

Code of Conduct Handbook for the Students

1. Preamble of the Book of Conduct

This Handbook indicates the standard procedures and practices of all the enrolled students of this Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's Endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

2. Statement of Vision and Mission of the Institute

In order to know properly the ethics of code of conduct of the college, the students must acquaint with the statement of vision and mission of the college, which contains the primary aims and objectives, on which the college was founded and still pursues its functions.

Vision:

The vision of the institute "is to make the students cognizably sound and ethically strong so as to enable them to carry out the task of building of the nation".

Mission:

"Universal access of learning irrespective of the caste and creed and among all the strata of the society".

The college authority sincerely and honestly care for the very purpose of its existence: expanding the scope of higher education for the weaker sections of the society including students of poor financial background, who are first generation learners, students who are marginalized in the society. The college wants to see that no student is deprived of Higher Education due to financial and other constraints that are prevalent in the society at large.

Institution's distinctive characteristics:

In tune with Higher Education policy the mission of our institute contributes to national development through dissemination of specialized knowledge and skills. We

believe that if a student is cognizably sound in a particular subject then he can face and solve every aspect of his life which includes the issues of humanity also.

Considering the socio-economic status of the locality, we have to compromise with quality to ensure the spread of education among all students irrespective of caste, creed and sex.

3. Jurisdiction

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include;

1. Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
2. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
3. Possession or use of weapons, explosives, or destructive devices off-campus
4. Manufacture, sale, or distribution of prohibited drugs, alcohol etc. are strictly prohibited.
5. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
6. Attend the Institute for every schedule class, except when absence is unavoidable. Late – coming in class, frequent absence in Institute, negligence in wearing proper uniform or dress and carelessness in studies will be viewed seriously.
7. Attend and be punctual for all classes, tutorials, enrichment activities, test examinations, registrations and any other commitments. Take responsibility for making up any work missed through absence.
8. Complete all work set by the required time to the best of your ability. Your work is expected to be of sufficient standard to enable you to make progress in the courses you are pursuing. Use your private study times constructively.
9. Smoking, taking alcohol and illegal substances within the campus is strictly prohibited. You must not smoke within the College campus.

10. The Institute has a policy of zero tolerance towards violence. Any form of violent and/or intimidating behavior or behavior which is likely to lead to violence within the campus and/or campus surroundings, will be treated as a very serious disciplinary offence. It is a criminal offence to carry an offensive weapon and the Institute has the right to search you. The police will be involved, if necessary.

11. This is a secular college. We foster an atmosphere of tolerance and mutual respect. Students are not to express extreme views or to proselytize in such a way that might cause discord between groups in the college.

12 Respect the College environment and all the books and resources provided to help your studies. Take care when using computer equipment in the College so that it is not harmed in any way. Use it only for work and do not attempt to alter, copy or load software on to the College computers. Do not send or receive any obscene, offensive or illegal content.

13. Broadcasting and publishing information about the Institute or members of the Institute community, in print, electronically or via the mass media should only be conducted with the prior approval of the Principal.

14. When in campus, make sure that you have Id Card with you. Entry within campus without Id card is strictly prohibited.

15. You must not bring or invite any friend or visitors onto the College premises nor support the presence of any non-authorized visitors. Unauthorized visitors must be reported immediately to a member of staff for security reasons.

16. You must not drive or be driven onto the College premises.

17. You must only use mobile phones within the College Social Area and the Canteen. Mobile devices can be used silently in the academic area and administrative area. During class, mobiles must be switched off and carried out of sight unless otherwise directed by your teacher.

18. You must co-operate with staff and comply with any procedures not specifically mentioned above.

19. Students should strictly adhere to the corrections and suggestions of the class teacher and the subject teachers for their own benefit.

20. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus.

21. The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

4. Maintenance of Ethics and Conduct

4.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's interests or reputation.

4.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

a) He/she shall be regular and must complete his/her studies in the Institute.

b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Principal

c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

4.3. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

4.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.

4.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

4.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members

4.7 Any disruptive activity in a class room or in an event sponsored by the Institute

4.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

4.9 Participating in activities including

- **Organizing meetings and processions without permission from the Institute.**
- **Accepting membership of religious or terrorist groups banned by the Institute/Government of India**
- **Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.**
- **Unauthorized possession or use of harmful chemicals and banned drugs**
- **Smoking on the campus of the Institute**
- **Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute**
- **Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles**
- **Rash driving on the campus that may cause any inconvenience to others**
- **Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.**
- **Theft or unauthorized access to others resources**
- **Misbehavior at the time of student body elections or during any activity of the Institute.**
- **Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.**

4.10 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

4.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

4.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

4.13 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

4.14 Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

4.15 Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

4.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

4.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4.18 Transgression and Infringement of above Regulations:

If here is a case against a student for a possible breach of code of conduct, then a Discipline Maintenance committee will be formed to recommend a suitable disciplinary action who shall enquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the conduct and suggest one or more of the following disciplinary actions based on nature of misconduct.

1. *WARNING* - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

2. *RESTRICTIONS* -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

3. *COMMUNITY SERVICE* - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4. *EXPULSION* - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

5. MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

6. SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties:

- a) Ineligibility to reapply for admission to the Institute for a period of three years, and
- b) Withholding the Mark-sheet or certificate for the courses studied or work carried out.

4.19 Appeal on the Part of the Students:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

- a) Accept the recommendation of the Discipline Maintenance committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct,

Or,

- b) Refer the case back to the committee for reconsideration.

In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

5. Academic Integrity

As a reputed and oldest academic institution of higher education in the District, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of examinations as well as while preparing students for seminar and term papers. The institute takes stern measures if a student got caught in doing cheating in the examination hall in accordance with the regulations propounded by the respective University. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its missions, and hence, violations of academic integrity constitute a serious offence.

Violations of this policy include, but are not limited to:

- (a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.**
- (b) Allowing or facilitating copying, or writing a report or taking examination for someone else.**
- (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.**
- (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in practical exams.**
- (e) Creating sources, or citations that do not exist in term papers.**
- (f) Altering previously evaluated and re-submitting the work for re-evaluation.**

6. Anti-Ragging

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students of the Institute.

6.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;**
- b) indulging in rowdy or undisciplined activities by any student which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;**
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;**
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;**
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;**

f) any act of financial extortion or forceful expenditure burden put on a student by other students;

g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;

i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

6.2 Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

6.3 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

a) Suspension from attending classes and academic privileges.

b) Withholding/ withdrawing scholarship/ fellowship and other benefits.

c) Debarring from appearing in any test/ examination or other evaluation process.

d) Withholding results.

e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.

f) Suspension/ expulsion from the hostels and mess.

g) Cancellation of admission.

h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

6.4 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the college.

7. Sexual Harassment

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

7.1 Student Grievance Procedure

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

8. Student Participation in Governance

As Students are integral part of the college, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

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