

Guru Kashi University
Talwandi Sabo, Bathinda, Punjab

HAND BOOK

***(On Code of Ethics & Conduct for
Students)***

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STUDENTS CODE OF ETHICS AND CONDUCT

1. Guru Kashi University Overview

1.1 Preamble.

GKU has been established by the Act of the Legislature of the state of Punjab, under the “GURU KASHI UNIVERSITY ACT 2011” (Punjab Act No 37 of 2011), to provide education at all levels in all disciplines of higher education (including professional, medical, technical, general education) through all the modes of education. The University has been set up with a mission of spreading the knowledge and empowering the youth so that they can contribute in the growth of the country and work for the welfare of the society. To achieve our mission we are committed to provide the best of infrastructure and facilities, qualified and experienced faculty, conducive and rich learning environment. GKU is spread over 100 acres of lush green campus and is offering a wide variety of educational programs to meet the requirements of the industry of the surrounding areas. We are committed to provide high quality education by maintaining the highest standards in our curricular, co-curricular and extracurricular activities. We aim at equipping our students with the desired knowledge, skills and competence so that they can confidently meet the challenges of the corporate world.

GKU lays emphasis on imbibing values in its academic and work culture. It is this strong heritage of the University, implemented with such firmness on matters of principles that has seen GKU grow from strength to strength in such a short span of time

1.2 Vision

Globally compatible University providing unparalleled educational opportunities for transforming learners especially from marginalized sections of society to scholarly talented youth with a blend of entrepreneurship, innovation and ethics.

1.3 Mission

To create ambience in the field of science, technology and humanities for transforming learners from diverse society with knowledge and skills to become entrepreneurs and innovators committed to cultural, economic, environmental and social advancement in the region and World at large.

The major objectives of University are listed below:

- a) To build up state-of-the-art infrastructure in the form of laboratories, workshops and other facilities.
- b) To establish vast knowledge resource i.e., Library equipped with print and non-print media with vast Internet facility.
- c) To enhance capability of existing faculty by giving a thrust to faculty development programmes.
- d) Having elaborate plan for arranging specialists on various fields as guest faculty.
- e) To aim at starting P.G. and R & D activities in almost all the disciplines in a planned way.
- f) Giving opportunities to study at the Institute to students coming from varied socio-economic backgrounds from across the country.
- g) Establishing efficient Teaching learning process by adopting emerging trends in 'Educational Technology Media and Methods'.
- h) To establish effective Industry – Institute Interaction for wider exposure to the students in the form of Industrial Training and Projects.
- i) To encourage 'student teaching practices' in the form of seminars and selected topics which are beyond the scope of syllabus.
- j) To have a well thought action plan for an effective dovetailing of co-curricular and extracurricular activities including cultural activities into the main body of curriculum.
- k) To establish dynamic placement cell for throwing open maximum possible job opportunities to the students.
- l) Ensuring that faculty and students keep in view their social obligations while performing their duties for fulfilment of above objectives.

Long Term Goals

- To develop the university as a center of excellence.
 - To establish R & D facilities with 'State of The Art' infrastructure.
 - To develop the university into a 'Centre of Technical Expertise' for the industry in related fields.
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Short Term Goals

- To provide excellent infrastructure in the form of labs/workshops etc. by addition and modernization.

- Upgrading library by adding books, Journals, better Internet facilities and non-print media.
- Constructing of new blocks for housing Life Sciences & Languages departments. .
- Conversion of class rooms as high tech rooms with multimedia projection, interactive electronic board with computer interface, wide screen TV and video cameras.
- Attracting qualified and experienced faculty.
- Improving qualifications and potential of existing faculty.
- To strengthening Student Interaction Cell
- To creating additional facilities in sports and games.
- To organize regularly State / National / University level Seminars / Workshops / Symposium / Competitions.
- To strengthen the present Placement Cell for providing greater opportunities to the students.

1.4 Values

The University emphasizes on the following values: -

- Integrity & Honesty
- Commitment
- Universal Brotherhood
- Scientific Research
- Respect for all
- Imbibe Indian Morals
- Nationalism

1.5 The Salient Points of Quality Policy of Guru Kashi University are:

- Short listing relevant Technical Engineering, Management, Education, Life Sciences, and Languages aspects.
- Devising means including infrastructure for dissemination of above mentioned aspects through teaching learning process.
- Progressive improvement in efficiency of knowledge dissemination by following integrated approach with embedded feedback.
- Laying broad guidelines for transforming of technology and knowledge to end use.
- Always keeping into sight moral values while disseminating information to students.
- Inculcating into the students the habit of realizing their social responsibilities.
- Laying down standard procedures for academics/administrative activities.

