



**SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S**  
**SHRI SHIVAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE, AKOLA (MS)**  
**Affiliated with Sant Gadge Baba Amravati University, Amravati (MS)**  
**UGC Status- College with Potential for Excellence (Phase II Completed)**  
**DST- FIST (Level "00") Support;**  
**Lead College Status by S. G. B. Amravati University, Amravati (MS)**  
**Website: [www.shivajiakola.ac.in](http://www.shivajiakola.ac.in)**

7.1.10

*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes*

Shri Shivaji Education Society, Amravati's

## SHRI SHIVAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE, AKOLA



NAAC Re-Accredited with A grade with CGPA 3.24  
UGC Status of 'College with Potential for Excellence', DST-FIST level-0 Support  
**Lead College status by S.G.B.A.U. Amravati**



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**Late Dr. Panjabrao Deshmukh**  
Founder President

**Hon. Harshvardhan Deshmukh**  
President

**Dr. Ambadas L. Kulat**  
Principal

No. SSC/AKL/

Date 15/12/2021

### Declaration

This is to declare that the information, reports, true copies and numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

Hence this certificate.

Dr. A. S. Raut  
**Dr. A. S. Raut**  
IQAC Co-ordinator  
Shri Shivaji College of Arts,  
Commerce & Science, AKOLA

Dr. A. L. Kulat  
**PRINCIPAL**  
Shri Shivaji College, of Arts  
Commerce & Science, AKOLA  
A GRADE C.GPA. 3.24., BY NAAC



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### Code of Conduct Policy Document

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ESTD. :-

# SHRI SHIVAJI COLLEGE OF ARTS, COMMERCE & SCIENCE, AKOLA

## CODE OF CONDUCT

### Introduction

The institution believes that a research has to be novel and genuine in order to fit on the parameters of quality. Therefore, to promote quality and maintain standards in academic research, and to create a culture of morality in the same, the institution has demarcated a Code of Ethics related to research. As the institution run recognized research courses such as Ph. D. and M.Phil., with 16 research centers recognized by Sant Gadge Baba Amravati University, Amravati in faculty of Science and Technology, Commerce and Management, Humanities, Interdisciplinary Studies, it has created a code of ethics to check malpractices and plagiarism in research for teachers and students to be followed during the writing of research papers, thesis, research projects and even for PG dissertations. This code is also applicable to students of such courses where some kind of presentation or project work is involved. It is the responsibility of college research activity committee to check the implementation of code of research ethics and look in for plagiarism and other ethical violations.

### Preamble

We, the faculty and research students of the Shri Shivaji College of Arts, Commerce and Science College, Akola, hold that our profession as scholars requires an absolute commitment to the pursuit of truth, an abiding dedication to the promotion of the society good, and a constant interest in mentoring students and fellow researchers. Alongside our efforts to maintain the standards of scholarly integrity and academic freedom, we accept our duty to uphold the vision-mission of this institution and to promote the interests of the greater society which this college seeks to serve and develop. Conscious of our responsibility towards the society, we hereby bind ourselves to the strictest measure of Integrity and the highest ethical standards to be worthy of the public's trust.

**FOR STUDENTS :-**

- a) Self discipline is the best discipline. All students are expected to observe rule and regulations to enable the smooth working of the College and keep harmony, silence and education atmosphere in the premises.
- b) Students are prohibited from doing anything inside or outside the College that will interfere with its orderly administration or affect its public image . No outside influence, political or any other should be brought in the College directly or indirectly.
- c) Ragging in any form is strictly prohibited.
- d) Student should always carry their valid College Identity Card in the College and it should be produced whenever demanded by any of the College staff.
- e) During the conduct of the lectures, Student should not loiter in and around the College premises.
- f) Student should make careful use of College books , Furniture, Laboratory equipments and the College property in general.
- g) Students shall not organize on their own picnics, excursions, trips etc. without prior written permission of the Principal.
- h) Smoking, Gutkha chewing and Ragging are strictly prohibited. Offenders shall be liable to face legal action.
- i) Students resorting to unfair means at the exams will be dealt with accordance with the provisions of the Govt. of Maharashtra Act No. XXI of 1994.
- j) In order to add to the beauty of discipline, uniform is compulsory for the students & the staff.
- k) Only special notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
- l) In case of any problems, personal and academic , students should report to the Guardian Teacher of their respective class , the Faculty In-charge, who will help them to solve their problems.

