



NETAJI SUBHASH ENGINEERING COLLEGE

Techno City, Garia, Kolkata - 700 152

CODE OF CONDUCT FOR STUDENTS

1. PREAMBLE:

Netaji Subhash Engineering College is one of the pioneer self financed engineering colleges in eastern India. Around eight hundred successful engineers along with two hundred professional graduates every year come out from this institution for serving the nation. The institute achieved its glory through the success stories of its beloved students. Students are the primary stakeholders of an academic institution. The reputation of the institute depends solely on the behavior and discipline of the students. This code of conduct has been developed to maintain the rules and regulation and discipline for the students in the campus of NSEC.

2. TITLE AND COMMENCEMENT:

This code of conduct shall be called as "NETAJI SUBHASH ENGINEERING COLLEGE STUDENTS' CODE OF CONDUCT" applicable to the students of NETAJI SUBHASH ENGINEERING COLLEGE, Techno City, Panchpota, Garia, Kolkata-700152 with effect from *** as declared by the Governing Body.

3. OBJECTIVE:

Netaji Subhash Engineering College is established to develop high quality technical personnel, technical skills, innovative research capabilities and exemplary professionals to lead and to use technology for the progress of mankind, adopting themselves to changing technological environment with the highest ethical values.

The code of student conduct is established to foster and protect the missions of the college, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the college and its missions.

It is necessary that the College should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property, respect for human rights among its students. For achieving this the student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in consonance with and supportive of and conducive to the College's main purpose and core values.

4. RESPONSIBILITIES OF THE STUDENTS

It shall be the responsibility of the students

- i. To read, become familiar with and adhere to this Code and any amendment brought to this Code.



- ii. To behave and conduct themselves in the college campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- iii. To follow decent and formal dressing manners.
- iv. To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the college.
- v. To access all educational opportunities and benefits available at the college and make good use of them to prosper academically and develop scientific temper.
- vi. Strive to develop appropriate work attitudes and habits.
- vii. To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- viii. To respect the cultural and social values nurtured and followed by People of this Country.
- ix. To report any violation of this Code to the functionaries under this Code.
- x. To inform the parents'/guardians' about such code of conduct enforced by the college authorities and the parents'/guardians' are expected to cooperate with the college authorities in enforcing the code of conduct for the betterment of their wards.

5. BEHAVIOUR & CONDUCT OF THE STUDENT

A. General

- i. Students will not participate in cheating or plagiarizing their work or the work of others.
- ii. Be scrupulously honest in all academic activities and with all staff and students.
- iii. Express themselves without the use of profane language or offensive gestures.
- iv. Participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- v. Show respect for others by not participating in teasing and ridiculing
- vi. Show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal drugs or gang related).
- vii. Respect the personal property of others.
- viii. Respect and follow directions from all staff of the College.
- ix. Respect the safety of others by not bringing real or imitation weapons to College or to the hostel/campus.
- x. Student's should not indulge in gossip or spread rumors.

B. In Campus

- i. Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandahs or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- ii. All students must wear their identity cards while on the campus.



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- iii. Possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels. NSEC Campus is a "Smoking free Campus".
- iv. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- v. Engaging in trade /trade activities with in the campus is prohibited.
- vi. Politically based students' and other organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- vii. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to public, private or College properties.
- viii. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus or hostels. The possession, distribution or exhibition of any item by any means which is obscene is prohibited within the Campus or in any property owned/ managed by the College.
- ix. No one shall exhibit any type of banners, flags, boards etc. inside the campus, gates, buildings or on the compound walls.
- x. No student shall collect money either by request or by coercion from others within the campus or hostels without prior proper permission and notification from the college authority.
- xi. The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the Campus and hostels and even out side.
- xii. Engaging in *gherao*, keeping under captivity or illegally confining any official of the College is prohibited.
- xiii. Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
- xiv. Students are not permitted to undertake any Educational tours or Industrial visits without the prior approval and permission of the Principal. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students'
- xv. Students are strongly discouraged from coming to the College in their own vehicles. Vehicles should be parked in the parking space only. Rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than one pillion riders in the College premises is prohibited. Any case of accidents causing injury will be notified to the Police. Students are warned that any violation of rules, their vehicles will be locked/seized by the security.



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- xvi. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- xvii. In order to avoid loss and to prevent occurrence of embarrassing situations students should avoid wearing or carrying of or keeping with them any item of expensive jewellery nor should they carry / keep with them more money than required nor expensive electronic gadgets.
- xviii. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
- xix. Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.
- xx. Students charged with criminal offence or under suspension shall not enter the College Campus without the permission of the competent authority.
- xxi. Any conduct which leads to lowering of the esteem of the College is prohibited.

