

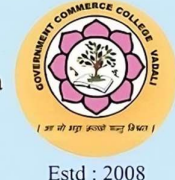
GOVERNMENT COMMERCE COLLEGE, VADALI

Run by



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Estd : 2008

CODE OF CONDUCT

(A) CODE OF CONDUCT FOR PRINCIPAL, TEACHERS, NON-TEACHING STAFF AND STUDENTS

CODE OF CONDUCT FOR PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) along with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Director of Higher Education (Government of Gujarat). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal, are laid down underneath:

- ✓ To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- ✓ To protect the collective interest of different sections of the institution so that each and everyone can perform freely and give their best for the all round development of the institution.
- ✓ To institute, nourish and enforce equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- ✓ To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- ✓ To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- ✓ To generate and maintain required alertness among all the stakeholders of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
(The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act,

2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)

- ✓ To initiate and propagate the spirit of welfare within all sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
- ✓ To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- ✓ To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- ✓ To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- ✓ To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.
- ✓ To endeavour for upkeep of tranquillity of the region surrounding the College so that academic practices may go on without any disturbance.
- ✓ To promote and maintain harmonious relationships of the College with the adjoining society and also to promote it's sense of responsibility towards the society.
- ✓ The Principal should always be honest, fair, objective, supportive, protective and law abiding.
- ✓ Should implement new ideas and plan to execute the college vision and mission.
- ✓ Should promote democratic values on campus and make the campus a liberatory and emancipatory space.
- ✓ Listen to staff and student's ideas and set a supportive tone.
- ✓ Ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- ✓ Should be just and fair in interactions with staff and students.
- ✓ Should establish effective channels of communication and ensure ease of access to staff and students.

CODE OF CONDUCT FOR TEACHERS

I. Teachers should:

All the teachers are subject to the guidelines provided in the Gujarat Government Service Rules (Director of Higher Education) and the UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals 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 must be his / her ideals. A teacher, entrusted with social

responsibility should be the embodiment of the basic ethical values like care, trust, integrity, respect etc. A definitive code for this Institution encompasses the following:

(a). Professional Values

- ✓ As the first and foremost aim of teaching profession is to educate, a teacher should be concerned and committed to the interests of the students, towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours as per his / her convenience without accepting any remuneration.
- ✓ Perform their duties in the form of teaching, tutorial, practical and seminar work and carry out all responsibilities assigned by the institution in matters relating to admission, invigilation and assessment.
- ✓ A teacher should not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- ✓ A teacher should try to develop an educational environment. He / she should provide equal treatment to all students irrespective of caste, creed, religion, gender or socio-economic status and there should not be any partiality or vindictive attitude towards any of them.
- ✓ The aim of a teacher should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- ✓ The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded.
- ✓ A teacher should conform to the ethos of his profession and act in a dignified manner. Teachers should keep in mind that society has entrusted them to take the responsibilities of their children.
- ✓ Adhere to a responsible pattern of conduct and demeanour expected of them by the academic community.

(b). Professional Development and Practices

- ✓ It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself / herself in his / her field and other related ones in order to enrich himself / herself and the student community as well. He / she must also acquaint himself / herself with recent methodologies and other applications.
- ✓ A teacher should, alongside teaching, pursue research and innovation to contribute in the continuous progress and development of a subject.
- ✓ A teacher should regularly participate in Seminars and Workshops etc. of his / her own interest for continuous professional development.
- ✓ Developing new teaching strategies and implementation of those in the academic system should be an integral part of the professional duties of a teacher.

- ✓ A teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He / she should also participate in extension, co-curricular and extra-curricular activities including community service of the College as in sports, cultural programmes etc. This will generate a holistic development and a congenial relationship with the students.

