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7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.

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**CODE OF CONDUCT
ADMINISTRATORS**

DAV UNIVERSITY JALANDHAR

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DAV University, Jalandhar

At DAV University, we uphold the highest standards of ethical conduct, integrity, and professionalism in all administrative functions. Our administrators play a critical role in shaping the academic environment and fostering a culture of excellence and inclusivity. The following code of conduct serves as a guiding framework for administrators at DAV University, outlining the expectations and responsibilities that reflect our commitment to promoting the institution's values and mission.

1. Ethical Leadership

- Administrators at DAV University are expected to demonstrate unwavering ethical leadership, upholding the principles of transparency, integrity, and accountability in all administrative decisions and actions.
- Prioritizing the welfare and interests of the university community is paramount, ensuring that all administrative activities align with the values and vision of DAV University.

2. Respect and Professionalism

- We value a culture of respect, professionalism, and inclusivity within our administrative ranks, fostering an environment where all members of the university community are treated with dignity and fairness.
- Administrators are encouraged to cultivate a work culture that promotes teamwork, collaboration, and open communication, fostering a conducive and supportive atmosphere for all.

3. Compliance and Governance

- Compliance with all institutional policies, rules, and regulations is imperative for administrators at DAV University, ensuring the effective governance and responsible management of administrative processes.
- Upholding transparency, fairness, and due process in all administrative procedures is fundamental, reflecting our commitment to maintaining a just and equitable environment for all stakeholders.

4. Financial Reporting and Accountability

- Administrators are entrusted with maintaining accurate and transparent handling of financial matters.
- Authorities uphold the highest standards of financial accountability ensuring the efficient and ethical management of university resources and funds.

5. Institutional Growth and Development

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DAV University

- Administrators are keen to prioritize the holistic wellbeing and developmental initiatives of DAV University, driving the advancement of academic programs, research endeavors, and community engagement projects aligned with the institution's overarching goals.
- Promoting a culture of innovation, adaptability, and continuous improvement is essential, enabling DAV University to remain at the forefront of academic excellence and societal impact.

6. Student Welfare and Support

- At DAV University, Administrators are entrusted with prioritizing the holistic well-being and academic success of students, recognizing their diverse needs and aspirations, and fostering an inclusive and nurturing learning environment that facilitates their overall growth and development.
- Advocating for student-centric policies and initiatives that enhance the overall student experience is crucial, underscoring our commitment to fostering an environment that nurtures student success and personal growth.

7. Stakeholder Engagement

- Engaging with external stakeholders, including the local community, industry partners, and regulatory bodies, is integral to the mission of DAV University, fostering collaborative relationships and strategic partnerships that contribute to the institution's growth and societal impact.
- Leveraging external resources and expertise to augment the academic and research endeavors of DAV University reflects our commitment to fostering a culture of active engagement and partnership within the broader community.

8. Preventing Harassment and Discrimination

- At DAV University, there is a zero-tolerance policy against all forms of harassment, including sexual harassment, discrimination, and bullying, within the university community.
- Ensuring a safe and respectful work environment for all staff members and students is paramount, and administrators must actively promote awareness and enforce protocols for addressing any instances of misconduct or harassment.

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9. Reporting and Accountability

- Administrators are obligated to promptly report any violations of the institution's policies or regulations to the appropriate authorities, ensuring swift and appropriate action is taken to address any breaches of conduct or ethics.
- Upholding the principles of transparency and accountability in all reporting procedures is fundamental to fostering a culture of integrity and ethical governance within DAV University.

By adhering to this comprehensive code of conduct, administrators affirm their dedication to the values and principles of DAV University, playing a pivotal role in furthering the institution's mission and vision and contributing positively to the academic community and society at large.

This code of conduct for administrators at DAV University embodies the institution's commitment to maintaining a culture of integrity, excellence, and student-centered administrative practices, contributing to the overall advancement and success of the university and its stakeholders.

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**CODE OF CONDUCT
TEACHERS/SCIENTISTS**

DAV UNIVERSITY JALANDHAR

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**Registrar
DAV University, Jalandhar**

Preamble:

This code provides guiding principles of conduct of every member of the faculty of DAV University.

The university desires to support and encourage scientific research and education, and to facilitate the creation and application of knowledge in the management of resources.

This Code is intended to further scientific understanding through open and honest communication of research; to assure appropriate accessibility of accurate and reliable information to employers, policy makers, and the public; and to encourage effective education and training in every discipline.

Teachers/scientists of the university are expected to follow this code.

