

7.1.5.1 PROFESSIONAL CODE OF CONDUCT HANDBOOK (1)

DUTIES OF PRINCIPAL

Subject to supervision and general control of Management, the Principal as the Principal Executive and Academic Head of the College/Recognized Institution, shall be responsible for-

- 1) Academic growth of the college.
- 2) Participation in the teaching, research and training programmes of the college.
- 3) Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by College for the academic competence of the faculty member.
- 4) Admission of the students and maintenance of discipline of the college.
- 5) Receipts, expenditure, and maintenance of true and correct accounts.
- 6) The overall administration of the college and Recognized Institution and their Libraries and Hostels, if any.
- 7) Correspondence relating to the administration of the college.
- 8) Administration and supervision of curricular, co-curricular/extra-curricular or extra mural, students welfare activities of the College and Recognized Institution and maintenance of records
- 9) Observance of the act, statutes, ordinance, regulations, rules and other orders issued there under by the University authorities and bodies from time to time.
- 10) Supervision of examination, the setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College and Recognized Institution.
- 11) Overall supervision of the University Examinations.
- 12) Observance or provisions of Accounts code
- 13) Maintenance of self-assessment reports of teachers and their service books.
- 14) Any other work relating to the College or Recognized Institution relating to the administration of the college may be assigned to him/her by management from time to time.

DUTIES OF TEACHERS:

- 1) The teacher shall devote his / her time and energy to develop and improve their academic and professional competence by availing all opportunities to attend and participate in all academic programmes such as seminars, orientation, refresher courses, in-service programmes etc. The Management shall give the teacher every possible opportunity to do so.
- 2) The teachers can perform his / her academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research tutorials, University College and Recognized Institution examinations will encourage the pursuit of learning in the students.
- 3) The teachers shall engage classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- 4) The teachers shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified from time to time and abide by the decisions of the University/ Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, statutes, ordinance, regulations, rules, etc. If it is found by the Management that damage or loss that has been caused by the College or Recognized Institution by the act of negligence or default on the part of a teacher, such damage or loss shall be recoverable from him/her.
- 5) In addition to the duties of teaching and allied activities, the teachers shall when required to attend extra-curricular, co-curricular activities organized by the University, College or Recognized Institution and administrative and supervisory work and maintenance of records and self reports or any other duties benefiting the status of a teachers assigned to him / her by the principal.
- 6) A teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and good habits among the students.

- 7) In case of Professional Colleges, a teacher shall perform such duties as prescribed by their respective Central Councils and accepted by Government and University, from time to time.
- I. In addition to the duties of the teachers as mentioned above the Librarian shall perform the following duties:
- 1) The Librarian shall provide a wide range of services by the user, by making available in a convenient and attractive form to students and faculty members, a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed cataloged and updated.
 - 2) The Librarian shall provide reading and lending facilities and service relating to reference, documentation, and bibliography.
 - 3) The Librarian shall always try to bring books, student and scholars together under conditions reading for pleasure, self-discovery, and personal growth and sharpening of intellectual curiosity.
- II. (1)

The teachers shall perform all his / her duties faithfully and will not avoid his / her responsibility. However, following lapses would constitute improper conduct on the part of the teacher:

- a) Failure to perform his / her academic duties such as lecturing, demonstrations, assessment, invigilation, etc.
- b) Gross partiality in the assessment of students, deliberately over/under making or attempt of victimization on any grounds.
- c) Inciting or instigation of students against other students, colleagues, administration. (he / she does not interfere with his / her right to express his / her differences on principles in a seminar or other places where students are present.).
- d) Raising questions of castes or creed or religion, race or sex in his / her relationships with students and his / her colleagues and trying to use the above considerations for improvement of his / her prospects.
- e) Refusal to carry out the decisions of the appropriate authorities, officers, administrative and academic bodies of the university. He / she will not inhibit his / her right to express

his / her difference with their policies or decisions, expressions, provided that he will not use the facilities or forum of the University, College or Recognized Institution to propagate his / her own ideas or belief for or against particular political party or alignment of political or religious activities.

- f) Accepting tuitions, conducting/ participating in private coaching directly or indirectly or any classes or courses in any manner.
- g) Violation of the anti-bigamy act and anti-dowry act in any manner directly or indirectly.
- h) Involvement in nonacademic activities directly or indirectly such as :
 - i. Writing of questions-answers guide, key, likely questions cyclostyled or xeroxed notes, etc.
 - ii. The undertaking of any office of profit, agency.

The Teacher shall not avoid any work related to the university examinations without reasonable grounds.

(2) The behavior of the teacher with male and female student and other employees shall be modest.

