



Janata Shikshan Mandal's

Smt. Indirabai G. Kulkarni Arts College, J. B. Sawant Science College and
Sau. Janakibai Dhondo Kunte Commerce College and
J. S. M. College of Arts, Science & Commerce (Junior College)
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Permanently Affiliated to University of Mumbai. Included under section 2 (f), 12(B) of the U.G.C. Reaccredited by NAAC with 'B' Grade (CGPA:2.08)
Mumbai University Best College Award 2018 - 2019.

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Code of Ethics Policy

Introduction:

J.S.M. College, Alibag referred to as Institute, is pleased to declare its policy of Code of Conduct and Ethics to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it. This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the Institute. The Institute's endeavor by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes their growth through individual and collective responsibility.

Jurisdiction

The Institute shall have the jurisdiction over the conduct of the stakeholders associated /enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.

- The Institute may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and discipline as laid down in this Policy which shall include
 - a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
 - c) Possession or use of weapons, explosives, or destructive devices on 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. The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the Institute 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. Ethics and Conduct This Code of conduct shall apply to all kinds of conduct of the students that occurs on the Institute premises including in university-sponsored activities, functions hosted by other recognized student



organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the Institute or reputation. At the time of admission, each student must sign a statement accepting the policy on Code of conduct and ethics and by giving an undertaking that He/she shall be regular and must complete his/her studies in the Institute.

b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute on written direction of the Principal.

c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the Institute if any. The Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. All students must deter from indulging in all forms of misconduct including partaking in any activity, which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

- Intentionally damaging or destroying the property of the Institute or property of other students and/or of faculty members.

- Any disruptive activity in a classroom or in an event sponsored by the Institute.

- Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers and the staff. Participating in activities including

1. Organizing meetings and processions without permission of the Institute

2. Accepting membership of terrorist groups banned by the Government.

3. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.

4. Use of harmful chemicals and banned drugs

5. Smoking on the campus of the Institute

6. Possessing, Consuming, distributing, selling of alcohol and drugs in the Institute and/or throwing empty bottles on the campus.

7. Use of plastic in any form in the Institute premises

8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles

9. Rash driving on the campus that may cause any inconvenience to others

10. Theft or unauthorized access to others resources

11. Misbehaviour at the time of student body elections or during any activity of the Institute.

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition. Regulation of the violation of the Codes

If there is a case against a student for a possible breach of code of conduct, then the committee handling grievances and its redressal, is forwarded for a suitable disciplinary action and 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.

Academic Integrity As a premier Institute for advanced studies in multi-faculties, research and education, the Institute 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 for the conduct of research and scholarship. The Institute 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 Institute and its research missions, and hence, (2) violations of academic integrity constitute a serious offence. Scope and Purpose This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy. The purpose of the Policy is twofold:

1. To clarify the principles of academic integrity, and
2. To provide examples of dishonest conduct and violations of academic integrity. Failure to uphold these principles of academic integrity threatens both the reputation of the Institute and the value of the degrees awarded to its students. Every member of the Institute community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. The principles of academic integrity require that a student:

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledges all contributors to a given piece of work.
3. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
4. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
5. 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. Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

(a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

(b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

(c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other nontextual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

(d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

(e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

(f) Paraphrasing or changing an author's words or style without citation.

(ii) **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) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet. Individual and Collective Responsibility: The responsibility varies with the role one plays.

(3) a) Student roles: Before submitting a thesis (Ph.D.) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A webcheck does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c) Institution roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department. Upon receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

ANTI-RAGGING The Institute 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 Institutes, 2009'. 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 Institutes and Institutes.

The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to follow the codes strictly.

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) any act of financial extortion or forceful expenditure burden put on a student by other students;

f) 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



g) 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 ;

h) 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 Anti-Ragging Committee, as constituted by the Institute and headed by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the Principal and the Convener shall regulate the affairs along with the members, the senior faculty of the Institute as its members.

(4) **ANTI-RAGGING SQUAD:** (The Discipline Committee) 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 visits in hostel and other hotspots in the Institute. 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 attract one or more of the following punishments, as imposed by the

Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission
- In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment. 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. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to the Principal of the Institute.

SEXUAL HARASSMENT: The Policy of the Institute on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students at 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 of the circumstances of each case.

STUDENT GRIEVANCE PROCEDURE: Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Cell at the Institute. 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 cognizance of the grievance and inform the Committee members to enforce this Code, in cases of any sexual harassment complaints.

STUDENT REPRESENTATION & PARTICIPATION IN GOVERNANCE: As Students are members of the Institute campus, they have a substantial interest in the governance of the



Institute. 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 representation and participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

CODE OF PROFESSIONAL ETHICS AND CONDUCT Core Values of the College

- Mutual trust, team work, promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.

- We appreciate, respect and promote the perspectives, rights and dignity of each individual.

Code of Conduct for Teaching Staff

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.

- Code of Conduct for teaching is mainly governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.

- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.

- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.

- No member of the staff shall engage in any political activity within the college campus.

- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.

- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution. • The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.

- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.

- Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.

- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.

- No faculty members shall act in any manner that violates the decorum or morality within the campus.

- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities; • Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

- Seek to make professional growth continuous through study and research; • Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge

- Respect the right and dignity of the student in expressing his/her opinion;

- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics



- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
 - Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment. Code of Conduct for Non-Teaching/Administrative Staff
- Code of Conduct for non-teaching staff is mainly governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- The normal working period for those in the category of non-teaching staff shall be from 9.30 to 4.30 p.m. with one-hour lunch break on all working days.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment. Code of Conduct for Students
- Students are expected to adhere to the timetable for attending lectures/tutorials/practicals and other extra-curricular activities.
- The University rules require a student to have a minimum of two thirds 66.66% of the total lectures, tutorials and practicals delivered separately, failing which the student will not be permitted to sit for the University Examination.
- B.El.Ed. students are required to have a minimum of 80% attendance.
 - All Sports students playing at any level (state, national or international) must have minimum required attendance as per University rules.
- Students getting admission on ECA/Sports Quota will not be granted exemption in attendance except under special circumstances.
- Students attendance in the following College Functions is mandatory: Foundress' Day Celebrations, Annual Cultural Festival, PTSA Meeting, Sports Day, NCC Day for NCC Students, NSS Day for NSS Students, the Annual Function and other College events.
- Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in the activities of the college.
- Students not attending classes for more than four consecutive weeks must inform the Principal/Teacher In charge in writing or else their names shall be struck off the rolls of the College.
- Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
 - Students must carry their Identity card inside the campus.



- Students must help to keep the campus neat and clean.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- Students are expected to read notices/circulars displayed on the notice board.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.



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