

UNIVERSAL AI UNIVERSITY, KARJAT

Code of Ethics

At Universal AI University, every employee is a custodian of knowledge, integrity, innovation, and public trust. This Code of Ethics establishes the standards of professional conduct expected from all teaching and non-teaching employees in fostering an inclusive, ethical, technology-enabled, and future-ready academic environment.

Every employee shall act with honesty, accountability, respect, professionalism, and commitment to the University's vision, while upholding the highest standards of ethical behaviour in all professional interactions.

1. Objective

The objective of this Policy is to:

- a. Promote ethical conduct.
- b. Maintain integrity.
- c. Ensure compliance.
- d. Protect stakeholders.
- e. Foster accountability.

2. Definitions

- a. **Stakeholder**
Means students, employees, alumni, governing authorities, visitors, parents, vendors, consultants, collaborators, research partners, regulatory bodies and all individuals or organizations associated with the University.
- b. **Ethics**
Means the principles of honesty, integrity, fairness, accountability, respect, transparency and professional responsibility that guide individual and institutional conduct.
- c. **Professional Conduct**
Means behaviour that reflects competence, responsibility, integrity, courtesy, impartiality, respect and adherence to the University's policies, statutory requirements and accepted professional standards.

3. Scope

This Policy applies to all teaching and non-teaching employees, contractual staff, consultants and other persons acting on behalf of the University.

Every employee shall act with honesty, accountability, respect, professionalism, and commitment to the University's vision, while upholding the highest standards of ethical behaviour in all professional interactions.

4. Professional Integrity

All employees shall:

- 4.1 Act honestly, fairly and transparently.
- 4.2 Uphold the dignity and reputation of the University.
- 4.3 Avoid any act that may bring disrepute to the institution.
- 4.4 Perform duties diligently and responsibly.
- 4.5 Comply with all applicable laws, UGC regulations, University policies and statutory requirements.

5. Commitment to Students

Employees shall:

- 5.1 Place students' academic growth, safety and well-being at the centre of their responsibilities.
- 5.2 Treat students fairly and impartially in all evaluations.
- 5.3 Maintain professional boundaries at all times.
- 5.4 Protect student confidentiality.
- 5.5 Encourage critical thinking, innovation and ethical use of technology.
- 5.6 Never exploit students for personal, financial or professional gain.

6. Respect, Diversity & Inclusion

Every employee shall:

- 6.1 Treat all individuals with dignity and respect.
- 6.2 Promote an environment free from discrimination, harassment, bullying or victimisation.
- 6.3 Respect diversity irrespective of gender, religion, caste, nationality, disability, age, language or socio-economic background.
- 6.4 Support equal opportunity in all institutional activities.

7. Academic & Research Integrity

Teaching and research shall be guided by:

- 7.1 Honesty in teaching, assessment and evaluation.
- 7.2 Zero tolerance towards plagiarism, fabrication, falsification or academic misconduct.
- 7.3 Responsible authorship and publication practices.
- 7.4 Ethical conduct of research involving human participants, animals and data.
- 7.5 Respect for intellectual property rights.

8. Responsible Use of Artificial Intelligence & Emerging Technologies

Employees shall:

- 8.1 Use Artificial Intelligence responsibly, transparently and ethically.
- 8.2 Verify AI-generated content before academic or administrative use.
- 8.3 Protect confidential and sensitive institutional data while using AI tools.
- 8.4 Avoid using AI for unfair academic advantage, manipulation, misinformation or unauthorized decision-making.
- 8.5 Ensure that technology complements, and does not replace, human judgement and accountability.

9. Digital Ethics & Information Security

Employees shall:

- 9.1 Maintain confidentiality of institutional information.
- 9.2 Protect personal data and digital records.
- 9.3 Use University IT resources responsibly.
- 9.4 Prevent cyber threats by following information security protocols.
- 9.5 Refrain from unauthorized access, sharing or misuse of institutional data.

10. Workplace Conduct

Employees shall:

- 10.1 Demonstrate professionalism, courtesy, teamwork and truthfulness in all aspects of workplace.
- 10.2 Respect colleagues across all departments.
- 10.3 Resolve differences respectfully.
- 10.4 Avoid abusive language, intimidation or retaliation. Foster collaboration and mutual trust.

11. Conflict of Interest

Employees shall:

- 11.1 Avoid situations where personal interests conflict with institutional responsibilities.
- 11.2 Disclose potential conflicts promptly.
- 11.3 Refrain from accepting gifts, favours or benefits that may influence official decisions.
- 11.4 Avoid misuse of authority, position or University resources.

12. Financial & Administrative Responsibility

Employees shall:

- 12.1 Ensure integrity in procurement, finance and administration.
- 12.2 Use University resources responsibly and only for official purposes.
- 12.3 Maintain accurate records.
- 12.4 Prevent fraud, corruption and misuse of institutional assets.

13. Sustainability & Social Responsibility

Employees shall:

- 13.1 Promote environmental sustainability.
- 13.2 Use resources responsibly.
- 13.3 Encourage ethical citizenship and community engagement.
- 13.4 Support initiatives aligned with national development and the Sustainable Development Goals (SDGs).

14. Compliance & Accountability

Every employee shall:

- 14.1 Comply with all University policies, including POSH, Anti-Ragging, Data Privacy, Information Security and Research Ethics policies.
- 14.2 Report unethical conduct through appropriate institutional mechanisms.
- 14.3 Cooperate with inquiries conducted by competent authorities.
- 14.4 Protect whistle-blowers acting in good faith.

15. Leadership Responsibility

Leaders and supervisors shall:

- 15.1 Lead by example.
- 15.2 Ensure fairness, transparency and accountability in decision-making.
- 15.3 Encourage ethical behaviour within their teams.
- 15.4 Create a culture of trust, innovation and continuous learning.

16. Declaration

Every employee of Universal AI University shall acknowledge that they have read, understood and agreed to abide by this Code of Ethics. Any violation of this Code may invite appropriate disciplinary action in accordance with the University's Statutes, Ordinances, Service Rules and applicable laws.

17. Policy Review

This Policy shall be reviewed periodically, or whenever required due to changes in applicable laws, regulations, or University governance requirements, to ensure its continued relevance and effectiveness.

