



PARVATHANENI BRAHMAYYA SIDDHARTHA COLLEGE OF ARTS & SCIENCE

Siddhartha Nagar, VIJAYAWADA - 520 010, Andhra Pradesh
Autonomous, NAAC A+ Grade, ISO Certified Institution



7.1.10

Institution has created an response document for prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

ADDITIONAL INFORMATION

(as reflected in the administrative and academic activities of the Institution)

Link to the relevant Document:



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Institutional Response to Sub Criterion 7.1.10

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.*

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response : A All the Above

Point 1. The Code of Conduct is displayed on the website

Response: The Institutional code of conduct is displayed on the website And also attached to this document as Annexure 1.

Website Link is as follows

<https://pbsiddhartha.ac.in/NAAC/7.1.10%20Code%20of%20Ethics.pdf>

Every year the Institution head addresses the fresher students to instruct them to follow the rules in the campus and they are displayed on Notice Boards.

Point 2. There is a committee to monitor adherence to the Code of Conduct

Response:

The "Discipline Committee" committee of the college is responsible for ensuring compliance with the institution's code of conduct principles.

There are other committees to monitor adherence to the code of Conduct relevant to the subject.

- a. Internal Complaints Committee.
- b. Anti ragging committee.
- c. College Grievance Redressal Committee.
- d. Minority Committee
- e. SC ST committee

Disciplinary Committee objectives and minutes

A few minutes are attached ,remaining minutes are there in the Minutes Book.



P.B.SIDDHARTHA COLLEGE OF ARTS&SCIENCE, VIJAYAWADA

Discipline Committee

Discipline is the bridge between goals and accomplishment
P.B.Siddhartha College of Arts & Science, Vijayawada ensures strict rules and regulations for students on behalf of discipline committee.

Vision

To create a safe and motivating environment in our institution and to bring academic atmosphere among students by the inculcation of best practices.

Mission

- To have an optimistic approach in imparting discipline among students.
- To frame rules and regulations to maintain discipline in the college premises.
- To encourage Good and Healthy Practices

The responsibilities of Committee are as follows:

- To maintain and enforce strict discipline within the college campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To enforce total prohibition of cell phone usage by the students within the college campus. Please note that cell phone is prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the Principal.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
- Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.

PRINCIPAL

Minutes of the meeting of Disciplinary and Code of Conduct committee held on 19th January 2021 at 12:30 PM in room no:109.

S.No	Name	Designation	Signature
1.	Dr.N. Srinivasa Rao	Vice President	
2.	Sri.I.V.Venkateswara Rao	Member	
3.	Smt.M.Venkata Ramana	Member	
4.	Sri.K.Sudhir	Member	
5.	Smt.Ch.Rohini Kusuma	Member	
6.	Sri A.Venkatesh	Member	
7.	Ms. M ManasaKeerthi , 19118, II MBA	Member	
8.	Ms. B.Harika 197115,II B.Sc.CAME	Member	
9.	Mr.B. Durga Prasad 194632 ,II B.Sc MSCS	Member	

Agenda:

- To distribute the handouts to students on code of conduct.
- To create awareness of maintaining good conduct in the campus and class room.
- To discuss student issues related to punctuality conversation, disregard for deadlines.


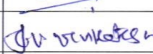

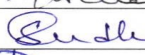
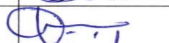


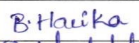
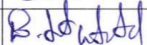
Resolutions:

- Resolved to distribute the handouts to students on code of conduct.
- Communicate to students about rules and regulations of college.
- Committee have decided to have awareness program during induction program for first year students.
- If student fails to be punctual or leaves early to the college, Students should be warned and let them understand that they are under constant observation.
- Students should be informed to strictly follow the deadlines for submission of applications.





Minutes of the meeting of Disciplinary and Code of Conduct committee held on 19th April 2021 at 12:30PM in room no:109.

S.No	Name	Designation	Signature
1.	Dr.N. Srinivasa Rao	Vice President	
2.	Sri.I.V.Venkateswara Rao	Member	
3.	Smt.M.Venkata Ramana	Member	
4.	Sri.K.Sudhir	Member	
5.	Smt.Ch.Rohini Kusuma	Member	
6.	Sri A.Venkatesh	Member	
7.	Ms. M ManasaKeerthi , 19118, II MBA	Member	
8.	Ms. B.Harika 197115,II B.Sc.CAME	Member	
9.	Mr. B. Durga Prasad 194632 ,II B.Sc MSCS	Member	

Agenda:

- To discuss student behavioural aspects and what action to be taken if any breaches noticed.

Resolution:

- Resolved to imbibe courteous and gentle nature with staff, nonteaching staff their fellow students by
- Resolved to collect fine in case of mishandling and tampering college library or books or computers or any other equipment in laboratories.
- Resolved to warn the students who are indulging in games during lecture hours.
- Resolved to observe that girls rest rooms are accessed by girls only.





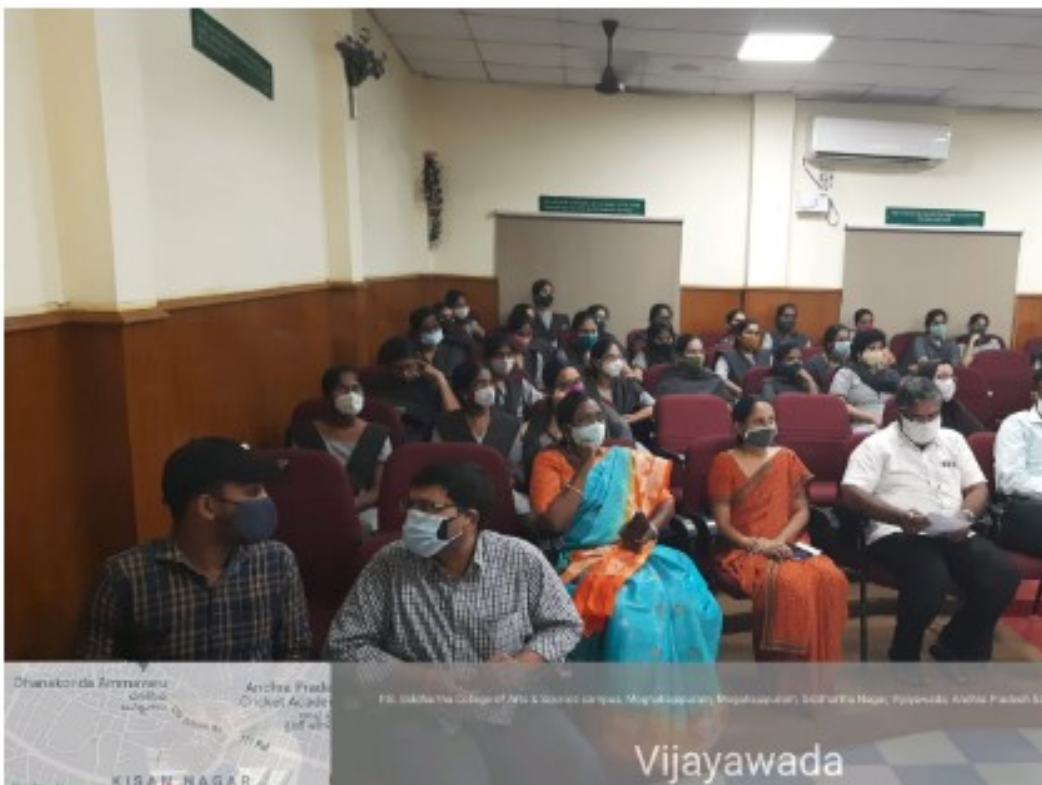
Point 3: Institution organizes professional ethics programmes for students, teachers, administrators and other staff

