



**Swami Ramanand Teerth Marathwada
University, Nanded**



**CODE OF CONDUCT
AND
PROFESSIONAL ETHICS
FOR S.R.T.M.U. CAMPUS AND SUB-CAMPUSES**



Swami Ramanand Teerth Marathwada University
Vishnupuri, Nanded – 431606, (M.S. India)
(Estd.: 17th September 1994, State University)
(NAAC Re-accredited ‘A’ Grade, 2015)

Vision

Enlightened Student: Source of Immense Power

Mission

“Swami Ramanand Teerth Marathwada University pledges itself to uphold zealously its mission of promoting acquisition and dissemination of knowledge through fearless and sustained pursuit of excellence aimed at moulding personalities of students entering its portals to grow with an upright character filled with enlightenment and to be the value adhering members of a just and humane society”.

Preamble

In accordance with its vision and mission, Swami Ramanand Teerth Marathwada University is deeply concerned, not only with the knowledge and professional skills it imparts to its students, but also the ethical values it helps inculcate in them.

Towards this goal, the S.R.T.M. University has created this code of conduct and professional ethics for students, teachers and staff of the university. This code sets down the guidelines for appropriate conduct and maintenance of decorum expected within the university campus and while representing the university outside.

This code reflects the university's aspiration to become a positive space for whole academic, personal and social growth of its students, stakeholders and society.

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1. CODE OF CONDUCT FOR STUDENTS:

It is incumbent upon students to abide by this Code of Conduct and Professional Ethics (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

The S.R.T.M. University endeavours by means of enforcing this Code, to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and time bound; and to provide a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also viewed on the official website of the Institute.

DISCIPLINE

The student must observe and strictly follow the disciplinary rules and regulations set down by the university from time to time.

Any act of indiscipline or misbehaviour by any student will attract punishment as per the rules.

The student should follow the academic calendar as per the instructions of Head of the Department/Director of the School.

Damage to university property due to negligence/lack of care/malicious action would attract punishment and compensation for loss caused.

Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.

Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.

Students may not invite any person(s) to the institution to address or participate in any type of event without the prior permission of the appropriate university authorities.

Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.

Disciplinary action will be initiated against students indulging in eve-teasing, molestation, ragging, harassment, bullying and any other untoward incidents.

All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/Guardian of the students and with the written consent of the concerned authority.

Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the campus schools, hostels or other facilities.

Any case of criminal activity or violation of law and order in the School/Campus will attract stern action and if need be, reported to the police.

I-CARD

Every student must carry university I-card every day while attending lectures and appearing for various examinations. The student should carry identity card with him / her regularly and

the identity card should be produced when demanded by the authorized persons of the Institute.

I-Card will be issued as per the given schedule after the student has fulfilled all requirements. The student should have his/her Identity Card and Library Card issued for lending of books from the Knowledge Resource Centre (KRC) at the beginning of the year. Students should obey the rules set down by the Knowledge Resource Centre in borrowing/return/maintenance of books.

At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I-Card the reader may be refused the use of the Knowledge Resource Centre.

If student has lost library card or I-Card, it should be reported immediately to the Director of the School/ KRC along with an application.

HUMAN VALUES

Be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative towards your teachers and peers in various academic and non-academic activities.

Practise empathy and sharing towards your fellow citizens and care towards your surroundings.

DRESS CODE

We believe in inculcating a sense of discipline, belongingness and commitment in students through the strict maintenance of decorum on campus, in dress, speech and action.

Students are expected to dress appropriately while in the institution and while representing the institution.

MOBILE PHONE & ELECTRONIC DEVICES

The student should switch off their mobile phones while in the classroom, laboratory, library, etc. as per notification.

Mobile phone is strictly prohibited in the exam hall during the examination. Mobile phones/other electronic devices such as smart watches, etc. shall not be allowed inside the examination hall. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

ATTENDANCE

Students should be regular in attendance for all sessions during the day.

Students should have at least 75% attendance in the Lectures of every subject.

If the student is found irregular in attendance, disciplinary action will be taken.

The student coming late shall not be allowed to enter the class.

The student must report about any type of illness to the Institution.

On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in

class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

The student should complete all the Practicals and Term – work such as Journals, Assignments and Projects as per the rules set down by the Schools every term, the rules of the Examination section and the rules of the university.

