DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

540, Dum Dum Road, Surermath, Kolkata- 700074, West Bengal

Code of Conduct of Students

1. PREPARATION

All students must understand that it is their responsibility to follow this Code of Ethics and Conduct (hence referred to as the 'Code') and the rights, obligations, and limitations that it entails.

That the Institute's goal in implementing this Code is to pioneer and administer an equitable, conscientious, effective, and timely student discipline procedure, as well as to provide a system that encourages student progress through individual and communal accountability.

All students are expected to be well-versed in this Code, which may also be found on the Institute's official website.

2. JURISDICTION

2.1 The Institute shall have jurisdiction over the conduct of students associated/enrolled with the Institute, and shall be aware of all acts of misconduct, including incidents of ragging or otherwise, that occur on the Institute campus or in connection with Institute-related activities and functions.

2.2 The Institute may have jurisdiction over conduct that occurs off-campus that violates the ideal student conduct and discipline as outlined in this Policy and other regulations, as if the conduct occurred on campus, which shall include:

a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.

b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students at the Institute.

c) Possession or use of weapons, explosives, or destructive devices offcampus

d) Manufacturing, selling, or distributing illegal narcotics, alcohol, or other substances.

e) Conduct that has a negative impact on members of the off-campus community or is a nuisance to them.

The Institute shall consider the seriousness of the alleged offence, 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 that occurred both on and off-campus when deciding whether to exercise such off-campus jurisdiction in the situations enumerated herein.

Prof. (Dr.) Saradindu Panda
Principal
Dr. Sudhir Chandra Sur Institute
and Sports Complex

3. BEHAVIOR AND ETHICS

3.1 This Code applies to all types of student conduct on Institute grounds, including Institute-sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or a negative impact on the Institute's interests or reputation.

3.2 Each student must sign a declaration recognizing this Code and promising to follow it at the time of admission:

a) He/she must be regular and complete his/her studies at the Institute.

b) If a student is obliged to abandon studies for any justifiable reason, he/she may be removed from the Institute with the Principal's written agreement.

c) As a result of such relief, the student will be required to pay any outstanding hostel/mess dues, and if the student was admitted on a scholarship, the grant will be cancelled.

3.3. The Institute believes that implementing behavioral norms would help to create a safe and efficient environment. All students must maintain academic integrity, respect all individuals and their rights and property, and ensure the safety of others, among other things.

3.4 All students shall refrain from engaging in all forms of wrongdoing, including engaging in any off-campus activities that could jeopardize the Institute's interests and reputation.

3.5 Discrimination (physical or verbal) based on a person's gender, caste, race, religion, or religious beliefs, color, region, language, disability, or sexual orientation, marriage, or family status, physical or mental disability, gender identity, or other factors.

3.6 Deliberately causing damage to Institute property or the property of other students and/or faculty members.

3.7 Any disruptive behavior in a classroom or at an Institute-sponsored event.

3.8 Inability to produce the Institute's identity card or refusal to produce it when asked by campus security officers.

3.9 Participating in activities without the Institute's consent, such as:

3.9.1 Organizing gatherings and processions.

3.9.2 Accepting membership in religious or terrorist organizations that the Institute/Government of India has outlawed.

3.9.3 Contrary to law or policy, illegal possession, carrying, or use of any weapon, ammunition, explosives, or potential weapons, fireworks.

3.9.4 Illegal possession or use of hazardous chemicals and controlled substances.

3.9.5 Smoking on the Institute's premises.

3.9.6 Possessing, consuming, distributing, selling, and/or tossing empty bottles on the Institute's campus are all prohibited.

3.9.7 Parking a vehicle in an area designated for parking other types of vehicles or in a no parking zone.

3.9.8 Improper driving on campus that may cause others to be inconvenienced.

3.9.9 Not informing the Chief Medical Officer about a pre-existing health problem, whether physical or psychological, that could impede academic development.

3.9.10 Unauthorized access to others' resources or theft.

3.9.11 Misconduct during student body elections or any Institute-sponsored activity.

3.9.12 Behaving in a disorderly, lewd, or indecent manner at the Institute, including, but not limited to, making excessive noise, pushing, and shoving, inciting or participating in a riot, or causing a group disruption.

3.10 Students are not permitted to communicate with media representatives on behalf of the Institute or to invite media persons to the campus without the authorization of the Institute management.
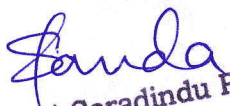
3.11 Without prior authorization, students are not permitted to capture audio or video lectures in classes or the behaviors of other students, instructors, or staff.

3.12 Students are not permitted to supply media with audio or video clips of any campus activity without prior approval.

3.13 Students are required to use social media properly and with caution. They are prohibited from making negative comments about other Institute employees on social media or engaging in any other activity that could harm the Institute's reputation.

