



Vivekanand Education Society's BUSINESS SCHOOL

(Recognized by Higher & Technical Education Dept, Govt. of Maharashtra State & Approved by A.I.C.T.E.,
Ministry of HRD, Govt. of India.) NBA Accredited and Member of AACSB.

Date:

Implementation of Ethical Policies and Procedures at VES Business School

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Value-Based Leadership at VES Business School

VES business school is dedicated to deliver its educational program of Post Graduate Diploma in Management (PGDM) to its participants with highest level of integrity and transparency. To achieve this end, it has commitment from the very top level of management from trustees onwards. Education is provided by the trust to promote the 'cause of education' and not as a business proposition. Despite the commercialization of education all around, the VES trust has committed itself to follow a policy that is above board. The same commitment is transferred to each and every employee and student participant in the organization to attain the goal of Value-Based Leadership.

Dissemination of the Policy:

Overall code of conduct and other Do's and Don'ts mentioned in the ethical policy is shared with students during orientation program by the director/ dean academics. The same is also shared in their "Virtual classroom" .

We the participants (Director/Faculties/Staff/Students) of VES Business School declare that:

- We are an equal opportunity employer. We do not discriminate on the basis caste, creed, race, religion, gender or disability. All recruitment is done solely on the basis of merit.
- We shall promote a culture of mutual trust amongst the employees which is based on dignity and self-respect of the individual.
- We and all our employees shall not give or receive any illegal gratification in cash or kind which may or may not be linked to any undue favors.
- We shall ensure that our employees shall not indulge in any activity which leads to a conflict of interest with the normal course of institute goals.
- We shall abide by the 'Code of Publication Ethics' as adopted by VES Business School so as to maintain high level of intellectual integrity. (Annexure A)
- We shall take the MBA Oath as propounded by the MBA Oath foundation to "create value responsibly and ethically". (Annexure B)



Annexure A

Code of Publication Ethics

VES Business School Policy against Plagiarism

Objective:

To ensure that documents such as thesis, dissertation, assignments, reports, publications or any other such documents are free of plagiarism at the time of their submission.

Highlights

- Every student submitting a thesis, dissertation, term papers, reports or any other such documents to the Institute shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- The Dean, Faculty, Librarian and other authorized personnel will be provided access in plagiarism detection tool (Turnitin) for checking the content of the scripts. The faculty guide/mentor shall instruct the student to get the plagiarism report of their documents from the librarian.
- The library shall create a Repository in soft copy format for all the dissertation / thesis / paper / publication and other in-house publications.
- Similarity checks for exclusion from Plagiarism
- The similarity checks for plagiarism shall exclude the following:
 - All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
 - All references, bibliography, table of content, preface and acknowledgements.
 - All small similarities of minor nature.
 - All generic terms, laws, standard symbols and standards equations.



Implementation of Ethical Policies and Procedures at VES Business School

- Zero Tolerance Policy in core area: The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.
- Levels of Plagiarism in non-core areas –
For all other (non-core) cases, plagiarism would be quantified into following levels of severity:
- Research Scholars / Faculties / Contributing Authors- Similarities up to 20%. – excluded. Such Research Scholars / Faculties / Contributing Authors shall be asked to submit a revised script within a stipulated time period.
- Students - Similarities up to 30%. – excluded. Similarities more than this shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period.



Annexure B

The MBA Oath

As a business leader I recognize my role in society.

- My purpose is to lead people and manage resources to create value that no single individual can create alone.
- My decisions affect the well-being of individuals inside and outside my enterprise, today and tomorrow.

Therefore, I promise that:

- I will manage my enterprise with loyalty and care, and will not advance my personal interests at the expense of my enterprise or society.
- I will understand and uphold, in letter and spirit, the laws and contracts governing my conduct and that of my enterprise.
- I will refrain from corruption, unfair competition, or business practices harmful to society.
- I will protect the human rights and dignity of all people affected by my enterprise, and I will oppose discrimination and exploitation.
- I will protect the right of future generations to advance their standard of living and enjoy a healthy planet.
- I will report the performance and risks of my enterprise accurately and honestly.
- I will invest in developing myself and others, helping the management profession continue to advance and create sustainable and inclusive prosperity.
- In exercising my professional duties according to these principles, I recognize that my behavior must set an example of integrity, eliciting trust and esteem from those I serve. I will remain accountable to my peers and to society for my actions and for upholding these standards.



A handwritten signature in black ink, appearing to read "Sachin Deshmukh".

Dr Sachin Deshmukh
Director
VES Business School
Mumbai