



Goa Vidyaprasarak Mandal's

Dr. Dada Vaidya College of Education

Post Box No. 139, Farmagudi Ponda – 403 401, Goa.

Telephone : 0832-2335880, 2335890

E-mail : gvm.educol@gmail.com, Website: www.gvmcollege.com


◆ Permanently affiliated to Goa University ◆ Recognised by UGC under 2(f) and 12(B) of UGC Act

◆ Recognised by NCTE vide Letter no. WRC/5-6/2K/11890 dtd. 29/12/2000 ◆ Accredited by NAAC with B+ Grade (CGPA of 2.51)




Code of Ethics.

November 2020


Dr. Jogen Mathew
Officiating Principal




Mr. Ganesh Chandra Naik
IQAC Co-ordinator

CODE OF ETHICS

The document on 'Code of Ethics" for Student and Faculty has been compiled to provide all the stakeholders of the institution, a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfilment of social responsibilities at designated levels. All the concerned stakeholders need to adhere to the highest ethical standards in the teaching/learning process. This system will help the administration to identify any kind of breach of code of conduct and immediately adopt necessary corrective steps for restoring the desired professional ethics and human values. It shall apply to the faculty and students of GVM's Dr. Dada Vaidya College of Education, Farmagudi, Ponda, Goa with effect from November 2020.

Committee to monitor and adhere to the Code of Ethics and Conduct comprises of the following members;

1. Dr. Jojen Mathew, Principal GVM's Dr. Dada Vaidya College of Education.
2. Mr Ganesh Candra Naik, IQAC Co Ordinator.
3. Mr. Samir Naik, Practice Teaching Incharge.
4. Mrs Neha Deshpande, Office Head.

This Code of Ethics and conduct shall be considered under the following heads;

- I. Code of Ethics for Dissertation, Project Report and/or Research Article, every Faculty Member/Student.
- II. Code of Conduct for teachers.
- III. Code of Conduct on campus for students.
- IV. General Instructions for conduct in Internship Schools, for all students/teacher trainees.

It shall apply to all Dissertations, Project Reports and Research Papers / Articles based thereon which are submitted, by the faculty and/or Undergraduate / Postgraduate students/ Teacher trainees, to the Institution's Research Journals or elsewhere.

Words and expressions herein appearing shall have the definitions/meanings assigned to them in relevant enactments/regulations/ guidelines framed/promulgated by statutory bodies viz. UGC. Goa University as from time to time amended.



I. In his / her Dissertation, Project Report and/or Research Article, every Faculty Member/Student shall:

- a. Responsibly conduct research by following all statutory and ethical norms;
 - b. Desist from indulging in plagiarism viz. the practice of taking someone else's work or idea and passing them as one's own;
 - c. Obtain requisite prior permission from the cited author/publisher, wherever necessary;
 - d. Properly attribute and acknowledge the source of information in a manner consistent and compatible with the needs and specifications of the respective discipline and in accordance with the rules, regulations and conventions governing the source;
 - e. Ensure that manuscripts are checked for originality using– Plagiarism Checkers software or any other authentic sources ;
 - f. While submitting a dissertation or project report, also submit an Undertaking specifying that the same has been prepared by him/her and that it is original work which is free from plagiarism. Furthermore, the said Undertaking will also state that the manuscript has been duly checked for plagiarism using–Plagiarism Checker software or any other authentic sources;
2. Any faculty member/student found guilty of contravening this Code of Ethics shall, after following the due procedure laid down in this regard, be liable for the appropriate penalties as specified by enactments/regulations/ guidelines for the time being in force.

II. Code of Conduct for teachers.

The Code of Conduct as enacted in the statutes of Goa University is applicable to the faculty members of GVM's Dr. Dada Vaidya College of Education, Farmagudi, Ponda, Goa. Details of the same are as follows:

Extract from: Goa University Statute No. SC –5 applicable to the Colleges

SC-5 (xx) Code of Conduct

- (a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
- (b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal



nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.

(c) A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.

(d) A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.

(e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuition.

(f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.

(g) A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.

(h) A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.

(i) A teacher shall not be partial in assessment of a student or deliberately over mark, undermark or victimize a student on any grounds.

(j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.

Besides the above, the faculty members and non-teaching staff are also required to adhere to:

1. Ban on Private Tuitions

Members of the faculty shall not engage in the conduct of coaching classes either individually or in groups.

2. Ban on Smoking and Consumption of Alcoholic Drinks

Smoking and consumption of alcoholic drinks within the campus are prohibited.



III. Code of conduct on campus for students.

1. All students shall be accountable to the Principal, Faculty members and other designated persons for their conduct.
2. No student shall use unbecoming language or indulge in insubordination and / or violent behaviour.
3. No student shall resort to any kind of demonstration on campus which can have an adverse effect on the reputation of the institution or their conduct or that of other students.
4. No student shall possess, use or circulate pornographic material in any form.
5. No student shall cause damage of any kind whatsoever to the college property.
6. No student shall resort to ragging at the college campus.
7. No student shall smoke or partake of alcoholic drugs at the college campus.
8. Every student shall wear his / her identity card while on campus.
9. Students shall strictly adhere to the dress code.
10. Students shall be punctual in their timings and attendance.

IV General Instructions for conduct in Internship Schools, for all students/teacher trainees.

- Kindly follow the dress code, ensuring you are well groomed.
- Have a good conduct and follow professional ethics. Ensure you speak respectfully and politely with the authorities, teachers, staff and students.
- Follow the School discipline and adhere to its rules and regulations.
- Be punctual and see that School timings are strictly followed.
- Follow the general protocol of the school, as you approach the School office, headmaster and concerned teachers. Seek prior permission and take prior appointment if possible.
- Keep the space allotted to you clean and tidy.
- Responsibly handle the property of the school, taking due care of its instructional materials, laboratory apparatus, ICT and other facilities.
- Avoid loitering in the corridors of the school.
- Find convenient time with the supervisor for signature and get feedback. Take prior permission.
- Self-assessment sheet for each delivered lesson has to be filled in properly and attached page, just after the plan of that lesson. Get the signature of the supervisor on the self-assessment sheet once a lesson is delivered. Don't go for the signature on all the self- assessment sheets at a time.



- The observation booklet provided to you has to be duly maintained with proper signatures of the concerned supervisor.
- Attempt to give the lesson on the scheduled day itself. Do not remain absent for flimsy reasons. Get the lesson approved before giving the lesson. Get in touch with the supervisor for any sudden changes in the time-table.
- Refrain from teaching during recess time. Follow the Schools rules and regulations.
- Any changes in the School schedule needs to be conveyed to the College supervisor and vice versa.
- In case of any emergency contact the Principal, Co-ordinating teacher of the school and duly inform your College Supervisor.
- Avoid corporal punishment of any kind.
- Keep a record of all activities done during the Internship for documentation in the internship file-a daily diary and report of the activities conducted.

Given below are the links to the Goa University portal. Kindly refer the same for further information.

<https://www.unigoa.ac.in/uploads/content/Vlth%20Pay/Notification%20Vlth%20Pay%20-SB%20File%203.pdf>

https://www.unigoa.ac.in/uploads/config_docs/20211001.091035-Code--of-Conduct-students.pdf



PRINCIPAL

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