

Holistic Ethical Culture

At Air University, integrity is strengthened through consistency of periodic assessments of policies & processes. The integrity is not only assured but also protected with constant improvements in systems and practices at Air University by adhering to the following fundamental attributes of integrity:

- a) High standard of integrity on the basis of fair, transparent and impartial practices for hiring, retention and dismissal of employees.
- b) An efficient and widely published system to address the grievances of students.
- c) Prevention of conflict of interests and if happens, an efficient system to address the conflict of interest.
- d) Strong ethical practices and respect for individuals.
- e) Equitable and appropriate treatment with all parties and individuals while considering planning and policy making.
- f) Inbuilt practices of safeguarding intellectual property rights.
- g) Enabling environments for students, faculty, administration and other university staff promoting mutual respect for each other's ideas, background and prospective etc.
- h) Practicing integrity and openness in public relations, announcements and all other forms of information sharing with public.
- i) Periodic assessment of policies, implementation processes and practices reflecting integrity and availability of factual reports.

The following Committees & offices are there to redress the complaints/grievances of faculty/employees/students:-

a) Discipline Committee

Serious Disciplinary matters shall be investigated by the Discipline Committee, which shall forward its recommendations to the Vice Chancellor for final approval. The Discipline Committee consists of three members nominated from among the University Staff by the Vice Chancellor/Senior Dean. The Discipline Committee shall accord full opportunity to the student to plead the case. Statements made by the

student and cross examination by the Committee will be recorded and recommendation made to the Vice Chancellor/Senior Dean.

- a) Copy of notification regarding present status of Discipline Committee
- b) Discipline Committee for dealing with students' disciplinary cases.
- c) The Vice Chancellor is the final decision making body in grievance cases.

b) Unfair Means Committee

A student found using unfair means or assisting another student during an examination is liable to face severe disciplinary action. If the invigilator considers a student a source of disturbance in the examination hall, the student will be asked to leave the examination hall. A student found guilty of using unfair means, will be referred to the Unfair Means Committee. The Unfair Means Committee will consist of three members nominated by the Vice Chancellor.

Composition of the Unfair Means Committee is recommended by the Senior Dean and approved by the VC.

The members remain on the Committee for a period of 01 year unless the tenure is extended by the VC. The Senior Dean may detail another Faculty Member to work temporarily in place of a permanent member if the latter is committed in another activity.

- a) Unfair Means Committee for dealing with unfair means cases.
- b) Summary of the cases for use of unfair means during Fall Semester 2020 is attached as Annexure B of standard folder.
- c) The Vice Chancellor is the final decision making body in unfair means cases.

Instructions for Students: What Constitutes Use of Unfair Means in Examination

- a) Attempt to know contents of question paper prior to examination.
- b) Gaining access to question paper through any mean.
- c) Arguing with Invigilator/being rowdy.
- d) Possession / Use of external / written/ printed material inside the exam room.
- e) Possession / Use of Mobile phone, smart watch or unauthorized device containing external / cheating material inside the exam room.
- f) Exchange of Answer Book / Question Paper or any other cheating material.
- g) Attempt to cheat outside exam room, seeking help from other student inside / outside the exam room, abetment in cheating.
- h) Borrowing of calculator or any other device during examination.
- i) No ID card/Proof of being bonafide student of AU held by student.
- j) Oral communication, whispering, looking around.
- k) Impersonation: Wherein a student is represented by someone else in the examination to attempt a paper/test etc.
- l) Suppressing or hiding any evidence of use of unfair means.
- m) Mass Cheating where more than one student is involved.
- n) Tempering of results.

Instructions for Students: Penalties for Use of Unfair Means in Exams

- a) 'F' in Subject.
- b) 'F' in Subject to all students involved in a group.
- c) Down gradation of grades in subjects.
- d) Fine of Rs.5000/-.
- e) Confiscation of mobile phone / smart watch/ device.
- f) Letter of warning.
- g) In a repeat case of penalty due to use of Unfair Means or act of indiscipline, student will become ineligible for need based scholarship, fee concession or grant of any type in next semesters.