3.14 Unauthorized entry, use, tampering, etc. of Institute property or facilities, private residences of staff/professors, offices, classrooms, computers networks, and other restricted facilities, as well as interference with others' work, is punishable.

3.15 Any damage to or destruction of Institute property or the property of others on Institute grounds.

Prof. (Dr.) Saradindu Panda
Principal
Dr. Sudhir Chandra Sur Institute
of Technology and Sports Complex
Kolkata-700074

3.16 Without the person's knowledge and explicit agreement, making a video/audio recording, taking pictures, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy.

3.17 Harassment, which is defined as harsh and objective behavior motivated by a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, or medical condition.

4 If there is a case against a student for a probable breach of code of conduct, then a committee will be constituted to recommend a suitable disciplinary action who shall enquire into the alleged violation and consequently indicate the action to be taken against the said student.

The committee may meet with the student to determine the extent of the misbehavior and recommend one or more of the disciplinary actions listed below, depending on the severity of the misconduct.

4.1 WARNING- Indicating that the delinquent student's actions were in breach of the Code, and that any future acts of misbehavior will result in serious disciplinary punishment.

4.2 RESTRICTIONS - Reprimanding and restricting access to certain campus facilities for a period.

4.3 COMMUNITY SERVICE - For a set amount of time, which may be extended if necessary. Any future wrongdoing, as well as failure to comply with any imposed limitations, may result in severe disciplinary action, such as suspension or expulsion.

4.4 EXPULSION - Permanent expulsion of a student from the Institute, indicating that attending the Institute or participating in any student-related activities or living on campus is prohibited.

4.5 FINANCIAL PENALTY- This could include the suspension or forfeiture of a scholarship or fellowship for a set period.

4.6 SUSPENSION- A student may be suspended for a length of time, preventing them from engaging in student-related activities, classes, or programmes. Furthermore, unless permission is acquired from the Competent Authority, the student will be prohibited from using various Institute facilities. Suspension may be followed by dismissal, as well as the other punishments listed below.

4.7 For a period of three years, you will be ineligible to reapply for admission to the Institute, and

4.8 Withholding the grade card or certificate for the courses studied or work \scarred out.

Prof. (Dr.) Saradindu Panda
Principal
Sudhir Chandra Sur Institute
and Sports Complex
700074

5 APPEALS:

If a delinquent student feels he or she has been wronged by the application of any of the above punishments, he or she may file an appeal with the Principal. The Principal may decide on one of the following:

5.1 Accept the committee's proposal and impose the punishment recommended by the Committee or amend and impose any of the punishments stated in this Code that are appropriate with the degree of the proven wrongdoing. Or

5.2 Recommend the case to the committee for further consideration.

In all circumstances where there is a potential for student misconduct, the Director's decision is final and binding.

6 ACADEMIC INTEGRITY

The Institute values academic integrity and is devoted to building an intellectual and ethical environment based on academic integrity principles as a top institution for advanced scientific and technology research and education.

Academic integrity includes honesty, accountability, and awareness of ethical standards for study and scholarship. The Institute believes that the ideas and contributions of others should be appropriately acknowledged in all academic work. Academic integrity is critical to the Institute's and its research missions' success, and so academic integrity infractions are a significant offence.

6.1 Purpose and Scope

A. The academic integrity policy, which is an integral aspect of the Code, applies to all students at the Institute, and they are obligated to follow it.

The Policy serves a dual purpose:

- To make the ideals of academic honesty clearer, and
- To give examples of dishonest behavior and academic integrity infractions.

NOTE: These examples are intended to be illuminating rather than exhaustive.

B. Failure to follow these academic integrity principles jeopardizes the Institute's reputation as well as the worth of the degrees issued to its students.

As a result, every member of the Institute community takes responsibility for upholding the highest standards of academic integrity.

Prof. (Dr.) Saradindu Panda

C. Academic integrity dictates that a student appropriately acknowledges and references the use of others' ideas, results, materials, or language.

Ensures that all work submitted as his or her own in a course or other academic activity is produced without the use of impermissible materials or impermissible collaboration; properly acknowledges all contributors to a given piece of work; and ensures that all work submitted as his or her own in a course or other academic activity is produced without the use of impermissible materials or impermissible collaboration.

Obtains all data or results ethically and accurately reports them, with no results suppressed that contradict his or her interpretation or conclusions.

Demonstrates ethical behavior toward all other students, respecting their integrity and right to pursue their educational goals without hindrance. This means that a student must not assist others in academic dishonesty or hamper their own academic advancement.

6.2 Examples of policy violations include, but are not limited to:

(i)Plagiarism Violation:

Plagiarism is defined as the use of someone else's content, ideas, figures, code, or data without properly recognizing the original source. This could include submitting material written by another person or previously published by oneself, directly or paraphrased.

Plagiarism can be defined as:

(a) reproducing text/sentences from a report, book, thesis, publication, or the internet in whole or in part.

