

SADABAI RAISONI WOMENS COLLEGE NAGPUR



CODE OF CONDUCT HANDBOOK

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1. Code of conduct for Students

All students are expected to follow and strive for the code of conduct as given here in below and behave in a manner befitting that of a student of a professional course. Any charge of misconduct by students in any manner in the campus or outside the campus will be handled by the college disciplinary committee as constituted by the Principal, which would conduct a detailed enquiry into the charges of misconduct and report its findings to the Principal.

Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institution/hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

1. As per the order of Honorable Supreme Court of India, ragging in any form is considered as criminal offence and is banned. Any form of ragging will be severely dealt with.
2. All the students of the college are expected to behave politely towards the staff and exchange greetings with them.
3. Students should always possess identity card issued by the institutions during their stay in the campus.
4. The students should keep the college premises clean.
5. Students of the college are not permitted to resort to strikes and demonstrations within the college. Participation in any such activity shall automatically result in dismissal from the college.
6. No student unions except professional associations are permitted in the college.
7. Any student responsible for bringing outsiders into the college campus for settling student disputes will be expelled from the college.
8. Students should come to the college in approved uniforms only.
9. Students are expected to check the notice boards daily.
10. No student shall leave the class room without the permission of the teacher or until the class is over.
11. Student should not sit on the parapet walls or on the steps or on the staircases. They are forbidden from loitering in the veranda or in the campus at any time during session of the college.
12. Students should keep their vehicles only at the place allotted for the purpose. Vehicle riding on the campus is strictly prohibited.
13. In case of cancellation of a class, students shall spend free time in the library.
14. Copying the assignment, practical journals, and any other task as given by the teacher, is strictly not allowed and shall be subject to punishment.

15. Hall tickets will be issued for university annual examinations only after the students clear all the dues
16. Any student who significantly disrupts any college functions by intentionally engaging in conduct that renders it difficult or impossible to continue such a function in an orderly manner, shall be the violation of code of conduct.
17. Any student who, while in any college facility or participating in a college related program, commits theft or possesses stolen property, or commits robbery, shall be subject to the violation of code of conduct.
18. Any student who causes or attempts to cause physical damage to property owned, controlled or operated by the institution or to property owned, controlled or operated by another person while said property is located on college facilities, shall be treated as misconduct.
19. Any student engages in either with camera or mobile, where such act offends the person or persons shall be the grave misconduct.
20. Posting of information or photograph of any student of the institution other than student himself on web is strictly prohibited and shall be treated as misconduct.
21. Defaming any student, institution on social web sites or elsewhere is also strictly prohibited.
22. Consumption of Alcohol/Smoking in the college premises is strictly prohibited.
23. Eating Ghutka, Tobacco, Pan etc. and spitting in the college premises is strictly prohibited.
24. The following acts by the students are strictly prohibited :
 -) Lack of courtesy and decorum; indecent behavior, anywhere within or outside the campus.
 -) Mutilation or unauthorized possession of library books.
 -) Noisy and unseemly behavior, disturbing studies of fellow students.
 -) Hacking in computer systems (such as entering into other person's areas) without prior permission, manipulation and/or damage of computer and software or any other cyber crime etc.
 -) Usage of cell phones / camera cell phones in the campus.
 -) Plagiarism of any nature.
 -) Any other act of gross indiscipline as decided by Principal from time to time.

2. Code of conduct for teachers:

Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals.

The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Faculty should:

1. Maintain active membership of professional organizations and strive to improve education and profession through them.
2. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
3. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
4. Participate in extension, co-curricular and extra-curricular activities including community service.
5. Respect the right and dignity of the student in expressing his/ her opinion.
6. Deal justly and impartially with students regardless of their Religion, Caste, Political, Economic, Social and Physical Characteristics.
7. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
8. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
9. Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
10. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
11. Pay attention to only the attainment of the student in the assessment of merit.
12. Refrain from inciting students against other students, colleagues or Administration.
13. Faculty members should not exploit students for private advantage.

