



**GOVT. DIGVIJAY AUTONOMOUS PG COLLEGE,  
RAJNANDGAON, CG**

**AFFILIATED TO**

**Hemchand Yadav Vishwavidyalaya, Durg  
Reaccredited B++ by NAAC**



# **CODE OF CONDUCT**



Principal  
Govt. Digvijay Auto. PG College,  
Rajnandgaon



## **CODE OF CONDUCT FOR TEACHING STAFF**

- The Teacher shall perform his/her duties efficiently as per the institutional norms.
- Every teacher shall update his/her skills and knowledge professionally.
- The teacher shall maintain the decorum while dealing with the students, teaching and non-teaching staff every time.
- The teacher should strive for excellence in academic and research and evolve as a role model for the students.
- The teacher shall always encourage the students to participate students in curricular and co-curricular activities.
- The teacher shall organize various technical co-curricular and extra-curricular activities for the benefit of student's community and also for the benefit of the society.
- The teacher shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The teacher shall not be absent from the duties assigned at any time without prior permission.
- The teacher shall not engage in any unlawful activities. The teacher shall not violate the norms of decency or morality in the behavior, inside and outside the campus.
- The teachers are expected to be impartial in the assessment/evaluation of students' performance.
- The teacher shall not accept any assignments given by an external agency without the permission of the management.
- The teacher shall not associate in any organizational activities which are against the ethics of teaching profession.
- It is the collective responsibility of the entire teaching faculty to work together in order to achieve the institutional core values and targets set by the leaders from time to time.

## **CODE OF CONDUCT FOR NON TEACHING STAFF**

- All the supporting staff shall perform his/her duties efficiently, as per the Institutional norms.
- It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the leaders from time to time.
- The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- The supporting staff shall extend a full support to the department for the development of the labs and also in the maintenance of instruments / equipment.
- The supporting staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The supporting staff shall extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
- The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.
- The supporting staff shall take efforts to pursue higher education.
- The supporting staff shall discharge all the professional activities through proper channel.
- The supporting staff should not be absent from the duties without the prior permission of the authorities.
- The staff shall not involve either directly or indirectly in any form of business /external assignments during their service.
- The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
- The staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.

## **CODE OF CONDUCT FOR ADMINISTRATORS**

The Administrators are expected to

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conversant with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
- Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
- Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non-administrative staff for the smooth conduct of the Institution.
- It becomes the responsibility of the divisional head to provide the necessary infrastructure and a conducive & fair ambience to all the team members impartially in order to achieve the desired goals.
- Be very precise and clear in communicating all the information to the concerned teaching and non-teaching members.
- Ensure all the expenditures are within the budget approved by the Institute and also ensure that a fair practice is followed in budget allocation.
- Exercise caution to avoid favourism and shall not involve or encourage in any kind of activities that cause any disrupt between the team members.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- Ensure that they shall not misuse their authoritative powers which shall affect the reputation of the Institution.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.

## CODE OF CONDUCT FOR STUDENTS

- The students shall nurture and ensure a dynamic academic, cultural and social atmosphere which are in accordance with the core values of the institution.
- The students shall treat all other students, faculty members, staff, visitors and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
- The Student shall be conversant with the rules and regulations of the Institution
- All students shall practice a decent and formal dress code as instructed by the Institution.
- All students shall maintain discipline in the class and maintain the decorum while dealing with the fellow students, teaching, non-teaching staff.
- All students must display their identity cards when available within thin the campus and also whenever asked for by any security personnel of the Institute.
- The students shall act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations, informal tests and lab exams.
- The students shall strive hard to discharge the duties and targets assigned to them.
- The students shall not become involved in any form of ragging within or outside the Campus.
- The students shall not possess/consume any narcotics or alcohol within the campus.
- Smoking in the campus is strictly prohibited
- The students shall not indulge in any act of indiscipline as defined in rules and regulations of the Crescent Institute of Science & Technology.
- Students shall not damage or destruct any Institute properties
- Student shall not discriminate any other fellow student based on the caste, creed, language, and place of origin, social and cultural background.



  
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**CODE OF ETHICS: PLAGIARISM**

## **Preamble:**

Ethics and honesty are the two most important components of the academic activities (be it teaching or research). Teaching & research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. It is therefore important for an academic institute like GDCR to have in place a policy on plagiarism to avoid such type of acts.

### **1. Definition of Plagiarism:**

Plagiarism is defined as presenting another person’s work as one’s own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).

### **2. Objective**

- a. To create academic awareness about responsible conduct of research, study, project, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty and other members of academic staff as well as any employee of the institute.
- b. To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- c. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty or staff committing the act of plagiarism.



### **3. Detection of Plagiarism**

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism.

Our Institute being a government institution has the facility to get the research works done in the institution checked for plagiarism from the affiliating university i.e. Hemchand Yadav University, Durg, CG. It is of an utmost important for an academic institute to educate its student and teaching community about what constitutes plagiarism, how it is detected and of course the action that is going to follow if plagiarism is proved.