(3) The teachers shall-

- i. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- ii. Not consume any intoxicating drinks or to be under the influence of any intoxicating drinks or drugs, during the course of his / her study; and shall also take due care that the performance of his / her duties at any time is not affected in any way by influence of any such drink or drug;
- iii. Refrain from consuming any intoxicating drinks or drugs in a public place;
- iv. Not appear in public place in state of intoxication;
- v. Not use any intoxicating drinks or drugs in excess so that he is unable to control his / her behavior.

Explanation: For the purpose of his / her rule, "Public Place" means any place or premises (including conveyance to which the public have or are permitted to have access, whether on payment or otherwise).

III. (1) Teachers and their rights:

The teachers shall enjoy full civic and political rights as provided by the constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

(2) The code of Professional Ethics:

a) The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct him/her self in accordance with ideas of the profession. The teacher is constantly under the scrutiny of his / her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his / her 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 ideas. The profession further requires that the teachers shall be calm, patient and communicative by temperament and amiable in disposition. Teacher shall-

- i. Adhere to a responsible pattern of conduct and demeanor expected of him/her by the community.
- ii. Manage his / her private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to manage professional growth continuous through study and research.
- iv. Express free and frank opinion by participating in 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 his / her duties in the form teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as: assisting in appraising applications for admission, advising and counseling students as well as

assisting in the conduct of University and College examinations, including supervision, invigilation, and evaluation and

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

a) Teachers and the students :

The teachers shall-

- i. Respect the right and dignity of the student expressing his / her opinion
- ii. Deal justly and impartially with students regardless of their religion, caste, 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 outlook and respect for physical labor and ideals of democracy, patriotism, and peace.
- vi. Be affectionate to the students and not behave in 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 himself/herself available to the students even beyond their class hours and help and guide students without any remuneration or reward, in college premises.
- ix. Aid students to develop an understanding of our national heritage and national goals.
- x. Retain from inciting students against other students, colleagues or administration.

b) Teachers and colleagues:

The teachers shall-

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

Teachers and authorities:

The teachers shall-

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for a change of such rule detrimental to the professional interest.
- ii. Not undertake any other employment and commitment including private tuitions and coaching classes;
- 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 with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- v. Should adhere to the conditions of contract;
- vi. Give and expect due notice before a change of position is made and
- vii. 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 the academic schedule.

c) Teachers and nonteaching employees:

- i. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. The teachers should help in the function of joint staff council covering both teachers and non-teaching employees.

d) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with guardians of their students, send a report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the mutual exchange of ideas and for the benefit of the institution.

e) Teachers and society:

The teachers shall-

- 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 the public office.
- v. Refrain from undertaking or assisting in any way, activities which tend to promote a feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

STUDENTS' HANDBOOK OF CODE OF ETHICS AND CONDUCT

ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of Sri Sairam Engineering College (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavor 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 Institute

2. JURISDICTION

2.1 The Institute shall have the jurisdiction over the conduct of the students 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 Institute campus or in connection with the Institute related activities and functions.

2.2 Institute 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 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 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.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, 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.

3. Ethics and Conduct

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3.1 This Code shall apply to all kinds of the conduct of 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 Institute's Interests or reputation.

3.2 At the time of admission, each student must be made aware of this Code that

- a) 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 subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

3.5 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.

- 3.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members
- 3.7 Any disruptive activity in a classroom or in an event sponsored by the Institute
- 3.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- 3.9 Participating in activities including
 - 3.9.1 Organizing meetings and processions without permission from the Institute.
 - 3.9.2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - 3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - 3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs
 - 3.9.5 Smoking on the campus of the Institute
 - 3.9.6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
 - 3.9.7 Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles
 - 3.9.8 Rash driving on the campus that may cause any inconvenience to others
 - 3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause Hindrance to the academic progress.

3.9.10 Theft or unauthorized access to others resources

3.9.11 Misbehavior at the time of student body elections or during any Activity of the Institute.

3.9.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group disruption at the Institute.

3.10 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.

3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior Permission.

3.12 Students are not permitted to provide audio and video clippings of any activities on the campus to media without prior permission.

3.13 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.

3.14 Theft or misuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.15 Damage to or destruction of, any property of the Institute, or any property of others on the Institute premises.

3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable

expectation of privacy, without that person's knowledge and express consent.

- 3.17 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, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,
- 4 If there is a case against a student for a possible breach of the code of conduct, then a committee will be formed to recommend a suitable disciplinary action that 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 the misconduct.
 - 4.1 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.
 - 4.2 RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
 - 4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
 - 4.4 EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.
 - 4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship for a specific time period.
 - 4.6 SUSPENSION- A student may be suspended for a specified period of time which will entail a prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
 - 4.7 Ineligibility to reapply for admission to the Institute for a period of three years, and

4.8 Withholding the grade card or certificate for the courses studied or work carried out

5 **APPEAL:** If the delinquent student is aggrieved by the imposition of any of the mentioned penalties, he/she may appeal to the Trustee / Principal / HOD / Class coordinator / Mentor and may decide on one of the following:

5.1 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

5.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final after binding in all the cases where there is a possible misconduct by a student.