C. In Academic area

- i. It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities. It is, therefore, a requirement for students to attend all classes on time and with the appropriate materials.
- ii. Every student has the right to an uninterrupted and safe instructional environment. Behaviors which interfere with student learning will not be tolerated.
- iii. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- iv. Silence shall be maintained in all the academic premises of the college.
- v. Attend all classes on time. Students who come late will not be awarded attendance and may be denied entry to the class.
- vi. Be prepared for class with the appropriate materials and assignments completed.
- vii. No student shall enter or leave the classroom when the session is on without the permission of the teacher.
- viii. Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the college and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.
- ix. Students should keep the class rooms tidy. They should switch off lights and fans when they are not required.
- x. Chewing Gum inside the academic area is strictly prohibited.
- xi. Malpractice of any kind will not be allowed during the Laboratory classes / internal / University Examination.



- xii. Students who indulge in any form of malpractice/copying from neighbors with Paper bits/Books/Notes/Calculators/Cell Phones etc., in the internal tests / assignments , will not be evaluated in that course.
- xiii. Students who indulge in copying in any examination or tests from neighbors with Paper bits/Books/Notes/Calculators/Cell Phones etc., will be severely dealt as per the prescribed University norms.
- xiv. All students have to attend laboratory classes with full presentation.
- xv. Prescribed dress code have to be maintained in respective labs.
- xvi. Records should be brought and instructions should be followed accordingly.
- xvii. Students are not permitted to use mobile phones in any of the academic area (class room, Library, Laboratory, Examination Halls, etc). Mobile phones with camera facilities are strictly prohibited and if any student is possession of such phones, the phones will be confiscated.
- xviii. Use of Internet for the purpose other than academic related activities is banned.
- xix. Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have in-college privileges removed or suspended.
- xx. Interfering or tampering any of the office records of college / university is a serious offence and will result in suspension / rustication.

D. Dress Code

- i. Students should come to the class room either in college uniform (Blue full pant and sky full shirt) or in decent and presentable attire. Dressing of students should be formal.
- ii. Collar less T-Shirts, Sleeveless T Shirts are strictly forbidden.
- iii. For the workshops and laboratories students should be dressed in proper uniform as desired by the corresponding workshop/laboratories.
- iv. Student shall not wear clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal drugs or gang related).
- v. Any student wearing dress in an inappropriate way which degrades the dignity and decorum, will not be permitted to enter the college campus

6. DISCIPLINARY SANCTIONS

Any student exhibiting prohibited behavior mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary sanctions.

A. Minor Sanctions

i) Warning or Reprimand



This is the least sanction envisaged in this Code. The student engaged in any prohibited behavior will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.

ii) Tendering Apology

The student engaged in any prohibited behavior may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.

iii) Fines

The student engaged in any prohibited behavior/conduct may be asked to pay a fine up to Rs. 5000/- towards students welfare fund.

iv) Forfeiture

The tool used by the student in violating the code of conduct shall be forfeited.

B. Major Sanctions

i) Non evaluation of course

Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source, he/she shall not be evaluated in that course.

ii) Debarring from attending campus recruitment

A student/group of students may be prevented from registering for college placement cell and debarred from attending any campus placement related activities.

iii) Suspension of Privileges

A student/group of students may be prevented from availing privilege like using common academic facilities like library, computer centre, etc; recommendations for loan/scholarship/fellowship etc; representing the institution in any national or international meet, tournament, youth festival, etc.

iv) Suspension from College

A) If any student violates the code of conduct which leads to lowering of the esteem of the College or involves in ragging or involves in any activity which endangers the dignity and safety of other students or staff of the college and if the college authorities finds *prima facie* evidence is available against the student, he/she shall be suspended from the college for a maximum period of 15 days, pending further enquiry by the college authorities.

B) A student may be suspended from the college for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period. The period of suspension shall be decided based on the findings and recommendation of the enquiry committee.

v) Restitution



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Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the College or any property kept in the premises of the College in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the college or any property kept in the premises of the College due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

vi) **Debarring from Examinations**

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/ have joined.

vii) **Expulsion**

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the College. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous even after warning and punishments, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this College.

7. **RAGGING**

Ragging within or outside the educational institution is prohibited. Ragging is an offence under Indian Penal Code. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be punished. Any authority of the college can also *suo moto* recommend action against any student/students indulging in ragging to the Principal.

A. Definition

The word 'ragging' means the acts "causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force." The term 'ragging' may include; display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, indulging in rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life.

B. Forms of ragging:

Ragging is found to take the following forms (the list is only indicative and not exhaustive) Crisp orders : to address seniors as 'Sir', to perform mass drills, to copy class notes for the seniors; to serve various errands, to do menial jobs for the seniors; to ask/answer vulgar questions, to look at



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pornographic pictures to 'shock the freshers out of their innocence'; to force to drink alcohol, scalding tea, etc., to force to do acts with sexual overtones, including homosexual acts; to force to do acts which can lead to physical injury/mental torture or death, to strip, kiss, etc.; to do other obscenities it can be seen from the above that most of them, except the first few, constitute perverse forms of ragging.