(c). Professional Integrity

- ✓ Teachers must maintain ethical behaviour in professional practice by accurately representing their certifications, licenses and other qualifications / personality, regularity, punctuality.
- ✓ Honesty should not be compromised in research. Every teacher should be well aware of the evils of Plagiarism and also that it is an offence which is punishable by law.
- ✓ Private tuitions by the teachers are strictly prohibited by the Director of Higher Education, Gujarat. So, college teachers should not practise or encourage private tuitions.
- ✓ The teacher must maintain the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

(d). Professional Collaboration

- ✓ Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- ✓ Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- ✓ Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions thereto.
- ✓ Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- ✓ Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
- ✓ Seek professional growth through study and research.
- ✓ Contribute to knowledge building through meaningful participation and sharing of ideas at professional meetings, seminars, conferences etc.
- ✓ Maintain active membership of professional associations and organisations and build networks and alliances within academia.

II. TEACHERS AND THE STUDENTS

- ✓ Teachers should accord dignity and respect to all students across gender, caste, class, religious and ethnic locations.
- ✓ Respect students' rights to freely express their opinions.

- ✓ Be just and impartial with students regardless of their religious, caste, political, economic, social locations.
- ✓ Celebrate diversity within classrooms not just in terms of social locations but also in terms of capabilities and strive to meet their individual needs.
- ✓ Encourage students to improve their academic performance and also contribute towards the community.
- ✓ Inculcate among students a spirit of critical inquiry and the constitutional ideals of democracy, patriotism and peace;
- ✓ Not humiliate, belittle, objectify or body shame students.
- ✓ Be mindful of the fact that each student is different and they have different boundaries and sensitivities.
- ✓ Treat students with kindness and compassion.

III. TEACHERS AND COLLEAGUES

Teachers should:

- ✓ Conduct themselves with absolute dignity and decorum in their dealings with senior and junior colleagues and students.
- ✓ Speak respectfully of other teachers and render assistance for professional betterment;
- ✓ Be mindful of prejudices along caste, class, gender, ability and ethnic lines and not allow them to interfere in their discharge of duties.

IV. TEACHERS AND NON-TEACHING STAFF:

- ✓ Teachers should treat the non-teaching staff as colleagues and equal partners.
- ✓ Teachers should help in the functioning of committees and cells comprising both teachers and the non-teaching staff.

V. TEACHERS AND SOCIETY

Teachers should:

- ✓ Recognise that education is a public service and therefore should keep the public informed of the educational programmes which are being provided;
- ✓ Be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole;
- ✓ Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

- ✓ 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.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- ✓ All Staff members employed in the Institute shall discharge their duties efficiently and diligently as per the rules and regulations laid by college.
- ✓ All Staff members should display the highest possible standards of professional behaviour.
- ✓ Punctuality and discipline is of utmost importance.
- ✓ Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- ✓ Every Staff member should be respectful and dignified in interactions with students, teachers and colleagues.
- ✓ Staff members must refrain from any form of harassment or discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

(B) GENDER POLICY

The institution recognizes gender as a student's social identity that can be male, female, trans or non-binary. Given the systemic nature of gender discrimination our approach to gender issues has been an integrated and holistic one, focusing on challenging gender stereotypes and subverting common sense perceptions of culturally prescribed gender roles. We believe in integrating and embedding gender concerns within every activity on campus including teaching, research and administration. Every constituency within the campus, that is, students, teaching and non-teaching staff is sensitized on gender issues on a regular basis through workshops and interactive sessions.

The Gender Issues Cell exists as a mandated body as per Section 3.2 (15) of UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015. The Gender Issues Cell (GIC) works in close association with Internal Committee which addresses all complaints of sexual harassment within the Institute as per Section 4 of the UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015.

Objectives

- ✓ To promote a nuanced understanding of gender as a social location and how it intersects with other marginal locations of caste, class, disability and ethnicity.
- ✓ To ensure equitable access and use of resources, sustain spaces for conversations around gender and sexual identities through regular gender audits and sensitization programmes.

- ✓ To support a zero-tolerance policy against all forms of sexual harassment.
- ✓ Identify discriminatory behaviour towards persons in gender marginal locations, including cis-women, trans-persons or those with non-normative sexualities and expressions.
- ✓ To strengthen institutional mechanisms that redress incidents of gender-based discrimination.
- ✓ Train and sensitize students who can champion gender awareness through workshops and other activities.
- ✓ To support advocacy on gender sensitization and establish collaborations and linkages with women's rights and trans advocacy groups.
- ✓ To establish a Women's Studies and Research Centre.