1.6 Dissemination and Implementation

- The quality policy points are disseminated / implemented by following procedures / practices:
- Encouraging faculty members to carry out self-study in the areas of their interest / specialization.
- To motivate the faculty members to attend / participate in Technical Seminars / Workshops.
- Encouraging faculty for taking up case with university for syllabus revision with a view to include latest technologies and practices.
- Following integrated approach with embedded feedback in the form of course files for teaching learning process.
- Following objective appraisal system for improving teaching potential of faculty.
- Encouraging students for in depth study of selected topics and participation in seminars.
- Providing incentives to staff / students for presentation and publication of papers.
- Encouraging the students to take up projects in state of the art technologies for ensuring end use of the same.
- Ensuring participation by student groups in State and National level project competition.
- Encouraging staff/students to get membership of professional societies and organize local chapters.
- Organizing guest lectures by experts on technical / general topics, communication techniques and personality developments.
- Ensuring the participation of the students in competitions in technical quizzes, cultural activities, sports at College, University and State level.
- Encouraging students to organize above competitions on their own.
- Monitoring the implementation of above points by supervision, feedback from students / alumni / parents / employees and analyzing end results.
- Improving above procedures / practices based on feedback and end results.
- Monitoring implementation of standards, laid down procedures for academic / administrative activities.

2. Introduction

A well-documented Code of Ethics and Conduct clarifies University's mission,

values and principles, linking them with standards of expected conduct. The practice of standard procedures for students articulates the values, the university wishes to foster in students and, in doing so, defines the desired behavior expected of the students.

This document outlines the University's normal procedures and standards for all students enrolled as regular students at GKU to pursue various registered courses.

All students must understand that adhering to this Code of Ethics and Conduct, as well as the rights, responsibilities, and restraints that it contains, is a mandate.

All the students must know that it is desirable to make themselves aware of the right and legal practices, which university has been following for their wellbeing.

3. Jurisdiction

In connection with all University-related activities and functions, the University shall have jurisdiction over the conduct of all its enrolled registered students and shall take cognizance of all acts of misconduct, including incidents of ragging/harassment, that take place on the University campus or in the hostel area.

The University may also have authority over its students' conduct on and off campus that breaches the ideal student conduct and discipline established in this handbook as well as the University's discipline policy.

The University shall consider the seriousness of the alleged offence, the risk of violence 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-campus and off-campus when deciding whether or not to exercise such off-campus jurisdiction in the situations enumerated herein.

4. Code of Student Ethics & Conduct

University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. Guidelines for students are enumerated below: -

4.1 Expectation from Students.

Students are expected to maintain the discipline order and behave in a dignified manner inside as well as outside the University campus. They shall abide by the rules and regulations of the University and should act in a way that

highlights the discipline and esteem of the University.

4.2 Misconduct.

All students must refrain from engaging in any and all forms of wrongdoing, including engaging in any off-campus activities that could damage the University's interests and reputation.

a. Discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, ethnicity, region, language, disability, or sexual orientation, spousal or family status, physically or psychologically disability, gender identity, or other factors.

b. Intentional causing damage to or damage of University property or the property of other students and/or faculty members

c. Consumption or distribution of intoxicants like alcohol/drugs/ psychotropic substances in any form or smoking or chewing, Pan masala, spitting are strictly prohibited;

d. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the University and destroy the academic ambiance;

e. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property. Any violation of this shall invite a financial penalty;

a. Unauthorized entry, use, manipulation, etc. of University property or facilities, private residences of staff, offices, labs, classrooms, computers networks, and other restricted facilities, as well as interference with others' work, are prohibited.

b. Harassment or violence directed towards members of the faculty or fellow students will be viewed as extremely severe instances of misconduct.

c. Any disruptive activity in a classroom or at a University-sponsored event

d. Incapability to present the University-issued identification card or refusal to produce it when asked by campus security guards

4.3 Activities Banned

a. Organizing meetings and processions without permission from the University Accepting membership of religious or terrorist groups banned by the University / Government of India

b. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

c. Unauthorized possession or use of harmful chemicals and banned drugs

- d. Littering and dirtying the campus of the University
- e. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- f. Rash driving on the campus that may cause any inconvenience to others
- g. Not disclosing a pre-existing health condition, either physical or psychological, to the Dean/Director/HOD which may cause hindrance to the academic progress.
- h. Theft or unauthorized access to other's resources
- i. Misbehavior with faculty, staff or other students, during any activity of the University.
- j. Creating unnecessary noise; screaming and shouting; encouraging or participating in a conflict or group disturbance at the University are all examples of disruptive, rude, or immoral activity.

