# AMOLAKCHAND MAHAVIDYALAYA, YAVATMAL

## CODE OF CONDUCT

### *FOR STUDENTS :-*

All students are expected to uphold the values of discipline, responsibility, and respect during their time at the institution. The following guidelines must be strictly followed:

- Students must respect the institution and abide by all its rules and regulations.
- Carrying a valid college identity card at all times is mandatory. It must be presented upon request by faculty or staff.
- Entry into the campus is not permitted without the prescribed college uniform.
- Disruptive behavior in the classroom, including the use of mobile phones or other electronic devices, is strictly prohibited.
- Students must maintain cleanliness and contribute to a safe and healthy campus environment. Any safety concerns must be reported immediately.
- All laboratory rules and equipment usage protocols must be followed to ensure safety and order.
- Academic honesty is essential. Plagiarism, cheating, and submission of non-original work are strictly forbidden.
- The possession, use, or distribution of alcohol, drugs, cigarettes, gutkha, or any controlled substance is strictly prohibited on campus.
- Identity cards must not be tampered with or disfigured. Violations will be dealt with seriously.
- Outsiders are not allowed on college premises without prior permission.
- Punctuality and regular attendance are compulsory for all academic and co-curricular activities.
- Malpractices during examinations, including cheating, will result in disciplinary action.
- Students must leave the campus promptly after their scheduled classes are over.
- A duplicate identity card will be issued only upon payment of ₹100 at the designated fee counter.
- Consistent attendance and punctuality are crucial. Repeated absenteeism or tardiness will not be tolerated.

- All fees must be paid within the stipulated deadline. Non-payment may result in removal from the college roll without further notice.
- Participation in political activities or assisting in organizing them within the campus is strictly prohibited.
- Calling for strikes or protests based on political agendas is regarded as gross misconduct and will lead to disciplinary measures.
- Activities such as dharna, gherao, or blocking access to classrooms, offices, or any part of the campus are strictly prohibited.
- Slogan shouting or causing disturbances anywhere on campus is unacceptable and will be treated as misconduct.
- Disciplinary action for any misconduct will follow a formal inquiry conducted by a committee appointed by the Principal.
- Defacing college property, posting unauthorized materials, or writing on walls is strictly prohibited. Any damage to infrastructure or equipment will result in a fine determined by the Principal.
- Ragging in any form—physical, verbal, mental, or emotional—is strictly prohibited both on and off campus as per the Ragging Prohibition Act, 1998. Offenders will face severe disciplinary and legal action.

## *FOR TEACHERS, ADMINISTRATORS, AND SUPPORT STAFF:-*

All members of the academic and administrative staff are expected to set a positive example and uphold the institution's mission, values, and standards. The following principles must guide professional conduct:

- Uphold and actively work towards realizing the institution's mission and vision.
- Treat all members of the academic community with respect, courtesy, and fairness.
- Discrimination, harassment, or bullying in any form is strictly prohibited.
- Academic dishonesty, including plagiarism, is unacceptable under all circumstances.
- Conflicts among students, faculty, or staff should be resolved professionally, respectfully, and promptly reported to the appropriate authority.
- Confidentiality regarding students' and colleagues' personal or academic information must be strictly maintained.
- The use or possession of alcohol, drugs, or any controlled substances on campus is strictly forbidden.
- Any form of verbal or physical violence will be dealt with seriously and immediately.
- All laws and institutional policies must be observed. Violations will result in appropriate disciplinary action.

- A safe, inclusive, and positive learning environment that celebrates diversity must be cultivated.
- Professional boundaries with students must be maintained at all times. Any form of exploitation, discrimination, or harassment is strictly prohibited.
- Promote open communication and build trust, honesty, and mutual respect within the academic community.
- Adhere to ethical standards in all academic, administrative, and personal conduct. Handle sensitive information with discretion and integrity.
- Collaborate with peers and leadership to improve teaching practices and institutional effectiveness.
- Support students' academic growth while accommodating diverse learning needs and styles.
- Demonstrate professionalism, accountability, and dedication in all responsibilities.
- All members of the institution are expected to follow this Code of Conduct, in addition to any other policies or regulations implemented by the institution.

## FOR RESEARCHERS:-

### Introduction

The institution firmly believes that research must be original and authentic to meet the standards of quality. To promote high-quality research and uphold academic integrity, a Code of Ethics for Research has been established. This code is designed to encourage ethical conduct and prevent academic misconduct, including plagiarism.

The institution offers recognized Ph.D. research programs through nine research centers affiliated with Sant Gadge Baba Amravati University, Amravati, in the faculties of Science and Technology, Commerce and Management, and Humanities. The Code of Ethics applies to all research activities undertaken by faculty and students, including the preparation of research papers, theses, research projects, and postgraduate dissertations. It also applies to courses that involve presentations or project work.

The College Research Activity Committee is responsible for enforcing this Code, including monitoring for plagiarism and other forms of ethical misconduct.

### Possible Ethical Violations

The following actions are considered violations of research ethics:

➢ Unacknowledged copying, near-copying, or translation of content from another source.
➢ Paraphrasing content from another source without proper acknowledgment.

- Even if sources are acknowledged, copying or translating a significant portion of another work without clear citation (e.g., quotation marks, indentation) is considered misconduct.
- Intentional fabrication, misrepresentation, or distortion of data to achieve desired results.
- Failure to appropriately credit the original author(s) is a serious ethical breach.
- Submitting the same research work to multiple publishers without proper disclosure or approval.
- Submitting portions of research to more than one publication without referencing previously published work or obtaining prior consent.
- Faculty members or students found violating these standards will be required to revise and resubmit their research work, assignments, or presentations until they meet the acceptable standards. Only then will the work be accepted or forwarded to the relevant authorities or agencies.

## The Code

All faculty members and students are expected to strictly adhere to the Code of Ethics and avoid any form of ethical misconduct.

- Faculty members and students submitting Ph.D. to the University, PG dissertations to departments, or research proposals and project reports to funding agencies must undergo mandatory plagiarism checking. A plagiarism report must be obtained from the College Research Activity Committee before submission. The maximum allowable similarity index is 15%.
- Students submitting assignments or presentations must also undergo plagiarism checks. The maximum allowable similarity index for these submissions is 20%.
- Information and access to recommended online plagiarism detection tools will be provided to all faculty and students (see list below).

It is strongly recommended that all faculty members and students conduct a self-check for plagiarism using the provided tools before submitting their work to the College Research Activity Committee.

### List of Free Online Plagiarism Checking Sites:

| https://searchenginereports.net/plagiarism-checker | |
|---|---|
| https://www.duplichecker.com | https://www.copyscape.com/plagiarism.php |
| https://www.plagramme.com/ | https://www.plagiarismsoftware.net/ |
| https://www.quetext.com/ | https://edubirdie.com/plagiarism-checker/ |