14. Faculty members should maintain a subject file of the subject he/she is teaching which will contain attendance registers, sample question papers of university and internal examinations, Teaching plan, Teaching plan compliance, Syllabus etc.
15. If any faculty leaves the institution, he/she should deposit all the records of subjects, taught by him including subject file, with the concerned Head of Department.
16. Faculty members should maintain confidentiality in regard to student performance. Specific critiques of performance should not be discussed, even with colleagues, unless there is an academically grounded reason for that discussion.
17. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
18. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
19. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
20. Should adhere to the conditions of contract.
21. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
22. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
23. Work to improve education in the community and strengthen the community's moral and intellectual life.
24. Be aware of social problems and take part in such activities as would be conducive to the progress of society.
25. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
26. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

3 Responsibilities of Librarian:

1. Responsible for the development, modernization, upkeep and management of the library or libraries
2. Responsible for maintaining the standards of teaching, research and professional skills through maintaining current books, journals, etc.

3. Provide help and guidance as well as supervise library staff
4. Custodian of all books, periodicals, journals and library equipment and ensure that no irregularities take place with their usage and maintenance
5. Take periodical verification of stock
6. Advise management on matters for mobilizing additional resources to meet developmental and professional upgrading.
7. Correspond with publications, government bodies etc. to procure latest list of books and obtain them through laid down process
8. Issue of books and maintain relevant records
9. Maintain a track record of and ensure that books are returned on time.

4. Job responsibilities of Principal:

1. The Principal is the academic and administrative head of the institute and works for the growth of the institute.
2. Shall implement the policies approved by the highest decision making body of the college.
3. Principal is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.
4. Shall monitor admissions, examinations, evaluation for smooth functioning of the system.
5. Shall authorize to nominate Coordinators, Convener and other administration functionaries in the administration,
6. Shall coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
7. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
8. In matters of admissions, Coordinator admissions will assist the Principal. .
9. An integrated timetable of the entire institution shall be prepared and submitted to the Principal. In this endeavor, conveners of timetables, along with the various heads of the departments extend support to the Principal.
10. Shall closely monitor the class work as per the timetables and the almanac with assistance of faculty in charges.

11. Shall closely observe various academic activities like conduct of technical and management fests, conferences, seminars, workshops etc.
12. To hold Academic meetings as per the norms.
13. Shall hold meetings of the Heads of Departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
14. If necessary shall instruct the Heads of Departments to conduct remedial classes academically to support the slow learners, in matters related to internal examinations, semester end examinations (both theory and practical), result analysis, detained candidates.
15. Principal shall also ensure quality assurance and should be assisted by coordinator IQAC.
16. Shall monitor, evaluate research, development and consultancy activities. Should advise faculty to get sponsored research projects from various funding agencies.
17. The principal should promote industry institute interaction for better employability of the students.
18. Shall promote internal revenue generation activities with the help of staff and students.
19. Shall make efforts to look after the overall welfare of the staff and students.
20. The Principal shall countersign all kinds of scholarship bills in respect of the students of the college.
21. Shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of the budget.

5. Responsibilities of Training Placement Officer:

1. To supervise all training and placement activities of the institute.
2. Scheduling of campus Interviews.
3. Preparing training modules as per requirement and making annual training calendar for students to prepare them for interviews and personality development
4. Arranging for seminars for students for value and knowledge addition
5. Identifying students for training on need basis
6. Organising aptitude, psychometric, IQ tests and Group Discussion sessions for students to enable them to appear for interviews
7. Co-ordination and planning of overall training activities per academic year
8. Visiting various organizations and arranging for them to come for Campus interviews
9. Attending seminars, meets and conferences for the purpose of networking
10. Organising Industry – Institute interactions
11. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.

