

ASANSOL ENGINEERING COLLEGE



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West Bengal, 713305

STUDENT CONDUCT RULES

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1. STUDENT RIGHTS

The students of the college have a right to

- 1.1 a safe and orderly environment in which to learn
- 1.2 be treated with dignity and respect
- 1.3 reasonably express opinions and personal points of view
- 1.4 access to his or her personal records
- 1.5 be informed of the rules of conduct and
- 1.6 reasonable and fair treatment.

2. STUDENT RESPONSIBILITIES

Any student behavior that substantially interferes with the orderly operation of the college is prohibited and may subject the student to disciplinary action and criminal prosecution.

Students are required to:

- 2.1 attend college regularly
- 2.2 treat faculty, other students and non teaching staff with respect
- 2.3 treat college property and the property of others with respect
- 2.4 have in their possession only those items allowed by law and/or College rules or policies
- 2.5 listen courteously to the opinions and points of view of others
- 2.6 be prepared to learn
- 2.7 come to class with all necessary materials
- 2.8 report hazardous or dangerous situations or behavior to the concerned authority;
- 2.9 report threats to do harm to the concerned authority;
- 2.10 submit original work, and
- 2.11 not take part in gambling or any other antisocial activities within and outside the campus.

3. Types of misconduct

Minor: Violates regulation but does not disturb another individual or individuals or the law. E.g. smoking, drinking, missing class, etc

Moderate: Disturbs another individual or individuals but does not cause injury or destruction of property or violate the law. Eg: playing loud music, parties outside of curfew

Major: Causes injury, destruction of property or breaks the law.

3.1 Examples of Acts classified under Minor Misconduct

Examples given are illustrative and not exhaustive

- a. Smoking in the Campus
- b. Littering of plastic and waste
- c. Wastage of food
- d. Keeping pets in the campus
- e. Violating of dress code of the institution
- f. Lack of grooming

3.2 Examples of Acts classified under Moderate Misconducts

- a. Playing any games at inappropriate places like corridors, rooms etc.
- b. Playing loud music, talking loudly to disturb others etc.
- c. Verbal abuse
- d. Wastage of water and electricity
- e. Usage of vulgar language, actions, signs, gestures etc.
- f. Using equipment's like oven, fridge, LPG cylinder etc for cooking and personal comfort
- g. Permitting guests to the hostel room

3.3 Examples of Acts classified under Major Misconduct

- a. Ragging
- b. Physical Assault
- c. Sexual Harassment
- d. Possession (and) consumption of Alcohol
- e. Possession (and) consumption of substances of abuse
- f. Damage to the property/ furniture in any form
- g. Copying / malpractice in the Examinations
- h. Theft
- i. Antisocial activities against the institution/ State
- j. Breach of security and abusing Security personnel
- k. Disrespect to any Executives / Teachers/ employees
 - l. Possession /use and viewing materials of pornographic nature (Books, CDs, Internet etc.)
 - m. Publishing /distributing documents/ materials which will damage / tarnish the image of the institution
 - n. Gambling in any form
 - o. Disfiguring College/ hostel/ hospital property

- p. Indulging in any form of criminal activities
- q. Formation of fundamentalist groups based on religion, state, language, culture etc.
- r. Any repeated offence more than twice, however mild it will be considered severe.

Explanatory notes

Threats of violence

Students are prohibited from making direct or indirect threats of violence against individuals or groups. Any threat of such violence must be reported immediately to the Principal. All threats of violence (oral, written, electronic, or symbolic) will be reported to law enforcement when necessary and investigated by college authorities. A student found to have made a threat of violence is subject to appropriate disciplinary consequences, up to and including: suspension, expulsion, arrest, and prosecution.

Bullying, ragging and harassment

The College will not tolerate bullying, Ragging and harassment of any type. Conduct that constitutes bullying, ragging and harassment, as defined herein, is prohibited.

