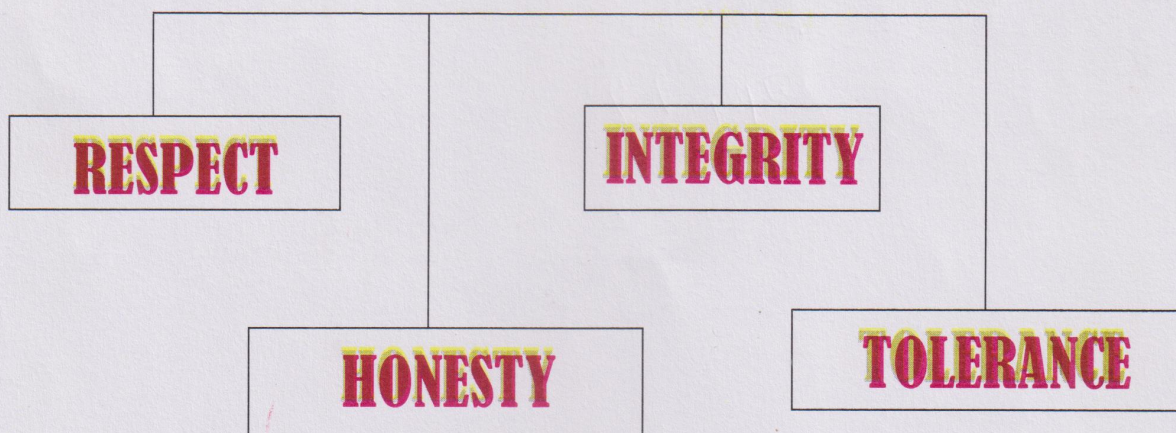


# **POLICY ON CODE OF ETHICS AND CONDUCT**

**DHRUBA CHAND HALDER COLLEGE  
DAKSHIN BARASAT  
SOUTH 24 PARGANAS  
WEST BENGAL**





## **INTRODUCTION**

DHRUBA CHAND HALDER COLLEGE in the heart of Dakshin Barasat, South 24 Parganas, has framed this policy document on the Code of Ethics and Conduct, for the students, faculties and non-teaching staff members of this institution, with the hope that the rules framed herein, shall be binding on all associated with this institution in different ways.

The guidelines and norms prescribed here, shall help in the moral upliftment of all the stakeholders. This will also instill a sense of discipline, belongingness and seriousness in the students, faculties and non-teaching staff members.

This document is available on the college website, and hard copies can be procured from the college office.



## **SCOPE AND JURISDICTION**

The College authorities have the right to rusticate or debar students from entering the campus if they are found :

- ◆ Engaged in acts of misconduct of any kind.
  - ◆ Indulging in ragging.
  - ◆ Engaged in sexual harassment or sexual discrimination.
  - ◆ Using abusive and disrespectful language.
  - ◆ Indulging in physical assault and physical violence.
  - ◆ In possession of weapons of any kind.
  - ◆ Taking drugs, smoking and drinking alcohol in the college campus.
  - ◆ Causing nuisance to, or disturbing the neighbourhood.
  - ◆ Organizing meetings and processions without permission of the Institute.
  - ◆ Accepting membership of terrorist groups banned by the Government.
  - ◆ Possessing, carrying or using any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.
  - ◆ Use of plastic in any form in the Institute premises
8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
9. Rash driving on the campus that may cause any inconvenience to others
10. Theft or unauthorized access to others resources
11. Misbehavior at the time of student body elections or during any activity of the Institute.



## **CODE OF CONDUCT**

- In accordance with the CBCS guidelines issued by the Calcutta University, at no stage should the attendance of students fall below 60%. Students wishing to discontinue their courses for legitimate reasons at the institution shall be allowed to do so, at the discretion of the Principal. In such case, he/she has to clear all the pending dues before leaving college.
- Students are to maintain discipline in the campus; not loiter aimlessly along the corridors; not deface the college buildings and not adopt unfair means in the examinations.
- Use of cell phones in classrooms and corridors is strictly forbidden.
- Students shall not deface the walls of the college buildings or damage any property for any reason.
- Use of plastic in any form in the Institute premises is forbidden.
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles shall not be allowed.
- Rash driving on the campus that may cause any inconvenience to others shall not be tolerated.
- Theft or unauthorized access to others resources shall be treated as a criminal offence.
- Misbehavior at the time of student body elections or during any activity of the Institute is a punishable offence.



## **MAINTAINING GOOD BEHAVIOUR**

The Institute believes in promoting a safe and efficient ambience in the campus, by setting behavioural norms. All students must uphold academic integrity, respect all persons and their rights and property and safety of others.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity which can affect the interests and reputation of the College substantially.

The various forms of misconduct include:

- 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.



- Intentionally damaging or destroying the property of the Institute or property of other students and/or of faculty members.
- Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers and the staff.
- Students are expected to use the social media responsibly, showing malice to none, not injuring the pride or respect of any individual.



## **ACADEMIC AND CHARACTER INTEGRITY**

Since ours is an educational institution, we emphasize on the development of certain standards pertaining to education, not forgetting to implement measures to raise the moral standards of the stakeholders.

- Cheating, talking and discussing with friends and copying during examinations are strictly forbidden.
- Students are taught to be upright, to be responsible in their behaviour, to show respect to others and to walk along the path of tolerance---social, political and religious.
- Students of all religious faiths are admitted to this institution and all the stakeholders are expected to follow the principle of “oneness” and “basudhaibakutumbakam.”



# **ANTI RAGGING**

The Institute 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 Institutes, 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 Institutes and Institutes. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to follow the codes strictly. 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) any act of financial extortion or forceful expenditure burden put on a student by other students;

f) 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;



- g) 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 ;
- h) 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 Institute and headed by the Principal 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 the Principal and the Convener shall regulate the affairs along with the members, the senior faculty of the Institute as its members.

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

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- The Anti-Ragging Committee of the Institute 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. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to the Principal of the Institute.



## **SEXUAL HARASSMENT**

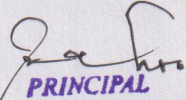
The Policy of the Institute on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the College, which can be accessed and reviewed by the students.

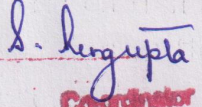
Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.



## **STUDENT GRIEVANCE PROCEDURE**

Any student of the Institute 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 Principal. 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 members to enforce this Code, in cases of any sexual harassment complaints.

  
**PRINCIPAL**  
Dhruba Chand Halder College  
P.O.- D. Barasat, P.S.- Jaymagor  
South 24 Parganas, Pin- 743372

  
**Coordinator**  
Internal Quality Assurance Cell  
Dhruba Chand Halder College