4.4 Interaction with Media

Students are not permitted to communicate with media representatives on behalf of the University or to invite journalists to the campus without the approval of the University administration.

- a. Without prior permission, students are not permitted to audio and/or video record lectures in classrooms or the acts of other students, faculty, or staff.
- b. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission of University authorities.
- c. Without the individual's knowledge and express agreement, making a video/audio recording, taking pictures, or streaming audio/video of any person in a location where the person has a right to privacy.
- d. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulge in any such related activities having grave ramifications on the reputation of the University.

4.5 Ragging.

As per the Regulations framed by the University Grants Commission (UGC) vide Gazette Notification No. F.1-16/2007 (CPP-II) dated 17.6.2009 of the Govt. of India and other Regulating Councils as well as under the provisions of any penal law for the time being in force, Ragging is totally prohibited in the University campus, and if anyone found culprit would be detained. Any active or passive involvement in the case of ragging would not be accepted. Any person promoting, or indirectly relating to it, would be brought under strict punishment. The actions against Ragging would not be only limited to University campus but to all the facilities accessed by the students of different colleges. Ragging shall be held as an offence in the University classes, canteen, playgrounds, hostels and transportation facilities (accessed by students may it be private or public).

4.6 Grievances Redressal Policy

Vide University Grant Commission (Grievance Redressal) Regulation, 2011

Objectives: -

- To develop an organizational framework to resolve grievances of the students and other stakeholders.
- To enlighten the students on their duties and responsibilities to access benefits.
- To investigate the reason of dissatisfaction.
- To obtain where ever possible a speedy resolution to the problem.

4.7 Sexual Harassment.

Sexual misbehavior towards any student, is a serious offence and will be dealt with as per The Sexual Harassment policy no. GKU/Reg/2021/3174 dated 10/03/2021 of the University.

4.8 Academic Integrity

The University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship.

- a. 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 up held.
- b. The principles of academic integrity require that a student

- properly acknowledges and cites use of the ideas, results, material or words of others.
 - Properly acknowledges all contributors to a given piece of work.
 - 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.
 - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - 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.
- c. Violations of this policy include, but are not limited to:
- i. 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.
 - ii. Examples of plagiarism include:
 - Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
 - Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - 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.
 - Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
 - iii. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement. Para phrasing or changing an author's words or style without citation.
 - iv. Cheating - Cheating includes, but is not limited to:
 - Copying during examinations, and copying of homework assignments, term papers, thesis or manuscripts.
 - Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - Using unauthorized material, copying, collaborating when not

authorized, and purchasing or borrowing papers or material from various sources.

- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- Creating sources, or citations that do not exist
- Altering previously evaluated and re-submitting the work for re-evaluation
- Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

d. The following guidelines for academic conduct are presented to protect against both negligence and willful dishonesty:

i. For experiments and computational tasks, use suitable methodology. Data should be adequately defined and compiled.

ii. Save primary and secondary data such as original photographs, instrument data readouts, laboratory notes, and computer folders with care. Digital modification of images/photos should be kept to a minimum; the original version should be maintained for subsequent review if necessary, and the changes done should be clearly described.

iii. Ensure that experiments and simulations are robustly replicable and statistically analysed. It's important to be honest about the facts and avoid "cherry picking" (omitting certain data pieces to produce an impressive statistic).

iv. Laboratory notes must be kept in a very well folder.

e. Individual Students Responsibility.

Before submitting a thesis (M.Sc., M Tech (Res), or PhD) to the department, the student is responsible for checking the thesis for plagiarism. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document, and that the thesis/dissertation is original work. 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.

4.9 Discipline.

If a student is found to have violated the code of conduct, a committee will be created to propose appropriate disciplinary action. According to University Disciplinary Rules for Students, the committee will investigate the alleged violation and recommend appropriate punishment against the student.