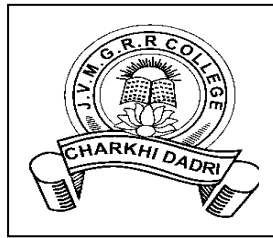


# **Janta Vidya Mandir Ganpat Rai Rasiwasia College CharkhiDadri**

(Affiliated to C.B.L. University, Bhiwani)  
(NAAC Accredited BGrade with 2.78 CGPA)  
Ram Krishan.GuptaMarg ,Charkhi Dadri, (Haryana)



## **Handbook on Human Values & Professional Ethics**

**Quality education is the fundamental right of every Indian citizen which lays the good foundation for Individual growth. Janta Vidya Mandir Ganpat Rai Rasiwasia College is committed to impart quality education, to create valuable human resource proving as an asset to the nation.**

**Sr. No.**

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## About Institute:

**JVMGRR College, Charkhi Dadri is a co-educational institution running UG classes in the streams of Science, Arts and Commerce and PG classes in the subjects of Mathematics, Geography and Political Science. It is one of the most prestigious colleges not only in south Haryana but also in the whole of the state. The college can boast of producing good alumni, serving the need of the people since its inception in 1965 established by Late Sh. Ram Krishan Gupta, a great freedom fighter and philanthropist.**

## Vision statement:

**“To provide, nurture and maintain an environment conducive to imparting quality education and creating valuable human resource proving as an asset to the nation.”**

## Mission statements:

- **To bring academic and social upliftment of the educationally and economically backward rural area.**
- **To sensitize students towards social concerns, gender and environmental issues**
- **To develop skilled human resource.**

**OBJECTIVES:  
(Ethics & Human Values)**

- To understand the moral values that ought to guide the teaching professionals to be good human beings and to Resolve the moral issues in the profession.
- To justify the moral judgment concerning the profession.
- Intended to develop a set of beliefs, attitudes, and habits that studnets should display concerning morality.
- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.

The prime objective of the Professional Ethics is to develop ability to deal effectively with moral complexity in the students of **Janta Vidya Mandir Ganpat Rai Rasiwasia College, Charkhi Dadri** as follows.

**TO IMPROVEMENT OF THE COGNITIVE SKILLS:**

**(Skills of the Intellect in thinking clearly):**

- To create moral awareness
- convincing moral reasoning (comprehending, assessing different views)
- Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)
- Moral communication, to express and support one's views to others.

**TO ACT IN MORALLY DESIRABLE WAYS:**

**(Towards moral commitment and responsible conduct):**

- Moral reasonableness i.e., willing and able to be morally responsible.
- Respect for persons, which means showing concern for the well-being of others, besides oneself.
- Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives.
- Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.
- Integrity, which means moral integrity, and integrating one's professional life and personal convictions.

## **PART-I HUMAN VALUES**

### **MORALS:**

Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. They were edited and changed with the development of knowledge and needs of society.

Morality is concerned with principles and practices of morals such as: What ought or ought not to be done in a given situation? , What is right or wrong about the handling of a situation? and What is good or bad about the people, policies, and ideals involved?

### **VALUES:**

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All the three of these directly influence a person's behavior. People have gone to great lengths to demonstrate the validity of their beliefs, including war and sacrificing their own life! Conversely, people are not motivated to support or validate the beliefs of another, when those beliefs are contrary to their own. People will act congruent with their personal values or what they deem to be important. —**A value is defined as a principle that promotes well-being or prevents harm.**|| **Another definition is: —Values are our guidelines for our success—our paradigm about what is acceptable.**|| Personal values are defined as: —**Emotional beliefs in principles regarded as particularly favorable or important for the individual.**|| Our values associate emotions to our experiences and guide our choices, decisions and actions.

### **INTEGRITY:**

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well- informed decisions. It yields the person's 'peace of mind', and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but also to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Moral integrity is defined as a virtue, which reflects consistency in one's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits that are expected in most workplace situations. Without responsible behavior, distrust can make a work environment tense and uncomfortable. A strong work ethic shows that co-workers are reliable and take their

responsibilities seriously. Polite communication, respectable behavior and fiscal responsibility also help them stand out as a trustworthy employee.

### **EXAMPLES OF INTEGRITY AT WORKPLACE:**

**Work When You're on the Clock:** Attending and working diligently when you're on the clock is a clear example of workplace integrity. Socializing, surfing the Internet, making personal phone calls, texting and frequent snacking are activities that detract from work time. Saving those activities for break time will show your boss, colleagues and the students that you work hard when you're on the clock. Even if you don't actually clock in and out with a time card, focusing on your work responsibilities while you're at your desk, work station or production area will showcase your strong work habits.

