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‘Handbook on Code of Ethics and Conduct for Students’

Academic Session: 2016-2021



DON BOSCO COLLEGE

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HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook specifies the standard procedures and practices of Don Bosco College, Jollang, Itanagar for all students enrolled with the Institute for varied courses. All students must know that it is mandatory upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

Don Bosco College, Jollang, Itanagar, endeavours by means of enforcing this Code of Ethics and Conduct, to assist and administer a student discipline process that is democratic, reliable, effective and prompt; and providing a system which promotes student growth through individual and collective responsibility.

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

2. JURISDICTION

2.1 The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take notice of all acts of misconduct including incidents of ragging or otherwise which might take place on the College campus or in connection with the College related activities and functions.

2.2 The College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:

- a) Any violations of the Sexual Harassment Policy of the College against other students of the College.
- b) Possession or use of weapons, explosives, or destructive devices off campus.
- c) Possession, manufacture, sale, or distribution of prohibited drugs, alcohol etc.



- d) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;
- e) Any 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 College 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.

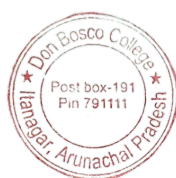
3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- 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 College subject to written consent of the principal.
- c) As a result of such relieving, the student shall be required to clear pending dues.

3.3. The College believes in promoting a safe and efficient climate by implementing 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 are dissuaded 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:

- 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 College 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 College
- d) Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards

3.5 PARTICIPATING IN ACTIVITIES INCLUDING

- a) Organizing meetings and processions without permission from the College.
- b) Accepting membership of religious or terrorist groups banned by the Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the College
- f) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the College
- g) Parking a vehicle in a no parking zone or in area reserved for parking other type of vehicles
- h) Not disclosing a pre-existing health condition, either physical or psychological, to the Management which may cause hindrance to the academic progress.
- i) Misbehaviour at the time of student body elections or during any activity of the College.
- j) 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.
- k) Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- l) 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.
- m) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- n) 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 grave ramifications on the reputation of the College.



- o) 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 etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- p) Damage to, or destruction of, any property of the College, or any property of others on the College campus.
- q) 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.
- r) 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 OF CONDUCT:

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.

ACTIONS:

- a) **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.
- b) **RESTRICTIONS** -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- c) **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.
- d) **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship for a specific time period.
- e) **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.

- f) Ineligibility to reapply for admission to the College for a period of three years, and
- g) Withholding the grade card or certificate for the courses studied or work carried out.

5 APPEAL:

If the offending student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director/ Principal. The Director/ 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 Director's/ Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

6 ACADEMIC INTEGRITY

The College values academic integrity and is committed to nurturing an intellectual and ethical environment based on the ethics of academic integrity. Academic Integrity incorporates honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The College 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 College and its research missions, and therefore, violations of academic integrity constitute a serious offence.

CHEATING

Cheating includes, but is not limited to:

- (a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- (b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- (e) Creating sources, or citations that do not exist



- (f) Altering previously evaluated and re-submitting the work for re-evaluation
- (g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

7 ANTI-RAGGING

The College has a coherent and an effective anti-ragging policy in place. 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 to the college and the students are requested kindly to abide by it.

7.1 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.

7.2 ANTI-RAGGING COMMITTEE:



The Anti-Ragging Committee, as constituted by the Principal and headed by Anti-Ragging Cell and Disciplinary Committee advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

7.3 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. The said Squad shall keep a vigil on ragging incidents taking place in the college 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 of the college. 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.

7.4 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 or attending national or international conferences/symposia/meeting to present his/her research 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.

7.5 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

8 SEXUAL HARASSMENTS

The Policy of the College on prevention and prohibition of sexual harassment at workplace shall apply *mutatis mutandis* to the students of the College which can be accessed and reviewed by the students at the College Website <https://dbcitanagar.ac.in>



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 on the circumstances of each case.

9 Student Grievance Redressal Procedure:

- a) Any aggrieved student shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- b) If the student is not satisfied with the answer, he/she can approach the concerned cell appointed by management for that purpose directly. The grievance cell must give his/her answer within 2 days of the presentation of the complainant(s).
- c) If the student is not satisfied with the answer, he/she can approach the Grievance Redressal Cell again which shall evaluate the case and make its recommendations to the Principal within seven days of presentation of the case. The student would be communicated the recommendation within 2 days.
- d) If the cell fails to take the decision within the stipulated time or the student is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of student's revised petition.
- e) If the student is dissatisfied with the management's decision, the issue may refer to the appropriate external authority.

10 STUDENT PARTICIPATION IN GOVERNANCE

Don Bosco College, Itanagar caters to the academic and non-academic progress of the students. The non-academic progress is inculcated through the students' active involvement in various committees, cells and movements. There are numerous clubs, cells and movements in the college, that were established according to the UGC norms. As Students are members of the College campus, they have a substantial interest in the governance of the Institute. 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.

- All the clubs, cells and movements comprise of two Assistant Professors as Coordinator and Assistant Coordinator and eight students function as executive members with portfolios such as President, Vice President and core members.
- The coordinators disseminate information to the executive members and they perform their responsibilities with the help of club or movement members.
- Every student of the college is expected to join at least two clubs or movements.
- The purpose is to decentralize the responsibilities and allow students take up active role in their holistic growth.
- At the class level, one male and one female student are chosen to be the Class Representatives. They assist in smooth functioning of the classes.
- The class representatives constitute the **Students' Council** who help in smooth functioning of the college, acting as a bridge between the students and the College Administration.
- One of the main events of the college, the College Week and Culture cum Food Fest, is entirely organized by the SC from planning, division of students and responsibilities, execution of the events and culmination of the college week.
- The management and faculty provide only guidance and assistance in the events.

The students are engaged in other activities as well through the various club, cells and movements:


- The three **NSS** units of the college, with 300 volunteers equally represented by boys and girls, participate in social service, blood donation, awareness camps and other events.
- The **NCC** Unit of SD/SW Army wing with 34 cadets emphasizes on social services, discipline and adventure training.
- The **Women's Cell** addresses and monitors any harassment or grievances of the female students and employees within and outside the college campus.
- The **Discipline Committee** comprises of teachers and students with the objective of helping the students follow the rules and regulations laid down by the college.



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- The **Eco Club** promotes participation of students, learning about and improving their immediate environment.
- The **Sports Club** strives to impart quality education through sports and healthy lifestyle.
- The **Red Ribbon Club** equips the students with correct information on HIV/AIDS prevention, care, support and treatment as peer educators and increase voluntary blood donation.
- The **Art Club** through the medium of art engages in art activities and reaches out to others through art.
- The **Cultural Club** preserves and instills the rich cultural values, customs and traditions of the land by taking charge of all the cultural events.
- **Bosco Youth Care** animates the youth of North East especially Arunachal Pradesh.
- **Good Samaritan Club** a welfare body of students reaches out to people twice a month.
- The **Literary Club**, under the Department of English, looks after the literary events and the college magazine.
- The **Media Club** documents every event in the college and promotes filming and photography skills.
- **Jesus Youth:** The Jesus Youth Movement takes care of the Spiritual Aspect of the youth. They also undertake outreach programme.




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