



# GOVERNMENT COLLEGE OF ENGINEERING AND CERAMIC TECHNOLOGY

*Established 1941*

Accredited by NAAC with Grade A

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## **Code of Coduct**

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## . PREAMBLE

This document lays down the Code of Conduct and practices to be followed by all students of the institute for various programs. It is mandatory for all students to abide by this Code of Conduct.

This Code shall be available on the Institute's official website and all students should be familiar to it.

## 2. JURISDICTION

This Code is applicable to any student enrolled in an UG/PG/Ph.D degree programme, or in any certificate and diploma programs at the institute. The Code will apply to conduct that occurs on the premises of the institute, including activities sponsored by the institute as well as programmes organized by recognized student associations of the institute. It also applies to conduct that occurs elsewhere, which could have a bearing on the institute's interests or reputation.

## 3. ETHICS AND CONDUCT

At the time of admission, each student must sign a statement accepting the Code of Conduct and give an undertaking that

I. He or she must attend classes regularly and finish all required studies at the institute within the prescribed duration of the course.

II. In case a student is compelled to discontinue her/his studies for any legitimate reason, then the student will be relieved from the institute, provided that the student submits a written application through the concerned head of the department. The student needs to settle all outstanding fees, including hostel fees before she/he is given clearance by the institute. If the student has been granted any scholarship, the said scholarship of the student shall be revoked.

## 4. MISCONDUCT

The institute believes in maintaining an environment that ensures safety to all stakeholders and promotes academic efficiency by enforcing behavioral standards. These standards include upholding of academic integrity and respecting all persons, their rights and property, etc. Prohibited conduct includes, but is not limited to, the following:

### 4.1 Alcohol and Substance Abuse

a. Consumption, manufacture, sale, possession and distribution of alcohol is strictly prohibited inside the institute campus.

b. Students found guilty of engaging in any unlawful possession, use, distribution or manufacture of controlled substances or illegal drugs, or their raw materials will be referred to the law enforcement authorities.

#### 4.2 Ragging

The institute has a consistent and 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 as per the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian educational institutions and colleges.

Ragging constitutes one or more of the following acts:

- a. any conduct by a student or students hurting, teasing, or being rude to other students;
- b. rowdy or undisciplined activities which cause or are likely to cause annoyance, hardship, physical or psychological harm or raise fear or apprehension thereof in any other student;
- c. asking a student to do an act which makes him/her uncomfortable and which has the effect of causing or generating a sense of shame, torment or embarrassment, affecting the physique or psyche of such a student;
- d. any act that prevents, disrupts or disturbs the regular academic activity of any student;
- e. exploiting other students to complete academic tasks assigned to them;
- f. any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. any act of physical abuse including sexual abuse, stripping, indulging in obscene, lewd acts including but not limited to gestures, causing bodily harm or any other danger to the health of a student;
- h. any act or abuse either orally or in writing including by spoken words, emails, post, public insults etc;
- i. any act that affects the mental health and self-confidence of any other student with or without intent to derive sadistic pleasure.

##### 4.2.1 Anti-Ragging Committee

An Anti – Ragging Committee (ARC) shall be constituted by the institute level to monitor the various aspects related to ragging. The committee shall be chaired by the Principal and consist of the Registrar, some faculty members, some staff members, student representatives as well as representatives of the civil administration, police administration, local media, and any NGO.

The ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent possible under the circumstances. The investigation should start within a maximum of three days of reporting of the incident. The report of the committee pinpointing the involvement of the accused along with recommendations relating to the

punishment will be submitted to the Competent Authority within a maximum period of four weeks from the reporting of the incident. Only in exceptional cases, the Chairperson of ARC may grant extension in respect of the said time limit under information to the complainant and the accused.

#### 4.2.2 Anti-Ragging Squad

To assist students, the institute shall constitute a body called the Anti-Ragging Squad comprising of different stakeholders of the institute. This Squad shall keep a tab on ragging incidents taking place in the campus and also undertake patrolling functions. The Squad would remain active and alert at all times and is empowered to inspect places of potential ragging and make surprise raids in hostels and other hotspots of the institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee.