(A) General:

Each member of the faculty should observe the following principles in the conduct of their professional affairs:

1. Teachers/scientists will offer professional advice and guidance only on those subjects in which they are informed and qualified through professional training or experience. They will strive to accurately represent scientific understanding and knowledge and to avoid and discourage dissemination of erroneous, biased, or exaggerated statements.
2. Teachers/scientists will not represent themselves as spokespersons for the university without express authorization by the Dean University Instructions/Vice-Chancellor.
3. Teachers/scientists will cooperate with other researchers whenever possible and appropriate to assure rapid interchange and dissemination of scientific knowledge.
4. Teachers/scientists will not plagiarize in verbal or written communication, instead will give full and proper credit to the works and ideas of others, and make every effort to avoid misrepresentation.
5. Teachers/scientists will not fabricate, falsify, or suppress results, deliberately misrepresent research findings, or otherwise commit scientific fraud.
6. Teachers/scientists will conduct their research so as to avoid or minimize adverse environmental effects of their presence and activities, and in compliance with legal requirements for protection of researchers, human subjects, or research organisms and systems.
7. Teachers/scientists will not discriminate against others, in the course of their work on the basis of gender, sexual orientation, marital status, creed, religion, race, color, national origin, age, economic status, disability, or organizational affiliation.
8. Teachers/scientists will not practice or condone harassment in any form in any professional context.

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9. In communications, teachers/scientists should clearly differentiate facts, opinions, and hypotheses.

10. Teachers/scientists will neither seek employment, grants, gains, nor attempt to injure the reputation or professional opportunities of another teacher/scientist by false, biased, or undocumented claims, by offers of gifts or favors, or by any other malicious action.

11. Teachers/scientists will not publish work done by others or their students they have guided in their own name(s) and without the co-authorship of the student(s)/ others collaborators.

(B) Specific:

Teachers of the university are expected to adhere to all sections of the Code; the following principles apply particularly to such individuals.

1. Teachers will present evidence of their qualifications, including professional training, publications, and experience, when required.

2. Before accepting offer of temporary appointment from any outside private agency, teachers, should weigh the harm caused to the University in the event of accepting the short-term personal gain.

3. Teachers will respect requests for confidentiality from their employers or clients, provided that such confidentiality does not require violation of their Code or of legal statutes. Should conflicts arise between maintenance of confidentiality and legal or ethical standards, teachers should advise clients or employers of the conflict in writing.

4. In seeking employment through bids, teachers will describe salaries and fees and the extent and kinds of service to be rendered as accurately and fully as possible.

5. Teachers should use the university resources available to them, in performance of work contracted independently from other institutions, only with the full knowledge and consent of the university. Inappropriate use of access to the university resources should be avoided.

6. Teachers will accept compensation for a particular service or report from one source only, except with the full knowledge and consent of all concerned parties. It should be brought to the notice of the university as well.

7. University will utilize, or recommend utilization of appropriate experts whenever such action is essential to solving a problem.

8. Teachers will not knowingly associate professionally with, or allow the use of their names, reports, maps or other technical materials by any enterprise known to be illegal or fraudulent.


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(C) Publication:

The following principles of ethical professional conduct apply to the faculty of DAV University for reviewing, editing, or publishing grant proposals and papers in the professional literature in general.

1. Researchers will claim authorship of a paper only if they have made a substantial contribution.

Authorship may legitimately be claimed if researcher(s)

a. Conceived the ideas or experimental design;

b. Participated actively in execution of the study;

c. Analyzed and interpreted the data; or

d. Wrote the manuscript.

2. Researchers will not add or delete author(s) from a manuscript submitted for publication without consent of those author(s)

3. Researchers will not include as co-author(s) any individual who has not agreed to the content of the final version of the manuscripts.

4. Researchers will not submit for publication any manuscript containing data they are not authorized to use. The University assumes that the Principal Investigator(s) of a research project retain the right to control the use of unpublished data resulting from the project unless otherwise specified by contract or explicit agreement.

5. Researchers will not represent research results as new if they have been published or submitted elsewhere, or submit a manuscript for publication while it is under review for possible publication elsewhere.

6. When using ideas or results of others in manuscripts submitted for publication, researchers will give full attribution of sources. If the ideas or results have not been published, they may not be used without permission of the original researcher. Illustrations or tables from other publications or manuscripts may be used only with permission of the copyright owner. Likewise, the guides/supervisors will not publish the work done by their students under their authorship and denying the credit to the student.

