# Bajaj College of Science, Wardha (Autonomous)
(Formerly known as Jankidevi Bajaj College of Science, Wardha)

## Discipline and Code of Conduct for Students

(1) A student admitted to Bajaj College of Science must maintain an ethos of commitment to the academic programme. She/he is expected to aim at the highest achievement in every sphere and to conduct himself/herself in a responsible and dignified manner wherever she/he may be.

(2) College/office phone numbers are available during college office hours.

(3) According to the University regulations, the students must attend 75% of all classes. Prior permission from the respective head of the department (HOD)/ faculty is necessary for taking leave from the college. In case of emergency like serious illness, the guardians/parents should inform the college office immediately and when the student re-joins the college, she/he should submit to HOD relevant documents like prescription of the doctor, medical certificate, etc. Such documents submitted at the end of the semester/year will not be accepted.

(4) Students are expected to be punctual at the lectures, tutorials and all the activities of the colleges. A student is allowed to enter late the first lecture only once a month. If a student is late more than once a month, s/he can enter the class with the permission of the Professor.

(5) It is not enough to be physically present in the class. Students must maintain discipline in the class. Any act of indiscipline may lead to disciplinary action.

(6) A student must also attend all the functions and curricular, co-curricular and extra-curricular activities of the college such as, cultural functions, seminars, symposia, debates, quizzes, essay competitions, sports, community services (NSS, CWSS, and PEC), exposure programme, retreat, etc.

(7) A prior permission is required from the HODs/teacher for any absence either from classes, all the functions and curricular, co-curricular and extra-curricular activities (NSS, CWSS, and PEC), or any other college activity.

(8) The student's name is liable to be dropped from the rolls, if she/he is absent continuously for more than 10 days without prior intimation. A re-admission fee will be charged, if re-admission is granted at all.

(9) Use of mobile phones during the class hours is strictly prohibited and is punishable. In case of violation of this code, the mobile phones may be confiscated or fine imposed or both.

(10) Students should come to the college in college uniform/simple and modest dress, befitting to an institution of higher learning.

(11) There are several books in the library. Every student is expected to make the best use of it. Making sure, however, to observe the library rules thoroughly.

(12) Once the teaching days are over, the students will be allowed to check out books in the library as per library rules.

(13) Student should always put on their ID cards in the college premises. It must be given to any authority of the college for inspection on demand.

(14)  If an ID is lost for the first time, student will have to pay the cost of that ID and if they lose it for a second time, they will have to pay the cost of a new one.

(15) No visitors for students are allowed during lecture hours.

(16) No meetings should be held in the college, nor any new activity be taken up without the consent of the Principal/ HOD/Teacher.

(17) No student will leave the college premises without the Principal's/ HOD's/Teacher's permission, except to go home after the lectures are over.

(18) Ragging is a criminal offence and those found indulging in, will have to face immediate expulsion and legal action. Any offence regarding gender discrimination, eve-teasing, disrespectful acts, or words will be dealt with severely and may lead to dismissal from the college.

(19) No student shall come to the college under the influence of any intoxicant and if found, serious disciplinary action will be taken. No student shall be found chewing tobacco products or any such things in the college building.

(20) One of the specialties of Bajaj College of Science is its large campus. No student shall mistake the campus for a park and behave in an improper way.

(21) All students should maintain cleanliness in the campus and so they should be careful in throwing wrappers, plastic papers, polythene bags, etc., in the dustbins.

(22) Students changing their residence or their parents' mobile number must inform the college office without delay. If no information is given to the college office, action will be taken against such students.

(23) If a student has any complaint regarding fellow students or teachers or administration, she/he should register the complaint through the various forums provided by the college such as Suggestion Box, Teachers, Coordinators, Discipline & Code of Conduct Committee, Women's Cell, Internal Complaints Committee (ICC) & Sexual Harassment Committee (Prevention, Prohibition and Redressal), Grievance redressal & anti-ragging committee, Vice Principal, and Principal. A student should not contact any outside agency while exhausting the various forums for redressal given by the college. Serious action will be taken, even dismissal, if a student does not follow this rule.

