



## HANDBOOK ON CODE OF ETHICS AND CONDUCT

1		<b>PREAMBLE</b>	
		<p>This Handbook indicates the standard procedures and practices of the JECRC University (hereinafter referred to as the ‘JECRC University’) for all Faculty and staff serving with the JECRC University for pursuing varied courses. All Staff employed must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the ‘Code’) and the rights, responsibilities including the restrictions flowing from it.</p> <p>That the JECRC University’s endeavor by means of enforcing this Code is to initiate and administer a regulation procedure that is democratic, trustworthy, effective and expeditious; and providing a system which endorses student escalation through individual and collective accountability.</p> <p>All people of staff are required to be well conversant with this Code, which can also be attained from the office of respective Deans of various Schools of the JECRC University</p>	
2		<b>JURISDICTION</b>	
	2.1	JECRC University shall have the jurisdiction over the conduct of the Faculty and staff associated /enrolled with the JECRC University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the JECRC University campus or in connection with the JECRC University related activities and functions.	
	2.2	JECRC University may also exercise jurisdiction over conduct which occurs off-campus violating the ideal staff conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:	
		2.2.1	Any violations of the Sexual Harassment Policy of the JECRC University against other students of the JECRC University.
		2.2.2	Physical assault, threats of violence, or conduct that threatens the health or safety of any person including students of the JECRC University;
		2.2.3	Possession or use of weapons, explosives, or destructive devices off-campus
		2.2.4	Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
		2.2.5	Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
		The JECRC University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the JECRC University shall consider 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, which occurred both on, and off-campus.	
3		<b>Ethics and Conduct</b>	
	3.1	This Code shall be applicable to all kinds of conduct of staff that occurs on the JECRC University premises including in University sponsored activities, functions hosted by other recognized organizations and any off-campus conduct that has or may have serious	

		consequences or adverse impact on the JECRC University's Interests or reputation.
3.2		At the time of employment, each staff must sign a statement accepting this Code and by giving an undertaking that :
	3.2.1	he/she shall be regular and must complete his/her duties in the JECRC University.
	3.2.2	In the event, a staff is forced to discontinue duties for any legitimate reason, such a student may be relieved from the JECRC University subject to written consent of the Vice Chancellor and Registrar.
	3.2.3	As a result of such relieving, the staff shall be required to clear pending hostel / mess dues .
3.3		JECRC University believes in promoting a safe and efficient climate by enforcing behavioural standards. All staff must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3.4		All staff must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the JECRC University's interests and reputation substantially. The various forms of misconduct include:
	3.4.1	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.
	3.4.2	Intentionally damaging or destroying JECRC University property or property of other students and/or faculty members.
	3.4.3	Unable to produce the identity card, issued by the JECRC University, or refusing to produce it on demand by campus security guards
	3.4.4	Organizing meetings and processions without permission from the JECRC University.
	3.4.5	Accepting membership of religious or terrorist groups banned by the JECRC University/Government of India
	3.4.6	Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
	3.4.7	Unauthorized possession or use of harmful chemicals and banned drugs
	3.4.8	Smoking on the campus of the JECRC University
	3.4.9	Possessing, Consuming, distributing, selling of alcohol in the JECRC University and/or throwing empty bottles on the campus of the JECRC University
	3.4.10	Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
	3.4.11	Rash driving on the campus that may cause any inconvenience to others
	3.4.12	Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
	3.4.13	Theft or unauthorized access to others resources,
	3.4.14	Misbehaviour at the time of classes or during any activity of the JECRC University
	3.4.15	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 JECRC University.
	3.4.16	Not maintaining good academic performance record
	3.4.17	Not depositing duties on time according to dates declared by JECRC University from time to time.
3.5		Staff are expected not to interact, on behalf of the JECRC University, with media representatives or invite media persons on to the campus without the permission of the JECRC University authorities.
3.6		Staff is not permitted to either audio or video record lectures in class rooms or actions of