- h) Students availing Merit Scholarship will become ineligible for the same in next semester if penalized for use of Unfair Means or any act of indiscipline.
- i) Dismissal, Termination / Expulsion from the university depending upon gravity of the offence

AU Harassment Monitoring Cell

Since March 2011 Air University has established a Harassment Monitoring Cell (HMC) in order to provide a safe and secure harassment free environment to all its students, faculty and staff. The HMC is run primarily by the Harassment monitoring officer (HMO) who either receives the harassment related complaints directly or such complaints are forwarded to the HMO via chair departments or concerned faculty members of Air University. The HMO after receiving the complaint, depending on its nature coordinates with the Vice Chancellor, AU psychologist, Chair Department or any other AU employee who is in a position is responsible to resolve the complaint.

If a complaint is received by the HMC, the complaint can be resolved in an informal or a formal manner. When the complaint is resolved in an informal manner, no written evidence of the complaint is filed in order to maintain the confidentiality of both parties involved. However if the complaint cannot be resolved in an informal manner and the complainant is not satisfied with the informal resolution then the complaint is filed in a formal manner. In this case the complainant submit a written complaint to the HMO. The complaint is then resolved formally where both parties appear in front of the hearing panel. The hearing panel after hearing out both the parties comes up with a decision that is also submitted to the HMC in writing. In case of a formal resolution of the complaint, a record of the complaint and the final decision is then retained by the HMC and is also placed in the personal files of both parties.

Mechanism to safeguard the conflict of interest

The conflict of interests is quite a generalized term and may be employed for wide ranging situations and scenarios that might arise or end up in various types of

conflicts including inter-departmental or inter-university or between university and any external entity.

At Air University, various mechanisms have been devised to deal with different types of conflicting situations (pertaining to conflict of interest) at different points in time and at different levels. In an effort to protect stakeholders' interests (internal stakeholders include administration/management, faculty, students and support staff), conflict of interests are addressed/tackled in following ways:

At University level

- a) Issuance of and adherence to uniform, university-wise applicable policies, rules and orders
- b) Office of Registrar ensures and regulates the smooth, conflict-free conduct of university business
- c) University Functional Committee (UFC) debates specific decision-oriented issues; Deans/HODs/Functional Heads use the platform to guard the interests of their respective areas/departments by putting up logical arguments, leading to the resolution of conflicts.
- d) Customized, need-based mechanisms are usually developed in order to address certain conflicting situations. For example, deployment of impartial & neutral designated bodies during annual sports week, including convener, referees, observers etc., in order to tackle numerous conflicting situations efficiently & effectively, arising all week through, and safeguarding the interests of all the five participating academic departments of the university.

At Department level

- a) Office of the Dean, through an open-door communication policy, addresses and resolves conflict of interest cases arising between faculty and staff. Where required, the Dean and/or affected party(s) may seek VC's guidance in arriving at the final decision of the dispute / conflict.
- b) In case such disputed situation arises between / among the Dean and the FM(s) / staff (Dean being a party to the conflict), any of them may approach the Senior Dean or the office of Vice Chancellor.
- c) SOPs for resolving conflicting issues: System documentation is still in progress at department level. Such SOPs are being reviewed / updated and would be soon available as guiding notes.
- d) List of cases received and resolved during last two years: Will be documented at university's centralized functions
- e) Name of dealing office / body with conflict of interest situation: Office of Student Affairs, UFC forum, FBGS (Faculty Board of Graduate Studies), office of Registrar, office of Dean, office of Vice Chancellor, Customized teams
- f) Review reports of the committees working on these situation: Will be maintained at university's centralized functions

Following are also assigned to safeguard the conflict of interest:-

- 1) Integrity Insurance Committee
- 2) Additional Safeguards by Data Automation & HR Dept.

Integrity Insurance Committee

- a)** The Integrity Insurance Committee with the Senior Dean as Chair, and Director General IAA and one Senior Faculty Member appointed by the Vice Chancellor, as members, will ensure integrity by ensuring that there is no conflict of interest and that academic work is carried out and reported in a manner that complies with acceptable norms of institutions of higher education.

- b)** The committee will safeguard the interests of the University by probing into issues where there is a conflict of interest understood to be a matter generally concerning an employee of the University in a function that is not perceived to be clearly on the side of the University in any matter of academic, financial, or other matter in which the University has an interest.

- c)** The Committee will also monitor research/scholarly work to ensure that it is ethical as understood in universities worldwide.