



National College

(Autonomous)

College with Potential for Excellence

Nationally Re-accredited at 'A+' Grade by NAAC

A Unit of Dr.V. Krishnamurthy Educational Foundation



Tiruchy - Dindigul Road, Karumandapam, Tiruchirappalli - 620 001

Policy Document on Code of Conduct and Ethics

Introduction

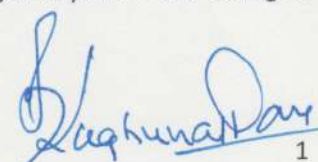
In recognition of the importance of ethical conduct in the workplace, the National College (Autonomous), Tiruchirappalli, has established Codes of Conduct and Ethics to be observed by the faculty members and the students. In this policy, it is specified how the entire faculty as employees and all students studying in this College are expected to comply with the standard procedures and practices regarding appropriate conduct and ethical behaviour. The Code of Conduct and Ethics, as well as the associated rights and responsibilities, must be strictly adhered to and followed by all at all times. For the purposes of ensuring good conduct and ethical practices within the College, guidelines and norms are outlined in this document. A thorough understanding of the Code of conduct and academic ethics is required of all stakeholders, which can also be found on the College's official website. By enforcing these Codes, the College hopes to establish an egalitarian, conscientious, efficient, effective, and expeditious discipline process for students and staff, and to provide a system for individual and collective responsibility that promotes their development.

Ethics and Conduct

All the faculty members are governed by the service rules promulgated by the government and the periodical guidelines issued by the University Grants Commission and Bharathidasan University, Tiruchirappalli. In addition, the college has evolved during its one hundred and five years of its existence certain rules and practices that are unwritten and expected to be followed by every teacher. Similarly, all students on campus are to follow a standard of conduct, including activities sponsored by the College, functions hosted by other recognized student organizations, and any conduct off campus that may or may not have severe consequences for the College or adversely impact its reputation. As a part of its commitment to fostering a safe and efficient working environment, the College enforces behavioural standards. Throughout their academic career, staff and students are expected to adhere to academic integrity, respect all persons, protect their property and ensure other people's safety. In addition to refraining from engaging in any and all forms of misconduct, staff and students must also refrain from participating in any activity that could negatively affect the College's interests and reputation.


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It is illegal to discriminate against an individual on the basis of his or her gender, caste, race, religion, personal beliefs, colour, region, language, marital or family status, physical or mental disability. Damage or destruction of College property or that of other students or faculty members is reprehensible and will invite heavy fine apart from the payment of reparation charges. There should be no disruptive behaviour in the classroom or at any College-sponsored event. Refusing to produce the identity card when requested by campus security guards, teachers or staff will be viewed seriously. It may result in prevention of entry into campus, classroom, examination hall, laboratory, library or any place of public utility on campus.

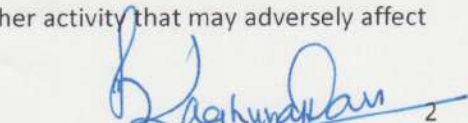
Students are advised to stay away from activities such as:

- Organizing meetings and processions under any banner without permission from the authorities
- Accepting membership in organizations that have been banned by the government
- Violating the law of the land by possessing, carrying or using lethal weapons, ammunition and explosives.
- Indulging in malpractices during the conduct of Continuous Internal Assessment Tests and End-of-the-semester Examinations
- Damaging or tearing pages away from books in the library or pilfering books
- Smoking of tobacco products on the College campus
- Possessing, consuming, distributing, or selling alcohol or drugs on the campus
- Throwing away empty plastic bottles around or littering the campus with plastic products, broken ball pens or tetra packs
- Leaving a vehicle unattended in a 'no parking zone' or in an area designated for another type of vehicle
- Accessing the resources belonging to others without proper authorization

In order to maintain the fair name and reputation of the College, students are not permitted to interact with media representatives on behalf of the College or invite media representatives to the campus without the express permission of the College authorities. Using social media responsibly and carefully is expected of students. The College prohibits students from posting derogatory comments about College employees on social media or engaging in any other activity that may adversely affect


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the individual's or College's reputation. It is forbidden to engage in any form of harassment or bullying that is deemed severe and obscenely abusive, which is defined as conduct motivated by a person's race, colour, national identity or ethnicity, citizenship, religion, age, sexual orientation, gender identity, caste identity, marital status, ancestry, physical or mental disability, or medical condition.

Regulation of Violations of the Codes

If the committee handling grievances and their redressal receives a complaint against a student for possible violation of the Code of Conduct, the committee will investigate the alleged violation and suggest appropriate disciplinary action to be instituted against the student. In order to determine the nature of the misconduct, the committee may enquire the student to ascertain the severity of the problem in more than one sitting before disciplinary action is taken.

Academic Integrity

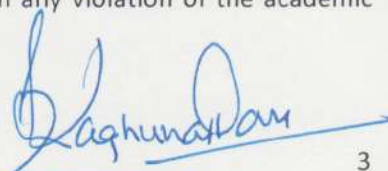
It is our commitment to fostering an intellectual and ethical environment based on the principles of academic integrity that makes the College a premier institution for advanced studies, research, and education. In order to maintain academic integrity, researchers must be honest and responsible, as well as aware of ethical standards that govern research and scholarship. The College believes that it is important to acknowledge other's ideas and contributions in all academic work. To ensure the success of the College's research missions and achieve its goals, academic integrity is essential.

