

CAMPUS/FIELD CODE OF CONDUCT GUIDELINE



WILDLIFE INSTITUTE OF INDIA

AUGUST 2023

The Wildlife Institute of India (WII) is one of the country's premier training and research institute in the field of wildlife science and conservation. The institute was set up in 1982 with a mandate to train government and non-government personnel, carry out research, and advise on matters of conservation and management of wildlife resources. WII's research projects are being conducted in field sites across the length and breadth of the country and are the primary sources of scientific information to help conservation. With many countries in south and south-east Asia region regularly sending their personnel to its training programmes, WII is already considered an important regional center for training and education in wildlife management and conservation.

Aims and objectives of the institute are:

- Build up scientific knowledge on wildlife resources.
- Train personnel at various levels for conservation and management of wildlife.
- Carry out research relevant to management including the development of techniques appropriate to Indian conditions.
- Provide information and advice on specific wildlife management problems.
- Collaborate with international organizations on wildlife research, management and training.
- Develop as a regional centre of international importance on wildlife and natural resource conservation.

1. Preamble

Due to its uniquely placed mandates of research, training, education and advisory services to a varied group of government and non-government agencies, WII campus and field stations are always visualized as model systems for academic/field research activities by all. Each member of this institute (faculty, staff, researcher, officer trainees and students), therefore, has a professional and moral obligation to act accordingly in the campus and in their respective field places. This document attempts to point out various issues regarding code of conducts by the WII members based on available guidelines applicable to WII. The purpose of the Code of Conduct is to clearly define rights and responsibilities, which relate to appropriate behaviour. The intent is to foster a learning environment in which all members can participate safely and effectively and are aware of their respective responsibilities. This document should be taken as a general guideline towards dealing with general concerns regarding conduct within the institute and outside work places. This document is not exhaustive and could undergo revisions in the future, depending on the requirements of the institute.

2. Introduction

Wildlife Institute of India (WII) campus retains a vibrant and diverse community of students, researchers, faculties, officer trainees and staff. The Institute is committed to provide a conducive environment for learning, teaching, research and extra-curricular activities to everyone. Such an environment must be safe and inclusive to ensure WII's tradition of academic excellence and it also helps to attract and retain the very best students, faculty and staff from diverse backgrounds. Furthermore, it is imperative for us to uphold the values of the constitution, fundamental principles of academic freedom and the basic human principle of equal treatment for all. WII values this diversity, inclusiveness, equal opportunity, mutual respect, tolerance and is against any form of discrimination or harassment. At WII we strive for academic excellence by creating an environment that fosters high ethical standards, critical thinking, freedom of speech and expression that fosters to everyone to excel professionally, intellectually, personally and socially.

WII aims to provide high-quality education and training services to all students, researchers and officer trainees from all facets of life and backgrounds, who are encouraged to strive for excellence and fulfill their academic pursuits. Unprofessional behaviour at any such academic tenure can hinder their progress or work performance of others. While on campus of the Institute, all students, staff and visitors are expected to behave in a courteous manner when dealing with faculty, other staff, students and members of the public. Some important aspects related to such values are:

- A residential campus brings educational activity and living arrangements together as a coherent whole on a campus. Given this close and constant interaction, the life at WII campus requires acceptance of responsible conduct by the individuals.
- All members are expected to be responsible members of a diverse community, and to honor and respect differences of culture.
- Academic integrity and honesty are basic values of the Institute. All are expected to follow standards of academic integrity and honesty.
- WII community is an open forum involving free exchange of ideas and opinions. For exchange to occur, there must be a continuous acceptance of freedom of expression and civility in disagreement.
- The campus, its grounds, facilities and equipments are provisions largely for WII faculty, staff, students and trainees. Therefore, they are expected to protect and guard these resources of the library, hostel, classroom, laboratories and the campus as a whole.

3. On Campus Behaviour

Every member of WII has the right to an uninterrupted and safe institutional environment and any behaviour interfering with learning or regular office activities will not be tolerated.

a) Respect for Authority

All members of WII community are expected to demonstrate respect for all faculty, staff, researcher community and students. Requests made to them are expected to be followed and adhered to.

b) Harassment\Threatening

Harassment, whether written, verbal, sexual, casteist, cyber, physical, emotional, or racial, are criminal offences and will be treated as such stringently. Every person on Campus or in their respective field places is expected to take part in the regular trainings organized on Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal Act 2013 (POSH) and also go through the presentation uploaded on our website at:

https://wii.gov.in/images//images/documents/images_2022/awarness_post_act.pdf

[https://wii.gov.in/images//images/documents/images_2022/awarness POSH act hindi.pdf](https://wii.gov.in/images//images/documents/images_2022/awarness_POSH_act_hindi.pdf)