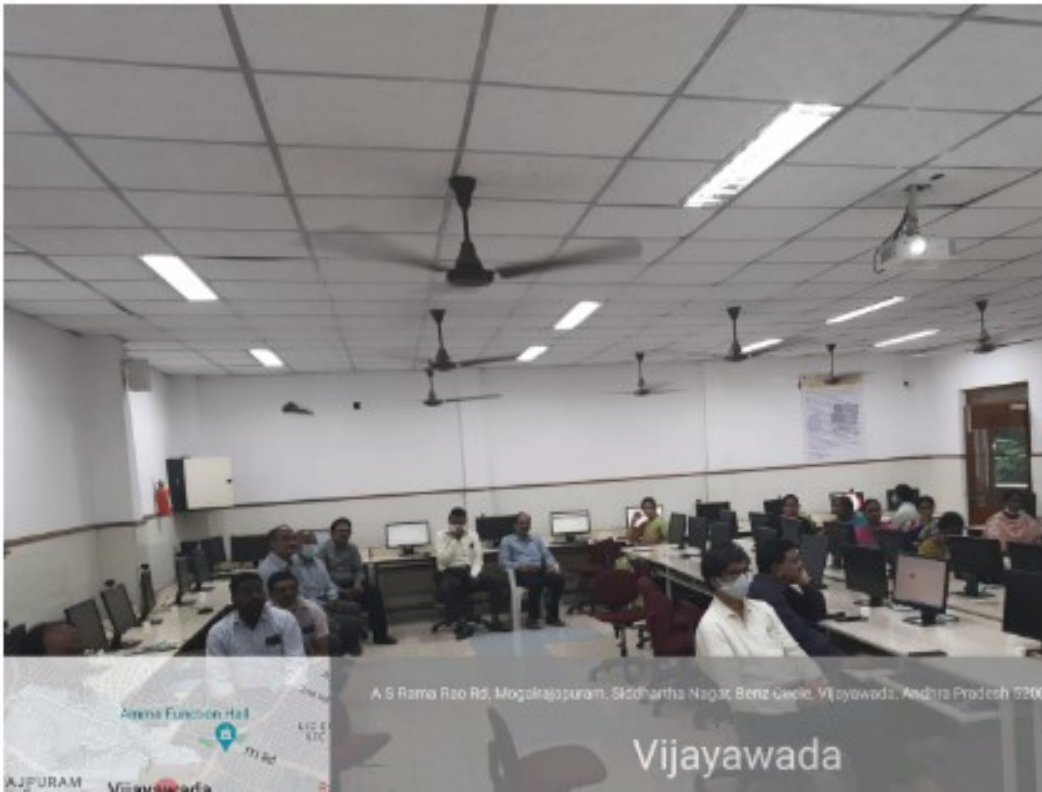
Response:

The Institution has organized professional ethics programs for students, teachers as follows :

- **Teaching Faculty:** Research ethics for teaching faculty are developed through guest lectures, webinars etc. on Research wherein the resource person shed light on Research ethics, Understanding classroom discipline, strategies for effective classroom management and resource support vision and values session. Meetings are conducted for the staff where Head of the Institution addresses the staff to shed light on the rules and regulations to be followed in their duties during class work and invigilation duties .
- **Non-Teaching:** Effective communication for Non-teaching, Teamwork and Collaboration Workshop, Supportive Role. Non teaching staff are under supervision of Supervisors , Principal and Director address them to instill responsible behavior.
- **Students:** Professional ethics programs, including induction sessions, designed to instill ethical principles in First Year students of both UG and PG courses. Induction Programs are designed to educate students on the expected behavior, ethical standards, and rules they must follow throughout their Academic pursuit. These programs emphasize integrity, responsibility, and professionalism, preparing participants to navigate real-world challenges with a strong ethical foundation. Through interactive sessions, case studies, and discussions, students are equipped with the tools to make informed, ethical decisions throughout their careers.

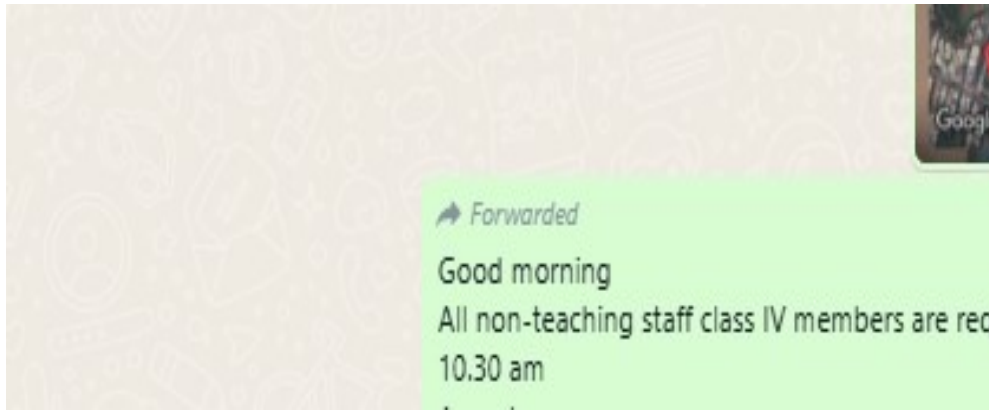
Meetings conducted to impart Professional Ethics to Teaching Faculty:





Program for Non Teaching Staff:

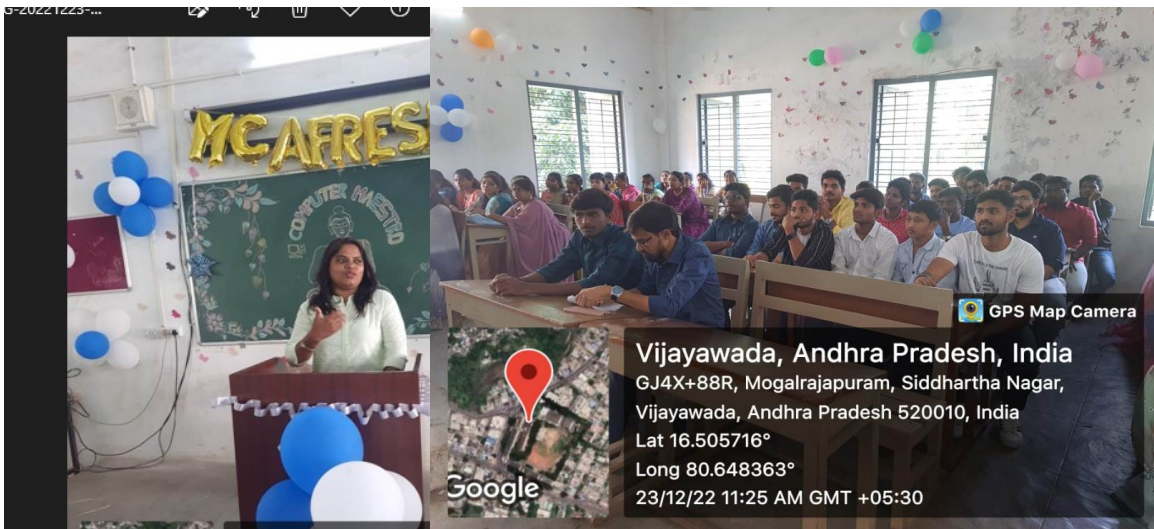
Message forwarded by Principal to non teaching Staff on 31st may 2023



Meeting held on 31st May 2023 for non teaching Staff:



Induction program for Students guest addressing students:



Point 4. Annual awareness programmes on Code of Conduct are organized

Response:

Imparting a code of conduct to students in educational institutions is essential for creating a respectful and conducive learning environment.

To instill these standards and communicate effectively to the students, PBSC executes the following methods.

Induction sessions to new enrolled students: At the beginning of academic year, induction sessions are organized to outline the institutions values policies to the newly admitted students of various UG and PG programs.

The heads of the institution Principal, Director, Dean (Academics) and administration address the student community about the code of conduct and to gain a clear understanding of rules and expectations. They motivate the students to inculcate disciplined behavior in the campus.

Teachers also conduct discussions related to Code of conduct in the class rooms and give lecture on ethics, teamwork, and responsibility. Constant exposure to the institution's values reinforces positive behavior.