6. Research policy:

1. Sadabai Raisoni Womens College(SRWC), hereafter, referred to as *the institute*, strongly believes in nurturing new ideas, thus leading to innovations. The institute promotes interdisciplinary research breaking disciplinary boundaries and institutes a broad-based pedagogical structure. Maintaining a correct balance between teaching and research is very important and continuous efforts are in place to create a basis, for the creation of a knowledge hub (thru research) and not just spread it (by teaching).
2. The institute focuses on setting up of new fundamentals, as well as applied and creative research. The institute supports faculty members by giving research grants, in various ways. Undergraduate students are the backbone of the institute; therefore, they are motivated to take part in the research activities of their curriculum and interest.
3. The institute's mission is to support research and development remains at the forefront in the creation of advanced knowledge, by setting up the core research strategy of the programs. SRWC strives to create an atmosphere for students, where higher studies, specialized research projects and effective training can actually happen.

7. **Plagiarism policy:**

The institutions has a stated code of ethics to check malpractices and plagiarism in Research.

Code of Ethics to Check Malpractices and Plagiarism in Research (refer to https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf)

Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching & research is a novel profession based on extremely high moral values. There cannot be any scope for claiming the credit for the work he/she has not undertaken. Such acts will affect healthy academic environment in the institute which will also harm the reputation of the institute as well as the individual.

What do you mean by Plagiarism ?

Plagiarism means stealing ideas and words of others as one's own without crediting the source. Plagiarism involves copying of phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

Types of Plagiarism

Plagiarism could be of two types a) Negligent OR unintentional plagiarism: It means innocently or carelessly presenting another person's work as one's own without acknowledging the Source.

b) Dishonest OR intentional plagiarism: It means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source.

Research Misconduct:

Research misconduct means Fabrication, Falsification, or Plagiarism (FFP) in proposing, performing, or reviewing research, or in reporting research results.

(a) Fabrication is making up data or results and recording or reporting them.

(b) Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

(c) Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Means to avoid Plagiarism

Plagiarism could be avoided by paraphrasing, citing, quoting and referencing the original work.

There are five basic rules regarding the use of information in professional and in academic writing:

1. If you use the language of your source, you must quote it exactly, enclose it in quotation marks, and cite the source.

2. If you use ideas or information that is not common knowledge, you must cite the source.

3. If you didn't invent it, cite the source.

4. Unless your professor explicitly tells you to paraphrase, don't paraphrase.

5. When in doubt, cite the source. Doing so can only enhance your readers sense of your honesty.

There is varying degree of plagiarism warranting different consequences and corrective actions,

listed below from most to least serious:

-) Verbatim or nearly copying or translating a full paper(s) or the verbatim or nearly copying or translation of a significant portion(s) of another paper(s).
-) Disclosing unpublished data or findings without permission, even if attributed
-) Unaccredited verbatim copying pages or paragraphs from another paper(s).
-) Credited verbatim copying or translation of a major portion of a paper without clear definition
-) (e.g. quotes or indents)

The following will be considered for identifying plagiarism-

1. Invalid Source
2. Secondary Source
3. Duplication
4. Paraphrasing
5. Repetitive Research
6. Replication
7. Misleading Attribution
8. Unethical Collaboration
9. Verbatim plagiarism
10. Complete plagiarism

Possible types of Ethical violations are checked out:

Conflict of Interest: Any action that may result in conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.

Disputes about authorship: Proper authorship representation is generally a matter for involved parties to resolve.

Duplicate submission: Duplicate submissions abuses the resources of all affected journals, including the valuable time of editors, reviewers and staff and is unprofessional and unacceptable.

Misrepresentation of data or results: Any incidence of misrepresentation to be an extremely serious breach of professional conduct, with potentially severe ethical and legal consequences.

Publications Ethics committee: The Publications Ethics committee is responsible for developing and monitoring policies and guidelines related to publishing ethics, in matters pertaining to possible violators and assisting with investigations of alleged violations. The degree of corrective action will be commensurate with the degree of plagiarism.

Disciplinary Action: The Publications Ethics committee which comprises of three members has been established, which takes care of the issues and complaints regarding the plagiarism and submits the report after thorough investigation and recommends the disciplinary action to be imposed within a period of 3 weeks from date of complaint.

Members of Publications Ethics committee:

- 1) The Principal
- 2) Subject Expert1
- 3) Subject Expert2

Standard Operating Procedure- Standard Operating Procedure is a set of instructions which are followed by the employees and students to perform the duty properly to achieve high quality result.