### **Follow Institution Policies:**

Abiding by institution policies is a powerful way to demonstrate integrity. Cutting corners and neglecting to follow workplace regulations can lead to mistakes, problems and even dangerous situations. Your willingness to properly record financial transactions, safely dispense of hazardous or toxic materials, follow BSIOTR protocol for dealing with stake holders, perform clean-up or set-up procedures and properly maintain equipment shows others that you're not just looking for the easy way out. Establishing yourself as a trustworthy employee shows your boss, co-employees and students that you'll faithfully carry out your duties.

### **Service Learning:**

Service-learning seeks to engage individuals in activities that combine both community service and academic learning. Because service-learning programs are typically rooted in formal courses (core academic, elective, or vocational), the service activities are usually based on particular curricular concepts that are being taught. Service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service-learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community.

### **A Service-Learning Program Provides Educational Experiences:**

Under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with school and community; That are integrated into the students' academic curriculum or provide structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; That provides students with opportunities to use newly-

acquired skills and knowledge in real-life situations in their own communities; and That enhance what is taught by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

### **CIVIC VIRTUE:**

Civic virtues are the moral duties and rights, as a citizen of the village or the country or an integral part of the society and environment. An individual may exhibit civic virtues by voting, volunteering, and organizing welfare groups and meetings.

### **RESPECT FOR OTHERS:**

This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are:

- ✓ Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.
- ✓ Respect others' ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but should listen to them first. One can correct or warn, if they commit mistakes. Some people may wait and watch as fun, if one falls, claiming that they know others' mistakes before and know that they will fall! Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts.
- ✓ Show 'goodwill' on others. Love others. Allow others to grow. Basically, the goodwill reflects on the originator and multiplies itself on everybody. This will facilitate collinearity, focus, coherence, and strength to achieve the goals.

### **LIVING PEACEFULLY:**

To live peacefully, one should start installing peace within (self). Charity begins at home. Only then one can spread peace to family, organization where one works, and then to the world, including the environment. Only who are at peace can spread peace. You can't gift an article which you do not possess. The essence of oriental philosophy is that one should not fight for peace. It is oxymoron. War or peace can be won only by peace, and not by wars!

**The following are the factors that promote living with internal and external peace:**

- Conducive environment (safe, ventilated, illuminated and comfortable).

- Secured job and motivated with recognition and reward.
- Absence of threat or tension by pressure due to limitations of money or time.
- Absence of unnecessary interference or disturbance, except as guidelines.
- Healthy labor relations and family situations.
- Service to the needy (physically and mentally-challenged) with love and sympathy.

### **CARING:**

Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

### **SHARING:**

Primarily, caring influences ‘\_sharing’. Sharing is a process that describes the transfer of knowledge (teaching, learning, and information), experience (training), commodities (material possession) and facilities with others. The transfer should be genuine, legal, positive, voluntary, and without any expectation in return. Through this process of sharing, experience, expertise, wisdom and other benefits reach more people faster. Sharing is voluntary and it can’t be driven by force, but motivated successfully through ethical principles. In short, sharing is charity. The happiness and wealth are multiplied and the crimes and sufferings are reduced, by sharing.

### **HONESTY:**

Honesty is a virtue, and it is exhibited in two aspects namely,

- Truthfulness
- Trustworthiness.

Truthfulness is to face the responsibilities upon telling truth. One should keep one’s word or promise. By admitting one’s mistake committed (one needs courage to do that), it is easy to fix them. But trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular.



Honesty is mirrored in many ways. The common reflections are:

- Beliefs (intellectual honesty).
- Communication (writing and speech).

### **COURAGE:**

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks, namely

- Physical courage,
- Social courage, and
- Intellectual courage.

In physical courage, the thrust is on the adequacy of the physical strength, including the muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere thrill or driven by a decision to excel. The social courage involves the decisions and

actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for the social cause. The intellectual courage is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press.

### **VALUING TIME:**

Time is rare resource. Once it is spent, it is lost forever. It can't be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not.

The history of great reformers and innovators have stressed the importance of time and valuing time. The proverbs 'Time and tide wait for none' and Procrastination is the thief of time amply illustrate this point.