Faculty members act as mentors to guide and mentor new students on institutional values and conduct. They work with new students to model appropriate behavior and explain the code of conduct formally as well as informally. Some of the senior students also take care of their juniors, so that they learn better from their peers and this creates a culture of accountability.

Posters, banners, or digital reminders displayed across the campus with key points of the code of conduct are displayed to remind them constantly to reinforce values and ethical behavior.

Examples are set through staff behavior. Teachers and faculty are showcasing the behavior outlined in the code of conduct by acting professionally, respectfully, and fairly. Their actions set a standard for students, who often mirror the behaviors they observe in authority figures. This consistent modeling fosters a culture of respect and responsibility.

Disciplinary measures are ensured which are fair, proportionate and consistent. Fair enforcement builds trust and respect, ensuring students understand the importance of adhering to the code. The Code holds students (both individuals and groups) responsible for their actions and its consequences. Those who fail to fulfill their responsibilities are warned strictly and if it's serious they lose their privileges.

By following the above methods it fosters a positive and respectful academic community.

M.Sc (CS) 2021-2022 Induction program:



M.Sc (CS) 2023-2024 Induction program:



MCA Induction program:



Displaying the rules for Conduct in the College Premises.



Annexure 1

The Annexure consists of the following :

- **Student code of the College**
- **The code of Professional Ethics**
- **Code of ethics to promote the Research**
- **Staff Report on the Student Attributes facilitated by the Institution**

Code of Ethics

I. STUDENT CODE OF THE COLLEGE

When used in the Code

- The term "College" means P.B. Siddhartha College of Arts and Science and all of its undergraduate or graduate departments and programmes.
- The term "student" includes all persons taking programmes at the College either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw or are not officially enrolled for a particular term, but who have a continuing relationship (e.g. students who are on a leave of absence, students who were detained in a given semester due to lack of attendance etc.) with the College, are considered students.
- The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- The term "College official" and "College administrator" includes any person employed by the College performing assigned administrative or professional responsibilities.
- The term "member of the College Community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the appropriate college administrator.
- The term "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the College (including adjacent streets and sidewalks).
- The term "organization" means a number of persons who have complied with College requirements.
- The term "Conduct Council" means those persons authorized by the Office of Student Conduct, to determine whether a student has violated the Code or not, and to recommend sanctions that may be imposed on the said student when a violation of the Code has been committed.
- The term "Conduct Officer" means a College official authorized, on a case-by-case basis, by the Office of Student Conduct, to impose sanctions upon any student(s) found to have violated the Student Code. The Office of student conduct may authorize a Conduct Officer to serve simultaneously as a Conduct Officer or one of the members of a Conduct Council.
- The term "Honor Board" refers to the Associated Students of College that addresses student conduct. Honor Board members are selected from the student body.
- The term "policy" means the written regulations of the College as found in, but not limited to, the Student Handbook, the Catalog, and other published College policies.

- The term "disciplinary action" or "conduct action" refers to the process of investigation and determination of a sanction as the result of a violation of College policies.
- The term "College-sponsored activity" means any activity on- or off-College premises that is initiated, supervised, and/or sanctioned by the College.
- The terms "will" or "shall" are used in the imperative sense.
- The term "written notice" covers both paper copy and electronic mail. Official notifications in this Code may be made exclusively by e-mail to the e-mail address provided to students by the College.
- The term "alleged" means that reports or accusations of violations of college policy against an individual with a presumption that the said individual is not responsible for the violation; until investigation, statements, or other facts demonstrate that an actual violation occurred.
- The term "complainant" means a student or employee against whom a violation allegedly has occurred. If there isn't such an individual, the College may serve as the complainant.
- The term "respondent" means any student accused of violating this Code.
- The term "reckless" means conduct that, a person should reasonably be expected to know, would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal College business or College sponsored activities.
- The term "business day" means a Monday through Saturday, except for College designated holidays.

Code of Student Conduct

The Office of Student Conduct is the department designated by the college to be responsible for the administration of the Code. Reflecting the College's commitment to learning, students charged with violating the Code are encouraged to grow, in their respect for others, to understand how their behavior affects the community, and to alter their behavior as necessary. As members of the college community, it is expected that students act as responsible members and citizens within both the college and local community. In the event a situation arises in which the Code of Student Conduct is broken, the Office of Student Conduct administers the student conduct process. This includes all violations of college policies whether taking place on or off campus, involving both individual students and student organizations.

The goal of the Office of Student Conduct is to create and maintain a community in which students take responsibility for understanding and enriching their environment and respecting the rights and needs of others as a whole.

Academic Ethics

Shared commitment to ethical principles is essential to the educational purposes and fairness of the academic enterprise. The College assumes that students and faculty will embrace a high ethical standard for an academic work. Fundamental to academic ethics is a spirit of honor. A spirit of honor thrives when students challenge each other to attain the highest levels of scholarship, civility, and responsibility. In all work, students shall behave conscientiously, taking and giving credit where credit is due, avoiding even an appearance of impropriety, and when in doubt, consulting the instructor or other responsible college officials so as to ascertain whether a particular conduct, collaboration, and/or acknowledgment of sources is appropriate. Students also shall report suspected misconduct and participate in an academic disciplinary hearing if required. Academic misconduct occurs when a student misrepresents others' work as her/his own or otherwise behaves so as to unfairly advantage her/himself or another student academically. Examples of misconduct include cheating and plagiarism and failure to report suspected academic misconduct. If misconduct occurs to any extent in connection with any academic work, it will be subject to disciplinary action.

Cheating Defined

Cheating occurs when a student attempts to complete or take credit for work by any dishonest means or assists another in doing so. Some examples of cheating include, but are not limited to, lying to obtain an academic advantage; copying from another's exam or assignment or collaborating on an exam or assignment, unless specifically allowed by the instructor; submitting the same work in more than one course without instructor permission; falsifying data collected in research or laboratory courses; taking or receiving copies of an exam without the permission of the instructor; and using notes or other information devices inappropriate to the test conditions.

Academic Misconduct

Academic misconduct is subject to disciplinary action. Charges of academic misconduct against students are investigated and adjudicated according to the following procedures. To protect all participants in such investigations, confidentiality is observed. Cases involving other members of the College community will be handled by the appropriate authority and process.

Student Participation

- Honor Board Members participate in Conduct Councils where they contribute their skills and insights into the resolution of disciplinary cases. However, the Office of Student Conduct is solely responsible for the outcome of any disciplinary conference, hearing, or Conduct Council conducted under this Code.
- No student who is charged with a violation of this Code may serve as a Council member while the charges against him or her are pending. Honor Board members found responsible for a violation that results in probation, suspension or expulsion will be disqualified from further participation on the Council. The Office of Student Conduct may establish additional grounds and procedures for removal of student participants.

Convictions

Students who are convicted of charges of misconduct are required to appear before the Dean of Students Office. The College may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be adverse to the recognized mission of the institution. College conduct procedures are distinct and independent of any and all criminal procedures by the civil authorities. When necessary, temporary action may be taken in the form of summarily suspending, summarily restricting, or officially requesting no contact between the victim and assailant, as well as possible relocation or removal from the residence halls. Any of these measures may result in a student's restricted participation in College events outside attendance of classes and appointments related to the resolution of disciplinary matters.

Violations of Law and College Policy

- Students may be held accountable both to civil authorities and to the College for acts that constitute violations of law and of this Code. Disciplinary action by the College will normally be concurrent with civil or criminal proceedings despite the dismissal or reduction of the charges by civil authorities. The College may, at its discretion, postpone disciplinary proceedings pending the outcome of a civil or criminal action.
- When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code, the College may advise off-campus authorities of the existence of the Code and of how such matters are typically handled within the College community.

The College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in upholding the conditions imposed by criminal courts for the rehabilitation of student violators, provided that the conditions may be reasonably implemented and present no campus conflicts.