By Order
Principal

# Bajaj College of Science, Wardha

**(Formerly known as Jankidevi Bajaj College of Science, Wardha)**
**An Autonomous College**
**A Linguistic Minority College**
**Reaccredited 'A' Institution (CGPA 3.21),** NAAC (UGC), Bangalore
**College with Potential for Excellence,** UGC, New Delhi

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### Constitution / Framework / Format / Outline of
### Code of Conduct for Teaching and Non-Teaching

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### Principal Objective of Code of Conduct

1. To follow the rules and regulations laid down by Government, University (For all the staff).

2. To follow rules made by Mother-Institution Shiksha Mandal time to time (For the Staff)

3. To teach honestly and responsibility keeping in view the welfare of students. (For Teaching Staff)

4. To work honestly with full devotion and integrity. (For Non-teaching Staff)

5. To remain committed to be assigned duties entrusted by the Management during work-hours and not sidelining it by shouldering upon the shoulders of others.

6. To be honest and committed towards Shiksha Mandal Mother organization. Not to work against Shiksha Mandal in any case.

7. To keep high level of integrity and commitment towards Shiksha Mandal. Not to indulge in an unsolicited, anti-social activities and behaviour.

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### Duties and Responsibilities of Teachers regarding Teaching

1. Teachers should be punctual, report on stipulated time and should remain present in the college premises during duty-hours.

2. Teachers should follow their respective college time-table while teaching.

3. Teacher should not leave the classroom even if, no student is present there.

4. Teachers should spend at least 5 hours daily and at least 30 hours time weekly in the college. Besides, they should participate in knowledge – related academic activities.

5. Teachers should teach as per the norms of syllabus aid down by the Government and University and be concerned that syllabus of his/her subject should be completed within minimum 180 days.

6. Teachers should implement a Yearly Teaching Plan right from the beginning of the session and convey this to HOD / Principal concerned in a written format ? (Black and white).

7. Teachers should use the Academic Diary provided to them by Shiksha Mandal for the Yearly Teaching Plan of syllabus – plan, quoting teaching – aids etc.

8. Teachers should maintain the record of their academic and non-academic development and progress in the form of allied activities accomplished and conducted during academic year by them in the Diary.

9. Principal of the college should keep records of teacher's educational research and allied participation in various National and State Level Conferences in the Confidential Report of the Diary and thus motivate them.

10. Teachers should check their respective diaries from their respective Heads-their signing authority on each Saturday and get it cross-checked and signed from the Principal on monthly basis.

11. Respective Heads of the Department and the Principal of the college should give oral suggestions after Minute and careful observation of teachers diaries and should give them instructions for its further improvement, if any.

12. Teachers should seek a permission regarding a Leave well in advance from his/her respective Head or from the Principal and produce a written application as per the format in advance. Teachers working on Non-Grant courses and Clock Hour Basis should seek such permission for leave from his/her respective HOD / Co-ordinator and should mention it on their Attendance Muster.

13. Teachers should not encourage students for private coaching classes. They should not themselves engage private coaching classes. On the other hand, they should embrace such a teaching pedagogy and methodology that students should attend their classes in the college itself.

14. Teacher should seek permission from the Principal of the college, in case he/she has to teach in other organizations apart from Shiksha Mandal. Such permission will be valid only for a on-going academic session only. In such regards, the Principal of the college should seek

15. Permission of College Development Committee of the College / Shiksha Mandal, Wardha.

16. Teachers of the college should use/wear their college I-cards on regular basis.

## Non – Academic Works / Jobs of Teachers

1. All the teachers should actively participate in all the programmes of the college.

2. All the programmes organized by Principal/ Co-ordinators/Shiksha Mandal should be actively attended by all the teachers. They should strive hard or the success of such programmes.

3. Teachers should follow the instructions of Shiksha Mandal and Principal regarding such programmes.

4. Teachers should implement Shiksha Mandal's initiatives for the Quality – Improvement of the students with deep sense of responsibility.

5. Teachers should inculcate the awareness in the students regarding development of their to love and interest in the subject and to provide them additional guidance time to time for setting the high degree of standard in their quality improvement.

6. Teachers should work for establishing/setting up harmonious relationships with the students.

7. Senior teachers should exemplify ideal set of behavior with the fellow teachers and peers and should encourage immanate and build a high quality educational atmosphere.

8. Teachers should provide allied teaching related references to the students while teaching and help students build their knowledge – base.

9. Teachers should spend their maximum amount of time in a Reading Room /Library should update their knowledge at par and pass the updated knowledge to the future generation.

