



**VTM NSS COLLEGE, Dhanuvachapuram,
Thiruvananthapuram Pin: 695 503
Affiliated to the University of Kerala
Re-accredited by NAAC at 2.71 with B+ Grade
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ETHICS POLICY

1. PREAMBLE:

This Handbook indicates the standard procedures and practices of the VTM NSS College for all students, teachers and administrative staff. All stakeholders must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, and responsibilities, including the restrictions flowing from it. That the college's endeavour by means of enforcing this Code is to pioneer and administer a disciplined process that is egalitarian, conscientious, effectual and expeditious; and to provide a system which promotes growth and development through individual and collective responsibility. All stakeholders are requested to be well conversant with this Code, which can also be reviewed on the official website of the college.

2. JURISDICTION:

2.1 The college shall have jurisdiction over the conduct of the stakeholders associated with the college and take cognisance of all acts of misconduct which are taking place on the college campus or in connection with college-related activities and functions.

2.2 College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus.

The Ethics Policy of VTM NSS College, Dhanuvachapuram, is extracted from the essence of the Ethics Policies of UGC, Nair Service Society, the Kerala State Government, and the University of Kerala.

3. Ethics and Conduct: Objectives

- 3.1. establishing an institution of high quality and integrity
- 3.2. providing quality education and creating a learning environment for students from all sessions of society to make them socially sensitive
- 3.3. ensuring social and cultural harmony, accountability, inclusiveness
- 3.4. creating an environment of respectfulness, commitment, belongingness and sustainability

4. Student Ethics:

All students would

- 4.1. abide by the Act, Statutes, Ordinances, rules, policies, and procedures of the university as well as the institution and respect its ideals, vision, mission, cultural practices and traditions.
- 4.2. be disciplined, punctual and regular in attending classes.
- 4.3. be modest in appearance, and behave with dignity and courtesy towards teachers, staff and fellow students.
- 4.4. try to be a role model for junior students by attaining the highest level of values and morality.
- 4.5. be sensitive towards students belonging to a different gender, socio-economic status, community, caste, religion or region.
- 4.6. help maintain the cleanliness of the campus and surroundings as well as take care of the institutional properties.
- 4.7. maintain proper behaviour during educational tours/visits or excursions.
- 4.8. provide only truthful information on all documents and maintain academic integrity.

- 4.9. say NO to any sort of ragging or harassment.
- 4.10. say NO to any sort of intoxicants and maintain good health
- 4.11. help to maintain a conducive learning environment for all students.
- 4.12. be sensitive towards the social and developmental needs of the nation.

5. Teacher's Ethics:

All teachers would,

- 5.1. act as role models for students worthy of emulating through good conduct, behaviour, speech and modest dressing.
- 5.2. be a friend, mentor, counsellor and guide to students.
- 5.3. help students to identify their potential and excel.
- 5.4. create a friendly, disciplined and conducive behaviour of teaching and learning.
- 5.5. try introducing innovative practices and knowledge creation.
- 5.6. inculcate human values, scientific outlook and concern for the environment among students
- 5.7. participate actively in institutional development.
- 5.8. work for national integration and communal harmony
- 5.9. be sensitive towards the social and developmental needs of the nation.

6. Administrative/Support Staff's ethics:

All Administrative/ Support staff would,

- 6.1. be faithful and impartial in carrying out official decisions and policies.
- 6.2. maintain the confidentiality of the records and other sensitive matters.
- 6.3. try to attain the highest possible standards of performance and encourage other staff to maximise their efficiency.
- 6.4. create an atmosphere of teamwork and act timely to address genuine grievances.

6.5. complete the assigned work on time.

6.6. co-operate with teachers and students to ensure a smooth flow of educational service.

6.7. take care of the institute's property.

6.8. refrain from any form of corrupt practices or discrimination.

7. Incidence of violation of code of conduct:

If there is a case against a stakeholder for a possible breach of the code of conduct, then a committee will be formed to recommend a suitable disciplinary action, inquire into the alleged violation and accordingly suggest the action to be taken against the said person. The committee may meet with the person to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

7.1. WARNING- Indicating that the action of the said delinquent stakeholder was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

7.2. RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

7.3. COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

7.4. EXPULSION - Expulsion of a stakeholder from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any college/campus related activities.

7.5. MONETARY PENALTY- This may also include suspension or forfeiture of scholarship/fellowship, salary/pension for a specific time period.

7.6. SUSPENSION- A stakeholder may be suspended for a specified period of time which will entail prohibition on participating in college activities, classes, programs etc. Additionally, the person will be forbidden to use various Institute facilities unless

permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal.

8. APPEAL:

If the delinquent stakeholder is aggrieved by imposing any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

8.1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

8.2. Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding in all cases where there is possible misconduct by a stakeholder.

9. ANTI-RAGGING:

The college has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students.

9.1. Ragging constitutes one or more of the following acts:

a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness towards any student;

b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of another student by coercion for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to the person;
- h) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

9.2. ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by student affairs advisors shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The committee shall be headed by student affairs advisors and can have as its members, the Deans, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

9.3. ANTI-RAGGING SQUAD:

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and

alert at all times and is empowered to inspect places of potential ragging and also make surprise raids in hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

9.4. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
- f) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- g) Cancellation of admission.
- h) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- i) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.