Conduct Rules and Regulations

College expects that its students will strive for high standards of honor and good citizenship and that they will conduct themselves, both on- and off-campus, in a manner that reflects credit on themselves and the College. The College further expects that students will convey these expectations to their guests. The following, while not exhaustive, represents behavior subject to conduct action:

1. Conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
2. Possession of a weapon. A "weapon" includes explosives, metal knuckles, and knives with blades more than three (3) inches long, firearms including guns, air/pellet guns, paint guns, gun replicas (including facsimile water pistols) or any other instrument used or designed to be used to intimidate, threaten, and/or injure any person.
3. Reckless, disorderly, or lewd conduct.
4. Recklessly interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, research, administration, or emergency services, such as fire and police.
5. Unauthorized entry or use of College facilities. This includes unauthorized possession, duplication, or use of keys or access cards to any College premises.
6. Unauthorized use of an ID card. Students are not authorized to give permission to other persons to use the ID card on their behalf. The only person permitted to use the ID card is the individual to whom the card is issued.
7. Unauthorized or inappropriate use of College computers, e-mail, or network; or other violations as specified by the most current Appropriate Use of Technology Policy published by Occidental Information Technology Services.
8. Use of electronic or other devices to record any person while on College premises without his/her prior knowledge, or without his/her effective consent.
9. Failure to comply with any sanction(s), administrative and/or educational, imposed in accordance with the Code.
10. Furnishing false information to the College or a College Official or withholding information that may impede an investigation. This includes, but is not limited to any false report, warning or threat of fire, explosion or other emergency.
11. Violation of the College Alcohol Policy.
12. Violation of the College Drug Policy.
13. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
14. Substantially interfering with the freedom of expression of others.
15. Attempted or actual theft of College property or the property of others.
16. Damage to College property or the property of others, including littering. Departments may have additional regulations and/or requirements dealing with conduct and/or use of College funds or property.
17. Failure to comply with the reasonable directions of College officials, including Campus Safety officers and residence hall staff, acting in performance of their duties. This also includes failure to identify oneself to these persons when requested.
18. Violations of other College regulations, rules, or policies.
19. Conduct that could result in the violation of any federal, state or local law.
20. Students are to maintain adequate overview of their guests and to exercise good judgment when inviting guests into the community. Guests include individuals invited or signed in for by the

student or the passive acceptance of an individual's known presence. Guests also include individuals who are not personally invited, but who respond to a general invitation.

21. Hosting non-official events or other activities that create a nuisance or endanger the safety of the community.
22. Retaliation: Acts or attempts to retaliate or seek retribution against any complainant, respondent, or individual or group of individuals or group of individuals otherwise involved in the complaint, investigation and/or resolution of an allegation of a policy violation. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation can take many forms, including continued abuse, violence or other forms of harm to others.

Standards of Classroom Behaviour

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any inappropriate, prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period, and shall be referred to the Office of Student Conduct. Longer suspensions from a class or dismissal on disciplinary grounds must be preceded by a conduct conference or conduct hearing.

Sanctions

1. Warning: Notice, in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. Censure: A written reprimand for violating the Code of Student Conduct or other College policy. This conduct status specifies a period of time during which the student's or organization's good standing with the College may be in jeopardy. The student is officially warned that continuation or repetition of prohibited conduct may be cause for additional conduct action including probation, suspension, or expulsion from the College.
3. Disciplinary Probation: Expulsion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other College policy violations may result in further disciplinary action.
4. Restitution: Repayment to the College or to an affected party for damages resulting from a violation of this Code. To enforce this sanction, the College reserves the right to withhold transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.
5. Removal from Campus Housing: Students may be removed from College housing and/or barred from applying for campus housing due to disciplinary violations of this Code.
6. Suspension: Expulsion from College premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will be recorded in the student's conduct file. Conditions for readmission may be specified in the suspension notice. The Refunds and Withdrawals policy applies to students on suspension.
7. Expulsion: Permanent termination of student status and exclusion from College premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript. The Refunds and Withdrawals policy applies to students who are expelled.
8. Revocation of Admission and/or Degree: Admission to or a degree awarded by the College may be revoked for fraud, misrepresentation in obtaining the degree or violation of College policies, the Code or for other serious violations committed by a student prior to enrollment or graduation.
9. Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
10. More than one of the sanctions listed above may be imposed for any single violation.
11. Significant mitigating factors shall be considered when sanctions are imposed, including the present demeanor and past conduct record of the student as well as the nature of the offense and the severity of any damage, injury or harm resulting from it.

12. In determining appropriate sanctions, the Office of Student Conduct may consult with appropriate official on-campus.

Case Referrals

- Any person may refer a student, group or organization suspected of violating this Code to the Office of Student Conduct. A charge shall be prepared in writing and directed to the Office of Student Conduct. Any charge should be submitted as soon as possible after the alleged violation occurs.
- An individual(s) who refers a case typically serves as the complainant and presents relevant information in a hearing or conference. The College itself, represented by a member of the administration or faculty, may also act as complainant. The complainant may request the assistance of a member of the College community.

Transcript Actions

- The In charge of Students Office and/or the Conduct Officer may direct the Principal to place a hold on a student's College records while conduct proceedings are pending, as part of a sanction involving restitution for damages to a complainant or College property, or as part of an outstanding educational assignment.
- Permanent notation will be made on the transcript if a student is expelled from the institution.

22 PG 101 :: PERSONALITY DEVELOPMENT THROUGH LIFE ENLIGHTENMENT SKILLS

Course Code	22 PG 101	Course Method	Delivery	Classroom / Blended Mode
Credits	03	CIA Marks		30
No. of Lecture Hours / Week	03	Semester Marks	End Exam	70
Total Number of Lecture Hours	60	Total Marks		100
Course Focus	Employability	Entrepreneurship		Skill Development.

COURSE OUTCOMES: By the end of this course students will be able to:

- | | | |
|------|---|------------------|
| CO-1 | Personality and achieve their highest Goals of Life. | Understand their |
| CO-2 | Positive Attitude, Self-Motivation, enhancing Self-Esteem and | Learn to build |
| CO-3 | Develop Time management, Team management, Work ethics, good manners, and professional Etiquettes. | Analyze and |

- CO-4 Lead the nation and mankind to peace, prosperity and practice emotional self-regulation.
- CO-5 Learn to develop coping mechanism to manage Stress through Yoga and Meditation Techniques and develop a versatile personality.

COURSE CONTENT

UNIT-I: Introduction to Personality Development: Concept of Personality, Dimensions of Personality, Theories of Personality Development (Freud & Erickson); The Concept of Success and Failure, Factors Responsible for Success, Hurdles in achieving Success and Overcoming Hurdles, Causes of failure; SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats), Individual SWOT.

(15 Hours)

UNIT-II: Attitude, Motivation and Self-esteem: Conceptual overview of Attitude, Types of Attitudes, Attitude Formation, Advantages and Disadvantages of Positive and Negative Attitude, Ways to Develop Positive Attitude; Concept of Motivation: Definition and Nature of Motivation, Internal and External Motives, Theories of Motivation (Maslow & Herzberg), Importance of Self- Motivation, Factors leading to demotivation; Self-esteem: Definition and Nature of self-esteem , Do's and Don'ts to develop positive self-esteem, Importance Building positive self-image.

(15 Hours)

UNIT -III: Communication and Emotional Intelligence: Effective Communication, Types of Communication, Types of Etiquette; Decision-making skills, Steps in Decision Making, Conflict Management and Negotiation; Concept of Leadership, Qualities of a successful leader, Character building; Teamwork, Time Management, Work ethics; Emotional Quotient, IQ Vs EQ, Dimensions of Emotional Intelligence, Components of Emotional Intelligence.