(b) Reproducing previously published data, illustrations, figures, or images, whether one's own or someone else's.

(c) Incorporating non-textual material from other sources into one's class reports, presentations, manuscripts, research papers, or thesis without proper attribution, such as graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programmes, or other non-textual material from other sources.

(d) Self plagiarism which comprises copying verbatim from one's own earlier \spublished work in a journal or conference proceedings without necessary citations.

e) Completing a course requirement by submitting a purchased or downloaded term paper or other resources.

f) Without citation, paraphrasing or modifying an author's words or style.

Prof. (Dr.) Saradindu Panda
Principal
Dr. Sudhir Chandra Sur Institute
and Sports Complex

(ii) Cheating:

Cheating can take many forms, including, but not limited to:

(a) Exam copying, as well as copying of homework assignments, term papers, theses, or manuscripts.

(b) Permitting or enabling copying, making a report, or taking an examination on behalf of another person.

(c) Using unlawful materials, copying, collaborating without permission, and purchasing or borrowing papers or materials from a variety of sources.

(d) fabricating (falsifying) data and reporting it in theses and publications.

(e)Inventing new sources or citations when none exist

(f) Making changes to previously evaluated work and submitting it for re-evaluation

(g) Signing an assignment, report, research paper, thesis, or attendance sheet in the name of another student.

(iii) Conflict of Interest:

In a variety of activities such as teaching, research, publication, serving on committees, research funding, and consultancy, a clash of personal or private interests with professional actions can lead to a potential conflict of interest. Actual professional independence, integrity, and commitment must be protected, as well as the appearance of any impropriety resulting from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a vast range of professional academic activities including peer reviewing, serving on numerous committees, which may, for example, monitor financing or grant recognition, as well as influencing public policy.

Potential conflicts of interest must be notified in writing to competent authorities for a thoughtful decision to be made on a case-by-case basis, to promote transparency and boost credibility. In the part below dealing with resources, there is also some more information.

4.3 Academic behavior guidelines are presented here to protect against both negligence and purposeful dishonesty:

(a) For experiments and computational tasks, use suitable procedures. Data should be accurately described and compiled.

Prof. (Dr.) Saradindu Panda
Principal
Chandra Sur Institute
Complex

b) Save primary and secondary data such as original photographs, equipment data readouts, laboratory notebooks, and computer folders with care. Digital alteration of images/photos should be kept to a minimum; the original version should be maintained for subsequent inspection if necessary, and the changes done should be clearly indicated.

c) Ensure that experiments and simulations are robustly reproducible and statistically analyzed. It's critical to be honest about the facts and avoid "cherry picking" (omitting some data pieces to produce an outstanding statistic).

d) Laboratory notes should be kept in bound notebooks with printed page numbers so that they can be checked later for publication or patenting purposes. Each page should have a date on it.

e) Use your own language to write clearly. It is vital to resist the temptation to "copy and paste" from the Internet or other sources for class tasks, manuscripts, and thesis.

f) Cite prior reports, methodologies, computer programmes, and other sources appropriately. It's also a good idea to cite material from your own published work; otherwise, it'll be regarded self-plagiarism.

6.3. Individual and Collective Responsibilities: Responsibilities differ depending on the role played.

a) Student responsibilities:

Before submitting a thesis to the department (B.Tech, M Tech), the student is responsible for reviewing the thesis for plagiarism using proper tools. Furthermore, the student must guarantee that he or she is aware of the Institute's academic norms, that the paper has been examined for plagiarism, and that the thesis is original work. Plagiarism cannot always be detected with a web search. If a student notices or learns of any violations of the academic integrity policy, he or she should report the wrongdoing as soon as possible.

b) Faculty responsibilities:

Faculty members should guarantee that suitable methods for experiments, computations, and theoretical developments are followed, and that data is properly recorded and stored for future reference. They should also thoroughly analyze manuscripts and theses. Faculty members must also ensure personal compliance with the broad principles of academic integrity. Faculty members are expected to inform students in their respective courses about the Institute's academic integrity policy, to ensure minimum academic dishonesty, and to respond appropriately and promptly to academic integrity violations.

c) Institutional responsibilities:

Prof. (Dr.) Saradindu Panda
Principal
Chandra Sur Institute

A breach of academic integrity is a serious offence that can result in a variety of sanctions for both the individual and the institute. In the event of a student, the first academic infringement will result in a warning and/or a "F" mark in the course. If a repeat offence is deemed serious enough, it may result in expulsion. Faculty should bring any academic infractions to the attention of the department chairperson. When the Director receives reports of scientific misconduct, he or she may create a committee to review the situation and make recommendations for appropriate action on a case-by-case basis.

Prof. (Dr.) Saradindu Panda
Principal
Dr. Sudhir Chandra Sur Institute
and Sports Complex
700074