

# **CODE OF CONDUCT**

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Sinhgad College of Commerce, Kondhwa (Bk), Pune - 48

This Handbook indicates the code of conduct for all the students and the staff of Sinhgad College of Commerce. All the staff and students must follow these codes of conduct and the rights/responsibilities including the restrictions flowing from it. All of them are requested to be familiar with this Code, which can also be reviewed on the official website of the Institute.

#### **PART A: FOR THE STUDENTS CODE OF CONDUCT**

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take understanding and knowledge of all acts of misconduct including incidents of ragging or otherwise which are taking place in the Institute campus or in connection with the Institute related activities and functions. It will be dealt as per provision of Maharashtra Prohibition of Ragging Act 1999. Institute 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.

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at Sinhgad College of Commerce. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible community infractions. Students violating community standards may be held accountable through student conduct process.

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#### **❖ STUDENT ACTIVITIES AND SOCIAL GATHERINGS**

- Alcohol consumption/distribution is prohibited on campus.
- All in-person social gatherings and activities must comply with College policies and public health directives.
- Students will respect the physical space around others and actively work to maintain a distance of at least 6 feet between oneself and any other person.
- Students will follow all directional signs and practice physical distancing within all buildings, classrooms, laboratories, libraries, and other College spaces.
- Students will practice physical distancing in all lounges, laundry rooms, and other common spaces within their residence hall.
- The Office of Student Engagement and other College offices will organize social events in compliance with College policies and public health directives and provide both synchronous and asynchronous programming.
- Student clubs/organizations are encouraged to convert most of their programming efforts to a virtual experience for all, providing both synchronous and asynchronous programming.
- All student clubs/organizations will commit to using a universal online calendaring system for scheduling and organizing events.

### ❖ **ACADEMIC MISCONDUCT**

Academic misconduct is defined as a violation of the College's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an examination, plagiarism on an academic assignment, or unauthorized collaborative work. Evidence of academic misconduct may include, but is not limited to, the following:

- Some of the student's work coincides with or closely paraphrases a source that is not properly acknowledged.
- Glaring coincidences in the work of students on exams, papers, problem sets, etc., where cooperation in producing the work was not permitted.
- Submission of the same work in more than one course. While submitting any work to an instructor for a course, it is assumed that the work was produced specifically for that course. Submission of the same work in more than one course without prior approval is prohibited.
- Sources that must be acknowledged include, but are not limited to, lab manuals, books, articles in books, journal articles, and web pages, along with graphs, charts, tables, data sets, etc., in any of the sources just mentioned.
- Proper acknowledgment must indicate both the source and how it served as a source for any specific portions of the student's assignment.
- The informal nature of some writing may obviate the necessity of rigorously formal citation, but still requires honest attribution to original authors of all borrowed materials.
- Students should feel free to consult with faculties and college administration whenever there is doubt as to proper documentation.

### ❖ **ALCOHOL AND OTHER DRUGS**

The overarching priority of the College with respect to alcohol and drugs is to help ensure the safety and wellbeing of Sinhgad College of Commerce students and comply with all applicable laws.

- The College is committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including not to consume alcohol
- The unlawful possession, use, purchase, or distribution of alcohol on College property or as part of any College activity is prohibited.
- The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on College property or as part of any College activity.

#### ❖ **BANNERS AND POSTERS**

- As stated in the Academic Freedom and Responsibility Policy, membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, inquiry and instruction, and free expression on and off campus.
- These freedoms of expression extend so far as the expression does not have effect on the rights of other members of the community or the orderly and essential operations of the College.
- These are fundamental norms and expectations of expression for Sinhgad College of Commerce.
- Banners, chalking, and posters are subject to reasonable requirements on their display and may be removed when a violation of College policy or the requirements described below occur. Some examples of behaviours that are inconsistent with our norms and expectations include actionable harassment or bullying; threats, intimidation, or incitement of violence; and defamation or other unlawful invasion into the privacy of others.
- All are encouraged to engage in the civil exchange of viewpoints, with the understanding that even where we disagree, we can still recognize that we are all valued members of the Sinhgad College of Commerce community.

#### ❖ **BANNERS.**

- Banners hung other than the private are, including on/off college campus, will be removed.
- External advertisements and solicitations of a commercial nature are prohibited.