(15 Hours)

UNIT-IV: Holistic Development of Personality: Bhagavadgita 18 Verses ; Chapter 1 – Verses 1 Chapter 2 Verses 17, 23, 35, 47, 48, 62 (Wisdom / Virtue / Professionalism) Chapter 3 Verses 35, 36, 37, 42 Chapter 4 Verses 7 (Virtue) Chapter 6 Verses 5 Chapter 18 Verses 38, 46, 48, 63, 78 (Wisdom)

(15 Hours)

UNIT-V: Stress Management & Yoga: Meaning and Definition of Stress, Types of Stress, Eustress and Distress, Stress Management; Meaning and definition of Yoga, Historical Perspective of Yoga, Principles of Astanga Yoga by Patanjali; Pranayama, Pranayama: Anulom and Vilom Pranayama, Nadishudhi Pranayama Kapalabhati, Pranayama, Bhramari Pranayama, Nadanusandhana Pranayama; Meditation techniques: Om Meditation, Cyclic meditation: Instant Relaxation Technique (IRT), Quick Relaxation Technique (QRT), and Deep Relaxation Technique (DRT); **(Theory & Practical).**

(15 Hours)

PRACTICAL COMPONENT:

1. Students should identify different types of personality to know their own personality.

Students are to describe the characteristics of their personalities and submit the same for assessment.

2. Students are to form in groups (a group consists of 4-6 students) to identify and write a brief note on famous personalities of India and World.
3. Students are required to identify different types of attitudes and give any five examples of each.
4. Students are expected to check their attitudes and develop ways to improve their attitudes at work place and home.
5. Students are required to identify keys to self-motivation to achieve their goals.
6. Students are expected to identify at least seventy percent of body language and conduct activities.

REFERENCES:

- 1) Hurlock, E.B. Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill, 2006.
- 2) Gopinath, Rashtriya Sanskrit Sansthanam P, Bhartrihari's Three Satakam, Niti-sringar-vairagya, New Delhi, 2010
- 3) Swami Swarupananda, Srimad Bhagavad Gita, Advaita Ashram, Publication Department, Kolkata, 2016.
- 4) Lucas, Stephen. Art of Public Speaking. New Delhi. Tata -Mc-GrawHill. 2001
- 5) Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).
- 6) Pravesh Kumar. All about Self-Motivation. New Delhi. Goodwill Publishing House. 2005.
- 7) Smith, B. Body Language. Delhi: Rohan Book Company. 2004
- 8) Yogic Asanas for Group Training-Part-I: Janardhan Swami Yogabhyas iMandal, Nagpur.
- 9) Raja yoga or Conquering the Internal Nature by Swami Vivekananda, Advaita Ashrama (Publication Department), Kolkata.
- 10) Nagendra H.R and Nagaratna R, Yoga Perspective in Stress Management, Bangalore, Swami Vivekananda Yoga Prakashan.

Online Resources:

- https://onlinecourses.nptel.ac.in/noc16_ge04/preview
- <https://freevideolectures.com/course/3539/indian-philosophy/11>

The code of Professional Ethics

I. Teachers and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his / her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his / her precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among the students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable in disposition.

Teacher should

- i. Adhere to the responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution to knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication;
- vii. Cooperate and assist in carrying out functions relating to the educational responsibilities of the college such as assisting in appraising applications for admission, advising and supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers and the Students

Teachers should

- I. Respect the right and dignity of the student in expressing his / her opinion;
- II. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- III. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- IV. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- V. Inculcate among student scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- VI. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- VII. Pay attention to only the attainment of the student in the assessment of merit;
- VIII. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- IX. Aid students to develop an understanding of our national heritage and national goals; and
- X. Refrain from inciting students against other student's colleagues or administration.

III. Teachers and Colleagues

Teachers should

- i. Treat other members of the profession in the same manner as they themselves want to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. Teachers and Authorities

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Cooperate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-teaching staff

- i. Teachers should treat the Non-teaching staff as colleagues and equal partners in cooperative undertaking within every educational institutions;
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should

Try through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, and report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teacher and Society

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling to hatred or enemy among different communities, religions or linguistic but actively work for National Integration.

PARVATHANENI BRAHMAYYA (P.B)
SIDDHARTHA COLLEGE OF ARTS AND SCIENCE
VIJAYAWADA

Policy Name:	Code of ethics to promote the Research
Originating/Responsible Department:	Principal
Approval Authority:	Academic Council
Date of Original Policy:	
Last Update:	

Preamble

The purpose of this Policy is to establish principles to guide the design, ethical conduct and ethics review process of research involving humans and animals. It outlines the scope of application of the Policy and the approach to research ethics review that flows from the core principles – Respect for Persons, Concern for Welfare, and Justice. The preferred approach to research ethics review is a proportionate approach. The research ethics board (REB) tailors the level of scrutiny by an REB to the level of risk presented by the research, and assesses the ethical acceptability of the research through consideration of the foreseeable risks, the potential benefits and the ethical implications of the research, both at the stage of the initial REB review and throughout the life of the project (continuing ethics review).

Ethics and plagiarism are the significant components in research and publication. Sometimes it is to be observed that researchers claim others work as their own, which will degrade the reputation of the individual/institution. There is every need to assess the academic/research work of the student/researcher scholar/ researcher who produce their work in the form of Project reports, Seminar papers, Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects should go through the process of plagiarism and has to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability across the globe and needs to reach the highest success.

Objective

The main objective of this stratagem is to promote the research and research publications and prevention of misconduct including plagiarism in R&D. We take some extra measures to ensure that the work is at par with the National/International standards professional type setters which are engaged to bring about the best of results. The Authors are made responsible for their research work carried out, presentation and results are expressed. The institution deplores and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

Definitions

For the purposes of this Policy:

“Agency” means the funding agency, foundation, organization, sponsor or other Person, public or private, international, national, provincial or foreign, supporting in whole or in part any Research, or which has oversight of any Research.

“Agreements” includes all international project agreements, licensing agreements, research agreements, research contracts, research grant agreements, service agreements, shareholder agreements, clinical trial agreements, confidentiality agreements, material transfer agreements, partnership program agreements, collaborative research development agreements, inter-institutional research agreements and industrial research chair agreements and any document accessory to such agreements.

“Data” includes all information or records of any sort related to the application for, performance of, data obtained from, conclusions and outcomes reached in the research in question including but not limited to formulae, discoveries, inventions, raw numbers, algorithms, products, compositions, processes, protocols, methods, tests, patterns, interviews, transcripts, surveys, publications and reports.

“Hazardous Research” includes but is not limited to any research that involves hazardous materials which pose a significant physical or health hazard to individuals or facilities, any research which involves significant hazardous procedures or activities; any research that occurs in hazardous environments.

“Plagiarism” means the appropriation of another person’s ideas, processes, results or words without giving appropriate credit. Of growing concern is the act of ‘self-plagiarism which occurs when an author publishes a paper with passages or paragraphs that the same author has previously published, but without attribution.

“Regulatory Framework” includes national, state and municipal laws, the regulations, policies and guidelines of the college and of agencies relating to the conduct of research, as they may exist from time to time.

“Research” includes all forms of funded and unfunded scholarly, scientific and related activities based on intellectual investigation aimed at discovering, interpreting, revising, disseminating or publishing knowledge, whether conducted on campus or off campus.

“Research Misconduct” includes, but is not limited to the definitions of the funding agencies for such misconduct, for example: fabrication, falsification, unlawful destruction of research records, plagiarism, redundant publications, invalid authorship, inadequate acknowledgement, mismanagement of Conflict of Interest: or any other conduct that constitutes a significant departure from the ethical and other standards that are commonly accepted within the relevant research community for proposing, performing, reporting or reviewing research or treating human and animal research subjects, but does not include honest errors or differences of interpretation or judgment relating to data or results that are reasonable in light of the circumstances in which they are made or reached.

“Researcher” means any Carleton faculty member, emeritus faculty, staff, student, adjunct scholar, fellow and chair, paid and unpaid research associates and assistants, and any person in a like position, who conducts or advances research in that capacity, or (b) who accesses college students or staff as human research participants; (c) any other person who conducts or advances research as connected with the college; and (d) any person who conducts research using college resources (whether research space, materials, equipment, or human resources).