Bullying & Ragging means systematically and chronically inflicting physical hurt or psychological distress on one or more students, or a college / hospital employee, including: unwanted and repeated written, verbal, or physical behavior, this includes any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's college performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student, college / hospital employee.

Note: False accusation of an act of bullying, ragging or harassment and retaliation against a student for asserting or reporting bullying ragging or harassment will receive disciplinary actions. In cases where the accusations are “unsubstantiated” the student's incident record will be flagged as such.

Honor code and academic honesty

Academic honesty and integrity are essential to the existence and integrity of an academic community. Without maintaining a high standard of honesty and conduct, the academic reputation of a college is compromised. Students shall refrain from all forms of academic dishonesty, such as cheating, plagiarism, misuse of electronic communication, or other deceitful means of obtaining inflated grades. Students found in violation of the Honor Code may lose academic and extracurricular privileges including withholding from the University exams.

Student appearance and dress code

The standards of appearance for students shall insure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment of a medical college. The Principal or Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

4. Type of penalty

This will depend upon the nature of the violation and the frequency of violation. The possible sanctions are

1. Warning
2. Referral to counsellor
3. Probation (He/she will be allowed to attend the class. But no attendance will be given) This is only for a short term upto a maximum of two weeks.
4. Loss of privileges like library, playground and no permission to participate in cultural or sports events
5. Fines
6. Restitution for the damage of property.
7. Suspension from hostel
8. Suspension from college
9. Dismissal from college

5. The process of complaint

5.1 The act may be observed directly by the authorities, or by any other person.

A written /verbal complaint is necessary before proceeding for any action. The process applies to all the students and governs the investigations and adjudication of violations regardless of where they occur.

5.2 The steps for the procedure are given below.

5.2.1 Anyone who has grounds to initiate a complaint regarding any student may do so by submitting a written complaint to the Office of the Principal with the following information:

- a. the names of the accused;
- b. a clear statement explaining the nature and circumstances of the complaints
- c. witnesses, if any
- d. the names, addresses, and telephone numbers of those filing the complaint.

5.2.2 The Principal or designee and a Senior faculty will meet the accused student and seek an explanation verbally and in writing. Following this, the complaint may be dismissed, or in the case of a minor misconduct resolved with or without penalty. Misconduct that is not dismissed will be referred to the internal committee formed on case to case basis.

5.2.3 The accused student will be given an equal opportunity to review any statements submitted . Any additional documents related to the case must be submitted to the Principal's Office in advance of the hearing.

5.2.4 The Dean reserves the right not to proceed with complaints that are not submitted within a reasonable time frame.

6. GENERAL INFORMATION

6.1 Confidentiality

All parties, including the accused student, the aggrieved party, and the hearing committee,

are required to respect the right of confidentiality of other participants. Any unauthorized disclosure of confidential information by participants to persons not involved in the hearing process as direct participants, advisors, or responsible administrators will be dealt with as a subsequent charge or as grounds for dismissal from the committee. In addition, all participants including the student's representative in the hearing process have a right to be free from intimidation and harassment. Any implied or actual act of retaliation, intimidation or harassment is strictly prohibited and will be dealt with as a subsequent and serious charge.

As a general rule, all committee meetings are closed.

6.3 Notification of Decisions

The accused student will be sent written notification of any decisions and/or sanctions reached as a result of a hearing within a week of hearing. The Office of the Principal with the Students section may inform a student's parents of any finding of responsibility and related sanctions for violations of state or local laws governing the possession or use of alcohol or controlled substances. After the meeting and decisions have been taken, the results may be shared by the Principal with relevant faculty and other college officials having a legitimate educational interest in such results. The Principal or a designee, at his or her discretion, will notify parents in writing of disciplinary matters to the full extent permitted by law.

6.4 Records

When a student is found responsible for violation, a disciplinary record will be established and maintained in the Student's section. However, the decision for the disciplinary record to be entered in the permanent record of the student will be taken by the Principal. Student disciplinary records will be maintained, for a minimum period of five year.