

**Sri Sathya Sai Institute of Higher Learning
(Deemed to be University)**

CODE OF ETHICS

**In this College, the medium of instruction is discipline. The first ,second
and third languages are Love, Service and Sadhana.**

- Bhagawan Sri Sathya Sai Baba

Academic Integrity and Honor Code

Every student is expected to conduct himself/herself befitting the characteristics of a SAI student holding high ideals, values and spotless character founded on truth, right conduct, peace, love, and non-violence in line with our Divine Founder Chancellor Bhagawan Sri Sathya Sai Baba's dictum.

Every student, staff and faculty at Sri Sathya Sai Institute of Higher Learning (SSSIHL) is committed to preserving the highest standards of academic behaviour. The guidelines set forth in this document will be mandatory for all to adhere to in order to enforce academic honesty and integrity, thus upholding the honour of this university.

This document, therefore, lays down in concrete terms the set of principles, guidelines and processes for dealing with plagiarism and other academic integrity related offenses committed by anyone associated with the university in whatever capacity he/she may be engaged. SSSIHL expects everyone to work towards upholding the highest standards of academic honesty and integrity.

Every Member of SSSIHL will adhere to The Code of Conduct:

1. Every member of SSSIHL (academic and non-academic both alike) is bound by the set of guidelines, principles and processes under this Honour Code. Everyone will take active part and be vigilant in ensuring that the spirit and letter of this document are followed without fail.
2. Every member of SSSIHL will work towards honourable academic activities under all circumstances in an air of total harmony. Every act of all those involved in SSSIHL must lead to the manifestations of confidence in the honour of the

academic community. All unreasonable precautions are avoided to ensure an atmosphere of honesty and integrity.

3. Every faculty member of SSSIHL will diligently avoid academic procedures that will raise the temptations in others to violate the codes and standards thus set forth.
4. In specific terms, Honour Code prohibits anyone providing or receiving any form of aid that violates the codes and regulations of the examinations, or providing unacceptable form of assistance in the class assignments, reports, assignments, articles etc., that are to become a part of the grading by the examiner/instructor.

Breaches of Academic Honesty:

In this section various forms of breaches of academic integrity are explained in order to provide a clear understanding of what types of actions are totally unacceptable to SSSIHL.

These breaches in the academic setting can be broadly categorized under cheating, plagiarism and unauthorized possession of any materials, and/or information/actions that have the potential to induce temptations of dishonesty in others.

Cheating

The term 'Cheating' in the academic context refers to all forms of fraudulent acts to gain unfair advantage over others during an examination or an academic exercise or a competitive situation. It is an immoral way of achieving one's goal. Many examples can be cited: copying someone else's answer scripts or work or materials from the internet, possession of unauthorized materials and resources during an examination, falsifying results, unlawful assistance to any academic exercise in which grading is involved.

Plagiarism

Plagiarism is unlawful usage of other's ideas, concepts, works or materials in an attempt to claim ownership without appropriate acknowledgment of the original work or author or the source. Avoiding plagiarism is a moral responsibility of every member of SSSIHL. This also entails avoiding associating with persons, either within or outside the Institute, who are indulging in plagiarism. Due recognition to the original contributors strengthens our will to uphold the honesty at the grass roots level. A number of examples can be seen in respect of what constitutes plagiarism in academic publications/presentations. For example: failure to quote original contributions, copying

from internet-based resources, failing to use 'quote-unquote' and associated references, fabrication of data to support a claim etc.

Unauthorized Access to All Forms of Academic Materials:

These include fraudulent acquisition or disposition of examination related materials, reports, academic work, assignments without instructor's consent, and use of multiple copies of the same materials for the purpose of gaining multiple academic recognitions. All such acts can be treated as immoral acts and require higher level of intervention from SSSIHL.

Process of Handling of Report on Violations of the Honour Code:

Every member of SSSIHL is obligated to notify the Head of the Department (HOD) or Director in the case of internal assessments and the Controller of Examinations (COE) in the case of end-semester examinations regarding any alleged misconduct whether or not the accused admits to the act of academic dishonesty. It is important that all concerned authorities are given adequate opportunity to be represented in each case. This will ensure that such "innocent errors or acts or mistakes" are not repeated in several of the academic exercises at once.

Immediately upon the receipt of a report concerning an act of academic dishonesty, HOD or Director will study the circumstances in which the alleged act has occurred, discuss with the faculty member responsible for the specific academic exercise, seek response from the alleged offender and evaluate all possible course of actions in order to choose what actions will be more appropriate treating each case as a special one. HOD or Director will also discuss with the faculty member the details of grade penalty befitting the act of academic dishonesty. HoD or Director will then call for a meeting with the student in the presence of the faculty member(s) to discuss the possible course of actions available to University.

Any member of SSSIHL facing such a situation will be asked to accept the misconduct in writing or allowed to make request for a hearing before an expert committee. Faculty should not assess a grade penalty if the accused refuses to accept the act of dishonesty. In such cases, the incident must be reported to HOD or Director immediately for adjudication by an expert committee. This committee will be specifically constituted for investigation into the alleged acts of academic dishonesty and will make a final decision based on their findings and communicate the same in writing to HOD or Director . Anyone found guilty of academic dishonesty will also face penalties as set out by the SSSIHL.