Scope of Research Ethics

The following defines the general categories of research that require REB review in accordance with this Policy, subject to the exceptions set out further on in this Policy.

Article 1.1 The following requires ethics review and approval by an REB before the research commences:

- a. research involving living human participants;
- b. research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals.

Application The scope of this Policy is restricted to the review of the ethical conduct of research involving humans. The scope of REB review is limited to those activities defined in this Policy as “research” involving “human participants.”

For the purposes of this Policy, “research” is defined as an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation. The term “disciplined inquiry” refers to an inquiry that is conducted with the expectation that the method, results, and conclusions will be able to withstand the scrutiny of the relevant research community. For example, a study seeking to explore the narratives of teens coping with mental illness would be evaluated by the established standards of studies employing similar methods, technologies and/or theoretical frameworks.

A determination that research is the intended purpose of the undertaking is key for differentiating activities that require ethics review by an REB and those that do not (see [Article 1.5](#)). It is important to note that choice of methodology and/or intent or ability to publish findings are not factors that determine whether or not an activity is research requiring ethics review. For the purposes of this Policy, “human participants” (referred to as “participants”) are those individuals whose data, or responses to interventions, stimuli or questions by the researcher, are relevant to answering the research question.

Human participants are unique among the many parties involved in research, because they bear the primary risks of the research. These individuals are often referred to as “research subjects.” This Policy prefers the term “participant” because it better reflects the spirit behind the core principles: that individuals who choose to participate in research play a more active role than the term “subject” conveys. As well, it reflects the range of research covered by this Policy, and the varied degree of involvement by participants – including the use of their data or human biological materials – that different types of research offer. The core principles of this Policy – Respect for Persons, Concern for Welfare, and Justice – help to shape the relationship between researchers and participants.

Where researchers seek to collect, use, share and access different types of information or data about participants, they are expected to determine whether the information or data proposed in research may reasonably be expected to identify an individual. For the purposes of this Policy, researchers and REBs shall consider whether information is identifiable or non-identifiable. Information is identifiable if it may reasonably be expected to identify an individual, when used alone or combined with other available information. Information is non-identifiable if it does not identify an individual, for all practical purposes, when used alone or combined with other available information. The term “personal information” generally denotes identifiable information about an individual. The assessment of whether information is identifiable is made in the context of a specific research project..

In some cases, research may involve interaction with individuals who are not themselves the focus of the research in order to obtain information. For example, one may collect information from authorized personnel to release information or data in the ordinary course of their employment about organizations,

policies, procedures, professional practices or statistical reports. Such individuals are not considered participants for the purposes of this Policy. This is distinct from situations where individuals are considered participants because they are themselves the focus of the research. For example, individuals who are asked for their personal opinions about organizations, or who are observed in their work setting for the purposes of research, are considered participants.

For the purposes of this Policy, human biological materials include tissues, organs, blood, plasma, serum, DNA, RNA, proteins, cells, skin, hair, nail clippings, urine, saliva and other body fluids. Materials related to human reproduction include embryos, fetuses, fetal tissues and human reproductive materials. Embryo means a human organism during the first 56 days of its development following fertilization or creation, excluding any time during which its development has been suspended, and includes any cell derived from such an organism that is used for the purpose of creating a human being. Fetus means a human organism during the period of its development beginning on the 57th day following fertilization or creation, excluding any time during which its development has been suspended, and ending at birth. Fetal tissue includes membranes, placenta, umbilical cord, amniotic fluid and other tissue that contains genetic information about the fetus. Human reproductive materials mean a sperm, ovum or other human cell, or a human gene, as well as a part of any of them. The term “human biological materials” may be considered, for the purposes of this Policy, to include materials related to human reproduction.

When in doubt about the applicability of this Policy to a particular research project, the researcher shall seek the opinion of the REB. The REB makes the final decision on exemption from research ethics review.

Research Exempted from REB Review

Some research is exempt from REB review where protections are available by other means. This Policy allows the following exemptions from the requirement for REB review, as outlined below.

Article 1.2 Research that relies exclusively on publicly available information does not require REB review when:

- a. the information is legally accessible to the public and appropriately protected by law; or
- b. the information is publicly accessible and there is no reasonable expectation of privacy.

Application For the purposes of this Policy, publicly available information is any existing stored documentary material, records or publications, which may or may not include identifiable information. Some types of information are legally accessible to the public in a certain form and for a certain purpose, as specified by law or regulations: registries of deaths, court judgments, or public archives and publicly available statistics (e.g., Statistics India public use files), for example. In India, all publicly available archives (national, provincial or municipal) have policies governing access to their records. An archival record or database that is subject to restrictions, such as those under access to information and privacy legislation or contractual restrictions imposed by the donor of the records, may also be considered publicly available for the purposes of this Policy.

Research that relies exclusively on information that is publicly available, or made accessible through legislation or regulation, does not require REB review. Exemption from REB review for research involving information that is legally accessible to the public is based on the presence of a legally designated custodian/steward who protects its privacy and proprietary interests.

REB review is also not required where research uses exclusively publicly available information that may contain identifiable information, and for which there is no reasonable expectation of privacy. For example, identifiable information may be disseminated in the public domain through print or electronic publications; film, audio or digital recordings; press accounts; official publications of private or public institutions;

artistic installations, exhibitions or literary events freely open to the public; or publications accessible in public libraries. Research that is non-intrusive, and does not involve direct interaction between the researcher and individuals through the Internet, also does not require REB review. Cyber-material such as documents, records, performances, online archival materials or published third party interviews to which the public is given uncontrolled access on the Internet for which there is no expectation of privacy is considered to be publicly available information.

Exemption from REB review is based on the information being accessible in the public domain, and that the individuals to whom the information refers have no reasonable expectation of privacy. Information contained in publicly accessible material may, however, be subject to copyright and/or intellectual property rights protections or dissemination restrictions imposed by the legal entity controlling the information.

However, there are situations where REB review is required.

There are publicly accessible digital sites where there is a reasonable expectation of privacy. When accessing identifiable information in publicly accessible digital sites, such as Internet chat rooms, and self-help groups with restricted membership, the privacy expectation of contributors of these sites is much higher. Researchers shall submit their proposal for REB review.

Where data linkage of different sources of publicly available information is involved, it could give rise to new forms of identifiable information that would raise issues of privacy and confidentiality when used in research, and would therefore require REB review.

When in doubt about the applicability of this article to their research, researchers should consult their REBs.

Article 1.3 REB review is not required for research involving the observation of people in public places where:

- a. it does not involve any intervention staged by the researcher, or direct interaction with the individuals or groups;
- b. individuals or groups targeted for observation have no reasonable expectation of privacy; and
- c. any dissemination of research results does not allow identification of specific individuals.

Application For the purposes of this article, observational research is used to study acts or behaviour in a natural environment. It does not refer to observational methods used in epidemiological studies.

When designing their research, researchers shall pay attention to the environment in which observation takes place, the expectation of privacy that individuals in public places might have, and the means of recording observations. Researchers shall also determine whether the use of this information in the dissemination of research results (e.g., through publications, photographs, audio recordings, or video footage of groups or particular individuals) will allow the identification of individuals observed in public places. When in doubt, researchers should consult the REB prior to the conduct of such research.

Article 1.4 REB review is not required for research that relies exclusively on secondary use of anonymous information, or anonymous human biological materials, so long as the process of data linkage or recording or dissemination of results does not generate identifiable information.

Application Secondary use refers to the use in research of information or human biological materials originally collected for a purpose other than the current research purpose.

Rapid technological advances facilitate identification of information and make it harder to achieve anonymity. These activities may heighten risks of identification and possible stigmatization where a dataset contains information about or human biological materials from a population in a small geographical area, or information about individuals with unique characteristics (e.g., uncommon field of occupational specialization, diagnosis with a very rare disease). Where the researcher seeks data linkage of two or more anonymous sets of information or human biological materials and there is a reasonable prospect that this could generate identifiable information, then REB review is required.