#### 4.2.3 Penalties

On receipt of any recommendation from the Anti-Ragging Squad or if any incident of ragging , the institute shall determine if a case under criminal law has been made out and if so, then either on her/his own or through a member of the Anti-Ragging Committee authorized by her/him shall proceed to file a First Information Report (FIR) within twenty four hours of receipt of such recommendation/information with the police or local authorities. Offences include those of abetment to ragging, criminal conspiracy to rag, unlawful assembly and other offences as enumerated in Regulation 7 of the UGC Regulations. The Institute shall also continue with its own inquiry and other measures, as deemed necessary, and any remedial action shall be initiated and completed immediately and no later than seven days from the reported occurrence of the incident of ragging. A student found guilty by the committee will attract one or more of the following penalties, as imposed by the Anti-Ragging Committee:

1. Suspension from attending classes and academic privileges;
2. Withholding/withdrawing scholarship/fellowship and other benefits;
3. Debarring from appearing in any test/examination or other evaluation processes;
4. Withholding of results;
5. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work;
6. Suspension/expulsion from the hostels and mess;
7. Cancellation of admission;
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period;
9. When the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment;

10. 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 Institute shall take an appropriate decision, including the imposition of punishment, depending on the facts and the nature and gravity of the incident. An Appeal against any of the orders of punishment enumerated above can be submitted to the Registrar of the University.

#### 4.3 Sexual Harassment

The institute shall follow a zero-tolerance policy towards all forms of sexual harassment. All steps will be taken to strictly uphold all applicable laws and guidelines outlined in the Sexual Harassment Policy for the prevention and redressal of all incidents of Sexual Harassment on the institute campus. Students should note that sexual misconduct or harassment encompasses a range of behaviour, including but not limited to sexual assault, unwanted physical contact, persistent unwelcome comments, sending e-mails, messages on social media or pictures that are insulting or degrading. All cases of sexual misconduct will be referred to the Internal Complaint Committee (ICC) of the institute. The complainant must make the complaint in writing, except in cases where the complainant is incapacitated and is not in a normal state of mind due to the act of sexual harassment perpetuated; the complaint may then be made by the complainant's relative or friend. It will determine, based on the circumstances of each case, whether the actions brought to the notice of the committee constitute a violation of the sexual autonomy and dignity of the recipient of the action.

#### 5. Other Misconduct

- a) Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, drugs, or toxic or otherwise dangerous materials on Institute premises.
- b) Stealing, misusing, destroying, defacing or damaging institute's property or property belonging to someone else.
- c) Unauthorized use of any institute's facilities, equipment, services or computers.
- d) Making false accusations against any member of the institute.
- e) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, skin color, region, language, sexual orientation, marital or family status, physical or mental disability, etc.
- f) Not producing the identity card issued by the institute or refusing to produce it on demand by campus security.
- g) Physical assault, threats of violence, which includes any disruptive activity in a classroom or in an event sponsored by the institute. Any conduct which has a negative impact or constitutes a nuisance on and off campus.
- h) Organizing meetings and processions without permission from the institute authorities.

i) Accepting membership of religious or terrorist groups banned by the Government of India/Law Enforcement Agencies.

j) Smoking on the campus of the institute.

k) Parking a vehicle in a no parking zone or an area earmarked for parking other types of vehicles.

l) Rash driving on the campus that may cause any inconvenience to others.

m) Not disclosing a pre-existing health condition, either physical or psychological, to the mentor which may cause hindrance to the academic progress.

n) Misbehavior 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 institute.

p) Altercations of any kind between students or student groups will be taken seriously as a violation of the code and will be dealt with accordingly.

q) Students encouraging, aiding, or conspiring in any prohibited conduct and failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code. If these acts are committed off-campus, the institute will determine whether the Code will apply after considering the seriousness of the alleged offence, 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.

