



ANAND LAW COLLEGE, ANAND

(MANAGED BY SHRI RAMKRISHNA SEVA MANDAL)

SRKSM Campus, Opp. Town Hall, Near Electric Grid. Anand-388001 Gujarat India

CODE OF CONDUCT HANDBOOK FOR STUDENT, TEACHERS & NON- TEACHING STAFF

INDEX

Sr. No.	Description	Page No.
1.	The Code of Professional Ethics 1.1.1 Code of Conduct for Teachers 1.1.2 Good Practice in Academic Research 1.1.3 Principles and Values of Academic Integrity 1.1.4 Training	3
2.	Code Of Conduct For Non-Teaching Staff 2.1.1 Code of Conduct for Non-Teaching Staff 2.1.2 Other Principles of Good Practice for the College 2.1.3 Institutional representatives shall 2.1.4 Professional behaviour includes	5
3.	Code of Conduct for Students 3.1 Code of Conduct for students 3.1.2 Some other rules to be followed by students	7
4.	Background Information	8

THE CODE OF PROFESSIONAL ETHICS

1. Code of Conduct for Teachers:

1.1 Code of Conduct for Teachers:

A Teacher shall:

- 1) Act and make all the decisions keeping in mind that the core values of the organization remain intact and protected without compromise.
- 2) Manage their private affairs in a manner consistent with the dignity of the profession;
- 3) Seek to make professional growth continuous through study and research;
- 4) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- 5) Co-operate and assist in carrying out functions relating to educational responsibilities of the college and the university;
- 6) Participate in extension, co-curricular and extracurricular activities including community service;
- 7) Be aware and demonstrate commitment to high standard of practice through fulfilling the responsibility to the profession, responsibility to professional competence, responsibility to students, responsibility to the organization and community and responsible as well as ethical use of technology;
- 8) During the research work, give proper acknowledgment to the secondary data providers and maintain the benchmark standards approved by authority bodies to avoid plagiarism.

A Teacher shall:

- 9) Respect the right and dignity of students in expressing his or her opinion;
- 10) Provide professional education services in a non-discriminatory manner and deal justly and impartially with students regardless of their religion, caste, native region, political, economic, social or physical characteristics;
- 11) Practice and inspire students to practice the ancient value of 'Vasudhaiva kutumbkam' and universal brotherhood;
- 12) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 13) Aid students to develop an understanding of our national heritage and national goals
- 14) Take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- 15) Delegate authority for teaching responsibilities only to licensed personnel.
- 16) A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- 17) A teacher shall not deliberately suppress or distort subject matter.
- 18) A teacher shall not knowingly make false or malicious statements about students or colleagues
- 19) Speak respectfully of other teachers and render assistance for professional betterment;
- 20) Follow all the rules regarding punctuality, attendance and getting leave;
- 21) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- 22) Keep organizational mission and objectives in priority by negating personal differences and strive to work with synergy during all the teaching or nonteaching activities;
- 23) 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;

- 24) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking by demonstrating team spirit;
- 25) Work to improve education in the community and strengthen the community's moral and intellectual life;
- 26) Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

CODE OF ETHICS IN ACADEMIC RESEARCH:

1.1.2 Good Practice in Academic Research:

A) Academic Freedom, Integrity and Responsibility

- Academic freedom is the freedom to teach study and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations or public pressure.
- At the same time, integrity, accountability and responsibility in conducting academic research form the cornerstone of any academic enterprise and violations of widely-recognized academic research standards represent serious offences to the entire academic community at the Institute.
- Academic integrity requires that academic research follows elevated professional standards, including appropriate research design and frameworks, adheres to high levels of research ethics and abides by the requirements set out by professional and regulatory research guidance and research ethics frameworks issued in appropriate areas.

1.1.3 Principles and Values of Academic Integrity

Academic integrity is defined in terms of the commitment to the values of honesty, trust, fairness, respect, responsibility, legality and dissemination.

1.1.4 Training:

The Academic Departments should ensure that all researchers undertake appropriate training in research design, methodology, regulatory and ethics approvals and consents, equipment use, confidentiality, data management, record keeping, data protection and publication, the appropriate use of licensed research resources and respect for the intellectual property rights of third parties.

Results should be published in a form appropriate to the academic discipline. The Institute requires that all individuals listed as authors accept responsibility for the contents of the publication and can identify their contribution to it.

1.1.5 Misconduct in Academic Research:

Misconduct in academic research implies (and is not limited to) fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research.

1.1.6 Misconduct includes (and is not limited to) the following acts:

- Plagiarism: The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement.
- Piracy: The deliberate exploitation of ideas from others without proper acknowledgement
- Abuse of Intellectual Property Rights: Failure to observe legal norms regarding copyright and the moral rights of authors.
- Abuse of Research Resources: Failure to observe the terms and conditions of institutionally licensed research resources
- Defamation: Failure to observe relevant legal norms governing libel and slander.

- Misinterpretation: The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.
- Personation: The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;
- Fabrication and Fraud: The falsification or invention of qualifications, data, information or citations in any formal academic exercise.
- Any misconduct found by the management of the college shall be forwarded to the ethics committee and appropriate action will be taken.