10. Teachers should take interests in Research activities and improve the teaching and Research aptitude by carrying out actual research work.

11. Teachers should participate in a State / National Seminar, read the research papers. They should continuously improve the quality of them as well as college. They should report their accomplishments and achievements in the field of quality improvement to the Principles and Principal of the college should note them in their Confidential Reports.

12. Teachers should contribute in such educational, social and cultural; activities, by which, the image of the brand 'Shiksha Mandal' will be further boosted keeping in viewed the brand loyalty.

13. Teachers should undertake innovative educational projects run by Shiksha Mandal under its aegis with the active partnership with the students. They should also work in various action – research projects and extend their active co-operation for such projects.

## Duties and Responsibilities of Non-Teaching Staff

1. All the Office / Library / Departmental non-teaching staff should follow punctually and complete the assigned works without delay.

2. Non-teaching staff should complete the tasks assigned by Principal / Co-ordinator / Registrar / Superintendant/ Shikha Mandal / HOD / Concerned Teacher within a stipulated time period.

3. Non-teaching staff should extend their full co-operation to all the working committees of the college with regard to the administration / teaching / other activities.

4. Staff working in Administrative wing and Library premises should create work efficiency culture.

5. Non-teaching staff should assist in all the Quality Enhancement activities of Government / University / Shiksha Mandal.

6. Non-teaching staff should avail leave (if urgent) only on prior permission of the Principal.

7. Non-teaching staff should be harmoniously with Teachers / Parents / Student as well as with Guests and outsiders.

8. Non-teaching staff should always assist in keeping the college campus clean, neat and beautiful.

## Behavior of Teaching and Non-teaching staff

1. Teaching and Non-teaching staff members should always exemplify their personal behavior to meet the high degree of present work ethics. They should generate the atmosphere of work-culture with inculcation of deep sense of moral duties, honesty and integrity.

2. While working in the campus the entire employee should behave properly and ideally. High thinking, Righteous code of conduct, Respect to Senior Citizens, harmonious behavior with parents and students should be the parameters of their behavior.

3. Employees should always show the qualities such as honesty, ethics, discipline, work-efficiency, harmony, humbleness, generosity etc in order to boost the brand loyalty.

## Methodology of following the Code of Conduct

1. All the respective Heads of the Departments should see to it whether or not the departmental employee follows the code of conduct. They should report the Principal in case anyone is violating it.

2. All the junior and Senior College, Vocational Courses, MCVC courses, Non-Granted Courses. HODs should see to it whether or not the as above (E).

3. Registrar / Superintendent / Librarian should see to it.

4. All the HODs should themselves follow the Code of Conduct and set a personal example before others. In case they violate it the Principal of the college take a serious not of it.

5. In case, the teachers are finding it difficult to follow certain codes of conduct, they will/should discuss the matter first with HOD. If needed, they will intimate it to the Principal of the college – Principal, then will sort out the matter finally.

## Steps to be taken in case of Breach in Code of Conduct

1. The responsibility to see whether or not teaching and non-teaching staff follow a code of conduct has been shouldered to HOD. HOD should report the Principal in case of its violation, in oral or written form. If necessary, written memorandum can also be produced.

2. In case, any teacher violates a code of conduct, or misbehavior and it such complaint is registered in Principal's Office by HOD, the Principal will ask for the clarification in writing. In case, of unsatisfactory clarification, oral warning may be given.

3. In case, in spite of such oral instruction if the ill-behavior persisted or if he/she is violating the code of conduct frequently, the serious note of it will be recorded in his/her CR and intimate him regarding it in writing.

4. Further action on such cases will be carried out by College Development /School Committee / Shiksha Mandal in accordance with University and Government norms.

# Shiksha Mandals's
# Bajaj College of Science, Wardha

| Category: | Research Promotion |
|---|---|
| Approved By: | Academic Council |
| Date of Approval: | 02/01/2018 |
| Date of Amendment: | 01/06/2021 |

## Plagiarism policy of Bajaj College of Science

### 1. Preamble:

Bajaj College of Science (hereafter BCS) (Formerly known as Jankidevi Bajaj College of Science) takes pride in the academic integrity of the teaching staff and student. BCS being top ranking college in Vidarbha is driven by the pursuit of excellence in teaching. BCS seeks to produce highly quality graduates equipped with research, social, and technical skills based on values adopted by our host institute Shiksha Mandal, adopts this plagiarism policy.