#### ❖ **POSTERS.**

- All Scientific Flex, advertisements, flyers, notices, etc., constitute posters and may only be posted on the allotted boards only with the permission of respective authority.
- Outdated posters must be promptly removed; anyone may remove outdated posters from unauthorised place/boards.
- Masking or painter's tape is approved for use for securing the posters duct tape is not allowed. Posters may not be placed on light posts, trash cans, buildings, walls, floors, doors, windows in doors, walkways, bike racks, handrails, stairs, or trees, nor may they be placed on the assigned group bulletin boards in Parrish without permission from the group.
- Posters need to be "signed" with a respective student and faculty.
- Offensive description, pictures or images of alcohol/drugs are not allowed in the poster.
- Posters that violate any of these rules will be removed by College staff or faculty and the individual or group may be fined or held financially responsible for damage.

❖ **False Representation**

A student may not knowingly provide false information or engage in misrepresentation to any College office/official. In addition, forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action.. Upon request, students are obligated to provide College personnel with accurate identification.

❖ **Sexual Misconduct**

- Sinhgad College of Commerce is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment.
- The College seeks to create an environment in which the greatest holistic academic potential of students and professional potential of employees may be realized. In order to create and maintain such an inclusive climate, all who work and learn at the College are partners in the endeavour to ensure that the community is free from discrimination based on sex or gender, including sexual harassment, sexual assault, and other forms of sexual misconduct.
- These behaviours threaten our learning, living, and work environments and will not be tolerated.
- The College Defined Sexual Misconduct Policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, physical assault, and discrimination.

❖ **SMOKING**

- Smoking is prohibited in all indoor spaces throughout the College, including meeting rooms, lounges, offices, and residence halls (including individual's residential rooms).
- Violation(s) may result in a referral to student conduct, a fine, and/or other potential penalties, including exclusion from campus housing.

❖ **Theft, Vandalism, or Property Damage**

- Theft, negligent, intentional, or accidental damage to personal or College property is prohibited, as is possession of stolen property.
- Restitution may be charged to the appropriate individual(s) and may warrant College disciplinary action.

- In the event that damage occurs in residence-hall common space for which no one assumes responsibility, restitution may be divided equally among all residents of that hall. Administrative fees may be added if students do not comply by the end of the semester.
- For damage that occurs during a student event in a space other than a residence hall and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organizations may be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

❖ **Unauthorized Entry or Access**

- Unauthorized entry into or presence within enclosed College buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited.
- Climbing on any College building or College-owned structure or being present on building roofs is prohibited without authorization.
- Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys is against College policy.
- Participation in any of these activities may subject a student to fines and/or further disciplinary action.

❖ **Unauthorized Use of College Facilities or Services**

The unauthorized use of College property, including but not limited to College buildings, spaces and grounds; College documents and records; or College furnishings, equipment and materials, is a violation of College policy and is subject to disciplinary action.

The Acceptable Use Policy under Academic Policies provides guidelines for use of College computer systems and networks.

❖ **Violation of Law**

Any violation of local, state, central, or international law may subject a student to College disciplinary action. A pending appeal of a conviction shall not affect the application of this rule.

❖ **Weapons and Fireworks**

- No student may possess or use a firearm on Sinhgad College of Commerce property or its surrounding area.
- Firearms, crackers and all ammunition or hand-loading equipment and supplies for the same, are not allowed.
- No student may possess or use fireworks, dangerous devices, chemicals, or explosives on Sinhgad College of Commerce property or its environs.
- Items such as knives, even if decorative, that could be viewed and/or used as weapons are forbidden.

## ❖ GUIDELINES FOR ACADEMIC CONDUCT

- (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.
- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations.
- (d) Laboratory notes must be well maintained in bound notebook with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- (e) 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 etc. with appropriate citations. Role of the Student Before submitting a thesis the student should undertake that he/she is aware of the academic guidelines of the Institute.
- (g) If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to convey the misconduct in a timely manner.

## ❖ ROLE OF THE FACULTY:

- 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 dissertations 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 Institute’s academic integrity policy to student within their specific courses to ensure minimal academic dishonesty and to respond appropriately and timely to violations of academic integrity.

## ❖ ROLE OF THE INSTITUTION:

A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute and this can lead to various sanctions. In case of a student, violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to fine, suspension or expulsion.