



Internal Quality Assurance Cell

Chaudhary Chhotu Ram Post-Graduate College, Muzaffarnagar Uttar Pradesh - 251001

Students' Code of Ethics and Conduct

Chaudhary Chhotu Ram Post-Graduate College, Muzaffarnagar-251001 (hereinafter referred to as College) is endeavouring by means of enforcing this Code in order 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.

Students are expected to uphold appropriate standards of behaviour and to respect the rights and privileges of others by following guidelines as stipulated in rules and regulations of the College.

1.0 Jurisdiction:

The Students' Code of Conduct applies to any student enrolled in any course at the college. The Code applies to conduct that occurs on or near the premises of the College and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place at the Institute campus, hostel or in connection with the Institute related activities and functions.

2.0 Ethics and Conduct:

The important Ethics and Conduct which should be observed by each student are:

- i. Treat all other students, faculty members, staff, visitors and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
- ii. Maintain a cooperative and collaborative approach to inter-personal relationships.
- iii. Act honestly and ethically in their dealings with other students, faculty members, staff, visitors and any other members of the public.
- iv. Respect the privacy of other students, faculty members, staff, visitors and any other members of the public.
- v. Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students, faculty members, staff, visitors and any other members of the public in carrying out their study, research or work at the Institute, including in the Library, Class rooms, Seminar Halls and laboratories.



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- vi. Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students, faculty members, staff, visitors and any other members of the public.
- vii. Ensure that they do not become involved in any form of ragging within or outside the Campus.
- viii. Use of mobile phones in college premises during class hours and hours those dedicated for academic and research activities is strictly forbidden.
- ix. He/she shall be regular in college and maintain at least 75% attendance in class
- x. Keep valid Identity Card in possession during the college hours
- xi. 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.

In the event, a student is forced to discontinue studies for any legitimate reason, 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.

Dress Code:

To maintain the discipline, you are reminded that you must be properly attired in a manner befitting the status of this esteemed College when you are on campus. The dress specified for Boys and Girls is:

Boys: Navy Blue Pant with Sky Blue Shirt and Navy Blue Pullover/Coat in winters.

Girls: White *Kurta & Salwar* with Navy Blue *Dupatta* and Navy Blue Pullover /Coat in winters.

The following attires are prohibited inside the campus:

For Boys	For Girls
T-Shirts with round collars	Sleeveless tops/Shirts/
Tight fitting dirty jeans	T-Shirts Revealing deep tops
<i>Chappals</i>	Tight fitting dirty jeans
Shorts/folded pants	Skirts, shorts, folded pants
Torn trousers touching the floor	Torn trousers touching the floor



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Pony tails	Short shirts/tops and low waist trousers exposing body parts
Ear Rings	Clothing depicting illegal drugs, alcohol, profane language, racial/sexual vulgar suggestions
Trousers with too many (multiple) pockets	<i>Chappals</i>
Short shirts/tops and low waist trousers exposing body parts	
Clothing depicting illegal drugs, alcohol, profane language, racial/sexual vulgar suggestions	

3.0 Forms of misconduct : The various forms of misconduct are-

- A. 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.
- B. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
- C. Any disruptive activity in a class room or in an event sponsored by the Institute
- D. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand even by campus security guards
- E. Participating in activities including organizing meetings and processions without permission from the Institute.
- F. Accepting membership of religious or terrorist groups banned by the College/University/Government.
- G. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- H. Unauthorized possession or use of harmful chemicals and banned drugs
- I. Smoking on the campus of the College



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- J. Possessing, Consuming, distributing, selling of alcohol in the college and/or throwing empty bottles on the campus
- K. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- L. Rash driving on the campus that may cause any inconvenience to others
- M. Theft or unauthorized access to others resources
- N. Misbehaviour at the time of student body elections or during any activity of the Institute.
- O. 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 College.
- P. 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 College authorities.
- Q. Students are not permitted to either record the audio or video lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- R. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- S. 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.
- T. 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.

4.0 Avoid plagiarism

Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.



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Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d. Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f. Paraphrasing or changing an author's words or style without citation.