		other students, faculty, or staff without prior permission.
	3.7	Staff is not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
	3.8	Theft or abuse of the JECRC University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of JECRC University 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.
	3.9	Damage to, or destruction of, any property of the JECRC University, or any property of others on the JECRC University premises.
	3.10	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.
	3.11	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		<b>Violation of Code of Ethics</b>
		If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
	4.1	WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
	4.2	RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus for a specified period of time. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
	4.3	EXPULSION - Expulsion of a staff from the JECRC University permanently. Indicating prohibition from entering the JECRC University premises or participating in any activities or campus residences etc.
	4.4	SUSPENSION- A staff may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the staff will be forbidden to use various JECRC University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
	4.4.1	Ineligibility to reapply for service to the JECRC University for a period of three years, and Lodging an FIR in near Local police station.
5		<b>APPEAL</b>
		If the delinquent staff is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor. The Vice Chancellor may decide on one of the following:
	5.1	accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments a as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
	5.2	Refer the case back to the committee for reconsideration.
		In any case the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.
6		<b>Academic Integrity</b>
		As a dedicated institution for scientific and technological research and education, the

		JECRC University values academic integrity and is committed to promote an intellectual and ethical environment based on the principles of academic honesty. Academic honesty encompasses truthfulness and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The JECRC University 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 JECRC University and its research objectives, and hence, a violation of academic integrity constitutes a serious offence.	
	6.1	Scope and Purpose	
	6.1.1	This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the JECRC University and is required to adhere to the said policy. The purpose of the Policy is twofold: To clarify the principles of academic integrity, and To provide examples of dishonest conduct and violations of academic integrity.	
	6.1.2	Failure to uphold these 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.	
	6.1.3	The principles of academic integrity require that a faculty :	
		6.1.3.1	properly acknowledges and cites use of the ideas, results, material or words of others.
		6.1.3.2	properly acknowledges all contributors to a given piece of work.
		6.1.3.3	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.
		6.1.3.4	obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
		6.1.3.5	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.
	6.2	Violation of this policy include, but not limited to;	
	6.2.1	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:	
		6.2.1.1	Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
		6.2.1.2	Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
		6.2.1.3	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.
		6.2.1.4	Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
		6.2.1.5	Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
	6.2.2	Cheating	

			Cheating includes, but is not limited to:
		6.2.2.1	Copying theses or manuscripts.
		6.2.2.2	Allowing or facilitating copying
		6.2.2.3	Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
		6.2.2.4	Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
		6.2.2.5	Creating sources, or citations that do not exist
		6.2.2.6	Altering previously evaluated and re-submitting the work for re-evaluation
		6.2.2.7	Signing another staff's name on a report, research paper, thesis or attendance sheet
		6.2.3	Conflict of interest
			<p>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.</p> <p>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.</p> <p>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.</p>
		6.2.4	Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:
		6.2.4.1	Use proper methodology for experiments and computational work. Accurately describe and compile data.
		6.2.4.2	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.
		6.2.4.3	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").
		6.2.4.4	Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
		6.2.4.5	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.
		6.2.4.6	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.
	6.3	Individual and Collective Responsibility: The responsibility varies with the role one plays.	
		6.3.1	Student roles: Before submitting a thesis (M Tech, M Tech (Res), or PhD) 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 JECRC University, 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.
		6.3.2	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 JECRC University's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
		6.3.3	Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the JECRC University, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.
<b>7</b>	<b>DUTIES AND RESPONSIBILITY OF Head of Department</b>		
	7.1		
		<b>7.1.1</b>	To be responsible for identifying the courses of study, scheme of examination and framing the syllabi of different courses with the help of concerned Program Coordinators and report to the concerned Dean.
		<b>7.1.2</b>	To allocate teaching workload to each faculty member as per the norms and submit the faculty requirement well in advance to the President through their Dean / Director.
		<b>7.1.3</b>	To frame the time – table of department with the help of Coordinators keeping in view the guidelines fixed for this purpose by the University.
		<b>7.1.4</b>	To ensure that: <ul style="list-style-type: none"> <li>a. all classes are conducted as scheduled on time and ensure students presence in classes is a hundred percent.</li> <li>b. all students and their parents whose attendance is less than 80% are intimated every month.</li> <li>c. tutorials and seminars where prescribed are conducted effectively by the concerned teachers.</li> <li>d. projects and places of training/internship, where prescribed, are allotted to all students on time with the help of TPO.</li> <li>e. the concerned faculty member is present in the lab during practical classes.</li> <li>f. students are continuously updated about all the activities in advance through e-board.</li> </ul>
		<b>7.1.5</b>	To be responsible for conduct of research and extension work of the Department / School.
		<b>7.1.5</b>	To supervise and control the student activities such as registration online at the beginning of semester, teaching, examination, proper maintenance of students attendance, record etc.
		<b>7.1.6</b>	To prepare the budget of the Department and utilize the approved budget properly and effectively & submit utilization certificate and forward the

