

## Code of Conduct for Students

### DISCIPLINE

The Principal invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and in upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest with their elected Class Representative to ensure enforcement of rules regarding discipline.

#### [A] BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES - DO'S AND DONT'S

Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.

- I. Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.
- II. Impersonation during roll call is a punishable offence.
- III. Use of Mobile Phone during class hours is prohibited and is liable for punishment.
- IV. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
- V. Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- VI. When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
- VII. Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- VIII. Students are expected to come to College dressed suitably maintaining decency.
- IX. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
- X. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
- XI. When assembled every class must consider itself responsible for the conduct of its members.
- XII. Students are forbidden from inviting friends from other institutions and outsiders to the College.

- XIII. No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
- XIV. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
- XV. Students must refrain from mishandling and tampering with library books or college computer systems.
- XVI. The right to access Girl's Common Room is reserved to girls.
- XVII. A student shall not commit or cause breach of peace inside and around the College campus.
- XXVIII. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
- XIX. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.
- XX. Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.
- XXI. Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.
- XXII. Every student must carry his/her identity card while being present on the College Premises.
- XXIII. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- XXIV. Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- XXV. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- XXVI. Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
- XXVII. Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
- XXVIII. Use of Cell phones is strictly prohibited during class hour.
- XXIX. 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 will be considered as a punishable act.
- XXX. During leisure hours, students are advised to use the library as maximum as possible.
- XXXI. Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
- XXXII. Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
- XXXIII. Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- XXXIV. Latecomers will not be entertained to enter into the classroom.
- XXXV. A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.

- XXXVI. Students are required to check the Notice Board and also website of the college for important announcements.

## **[B] ACADEMIC INTEGRITY**

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Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and hence its violation constitutes a serious offence. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Every pupil of the Institution should be responsible to ensure the highest quality of the academic integrity.

### **The principles of academic integrity require that a student should:**

- (i) Properly acknowledge and cite use of ideas, results, materials onwards of others.
- (ii) Properly acknowledge all contributions to a given piece of work.
- (iii) Make sure that all assignments submitted are original.
- (iv) Perform academic activities without the aid of impermissible materials or collaboration and by obtaining all data or results through ethical means.
- (v) Have right to pursue their educational goals without interference.

### **Violation of this policy includes but not limited to:**

**(a) Plagiarism:** Plagiarism is the unethical use of data, idea, materials, figures or codes as one's own without properly acknowledging the original source. Example of Plagiarism includes: (i) reproducing fully or partially, verbatim or paraphrased, texts/ sentences from a report, book, thesis, publication of others without proper citation. (ii) Reproducing one's, previously published data, figure, material, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programme or those published by other persons, without citing the original source into one's class reports, presentations, manuscripts, research paper or thesis. (iii) Submitting a purchased or downloaded term paper or other material to satisfy a course requirement.

**(b) Cheating:** Cheating includes but not limited to (i) copying during examinations and copying of homework assignments term papers, these or manuscript. (ii) Allowing or facilitating copying or making proxy in examination or writing assignment for someone else. (iii) Using unfair means or collaborating unethically during examination or in assignment. (iv) Fabricating or falsifying data and reporting them in thesis and publication. (v) Creating sources or citation that does not exist. (vi) Altering previously submitted work for new submission. (vii) Signing with another student's name on exam paper, assignment, thesis, attendance sheet or manuscript.

**(c) Conflict of Interest:** Clash of personal interest with professional activity can lead to potential clash of interest in diverse activities such as teaching, research, publication, working on committees, research, funding and consultancy. It is necessary to protect professional objectivity and transparency to avoid class of interest not only in financial matter but also in the professional activity related to academia.

## **[C] ANTI-RAGGING**

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The Institution implemented a strict and effective anti-ragging policy based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution, 2009. This UGC Regulation was framed in accordance with the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. Ragging constitutes one or more of the following acts: (a) Any conduct by any student or group of students –whether through spoken or written words or physical act which has the effect of fearing or misbehaving any student, (b) Indulging in rowdy or undisciplined activities or asking any student to do any act which such student will not in ordinary course do and thereby causes shame, annoyance, torment, hardship, embarrassment which inflict intense psychological harm or raise fear or apprehension in any student. (c) Any act by senior students that prevents, disrupts or disturbs the regular academic activity of any student. (d) Any act of financial extortion put on any student. (f) Any act of physical abuse including sexual abuse, stripping, forcing in lewd acts or gestures causing bodily harm to any student. (g) Any act of verbal or written abuse such as calling foul names, insulting publicly, offensive emails which embarrass annoy and discomfort any student.

Anti-ragging Committee: This committee shall examine all complain of anti-ragging and come out with recommendation based on the nature of the incident and proper investigation.

### **Punitary measures against the act of ragging:**

A student or group of students found guilty by the anti-ragging committee will attract one or more of the following punitary action by the college authority:

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

**By Orders:-**

**MITS Science Arts and Commerce College, Jadan**