## **5. POLICY FOR ACADEMIC INTEGRITY**

The institute is committed to fostering an intellectual and ethical environment. Academic integrity enshrines honesty, responsibility and awareness of the 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 realizing its Vision and Mission; hence, violation of academic integrity constitutes a serious offence.

The principles of academic integrity require that a student:

i. properly acknowledges and cites the use of the ideas, results, material or words of others;

ii. properly acknowledges all contributors to a given piece of work;

iii. makes sure that all course work submitted is his or her own;

iv. produces academic work without the aid of impermissible materials or impermissible collaboration;

v. obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions;

vi. respects the integrity of other students and their right to pursue educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

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

Cheating: It includes, but is not limited to:

- a) Copying during examinations, and copying homework, assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying, or writing an examination impersonating for someone else.
- c) Using unauthorized material, copying, collaborating when not authorised and purchasing or borrowing papers or material from various sources.
- d) Fabricating or falsifying (manipulating) data and reporting them in theses and publications.
- e) Creating sources or citations that do not exist
- f) Altering previously evaluated data and resubmitting the work for re-evaluation.
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

Print and Visual Media, and Social Media Clauses:

- a. Students are expected not to interact, on behalf of the institute, with media representatives or invite media persons to the campus without the permission of the institute authorities.
- b. Students are not permitted to record either audio or video lectures in classrooms, actions of other students, faculty, or staff without prior permission.
- c. Students are not permitted to provide audio and video clippings of any activity on campus to the media without prior permission.
- d. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the institute on social media or indulge in any such related activities that could have negative ramifications on the reputation of the institute.

## **6. THE DISCIPLINARY PROCESS**

A complaint of misconduct can be made by any student, staff, faculty member or officer of the institute at the institut's Office. The disciplinary committee of the instute will investigate the matter giving natural justice and will recommend punishment.

## **7. APPEAL**

If the delinquent student is aggrieved by the imposition of penalties / punishments, he/she may appeal to the Principal.

## **Code of Conduct of the Board of Governors and other statutory bodies:**

The member of the governing body and other statutory bodies are to ensure that the Institute fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would

1. Work in the best interest of the Institute
2. Work co-operatively with fellow members in carrying out their responsibilities.
3. Act honestly and in good faith at all times in achieving institute's intended outcomes.
4. Maintain the confidentiality of information

## **Code of Conduct of Institute Administrators:**

1. The academic and administrative officers are to be responsible to see that the provisions of rules and regulations of the Institute are duly observed and business of the Institute is carried out in strict adherence thereto.

2. To comply with laws, rules, and regulations of the government and the regulatory authorities applicable to the Institute.

3. To provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.

4. To conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the Institute.

5. To act for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the Institute to the maximum extent.

6. To maintain the confidentiality of the records and other sensitive matters.

7. To promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

8. To refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties

## **Code of conduct of Support Staff**



1. To carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. To work in a team.
3. Act timely to readdress the genuine grievances.
4. To maintain the confidentiality of the records and other sensitive matters.
5. To co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
6. To care for the institute's property.
7. To refrain from any form of discrimination.
8. Not to accept bribes or indulge in any corrupt practices.
9. To make every effort to complete the assigned work in a time-bound manner.

## **Code of conduct of Teachers**

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students.

The Teachers would

1. Act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
2. Act as friend, philosopher and guide of students.
3. Help students in identifying their potential and support through counseling and mentoring.
4. Create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation.
5. Observe punctuality in teaching and other duties.
6. Exhibit decent behaviour with all.
7. Refrain from harassment of student in any form.
8. Actively participate in institutional development.
9. Refrain from any type of discrimination
10. Inculcate human values, scientific outlook and concern for the environment among students and others.
11. Develop an understanding of our heritage.

12. Encourage students to actively participate in scheme/activities of national priorities.
13. Cooperate with the administration of the Institute for betterment of the Institute.
14. Actively work for national integration and communal harmony.
15. Be sensitive to societal needs and development.
16. Abide by rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices and the traditions.