



Handbook of Code of Conduct

Sri Varshney College, Aligarh

This handbook contains a brief set of rules / code of conduct that the students and teachers of this institution are expected to follow. The code of conduct of students is based on the rules given in the prospectus while the code of conduct for teachers is based on Appendix C of the Statutes of Dr. B. R Ambedkar, University, Agra.

Code of Conduct for Students of S. V. College

1. Discipline

To develop self-control, discipline and a sense of etiquette among students, the college has a proctorial board. The operation and direction of the proctorial board is under the supervision of Chief Proctor who is assisted by a proctorial committee.

- a. Students are required to carry their identity card at all times and produce it for inspection when demanded by any member of the proctorial board.
- b. The loss of the identity card must be reported to the police and a copy of the report must be submitted in the college along with an affidavit from a notary to this effect.
- c. Students must abide by the instructions given to them by their teachers or member of the proctorial team from time to time.
- d. Smoking, chewing tobacco and gutka etc. is strictly prohibited in the college campus. The possession and consumption of alcohol, tobacco and other such harmful substances within the college campus is prohibited.
- e. Spitting on the stairs, in the corners is a very bad habit and it also soils the walls. Spit only in the spit boxes.
- f. Students should talk amongst themselves in a soft and balanced tone in the college campus. They should never talk loudly while standing near the doors of classrooms or moving in the corridor.
- g. Students should enter the college office rooms only for important work and after taking prior permission. They are expected to communicate with college officials and employees with decency and etiquette.
- h. Students are expected to come to the college in proper uniform.
- i. Students must not indulge in bad habits like writing dirty messages/words on the walls, boards, and in toilets.
- j. The careful and diligent use, maintenance and security of the college property is the duty of the students. If students observe another student or outsider damaging college property in any manner, they should immediately bring this to the notice of the authorities.

2. Compulsory Attendance

Students are expected to register at least 75% attendance in a calendar year, failing which, they may forfeit their right to appear for the exams as per the rules of the university.

3. Prohibition of Ragging

Ragging in any form, in and outside the college campus, by any student is strictly prohibited.

Code of Conduct for Teachers of S. V. College

The code of conduct for teachers is based on the Acts and Statutes of Dr. B. R. Ambedkar University, Agra. Every teacher, appointed in the University and its affiliated colleges/ institutions (including Principals, Directors, Coaches, etc.) shall follow the Code of Conduct laid down in the Statute 16.21 of the University. Teachers are expected to abide by the code of conduct laid down in the Appendix C of the statutes of the university which are reproduced below.

Appendix 'C'

(See Statutes 15.05, 15.27, 16.03 and 16.19)

Code of Conduct for Teachers

Whereas a teacher, conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by the example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed;

Now therefore, in keeping with the dignity of his calling, this code of conduct is hereby laid down to be truly and faithfully observed:

1. Every teacher shall perform his academic duties with absolute integrity and devotion.
2. No teacher shall show any partiality or bias in the assessment of the students nor shall he practice victimization against them.
3. No teacher shall incite one student against another or against his college or the Alma Mater.
4. No teacher shall, discriminate against any public on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies amongst his colleagues, subordinates and students and shall not try to use the above considerations for the improvement of his own prospects.
5. No teacher shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University of the College, as the case may be.
6. No teacher shall divulge any confidential information relating to the affairs of the University or college, as the case may be, to any person not authorized in respect thereof.

Institutional Code of Ethics to Check Malpractices and Plagiarism in Research

I. Preamble

Teaching and research is a noble profession. S. V. College is committed to ensuring quality in instruction and transparency in research. The college has a dedicated UGC and Research Promotion cell with 7 members (6 teachers and 1 clerical staff). The following guideline is being issued to promote an ethical research environment in the institution

II. Definition of Plagiarism

Plagiarism is defined as - “The practice of taking someone else's work or ideas and passing them off as one's own.”

Reference: “Plagiarism; Definition of Plagiarism in English by Oxford Dictionaries.” Oxford English Dictionaries; <https://en.oxforddictionaries.com/definition/plagiarism>).

Plagiarism is an act of academic misconduct that violates the tenets of academic integrity and honesty. It is necessary for the academic community to understand its importance and to curb its incidence by creating awareness and sensitizing all stakeholders.

Broadly speaking, the following acts constitute plagiarism

- a. Copying or translation of the entire work or a significant part of someone else's work.
- b. Reporting unpublished data without permission.
- c. Paraphrasing a significant portion of another researcher's work without attribution.
- d. Copying portions of another person's work without using clear and distinct delineation marks e.g. inverted commas.

For better understanding of this issue, we encourage readers to refer to the following resources.

a) What is Plagiarism

<http://www.du.ac.in/du/uploads/research/06122014Turnitin-WhatisPlagiarism%20.pdf>

b) Plagiarism in Scientific Research

<http://www.du.ac.in/du/uploads/research/06122014PlagiarisminScientificResearch.pdf>

c) Self Plagiarism

<http://www.du.ac.in/du/uploads/research/06122014ithenticate-selfplagiarism.pdf>

III. Objective

- a. To promote a culture of cooperation, safety and integrity in research.
- b. To promote ethical practices in research and publication.

IV. Detection of Plagiarism

The use of Urkund is recommended to detect plagiarism. Instructions for detection of plagiarism can be seen at Shodhganga (<http://shodhganga.inflibnet.ac.in/newmoredetails/faq-urkund.html>). A video tutorial for the use of Urkund is available at <https://youtu.be/goKHcO4JbGs>.

V. Institutional code of ethics

Plagiarism is a cognizable offense. Teachers and students are advised to follow good research practices in their research and submissions for publication. This code of ethics is developed to ensure transparency and honesty in research and academics. The teachers and students are advised to

1. Conduct research in accordance with accepted standards.
2. Assist and aid other researchers whenever necessary and feasible.
3. Follow norms of bioethics and biosafety in data collection
4. Take appropriate precautions to ensure safety of personal data of survey participants.
5. Report any conflict of interest or commercial interests if any.
6. Ensure precision and accuracy of data reported by them.
7. Ensure that every submission must be his/her original work and must be free from any plagiarism and contain appropriate bibliographic references.
8. Correctly cite and acknowledge sources of information / literature.
9. Avoid plagiarism, dishonesty and piracy in reporting results.

The institution is governed by rules promulgated from time to time by the UGC and the Uttar Pradesh government. UGC rules on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institution have been notified on 23rd July 2018. The same can be read at the url - http://www.du.ac.in/du/uploads/19092018_noti.pdf.