



MODEL GOVT. DEGREE COLLEGE CHARAR-I-SHARIEF

STUDENTS' HANDBOOK

ON CODE OF CONDUCT AND ETHICS

1. Preamble

The Handbook indicates the standard procedures and practices of Model Government Degree College, Charar-i-Sharief for all students enrolling with the College for pursuing higher education through various courses. All students must know that it is mandatory for every student to abide by this Code of Conduct and Ethics (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. The college's venture by means of enforcing this Code is to blaze a trail and administer a student discipline process that is tantamount, conscientious, rapid and effective and providing a system which encourages and endorses student growth through individual and collective responsibility.

All Students are requested to be well acquainted with this Code, which can be also reviewed on the official website of the Institute

2. Jurisdiction

2.1 The college shall have the jurisdiction over the conduct of the students

enrolled in the college and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in any way related to the college activities and functions. The college may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Code as if the violation has occurred within the campus which shall include

a) Case of Sexual Harassment against the students of the College

b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;

c) Possession or use of weapons, explosives, or

destructive devices off campus

d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.

e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

It may be noted that the College holds the authority while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, 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.

3. Conduct and Ethics

3.1 This Code shall apply to all kinds of conduct of students that occurs in the college premises/campus



including in various activities (functions such as but not limited to seminars, annual functions, drives, local and university sponsored programmes so forth and so on.) that may presume serious consequences or undesirable impact on the college's dignity and reputation.

3.2 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 abide by the rules and regulations of the institution.

b) he/she shall follow the dress code as prescribed in the college prospectus.

c) he/she will safeguard the college property and if damage is caused, the penalty will be decided accordingly by the College Development Committee.

3.3 The college believes in promoting a safe and efficient atmosphere by implementing behavioural standards. All students must uphold academic integrity, respect for the institution, safeguard the college property and defend fellow student's rights and responsibilities collective as well as individual

3.4 The students are prohibited from indulging in

any and all forms of misconduct including but not limited to:

i) 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.

ii) Intentionally damaging or destroying college property or property of other students and/or faculty members/staff members

iii) Any disruptive activity in a class room or in an event sponsored/held in college. Unable to produce the college identity card, issued by the college, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including:

i) Organizing meetings and processions without prior permission from the college head

ii) Unauthorized possession, carrying of any kind of weapon, which may pose a threat to students and college staff

iii) Unauthorized possession or use of harmful chemicals and banned drugs

iv) Smoking on the campus of the Institute

v) Parking a vehicle in any other area, than parking area.

vi) Theft or unauthorized access to others resources

vii) 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.

viii) 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.

ix) 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.

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

xi) Theft or abuse of the college computers and other electronic resources such as computer and electronic communications



facilities, systems, and services which includes unauthorized entry, use, tamper, etc. Institute property or facilities, interference with the work of others is punishable.

xii) 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.

xiii) 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. Breach of Code

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 who 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.

4.1 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.

4.2 Restrictions

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

4.3 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.

4.4 Expulsion

If the mistake is of serious nature and repeated again, expulsion of a student from the college permanently is due.

4.5 Monetary penalty

It may also include, suspension or monetary penalty depending on the nature of misconduct.

4.6 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 College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the Institute for a period of three years, and

4.8 Withholding the grade card or certificate for the courses studied or work carried out

5. APPEAL

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:

5.1 Accept the recommendation of the 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 proportionate with the gravity of the proved misconduct, Or



5.2 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.

NOTE: These examples are only illustrative, NOT exhaustive.