To realize the value of one year, ask the student who has failed in the examinations;. To realize the value of one month, ask the mother who has delivered a premature baby; to realize the value of one week, ask the editor of weekly; to realize the value of one day, ask the daily- 9 wage laborer; to realize now the value of one hour, ask the lovers longing to meet; to realize the value of one minute, ask a person who has missed the train; to realize the value of one second,

ask the person who has survived an accident; to realize the value one milli-second, ask the person who has won the bronze medal in Olympics; to realize the value of one micro second, ask the NASA team of scientists; to realize the value of one nano-second, ask a Hardware engineer.

### **COOPERATION:**

It is a team-spirit that should be present in every professional. Co-operation is activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e., blending of different skills required, towards common goals.

Willingness to understand others, think and act together and putting this into practice, is cooperation. Cooperation promotes co linearity, coherence (blend), co-ordination (activities linked

in sequence or priority) and the synergy (maximizing the output, by reinforcement). The whole is more than the sum of the individuals. It helps in minimizing the input resources (including time) and maximizes the outputs, which include quantity, quality, effectiveness, and efficiency.

The impediments to successful cooperation are:

- Clash of ego of individuals.
- Lack of leadership and motivation.

Conflicts of interests, based on region, religion, language, and caste, ignorance and lack of interest. By careful planning, motivation, leadership, fostering and rewarding team work, professionalism and humanism beyond the divides training on appreciation to different cultures, mutual understanding cooperation can be developed and also sustained.

### **COMMITMENT:**

Commitment means alignment to goals and adherence to ethical principles during the activities. First of all, one must believe in one's action performed and the expected end results (confidence). It means one should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success.

Only when the teacher (Guru) is committed to his job, the students will succeed in life and contribute good to the society. The commitment of top management will naturally lead to

committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large.

### **EMPATHY:**

Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern, and then obtaining and understanding the feelings of others, from others' point of view. It is also defined as the ability to put one's self into the psychological frame or reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

### **SELF-CONFIDENCE:**

Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences. The self-confidence in a person develops a sense of partnership, respect, and accountability, and this helps the organization to obtain maximum ideas, efforts, and guidelines from its employees.

### **SPIRITUALITY:**

Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development. This is said to be the great virtue of Indian philosophy for Indians. Sometimes, spirituality includes the faith or belief in supernatural power/ God, regarding the worldly events. It functions as a fertilizer for the soil character to blossom into values and morals.

Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not

believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns).

Spirituality is motivation as it encourages the colleagues to perform better. Remember, lack of motivation leads to isolation. Spirituality is also energy: Be energetic and flexible to adapt to challenging and changing situations. Spirituality is flexibility as well. One should not be too dominating. Make space for everyone and learn to recognize and accept people the way they are. Variety is the order of the day. But one can influence their mind to think and act together. Spirituality is also fun. Working is okay, but you also need to have fun in office to keep yourself charged up. Tolerance and empathy are the reflections of spirituality. Blue and saffron colors are said to be associated with spirituality.

## PART-II

### Professional Ethics

#### **Code of conduct for Teaching & Non- Teaching Staff.**

##### **Teaching Staff :**

##### **Responsibility and Accountability**

1. Teachers should handle the subjects assigned by the authority.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students and collected from the students in time.
5. One internal examination should be conducted in each semester and the answer books are to be assessed, marks are to be informed to the students as well as sent the University.
6. Teachers should be good and they should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
7. Teachers should maintain decorum both inside and outside the classroom and set a good example for the students.
8. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

### **Punctuality and Attendance**

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties.
3. Teachers should sign the attendance register as well as register their attendance biometrically while reporting for duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 20 per week.
5. Teachers are expected to be present in the college campus atleast 10 minutes before the College time.
6. Teachers should remain in the campus till the end of the College hours.

### **Leave**

1. Prior written permission is required from the Principal / at least a day in advance while availing any kind of leave.
2. Not more than 33% of staff members in a department will be allowed to go on leave on a particular day.
3. Causal leave can be combined with other holidays, but not with any other kind of leave.
4. All must report for duty on the reopening day and the last working day of each semester.
5. Availing leave is not a matter of right.

### **Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.**

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy work as part of Industry – Institute interaction.
5. Absence from duty to the above matters will be treated as on duty.