(C) RESEARCH POLICY

Research helps to create new avenues in knowledge, promotes critical thinking and innovation and enhances the teaching learning experience. The Research Policy of GCC-Vadali facilitates interdisciplinary dialogue and research across disciplines, building cultures of teaching and research that recognise different aspects of being a teacher, researcher and scholar. Recognizing the need for transformative research, a 'Research Committee' has been constituted which encourages action oriented and collaborative research that touches people's lives in significant ways and creates a just social order. A robust and dynamic research culture exists across all departments which conduct activities to develop and promote scientific temper and research aptitude of all scholars.

Objectives:

- ✓ To provide a conducive and rigorous research environment in college.
- ✓ To enrich the teaching learning process through empirical experiences of both students and faculty.
- ✓ To encourage faculty members to publish research papers in journals of repute and to undertake various research projects of social, scientific and academic importance.
- ✓ To encourage students and teachers across colleges, to share their research insights, including discussions on theory and method.
- ✓ To develop a spirit of critical enquiry amongst students by incorporating research component in the syllabi of every subject and introducing a research component in structured programmes.
- ✓ To organize seminars/conferences/workshops on research methodology, academic writing and publication, research ethics etc.
- ✓ To identify and share information about different research and funding opportunities announced by various academic, research, industry, or government organizations like UGC, ICSSR and so on.

- ✓ To promote collaborations with international and national institutions of higher learning and to promote research-based linkages with industry.
- ✓ To create an awareness about patents and Intellectual Property Rights and motivate researchers to apply for patents.
- ✓ To encourage more teachers to apply for recognition as research guides and for departments to apply for recognition as research centers.
- ✓ To encourage faculty to undertake consultative research projects.
- ✓ To ensure quality, integrity and ethics in research, strictly prohibiting plagiarism at all levels and providing online tools to facilitate its monitoring.

(D) THE POLICY AND THE PROCEDURE FOR MAINTAINING AND UTILIZING PHYSICAL ACADEMIC AND THE SUPPORT FACILITIES

Introduction:

These policy guidelines aim at equitable allocation and efficient utilization of available facilities and infrastructure. This will result in a quality learning and working environment for students, faculty and staff. This policy also provides a framework for the optimal use of physical assets as well as regular review of the infrastructural needs of the college. Maintenance of infrastructure, equipment and other facilities is either carried out at institutional level or AMC basis. College allocates budget at the beginning of the academic year for all infrastructural requirements.

Objectives:

- ✓ Establish standard operating procedures for the use of physical and academic facilities.
- ✓ Optimize the utilization and maintenance of college facilities.
- ✓ To periodically review the needs of infrastructure and plan for the future.

This policy applies only to the use of those facilities located on campus.

Utilization and Maintenance of Common Physical Facilities

Utilization:

- ✓ College has open space available at the ground floor which is generally utilised for some common programs of the college like celebration of Independence Day, Republic Day or any other open gathering whenever required.
- ✓ The utilization of common facilities like Seminar Hall and Conference Room is allotted for the programs of college by the Principal of the college on the basis of availability.
- ✓ Sports facilities can be used with the permission and on the basis of allotted time by the concerned Sports Faculty of the college.

Maintenance:

- ✓ The College Principal, being the maintenance head, prepares the routine and specific maintenance schedule for all physical infrastructure and allocates duties to the respective staff.
- ✓ The maintenance schedules are executed with the support of both internal and external agencies.
- ✓ College has appointed a person to look after the facilities like Seminar Hall and Conference Room. This staff brings to the notice of the Principal any maintenance that has to be done. These requirements are then put before the Principal for approval.
- ✓ On the basis of the type of work and budget either the Principal or the Management takes care of the allotment of work.
- ✓ This standard operating procedure of maintenance is followed at all places.

Policies of Academic and Support Facilities

Utilization and Maintenance of Class Rooms:

Classrooms are utilized for the purpose of conducting regular lectures and are allotted on the basis of time table and student strength.

- ✓ Non-teaching staff is responsible for the cleanliness and the maintenance of the class rooms.
- ✓ An Infrastructure Committee has been appointed to supervise the maintenance of the equipment and infrastructure of the college.
- ✓ All infrastructures related complaints are communicated to the Infrastructure Committee.