7. Researchers will not purposefully delay publication of another person's manuscript or that of the student they have guided to gain advantage over that person or to punish the person.

8. Researchers submitting manuscripts for publication will promptly report to editors any errors in research results or interpretations discovered after submission of manuscript or its publication.

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9. All the authors should put their signatures on the manuscript before submitting for publication. This will ensure that none of the authors was ignorant as regards the content of the paper. This will ensure equal responsibility of each author.

10. In terms of the order of authorship, it is proposed that students should be given authorship depending upon their contribution.

11. For success in science, interest in the subject is foremost. It is followed by the team-spirit and mutual confidence among the team-mates. Therefore, for allotment of students to various faculty members subject to the availability of the seat and specialization as well as willingness of the teacher, choice of the students should be the foremost criterion.

(D) Erratic Marking:

1. If the students bring to our notice any case of erratic marking by the DAV University employee, then an Expert Committee should be constituted to establish the truth. If the Expert Committee also confirms that erratic marking has been done, the concerned employee should be issued a warning to remain cautious in future.

2. If a case of erratic marking is found against an outside employee doing DAV University's examination work, then he should be debarred from doing DAV University's examination work in future. The matter may also be brought to the notice of the concerned University/Institute for taking action against the concerned employee as per rules.

3. If a case of erratic marking is found against DAV University employee for doing own university's examination work, then an Expert Committee should be constituted based on whose findings a regular enquiry may be instituted. Competent authority could then decide appropriate punishment.

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**CODE OF CONDUCT
NON-TEACHING STAFF**

DAV UNIVERSITY JALANDHAR

ATTESTED

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DAV University, Jalandhar

Preamble:

As valued members of the DAV University community, staff members play an integral role in upholding the institution's values, fostering a culture of excellence, and contributing to the overall mission of academic and professional growth. The following Code of Conduct outlines the principles and expectations that guide the behavior and interactions of staff members (excluding administrators and teachers) within the university. By adhering to these principles, staff members demonstrate their commitment to professionalism, integrity, respect, and ethical conduct, thereby upholding the university's reputation as a center of learning and innovation.

To ensure a harmonious, respectful, and productive work environment, all staff members are expected to adhere to the following Code of Conduct:

1. Professionalism and Integrity:

- Conduct yourself with professionalism, honesty, and integrity in all interactions, both within and outside the university.
- Maintain confidentiality and discretion in handling sensitive information related to students, colleagues, and the institution.
- Avoid conflicts of interest and refrain from engaging in activities that may compromise your impartiality or judgment.

2. Respect and Collegiality:

- Treat all members of the university community with respect, dignity, and courtesy, regardless of their position, background, or beliefs.
- Foster a culture of inclusivity, collaboration, and teamwork, recognizing the diverse perspectives and contributions of others.
- Refrain from engaging in behavior that may be perceived as discriminatory, harassing, or disrespectful towards others.

3. Compliance with Policies and Regulations:

- Familiarize yourself with and comply with all university policies, rules, and regulations relevant to your role and responsibilities.
- Seek clarification or guidance from appropriate authorities if you are unsure about any policy or procedure.
- Report any violations of policies or unethical behavior to the relevant authorities in accordance with established procedures.

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4. Professional Development:

- Pursue continuous professional development and learning opportunities to enhance your skills, knowledge, and effectiveness in your role.
- Stay abreast of developments in your field or area of expertise and contribute to the advancement of knowledge within the university community.
- Actively participate in training programs, workshops, and seminars organized by the university to support your professional growth.

5. Stewardship of Resources:

- Exercise responsible stewardship of university resources, including facilities, equipment, funds, and intellectual property.
- Use university resources judiciously and efficiently for their intended purposes and in accordance with established guidelines.
- Report any misuse or misappropriation of resources to the appropriate authorities for investigation and resolution.

6. Safety and Well-being:

- Prioritize the safety, health, and well-being of yourself and others in the workplace.
- Comply with all health and safety protocols, procedures, and regulations to ensure a safe working environment.
- Report any safety hazards, incidents, or concerns promptly to the relevant authorities for corrective action.

7. Communication and Collaboration:

- Maintain open, honest, and constructive communication with colleagues, supervisors, and other stakeholders.
- Collaborate effectively with others to achieve common goals and objectives, fostering a culture of mutual support and accountability.
- Respect diverse viewpoints and engage in constructive dialogue to resolve differences or conflicts in a professional manner.

