

Krishna Chandra College

Code of Conduct Handbook for Teachers

1. Preamble to the Book of Conduct

Krishna Chandra College mandated by law and by the community it serves to provide an educational environment that demonstrates professionalism and academic currency, values diversity, and respects the processes and traditions of learning. This code of conduct is designed to provide an explicit definition of the minimal standards of professional conduct expected of all faculty. It represents, for the College, a benchmark of expectations about faculty conduct and defines the boundaries within which a rewarding and mutually supportive learning environment can be created. For the purposes of this document, the terms “academic employees” and “faculty” are used interchangeably to refer to full-time faculty-members, government-approved part-time, and Guest Lecturers, and Librarian.

2. Code of Ethics

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

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to snake professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of 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, seminar and research work conscientiously and with dedication:
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation: and
- (viii) Participate in extension: co-curricular and extra-curricular activities including community service.
- (ix) Respect the right and dignity of the student in expressing his/her opinion;

- (x) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (xi) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (xii) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (xiii) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (xiv) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (xv) Pay attention to only the attainment of the student in the assessment of merit;
- (xvi) Make the available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (xvii) Aid students to develop an understanding of our national heritage and national goals; and
- (xviii) Refrain from inciting students against other students, colleagues or administration.
- (xix) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (xx) Speak respectfully of other teachers and render assistance for professional betterment;
- (xxi) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (xxii) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- (xxiii) Discharge their professional responsibilities according to the existing rules and
- (xxiv) adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (xxv) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are Rely to interfere with their professional responsibilities;
- (xxvi) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (xxvii) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (xxviii) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (xxix) Should adhere to the conditions of contract;
- (xxx) Give and expect due notice before a change of position is made; and
- (xxxi) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable prior intimation, keeping in view their particular
- (xxxii) Responsibility for completion of academic schedule.
- (xxxiii) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

- (xxxiv) Teachers should help in the function joint staff-councils covering both teachers and the non-teaching staff.
- (xxxv) Try to ser through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports 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.
- (xxxvi) Recognize that education is a public service ano str.ve to keep the public informed of the educational programmes which are being provided;
- (xxxvii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (xxxviii)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;
- (xxxix) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (xl) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Krishna Chandra College

Code of Conduct Handbook for Non-Teaching Staffs

Preamble to the Code of Conduct

This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which staff are expected to follow when within, or representing the Institute. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. The underlying purpose is to ensure that the Institute provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity of the Institute. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the College and its stakeholders. It has been drafted to comply with Institute's Policies and Procedures. Staffs are requested to read this Code carefully and consider the issues which it raises.

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment .

2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.

3. Staff should not use their position in the college for private advantage or gain.

4. Staff should avoid words and deeds that might bring the School into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

6. Staff should be aware of, and should follow School policies systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
7. Continuing professional development and support shall be provided by the college and, where appropriate and agreed, will be based on the objectives of the School Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staffs should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Principal so that alternative cover arrangements may be made.
9. Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the School community which could cause distress to School staff, pupils or parents.
10. The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
11. Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.
12. Investigations of alleged breaches of this Code will be covered under the Institute's Disciplinary procedures and related codes of practice.

Some Specific Aspects:

13. **Discrimination:** Staff must at all times observe the School's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.
14. **Health and Safety:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

15. **Fire:** Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.
16. **Business Practice:** Staff must maintain an impeccable standard of integrity in all their professional relationships.
17. **Media:** Other than on matters of publicity, only the Principal is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Principal to other staff members.
18. **Copyright:** Staff shall observe copyright laws on computer software, audio-visual and printed material.
19. It is the responsibility of all employees to ensure the School's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.
20. Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the School community which could cause distress to college staffs, pupils or parents.

Disciplinary Rules

The following are examples of behaviour which the School finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff or visitors to the college.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the College.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the College.
5. Theft of College monies or property and of monies or property of colleagues or visitors to the College. Removal from College premises of property which is not normally taken away

without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.

6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of College property or of property belonging to other staff or visitors to the College.
9. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the College.
10. Any wilful act which could result in actionable negligence for compensation against the College.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.
14. Being untruthful and/or engaging in deception in matters of importance within the College community.
15. Deliberate breaches of confidentiality particularly on sensitive matters.
16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
17. Conduct which substantially brings the name of the College into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission.
 2. Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
 3. Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
 4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
 5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence.
- Certain behaviour giving rise to offence may be regarded as gross misconduct.

6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
7. Conduct which it is considered adversely affects either the reputation of the College or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.

Krishna Chandra College

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".

The college was established in 1897 in the lush-green vicinity of Hetampur Village in the district of Birbhum and is the oldest college of the district which actually helps in creating an atmosphere of learning and pedagogy for the first time in this area. It was founded by Maharani Padma Sundari Devi, wife of Maharaja Ramranjan Chakraborty, in the name of her father-in-law Raja Krishna Chandra. Before the formal start of its functioning, the college got in 1896 the seal of approval from the University Of Calcutta to teach the First Arts course. For about 25 years, the college functioned as an intermediate College. In 1923, it obtained the permission to teach B.A course. In 1956, the college becomes a Govt.-Sponsored Institution. In 1958, the B. Sc course was open. Since the early sixties, the college began to open Honours courses, one after another, and now it has 14 Honours departments besides B. Com General faculty not a mean achievement for a college located in rural area. Hence, propounding the idea of an all inclusive and comprehensive notion of education without compromising with the quality remain an important vision of the college since its inception.

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 cognisance 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 in Chemistry (if applicable) and carelessness in studies will be viewed seriously.
7. Attend and be punctual for all class, 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 behaviour or behaviour 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 behavioural 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. The various forms of misconduct include:

4.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, 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

4.9.1 Organizing meetings and processions without permission from the Institute.

4.9.2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India

4.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

4.9.4 Unauthorized possession or use of harmful chemicals and banned drugs

4.9.5 Smoking on the campus of the Institute

4.9.6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute

4.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles

4.9.8 Rash driving on the campus that may cause any inconvenience to others

4.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.

4.9.10 Theft or unauthorized access to others resources

4.9.11 Misbehaviour at the time of student body elections or during any activity of the Institute.

4.9.12 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, colour, 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 there 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 of Birbhum 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 University of Burdwan. 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 constitutes 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 or students 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. The committee shall be headed by students affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

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 summarised 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 cognisance 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.