10. GENDER SENSITISATION AGAINST SEXUAL HARASSMENT:

All stakeholders of the institution should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the

circumstances of each case. The Women Cell, Human Rights Forum and Equal Opportunity Cell Committee conducts sensitization aimed at facilitating respectful interaction between people and empowering people to speak out about any experience of harassment or any barriers that they face in college.

11. INTERNAL COMPLAINTS COMMITTEE.

There is an Internal Complaints Committee in the college meant for the prevention, prohibition and redressal of sexual harassment of women in the workplace. (Sexual harassment results in the violation of basic fundamental rights of women such as the Right to equality under articles 14,15 and her right to life and live with dignity under Article 21 of the constitution of India.)

The Internal Complaints Committee has two major functions :

10.1. Preventive:

a. To create an atmosphere promoting equality, non-discrimination and gender sensitivity.

b. To promote and facilitate measures to create a work environment that is free of sexual harassment.

10.2. Remedial:

a. To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.

b. Crisis Management, Mediation and Counselling

c. To conduct enquiries into the complaints, and place findings and recommendations regarding penalties against the harasser.

12. STUDENT GRIEVANCE PROCEDURE:

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the college. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. The said grievance must be in writing and should be made

within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

13. STUDENT PARTICIPATION IN GOVERNANCE:

As Students are members of the college campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intend that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

14. CONTINUOUS INTERNAL ASSESSMENT AND EVALUATION:

The internal assessment and evaluation procedure of our institution is administered with strict adherence to the regulations of the University of Kerala regarding the same. The internal evaluation of the students of various graduate and post-graduate degree programmes is monitored continuously and ensures a constant and successive assessment. The evaluation procedures satisfy the distinct parameters of overall student performance which includes the scores of assignments/projects and test papers (total out of 20) for UG programmes whereas for PG programmes the marks are distributed for seminar presentations, assignments and test papers (total out of 25).

- The course coordinators who are in charge of the individual courses of the ongoing semesters will assess the students by giving assignments and test papers.
- In addition to that a centralized Internal Exam is conducted at the college level by an Internal Examination Committee before the External/University Examinations.
- The course coordinators have to consolidate the marks and have to publish the same to the students for verification.

- Then the course coordinators have to submit the mark lists of the individual courses to the programme coordinators who will upload the marks from the lecturer level after getting verified by the students. The HoD will verify and forward the marks from the HoD level to the Principal Level which is then forwarded to the University Level by the CLMC.

14.1. Grievances Regarding the Continuous Internal Assessment and Evaluation:

- If a student is not satisfied with the marks of any course, he/she/they can approach the concerned course coordinator for grievance redressal.
- If the student fails to resolve the grievance, he/she/they can approach the programme coordinator. If it again remains unresolved the student can take it to the HoD, and then to the Department Grievance Redressal Cell, which is administered through the Department Level Monitoring Committee (DLMC). The DLMC will convene and discuss the issue following which a decision will be taken and recorded in the minutes.
- If the student fails to resolve the issue at the Department level, he/she/they can take it to the College Level Monitoring Committee.
- All the grievance redressal mechanisms followed within the institution are reasonable, unbiased and largely student-centred hence all the decisions will be taken after a fair examination of the issues raised.

15. RESEARCH ETHICS:

There are a number of ethical principles that should be taken into account when performing undergraduate and master's level dissertation research by students and also for the staff involved in research\ research-related activities.

At the core, these ethical principles stress the need to

- (i) do good (known as beneficence) and
- (ii) do no harm (known as non-maleficence).

In practice, these ethical principles mean that as a researcher, you need to:

- (a) obtain informed consent from potential research participants;
- (b) (b) minimise the risk of harm to participants;

- (c) (c) protect their anonymity and confidentiality;
- (d) (d) avoid using deceptive practices; and
- (e) (e) give participants the right to withdraw from your research.

The practice of research will require adherence to principles of ethics and integrity that may vary in their details according to the type of research undertaken. All individuals involved in research at the college are expected to observe the highest standards of integrity, honesty and professionalism in respect of their own actions in research and in their responses to the actions of others. This applies to the whole range of research work including, but not limited to: designing studies and experiments; generating, recording, archiving, analysing and interpreting data; sharing data and materials; applying for funding; presenting and publishing results; training new researchers, staff and students; and peer reviewing the work of other researchers.

16. Ethics Committee of the College:

Academic Year: 2023-24

Dr. V. M. Anandakumar	Principal
Ms. Shama Pillai Assistant Professor, Department of English	IQAC Coordinator
Ms. Saritha.S Assistant Professor, Department of Economics	Convenor
Dr. S. Priya Assistant Professor, Department of Commerce	Member
Ms. Aswathy. G Assistant Professor, Department of English	Member
Ms. Bindu Chandran V Assistant Professor, Department of Political Science	Member

All stakeholders of this institution are hereby instructed to follow the concerned Ethics policies in words and deeds.



Principal
V.T.M.N.S.S. College
Dhanuvachapuram