Until such a time the committee's recommendations are received, the final grade in the examination. pertaining to the specific academic exercise will be withheld and a symbolic letter grade "UI" (Under Investigation) is given.

In all instances of academic dishonesty proven beyond reasonable doubt, an administrative decision may be appropriate as per penalties stated in next section. Depending upon the nature of violations of the honor code as set out in this document and the number of violations that are believed to be performed by the accused, the matter could be submitted to the Vice Chancellor of SSSIHL for final decision.

Penalties for Violating the Honor Code

Penalties for Student Members:

Once it is established beyond reasonable doubt that a student member has indeed violated the Honor Code, then the following actions will ensue depending on the nature of the violations.

(A) Continuous Internal Assessments:

The minimum penalty for a first offense includes but not limited to:

- Written confirmation and acceptance of the violations by the student.
- Counseling by a panel of members consisting of HOD and the faculty.
- A warning letter to the student recording the first offense by the department concerned.
- Loss of marks and reduction in grade as decided by an internal panel.

The minimum penalty for a second offense includes but not limited to:

- Written confirmation and acceptance of the violations by the student.
- Counseling by a panel of members consisting of Director, HOD and the Teacher.
- A second warning letter to the student recording the seriousness of the situation.
- Letter to the parents advising them of the violations.
- An entry into a register for appropriate consideration during future admissions.
- Loss of marks and reduction in grade as decided by an internal panel.

The minimum penalty for the third and last offense includes but not limited to:

- Written confirmation and acceptance of the violations by the student.

- Declaration of "Fail" in the subject.
- A third and final warning letter.
- Counseling by a panel of members consisting of Vice Chancellor, Registrar, Director, HOD and the Teacher.
- Letter to the parent advising of the student's expulsion.

(B) End-Semester Examinations:

Any instance of violations of academic dishonesty or breach of Institute examination procedures in the case of end-semester examinations shall be reported to the Controller of Examinations for necessary action.

Penalties for Academic and Non-Academic Members of SSSIHL:

- HOD or Director upon investigation of the matter will report the matter to Controller of Examinations in case the misdemeanour is examination related .In case of non-examination related matters it will be reported to the Registrar of SSSIHL.
- An expert committee constituted by the Vice-Chancellor of the SSSIHL will report the findings to Vice- Chancellor.
- Vice Chancellor will decide the nature of penalties applicable in each and every case if the act of academic dishonesty is proved beyond reasonable doubt and Vice - Chancellor's decision will be final.

Integral Items of SSSIHL Integral Education

Every student is required to get Optimal Numeric Points(ONP) every semester in the following 5 components of Integral Items for being eligible to sit for end-semester examinations:

- 1.Participation in Yogasana,Games and Sports
- 2.Participation in Morning Prayaer and Mediatation sessions
- 3.Attendance at Universal Prayer and Readings on Unity of Religions
- 4.Attendance at Classes
- 5.Participation in Social Work /Self- Reliance Programme

The Numeric Points in Integral Items are computed as given in Guidelines for Evaluation of Integral Items as given in the academic regulations of each academic programme.

A student not allowed to take End-semester Examinations for want of ONP in one or more of the Integral Items,will not be permitted to continue his/her studies further in the Institute.

Value – Based Residential System

SSSIHL is a fully residential based system modelled on the ancient Gurukul system. The campus hostels where students reside is a Home away from Home. It is based on the underlying philosophy that a Home is a place where each lives for the other and all live for God. Understanding and Adjustment are the hallmarks of harmonious community living in the student hostels. All students are expected to adhere to the rules and regulations of the hostels where they reside. Any expulsion from the hostel on grounds of indiscipline will lead to exit from the Institute academic programmes as well.

Refer to Hostel Rules and Regulations below:

- Anantapur Campus
- Brindavan Campus
- Prasanthi Nilayam Campus
- Muddenahalli Campus

Sports and Games

Sports and Games are an integral part of a student's life in the campus. Students are expected to participate in the daily jogging, yogasanas and games sessions in the campus with both regularity and sportsman spirit. A number of athletics, games and cultural competitions are conducted throughout the academic year and the spirit of all these competitions culminating in the Annual Sports and Cultural Meet on January 11 is enshrined in the Institute Sports, Games and Cultural Meet Pledge given below:

Institute Sports Pledge:

Convocation Pledge

"Education is for life, not for a living," says Bhagawan Baba. The Institute expects that the values imparted to students during the student years will become an integral part of their personality and be their guiding force in life. This expectation which students are expected to adhere to are enshrined that students take at the time of their Convocation.

Convocation Pledge:

DISQUALIFICATION (Rules, 2017 Page nos.31 & 32)

- (a) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the Institute:
 - i) if he/she is of unsound mind
 - ii) if he/she is an un-discharged insolvent
 - iii) if he/she has been convicted by a court of law of an offence involving moral turpitude.
 - iv) If he/she has not been appointed as per the provisions of UGC Regulations

- (b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final.