



**S B PATIL INSTITUTE FOR DENTAL
SCIENCES AND RESEARCH, BIDAR**



**HANDBOOK FOR STUDENTS ON CODE
OF ETHICS AND CODUCT ALONG WITH
STANDARD OPERATING PROCEDURES**

Contents:

- *Introduction*
- *Jurisdiction*
- *Ethics and conduct*
- *Suspension*
- *Academic integrity*
- *Antiragging*
- *Sexual harassment*
- *Student grievance redressal*

1. INTRODUCTION

This Handbook indicates the standard procedures and practices for all students enrolling with the Institution. All students must know that it is mandatory for them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

That the institution's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; 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 also be also reviewed on the official website of the Institution

2. JURISDICTION

A. The Institution shall have the jurisdiction over the conduct of the students associated /enrolled with the Institution and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institution campus or in connection with the Institution related activities and functions.

B. Institution may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institution against other students of the Institution.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including students of our Institution;
- c) Possession or use of weapons, explosives, or destructive devices off- campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which can have a negative impact

3. ETHICS AND CONDUCT

- A. This Code shall apply to all kinds of conduct of students that occurs on the Institution premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's Interests or reputation.

- B. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that student should accept the following codes:
 - a) he/she shall be regular and must complete his/her studies in the Institution.
 - b) In the event, a student discontinues studies for any legitimate reason, such a student may be relieved from the Institution

 - c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues

- C. Institution believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights, property and safety of others; etc.

- D. All students must deter from indulging in all forms of misconduct including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially. The various forms of misconduct include:

- E. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- F. Intentionally damaging or destroying Institution property or property of other students and/or faculty members
- G. Disruptive activity in class rooms or in events sponsored by the Institution
- H. Unable to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security guards
- I. Participating in activities including
 - i. Organizing meetings of all kinds and processions without permission from the Head of the Institution.
 - ii. Accepting membership of religious or terrorist groups banned by the Institution/Government of India. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - iii. Unauthorized possession or use of harmful chemicals and banned drugs
 - iv. Smoking on the campus of the institution
 - v. Possessing, Consuming, distributing, selling of alcohol in the Institution and/or throwing empty bottles on the campus of the Institution
 - vi. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - vii. Rash driving on the campus that may cause any inconvenience to others
 - viii. Not disclosing a pre-existing health condition, either physical or psychological, to the Principal which may cause hindrance to the academic progress.
 - ix. Theft or unauthorized access to others resources
 - x. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institution.

- J. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institution authorities.
 - K. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
 - L. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 - M. 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 indulging in any such related activities having grave ramifications on the reputation of the Institution.
 - N. Theft or abuse of the Institution computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institution property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
 - O. Damage to, or destruction of, any property of the Institution, or any property of others on the Institution premises.
 - P. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
 - Q. Indulging in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,
- 4. SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institutional facilities unless permission is obtained from the Competent Authority.

Suspension, may also follow by possible dismissal, along with the following additional penalties.

5. ACADEMIC INTEGRITY

As a premier institution for advanced scientific research and education, the institution values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The institution 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 institution and its research missions, and hence, violation of academic integrity constitutes a serious offence.

Scope and Purpose

A. This policy on academic integrity, which forms an integral part of the Code, applies to all students at the institution. Students are required to adhere to the said policy. The purpose of the policy is twofold:

- i) To clarify the principles of academic integrity and
- ii) To provide examples of dishonest conduct and violations of academic integrity

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

C. The principles of academic integrity require that every student

- i) properly acknowledges and cites use of the ideas, results, material or words of others.
- ii) properly acknowledges all contributors to a given piece of work.
- iii) 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.
- iv) obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- v) 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.

D. Violations of this policy include, but are not limited to plagiarism, cheating and conflict of interest.

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

- (a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- (b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

- (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- (e) Creating sources, or citations that do not exist
- (f) Altering previously evaluated and re-submitting the work for re-evaluation
- (g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

E. Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- (b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).

(d) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

F. Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) Student roles: Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institution, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institution’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institution, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty may report any academic violations to the department head. Upon receipt of reports of scientific misconduct, the head of the

institution may appoint a committee to investigate the matter and suggest appropriate measures on case-to-case basis.

7 ANTIRAGGING

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution and the students are requested kindly to adhere to these regulations.

A. Ragging constitutes one or more of the following acts:

- a) 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 any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the 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 a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;

- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

B. ANTIRAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by One Professor & other faculty members shall examine all complaints of ragging if any and come out with recommendation based on the nature of the incident.

C. ANTIRAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the institution. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

D. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the institution with the local police authorities.

The Anti-Ragging Committee of the institution shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging, nature and gravity of the incident of ragging.

8 SEXUAL HARASSMENT

The institution's policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply *mutatis mutandis* to the students of the institution which can be accessed and reviewed by the students at <http://www.iisc.ernet.in/misc/harashment.htm>. The students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

9. STUDENT GRIEVANCE REDRESSAL

Any student of the institution aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach Student Welfare Committee of the institution. Further, any student who is aware of any violations must report the same to this Committee. The Committee shall consist of members as appointed by the Principal. The said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Committee shall take cognizance of the grievance and inform the committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Suitable action will be taken.
