



Hand Book of

# ***CODE OF CONDUCT & PROFESSIONAL ETHICS***

Shri Shivaji Education Society, Amravati's

*SHRI R. R. LAHOTI SCIENCE COLLEGE,  
MORSHI*

Code  
of Ethics

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## ***Code of Conduct***

### **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 organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;

- vii. Discourage and not indulge in plagiarism and other non ethical behavior 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

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

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## **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, cast gender, political, economic, social and physical characteristics;
- iii. Recognize 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 endeavor.

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#### **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 organizations 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 organizations 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 nonteaching staff.

## **VI. Teachers and Guardians**

Teachers should:

Try to see through teachers' bodies and organizations, those 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. Recognize 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.

### **VIII. The Vice-Chancellor/Pro-Vice-chancellor/Rector**

The Vice-Chancellor/Pro-Vice-chancellor/Rector should:

- i. Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- iii. Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- iv. Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- v. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- vi. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

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### **IX. College Principal**

College Principal should:

- i. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;



- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- iii. 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;
- iv. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- v. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- vi. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- vii. Manage their private affairs in a manner consistent with the dignity of the profession;
- viii. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- ix. Participate in extension, co-curricular and extra-curricular activities, including the community service;
- x. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

**X. Director Physical Education and Sports (University/ College)/ Librarian (University/College)**

Director Physical Education and Sports (University/ College)/ Librarian (University/College) 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. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- iv. Participate in extension, co-curricular and extra-curricular activities, including the community service;
- v. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

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## **MAINTENANCE OF STANDARDS IN HIGHER EDUCATION INSTITUTIONS**

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Rules within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D. seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. Scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these Rules.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Rules.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to

ensure optimal utilization of resources and to create synergies among higher education institutions.

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- vii.** An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centers of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.
- viii.** These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centers of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix.** All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfillment of the requirements as laid down in Career Advancement Scheme of these Regulations.

## ***Code of Professional Ethics***

### **I. PREAMBLE:**

Ethics is the most significant element of the academic activities in teaching and research. Teaching and research forms a novel combination of knowledge transfer which needs freedom to express the knowledge. Freedom in the academic process to express the knowledge and invention in the most ethical way. It includes the freedom to inquire for innovation of new things in subject that encourage intellectual concern, to present findings, to publish data and conclusions without control or censorship and to teach in the manner they consider professionally appropriate. This requires integrity with the teaching and research.

### **II. OBJECTIVES:**

- i. To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty- and other members of academic staff as well as any employee of institution.
- ii. To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- iii. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of institution committing the act of plagiarism.

### **III. PLAGIARISM:**

Although the general consensus is that plagiarism is a bad idea, it can be difficult to avoid it or discuss it if we have different understandings of the definition:

- To steal and pass off (the ideas or words of another) as one's own;
- To use (another's production) without crediting the source;
- To commit literary theft;
- To present as new and original an idea or product derived from an existing source.

#### **PLAGIARISM COULD BE OF TWO TYPES:**

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

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

**There are software's available to check the plagiarism.**

To quote a few:

1. <https://www.duplichecker.com>
2. <https://searchenginereports.net/plagiarism-checker>

It is the prime responsibility of an institute or research guide to distinguish between original and plagiarized work. In order to detect the plagiarism well known software / tools (Turnitin, Grammarly, Dupli-checker, Copy leaks, Paper-rater, Viper, Plagiarism, Plagiarism Checker, Plagium, Plagscan, and PlagTracker etc) can be used.

### **AVOIDING PLAGIARISM:**

Plagiarism could be avoided by paraphrasing, citing, quoting and referencing the original work. There are five basic rules regarding the use of information in professional and in academic writing:

1. If you use the language of your source, you must quote it exactly, enclose it in quotation marks, and cite the source.
2. If you use ideas or information that is not common knowledge, you must cite the source.
3. If you didn't invent it, cite the source.
4. Unless your professor explicitly tells you to paraphrase, don't paraphrase.
5. When in doubt, cite the source. Doing so can only enhance your readers sense of your honesty.

### **SHORTENING OF PLAGIARISM:**

- Institute use plagiarism software so as to ensure that documents such as thesis, dissertation, term papers, reports, publications or any other such documents are free of plagiarism at the time of their submission.
- Every student submitting a thesis, dissertation, technical papers or any other such documents to the supervisor/guide shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- Every faculty- researcher submitting a thesis, dissertation, technical papers or any other such documents to the Board of Anti-Plagiarism shall submit an undertaking indicating that the document has been prepared by him or her.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the institution.
- Each supervisor/guide shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.





## Certificate of Registration

**SHRI R.R. LAHOTI SCIENCE COLLEGE**

OPPOSITE MORSHI POLICE STATION, AMRAVATI ROAD,  
MORSHI-444905, MAHARASHTRA, INDIA

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Ethics  
Values

Fairness

to