



VICTORIA INSTITUTION (COLLEGE)
78-B, ACHARYA PRAFULLA CHANDRA ROAD
KOLKATA - 700 009

CODE OF ETHICS POLICY

Principal
VICTORIA INSTITUTION
(College)

Policy on Code of Ethics

Jurisdiction

Victoria Institution (College) strives to uphold the highest standards of ethical behaviour honesty and integrity in all academic and non-academic endeavours.

The College shall have the jurisdiction over the conduct of the different stakeholders associated with the College namely, students, faculty members, non-teaching staff, Principal and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which may take place on the College campus or in connection with the College related activities and/or events. The College may exercise jurisdiction over the conduct of different stakeholders concerned which may occur within the campus violating the code of conduct and discipline as laid down in this Policy documents. The College has policy to give emphasis and offer opportunities to certain cases like students of backward class, minority, women empowerment etc. including anti-ragging, right to information etc.

Principles

1. Academic Integrity:

1.1. Uphold honesty and integrity in all academic assignments, assessments and examinations. Support and uphold the principles of academic freedom, including the pursuit of knowledge, free inquiry, and open discourse.

1.2. Refrain from all forms of cheating, plagiarism, unauthorized collaboration, and academic dishonesty.

1.3. Properly cite and all reference sources used in academic work according to the prescribed citation style

2. Professional Conduct:

- 2.1. Treat all members of the academic community with respect, fairness, and dignity.**
- 2.2. Avoid behaviour that disrupts the learning environment or compromises the well-being of others.**
- 2.3. Adhere to the guidelines set forth by departments the institution and individual academic departments.**

3. Confidentiality and Privacy:

- 3.1. Respect the confidentiality and privacy of personal information shared by peers, faculty, staff, and other members of the academic community.**
- 3.2. Safeguard sensitive information obtained during academic activities and research endeavours.**

4. Responsible use of resources:

- 4.1. Utilize institutional resources, including library materials, laboratory equipment, and computing facilities, responsibly and ethically.**
- 4.2. Respect intellectual property rights and refrain from unauthorized use, reproduction, or distribution of copyrighted materials.**

5. Social Responsibility and Community Engagement:

- 5.1. Contribute positively to the college community and the broader society through service, volunteerism, and civic engagement.**
- 5.2. Demonstrate awareness of and respect for diverse perspectives, cultures, and backgrounds.**

6. Reporting Violations:

6.1. Report any violations of academic integrity or unethical behaviour to the appropriate authorities within the institution

6.2. Cooperate fully with investigations into alleged violations and provide truthful and accurate information. Seek resolution through constructive dialogue, mediation or other appropriate channels, with a commitment to fairness, accountability and reconciliation.

7. Consequences of Violations:

7.1. Violations of the Code of Ethics may result in disciplinary action, including suspension or expulsion.

7.2. Repeated violations or any serious breach of academic integrity may result in more severe consequences as determined by the institution.

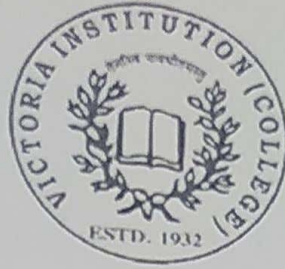
The College has published a Code of Conduct for students in general - a common set of guidelines dedicated towards maintaining decorum and discipline, and promoting the right attitude towards the vision and missions of the College.

The successful implementation of this Code will serve the College and society at large. The Code of Conduct has been published in the College website. All concerned stakeholders are required to comply with the said Code of Conduct for the greater interests of the College.



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CODE OF CONDUCT FOR STUDENTS

- No entry without ID card.
- Visible display of ID cards mandatory.
- Punctuality and Regularity in attending classes mandatory.
- Inculcate cultural, religious and regional integrity.
- Cannot enter or leave the class room without permission of the teacher.
- Impersonation during roll call prohibited.
- Use of mobile phone during class prohibited.
- Adoption of unfair means during examinations punishable.
- Mishandling and tampering with library books punishable offence.
- Mishandling and damaging of Computers, Laboratory equipment and other college properties punishable.
- Ragging in any form punishable.


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