

# **Bharati Vidyapeeth (Deemed to be University) Pune**

## **Code of Conduct**

### **Students**

#### **I. Jurisdiction and applicability**

- The Student Code of Conduct applies to any student enrolled in a course at the University, and including co-op and exchange students.
- The Code applies to conduct that occurs on or near the premises of the Bharati Vidyapeeth Deemed to be University). It also applies to conduct that occurs elsewhere if it is related to University sponsored programs or activities, (such as travelling athletic teams, quiz teams, cultural meet teams etc.) or if it occurs in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the University.
- It does not apply to conduct that is assigned to another disciplinary body at the University, allegations regarding a student's failure to meet standards of professional conduct, or conduct committed by a student solely in his or her capacity as an employee of the University.
- Students living in residence may also be subject to a separate residence policy for conduct that occurs in any buildings managed by Student Housing and Hospitality Services or the property surrounding these residences.
- Unless otherwise specified, the University Code of Conduct applies to all Doctor of philosophy (Ph.D.) candidates, Master candidates, and Bachelor candidates., diploma candidates

#### **II. Misconduct and prohibited conduct**

##### **a. Academic Misconduct**

1. Plagiarism: A student must not intentionally, knowingly, or recklessly include in work offered to fulfill any college requirement the language, work, or ideas of another without proper attribution. Plagiarism includes (a) the misappropriation of language taken verbatim, or nearly verbatim, from other sources without crediting the author of the original work by use of both quotation marks and footnotes or other appropriate forms of attribution, (b) the misappropriation of the original ideas of another without appropriate attribution, and (c) the misappropriation of the original pattern of ideas or organization of one or more original works over a substantial portion of the paper. This third type of plagiarism occurs when a student follows the work of others, idea for idea, over a substantial portion of the paper, while paraphrasing the language of the original work, without indicating that the pattern of thought or structure of the paper comes from the original source.
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2. Use of work completed by another: A student must not submit the work of another in fulfillment of any college requirement. This includes work completed by another student or any other person.

3. Multiple submission of work: A student must not submit work in fulfillment of any college requirement that the student has submitted in compliance with the requisites for any other course or program at this or any other academic institution without the express consent of the present professor. This provision will also apply to work submitted for credit at the college that was previously completed in satisfaction of non-academic work requirements outside the college

4. Unauthorized collaboration: A student must not submit work produced in collaboration with another without the permission of the professor. This includes collaboration with respect to the substantive content of the work, as well as the writing style, grammar, proofreading, or cite form.

This provision will not apply if the professor has expressly permitted discussion, collaboration, or assistance in the matter.

5. Third parties: A student must not assist another student in violating the regulations set forth in any part of this section, nor may any student attempt to enlist the assistance of a third party with the purpose of violating any of the foregoing provisions.

**b. Misconduct involving examinations**

Cheating: Cheating includes, but is not limited to:

- 1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
  - 2) Allowing or facilitating copying, or writing a report or taking examination for someone else.
  - 3) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
  - 4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
  - 5) Creating sources, or citations that do not exist
  - 6) Altering previously evaluated and re-submitting the work for re-evaluation
  - 7) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.
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**The various forms of Misconduct, the Students should refrain from, include**

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
  2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
  3. Any disruptive activity in a class room or in an event sponsored by the College.
  4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
  5. Participating in activities including
    - a. Organizing meetings and processions without permission from the Institution.
    - b. Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India
    - c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
    - d. Unauthorized possession or use of harmful chemicals and banned drugs.
    - e. Smoking within the College campus.
    - f. Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
    - g. Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
    - h. Rash driving on the campus that may cause any inconvenience to others.
    - i. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
    - j. Pilfering or unauthorized access to the resources of others.
    - k. Misdemeanor and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
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- l. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
  6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
  7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
  8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
  9. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
  10. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
  11. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.
  12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.
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If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

a. First report to Vice Principal/Asso. Dean/ In Charge for academic affairs

Formal hearing: conduct review committee

- a. Composition (3 senior professors/teachers/ at least 2 lady members if student is female)
- b. Hearing process
- c. In camera Discussion

b. Appeal to the Dean: Appeal Process- (if the student is not satisfied with the committee decision he may appeal to Dean/Director/Principal)

c. Record keeping and annual report

- a. Storage of records and access
- b. Annual report

Sanctions and Penalties.

Any one or a combination of the following sanctions may be imposed for a violation of the Code of Conduct:

1. **Warning:** Written notice to the student that a future violation of the Code of Conduct will be cause for disciplinary action.
  2. **Censure:** Written reprimand for a violation of the Code of Conduct. A written reprimand may include a recommendation for the completion of (a) community or pro bono service hours, (b) a written brief, and (c) an anonymous letter of atonement to be sent via email to the student body.
  3. **Disciplinary Probation:** Probation for a stated period of time on specified conditions.
  4. **Suspension:** Termination of student status for a specified period. Suspension may include exclusion from designated areas of the college/University campus.
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5. **Dismissal:** Permanent termination of student status.
  
6. **Interim Suspension:** Exclusion from classes or from other designated activities or from designated areas of the campus, before final action on an alleged violation, when there is reasonable cause to believe that such action is in the best interest of the College.
  
7. **Grade Reduction.** The Conduct Review Committee may recommend to the faculty member that a student be denied course credit or a grade be reduced to an administrative “F” where the relevant misconduct consists of cheating on an examination, plagiarism in a paper, or other academic dishonesty.