BCS considers plagiarism in the form of knowingly or unknowingly publish or present other's work as their own to be a serious academic offence. Depending upon intentional or unintentional plagiarism and the severity of case, offenders may be punished. Punishment or such academic dishonesty extend to failing their degree, temporary suspension or expulsion from further study at BCS.

All work in the form of research reports, research papers and other publication submitted by students is accepted on the understanding that it is the student's own effort and their writing.

### 2. Objectives of plagiarism policy:

The sole purpose of this policy is to ensure that the BCS's academic integrity is protected and maintained by establishing a framework for deterring, detecting and dealing with plagiarism across all faculties of the College. The objectives shall (a) ensure students and staff awareness of the need to avoid plagiarism and (b) provide for effective administration processes across all faculties and Departments to deal with plagiarism cases.

### 3. Scope:

The plagiarism policy applies to all the employee of the college. The main emphasis of the policy is detecting, deterring and dealing with plagiarism on student's reports, presentations, dissertation and projects as well as faculties' scholarly research and teaching work.

### 4. Plagiarism Policy Details:

### 4.1. Definition of Plagiarism

Plagiarism is the unacknowledged use of material, an idea or ideas, which are not originally one's own.

### 4.2. BCS shall consider plagiarism to the following situations:

**4.2.1.** Direct copying without crediting the source,

**4.2.2.** Translating without crediting the source,

**4.2.3.** Paraphrasing someone else's work without crediting the source,

**4.2.4.** Copying the work of other persons with or without their knowledge and presenting it as your own,

**4.2.5.** Resubmitting one's own or other's previously graded work.

## 4.3. Obligations of students
**Students should:**

**4.3.1.** Take responsibility for their academic work,

**4.3.2.** Sign a declaration that they have read and shall abide by the Plagiarism Policy,

**4.3.3.** Familiarize themselves with and make use of citation methods in accordance with the appropriate conventions in their discipline,

## 4.4. Obligations of Staff
**Staff should:**

**4.4.1.** Take responsibility for their academic work,

**4.4.2.** Sign a declaration that they have read and shall abide by the Plagiarism Policy,

**4.4.3.** Familiarize themselves with and make use of citation methods in accordance with the appropriate conventions in their discipline.

**4.4.4.** Not mislead BCS and/or publishers by submitting or using another person's work as theirs,

**4.4.5.** Clearly state that students are expected to do their own work and submit it in the prescribed manner, discuss plagiarism with students, its meaning and what is acceptable, as well as the rules with regard to quotations and references,

**4.4.6.** Check for plagiarism on students' work, research papers and teaching material.

## 5. Plagiarism Prevention Mechanisms

In dealing with Plagiarism, BCS's initial emphasis is on teaching students to learn with integrity rather than detecting plagiarism and dealing with offenders. To this end, the following mechanisms exist:

### 5.1. Research Methodology Courses

Through these courses, students are introduced to the research process, the planning accompanying research as well as methods and techniques for logical synthesis of such information and ideas into a scholarly paper or report.

### 5.2. Declaration of Originality

Each assignment or research component submitted by a student should be accompanied by a declaration that the work is his/hers.

### 5.3. Plagiarism detection software

**BCS shall make use of electronic plagiarism detection software/tool** which is integrated into the College's Moodle E-learning Platform. It allows students to submit their assignments and projects, checks the work for plagiarism, and sends an originality report to the lecturer/supervisor and student.

Originality reports generated by the plagiarism detection software are simply a tool to help lecturers and supervisors find sources that contain text similar to submitted work. The decision to deem any work plagiarized must be made carefully, and only after in-depth examination of both the submitted paper and suspect sources.

### 5.4. Plagiarism Register

BCS shall maintain a Plagiarism Register for effective monitoring of offenders and ensuring consistent application of penalties. All cases of proven plagiarism shall be logged on the Plagiarism Register.

**1. Note:**

   **Bajaj College of Science, Wardha has URKUND antiplagiarism account from November, 2020 which has been utilized for publication check. Apart from our facility, Department of Library Science, Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU) has facility to open URKUND anti-plagiarism (personal account) account for the teaching community of those college which are affiliated with RTMNU.**

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