

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

Government Degree College Sumbal

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TABLE OF CONTENTS

1.	Principal’s Message	3
2.	Preamble.....	4
3.	Jurisdiction.....	4
4.	Ethics and Conduct.....	5
5.	Academic Integrity	8
5a.	Individual and Collective Responsibility:	9
6.	Anti-Ragging.....	10
6.3	Anti-Ragging Committee:	11
6.4	Anti-Ragging Squads	11
7.	Sexual Harassment	13
7.1	Prevention of Sexual Harassment.....	13
7.2	Complaint Of Sexual Harassment.....	14
7.3	Inquiry Into Complaint.....	14
7.4	Penalties.....	14
7.4.1	Penalty for Students:	14
7.4.2	Penalty for Staff:	15
8.	Student Grievance Procedure	15
9.	Code of Conduct.....	15
10.	Appeal	16
11.	Student Participation in Governance	17

1. PRINCIPAL'S MESSAGE

Dear Students,

Our faculty is highly qualified, young and dynamic and ever ready to help you in pursuit of your academics. We want you to interact and benefit from the faculty and be creative in your approach and at the same time be conscious of your responsibilities towards the society and nation. I am hopeful that Government Degree College Sumbal shall be a beginning and a gateway to your success and bright future. Let us pledge that we will work together for the realization of the vision and mission which we have set for ourselves. I look forward to receive the cooperation from students, teachers, non-teaching staff, parents and alumni to achieve academic excellence and to take this institution to new heights of grace and glory. I impress upon all our young learning community to take full advantage of the college facilities and emerge as the proud, learned and worthy citizens.

The guidelines for students given in this handbook are meant to establish and administer a student discipline process that promotes student growth by making them cognizant of their rights and responsibilities in this institution. I am sure our students will always strive to uphold the dignity of our college by maintaining discipline in and around the college campus and I hope the student fraternity will abide by these guidelines in letter and spirit.



Prof. (Dr.) Mohammad Shafi Khan

Principal

2. PREAMBLE

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

The Institute's endeavor 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 also be reviewed on the official website of the Institute.

3. JURISDICTION

- 3.1 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 other prohibited conduct which are taking place on the Institute campus or in connection with the Institute related activities and functions.
- 3.2 The Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this code and other regulations, as if the conduct has occurred on campus which shall include:
 - 3.2.1 Any instances of Sexual Harassment against any person belonging to the Institute.
 - 3.2.2 Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;

- 3.2.3 Possession or use of weapons, explosives, or destructive devices off campus
- 3.2.4 Manufacture, sale, or distribution of prohibited drugs, alcohol, narcotics or any other illegal substances etc.
- 3.2.5 Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
- 3.3 The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, 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. ETHICS AND CONDUCT

- 4.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in college sponsored activities, functions hosted by other 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:
 - 4.2.1 He/she shall be regular and must complete his/her studies in the Institute.
 - 4.2.2 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.
 - 4.2.3 As a result of such relieving, the student shall be required to clear all pending dues, return all books and other items that may have been issued to him/her, and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- 4.3 The 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 the 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 The various forms of misconduct include:-
- 4.5.1 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability, appearance or dressing, etc.
 - 4.5.2 Intentionally damaging or destroying Institute property or property of other students and/or faculty members.
 - 4.5.3 Any disruptive activity in a class room or in an event sponsored by the Institute.
 - 4.5.4 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by the staff.
 - 4.5.5 Participating in activities including:-
 - 4.5.5.1 Organizing meetings and processions without permission from the Institute.
 - 4.5.5.2 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - 4.5.5.3 Unauthorized possession or use of harmful chemicals and banned drugs, narcotics or intoxicants.
 - 4.5.5.4 Smoking on the campus of the Institute.
 - 4.5.5.5 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - 4.5.5.6 Parking a vehicle in a no parking zone or in area earmarked for parking of staff vehicles or for parking of other type of vehicles.
 - 4.5.5.7 Rash driving on the campus that may cause any inconvenience to others.
 - 4.5.5.8 Not disclosing a pre-existing health condition, either physical or psychological, to the College Dispensary which may cause hindrance to the academic progress.
 - 4.5.5.9 Theft or unauthorized access to others resources.