## **General Rules**

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. No teacher should involve himself or herself in any form of political activity, strikes or demonstrations inside or outside the campus.
3. Teachers should attend the College formally dressed.
4. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
5. Teachers are banned from using cell phones while taking classes.
6. Teachers must always wear their identity cards while inside the college premises.
7. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal. Any change must also be reported to the Principal in writing
8. Teachers are encouraged to conduct research on their topics of their interest. Management will provide necessary infrastructure for the same.
9. Each Department must conduct departmental meetings in each semester.
10. Teachers are expected to attend meetings, seminars and also college functions like Sports Day, Independence Day and Republic Day celebrations etc. without fail.
11. Teachers are expected to Volunteer, to take up extra classes for students.
12. HODs and In-charges are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, and electrical appliances) must be reported to the Principal in writing immediately.

## **Disciplinary Action**

1. Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.
2. The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

**Non-Teaching Staff :**

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.00 a.m. to 4.00 p.m.). and Class-IV from 8.00 a.m. to 4.00 p.m.
2. Class-IV Non-Teaching staff should wear the Uniform provided by the Management.
3. Non-Teaching staff must always wear their identity cards during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before college hours.

## **Ethics/Code of Conduct For Students**

### **Discipline**

The Principal invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and in upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest with their elected Class Representative to ensure enforcement of rules regarding discipline.

### **[A] BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES - DO'S AND DONT'S**

Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.

- Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the teacher.
- Impersonation during roll call is a punishable offence.
- Use of Mobile Phone during class hours is prohibited and is liable for punishment.
- Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- When a teacher is on leave or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
- Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- Students are expected to come to College dressed suitably maintaining decency.
- Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
- Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
- Students are forbidden from inviting friends from other institutions and outsiders to the College.
- No posters are to be pasted or fixed with cellotape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
- Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
- Students must refrain from mishandling and tampering with library books or college computer systems.
- The right to access Girl's Common Room is reserved to girls.



- A student shall not commit or cause breach of peace inside and around the College campus.
- Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
- Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.
- Students should attend their Classes as per rules of university for appearing in university exam.
- Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.
- Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

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### **[B] Academic Integrity**

Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and hence its violation constitutes a serious offence. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Every pupil of the Institution should be responsible to ensure the highest quality of the academic integrity.

#### **The principles of academic integrity require that a student should:-**

- Properly acknowledge and cite use of ideas, results, materials onwards of others.
- Properly acknowledge all contributions to a given piece of work.
- Make sure that all assignments submitted are original.
- Perform academic activities without the aid of impermissible materials or collaboration and by obtaining all data or results through ethical means.
- Have right to pursue their educational goals without interference.

#### **Cheating:** Cheating includes but not limited to

- copying during examinations and copying of homework assignments term papers, these or manuscript.
- Allowing or facilitating copying or making proxy in examination or writing assignment for someone else.
- Using unfair means or collaborating unethically during examination or in assignment.
- Fabricating or falsifying data and reporting them in thesis and publication.
- Creating sources or citation that does not exist.
- Altering previously submitted work for new submission.
- Signing with another student's name on exam paper, assignment, thesis, attendance sheet or manuscript.

## **[C] Anti-Ragging**

The Institution implemented a strict and effective anti-ragging policy based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution, 2009. This UGC Regulation was framed in accordance with the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

Ragging constitutes one or more of the following acts:

- Any conduct by any student or group of students –whether through spoken or written words on physical act-which has the effect of fearing or misbehaving any student,
- Indulging in rowdy or undisciplined activities or asking any student to do any act which such student will not in ordinary course do and thereby causes shame, annoyance, torment, hardship, embarrassment which inflict intense psychological harm or raise fear on apprehension in any student.
- Any act by senior students that prevents, disrupts or disturbs the regular academic activity of any student.
- Any act of financial extortion put on any student.
- Any act of physical abuse including sexual abuse, stripping, forcing in lewd acts on gestures causing bodily harm to any student.
- Any act of verbal or written abuse such as calling foul names, insulting publicly, offensive emails which embarrass, annoy and discomfort any student.
- Anti-ragging Committee: This committee shall examine all complain of anti-ragging and come out with recommendation based on the nature of the incident and proper investigation.

### **Punitive measures against the act of ragging:**

A student or group of students found guilty by the anti-ragging committee will attract one or more of the following punitory action by the college authority:

- Suspension from attending classes and academic privileges.
- Withholding / withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process. Withholding results.
- Suspension/expulsion from the hostels and mess.
- Cancellation of examination.
- Expulsion from institution and consequent debarring from admission to any other institution for a specified period.
- 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 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.

**It Is Always Better To Be Recognized As Human Being.**