5.0 ANTI-RAGGING

College 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'. 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 College and the students.

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;



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- 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.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee/Proctorial Board:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- vi. Suspension/ expulsion from the hostels and mess.
- vii. Cancellation of admission.
- viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- ix. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.



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- x. 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.

6.0 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.

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Womens' Grievance Redressal cell established in the College. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 15 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Chief Proctor/Principal, in cases of any sexual harassment complaints.

7.0 Student Conduct Sanctions

In determining appropriate sanctions when violations of the College's Student Code of Conduct are addressed, the student conduct process attempts to balance student accountability with an educational response. Sanctions are determined by taking the interests of the complainant, respondent, and the overall well-being of the College community into consideration, as well as a respondent's present and past disciplinary record if an allegation has been proven. The College will also consider the nature and severity of the offense, injury or harm resulting from the prohibited behaviour, and any other relevant factors. The following list of sanctions is illustrative rather than exhaustive, and the College reserves the right to impose other reasonable sanctions or to combine sanctions as it deems appropriate.

Warning—A written notification that a violation of the Student Code of Conduct occurred and that any further responsible finding of misconduct may result in more severe disciplinary action. Warnings are typically recorded for internal purposes only and are not considered part of a student's permanent student conduct record..



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Probation—A written notification that indicates a serious and active response to a violation of the Student Code of Conduct. Probation is for a designated period of time and includes the probability of more severe sanctions, if found responsible for additional violations of the Student Code of Conduct, including suspension or expulsion from the College. Notification of probation is considered a change in *good standing* status and will normally be sent to parents.

Loss of privileges—Denial of the use of certain College facilities or the right to participate in certain activities, events, programs, or to exercise certain privileges for a designated period of time.

Restitution—A student may be required to make payment to an individual or to the College related to the misconduct for damage, destruction, defacement, theft, or unauthorized use of property.

Fines—College reserves the right to impose fines, as appropriate, in addition to requiring payment for costs resulting from or associated with the offenses.

Suspension—The separation of a student from the College for a specified period of time, after which the student is eligible to return. Conditions for re-enrollment may be required and will be included in the notification of suspension.

During the period of suspension, the student may not participate in College academic or extracurricular activities; may be barred from all property owned or operated by the College; and depending on the severity of the charge, the student might not be allowed to progress toward completion of their degree by taking courses at other institutions while suspended. Students who are suspended may not be on campus without specific, written permission of the Chief Proctor/Principal.

Suspension is for a designated period of time and includes the probability of more severe sanctions, including expulsion, if found responsible for violations of the Student Code of Conduct. Notification of suspension will normally be sent to parents, as it results in a change in good standing status.



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Expulsion—Expulsion is the permanent separation of the student from the College. Students who have been expelled may not be on campus without specific, written permission from Chief Proctor/Principal. Notification of expulsion will normally be sent to parents, as it results in a change in good standing status.

8.0 Procedure for imposition of punishment

- a) The principal of the college shall be the disciplinary authority in respect of the students in the college.
- b) If, it comes to the notice of the Principal that a student or a class of students have committed misconduct, the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.
- c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall direct the matter to the college Proctorial Board or may appoint Fact Finding Committee for submitting the report immediately.
- d) The Board/Committee so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/delinquency, were made. The enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the punishments.

9.0 Proctorial Board

The Proctorial Board consisting of a Chief Proctor and Proctors (Teaching staff) assist the Principal in exercising of his disciplinary powers.

The Proctorial Board after due verification of his college fee/dues/admission requirements, shall issue the Identity Cards to the bonafied students of the college. Identity cards are issued



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on the advice/recommendation of the admission committees. The students must obtain their Identity cards within 07 days of their admission to the college.

10.0 Chief Proctor:

The Chief Proctor assists the Principal in the exercise of his disciplinary powers. He also exercises all such administrative powers and duties in respect of discipline as are assigned to him by the Principal. The Chief Proctor is assisted by a board of Proctors.

Coordinator-IQAC

Chief Proctor

Approved
Chairman-IQAC