			same to the Pro-President through Dean / Director.
		<b>7.1.7</b>	To recommend leave to teachers and employees working under him through proper channel to the President for approval.
		<b>7.1.8</b>	To institute preliminary enquiry on the complaints received against teachers and employees working under him and submit the report with their recommendations to the President for further necessary action through Dean / Director.
		<b>7.1.9</b>	To perform the duties assigned on ERP System.
<b>8</b>	<b>DUTIES AND RESPONSIBILITY OF TEACHERS:-</b>		
	8.1		
		<b>8.1.1</b>	To provide proper guidance / counseling to the prospective students seeking admission in their program.
		<b>8.1.2</b>	To create innovative programs and curriculum based on industry requirement, demand supply gap and employment potentiality.
		<b>8.1.3</b>	To modify / update exiting curriculum offered by the department on annual academic calendar basis.
		<b>8.1.4</b>	To revise/ revamp the entire curriculum offered by the department- mandatory every three years.
		<b>8.1.5</b>	To ensure the availability of the faculty for teaching various courses related to their programs. They should submit the requirement if any in advance to their HOD.
		<b>8.1.6</b>	To prepare annual academic calendar related to their program before the starting of each academic year and submit to their HOD.
		<b>8.1.7</b>	To help HOD in framing the time table and its execution.
		<b>8.1.8</b>	To regularly update their Dean / Director/HOD regarding all matters related with their program.
		<b>8.1.9</b>	To submit the award scripts and award sheets related to continuous evaluation received from their Exam Coordinators to the office of Controller of Examinations within seven days of their conduct.
		<b>8.1.10</b>	To prepare a comprehensive list of qualified examiners (Internal as well as external) in consultation with their Course Instructors and submit the same to the office of Controller of Examinations within whenever required in the semester.
		<b>8.1.11</b>	To be responsible for the preparation of question papers of mid-term and end-semester examinations related to their program.
		<b>8.1.12</b>	To act as Incharge for assessment of answer scripts of the courses related to their program.
		<b>8.1.13</b>	To be responsible for the continuous evaluation of students through weekly tests, assignments, mid-term exams. Award sheets for all type of continuous evaluation should be submitted to their program coordinator within one week of conduct of related activity.
		<b>8.1.14</b>	To assist the final semester students in their proper placements.
		<b>8.1.15</b>	To feed the attendance data of each student of their course in the software on the same day of class conduction. The attendance shall be marked by P (Present), L (Leave), A (Absent). The students not present in a class and have taken permission from HOD
		<b>8.1.16</b>	To regularly arrange students seminars, workshops related to their course.
		<b>8.1.17</b>	To be associated with at least one extra-curricular activity.
		<b>8.1.18</b>	To invite outside experts related to their course and organize extension / guest lectures.
		<b>8.1.19</b>	To be responsible for detention of defaulter students from attending classes / appearing in any exam.
		<b>8.1.20</b>	To submit the weekly report related to their course to the concerned

