



Hindi Vidya Prachar Samiti's
R. J. COLLEGE OF ARTS, SCIENCE & COMMERCE
(AUTONOMOUS)

Opposite Ghatkopar Railway Station, Ghatkopar (W), Mumbai 400 086.



CODE OF CONDUCT FOR
RESEARCHERS
(RESEARCH GUIDES AND RESEARCH STUDENTS)

CODE OF CONDUCT FOR RESEARCHERS –RESEARCH GUIDES AND RESEARCH STUDENTS

“CODE OF CONDUCT ” HEREIN AFTER REFERRED TO AS CODE IS A WRITTEN POLICY DOCUMENT WHICH PRESCRIBES A SET OF RULES AND REGULATIONS COVERING WHAT IS APPROPRIATE BEHAVIOUR AND ACCEPTABLE NORMS IN AN ORGANISATION . THIS POLICY DOCUMENT PREPARED BY THE COLLEGE LISTS OUT THE RULES AND REGULATIONS TO BE FOLLOWED BY RESEARCH GUIDES AND RESEARCH STUDENTS AND IS EFFECTIVE FROM ACADEMIC YEAR 2021-22 ONWARDS

“COLLEGE” AS REFERRED TO IN THIS POLICY DOCUMENT IS HINDI VIDYA PRACHAR SAMITI’S RAMNIRANJAN JHUNJHUNWALA COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS)

“STUDENTS” REFERS TO STUDENTS REGISTERED AS PH.D SCHOLARS AND THOSE WHO ARE CARRYING ON RESEARCH IN R.J.CENTRE SINCE ACADEMIC YEAR 2021-22

“COMPETENT AUTHORITY” REFERS TO PRINCIPAL AS THE HEAD OF THE INSTITUTION. BESIDES PRINCIPAL MAY AUTHORISE APPROPRIATE AUTHORITY- LIBRARIAN /INCHARGE OF LIBRARY AND THE LAB SUPERVISOR/ TEACHER IN CHARGE RESPONSIBLE FOR THE CONDUCT OF PRACTICALS IN LABORATORIES TO ENSURE STRICT COMPLIANCE OF CODE OF CONDUCT.

“UNIVERSITY” REFERS TO THE UNIVERSITY OF MUMBAI

PRINCIPAL RESERVES THE RIGHT TO AMEND THE CODE FROM TIME TO TIME AS DEEMED FIT.

Code of conduct for Researchers and Research students is applicable to every Research guide and every Research student registered and carrying on Research in R. J. Research centre.

R.J College offers doctoral programs in the following subjects

- **Botany**
- **Zoology**
- **Chemistry**
- **Physics**
- **Biotechnology**
- **Commerce**
- **English**
- **Hindi**
- **Philosophy**

The Principal, being the Head of R. J. Research centre will be the final authority regarding implementing the Code or amending the Code

A) CODE OF CONDUCT FOR RESEARCH GUIDES OF RJ RESEARCH CENTRE

1. To apprise the Research aspirant of the course duration and the mandatory compliance norms
2. To encourage and impress upon the research scholars about the need for prompt submission of research proposals / completion of formalities and timely dispatch of all relevant documents to University of Mumbai .
3. To guide the student to ensure successful completion and submission of Thesis.
4. To ensure that Professional and Ethical integrity must be maintained.
5. Ph.D guides are required to conduct the six monthly online/off line review and List of Reviewers /Ph.D guides in respective subjects to be prepared and submitted to RJRAC .
6. List of Publications /presentations made during the year to be communicated to IQAC for NAAC purpose.
7. Requisition of books /journals are required to be communicated to the librarian.
8. Requirements of Equipment's, purchase of apparatus, chemical reagents to be communicated to HOD on an Annual basis.
9. Research guides are advised to inform the research students about the upcoming research activities and events and encourage them to participate in the research events.

B) CODE OF CONDUCT FOR RESEARCH STUDENTS

1. Research students are required to submit all the necessary documents (Eligibility /Migration certificates,) and make the payment of fees within the stipulated time.
2. Any change in personal information like Name, residential address, contact no, email to be communicated in writing.
3. In case of Science research students, the standard operating procedure (SOP) for handling equipment should be strictly followed
4. To communicate with the Research guide at regular intervals and update the status of work done/ to be done.
5. To follow the instructions of the Guide and to complete the course work as laid down by UGC
6. To adopt an ethical approach in conduct of Research
7. Research activity calls for professional commitment, academic vigour, integrity, accountability, discipline and perseverance from the Research student.
8. All communication with college/ University authorities must be routed through the research guide.
9. Responsible academic conduct is expected from Research students .
10. Research students are advised to make optimum use of library facilities of the Research Centre Research students are expected to attend /participate in workshops/ conferences/ seminars organized by Research Centre
11. Any requirements of books/ journals, chemicals or Equipment necessitating purchase should be forwarded in writing signed by the Research guide.

12. In the light of COVID, Research students are required to maintain cleanliness and hygiene in their work space

SCIENCE RESEARCH SCHOLARS- SOME LABORATORY PRACTICES

General Precautions for Lab safety -Dos and Don'ts:

1. Follow all instructions carefully. Use special care when you see the word CAUTION in your
2. laboratory instructions. Follow the safety instructions given by your teacher.
3. Determine the location of Fire Extinguishers, Chemical safety showers and Eye washers,
4. Chemical Spill Kits, and alternative exit routes for lab evacuation.
5. Smoking, eating or drinking in the lab room is strictly prohibited.
6. Wear lab coats and appropriate safety footwear when working with chemicals, hot material, or preserved specimens.
7. Wear safety goggles whenever using dangerous chemicals, hot liquids, or burners.
8. Any chemicals accidentally spilled on the hands or other parts of the body should be washed off immediately with plenty of running water.
9. If you have an open skin wound, be sure that it is covered with a waterproof bandage.
10. Never work alone in a laboratory.
11. Keep your work area clean and dry.
12. Turn off all electrical equipment, water, and gas when it is not in use, especially at the end of the laboratory period.
13. Tie your hair and or flowing dresses.
14. Report all chemicals spills or fluids to your instructor immediately.
15. Clean up your lab space after use.

First Aid:

1. Injuries: Bleeding should be reduced using bandages, the wound should be cleaned with iodine alcohol mixture and wrapped with sterile bandage.
2. Acid and fire burns: Body burns must be washed immediately with tap water. Eye burns must be washed using an eye washer, special cream for burns could be used.
3. Skin contamination requires washing with water and removal of contaminated clothing. If the contaminant is insoluble in water, remove with soap and water.
4. **KINDLY CONSULT DOCTOR IMMEDIATELY** in case of any accident.

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