

**STUDENTS' HANDBOOK  
ON  
CODE OF ETHICS**

## **PREAMBLE**

The information contained in the Student Code of Ethics document deals with the policies, rules, procedures and guidelines implemented by Desh Bhagat College, Bardwal regarding student conduct. This information is very important to each student and it is advised that students read through each section carefully. Any questions or concerns about these policies, rules, procedures and guidelines should be directed to the Coordinator for the Administration of the Code of Students Ethics or his or her designee.

That the College'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 requested to be well conversant with this Code, which can be also reviewed on the official website of the College

## **JURISDICTION**

1. The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College related activities and functions.
2. The College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include
  - a. Any violations of the Sexual Harassment Policy of the College against other students of the College.
  - b. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;
  - c. Possession or use of weapons, explosives, or destructive devices off-campus
  - d. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
  - e. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
3. The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

## **CAMPUS CODE OF CONDUCT**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
  2. All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 100. Late coming will also result in loss of attendance for the corresponding hour.
  3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
  4. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
  5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
  6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
  7. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
  8. All students shall leave the classes immediately after 4.15 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
  9. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
  10. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
  11. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
  12. As per the Govt. order, students shall not bring powered vehicles inside the campus.
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13. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
  14. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
  15. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
  16. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
  17. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
  18. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
  19. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, panmasala etc. are strictly prohibited.
  20. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
  21. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
  22. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
  23. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
  24. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
  25. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
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26. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
  27. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
  28. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
  29. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
  30. Pay fees in advance or in time, which will avoid fines.
  31. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
  32. Expulsion from the College is enough for expulsion from the hostel.
  33. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of college, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

## **BREACH OF CONDUCT**

If there is a case against a student for a possible breach of code of conduct, then Discipline committee will be formed to recommend a suitable disciplinary action, who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
  - **RESTRICTIONS** -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
  - **EXPULSION** - Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc. **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
  - **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority.
  - **DISSMISAL-** A student's suspension, may also follow by possible dismissal, along with the following additional penalties.
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- a) Ineligibility to reapply for admission to the College for a period of three years, and
- b) Withholding the certificate for the courses studied or work carried out

## **APPEAL**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

- accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- Refer the case back to the committee for reconsideration. In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

## **ACADEMIC INTEGRITY**

As a premier institution of higher education, the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its missions, and hence, violations of academic integrity constitutes a serious offence.

### **1. Scope and Purpose**

- a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the College and are required to adhere to the said policy. The purpose of the Policy is twofold:

To clarify the principles of academic integrity, and  
To provide examples of dishonest conduct and violations of academic integrity.

**NOTE** : These examples are only illustrative, NOT exhaustive.

b) Failure to uphold these principles of academic integrity threatens both the reputation of the college and the value of the degrees awarded to its students. Every member of the College community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

c) The principles of academic integrity require that a student,

treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

2. Violations of this policy include, but are not limited to:

a) **Cheating**

Cheating includes, but is not limited to:

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

b) **Conflict of Interest**: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect

actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by- case basis. Some additional information is available also in the section below dealing with resources.

### c) **Guidelines for academic conduct**

To guard against negligence as well as deliberate dishonesty guidelines for academic conduct are provided below

- i. Use proper methodology for experiments and computational work. Accurately describe and compile data.
- ii. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- iii. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- iv. Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- v. Give due credit to previous reports, methods, computer programs, etc. with appropriate citations.

## **ANTI-RAGGING**

The College 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.. The said UGC



Regulations shall apply mutatis mutandis to the College and the students are requested kindly to follow it.

1. Ragging constitutes one or more of the following acts:
  - a) 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;
  - b) indulging in rowdy or undisciplined 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 thereof in any other student;
  - c) 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;
  - d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
  - e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
  - f) any act of financial extortion or forceful expenditure burden put on a student by other students;
  - g) 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 or person;
  - 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 ;
  - i) 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.

## **2. ANTI-RAGGING COMMITTEE:**

The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

## **3. ANTI-RAGGING SQUAD**

To render assistance to students, an Anti-Ragging Squad, consisting of the teachers on proctorial duty, shall keep a vigil on ragging incidents taking place in the campus. 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 on 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.

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

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Cancellation of admission.
- g) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- h) In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
- i) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

The Anti-Ragging Committee of the College 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.

7.5 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to the Principal of the College.

## **SEXUAL HARASSMENT**

*The sexual harassment of women at workplace ( Prevention, Prohibition and Redressal ) Act 2013* shall apply *mutatis mutandis* to the students of the College. 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.

## **STUDENT GRIEVANCE PROCEDURE**

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

## **STUDENT PARTICIPATION IN GOVERNANCE**

As Students are members of the College campus, they have a substantial interest in the governance of the College. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## **CODE OF CONDUCT FOR TEACHERS**

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
4. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. Two mid semester tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students.

### **Punctuality and Attendance**

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
5. Teachers should remain in the campus till the end of the College hours.

## **Leave**

1. Prior written permission is required from the Principal / atleast a day in advance while availing CL or OD.
2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL / RH on a particular day.
3. Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.
4. All must report for duty on the reopening day and the last working day of each semester.
5. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
6. Study leave for higher studies will be granted at the discretion of the management.

## **Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.**

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

## **CODE OF CONDUCTS IN RESEARCH FOR PUBLISHED JOURNAL OF COLLEGE**

The institution publishes an annual international journal named “Insight- An International Journal of Humanities and Management” .Which give opportunity to various academicians and scholars to get their research work published. Earlier according to the set guidelines the author of each paper ensured that research paper was their original piece of work .Now onwards according to modified guidelines a code of conduct is decided to have check on ethical practices in research by the institution. According to this conduct, maximum 20% plagiarism is allowed for individual paper. For the purpose, the editorial board has an access to “Urkund” account of Principal Dr.Swinder Singh Chhina who is an eligible PhD guide to check plagiarism of papers contributed for the journal.

## **General Rules**

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.

6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
7. Teachers are barred from using cell phones while taking classes.
8. Teachers must always wear their identity badges while inside the college premises.
9. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
10. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
11. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
12. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
13. For making any representation to the Principal, teachers should desist meeting the Principal as a group.
14. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
15. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
16. Vice Presidents of Associations should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.
17. All department meetings of Teachers shall be held only after 2.10 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

### **Disciplinary Action**

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

### **Non-Teaching**

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours. They should report for duty atleast 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff must always wear their identity badge during working hours.
3. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
4. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission.