Activities Not Requiring REB Review

The following distinguishes research requiring REB review from non-research activities that have traditionally employed methods and techniques similar to those employed in research. Such activities are not considered “research” as defined in this Policy, and do not require REB review. Activities outside the scope of research subject to REB review, as defined in this Policy, may still raise ethical issues that would benefit from careful consideration by an individual or a body capable of providing some independent guidance, other than an REB. These ethics resources may be based in professional or disciplinary associations, particularly where those associations have established best practices guidelines for such activities in their discipline.

Article 1.5 Quality assurance and quality improvement studies, program evaluation activities, and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes, do not constitute research for the purposes of this Policy, and do not fall within the scope of REB review.

Application: It refers to assessments of the performance of an organization or its employees or students, within the mandate of the organization, or according to the terms and conditions of employment or training. Those activities are normally administered in the ordinary course of the operation of an organization where participation is required, for example, as a condition of employment in the case of staff performance reviews, or an evaluation in the course of academic or professional training. Other examples include student course evaluations, or data collection for internal or external organizational reports. Such activities do not normally follow the consent procedures outlined in this Policy.

If data are collected for the purposes of such activities but later proposed for research purposes, it would be considered secondary use of information not originally intended for research, and at that time may require REB review in accordance with this Policy.

Article 1.6 Creative practice activities, in and of themselves, do not require REB review. However, research that employs creative practice to obtain responses from participants that will be analyzed to answer a research question is subject to REB review.

Application Creative practice is a process through which an artist makes or interprets a work or works of art. It may also include a study of the process of how a work of art is generated. Creative practice activities do not require REB review, but they may be governed by ethical practices established within the cultural sector.

Relationship between Research Ethics Review and Scholarly Review

Article 1.7 As part of research ethics review, the REB shall review the ethical implications of the methods and design of the research.

Application The primary test to be used by REBs in evaluating a research project should be ethical acceptability and, where appropriate, relevant disciplinary scholarly standards.

Traditions for scholarly review vary among disciplines or fields of research, including the stage at which scholarly review occurs, and this needs to be taken into account by REBs. The extent of the scholarly review that is required for biomedical research that does not involve more than minimal risk will vary according to the research being carried out. Research in the humanities and the social sciences that poses, at most, minimal risk shall not normally be required by the REB to be peer reviewed.

REBs should normally avoid duplicating previous professional peer-review assessments unless there is a good and defined reason to do so. It is to be noted that for specific types of research (e.g., clinical trials) REBs should respect the relevant guidelines² that require REBs to evaluate the scientific aspects of the research as part of their research ethics review.

Researchers have a role to play in demonstrating to their REB whether, when and how appropriate scholarly review has been or will be undertaken for their research. REBs may request that the researcher provide them with the full documentation of scholarly reviews already completed.

Where scholarly review is required,

an REB should consider what scholarly review has been applied to a particular research project (e.g., by a funder or sponsor, or for student research by the research supervisor or thesis committee, or by a permanent peer review committee where it exists);

if scholarly review as indicated by the relevant disciplinary tradition has not yet been done, and there is no body available to do it, the REB should consider the following mechanisms in satisfying itself that scholarly review of the research is completed:

establish an ad hoc independent peer review committee;

if the REB has the necessary scholarly expertise, assume complete responsibility for the scholarly review. In assuming this responsibility, the REB should not be driven by factors such as personal biases or preferences, and should not reject proposals because they are controversial, challenge mainstream thought, or offend powerful or vocal interest groups.

REB Review Shall Be Continuing.

Article 1.8 Following initial REB review and approval, research ethics review shall continue throughout the life of the project.

Application The primary goal of REB review is to ensure the ethical acceptability of research involving humans that falls within the scope of this Policy. Following the initial REB review and approval, the ethics review shall continue to ensure that all stages of a research project are ethically acceptable in accordance with the principles of this Policy.

Continuing ethics review by an REB provides those involved in the research process (in particular, researchers and REBs) with multiple opportunities to reflect on the ethical issues surrounding the research. This reflection can show whether the stated risks, or other unknown risks, were incurred and how they affected the individual and collective welfare of participants. This reflective practice is intended to enable both researchers and REBs to be more effective in protecting participants in current and future research. This practice is especially important in new and emerging fields, where the ethical implications are not yet well understood. Here, reflection should involve an ongoing dialogue among REBs and researchers, as appropriate, to enable the practices surrounding research ethics to evolve as needed to comply with the principles of this Policy.

In the conduct of their approved research, should unanticipated issues arise that may increase the level of risk or have other ethical implications, researchers shall report them to their REB in a timely manner. Researchers shall also submit to their REBs in a timely manner requests for changes to their approved research.

Plagiarism:

Plagiarism constitutes unethical scientific behavior and is never acceptable. Proper acknowledgement of the work of others used in a research work must always be given. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

1. Verbatim or nearly verbatim copying or translation of a full paper(s), or the verbatim or nearly verbatim copying or translation of a significant portion(s) of another paper(s);
2. Disclosing unpublished data or findings without permission, even if attributed;
3. Unaccredited verbatim or nearly verbatim copying or translation of individual elements of another paper(s);
4. Unaccredited paraphrasing of pages or paragraphs from another paper(s);
5. Credited verbatim copying or translation of a major portion of a paper without clear delineation (e.g., quotes or indents).

Possible types of Ethical violations:

1. **Conflict of Interest:** Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.
2. **Disputes about authorship:** Proper authorship representation is generally a matter for the involved parties to resolve.
3. **Duplicate Submission:** Duplicate submission abuses the resources of all affected journals, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable.
4. **Fabrication or misrepresentation of data or results:** Any incidence of fabrication or misrepresentation to be an extremely serious breach of professional conduct, with potentially severe ethical and legal consequences.

Publication Ethics Committee:

The Publications Ethics Committee is responsible for developing and monitoring policies and guidelines related to publishing ethics, in matters pertaining to possible violations and assisting with investigations of alleged violations. The degree of corrective action will be commensurate with the degree of plagiarism.

Disciplinary Action:

The Publication Ethics Committee which comprises five members team will establish and take care of the issues and complaints regarding the plagiarism and will submit the report after thorough investigation and recommends the disciplinary action to be imposed within a period of 3 weeks from the day of compliant. The member comprises:

1. Principal: Chairman
2. Member Coordinator (R&D): Secretary

3. Respective Head of the Department: Member
4. Subject Experts: 2 Members

Standard working procedure for Research & Publication:

A standard working procedure is a set of instructions which are followed by the employees and students to perform the duty properly and consistently to achieve high quality result. It is to describe the procedure of reviewing and getting the approval for apparent publication.

Responsibility:

The Applicant of the concerned

Documents need to be produced:

- 1) Plagiarism report by Turnitin, Crosscheck or any authorized (Maximum 20%)
- 2) No Objection certificate from Co-authors
- 3) Copy right form from author(s)

Proof:

22MCA204:Research Methodology & Intellectual Property Rights(IPR)

CourseName	Research Methodology&Intellectual Property Rights(IPR)			L	T	P	C	CIA	SEE	TM
CourseCode	22PG201			4	0	0	4	30	70	100
Year of Introduction: 2023	Year of Offering: 2023	Year of Revision: Nil		Percentage of Revision: NIL						
L-Lecture, T-Tutorial, P-Practical, C-Credits, CIA-InternalMarks, SEE-ExternalMarks, TM-TotalMarks										

Course Description and Purpose:

The aim of this course is to develop research bent of mind (spirit of inquiry) and impart research skills to the all Post graduate students. It also encompasses the series of research methodology contents: from problem formulation, to design, to data collection, analysis, reporting and dissemination. This course also covers intellectual property rights (IPR), and intended to equip students with conceptual understandings of current scenario of IPR, and the practical issues encountered in filing patents, trademarks and copyrights.

Course Objectives:

To understand some basic concepts of research and its methodologies

- To develop an understanding of various research designs and techniques.
- To identify various sources of information for literature review and data collection.
- Ability to write a research proposal, report, and thesis.
- To demonstrate knowledge and understanding of IPR filing and rights.