8. Ethical Conduct:

- Uphold the highest standards of ethical conduct in all professional activities, avoiding any form of dishonesty, fraud, or unethical behavior.
- Adhere to legal and ethical guidelines governing your area of work, ensuring compliance with applicable laws and regulations.
- Seek guidance from appropriate authorities or ethics committees if faced with ethical dilemmas or moral uncertainties.

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Disciplinary Measures

- Staff members found to have violated the Code of Conduct may be subject to disciplinary measures, which can include, but are not limited to:
- Verbal or written warnings: Staff members may receive formal warnings for minor infractions or as an initial step in the disciplinary process.
- Probation: In cases of repeated or more serious misconduct, staff members may be placed on probation, during which their behavior is closely monitored.
- Suspension: In instances of serious misconduct or failure to comply with disciplinary measures, staff members may be suspended from their duties for a specified period.
- Termination of employment: Persistent or egregious violations of the Code of Conduct may result in the termination of employment, subject to the university's policies and procedures.

Appeals Process

Staff members who believe they have been unfairly disciplined or wish to challenge a decision regarding disciplinary action may have the right to appeal. The appeals process typically involves a review by a designated committee or authority within the university, which will consider the circumstances of the case and any relevant evidence provided by the staff member.

Confidentiality

Throughout the disciplinary process, confidentiality will be maintained to the fullest extent possible, with information shared on a need-to-know basis. Staff members involved in disciplinary proceedings are expected to respect the privacy and confidentiality of all parties involved.

Conclusion

The Code of Conduct for staff members at DAV University is designed to promote a culture of professionalism, integrity, and ethical behavior. By adhering to these principles, staff members contribute to the university's mission of academic excellence, innovation, and societal impact. Violations of the Code of Conduct are taken seriously and may result in disciplinary action, in accordance with university policies and procedures, to uphold the standards of the institution.

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**CODE OF CONDUCT
STUDENTS**

DAV UNIVERSITY JALANDHAR

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DAV University, Jalandhar

Preamble:

At DAV University, we are dedicated to fostering a vibrant academic community that upholds the values of integrity, respect, and excellence. Our commitment to providing a nurturing and inclusive learning environment rests on the shared responsibility of every member of the DAV community. This Code of Conduct serves as a guiding framework, outlining the expectations and responsibilities of all students in maintaining the highest standards of ethical conduct, academic integrity, and personal accountability. By adhering to this Code, we uphold the principles that define DAV University and contribute to the collective spirit of academic excellence and social responsibility.

DAV University Code of Conduct for Students

1. Commitment to Academic Integrity

Students are expected to uphold the highest standards of academic honesty and integrity, demonstrating respect for intellectual property and the academic achievements of others.

Penalties for violations of academic integrity may include academic probation, suspension, or expulsion, as determined by the severity of the offense and the established policies of DAV University.

2. Respect for Diversity and Inclusion

DAV University fosters an environment of inclusivity and respect for all members of the community, regardless of background, identity, or beliefs.

Any instances of discrimination, harassment, or intolerance may result in disciplinary actions, including official warnings, mandatory counseling, or suspension from the university.

3. Responsible Conduct

Students are expected to adhere to all university policies, rules, and regulations, including those related to attendance, punctuality, and appropriate behavior on campus.

Violations of university policies may result in consequences such as community service, fines, or temporary suspension from certain campus privileges, depending on the nature of the infraction.

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4. Engagement and Citizenship

Active participation in community service, social outreach programs, and extracurricular activities is encouraged, reflecting the commitment of DAV University to nurturing responsible and engaged citizens.

Failure to meet community engagement requirements may result in the loss of extracurricular privileges or the need for additional community service hours as determined by the university authorities.

5. Respectful Use of Resources

Students are expected to utilize university resources, facilities, and equipment responsibly, respecting the property of the institution and their fellow peers.

Misuse or unauthorized use of university resources may result in penalties such as fines, temporary suspension of privileges, or restitution for any damages caused, in accordance with the policies of DAV University.

6. Professional Conduct and Growth

DAV University encourages students to uphold a professional demeanor, displaying ethical conduct, accountability, and a commitment to personal and professional growth throughout their academic journey.

Violations of professional conduct standards may result in disciplinary measures, including written warnings, probation, or temporary suspension from academic or extracurricular activities, as deemed appropriate by the university authorities.

7. Safety and Well-being

DAV University strictly prohibits the possession of weapons, engagement in criminal activities, consumption of alcohol, and involvement in drug abuse within the university premises.