SOCIAL MEDIA USE

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institution on the social media or indulge in any such related activities including cyber bullying, or any other activity on social media which may have grave ramifications on the reputation of the Institute.

ANTI-RAGGING

Action will be taken against students indulging and abetting in Ragging as per the regulations set down by the University Grants Commission in "Regulations on Curbing the menace of ragging in Higher Educational Institutions, 2009" updated up to the 3rd Amendment of 2016, which is displayed on the university website.

Ragging is legally banned. It is a punishable offence. In view of the increasing number of events of ragging, the University Grants Commission has passed the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

Ragging is any conduct by “any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or including in rowdy or indisciplined activities by any student which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in any ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing of power, authority or superiority by a student over any fresher or any other student.”

Also “Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.” is considered as ragging.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments namely;

- i) Suspension from attending classes and academic privileges.
- ii) Withholding / withdrawing scholarship / fellowship and other benefits.
- iii) Debarring from appearing in any test / examination or other evaluation process.
- iv) Withholding results.
- v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi) Suspension/expulsion from the hostel.
- vii) Cancellation of admission
- viii) Rustication from the institution for period ranging from one to four semesters.

ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

All students and their parent/guardian must sign the anti-ragging affidavit.

The students are advised to contact the Anti-Ragging Committee in case of emergency.

EXAMINATIONS

The rules concerning examinations are notified by the Director, Board of Examinations and Evaluation every semester. The students must strictly follow these rules. The university pursues a zero tolerance policy concerning violation of examination rules and regulations.

HOSTELS

The rules concerning admission and conduct in university hostels are to be strictly followed and violation of these rules may result in fines, punitive action, expulsion from hostel and debarring from re-admission to the hostels depending on the severity of the case. The hostel rules and regulations are displayed on the university website.

<http://14.139.121.231/en/administration/hostels/9440-hostel-rules-and-regulations-4.html>

2. CODE OF CONDUCT FOR OFFICERS, TEACHERS AND EMPLOYEES OF THE UNIVERSITY:

The S.R.T.M. University is a public state university and therefore the rules and regulations set forth by the U.G. C. and other apex bodies and the Government of Maharashtra from time to time are binding upon the employees of the university in all matters. Teachers and employees of the University have to follow the code of conduct as prescribed in Maharashtra Public Universities Act 2016, Statutes, Ordinances and Maharashtra Civil Service Rules (MCSR), the Seventh Pay Commission rules and other regulations prescribed by the government and university. Any violation of the rules will lead to punitive measures as prescribed in these rules and regulations.

This information is displayed on the university website.

<http://www.srtmun.ac.in/en/about-srtmun/act-statutes-and-ordinances.html>

The governing bodies and administration are bound to follow Maharashtra Public Universities Act 2016 and the directives from University Grants Commission (UGC).

<http://www.srtmun.ac.in/en/about-srtmun/act-statutes-and-ordinances/5107-maharashtra-public-universities-act-2016-english-3.html>

The directives of the State government as well as apex bodies, the Maharashtra Public Universities Act, Statutes and Ordinances for functioning of the University are binding upon administration including the Vice-Chancellor / Pro-Vice-Chancellor/ Director /Officers, administrative staff and faculty.

3. PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY

The S.R.T.M. University has particular regard for the broader context in which teaching, learning and research takes place. Professional ethics are a matter of importance to the university and it believes in strict adherence to professional ethics and the maintenance of academic integrity on part of the students and teachers.

A. TEACHERS AND PROFESSIONAL ETHICS:

The professional ethics for teachers set forth here follow the UGC regulations No.F.3-1/2009 dated 30 June, 2010, which envision the teacher as a reflective practitioner whose key role is to educate and to be in regular touch with parents of the students and meet whenever necessary to discuss their performance and growth.

The UGC regulations see teachers as agents of social change as it used to be in the past. Therefore, these codes set guidelines as to how teachers should behave with colleagues, non-teaching staff, university authorities and, most importantly, with students.

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

B. STUDENTS AND ACADEMIC INTEGRITY:

As an institution aspiring to excellence advanced scientific and technological research and education, the S.R.T.M. University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in

all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

Failure to uphold the principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others.
- properly acknowledges all contributors to a given piece of work.
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

The S.R.T.M. University requires that all students follow the rules and regulations set down by the university for thesis writing, research and publication, and be aware that, in case of any violation of the rules, punitive action as prescribed by the university will be taken.

