Research Staff

- Maintain professional standards in teaching, assessment, supervision and research.
- Ensure fair and transparent grading and evaluation.
- Declare conflicts of interest (for example, financial interests, family relationships with supervisees, external consultancy) to the appropriate authority.
- Preserve student confidentiality and act to safeguard student welfare.
- Support academic freedom while ensuring classroom conduct is respectful.
- Commit to continuous professional development and model ethical scholarship.

B. Administrative Staff

- Perform duties with impartiality, honesty and transparency.
- Safeguard institutional records and student/staff data; disclose only to authorised parties.
- Ensure administrative processes such as admissions, scholarships and procurement follow fair and auditable procedures.
- Use college resources responsibly and avoid misuse for personal advantage.

C. Students

- Abide by rules of academic integrity in coursework, examinations and research.
- Attend duties and meet deadlines; take responsibility for learning.

- Respect peers, faculty and staff; avoid harassment, discrimination and disruptive behaviour.
- Protect campus safety and report hazards or unsafe conduct.
- Use college property responsibly and participate in sustainability initiatives.

7. Reporting

Reporting

- Concerns may be reported in writing, by email to the Ethics Committee, or via an online/physical complaint form available at the college office.
- Reports should include the nature of the concern, names (where known), dates, and supporting evidence.

Initial handling

- Reports will be acknowledged within seven calendar days. The Ethics Committee will conduct an initial assessment to determine whether a formal investigation is warranted.

Investigation

- Formal investigations will be confidential, impartial and timely. The investigator(s) will collect evidence, interview relevant parties and provide the respondent an opportunity to reply.

Decision and remedial action

- If a violation is found, the college will take proportionate disciplinary or corrective action, which may include counselling, reprimand, suspension, termination, revocation of degree/credit, restitution or referral to external authorities where appropriate.