

Code of Conduct for Students

Proposed By

Internal Quality Assurance Cell

A HANDBOOK- PREPARED BY DISCIPLINE COMMITTEE

PREAMBLE

This Handbook indicates the standard procedures and practices of the N.K.Varadkar & R. V. Belose Commerce College, Dapoli for all students registered with the College for pursuing different courses. All students must be acquainted with that it is now upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is democratic, diligent, efficient and prompt; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well familiar with this Code, which can be also reviewed on the official website of the Institute.

DISCIPLINE COMMITTEE

- (1) Prin. Dr. B. D. Karhad (Chairman)
- (2) Shri B. P. Gunjal – Secretary
- (3) Prof. S.S.Kharat
- (4) Dr. S. T. Nimbalkar
- (5) Dr. G. B. Mangade
- (6) Dr. J. R. Gavhane (NSS)
- (7) Dr. L. S. Sitafule
- (8) Mst. Vinit Y. Kadam




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ETHICS AND CONDUCT

- 1] This Code shall concern to all kinds of conduct of students that occurs on the College premise including in University supported activities, functions hosted by other recognized student associations and any off-campus conduct that may have severe consequences or unpleasant impact on the reputation.
- 2] At the time of admission, each student must undersign a declaration about compliance of this Code and by giving an undertaking that,
 - He/she shall be regular and must complete his/her studies in the College.
 - In the event, a student is forced to discontinue studies for any genuine reason, such a student may be relieved from the College subject to written consent of the respective Authority
 - As a result of such relieving, the student shall be required to clear pending hostel
- 3] College 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] All students must discourage from spoiling in any and all forms of misconduct including involvement in any off-campus activity which can influence the College interests and reputation to a large extent.

THE VARIOUS FORMS OF MISCONDUCT

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, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Deliberately harming or devastating College property or belongings of students and/or faculty members
3. Any troublesome activity in a class room or in an event organized by the College
4. Incapable to produce the identity card issued by the College, or rejecting to produce it on claim by campus security guards
5. Participating in activities including
 - Conducting meetings and March without permission from the College.
 - Accepting membership of religious or terrorist groups barred by the College/Government of India
 - Unlawful control, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - Illegal possession or use of harmful chemicals and banned drugs
 - Smoking on the campus of the College
 - Possessing, Consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus
 - Parking a vehicle in a no parking zone or in area allocated for parking other type of vehicles
 - Rash driving on the campus that may cause any nuisance to others
 - Stealing or unauthorized access to others resources
 - Misconduct at the time of student body elections or during any activity of the College
 - Engaging in disorderly, vulgar, or offensive conduct, including, but not limited to, creating perverse noise; pushing and shoving; provocative or participating in a riot or group disruption at the Institute.



6. Students are likely not to interact, on behalf of the College, with media representatives or call media persons on to the campus without the permission of the College authorities.
7. Students are not permitted to record lectures either audio or video in class rooms or actions of other students, faculty, or staff without prior permission.
8. Students are not endorsed to give any audio and video trimmings of any activity on the campus to media without consent of College authority.
9. 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.
10. 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.




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DISCIPLINARY ACTION

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire 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 misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. Warning
2. Restrictions
3. Community service
4. Expulsion
5. Monetary penalty
6. Suspension
7. Ineligibility to reapply for admission to the Institute for a period of three years, and
8. Withholding the grade card or certificate for the courses studied or work Carried out

APPEAL

If the offending student is distressed 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:

- 1 Accept the commendation of the committee and inflict the punishment as suggested by the Committee or amend and impose any of the punishments as predetermined in this Code which is proportionate with the gravity of the proved misconduct.
- 2 Consign 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.




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ACADEMIC INTEGRITY

As a leading college in the field of education, research and social activities for advanced scientific, technological research and education, the college values academic integrity and is committed to encouragement an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty, 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 College and its research missions, and hence, a violation of academic integrity constitutes a serious offence.




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ANTI-RAGGING

The Institute has a lucid 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'. 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;

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 raucous or undisciplined activities by any student or students which causes or is likely to be cause infuriation, 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.



ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by Chairman of this committee shall examine all complaints of ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by and can have as its members, the Heads, Student Mentors, Faculty Advisors, Class teacher of the concerned class.

1	Dr. B. D. Karhad - Principal	Chairman
2	Dr. Prof. S. S. Shinde - Representative from Faculty	Secretary
3	CEO – Dapoli Municipal Corporation	Member
4	PSI – Dapoli Police Station	Member
5	Shri. Radhesham Lingayat	Member
6	Local Media	Member
7	Representative from Parents	Member
8	Representative from Senior Citizen	Member
9	Representative from Student	Member




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