- m) The powers relating to the disciplinary action in the college will remain with the Principal and his decision in this respect shall be final. Anyone who violates the code of conduct will be severely dealt with accordingly.
- n) Use of Mobile phone / Cell phone is strictly prohibited in the college premises.

**FOR TEACHER S:-**

**Teacher should;**

- a) Adhere to responsible pattern of conduct and demeanor expected of them by the community.
- b) Manage their private affairs in a manner consistent with the dignity of the profession.
- c) Seek to make professional growth continuous through study and research.
- d) Maintain active membership of professional organizations and strive to improve education and profession through them.
- e) Participate in extension, co-curricular and extra-curricular activities including community service.
- f) Respect the rights and dignity of the students in expressing his/her own opinion.
- g) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- h) Inculcate among students scientific outlook and respect for physical labour and ideal of democracy, patriotism and peace.
- i) Aid student to develop an understanding of our national heritage and national goals.
- j) Treat other members of the profession in the same manner as they themselves wish to be treated.
- k) Speak respectfully of other teacher and render assistance for professional betterment.
- l) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

- m) Co-operate in the formulation of policies of the institution by accepting various office and discharge responsibilities which such offices may demand.
- n) Should treat the non-teaching staff as colleagues and equal partners a cooperative undertaking, within every educational institution and
- o) Should help in the function of staff-councils covering both teachers and the non-teaching staff.
- p) Should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- q) Should work to improve education in the community and strengthen the community's moral and intellectual life.
- r) Should 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.
- *Dress Code*: The dress code should be strictly followed without any other modification. College uniform is available in Entrepreneurship cell.
- *Khadi* : Utilization of khadi should be implemented on every Monday.

### FOR RESEARCHERS:-

#### Plagiarism defined as:

- ✓ Unaccredited and unacknowledged copying or nearly copying or translation of individual elements of (an) other paper(s).
- ✓ Unacknowledged paraphrasing of content from (an) other paper(s).
- ✓ Acknowledged copying or translation of a major portion of a paper without clear indication such as quotes or indents shall be considered an act of research misconduct.
- ✓ Any intentional fabrication, misrepresentation or distortion of data for finding desirable results shall be considered an act of research misconduct.
- ✓ The original author(s) shall be duly acknowledged in the research writing, and disregarding this shall be considered an act of research misconduct.

- ✓ Duplicate submission shall be considered an act of research misconduct.
- ✓ Submitting extracts from research to more than one publisher without approval from parties concerned, and without giving references to preliminary extracts from already published work, shall be considered an act of research misconduct.
- ✓ Faculty members and Students reflecting these ethical violations in their works shall be asked to revise their research works/assignments and presentations till the admissible limit is attained. Only after that their works will be accepted or approved for forwarding to the agencies concerned.

### The Code:

- Faculty members and students shall avoid all types of ethical violations.
- Faculty members and students submitting their Ph.D., M.Phil. thesis to the University, PG dissertations to respective departments, research proposals and project reports to funding agencies shall compulsorily undergo plagiarism checking in their research writings and shall obtain a plagiarism report from the College Research Activity Committee. Only after that they will submit their project reports to the agencies. The upper plagiarism limit admissible will be 15%.
- Students submitting assignments and presentations shall also undergo plagiarism checking in their assignments and presentations and the upper plagiarism limit admissible to the students will be 20%.
- Information will be provided to the teachers and students about online plagiarism checking software, the list of which is given below and is available on the college website.
- It is expected that the faculty members and students will by themselves check plagiarism in their research work before submitting it to the Research Activity Committee.

### List of Free Online Plagiarism Checking Sites:

1. <https://www.duplichecker.com>
2. <https://searchenginereports.net/plagiarism-checker>
3. <https://www.copyscape.com/plagiarism.php>
4. <https://www.plagramme.com/>
5. <https://www.plagiarismsoftware.net/>
6. <https://www.quetext.com/>
7. <https://edubirdie.com/plagiarism-checker/>