Non-compliance with these regulations may result in severe consequences, including legal action, suspension, or expulsion from the university, in accordance with the policies of DAV University.

The Student Grievance Committee is dedicated to addressing any concerns or grievances that students may have, ensuring a fair and transparent process for resolving issues and promoting a supportive and conducive learning environment for all.

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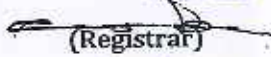
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By adhering to this comprehensive code of conduct, students affirm their commitment to the values and principles of DAV University and contribute positively to the vibrant academic community and society at large.

This comprehensive code of conduct embodies the ethos and values of DAV University, serving as a guiding document for students to uphold the highest standards of ethical conduct, academic integrity, and responsible citizenship within the university community.

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**CODE OF ETHICS
RESEARCH**

DAV UNIVERSITY JALANDHAR

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1. Introduction

Research is integral to the academic mission of DAV University. This Code of Ethics for Research is framed to uphold the integrity, rigor, and transparency of research conducted by students and faculty members. It aligns with the guidelines provided by the University Grants Commission (UGC) to ensure ethical standards are maintained in all research activities.

2. Scope

This code applies to all research activities conducted under the auspices of DAV University, including but not limited to research projects, theses, dissertations, publications, and presentations by students and faculty members.

3. Objectives

- To promote a culture of honesty, integrity, and ethical behavior in research.
- To ensure compliance with ethical standards in research involving human participants, animals, the environment, and hazardous materials.
- To provide guidelines for the responsible conduct of research, including data management, publication, and authorship.
- To prevent and address research misconduct, including plagiarism, fabrication, and falsification.

4. Ethical Standards

4.1. Integrity in Research

- Researchers must conduct their work with honesty, integrity, and transparency.
- Proper acknowledgment must be given to all contributors and sources of data.
- Researchers must avoid conflicts of interest and disclose any that may arise.

4.2. Plagiarism

- Plagiarism, in any form, is strictly prohibited. All research work must be original and appropriately cited.
- The University employs plagiarism detection tools to ensure compliance with this code.

4.3. Research Involving Human Participants

- Researchers must obtain informed consent from all participants and ensure confidentiality and privacy.
- Ethical approval must be obtained from the Institutional Ethics Committee (IEC) before commencing research involving human participants.

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4.4. Research Involving Animals

- Research involving animals must follow the guidelines provided by the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA).
- Researchers must ensure humane treatment and minimize harm to animals used in research.

4.5. Research Involving Radioisotopes or Hazardous Materials

- Researchers must obtain approval from the Institutional Biosafety Committee (IBSC) or relevant safety authorities before commencing research involving radioisotopes or hazardous materials.
- All research involving radioactive substances must adhere to the Atomic Energy Regulatory Board (AERB) guidelines and ensure proper storage, handling, and disposal.
- Research involving hazardous chemicals, biological agents, or other dangerous substances must follow all relevant safety protocols, including the use of personal protective equipment (PPE), proper labeling, and safe disposal methods.
- Researchers must receive training in the safe handling of hazardous materials and ensure that all safety procedures are followed.
- Any incidents or accidents involving hazardous materials must be immediately reported to the relevant authorities, and appropriate measures must be taken to mitigate risks.

4.6. Environmental Considerations

- Research activities must be conducted in an environmentally responsible manner.
- Researchers must adhere to all relevant environmental regulations and standards.

5. Data Management

- Researchers must maintain accurate and detailed records of all research activities.
- Data must be stored securely and shared responsibly, with proper acknowledgment of all sources.

6. Publication and Authorship

- Researchers must ensure that all publications are a true reflection of the research conducted.
- Authorship must be accurately assigned based on substantial contributions to the research work.
- Duplicate publication or fragmentation of research findings is discouraged.

7. Research Misconduct

- Research misconduct, including plagiarism, fabrication, and falsification of data, will be dealt with severely.
- Allegations of misconduct will be investigated by a designated committee, and appropriate disciplinary action will be taken.


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8. Training and Awareness

- The University will provide regular training and workshops on research ethics for students and faculty members.
- Researchers are encouraged to stay informed about ethical standards and guidelines in their respective fields.

9. Code Implementation and Review

- The implementation of this code will be overseen by the University's Research Ethics Committee (REC).
- The code will be reviewed periodically to ensure it remains aligned with UGC guidelines and evolving ethical standards.

10. Conclusion

DAV University is committed to fostering an environment of ethical research practices. All students and faculty members are expected to adhere to this Code of Ethics for Research and contribute to the integrity and credibility of research at the University.

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