Utilization and Maintenance of Computer Lab:

- ✓ Computer Lab is allotted for Practical sessions based on a timetable given by college.
- ✓ Stock register is maintained and updated regularly.
- ✓ Stock verification and inspection has to be carried out by the departments at the end of the Academic Year.
- ✓ Old outdated equipment and instruments are discarded by standard procedure.
- ✓ The maintenance of computer laboratories is taken care of by the Computer Lab Assistant. System administrators have been appointed to take care of the repair and maintenance of all computers and servers.
- ✓ Annual Maintenance Contracts (AMC) are made for various equipment and software e.g. photocopier machine and internet facilities.

Utilization and Maintenance of Library:

- ✓ At the end of every year the Librarian informs all Departments and asks them to keep ready the requirement of books for the forthcoming academic year.

- ✓ Library can procure books on demand from faculty and students. After getting an approval from the Heads of Departments, the book list with price is submitted to the Principal for further action. After getting the budget approval, books are purchased for the library.
- ✓ The First Year students are instructed to procure an Identity card which also enables access to the library.
- ✓ A student can borrow 2 books and one magazine, at a time, for a period of one week. They can renew the book for another week if there is no reservation for that particular book.
- ✓ Students can borrow books from the reference section for a day.
- ✓ Faculty can borrow any number of books and journals at any time.
- ✓ All the functions of the library, i.e. book borrowing and lending etc., are monitored by a fully automated library software.
- ✓ Library opens from 8:00 am to 2:00 pm on normal working days.
- ✓ Library membership is necessary to use the library.
- ✓ During annual maintenance if any books are found missing through students / faculty they are fined as per the cost of the book.
- ✓ Weeding out of the books is done at the end of the academic year so that space is created for new books. Worn out and out of the syllabus books are weeded out periodically with the approval of the faculty. Old books are bound and kept. Pest control, dusting and cleaning are done on a regular basis.
- ✓ Stock taking is done regularly.

(E) ADMISSION POLICY

In order to take advantage of admission to any of the reserved category seats, the students shall have to submit the valid certificate required for the concerned category from the competent authority. The reservation of seats shall be as follows:

Sr. No.	Category	Percentage of Reservation
1.	SC	7%
2.	ST	15%
3.	SEBC	27%
4.	EWS	10% Supernumerary Seats (33% out of this 10% for Girls)
5.	Physically Disabled Candidate	5% (Within Category)
6.	Sports/Cultural Quota	2% Supernumerary Seats
7.	Ex-Serviceman/Defense Personnel	1% Supernumerary Seats

8.	Kashmiri Immigrant	1 Seat (Supernumerary Seats)
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- (1). PH – 5% in each category (Only disabilities above 40% are entitled, on the production of a certificate from the competent authority). In the case of SC/ST/SEBC reservation, the candidate must belong to Gujarat State and should produce the certificate issued by the competent authority of the state government.
- (2). The Quota for the Reserved Category is to be followed as per prevalent rules of Government of Gujarat. Admission in the Reserved Category shall be in the proportion of the total number of seats. Candidates who have applied for a particular reserved category shall be considered under their respective categories.
- (3). If a student of reserved category gets admission on unreserved seat in order of merits, he/she may be given admission on the unreserved seat.
- (4). The admission of a student of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate/income certificate by the authority empowered by the University in this behalf. In case the caste certificate/income certificate is found invalid at the time of verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has already been granted admission, such admission shall be cancelled.
- (5). After granting admission to all the students of reserved categories on respective reserved seats, the vacant reserved category seats of Scheduled Caste (SC) (if any) shall be transferred to the seats of Scheduled Tribes (ST) and similarly, the vacant reserved category seats of Scheduled Tribe (ST) shall be transferred to the seats of Scheduled Caste (SC).
- (6). No Caste Certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.
- (7). Non-creamy Layer Certificate should be duly stamped, signed and issued by the authority empowered by the Government of Gujarat. It should be valid for Current Academic Year for the purpose of admission.
- (8). If a student fails to submit the certificates of Caste/Non-Creamy Layer as required within the stipulated time, his/her candidature shall be considered for admission under unreserved category.
- (9). Ten percentage of Reservation under Economically Weaker Sections (EWSs) category is an addition in the total intake capacity, out of which 33% would be reserved for female candidate.

