

A handbook

on

CODE OF CONDUCT

&

PROFESSIONAL ETHICS

Kaliyaganj College
Kaliyaganj, Uttar Dinajpur
Pin-733129

Website: www.kaliyaganjcollege.ac.in
E-mail: kaliyaganjcollege@rediffmail.com
kaliyaganjcollege@gmail.com

Kaliyaganj College has established a unique identity in the field of education due to socio-economical and geographical position. It aims at fostering an environment which is conducive to ethical, intellectual, social and civic development of students. This demands a healthy relation between the institution, staff and students. This Handbook indicates the standard procedures and practices of this institution for all students enrolling with the college for pursuing varied courses. All Students, teachers and non-teaching staff are requested to be well conversant with this Code, which can be also reviewed on the official website of the college. The code of conduct has been adopted as per UGC regulations and guidelines on Safety of Students on and off Campuses of Higher Educational Institutions.

UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions

1. Preamble

University Grants Commission believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs. It should be the prime concern of educational administrators across the country to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. With this in mind, the Commission has formulated guidelines on the ways in which the campuses of HEIs can be transformed into oasis of safety, security and study. All universities may make or amend their ordinances and other relevant statutory provisions accordingly to ensure that the directions contained in the guidelines are implemented in the best interests of students.

2. Safety of Students on Campus:

HEIs can play a significant role in ensuring the safety of the students by putting in place foolproof mechanisms and impregnable standards of safety. The key lies in institutionalizing the best practices and standard operating procedures that can substantively protect students from any threats and assaults, physical, social or psychological. Given below are some of the concerns that should be materialized by HEIs in the interest of students and institution.

- Any physical infrastructure housing students, whether HEI or hostels, should be secured by a boundary wall of such height that it cannot be scaled over easily. In order to further fortify it, a fence of spiralling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively. The entry points to such housing units should be restricted to three or less and they should be manned by at least three security guards, sufficiently armed, CC TV cameras, identity verification mechanism and register of unknown entrants/visitors with their identity proofs and contact details. At least one-woman security personnel should be deployed at such entry points so that physical security check of girl students or visitor can be undertaken. The bags and other belongings of students/visitors can also be examined, manually and/or by metal detectors, in order to secure a weapon-free and violence-free campus.

- Biometric way of marking student attendance, both in HEI as well as hostels, can be an effective way to overcome proxy. Such digital mechanism can enable HEIs to keep an eye on a student's movement and whereabouts in failsafe manner.
- Students and staff should be provided easily identifiable and authentic ID cards and wearing of such cards in the institutional premises must be made compulsory by administration.
- HEIs should flash at frequently visited junctions like canteen and notice boards, helpline numbers against ragging, sexual harassment, accidents, calamities and so on developed by UGC, State Govts. or HEIs so that students can record and use them as and when required. It is mandatory for all HEIs to abide by and implement all the provisions contained in UGC (Curbing the Menace of Ragging in Higher educational Institutions) Regulations, 2009.
- In order to ensure that campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members, HEIs can install the emergency notification system through which emergency message can be sent via email, telephone, cell phone and text messaging within minutes of the occurrence of an incident. The system developed by University of California, Berkley called WarnMe is a very good model to follow. The emergency information system can be supplemented by evacuation procedure to be followed in crisis condition so that stampede-like situations can be avoided. HEIs should take all necessary steps to ensure that these systems are adequately tested and publicized for efficacious execution.
- Student community of the HEIs can be encouraged to form a group of Community Service Officers (CSOs) to provide on demand short-duration escort services, on rotation basis to students as they walk down to hostel or nearest taxi or bus-stand etc. This is suggested in view of the fact that classes, study, research requirements, meetings and concerts can keep students on campus late at night. To handle these situations, HEIs may also provide Night Safety Shuttle facility, to such students, for door-to-door pick and drop service.
- All HEIs should ensure that provisions contained in UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012 are observed by teaching & non-teaching staff, students and other stakeholders in letter and spirit. Discrimination, verbal or behavioural, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status is strictly prohibited and HEIs must do all it takes to ensure that such practices are nipped in the bud.
- HEIs should mandatorily put in place a broad-based "Students Counselling System" for the effective management of problems and challenges faced by students. It should be a unique, interactive and target-oriented system, involving students, teachers and parents, resolved to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of academic worries. It should bridge the formal

as well as communicative gaps between the students and the institution at large. Teacher counsellors, trained to act as the guardians of students at the college level, should remain in close touch with the students allotted to them (batch of 25 students) throughout the year, cater to their emotional and intellectual needs and convey their growth report and feedback on attendance, examination results etc to their parents at regular intervals of time. Teacher counsellors can coordinate with wardens of hostels and exchange personal details of students, academic record and behaviour patterns for prompt pre-emptive or corrective action.

