

2014

CODE OF CONDUCT



GRAM VIKAS SANSTHA'S
ARTS COLLEGE BAMKHEDE

Vision

To make learning not just existing but experience of life time, innovation, internal quest, exploration and application.

Mission

Gram Vikas Sanstha's Arts College Bamkheda T.T. is committed to impart qualitative education and discipline to make them self-reliant and responsible citizens of the society and the nation. Our motto is **“UDDHARE DATMANATMANAM”** that, it is the man who makes his fortune through physical and spiritual improvements. He is the creator of his own destiny. He himself has to make his progress.

Goal

To maintain superb balance among teaching, learning, research, and social accountability, application of knowledge and inculcation of values.

- **Code of conduct for students:-**

1. A student has to come to college in time and should attend all lectures regularly.

2. Every student should bring Identity card while coming to college and whenever it is demanded she should produce it.

3. The student should not linger in the veranda at the time of class. Instead they should sit in the reading room of the library.

4. Every student should take care of maintaining discipline in the college and should remain present for the programmes organised under co-curricular and extra-curricular activities.

5. A student shall not take part in any communal or political activities which will affect communal harmony and peace.

6. The principal is empowered to take disciplinary action against the students who misbehave in the college a per University Act 1994, Section 95(3) and (8).

7. No organisation is established in the college without the prior per mission of the college.

8. Every student should read notices displayed on the notice board regularly.

9.The academic performance, conduct and attendance of student shall be satisfactory. Nobody shall remain absent with prior permission.

10. A student should not publish any information about college in any newspaper without prior-permission of the principal.

11. Every student should appear for Tutorials, Practical's and Unit Test held through out the year from time to time, otherwise her term will not be granted.

12. The students who will participate in N.S.S. should remain present for regular activities and special winter camp., otherwise they will not be given benefit of 10 marks.

13. The rules and regulations about the library shall be followed strictly.

14. Students are strictly prohibited to smoke/consume drugs, narcotics, tobacco, gutka in the college premises.

15. Students will not be allowed to use mobile in the class rooms and library.

16. During the term satisfactory attendance of 75% is necessary to grant the term and to enable the student to appear for the university examination.

17. All the students studding in first year B.A shall undergo medical check-up as per university rule otherwise they will not be allowed to appear for the university examination.

18. Students should not any way disfigure the premises of the college building or tamper with the furniture, electric connections, language laboratory apparatus and computers.

19. Every students seeking admission to any graduate or post graduate course of North Maharashtra University for the first time is required to obtain eligibility from the university. Student has to apply in prescribed form and pay the require amount of fees to obtain eligibility.

20. Ragging and such similar activities are strictly prohibited. If any incident of ragging comes to the notice of the authority the concern student shall be given liberty to explain and if his explanation is not found satisfactory the authority would expel him from the college.

21.Scholarship holder students should duly fill the scholarship form of MAHA DBT Portal of

government as per guideline all documents should be collected is the own responsibility.

- **Code of Professional Ethics for Teachers:-**

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself 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.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;

(vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

(ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;

(vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities;
and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

(vi) Adhere to the terms of contract;

(vii) Give and expect due notice before a change of position takes place; and

(viii) 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.

V. Teachers and Non-Teaching Staff :

Teachers should :

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

(i) Try to see through teachers' bodies and organisations, 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.

VII. Teachers and Society

Teachers should:

(i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) 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.

- **Code of conduct for Non-teaching staff:-**

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.

3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.

4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.

5. They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.

6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students

- **Code of conduct for Anti-Ragging:-**

Ragging is totally prohibited in the college and anyone found guilty of ragging and /or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force. As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Ragging constitutes one or more of any of following acts:

I. Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

II. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to

cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension there of in any fresher or any other student.III. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

III. Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

IV. Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

V. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

VI. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd act, gestures, causing bodily harm or any other danger to health or person.

VII. Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student.

VIII. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

Administrative Action in the event of Ragging:

The Anti Ragging Committee may, depending upon the nature and gravity of the guilt established

by the Anti Ragging Squad, awarded to those found guilty, one or more of the following punishments:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results
5. Debarring from representing the institution in any regional, national or International meet, tournament, youth festival etc.
6. Suspension/expulsion from the hostel
7. Cancellation of admission

8. As per Maharashtra Prohibition Of Ragging Act, 1999 (Section 4) Following Punishment shall be imposed,

A) Punishment with imprisonment for a term which may extended to two year.

