Sree Swamy Vivekananda Centre of Teacher Education (SSVCTE) Code of Ethics

(Revised and Approved by the Board of Directors)

Preamble

Sree Swamy Vivekananda Centre of Teacher Education (SSVCTE) is dedicated to the pursuit of excellence in teacher education, guided by the principles of ethical conduct and in alignment with the highest academic standards. This Code of Ethics serves as a guiding framework to uphold these principles within our institution.

Scope

This Code of Ethics applies to all individuals associated with SSVCTE, including faculty, staff, administrators, and students, who are expected to adhere to the principles of ethical behaviour outlined herein.

Code of Ethics

1. Integrity and Diligence:

Every member of SSVCTE shall carry out their assigned duties with the utmost integrity and diligence.

2. Mutual Respect, Integrity, and Honesty:

These values form the foundation of the conduct of every individual within our institution. They are to be integrated into teaching, learning, research, governance, and all academic and administrative processes.

3. Core Values of SSVCTE:

- Commitment to Academic Excellence: We uphold the highest standards of academic quality in all our programs, drawing inspiration from Swami Vivekananda's emphasis on the pursuit of knowledge and wisdom as essential aspects of personal and societal growth.
- Access and Inclusivity: Following Swami Vivekananda's vision of education for all, we are dedicated to making quality teacher education accessible to individuals from all backgrounds, ensuring that those with the potential and motivation to become educators have the opportunity to do so.
- Diversity and Inclusion: In alignment with Swami Vivekananda's message of universal acceptance, we foster a welcoming and inclusive environment that celebrates diversity, where people from various backgrounds and cultures are valued and respected.
- Transformation through Education: We resonate with Swami Vivekananda's belief in the transformative power of education and utilize the resources of our institution to empower students to realize their full potential and aspirations, much like he aimed to transform lives through education.
- Student-Cantered Approach: Our students are at the core of our educational community. We are committed to providing them with an exceptional learning experience and the necessary support to excel.
- Collaboration and Teamwork: We emphasize collaboration and teamwork as essential skills for our teachers. We encourage teachers to work with parents, fellow educators, and a range of other educational professionals.

- Lifelong Learning: We believe in the concept of teaching as a lifelong learning journey. Teachers are encouraged to be reflective practitioners and to continuously develop their knowledge and skills.
- Valuing Learner Diversity: We consider learner differences as valuable resources in the educational process and encourage our teachers to embrace and leverage this diversity.

These core values reflect the teachings and philosophy of Swami Vivekananda, emphasizing his vision of accessible education, inclusivity, and the transformative power of knowledge. They guide our institution's commitment to teacher education and overall growth.

4. Principles of Ethical Behaviour

Personal Integrity:
- Honesty
- Accountability
- Responsibility
- Transparency
- Respect

Every member must uphold personal integrity by demonstrating honesty, accountability, and respect in all interpersonal interactions, resolving conflicts justly, and promoting inclusivity and diversity.

Professional Ethics at Workplace:
- Fulfil Assigned Duties to the Best of One's Ability
- Adhere to the Code of Conduct
- Display Dignity and Respect
- Prevent Discrimination and Partiality
- Contribute Sincerely to Teaching and Research
- Respect Freedom of Expression

Our academic environment is governed by professional ethics, which involve fulfilling duties with sincerity, respecting all members, and encouraging freedom of expression.

Professional Ethics in Third-Party Interactions:
- Ensure Fair Admission Processes
- Maintain Transparency in Academic Assignments
- Aim for Holistic Development and Career Advancement
- Foster Fair Academic and Industrial Collaborations
- Uphold Alumni Collaborations

Any misconduct in research, personal integrity, or third-party interactions that could harm the institution will result in appropriate disciplinary actions.

Regarding SSVCTE

In all its activities, SSVCTE strives to align with its Vision and Mission to provide high-quality teacher education. The institution adheres to the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership as outlined in relevant legislations and committee reports.

The college recognizes its obligations to all stakeholders and is committed to maintaining the highest ethical standards in its operations.

The Management
The Management Committee of Sree Swamy Vivekananda Centre of Teacher Education adopts a Code of Conduct consistent with prevailing legislations. It ensures appointments based on merit, promotes diversity, and oversees the college's activities.

Students
SSVCTE expects respect, openness, and honesty in its interactions with students. It provides accurate information about its programs and services, avoids improper inducements, and offers equal care and respect to all students.

Educational Partners
SSVCTE collaborates honestly with other educational institutions and refrains from damaging competitors' reputations. It shares information with recruiting agencies and partners following legal procedures.

Faculty and Staff
The staff Code of Conduct prohibits inducements and encourages open expression of ideas and views within the law. SSVCTE values staff involvement and honest communication.

External Relationships
The college provides timely and accurate information to its community and offers relevant programs and services. It maintains transparency in its activities and complies with legal requirements.

Compliance and Verification
SSVCTE ensures that students and employees adhere to the Code of Conduct. Mechanisms for reporting concerns and breaches are in place, and appropriate actions are taken. The Chairman and Chief Executive are responsible for monitoring and investigating breaches.

