



T.K.M. COLLEGE OF ARTS AND SCIENCE

T.K.M. COLLEGE P.O, KOLLAM, KERALA - 691005

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AQAR 2023-2024

7.1.10 Code of Conduct policy document

For Teachers

For Students

For Non-Teaching staff

Code of Conduct and Ethics Monitoring Committee

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



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KOLLAM - 691005 (Kerala State)

REACCREDITED BY NAAC with A++ GRADE (CGPA-3.67)

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Policy document on code of ethics

T.K.M College of Arts and Science established in the year 1965, is providing better facility and academic ambience to its students. The motto of this institution is to prepare the students for future. The overall development of the student is achieved through good citizen project. 'Code of ethics' is inculcated and is reflected in every aspect of its activities.

- All Members of the college should take over the responsibilities assigned to them as part of curricular, co curricular, social and administration.
- Responsibility towards education and towards nation should be practiced by the students, teachers and nonteaching staffs.
- Every duty assigned should be passionately and enthusiastically performed.
- The values like truthfulness, punctuality and regularity should be maintained in every aspect and career.
- All students, teachers and non teaching staff should strictly follow the code of conduct handbook.
- Diligence, modesty and mutual respect should be maintained by all the members among themselves and in dealing with third parties.
- Any matter that needs privacy and confidentiality must be treated as such and all members of T.K.M. community stand united to protect the rules and regulations of the college.
- Members should not place their personal interest above the fair interest of the college.
- All the members of the college must abide by the fundamental rights, duties and values of the Indian Constitution.
- Code of ethics monitoring committee, College council and discipline committee should monitor all the matters related to ethics and address any issues raised.



PRINCIPAL

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UNIVERSITY OF KERALA

POLICY STATEMENT ON ANTI-PLAGIARISM

The University of Kerala declares through this policy statement that academic dishonesty of any manner is unacceptable and that the University would continuously strive to create and maintain awareness about it and any such unfair practice detected would be subjected to serious consequences.

Towards this, the University of Kerala shall

- Provide a framework for the development of a research culture, making it unacceptable to use content (textual or other forms) not owned by the author, without citing sources / with or without paraphrasing or adoption;
- Promote research activities, in such a way as to improve the quality of work and sustainability, without plagiarism.
- Contribute towards preventing unfair practice of collecting primary data without actually carrying out surveys / experiments;
- Prevent any form of dishonest, misleading, fraudulent, inauthentic and inappropriate academic reporting; and
- Develop an academic ethos that generates original thinking and promotes innovation, free of any academic dishonesty.

The following guidelines are framed for implementing the Anti-Plagiarism policy of the University which shall be made applicable to the dissertations/theses submitted to the University for Award of MPhil/PhD degree respectively.

1. The University of Kerala shall not tolerate plagiarism in any manner and for this purpose; accepted limit shall be zero per cent.
2. The project/research supervisor and HoD shall be responsible for creating awareness among the candidates falling under the purview of these policy guidelines on the consequences of plagiarism in the research reports submitted to the University.
3. Every University Department/ Approved Research centre shall arrange the conduct of awareness lectures on the consequences of plagiarism in the research reports submitted to the University at least once in a year and maintain attendance register of participants in the Department.
4. The Dept. Doctoral Committees shall be responsible for scrutiny of plagiarism in the dissertations/theses submitted to the University for Award of MPhil/PhD degree respectively
5. The students/researchers shall have to produce evidence of verification of “overlap with other sources” using UGC recommended URKUND software.
6. The overlap with other sources shall not exceed 10 per cent in the report, submitted for evaluation, exclusive of references.
7. Overlap of less than 10 per cent does not make the research report ‘plagiarism free’ and as such the research supervisor and DDC shall have to ensure in each

- case through scrutiny that the Anti-Plagiarism policy of the University to maintain the accepted limit of zero per cent is upheld.
8. The Chairperson on behalf of DDC shall furnish a certificate in the report, after through scrutiny, to the effect that the Anti-Plagiarism policy of the University to maintain the accepted limit of zero per cent is upheld.
 9. In respect of Research reports written in non-English Text, wherein URKUND software may not be employed for evaluation of overlaps, manual evaluation shall have to be relied on and approximate quantification shall have to be attempted by the research supervisor and DDC concerned.
 10. Plagiarism, if any, brought to the notice of the University by the examiner(s) / genuine source(s) before or after the award of Degree, shall be investigated in detail through a committee consisting of the respective Dean of the Faculty; Head of the Dept/Chairperson of the BoS; and two external experts at the level of Professors from outside the University, nominated by the Vice-Chancellor. Of the two external experts, at least one shall be from outside the State.
 11. The committee shall provide reasonable opportunities to the respective student/researcher and guide to be heard in person and shall seek their written statements before arriving at conclusions.
 12. The committee shall make specific recommendation on the issues of plagiarism referred to them by the University for Investigation.
 13. In case of negligible level of plagiarism, as recommended by the committee referred to clause 10 above, the candidate shall have to remit a fee as decided by the Syndicate from time to time and shall be directed to resubmit the dissertation/report, with appropriate modifications.
 14. In case of significant level of plagiarism, as recommended by the committee referred to clause 10 above, the matter shall be brought to the notice of the appropriate body for a decision inclusive of the withdrawal of degree/ diploma, if already awarded, in accordance with the provisions contained in the Acts and Statutes of the University of Kerala.

Sd/-
REGISTRAR