- 4.5.5.10 Misbehavior in class or outside the class on campus, or during any activity of the Institute within or off-campus.
- 4.5.5.11 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.
- 4.6 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.
- 4.7 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
- 4.8 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 4.9 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.
- 4.10 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, tampering, 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.
- 4.11 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.
- 4.12 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, religion, age, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition, appearance or dressing, etc.

- 4.13 Indulging in any sort of unauthorized or illegal cyber activity including hacking attempts and use of unauthorized hacking and cyber tools, attempts to extract passwords or credentials, cyber spying, illegal network or system access, viewing of restricted or immoral material, or any sort of cybercrime in the college campus.

5. ACADEMIC INTEGRITY

As a premier institution for scientific research and higher education, 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 research and scholarship. 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 research missions, and hence, violations of academic integrity constitutes a serious offence.

5.1 Scope and Purpose:

This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy. The purpose of the Policy is twofold:

5.1.1 To clarify the principles of academic integrity, and

5.1.2 To provide examples of dishonest conduct and violations of academic integrity.

5.2 Failure to uphold these principles of academic integrity threatens both the reputation of the institute and the value of the degrees awarded to its students.

5.3 Every member of the institute community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

5.4 The principles of academic integrity require that a student,

5.4.1 Properly acknowledges and cites use of the ideas, results, material or words of others.

- 5.4.2 Properly acknowledges all contributors to a given piece of work.
- 5.4.3 Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- 5.4.4 Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- 5.4.5 Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- 5.4.6 Desist from cheating. Cheating includes, but is not limited to:
 - 5.4.6.1 Copying during examinations, and copying of homework assignments, term papers etc.
 - 5.4.6.2 Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - 5.4.6.3 Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - 5.4.6.4 Fabricating (making up) or falsifying (manipulating) data and reporting them.
 - 5.4.6.5 Creating sources, or citations that do not exist.
 - 5.4.6.6 Altering previously evaluated and re-submitting the work for re-evaluation.
 - 5.4.6.7 Signing another student's name on an assignment, report, or attendance sheet.
- 5.4.7 Use proper methodology for experiments and computational work.

5A. INDIVIDUAL AND COLLECTIVE RESPONSIBILITY:

The responsibility varies with the role one plays.

a) Student roles: The student should undertake that he/she is aware of the academic guidelines of the Institute, and has checked the document for plagiarism. A web-check does not necessarily rule out plagiarism. If a student

observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department

6. ANTI-RAGGING

- 6.1 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 are requested kindly to
- 6.2 Ragging constitutes one or more of the following acts:
- 6.2.1 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;
 - 6.2.2 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;
- 6.2.3 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;
 - 6.2.4 Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
 - 6.2.5 Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
 - 6.2.6 Any act of financial extortion or forceful expenditure burden put on a student by other students;
 - 6.2.7 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;
 - 6.2.8 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 ;
 - 6.2.9 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.

6.3 ANTI-RAGGING COMMITTEE:

The College Discipline Committee, as constituted by the Principal, also functions as the College Anti-Ragging Committee and shall examine all complaints of ragging and comes out with recommendation based on the nature of the incident.

6.4 ANTI-RAGGING SQUADS

- 6.4.1 To render assistance to students, multiple Anti-Ragging Squads, which are smaller bodies, are also constituted consisting of various members of the Faculty/College Staff. The said Squads shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may

note that the Squads are active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in cafeterias, canteens, restaurants and other hotspots in and around the Institute. The Squad can also investigate incidents of ragging and make recommendations to the College Discipline Committee/Anti-Ragging Committee and shall work under the guidance of the College Discipline Committee/Anti-Ragging Committee.

- 6.4.2 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the College Discipline Committee/Anti-Ragging Committee:
- 6.4.2.1 Suspension from attending classes and academic privileges.
 - 6.4.2.2 Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - 6.4.2.3 Debarring from appearing in any test/ examination or other evaluation process.
 - 6.4.2.4 Withholding results.
 - 6.4.2.5 Suspension.
 - 6.4.2.6 Cancellation of admission.
 - 6.4.2.7 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - 6.4.2.8 In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
 - 6.4.2.9 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.
- 6.4.3 The College Discipline/Anti-Ragging Committee shall take appropriate decisions, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

7. SEXUAL HARASSMENT

The Institute's Policy on prevention and prohibition of sexual harassment, outlined here, shall apply mutatis mutandis to the students as well as staff of the Institute.