			Coordinators.
		8.1.21	To arrange for additional soft skill and aptitude training of students to enable them in their placements.
8	<b>Code of behavior for Teachers and staff of the University:</b>		
	<p>a. All the teachers must be punctual and should be presentable in proper dress code - Sarees for females and light colour full sleeves shirt and trousers for males. Jeans, T-Shirts, Sports Shoe/ Chappals must be avoided.</p> <p>b. The lectures to be delivered in the class should be well prepared and must be interesting / innovative, thought provoking and to the satisfaction of the students.</p> <p>c. The title of the topic to be taught, and relevant course material and references should be posted in advance on the student's page on e-board.</p> <p>d. To maintain the Attendance Register of the classes taken by them in the following manner:</p> <p>e. Attendance of each student who is present shall be marked in a progressive manner by following ascending order numerals (1, 2, 3 .... etc). The student who is not present shall be marked by alphabet 'A' for absent and 'L' if on leave.</p> <p>f. Attendance for each month of each class/ section shall be finalized by them on the last date of the month itself.</p> <p>g. The attendance registers shall be checked by the HODs every week &amp; by the Deans/ Directors every fortnight.</p> <p>h. If any student is absent for three consecutive classes of a course without taking permission from HOD in writing, he/she should not be allowed to attend further classes of course till permitted by HOD.</p> <p>i. Assignments given to the students must be thought provoking / motivating / imaginative and creativity enhancing. Assignment of each student should be different.</p> <p>j. It is the responsibility of the teacher to ensure that he be given the work load as per the norms and he is involved in at least one additional assignment.</p> <p>k. Student's projects must be conceptualized / designed under the guidance of faculty members of the University. The projects should be allotted to the students in the beginning of the course.</p> <p>l. Teachers should be present in the lab to guide the students during their practical class without fail.</p> <p>m. It is expected that no teacher or employee of the University shall impose corporal punishment or use any abusive language in his interaction with the students on the University campus. Any violation of this norm shall be taken very seriously by the University authorities and individuals committing breach of this code are liable to invite strict disciplinary action resulting in severe punishment. Further, the University will not be held responsible for any consequences arising out of such breach of code of conduct.</p> <p>n. To perform the duties assigned on ERP.</p> <p>o. Course Teaching Plan Upon receipt of a copy of the time table, every Teacher should prepare teaching plan for each course assigned to them and submit two copies to their HODs. One copy of the teaching plan submitted by the teachers is to be forwarded by the HOD's to the Office of the Dean/Director through their Deans/Directors.</p> <p>p. <b>Preparation of course teaching plan</b></p> <p style="padding-left: 40px;">The course teaching plans may be prepared in the following manner:</p> <p style="padding-left: 80px;">(i) Syllabus of each course has been divided into five units. For teaching purpose each unit may be divided into sub- units looking to the need and availability of total numbers of Lecture's in the semester. It should be ensured that one subunit is to be covered in one lecture or maximum two lectures.</p> <p style="padding-left: 80px;">(ii) The teacher may decide the date and time / period for teaching each subunit according to the academic calendar of the University and time table received from their HOD's for each course/subject.</p> <p style="padding-left: 80px;">(iii) The Teachers should ensure that they shall cover 40% of the syllabus</p>		



	<p>before first midterm exam, next 50% of the syllabus between first and second mid term exam and remaining 10% of the syllabus between second midterm and end semester exam.</p> <p>(iv) It is expected from every teacher to abide by the teaching plans as far as possible. However, under unavoidable circumstances if they are unable to teach on any day(s) as per teaching plan, they should take required extra classes at the earliest.</p> <p>q. PPT Submission</p> <p>(i) Ever teacher after submission of course teaching plan shall prepare the PPT for each topic / lecture containing the following:</p> <p>(ii) Self explanatory course material with examples</p> <p>(iii) Diagrams where required</p> <p>(iv) Related questions with answers.</p> <p>(v) Assignments for the students to be submitted</p> <p>(vi) Reference material / books for further study.</p> <p>(vii) Slides are to be prepared containing all the above.</p> <p>(viii) The PPTs for each Lecture/topic should be submitted to the office of President through proper channel at least one week before the scheduled date of that Lecture.</p> <p>(ix) Heads shall call weekly departmental meetings where every teacher of the concerned department will be asked to present any one PPT selected on random basis submitted by him / her for 10-15 minutes.</p>
9	<b>Staff - GRIEVANCE PROCEDURE</b>
	Any staff of the JECRC University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Staff Grievance Redressal cell at the JECRC University. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell 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.
10	<b>FACULTY PARTICIPATION IN GOVERNANCE</b>
	As faculty and staff are members of the JECRC University campus, they have a substantial interest in the governance of the JECRC University. The Code, policies and the varied procedures laid down herein intends that the principle of Faculty and staff involvement in governance in both administrative and academic areas is essential and it is pivotal that faculty and staff must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Staff Participation is encouraged and must be strengthened through the involvement of staff in all levels. Therefore, all staff who are a part of the JECRC University and who are going to be employed in the JECRC University are advised to uphold the policy and inform the JECRC University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.