Documents needed to be submitted by the researcher-1) Plagiarism report by any of plagiarism software (maximum 20%)

- 2) No objection certificate from co-author
- 3) Copyright form from author.

Online plagiarism software available:

1. Viper <https://www.scanmyessay.com/>
2. Crosscheck Plagiarism Checker (<https://www.plagiarismsoftware.net/>)
2. Quetext (<https://www.quetext.com/>
3. Edubirdie (<https://edubirdie.com/plagiarism-checker>)
4. Smallseotools - (<https://smallseotools.com/>)

UGC has announced that an Anti-Plagiarism software will be provided by them shortly to all the educational institutions.

8. Academic integrity:

1. Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It yields the person's peace of mind', and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job.
2. Moral integrity is defined as a virtue, which reflects a consistency of one's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits that are expected in most workplace situations. Without responsible behavior, distrust can make a work environment tens and uncomfortable. A strong work ethic shows co-workers and clients that you're reliable and take your responsibilities seriously. Polite communication, respectable behavior and fiscal responsibility also help you stand out as a trustworthy employee.

9. Library:

9.1 Book borrowing procedure:

1. Each student is issued only two books for 1st year, three books for II year & III year at a time from library.
2. First two toppers from each class have an advantage of issuing one book in addition to the prescribed number as per the incentive scheme to acknowledge the achievers.
3. Fine is levied @Re 10/- per day per book after the due date, if any student fails to return the book in time.
4. Any member can be asked to return a book immediately without assigning any reason, if the library requires it.
5. Members are required to return all the library material before proceeding on long leave or vacation.

9.2 Rules of library:

1. The Books shall be issued on all working days from 9.00 A.M. To 5.00 P.M.
2. The Books shall be issued for 15 Days only after the production of I card.
3. Reference books like year Book, encyclopedia project, report and journals will not be issued. These can be referred in the Library reading room only.
4. (IV)Books issued once can be reissued, provided there is no demand from others.
5. Ex-student or any outsider is permitted to use the Library Facilities, if they produce the written permission from the Director/Librarian of respective college.
6. If asked by the library staff, the students must show the Identity card. In Case, a student does not produce it, she may not be permitted to enter into library.
7. A person found mutilating the pages of the book or damaging it shall be debarred from using the library.
8. In case of damage or loss of book, either it will have to be replaced or the cost of latest copy plus 20% of the cost will have to be paid.
9. Writing on book or pages by Ink or Pencil is strictly prohibited, if it is found, it shall be considered as damaging the book and action shall be taken.

9.3 E-library discipline:

1. Talking, spitting, eating, smoking, sleeping, putting legs on the table or any other objectionable behavior is strictly prohibited in library.
2. All personal belongings like bags, apron, folders, drafter, drawing book etc. should be deposited on the property counter before entry in the Library.
3. Disciplinary action will be taken against student talking on mobile phones in the library

4. Strict action shall be taken against the person, violating the above discipline

9.4 Facilities provided by library:

1. Issue during examination/vacation period: To enable students to use the books in vacation/examination period, the time for returning the books is suitably extended. Students have to pay the deposit of Rs. 1000/- for retaining the books during examination which is refunded on return of books in good condition.
2. Informative notice board displays:
 - a. Important news clippings.
 - b. Information about scholarship, conferences, awards, employment opportunities, various competitions etc.
 - c. All circulars of the conferences, seminar and all other information for the faculty member is also displayed on the same notice board.

10. Code of Conduct for Governing Body:

1. It will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty
2. The Governing Body approves and acquiesce in the matters proposed and passed through the Internal Quality Cell (IQAC) of the college after discussions and also approve the prescribed new courses of study and restructure/redesign the course to suit the local needs ,to make it skill oriented and admission in consonance with the job requirements.
3. Prescribes the rules for admission in consonance with the reservation policy of the state govt /national policy.
4. Evolves methods of assessment of student's performance, the conduct of examinations and notification of results.
5. Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
6. It will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.
7. Institute scholarships, studentship, medals, prizes and certificates
8. Perform such other functions and institute committees, as may be necessary