- HEIs should organize quarterly parents-teachers meet (PTM) so that grievances and gaps in system can be addressed and resolved. Online complaint registration system can also be launched so that issues can be addressed before they slip out of hands of authorities.
- On-campus medical facilities should be made available to student and at least one ambulance can be kept in ready mode for attending emergency and crisis situations.
- HEIs should install a fire safety system under which mechanisms for the detection of a fire, the warning resulting from a fire and standard operating procedures for the control of fire are evolved. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, smoke control and reduction mechanisms and fire doors & walls that reduce the spread of a fire. Students and staff should be trained in the effective operation of firefighting devices. Mock drills for fire situation should be undertaken at least once in a semester.
- UGC has written to HEIs time and again about the introduction of a compulsory course on Disaster Management for all students. HEIs should see to it that this initiative doesn't end up in an academic ritual. In order to give students firsthand experience of tackling situations of disaster, HEIs should organize mock drills, workshops and awareness programmes frequently.
- Talks by officials of police and public administration departments and informative audio-video lectures should be arranged at least once in a semester covering issues related to the safety of personal belongings, vehicles, personal information, ATM, special event safety, defensive sprays and so on.
- Self-defence training for women studying and working on campus through tie-ups with training institutions / NGOs should be made a mandatory component of extra-curricular activities undertaken in HEIs. Physical defence training can follow instructions on rape aggression defence model that focuses on strategies like awareness, risk reduction and risk avoidance and hands-on self-defence techniques.
- In the face of the increasing cases of sexual harassment and violence against women, it is incumbent upon HEIs to institute a thoroughgoing support and education mechanism. HEIs can organize prevention programs in collaboration with student groups to:

- Educate the campus community about sexual violence in the context of a university setting and engage people in a commitment to get involved when they observe risky situations.
 - Confront the oppressive stereotypes that are the basis for the disrespect that leads to interpersonal violence.
 - Talk about healthy relationships and healthy sexuality, emphasizing the importance of communication and respecting personal boundaries
 - Coordinate campus-wide awareness efforts, such as town hall meetings, lectures, and other open spaces for dialogue on sexual violence
- In case of food outlets, canteens and messes, HEIs should ensure that standards of quality and hygiene are strictly observed and the food on offer is certified through hygiene test report by expert doctor for foods, water and cleanings. This would a strong and effective bulwark against food poisoning and spread of food and water borne diseases.
 - All universities shall prepare an exhaustive Code of Conduct for students enrolled in departments or affiliated colleges and display it on institutional websites for compliance. A reference to such document must invariably be made in prospectus of HEIs where the student is enrolled.

3. Safety of Students while they are on Excursion/ Tours/ Academic trips etc.

- HEI should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher. The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability. In case number of students exceeds fifty, a qualified doctor with adequate supplies of medicines should be included in the entourage.
- Institutions should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey. Any representation or suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.
- It is mandatory for institutions to elicit consent letters from the parents/guardians of the students who are embarking on tour. Further, no excursion/ tours shall be undertaken without such insurance as would indemnify students against the various emergencies' ad risks.
- Before proceeding on tour all the students should be properly briefed by the way of “training session” about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.

- The institutions should ensure that each student is medically fit to be a part of the excursion tour.
- If the expedition involves camping, only such sites should be selected as are designated for the purpose by various government agencies concerned. Further, the site should be free from hazards such as flooding, dangerous slopes, falling rocks and dead trees etc.
- Prior permission should be obtained if tents etc are to be put up on private land. Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite
- Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with their parents / guardians. This would also facilitate casualty handling and communication in the event of an emergency.

TEACHERS AND THEIR RESPONSIBILITIES

Code of Professional Ethics

1. 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 demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;

- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

2. Teachers and Students

Teachers should:

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

3. Teachers and Colleagues

Teachers should:

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

4. Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. Teachers and Non-Teaching Staff:

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

6. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

7. Teachers and Society

Teachers should:

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.
- (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.