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, phone calls, sending e-mails, SMS messages and text messages via Whatsapp and other services, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

“Sexual Harassment” particularly includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- i. Physical contact and advances;
- ii. A demand or request for sexual favours;
- iii. Making sexually coloured remarks;
- iv. Showing pornography;
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature, and
- vi. Any other acts or omissions that are of like nature to the instances above.

7.1 PREVENTION OF SEXUAL HARASSMENT

Any behaviour leading to or committed towards Sexual Harassment is unacceptable and the Institute shall strive through sensitization, awareness and deterrence to create an environment that is free from such behaviour.

All Employees and Students, shall:

- a) Treat others with respect and dignity.
- b) Refrain from actions that may offend, embarrass or humiliate others (whether deliberate or unintentional).
- c) Let others know you don't approve of disrespectful or harassing behaviour.

- d) Apologise if someone tells you they are offended by your words or actions; and
- e) Familiarise yourself with this Policy.

7.2 COMPLAINT OF SEXUAL HARASSMENT

Any aggrieved woman or a person on behalf of the aggrieved woman, being the complainant may make, a complaint of sexual harassment in writing, within three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of the last incident. However, the Institute may extend the period beyond three months, but not exceeding three months thereafter, for the reasons to be recorded in writing, if it is satisfied that circumstances prevented the aggrieved woman/ person making the complaint within the said period.

7.3 INQUIRY INTO COMPLAINT

The Principal, upon receipt of a complaint, shall constitute a committee for holding an inquiry into the complaint. The committee shall give both parties during the course of inquiry an opportunity of being heard before submitting a report of their inquiry. The committee shall submit its report within 10 days of the completion of the inquiry, and provide recommendations recommending appropriate disciplinary actions against the respondent or, where the committee arrives at a conclusion that the allegations against the respondent have not been proved, it shall recommend that no action is required to be taken in the matter.

7.4 PENALTIES

Any student found guilty of sexual harassment, shall be subject to any of the below mentioned penalties (based on severity of case), with/or without compensation:

7.4.1 Penalty for Students:

The following penalties (one or more) may be imposed if the respondent is a student:

- (a) Written apology
- (b) Warning

- (c) Reprimand or censure
- (d) Undergoing a counselling session
- (e) Carrying out community service
- (f) With-holding results
- (g) Debarring from exams
- (h) Debarring from entering the campus/hostel premises
- (i) Debarring from admission
- (j) With-holding awarding of degree
- (k) Expulsion
- (l) Payment of compensation to the victim/legal heirs

7.4.2 Penalty for Staff:

Any staff member found guilty of sexual harassment, shall be subject to strict disciplinary action as described in the Code of Conduct for Staff and under appropriate rules and regulations.

8. 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 College Discipline Committee, in cases of any sexual harassment complaints.

9. CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then the College Disciplinary Committee shall inquire into the alleged violation and recommend a suitable disciplinary action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- 9.1 **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.
- 9.2 **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- 9.3 **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.
- 9.4 **MONETARY PENALTY-** May also include imposition of a fine, suspension or forfeiture of scholarship/fellowship for a specific time period or permanently.
- 9.5 **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.
- 9.6 **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.
- 9.7 Ineligibility to reapply for admission to the Institute for a period of three years, and
- 9.8 Withholding the grade card or certificate for the courses studied or work carried out

10. APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Office of the Principal. An Appeals Committee formed by the principal to look into the appeal may decide on one of the following:

- 10.1 Accept the recommendation of the College Disciplinary Committee and impose the punishment as suggested by the college disciplinary committee or modify and impose any of the punishments as stipulated

in this Code which is commensurate with the gravity of the proven misconduct, Or

10.2 Refer the case back to the College Disciplinary Committee for reconsideration.

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

11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, 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. Receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