CODE OF CONDUCT FOR STUDENTS

PREAMBLE

This indicates the standard procedures and practices of Government Commerce College, Vadali (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing B. Com. Degree course. All students must know that it is incumbent upon them to abide by this Code of

Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are expected to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

I. Conduct

The code depicted underneath shall apply to all sorts of conduct of students within the college premises and their off-campus mannerism which may have serious consequences or adverse impact on the Institute's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

- The student shall be regular in the classes and must complete his/her studies in the Institute.
- In case, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority.
- If the student is relieved from the college, he/she shall have to clear all pending dues. The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity. They should be respectful to all persons, to their rights and duties, to the college property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any off-campus activity, which may affect the Institute's interests and reputation substantially.

The various forms of Misconduct, the Students are expected to refrain from, include:

- ✓ Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- ✓ Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
- ✓ Any disruptive activity in a class room or in an event sponsored by the College.
- ✓ Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
- ✓ Participating in activities including
 - Organizing meetings and processions without permission from the Institution.
 - Accepting membership of any groups banned by the Institution or by the State or Central Government.
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs.

- Smoking within the College campus.
- Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- Parking a vehicle (Four wheeler / Two wheeler / Bicycle etc.) in a no parking zone or in the area earmarked for other than the students.
- Rash driving on the campus that may cause any inconvenience to others.
- Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
- Pilfering or unauthorized access to the resources of others.
- Misdemeanour and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
- Engaging in disorderly, lewd or indecent conduct creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
- ✓ Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the authorities of the institute.
- ✓ Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
- ✓ Students are not permitted to provide audio and video clippings of any activity in the campus to print and/or electronic media without prior permission.
- ✓ Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
- ✓ Causing damage to or destruction of any property of the College or any property of others at the premises would invite punishment.

A committee will be there to look after any possible breach of the aforesaid codes of conduct by a student. It will inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

II. Academic Integrity

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity forms an integral part of the Code which applies to all students of the Institution to which they should adhere. Failure to uphold these principles shall threaten both the reputation of the Institution and the value of the

degrees awarded to its students. Every student of the Institution should feel responsible to ensure the highest standards of academic integrity.

The principles of academic integrity require that a student should:

- ✓ properly acknowledge and cite use of the ideas, results, material or words of others.
- ✓ properly acknowledge all contributors to a given piece of work.
- ✓ make sure that all assignments in a course done and submitted are his/her own.
- ✓ perform academic activities without the aid of impermissible materials or results by ethical means and report them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
- ✓ have right to pursue their educational goals without interference.

Refrain from cheating. Cheating includes:

- ✓ Copying during examinations, and copying of homework assignments, project report etc.
- ✓ Allowing or facilitating copying, or writing a report or taking examination for someone else.
- ✓ Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- ✓ Fabricating (making up) or falsifying (manipulating) data and reporting them in publications.
- ✓ Creating sources, or citations that do not exist
- ✓ Altering previously evaluated and re-submitting the work for re-evaluation
- ✓ Signing another student's name on an assignment, report, research paper or attendance sheet.

III. Anti-Ragging

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Ragging constitutes one or more of the following acts:

- ✓ any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- ✓ indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- ✓ 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 a student;

- ✓ any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- ✓ exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- ✓ any act of financial extortion or forceful expenditure burden put on a student by other students; any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a student; h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- ✓ any act that affects the mental health and self-confidence of 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 other student.

Anti-Ragging Committee:

The Institute's Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

Anti-Ragging Squad:

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will be imposed one or more of the following punishments, as recommended by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

IV. Gender Discrimination and Allied Harassment

For prevention and prohibition of sexual harassment at workplace, the Institution has a functional Committee for Anti Sexual Harassment. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case. Any such instances will be investigated and punishment will be given by the committee. The committee will decide (as it deems fit) the nature of punishment against the nature of the incident occurred.