C. Punishments

The following could be the possible punishments for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the court of law. In the case of any ragging reported, the burden of proof lie on the perpetrator and not on the victim to prove that ragging did not take place. In the cases where the perpetrators could not be identified, collective punishment will be awarded.

While the first 8 types of punishment can be awarded by the appropriate authority of the college itself, the last punishment can be awarded only by a court of law.

Any incident of ragging reported to taken place outside the college campus, without any enquiry, the complaint shall be forwarded to the police.

- i. Cancellation of admission.
- ii. Suspension from attending classes.
- iii. Withholding/withdrawing scholarship/fellowship and other benefits.
- iv. Debarring from appearing in any test/examination or other evaluation process.
- v. Withholding results.
- vi. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- vii. Expulsion from the hostel expulsion and from the institution for periods varying from 1 to 4 semesters.
- viii. Expulsion from the institution and consequent debarring from admission to any other institution Fine up to Rs 25,000/-.
- ix. Rigorous imprisonment up to three years.

8. FUNCTIONARIES UNDER THE CODE

A. Heads of the Departments/ Faculty Advisors/ Mentors/Wardens of Hostels.

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behavior as envisaged under this code. As these functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behavior to



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the Heads of the Departments/ Warden so that any serious issue can be settled before the same goes out of control.

The Head of the Departments/ Warden shall have the power to impose minor sanctions as envisaged under section 6(A) (i) & (ii) of this Code. Any impose of sanction shall be formally informed to the Principal. They can also recommend imposition of major sanctions as envisaged under Section 6(B) of this Code to the Principal after investigation through the institutional disciplinary committee.

Before impose of any sanctions, a written complaint shall be obtained from the plaintiff and a written statement or oral statement recorded and signed by the defendant shall be received. In the case of a confession the sanctions shall be imposed or recommended. In the absence of confession, the complaint shall be properly enquired and the sanctions shall be imposed or recommended.

The Head of the Departments/ Faculty Advisors/Mentors/ Wardens of Hostels/Members of the disciplinary committee while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behavior. Head of the Departments/ Faculty Advisors/Mentors/ Wardens of Hostels can also *suo moto* recommend action against any student/students indulging in prohibited behavior which is brought to his/ her notice.

Any implementation of minor or major sanction against the student for the violation of code of conduct shall be reported to the Principal for information and record.

Any lapse on the part of a teacher /Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Principal by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Sections 5 and 8 of this Code.

B) Principal

The Principal shall be the ultimate authority in imposing minor sanctions as envisaged under Section 6(A) (iii) & (iv) and major sanctions as envisaged under Section 6(B) against the students for acts of prohibited behavior after investigation through the institutional disciplinary committee. In the case of a confession by the student who violated the code of conduct, the sanctions shall be imposed or recommended. In the absence of confession, the complaint shall be properly enquired through the institutional disciplinary committee and the sanctions shall be imposed or recommended. The Principal can also *suo moto* recommend action against any student/students indulging in prohibited behavior which is brought to his/ her notice. The Principal can also entertain any appeal from any student/students aggrieved by the action of any authority of the College under or subordinate to the Principal and decide the case on merit.

9. RIGHT TO APPEAL

The student/students aggrieved by the action of any authority of the College under or subordinate to the Principal can appeal to the Principal and any student aggrieved by the action of the Principal can appeal to the Chairman of the BOG of the College. The decision of the Chairman shall be final and binding on the students.

10. ASSISTANCE FROM LAW ENFORCEMENT AGENCIES



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Principal shall have the power and duty to call the Police immediately when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The HoDs/ Warden shall in such a case give a detailed report to the Principal. The Principal can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

11. GRIEVANCES REDRESSAL COMMITTEE *****

The College will also set up "Grievance Redressal Committee" where the students can air their grievances. The Principal shall also constitute *ad-hoc* committees to redress the grievances of the students'. Apart from these students can meet the college authorities any time and air their grievances personally or by E-Mail.

12. UNDER TAKING BY THE STUDENTS

The students joining any academic programme of the College will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter/Affidavit and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

13. OPPORTUNITY FOR HEARING

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/ Students.

14. ULTIMATE AUTHORITY

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein. Any person try to influence any of the authorities in implementation any of the sections of the code shall be seriously viewed and action will be initiated against such person.

15. AMENDMENTS TO THE CODE

The Governing Body of the College has the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and Faculty of the College through notice put on the notice boards/Website of the College.

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(Dr. Hrishikesh Mandal)

Director
Netaji Subhash Engineering College

