जीसस एंड मेरी कॉलेज
दिल्ली विश्वविद्यालय
चाणक्यपुरी, नई दिल्ली-110021
रा.मू.प्र.प. द्वारा "ए+" ग्रेड मान्यता प्राप्त
Jesus and Mary College
University of Delhi
Chanakyapuri, New Delhi - 110021
Accredited by NAAC with "A+" Grade

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JESUS AND MARY COLLEGE

UNIVERSITY OF DELHI

SUPPORTING DOCUMENTS FOR CRITERION 7.1.10

POLICY DOCUMENTS AND AWARENESS PROGRAMMES ON CODE OF CONDUCT FOR TEACHERS, STUDENTS, ADMINISTRATORS, AND OTHER STAFF DURING THE YEAR 2023-24

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COLLEGE WEBSITE LINKS FOR CODE OF ETHICS, CODE OF CONDUCT, HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS AND REPORT ON STUDENT ATTRIBUTES

Code of Ethics and Code of Conduct:

https://www.jmc.ac.in/uploads/staticfiles/iqac/policydocuments/Code%20of%20Ethics%20and%20Code%20of%20Conduct.pdf

Code of Conduct for Governing Body: https://www.jmc.ac.in/uploads/staticfiles/iqac/Bye-Laws%20for%20the%20Governance.pdf

Code of Ethics to Check Malpractices and Plagiarism in Academic Work: https://www.jmc.ac.in/academics/codeofethics

Discipline and Conduct Code: https://www.jmc.ac.in/about/corevalues

Handbook on Human Values and Professional Ethics: https://www.jmc.ac.in/about/handbook

Vision and Mission of the College and Student Attributes:

https://www.jmc.ac.in/uploads/staticfiles/studentcorner/Student%20Attributes.pdf

JESUS & MARY COLLEGE
NEW DELHI

CODE OF PROFESSIONAL ETHICS AND CONDUCT

Core Values of the College

- Mutual trust, team work, promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.
- We appreciate, respect and promote the perspectives, rights and dignity of each individual.

Code of Conduct for Teaching Staff

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.

Code of Conduct for Non-Teaching/Administrative Staff

- Code of Conduct for non-teaching staff is mainly governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- The normal working period for those in the category of non-teaching staff shall be from 9.30 to 4.30 p.m. with one-hour lunch break on all working days.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.

Code of Conduct for Students

- Students are expected to adhere to the timetable for attending lectures/tutorials/practicals and other extra-curricular activities.
- The University rules require a student to have a minimum of two thirds 66.66% of the total lectures,tutorials and practicals delivered separately, failing which the student will not be permitted to sit for the University Examination.
- B.El.Ed. students are required to have a minimum of 80% attendance.
- All Sports students playing at any level (state, national or international) must have minimum required attendance as per University rules.
- Students getting admission on ECA/Sports Quota will not be granted exemption in attendance except under special circumstances.

- Students attendance in the following College Functions is mandatory: Foundress' Day Celebrations, Annual Cultural Festival, PTSA Meeting, Sports Day, NCC Day for NCC Students, NSS Day for NSS Students, the Annual Function and other College events.
- Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in the activities of the college.
- Students not attending classes for more than four consecutive weeks must inform the Principal/Teacher In charge in writing or else their names shall be struck off the rolls of the College.
- Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
- Students must carry their Identity card inside the campus.
- Students must help to keep the campus neat and clean.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- Students are expected to read notices/circulars displayed on the notice board.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.

Code of Ethics to Check Malpractices and Plagiarism in Academic Work

Jesus and Mary College, University of Delhi, is one of the leading higher educational institutions for women. Since its inception in 1968, the college has strived to provide the highest standards of academic training to its students and has contributed several leading academicians to the nation. In order to maintain the highest academic standards, the college follows a policy of zero tolerance to plagiarism in academic work. Plagiarism in academics is not a recent phenomenon and is unlikely to stop unless educational institutions create awareness amongst students and researchers to avoid plagiarism. At Jesus and Mary College we aim to have an effective system in place for detecting and penalising plagiarism so as to discourage the practice. This document provides general guidelines to be adopted by students and faculty of the college to understand and avoid plagiarism in academic work.

What is plagiarism?

According to Oxford Dictionary plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. Recorded from the early 17th century, the word comes from Latin plagiarius ‘kidnapping’. According to Turnitin, a leading plagiarism

checking service, plagiarism in academic work can be identified as belonging to one of the following 10 types:

1. Submitting someone else's work, word-for-word, as one's own.
2. Containing significant portions of text from a single source without alterations and citing source.
3. Finding and replacing essential keywords and phrases but retaining the essential content of the sources with citing them.
4. Mixing paraphrased material from multiple sources without citing them.
5. Borrowing generously from one's previous work without citation.
6. Combining perfectly cited sources with copied passages without citation.
7. Copied material from multiple sources made to fit together without citing the sources.
8. Citing non-existent sources or including inaccurate information about sources.
9. Including proper citation of sources but containing almost no original work.
10. Including proper citation but relying too closely on the text's original wording and/or structure.

A more detailed description of the above types of plagiarism can be found in the list of resources provided in the last section.

Steps to Avoid Plagiarism

Understanding what is plagiarism is the first step to avoiding plagiarism. The following are a few more pointers to avoiding plagiarism.

1. Read from multiple sources to form your own view point.
2. Check with your faculty on the appropriate referencing style. You can check the internet or contact the College Librarian for more details on the referencing style.
3. When you encounter a source, which is relevant to your assignment/ term paper, read the sources very carefully to understand the content and context of the writing. When using the information from the source in your own text, either quote or paraphrase the information while properly citing the source.
4. Use a plagiarism checker before you submit your assignment/ term paper. Contact your faculty or the College Librarian for the same.

Institutional Policy for Prevention of Plagiarism

Jesus and Mary College follows a policy of zero tolerance to plagiarism in academic work. The following are the mechanisms to be followed in order to prevent plagiarism:

1. Faculty are required to introduce students to plagiarism in academic work and referencing.
2. Faculty are required to contact the College Librarian to create an account for checking plagiarism. The plagiarism checking software that is currently available to the College is URKUND.

3. Students should be encouraged, to the extent possible, to submit their assignments/ term papers in .doc or .pdf format.
4. Students should be informed that they will be penalized for engaging in plagiarism.

The penalty should be according to the following scheme:
a. Level 0 – Minor similarities- no penalty.
b. Level 1 – 10-20% similarities- 10% of maximum marks.
c. Level 2 – 20-30% similarities -20% of maximum marks.
d. Level 3 – 30-40% similarities -30% of maximum marks.
e. Level 4- above 40% similarities- cancellation of the assignment/term paper.

Resources

The following resources can be used as reference for understanding plagiarism.

1. **Plagiarism Handbook - a guide for both teachers and students- URKUND**
2. **https://www.turnitin.com/static/plagiarism-spectrum/?_ga=2.223572248.2093413452.1577788450-1423904591.1577697482**
3. Minnesota Public Radio video on plagiarism **https://youtu.be/k3Lwlfy5FHM**