### **4. Procedure for handling alleged Plagiarism**

#### **a. Procedural Fairness :**

Our college is committed to deal with alleged plagiarism in accordance with the principles of procedural fairness, including the right to:

Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.

Have a reasonable period of time within which to respond to the allegations against them.

Have the matter resolved in a timely manner.

Impartiality in any investigation process.

An absence of bias in any decision making.

#### **b. Identification and Assessment of Alleged Plagiarism :**

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to statutory bodies which are empowered to take disciplinary actions. The severity of plagiarism can be of categorised as:

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Similarities up to 10% - excluded Level 1: Similarities above 10 to 40%

Level 2: Similarities above 40 to 60 %

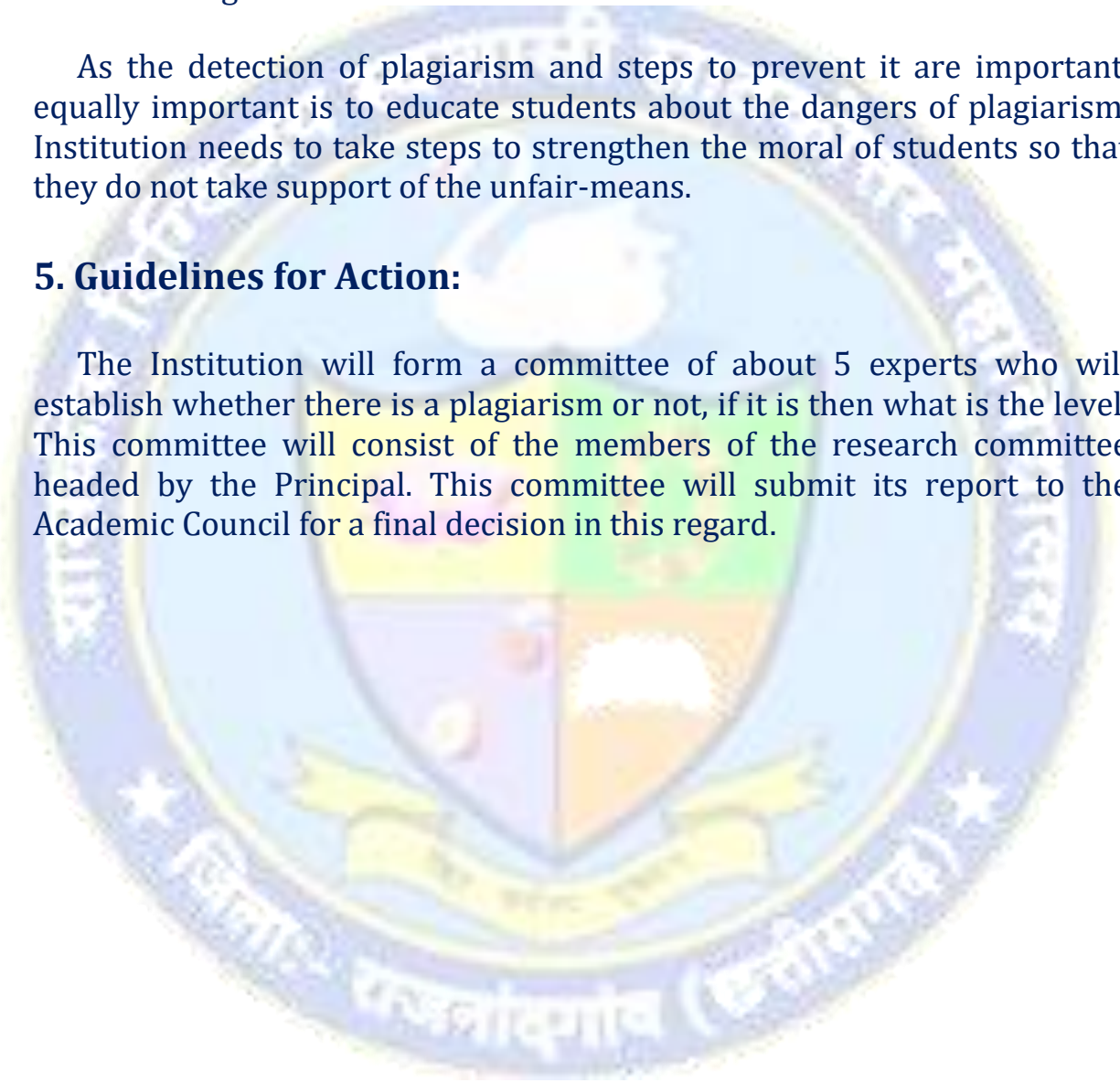
Level 3: Similarities above 60%

c. Counseling:

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. Institution needs to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

### **5. Guidelines for Action:**

The Institution will form a committee of about 5 experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will consist of the members of the research committee headed by the Principal. This committee will submit its report to the Academic Council for a final decision in this regard.



## Code of Ethics: Plagiarism

### Plagiarism is a Cognizable Offence.

The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism.

The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

Every submission related with research will be accompanied by an undertaking by the researcher indicating that the document is his/ her original work and free of any plagiarism and contain a bibliographic reference of the copied part. Follow Good Research



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