

M. B. Patel College of Arts, Commerce and Science, Deori

Code of Conduct and Professional Ethics for the Principal

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council.

To hold Academic Council meetings as per the norms.

To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.

Shall work for the common goal of providing effective education and guiding to enable the students to carve out promising career and lifelong learning.

He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.

He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

a) Academic Administration:

(i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by RTM Nagpur University, UGC, State Government and the Governing Body of the college.

(ii) Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.

(iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.

(iv) In matter of admissions, Coordinator, admissions will assist the principal.

(v) In matters related to academic work, he will be assisted by the Director (Academic), and heads of the departments.

(vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, along with the various heads of the departments extend support to the principal.

(vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.

(viii) Shall closely observe various academic activities like conduct of fests, conferences, seminars, workshops etc.

(ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

(x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.

(xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.

(xii) In matters related to student attendance, drop outs, medical condemnation, Principal gets assistance from Director Academic.

(xiii) The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.

(xiv) Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.

(xv) shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.

(xvi) The principal should promote industry-institute interaction for better employability of the students.

(xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.

(xviii) Arrange finishing School for the students with the active association of Director, training and Placement

(xix) Shall efforts to look after overall welfare of staff and students.

(xx) For effective functioning of the college he shall build close rapport between staff, students and management.

(xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure peaceful academic environment in the campus.

(xxii) Shall maintain regular, right and appropriate contacts and interaction with government, University and UGC.

(xxiii) Shall involve faculty members at different levels for various institutional activities.

b) General Administration

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

(i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees

(ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.

(iii) Arrange performance appraisal of faculty and supporting staff.

(iv) Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.

(v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

(vii) Campus maintenance cell shall work under the instructions of Principal

c) Financial Administration

(i) Principal is assisted by the Finance committee in financial administration.

(ii) Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

(iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body

(iv) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

(v) Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.

(vi) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

(vii) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

(viii) Shall countersign T.A bills

(ix) Shall have power to sanction advances and final withdrawal of EPF of the staff

CODE OF CONDUCT FOR TEACHERS OF THE MANOHARBHAI PATEL COLLEGE OF ARTS, COMMERCE AND SCIENCE, DEORI

Introduction

The teaching profession has a distinguished record of service in India. This Code of Professional Conduct for Teachers reiterates and makes explicit the values and standards that have long been experienced by pupils/students through their participation in education.

Standards of Teaching, Knowledge, Skill, Competence and Conduct

The role of the teacher is to educate. The following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct as set out in this Code.

The role of the teacher is to educate.

Respect

Teachers uphold human dignity and promote equality and emotional and cognitive development. In their professional practice, teachers demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.

Integrity

Honesty, reliability and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.

Care

Teachers' practice is motivated by the best interests of the pupils/students entrusted to their care. Teachers show this through positive influence, professional judgment and empathy in practice

Trust

Teachers' relationships with pupils/students, colleagues, parents, College management and the public are based on trust. Trust embodies fairness, openness and honesty.

This code of Conduct shall govern all teachers of the Manoharbhair Patel College of Arts, Commerce and Science.

1. The following acts shall constitute breach of Code of Conduct:-

- (i) Knowingly or willfully neglecting his duties;
- (ii) Propagating through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities;
- (iii) Discriminating against any student on the ground of caste, creed, language, place of origin, social and cultural background, or any of them'
- (iv) Indulging or encouraging any form of malpractice connected with examinations or any other College activity;
- (v) Making sustained neglect in correcting class work or home-work done by the students;
- (vi) While being present in the College, absenting himself (except with the previous permission of the Principal of the College) from classes which he is required to attend;
- (vii) Remaining absent from the College without leave or without the previous permission of the Principal of the College;

Provided that where such absence without leave or without the previous permission of the Principal of the College is due to reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the Code of Conduct if, on return to duty, the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave.

- (viii) Accepting any job of a remunerative character from any source other than the College or giving private tuition to any student or other person or engaging himself in any business;
- (ix) Preparing or publishing any book or books commonly known as 'keys' or assigning, whether directly or indirectly, in their publication;
- (x) Engaging himself as a selling agent or canvasser for any publishing firm or trader;
- (xi) Asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers;
- (xii) Entering into any monetary transaction with any student or his parent/guardian; exploiting his influence for personal ends; or conducting his personal matters in such a manner that he has to incur a debt beyond his means to repay;
- (xiii) Accepting, or permitting any members of his family or any other person acting on his behalf to accept, any gift from any student or his parent/guardian or any person with whom he has come into contract by virtue of his position in the College;

EXPLANATION:

(a) The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage provided by any person other than a near relation or personal friend having no dealings with him in connection with the College.

Note- A casual meal, lift or other social hospitality of a casual nature shall not be a "gift".

(b) On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practices, a teacher may accept a gift if its value does not exceed Rs. 500/-.