2. CODE OF CONDUCT FOR NON-TEACHING STAFF

2.1.1 Code of Conduct for Non-Teaching Staff

All the non-teaching staffs of the college are expected to follow the below mention norms:

- 1) Commence work on time and understand the job scope.
- 2) Notify their supervisor at the earliest reasonable opportunity if, for reason such as accident or illness, they are unable to come to work and will arrange in advance for those absences that can be foreseen.
- 3) Provide their manager with appropriate notice of request for causal leave.
- 4) Use all work hours productively and ensure that your activities in the workplace do not impede the effective operation of their department.
- 5) Specifically, they will refrain from using work time to promote personal, religious, political or business agendas.
- 6) Respect confidentiality in all the matters.
- 7) Meet targets regarding work to be performed to the best of their ability.
- 8) No staff should leave college in lunch-time without prior permission.
- 9) Staff should have ability to understand student problem and should solve within the scope of their position.
- 10) Ensure responsible behaviour and work with a team spirit in co-ordination with faculty members.
- 11) Smoking, consumption of alcoholic drinks or gambling of any kind is prohibited and forbidden within the college premises.

2.1.2 Other Principles of Good Practice for the College

- Regarding publication and promotion
 - 1) Promotional materials used with students shall be clear, accurate, and current, and should emphasize the educational programs and services available. Materials shall not, by commission or omission, provide false, incomplete, or misleading information.
 - 2) Electronic and print versions of promotional materials should be reviewed frequently to ensure they are consistent and that they objectively and truthfully reflect the programs and offerings of the institution.
- Professional Competency and Behaviour

Individuals shall be knowledgeable about the institution, its policies and programs, admission requirements, costs and fees, on-campus support, and other relevant factors that will impact a student's decision-making process.

Institutional representatives shall:

- 1) be educated in all aspects of their institutions or the institutions they represent
- 2) be provided with accurate and current statistics about the institution
- 3) be provided with instructions where and how to get additional information or answers to questions they cannot handle.
- 4) Individuals shall act at all times in the best interest of students or prospective students and shall offer advice and counselling in order to provide information in a manner consistent with this principle.

Representatives should:

- 1) be polite, honest and candid in their interaction with others
- 2) refrain from offering information outside their area of competence or authority
- 3) Individuals shall maintain high standards of professional conduct, act with integrity, and in a manner that will contribute to the positive image of the institute.

It is important to:

- 1) clearly convey the role and responsibility held by anyone in direct contact with a prospective student
- 2) make no promises or assertions with respect to consideration for admission, placement, or award of financial aid that are not consistent with existing policy or within the authority of the institutional representative.

2.1.3 Institutional representatives shall:

be provided copies of the Code of Ethics and counselled about and/or be provided with any other codes, laws and practices they will be expected to follow.

2.1.4 Professional behaviour includes:

- 1) showing respect for the diversity of viewpoints found among colleagues
- 2) refraining from unjustified or unseemly criticism of fellow members, other institutions, and other organisations
- 3) making certain when participating in joint activities that collaborators receive due credit for their contributions
- 4) using their office, title, and professional associations only for the conduct of official business

Dealing with Complaints or Grievances:

An individual or institution having received a complaint should:

- 1) respond to the complaint in a timely fashion
- 2) give credence to the opinions or positions taken by the complainant
- 3) treat the complaint as a confidential matter
- 4) resolve to carry the complaint process through to completion

3. Code of Conduct for Students:

3.1 Code of Conduct for students

- All the students of the college are expected to follow the below mention norm:
- To behave politely towards the staff and exchange greetings with them.
- The students shall keep the college premises clean and use only dustbins to throw out trash.
- Any charge of misconduct by students in any manner in the campus shall amount to punishment or fine which as per the decision of the management of the college.
- Mutilation or unauthorized possession of library books must be avoided.
- Noisy and unseemly behaviour and disturbing studies of fellow students must be avoided and discipline should be maintained within the college campus.
- Usage of cell phones or camera in the classroom is prohibited unless given purposeful permission by faculty members.
- Plagiarism in preparing assignments should be avoided.
- The students must access the information from any computer after prior permission in the college and any kind of cyber crime is a punishable offence.

3.1.2 Some other rules to be followed by students:

- Uniform should be well ironed and cleaned.
- Shirt should be tucked in compulsory for boys and girls.
- Formal black shoes and white socks are compulsory.
- Attendance of the student should be 80% and above.(in case of any problem, student has to consult their class co-ordinator)

No student is allowed to leave the classroom without the prior permission of the teacher or until the class is over.

Students must avoid sitting on the parapet walls or on the steps or on the staircase. They are forbidden from loitering in verandahs or in the campus at any time during the session of the college

Calling students out of their classrooms while the lecture is in progress is prohibited.

In case of cancellation of a class, students shall go to the library or reading room, but not to be found anywhere else in the campus.

Hall tickets will be issued for university annual examinations only after the students clear all the dues including dues to the college hostel.

Note: Any student found to be acting directly or indirectly for the breach of the above will be expelled / fined / punished by the college.

4. BACKGROUND INFORMATION:

The principles and ideas are taken from the review of the following documents;

- Report of the task force on code of professional ethics for university and college teachers: UGC New Delhi, 1989
- Code of Ethics for higher education: CIS Council of international schools

- Code of Ethics for educators: St. Olaf College
- Code of Ethics in Academic Research IUE 254/19 (CA 252)

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