Course Learning Outcomes:

At the end of this course, the students will be able to:

CO1: Understand the Foundations of Research(PO2,PO3)

CO2: Analyze Research Design, Sampling Concepts, and Data Collection Methods(PO4,PO5)

CO3: Apply Measurement & Scaling Techniques, Hypothesis Formulation and Testing(PO1,PO2,PO4)

CO4: Evaluate Intellectual Property Rights (IPR)(PO2,PO4)

CO5: Analyze Indian and International Developments in IP(PO2,PO5,PO6,PO7)

CO-PO MATRIX								
COURSE CODE	CO-PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
22PG201	CO1		L	M				
	CO2				H	M		
	CO3	H	H		M			
	CO4		H		H			
	CO6		H			M	L	H

Course Content:

UNIT I

Foundations of Research:

Meaning of Research – Definitions of Research – Motivation in Research – General Characteristics of Research – Criteria of Good Research – Types of Research – Research Process – Research Methods vs. Methodology – Defining and Formulating the Research Problem – Review of Literature – Approaches to Critical Literature Review – Importance of Literature Review in Identifying Research Gaps and Defining a Problem – Development of Working Hypothesis.

UNIT II

Research Design, Sampling Concepts, and Data Collection Methods

Meaning, Significance and Characteristics of Good Research Design – Types of Research Design: Exploratory, Conclusive Research and Experimental – Sampling Theory: Types of Sampling and Errors in Sampling – Data Collection: Types of Data–Data Collection Methods and Techniques for Primary and Secondary Data.

UNIT III

Measurement & Scaling Techniques, Hypothesis Formulation and Testing, Overview of Data Analysis and Report Writing

Basic measurement scales–Reliability & Validity–Definition and Types of Hypothesis–

Hypothesis Formulation and Testing Procedure– Overview of Data Analysis: Methods, Process and Types – Report Writing: Significance of Report Writing, Different Steps in Writing Report, Layout of the Research Report, Types of Reports, Oral Presentation, Mechanics of Writing a Research Report, Precautions for Writing Research Reports–How to Write a Research Proposal, Research Ethics, Conflict of Interest and Plagiarism.

UNIT IV

Intellectual Property Rights (IPR)

Definition and Nature and Features of Intellectual Property Rights (IPR)–

Types of Intellectual Property Rights – Procedure for Grants of Patents–Rights of a Patent–

Scope of a Patent Rights–Licensing and Transfer of Technology–

Why protection of intellectual property is important? – Enforcement of IPR–Infringement of IPR.

UNIT V

Indian and International Scenario and New Developments in IPR

IPR Developments in India for the past Five Years – Development of IPR Laws in India– International Cooperation on IPR – New Developments in IPR – Administration of Patent System – International Patent protection–Case Studies in Indian and Global Contexts.

PRACTICAL COMPONENTS:

- ✓ Students should identify different research problems with examples and describe the characteristics of researchable problems in their academic area/society/community/organization concerned.
- ✓ Students are to form in groups (a group consists of 4-6 students) and conduct critical literature survey with regard to the identified research problems and prepare a brief literature review coupled with research gaps and working hypothesis.
- ✓ Students are required to identify and develop good research design to address the defined research problems.
- ✓ Students are expected to write the research design on Exploratory and Descriptive Research.
- ✓ Students are required to develop practical experience in writing a research proposal by conducting a thorough critical review of any three research proposals (examples).
- ✓ Students are expected to develop templates for technical report writing.
- ✓ Students should conduct a team-based mini research project, which is a unified and practical case on a topic of their choice, with approximately 4-6 students per group.
- ✓ Students are expected to identify types of plagiarism in academic research, and how to avoid plagiarism in research.
- ✓ Students are asked to identify and submit a brief report on Indian patents of International repute.
- ✓ Students are asked to write on Patent registration procedure, and visit Official website of Intellectual Property India <https://ipindia.gov.in> to know how to get IPR in India.
- ✓ Students are asked to identify and summarise remedies available against the infringement of

intellectual property rights in Indian and global contexts.

- ✓ Students are asked to submit any five examples of ethical issues in copyright and patents.

Reference Text Books:

1. Garg, B.L., Karadia, R., Agarwal, F. and Agarwal, U.K., 2002, An introduction to Research Methodology, RBSA Publishers.
2. Cohen, L. Lawrence, M., & Morrison, K. (2005), Research Methods in Education (5th edition). Oxford: Oxford University Press.
3. Kothari, C.R., 1990, Research Methodology: Methods and Techniques, New Age International.
4. Dornyei, Z. (2007). Research Methods in Applied Linguistics. Oxford: Oxford University Press.
5. Anthony, M., Graziano, A.M. and Raulin, M.L., 2009, Research Methods: A Process of Inquiry, Allyn and Bacon.
6. Fink, A., 2009, Conducting Research Literature Reviews: From the Internet to Paper. Sage Publications.
7. Day, R.A., 1992, How to Write and Publish a Scientific Paper, Cambridge University Press.
8. Wadehra, B.L. 2000, Law relating to patents, trade marks, copyright designs and geographical indications. Universal Law Publishing.
9. Coley, S.M. and Scheinberg, C. A., 1990, Proposal Writing, Sage Publications.
10. Carlos, C.M., 2000. Intellectual property rights, the WTO and developing countries: the TRIPS agreement and policy options, Zed Books, New York.
11. Leedy, P.D. and Ormrod, J.E., 2004, Practical Research: Planning and Design, Prentice Hall.
12. Satarkar, S.V., 2000. Intellectual property rights and Copy right. Ess Publications.
13. Important Websites:
 - www.ipindia.nic.in- Intellectual Property Office, India
 - www.patentoffice.nic.in- Patent office, India
 - <http://copyright.gov.in/>- Copyright Office, India
 - ipr.icegate.gov.in- Automated Recordation & Targeting for IPR Protection
 - <http://www.icegate.gov.in>- E-Commerce portal of Central Board of Excise and Customs
 - www.ipab.tn.nic.in- Intellectual Property Appellate Board, India
 - www.mit.gov.in- Department of Information Technology, India
 - <http://www.mit.gov.in/content/office-semiconductor-integrated-circuits-layout-design-registry>
 - Semiconductor Integrated Circuits Layout-Design Registry (SICLDR)

Lalitha., Student of M.Sc DataScience.



Report on the Student Attributes facilitated by the Institution

Holistic development of a student is the mission and goal of our Institution P B Siddhartha College of Arts & Science. This helps our students minds to grow to their best potential. Every aspect of personality is given due importance. In Holistic grooming of students some of the areas are taken into account in the institution . Activities are included in our

curriculum and conducted. Development of good communication skills ,social-emotional learning/development; the development of varying artistic skills; cognitive development; character development etc. to ensure that we are equipping them with the necessary skills to present them as well-rounded, successful and competitive citizens of tomorrow.

Artistic Skill Development: We have a strong cultural committee and cultural club which enables and enhances our students to exhibit their talent in different art forms like singing, dance, painting, clay modelling which is very essential for any human being to let them relax after a hard day work. Our students participate in various inter collegiate ,university wide ,state wide competitions and they stand as winners.

Cognitive development: Many Guest Lectures, workshops, seminars, interactive sessions, In-House Projects are organized in various departments to upskill the students and develop them to face the future challenges.

Character Development: Code of conduct is maintained, discipline committee and Mentor counsels and advises students to maintain right conduct or strict action is taken for misconduct. Good habits Club, Ethics Club, Green club are running very successfully by motivating our students to reap a student with good character and a responsible human in our society.

Social-emotional learning/development: Subjects related to personality development are included in the curriculum, yoga, Sports NCC, NSS wings enhance the social - emotional learning and develops the student physically and mentally . Neighborhood activities are organized by the various departments in the college to let the student feel responsible and utilize their caliber and strength to build a good society.

Dr. Ramesh Meka

