



Academic code of conduct

Examination related rules

External examinations will be conducted every year at the end of each semester as per the time-table given by SNDT WU. Internal examinations will be held throughout the semester. Internal examination consists of unit tests as well as various assignments given to the students by the teachers from time to time. Those students, who fail in internal examination, will not be allowed to appear for external examination.

- Students have to follow the rules and regulations related to internal and external examination throughout the year in order to maintain discipline and smooth academic functioning.
- Candidates are forbidden to bring any books/notes/chits/papers/mobile or any other similar devices in the examination hall.
- Students should not take with them any answer book-written or blank while leaving the examination hall.
- Supervisors are authorised to check the students regarding such material if any.
- Students who are suspected to be guilty of using any unfair means will have to give an undertaking in writing that the decision of the SNDT Women's University regarding the act of unfair means is binding on them.
- Exchange of any writing material or stationary is strictly prohibited.
- Answer sheets of those students who write illegibly will not assessed.
- Candidates should occupy their seats for the examination before 10 minutes of commencements of exam.
- They should write their seats number and names legibly on the answer sheets.
- Students should not write anything in the columns assigned for writing marks.
- In case of any doubt, students should approach supervisor only.

- Students who disobey the instructions given by the supervisor or those who behave rudely during examination will be liable for disciplinary action.

Code of ethics for Research

- The college/institute has constituted a Research Cell for proper implementation of ethics in research. The cell consists of senior faculty members and IQAC co-ordinator. It is chaired by the Principal of the college.
- This cell conducts lectures, seminars, workshops and competitions to promote research culture. Guidance is provided to students for responsible conducts of research. Plagiarism is strictly prohibited. Every student who undertakes research project will have to submit an undertaking that her research work is original and free of plagiarism.
- The student has to ensure, with the help of appropriate software, that the research papers or articles are free of plagiarism.
- Plagiarism is the act of wrongful appropriation and stealing and publication of another author's language, thoughts, ideas or expressions and representation of them as one's own original work. It is considered academic dishonesty and breach of academic ethics. It is subject to penalties including substantial fine and expulsion from college.
- Students are prohibited to use words ideas or work products attributable to another person. They are expected to attribute the work to the source from which it was obtained. Students should not submit someone else's work as their own. They should not take passages from their own previous work without adding citations. They must not re-write someone's work without proper citation. If they use any quotations they should cite the source properly. They must take care to cite all the sources accurately.