- (xiv) Practicing or inciting any student to practice castism communalism or untouchability;
- (xv) Causing or inciting any other person to cause any damage to the College property;
- (xvi) Behaving or encouraging or inciting a student, teacher or an employee to behave in a rowdy or disorderly manner in the College premises;
- (xvii) Committing or encouraging an act of violence, or any act or could which involves moral turpitude;
- (xviii) Misbehaving with or guilty of cruelty towards any parent, guardian, student, teacher or other employees of the College;
- (xix) Organizing or attending any meeting during the College hours except where he is required or permitted by the Principal of the College to do so;
- *(xx) Not signing the attendance register on arrival before the College begins and also before leaving the campus after the College hours.
- *(xxi) Not reporting for any additional duty assigned by the Principal of the College, whether before or after the College hours.
- *(xxii) Not devoting the requisite number of teaching hours as assigned by the Principal of the College according to the teaching load recommended by the Managing Committee.
- *(xxiii) Using abusive language, quarrelling or displaying riotous behavior.
- *(xxiv) Committing acts of insubordination and defiance or lawful orders.
- *(xxv) Making false accusations against a person, whether after being provoked or otherwise.
- *(xxvi) Misappropriating College property, or committing acts of theft, fraud or embezzlement of funds.
- *(xxvii) Obstructing members of the College staff from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass College authorities and staff.

*(xxviii) Divulging confidential matters relating to the College.

*(xxix) Possessing weapons, explosives or any other objectionable material in College premises.

*(xxx) Engaging in any activity that is not in conformity with the character and traditions of the Aligarh Muslim University, Aligarh.

2. Every teacher shall-

(i) Be punctual in attendance and in respect of his class-work and also for any other work connected with the duties assigned to him by the Principal of the College.

(ii) Abide by the rules and regulations of the College and also show due respect to the constituted authority.

3. Nothing contained in Rules (1) & (2) shall be deemed to take away or abridge the rights of a teacher:-

(a) to appear at any examination to improve his qualifications;

(b) to become, or to continue to be, a member of any literary, scientific or professional organization;

(c) to make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or unbecoming language;

Provided that where a Teachers' Organization or Association does not have any facility to hold a meeting outside the College premises, a meeting of such Organization or Association for bonafide purposes may be held within the College premises but before or after the College-hours, with the previous permission of the Principal of the College.

4. Breach of any condition specified in Rules (1) and (2) shall be deemed to be a breach of the Code of Conduct.

*All the teachers are expected to be exemplary in their public and private lives. Their loyalty, sense of dedication and integrity of character at all time should be an inspiration to their students. The teachers shall attend to their duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to them by the Principal of the College, the Board or the Managing Committee. They shall abide by the rules and regulations of the College and carry out the lawful orders and also show due respect to the constituted authorities.

Source:- Adopted from Aligarh Muslim University

Manoharbai Patel College of Arts, Commerce and Science, Deori

Code of Conduct for Non Teaching Staffs employed in a College

- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

1 (a) It shall be the duty of the staff employed in the private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.

- No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
- (a) No staff employed in the college shall send any application for employment under any other agency, except through the secretary

(b) The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.

- When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
- Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceedings.
- No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
- No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.

- No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
- No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

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

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Manoharbai Patel College of Arts, Commerce and Science for all students enrolling with the College for pursuing varied courses. All the students and concerns must know that it is incumbent upon them to abide by this Code of Ethics and Conduct.

All Students are requested to be well conversant 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 associated /enrolled with the college and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the college campus or in connection with the college related activities and functions.

2.2 College may also exercise jurisdiction over a off-campus conduct of the student which shall include

- a) Any violations of the Sexual Harassment Policy of the College against other 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 College.
- 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.

The College, 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. ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the college premises including in University sponsored activities, functions hosted by other recognized

student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the college's Interests or 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 must complete his/her studies in the college.

b) 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.

c) As a result of such relieving, the student shall be required to clear pending Library/Laboratory dues and if a student had joined the college on a scholarship, the said grant shall be revoked.

3.3. 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.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the college's interests and reputation substantially. The various forms of misconduct include:

3.5 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.

3.6 Intentionally damaging or destroying college property or property of other students and/or faculty members.

3.7 Any disruptive activity in a class room or in an event sponsored by the college.

3.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

3.9.1 Organizing meetings and processions without permission from the college.

3.9.2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India.

3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs

3.9.5 Smoking on the campus of the college.

3.9.6 Possessing, Consuming, distributing, selling of alcohol in the college and/or throwing empty bottles on the campus of the college

3.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.

3.9.8 Rash driving on the campus that may cause any inconvenience to others

3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.

3.9.10 Theft or unauthorized access to others resources

3.9.11 Misbehaviour at the time of student body elections or during any activity of the college.

3.9.12 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.

3.10 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.

3.11 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.

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

3.13 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the college on the social media or indulging in any such related activities having serious implication on the reputation of the college.

3.14 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. of college 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.

3.15 Damage to, or destruction of, any property of the college, or any property of others on the college premises.

3.16 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.

3.17 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 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 find out 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 - Expulsion of a student from the college permanently. Indicating prohibition from entering the college premises or participating in any student related activities or campus residences etc.

4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

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 Institute 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 commensurate 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.

6 ANTI-RAGGING

The 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 [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

6.1 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 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;
- 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.

6.2 ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have as its members, the principal, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

6.3 ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

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

- 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.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) 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 college 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.

7 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 found guilty in such case liable to strict punishment.

8 STUDENT GRIEVANCE PROCEDURES

Any student of the college 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 Director. 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 Internal Complaints Committee, in cases of any sexual harassment complaints.

9 STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the college campus, they have a substantial interest in the governance of the college. 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.

REFERNCE –

<http://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/120.0-policy-student-participation-governance.pdf>