6 Academic Integrity

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment. Academic Integrity encompasses honesty, 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 to the success of the Institute and its research missions, and hence, violation of academic integrity is considered as a serious offense.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students of the Institute. The students 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 University and the value of the degrees awarded to its students.

Every member of the University 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,

- Properly acknowledges and cites the use of the ideas, results, material or words of others.
- Properly acknowledges all contributors to a given piece of work.
- Makes sure that all work submitted regarding a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- 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.

6.2 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 non-textual 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 an 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

(iii) 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, commitment, and 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.

4.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- (b) 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.

(c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit data points to make an impressive figure (commonly known as “cherry picking”).

(d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. The date should be indicated on each page.

(e) 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.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) Student roles: Before submitting a thesis (M.E, MBA) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. 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 web-check 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 is 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's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c) Institutional roles: A breach of academic integrity is a serious offense 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 offense, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty brings any academic violations to the notice of the Department Chairperson. Upon receipt of reports on scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

References:

- [1] National Academy of Sciences article “On being a scientist,”
http://www.nap.edu/openbook.php?record_id=4917&page=R1
- [2] <http://www.admin.cam.ac.uk/univ/plagiarism/>
- [3] <http://www.aresearchguide.com/6plagiar.html>
- [4] <https://www.indiana.edu/~tedfrick/plagiarism>
- [5] <http://www.files.chem.vt.edu/chem-ed/ethics/index.html>
- [6] http://www.ncusd203.org/central/html/where/plagiarism_stoppers.html
- [7] <http://sja.ucdavis.edu/files/plagiarism.pdf>
- [8] <http://web.mit.edu/academicintegrity/>
- [9] <http://www.northwestern.edu/provost/students/integrity/>
- [10] <http://www.ais.up.ac.za/plagiarism/websources.htm#info>
- [11] <http://ori.dhhs.gov/>
- [12] <http://www.scientificvalues.org/cases.html>

7 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 Institutions, 2009* [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to abide by it.

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by a student or group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness on any other student;

- b) indulging in rowdy or undisciplined activities by a student or group of 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 the 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, the 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.

7.2 ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with the recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors and the members should consist of, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

7.3 ANTI-RAGGING SQUAD

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 raids in hostels 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.

7.4 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 processes.
- 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) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the person committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take an appropriate decision, including the 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:

i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute.

8 SEXUAL HARASSMENT

The Institute's Policy 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 www.sairam.edu.in . 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.

9 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 Redress 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 formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. STUDENT 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, being 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 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.

REFERENCES –

<http://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/120.0-policy-student-participation-governance.pdf>

7.1.5.2 CORE VALUES

Students are the primary reason we exist as an institution. We relentlessly pursue excellence and we teach... we learn... we interact... we nurture... we grow citizens for tomorrow... The core values are a set of principles that are aligned with our mission which guides the practice and development of faculty, students, and staff.

VALUES AND CORE PRINCIPLES

- **Focus on Students:** Our primary mission is not only to educate students in their chosen disciplines, but also to inspire them to become innovators, leaders, and positive contributors to society.
- **Strengthen Faculty and Staff:** The faculty inspires and directs students academically, from basic education to discovery and the creation of new concepts, systems, and products. The staff delivers administrative services and partners with the faculty to ensure an excellent student experience.
- **Foster Leadership and Ethical Decision-Making:** Leadership and ethical decision-making are essential for the growth of the person and the organization. Leadership development is an important component of education for all segments of the college - faculty, students, and staff. Succession planning is required to continually promote excellence. Fostering a learning environment that promotes responsible, principled behavior and that respects the dignity of all members.
- **Commit to Diversity and Excellence:** To remain relevant and attract the highest caliber of students, faculty, and staff, we ensure that our community is inclusive and open to all viewpoints. A culture of excellence must pervade in both academic and non-academic areas.
- **Focus on Resource Management:** The financial well-being of the institution is critical to our success. We will embrace responsibility-centered management to achieve financial strength and expect that all members of our college, including alumni, are responsible for enhancing our resources.
- **Engage Alumni:** Our greatest legacy is our alumni and their many contributions to business and society. We will engage our alumni in planning for the future of our college and rely upon our alumni for their involvement and philanthropic support in the execution of this plan.
- **Integrity:** Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all levels of the college.