CODE OF ETHICS
(Ensuring Academic Integrity and Preventing Plagiarism in Research)

SREE SWAMY VIVEKANANDA CENTRE OF TEACHER EDUCATION has embraced the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations of 2018.

Preface:
Plagiarism is the act of presenting someone else's work or ideas as your own, whether or not you have their permission, by incorporating it into your work without proper acknowledgment. This definition covers all forms of published and unpublished material, whether in manuscript, print, or electronic format. Plagiarism can be intentional, reckless, or unintentional. According to examination regulations, intentional or reckless plagiarism is considered a disciplinary offense.

The following actions are all considered forms of plagiarism:
1. Submitting someone else's paper as your own.
2. Using another person's data or ideas without giving proper credit.
3. Failing to cite written sources (whether printed or online) from which you gathered information or ideas.
4. Copying an author's exact words and including them in your paper without quotation marks.

5. Rewriting an author's words and neglecting to cite the source.

6. Copying, paraphrasing, or quoting an author's exact words while citing a source other than the original source. For instance, using a secondary source that cites the primary source but only citing the primary source. This misrepresents the nature of the scholarly work behind the paper. If you haven't read the original publication, do not cite it in your references as if you have!

7. Using wording that closely resembles that of the original source but presenting it as your own.

The last point is perhaps the most common issue in student writing. It still qualifies as plagiarism if a student uses an author's key phrases or sentences in a manner that implies, they are their own, even if they provide a citation.

Best Practices for Avoiding Plagiarism:

To prevent plagiarism, one must always reference the source to indicate the original source of information. There are numerous ways to prevent plagiarism, including developing strong research habits, effective time management, and taking responsibility for your own learning. Here are some specific guidelines:

- Plan your research well in advance. Quality research takes time, and time pressure can lead to hasty research habits and poor decisions. Seek assistance when needed from your professors, librarians, and other campus support staff.
- If you don't fully understand an assignment, discuss it with your professor. Avoid taking the "easy way" out by seeking copies of previous assignments from roommates or friends.
- Avoid copying and pasting text verbatim from reference papers. Instead, rephrase the ideas in your own words.
- Ensure a deep understanding of the ideas from the reference source to paraphrase accurately.
- Use quotation marks to denote text taken from another paper. The quotes should match the original source.
- Always acknowledge the work, words, ideas, and phrases of others that you use, whether directly or indirectly, in your paper. Regardless of whether the information comes from a book, article, or website, whether it's text, a graphic, an illustration, a chart, or a table, it should be properly cited. When using words or phrases from other sources, enclose them in quotation marks.
- Cite your own material. If you are incorporating content from your previous work, you must cite yourself. Using material you've published before without proper citation is known as self-plagiarism.
- Maintain detailed records of the sources you refer to. Utilize citation software such as EndNote or Reference Manager to manage your paper's citations.
- Utilize multiple references for background information and literature surveys. Rather than referencing a review, it's preferable to refer to and cite individual papers.
- Keep well-organized records of the sources you consult and the ideas you borrow from them. You'll need this information for your bibliographies or reference lists, so good organization from the start will be advantageous.

SREE SWAMY VIVEKANANDA CENTRE OF TEACHER EDUCATION's Initiatives to Combat Plagiarism:

- The institution has adopted a technology-based mechanism utilizing suitable software to ensure that documents such as theses, dissertations, publications, and other relevant documents are free from plagiarism at the time of submission.
- This mechanism is accessible to all individuals engaged in research, including students,

faculty, researchers, and staff.

- Every student submitting a thesis, dissertation, or any similar document must provide an undertaking confirming that the document is their original work and free from plagiarism.
- This undertaking should include verification that the document has been thoroughly checked using a plagiarism detection tool approved by the institution.
- The institution has developed a comprehensive plagiarism policy, which has been approved by the Academic Council. The approved policy is available on the institution's website.
- Each supervisor is required to submit a certificate confirming that the work conducted by the researcher under their supervision is free from plagiarism.
- The institution has established an Institutional Repository on its website, which includes dissertations, theses, papers, publications, and other in-house publications.

Guidelines for Faculty Members:

1. Faculty members should be educated about the significance of plagiarism and its consequences.

2. Practical exposure to plagiarism should be provided to faculty members through case studies, and they should, in turn, share this knowledge with their students.

3. Faculty members should receive proper training in plagiarism detection software (mention the software name) to address the issue effectively.

4. They should guide their students on how to avoid plagiarism, both intentionally and unintentionally, and ensure that students understand what constitutes plagiarism and what is acceptable.

5. Interactive sessions with students in the form of group discussions should be conducted periodically.

6. Faculty members should emphasize the value of academic integrity and associate it with the institution's reputation.

7. Regular checks should be performed to monitor students' academic work.

8. Faculty members should encourage students to provide the sources of their information whenever they seek assistance.

9. Teachers should make students aware that they can consult them if they have any doubts and teach them how to properly cite sources.

10. Faculty members should take appropriate action against scholars who do not heed guidance on avoiding plagiarism, including penalizing students or referring the matter to the disciplinary committee.

This Code of Ethics is accessible on the SSVCTE website.

(Signed)

[Signature of Principal]