



**KAMALA NEHRU COLLEGE**  
**(UNIVERSITY OF DELHI)**  
**NAAC Accredited with 'A' Grade**



# **CODE OF PROFESSIONAL ETHICS AND CONDUCT**

## **Core Values of the College**

As an institution aligned with national objectives in its vision, mission and goals, Kamala Nehru College inculcates the following core values:

- To impart value-based education for holistic development of students
- To promote human resource development and capacity building of individuals
- To provide an inclusive, enabling and academically stimulating student-centric environment
- To promote digital, technological interface in pedagogical practices
- To empower stakeholders to realize their potential and fulfil their aspirations
- To foster a sense of social commitment for community outreach and national development
- To inculcate a sense of ethical consciousness and social collective conscience



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## **Code of Conduct for Teachers**

- The Code of Conduct for teachers is governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- All members of the teaching staff are to work with sincerity, dedication and punctuality together with the Head of the Institution in pursuit of the Institution's development.
- Teachers are to fulfil their professional duties and responsibilities in the form of teaching, tutorials, practicals, seminars and research work, according to the existing rules, procedures, and methods.
- In addition to teaching responsibilities, teachers are to undertake duties of evaluation, invigilation and administrative work.
- They are to take leave as per rules with prior intimation, keeping in view their responsibility to complete the academic schedule.
- They are to make professional growth through continuous study and research.
- They are to participate in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- They are to discourage and not indulge in plagiarism and other unethical practices in teaching and research.





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- Teachers are not to take on other employment and commitments which may interfere with their professional responsibilities towards the institution.
- Teachers are to maintain contact with the parents/ guardians, their students, send reports of their performance to the guardians whenever necessary.
- Teachers are to provide support and guidance for co-curricular and extra- curricular activities, including community service.
- Teachers are to respect the rights and dignity of every student and be fair to each student irrespective of the student's religion, caste, socio-economic group or social/physical identity.
- Teachers are to motivate students to pursue career success alongside holding scientific attitudes and practising their social responsibilities.
- Teachers are to encourage values such as respect, peace, democracy, humanism and social harmony among students.
- No member of the teaching staff is to engage in disruptive political activities within the college campus.



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## **Code of Conduct for Non-teaching/Administrative Staff**

- The Code of Conduct for non-teaching/ administrative staff is governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- All non-teaching and administrative staff are to work as per the working hours determined by the Institution, with one-hour lunch break on all working days.
- The members are to exhibit high standards of professionalism including honesty, dedication, punctuality, and discipline.
- Every staff member is to maintain the appropriate levels of confidentiality with respect to student and staff records or any other sensitive matter.
- All staff members must refrain from any form of harassment or discrimination relating to gender, sexuality, marital status, religion etc. towards colleagues, teaching faculty and students.
- Teachers are to maintain active membership of professional organisations and strive to improve the education and knowledge system through them.
- The working hours of teachers are to be according to their time-table and any other additional duty assigned to them.





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## **Code of Conduct for Students**

- All students are expected to abide by the rules and regulations of the college.
- Students are to adhere to the timetable for attending classes and extra-curricular activities.
- As per the university rules students are expected to attend a minimum of 66.6% of the total number of lectures and tutorials delivered in the college.
- Use of mobile phones in classrooms, tutorial rooms, auditorium and corridors is strictly prohibited.
- Students falling short of attendance will be detained and not allowed to take the examination as per the university rules.
- Students not attending classes for more than a week are to inform the Teacher In-Charge about the reason for their absence.
- In case of sickness the application must be supported by a medical certificate and prescription to be submitted.
- Students missing classes because of extra-curricular activities are required to apply for ECA slips and submit to the administration on a monthly basis.
- Students' attendance in all major college events is strongly encouraged.
- Students are to respect the rights and dignity of every teaching and non-teaching staff member.



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- Students are to completely refrain from plagiarism in academic work.
- Students are to obtain clearance from the College before the University examination.
- Students are to carry their Identity Card within the campus.
- Students must help to keep the campus neat and clean.
- Spitting, smoking and littering on campus should be avoided.
- Students should not misuse college property.
- Students should not indulge in any kind of ragging, harassment of any kind towards their peers.
- Students must carry their Identity card inside the campus.
- Students are expected to read notices/circulars displayed on the notice board.
- Any violation of the above rules will lead to disciplinary action.





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## **Code of Ethics to Check Plagiarism in Academic Work**

- Kamala Nehru College, University of Delhi, is one of the leading higher institutions for women.
- Kamala Nehru College has an effective system in place for detecting and penalising plagiarism so as to discourage the practice.
- The college provides guidelines to be adopted by its students and faculty to understand and avoid plagiarism in academic work.
- Plagiarism involves the following:
  - turning in someone else's work as your own
  - copying words or ideas from someone else without giving credit
  - failing to put a quotation in quotation marks
  - giving incorrect information about the source of a quotation
  - changing words but copying the sentence structure of a source without giving credit
  - copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)



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## **Mechanisms to Prevent Plagiarism**

- The College has a software 'URKUND' (Anti-plagiarism software) and is being successfully used at Kamala Nehru College library. URKUND's system checks all documents against two central source areas: a. The Internet and b. Published material such as Journals, Books etc.
- Members of faculty to avoid plagiarism in both teaching and writing research papers and books.
- Members of faculty are required to introduce students to plagiarism in academic work and referencing.
- The members of faculty are required to contact the College Librarian to create an account for checking plagiarism.
- Students should be encouraged, to the extent possible, to submit their assignments/term papers in Microsoft Word doc or PDF format.
- Students should be informed that they will be penalized for engaging in plagiarism.