B)A fine which may extended to Rs.10,000 /-

• **Code of Professional Ethics for Principal:-**

(a) Provide inspirational and motivational value-based academic and executive leadership to the college through policyformation, operational management, optimization of human resources and concern for environment and sustainability;

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;

(c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;

(d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

(g) Manage their private affairs in a manner consistent with the dignity of the profession;

(h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(i) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

- **Code of conduct About Library:-**

1. All students should enter their names and signature in the "Student Visitor Register" while entering library. Faculty members and visitors should make the entry in staff register.

2. The student should keep their bags in the baggage section and not in the reading room.

3. Students and faculty members should preserve their belongings or valuables; in case of loss he/she would be solely responsible.

4. All students must use their library card and student card in order to avail the library facilities.

5. Issued books must be submitted on or before of submission dates.

6. Do not put the circulars or notices on library notice board with prior permission from librarian.

7. Do not write/scribble on any furniture or wall of the library. Any student found doing so will be fined and punished.

8. Books will be issued as under:

Library Working Hours: 08:00 To 05:00 Pm

Lunch Time: 01:00 To 02:00 Pm

9. Reference books will be available only in reading room and issued on the student card. Students are not allowed to take a reference book outside.

10. Under-graduate students can issue one book for eight days.

11. Post-graduate students can issue two books for fifteen days.

12. For the faculty members thirty books will be issued for one semester.

13. For renewal purpose student will have to present personally along with the book.
14. The renewal of book will be done only once.
15. Those students who are appearing for competitive exam, two books will be issued.
16. Journals/Periodicals will not be issued outside the library.
17. If books are not returned or renewed within the specific date ,fine per day Rs. 10/- will be collected from students.
18. If library book is lost by the borrower, he/she will have to pay amount double the cost of book or replace the book.
19. Mishandling, tearing of books or underlining with pen or pencil will not be tolerated.
20. All journals/Periodicals should be kept in their respective place after use.

21. Students are not allowed to remove the newspaper from stands.

22. Do enter into the stack room with prior permission of library staff.

23. All the borrowers should obey the above mentioned rules.

- **Code of conduct for remove Malpractices And Plagiarism:-**

The main objective of this stratagem which is undertaken to promote the research and research publications and prevention of misconduct including plagiarism in R&D. The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research including qualitative analysis, quantitative & statistical techniques and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research.

Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the Institution by many professional associations and in the case of funded research, the respective funding agency.

These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research

including scientific research, social and behavioural sciences that involve collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each scholarly discipline or academic unit. In fact, many academic units have developed excellent handbooks on research ethics and integrity. When in doubt about the accepted ethical standards in a particular case, a researcher should discuss the matter on a confidential basis with an academic supervisor, another respected colleague, or the Dean of Research of the Institution.

Plagiarism - Ethics and plagiarism are the significant components in research and publication. Sometimes it is to be observed that researchers claim others work as their own, which will degrade the reputation of the individual/institution. There is every need to assess the academic/research work of the student/researcher scholar/ researcher who produce their work in the form of Project reports,

Seminar papers, Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects should go through the process of plagiarism and has to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability across the globe and needs to reach the highest success. We take some extra measures to ensure that the work is at par with the National/International standards professional type setters which are engaged to bring about the best of results. The Authors are made responsible for their research work carried out, presentation and results are expressed. The institution deplores and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

Authors who present the words, data, or ideas of others with the implication that they own the same,

without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The same rules apply to grant applications and proposals, to clinical research protocols, and to student papers submitted for academic credit. Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by

infringing on a copyright held by the original author or publisher.

Plagiarism constitutes unethical scientific behaviour and is never acceptable. Proper acknowledgement of the work of others used in a research work must always be given. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

1. Verbatim or nearly verbatim copying or translation of a full paper(s), or the verbatim or nearly verbatim copying or translation of asignificant portion(s) of another paper(s).
2. Disclosing unpublished data or findings without permission, even if attributed