Cheating

Cheating includes, but is not limited to:

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

FOR RESEARCHERS

Introduction:

Kaliyaganj College believes that a research has to be novel and genuine in order to fit on the parameters of quality. Therefore, to promote quality and maintain standards in academic research, and to create a culture of morality in the same, the institution has demarcated a Code of Ethics related to research. The institute has created a code of ethics to check malpractices and plagiarism in research for teachers and students to be followed during the

writing of research papers, thesis, research projects and even for PG dissertations. This code is also applicable to students of such courses where some kind of presentation or project work is involved. It is the responsibility of college research activity committee to check the implementation of code of research ethics and look in for plagiarism and other ethical violations.

Preamble :

We, the faculty and research students of Kaliyaganj college, University of Gour Banga, hold that our profession as scholars requires an absolute commitment to the pursuit of truth, an abiding dedication to the promotion of the society good, and a constant interest in mentoring students and fellow researchers. Alongside our efforts to maintain the standards of scholarly integrity and academic freedom, we accept our duty to uphold the vision-mission of this institution and to promote the interests of the greater society which this college seeks to serve and develop. Conscious of our responsibility towards the society, we hereby bind ourselves to the strictest measure of Integrity and the highest ethical standards to be worthy of the public's trust.

Values underlying research Integrity

- Openness
- Objectivity
- Fairness
- Transparency
- Integrity
- Accountability
- Relevance with benefit to society
- Respect
- Equity & Impartiality
- Independence
- Ethics

In this respect, researchers shall -

- ensure the dignity, rights, safety and wellbeing of all involved in research: colleagues, research participants, society, animals, ecosystems, cultural heritage and environment.
- render the research and its results open to universal scrutiny, with the sole exception of respecting confidentiality and anonymity in relation to personal or commercially protected information
- avoid or declare conflicts of interest
- acknowledge the direct and indirect contributions of colleagues, collaborators and others.
- Ensure that the research uses sound methodology, to ensure the highest quality of work, its dissemination and replicability.

Possible Ethical violations:

Plagiarism defined as:

- Unaccredited and unacknowledged copying or nearly copying or translation of individual elements of (an) other paper(s).
- Unacknowledged paraphrasing of content from (an) other paper(s).
- Acknowledged copying or translation of a major portion of a paper without clear indication such as quotes or indents shall be considered an act of research misconduct.

Any intentional fabrication, misrepresentation or distortion of data for finding desirable results shall be considered an act of research misconduct. The original author(s) shall be duly acknowledged in the research writing, and disregarding this shall be considered an act of research misconduct. Duplicate submission shall be considered an act of research misconduct. Submitting extracts from research to more than one publisher without approval from parties concerned, and without giving references to preliminary extracts from already published work, shall be considered an act of research misconduct. Faculty members and Students reflecting these ethical violations in their works shall be asked to revise their research works/assignments and presentations till the admissible limit is attained. Only after that their works will be accepted or approved for forwarding to the agencies concerned.

The Code:

All staff and students engaged in research must ensure that they have read the Code of Practice for Research Ethics and observe its terms (uploaded in the college website). Faculty members and students shall avoid all types of ethical violations. Faculty members and students submitting their Ph.D., M.Phil. thesis to the University, PG dissertations to respective departments, research proposals and project reports to funding agencies shall compulsorily undergo plagiarism checking in their research writings. The upper plagiarism limit admissible will be 15%. Students submitting assignments and presentations shall also undergo plagiarism checking in their assignments and presentations and the upper plagiarism limit admissible to the students will be 20%.

Researchers are encouraged to report issues of misconduct to the Research Ethics Committee and to do so in a responsible manner. The college has a responsibility to investigate allegations of research misconduct fully and expeditiously. It also has a responsibility to protect researchers from malicious, mischievous, or frivolous allegations. Research misconduct may include any of the following:

Research misconduct may include any of the following:

- failure to obtain appropriate permission to conduct research
- deceptive research proposals
- unethical behaviour in the conduct of research
- unauthorised use of confidential information
- deviation from good research practice that cause unreasonable risk of harm to humans, other animals, or the environment
- fabrication, falsification, or corruption of research data
- plagiarism, or dishonest use of unacknowledged sources
- inappropriate attribution of authorship
- fraud or other misuse of research funds or equipment
- Intentional damage to, unauthorized use or removal of, another person's research-related property (apparatus, materials, writings, data, hardware or software etc)
- collusion in or concealment of research misconduct by others
- failure to comply with relevant legislation, including that relating to health and safety, data protection, intellectual property and animal experimentation.
- False claims of publication or dissemination