Students' role

It is the student's responsibility to check the dissertation (M.Phil) or thesis (PhD) for plagiarism before submitting it to the college or university. Additionally, the student should acknowledge that he or she is aware of the academic guidelines of the College, that the document has been checked for plagiarism, and that it is an original piece of work. Fudging data, violating copyright, misrepresenting facts and any act lacking academic scruples will be viewed seriously and may lead to suspension or dismissal from the college. Students are encouraged to desist from any violation of the academic integrity policy and report to the authorities any violation by others.


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Teachers' role

To ensure that accurate data are recorded and saved for future use, faculty members should follow proper methods when performing experiments, computations and theoretical developments. A thorough review of manuscripts and theses should also be conducted by them. As a part of their responsibility for maintaining academic integrity, faculty members must also ensure compliance with the broad issues listed above. In addition, it is the faculty member's responsibility to inform students and ensure that there is no academic dishonesty in their specific courses, and to respond appropriately and timely to violations of academic integrity.

Institution's role

In the event of a breach of academic integrity, there will be long-term consequences for the individual as well as the College, which will result in various sanctions. A student who commits the first academic breach will receive a warning. Repetition of the offence, if considered sufficiently serious, may lead to expulsion. Academic violations should be brought to the attention of the department by faculty members. An investigation may be initiated by the Principal upon receipt of reports of scientific misconduct and appropriate measures may be suggested.

Anti-Ragging Committee (The Discipline Committee)

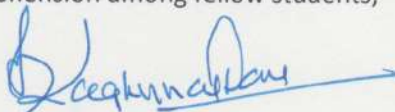
Ragging is a punishable offence. The College's Anti-Ragging Committee, which is headed by the Principal, will receive all complaints of ragging and examine the merit of the complaint and recommend suitable action in accordance with the nature of the incident. The committee comprises the coordinator and senior faculty members of the College who are vested with authority.

Students should follow these guidelines at all times

- Any act by a student or students that has the effect of teasing, treating or handling any student rudely, whether through words or deeds;
- Crude and vulgar behaviour by a student or students that may cause, or may be likely to cause, annoyance, hardship, physical harm, or raise fear and apprehension among fellow students;


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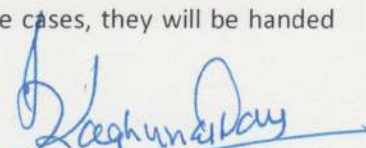
- The act of requiring any student to perform an act that they would not normally do, and that has the effect of causing or generating shame, torment, or embarrassment, or otherwise adversely affecting their body or mind;
- Acts committed by seniors that prevent, disrupt, or disturb a student's regular academic activities;
- A student who is subjected to financial extortion or is forced to incur excessive expenditures by other students;
- The act of physical abuse in any form, including sexual abuse, stripping, forcing obscene and lewd acts, gestures, or causing bodily harm;
- The act of mental abuse includes using abusive language in emails, short messages, posts, and public insults as well as obtaining perverted pleasure or sadistic thrill from actively or passively participating in the discomfiture of any other student.
- An act that affects a student's mental health or self-confidence, whether or not it is done with an intent to derive sadistic pleasure or to demonstrate one's power, authority, or superiority over another.

The Anti-Ragging Committee will impose one or more of the following punishments on a student found guilty of ragging:

- The suspension of academic privileges and attendance at classes.
- Exclusion from all tests/examinations and other evaluation processes.
- Results may be withheld.
- Suspension from Hostel /Mess or expulsion.
- Cancellation of admission.
- The college must resort to collective punishment in the event of the individual perpetrators or facilitators of the act of ragging are not identified.
- An appropriate decision, including punishment, will be taken by the Anti-Ragging Committee of the College based upon the facts and circumstances of each incident of ragging as well as the nature and severity of the incident. Appeals may be made to the Principal of the College against any of the punishments listed herein above. In extreme cases, they will be handed over to the law enforcement or crime prevention officials.


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Jurisdiction

All acts of misconduct, including instances of ragging or other incidents occurring on the college campus or in connection with college-related activities and functions, are to be considered by the College as a matter of jurisdiction over the conduct of the stakeholders associated with the college and enrolled with the college.

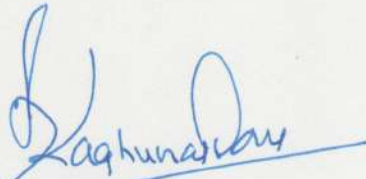
There are certain instances in which the College may have jurisdiction over behaviour on campus that is in violation of the ideals of student conduct and discipline outlined in the Policy. This includes, but is not limited to, the following:

- Inappropriate conduct against other students of the College as defined by the College's Sexual Harassment Policy.
- Intimidating, assaulting, or threatening other students' health or safety in any manner;
- Armed or explosive devices on campus or their possession or use
- Manufacturing, selling, or distributing substances or alcohol that are prohibited.
- Inconveniencing the members of the surrounding community with words or deeds or negatively affecting others on campus by reprehensible conduct.

As part of its determination of whether to exercise off-campus jurisdiction in cases enumerated above, the College shall evaluate 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 both on and off campus.


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