Any member of WII community involved in or encouraging the involvement of in fighting will be facing associated legal repercussions taken by the administration.

c) Ragging

Ragging, in any form within the premises of WII campus are strictly prohibited. If found involved in any form of ragging, strict action will be taken against the concerned person/s. The same is applicable for any incidences in any WII field research stations.

d) Vandalism (property and\or equipment)

Faculty/Students/Researchers/Officer trainees are responsible for any textbooks, library books, or any equipment loaned to or issued to them by WII. If misused, damaged or lost, the concerned member will be responsible for charges to repair or replace. Vandalism also includes misuse or abuse of any Computer system, service, programme data or network and any other Institutional properties.

e) Alcohol/drug abuse and smoking

- Usage of Alcohol is not permitted on Institute's premises or on any official field tour.
- Drug use in any form on the campus is a criminal offence under the NDPS Act 1985. Anyone found indulging will be promptly reported to the NCB.
- Smoking in Institute's building and corridors are prohibited.

f) Hostel conducts

Majority of the teaching/training programs at WII are completely residential and therefore it is important to follow the associated rules and regulations related to hostel/guest house stays. Detailed document is available at WII intrenet.

4. Classroom/Field Conduct

The major activities of WII can be broadly classified into education, research and capacity building in biodiversity conservation involving a lot of classroom and field-based teaching activities. Therefore, good conduct during all form of academic and other forms of training is an absolute must. The following points include some of the salient features of good conduct during academic trainings:

a) Attendance and punctuality

It is understood that academic achievement is a direct result of attending and participating in classroom interactions and activities. All students/officer trainees are therefore strictly instructed to maintain good attendance and punctuality in the training session/classes. Any absence due to urgent nature need to be informed to the respective module coordinator/ instructor through the duty student/officer. Students/officer trainees will proceed on leave only after applying for casual leave in writing and obtaining prior sanction form their respective course director(s).

b) Dress Code

A classroom is a place of learning and its sanctity and dignity need to be respected. Students/officer trainees/researcher//staff/faculty members will need to wear clean, neat, presentable clothing. Informal clothes, shorts, slippers are not to be worn in the classrooms/office/academic block during office hours. Even in the field trips or WII research stations everyone need to be careful about their clothing and behaviour with the forest department and project field staff.

c) Use of phone/electronic gadgets

Use of smartphones and other electronic gadgets during the classroom sessions is prohibited for all, except they are being used for analytical purpose with approval from the instructor. Similarly, use of laptops also can only be permitted under specific instructions from the instructor. The emphasis will be to encourage and enhance face-to-face interactions with the class instructors.

5. Academic conduct

Academic ethics, also known as academic integrity, refers to the moral principles and values that guide the conduct of the individuals. These principles are essential for upholding the integrity, honesty, and fairness of the system. WII as an institute expects all its members to follow the highest standards of academic ethics.

The faculty and the researcher community are actively involved in executing diverse activities including the conduct of research, publication of articles, training and mentoring, administration of science and interfacing with the public and press. Given the institute is adhering to implementation of national level policies in the wildlife and conservation sector, it is important to remember that the best scientific atmosphere requires awareness, sensitivity and careful adherence to ethical norms.

A detailed document on ‘Guidelines on WII Academic Ethics’ is already available at the WII Intranet/website. Every member of the WII academic community is mandated to read the document carefully, and get any doubts clarified from their immediate reporting faculty members.

6. Reporting and redressal mechanism of any issues related to code of conduct

There are a number of reporting and redressal mechanism already available at the institute. A few of them related to the points mentioned above are:

1) On campus behaviour:

- **Researchers:** Report to the respective supervisors/Dean/Registrar/Director (as required)
- **Students and Officer trainees:** Report to the respective Course Director/Associate Course Director/ Dean/Registrar/Director (as required)

- **Ragging and harassment of any kind:** Report to the Internal Complaints Committee (ICC)
- **Staff members:** Report to Registrar/Director
- **Academic/ethical misconduct:** Report to the WII Ethics Committee

In addition, the Grievance Cell may be communicated for any type of grievance. The details are provided at WII Intranet.

7. Appellate authority

Any person aggrieved from any of the issues related to the points mentioned above (or additional to the points mentioned here) may file a First Appeal before the Director, WII.