

बिहार सरकार  
विज्ञान एवं प्रावैधिकी विभाग

पत्रांक-वि० प्रा० (11) विविध- 05/17

3059 पटना, दिनांक- 8/11/18

प्रेषक,

विशेष सचिव,  
विज्ञान एवं प्रावैधिकी विभाग,  
बिहार, पटना।

सेवा में,

सभी प्राचार्य,  
राजकीय अभियंत्रण महाविद्यालय/राजकीय पोलिटेकनिक/राजकीय महिला  
पोलिटेकनिक, विज्ञान एवं प्रावैधिकी विभाग, बिहार

**विषय:-** राजकीय अभियंत्रण महाविद्यालय/राजकीय पोलिटेकनिक संस्थान/ राजकीय  
महिला पोलिटेकनिक संस्थान में अध्ययनरत छात्र/छात्राओं के लिए आचार संहिता  
को लागू करने के संबंध में।


महाशय,

उपर्युक्त विषय के संबंध में कहना है कि राजकीय अभियंत्रण महाविद्यालय/  
राजकीय पोलिटेकनिक संस्थान/ राजकीय महिला पोलिटेकनिक संस्थान में पढ़ने वाले  
छात्र/छात्राओं के लिए आचार संहिता विभाग द्वारा तैयार की गई है। जिसे क्रियात्मक करने हेतु  
इसके साथ संलग्न कर भेजी जा रही है। कृपया तदनुसार संस्थान में अध्ययनरत छात्र/छात्राओं  
को आचार संहिता की जानकारी दे दी जाय।

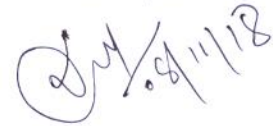
अनुलग्नक:-यथोपरी

(छात्रा आचार संहिता संलग्न)

विश्वासभाजन,

  
विशेष सचिव,

विज्ञान एवं प्रावैधिकी विभाग,  
बिहार, पटना



# STUDENT'S CODE OF CONDUCT

## ETHICS AND CONDUCT:

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
  - 1.1 He/she shall be regular and must complete his/her studies in the Institute.
  - 1.2 In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute subject to written consent of the Principal.
  - 1.3 As a result of such relieving, the student shall be required to clear pending hostel / mess dues.
2. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
4. 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.
5. Intentionally damaging or destroying Institute property or property of other students and/or faculty members.
6. Any disruptive activity in a class room or in an event sponsored by the Institute.
7. Participating in activities including
  - a. Organizing meetings and processions without permission from the Institute.
  - b. Accepting membership of religious or terrorist groups banned by the Institute/Government of India
  - c. Unauthorized possession, carrying or use of any weapon, missiles, 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 Institute.
  - f. Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
  - h. Rash driving on the campus that may cause any inconvenience to others
  - i. Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
  - j. Theft or unauthorized access to others resources.
  - k. Misbehaviour with faculty or staff of the Institute.
  - l. 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.
8. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
9. 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.
10. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
11. Students are expected to use the social media carefully and responsibly. They should not post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
12. Theft or abuse of the Institute properties such as computers and electronic communications facilities, systems, and services which includes unauthorized entry of Institute property or facilities, private residences of staff/faculties, offices, classrooms, and other restricted facilities and interference with the work of others is punishable.
13. 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.

#### **BREACH OF CODE OF CONDUCT:**

Punishments as per "Disciplinary Rules of Department of Science & Technology" issued vide order number 2639 dated 27.10.2011. (Copy attached)



## ACADEMIC INTEGRITY:

As an institution for technical education, the Institute values academic integrity and is committed to fostering an intellectual and ethical. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of technical education. 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 its missions, and hence, violations of academic integrity constitute a serious offence.

1. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.

2. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

3. Violations of policy include, but are not limited to:

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

- Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
- Reproducing someone else's published data, illustrations, figures, images, etc.
- Taking material from class-notes or incorporating material from the internet, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Paraphrasing or changing an author's words or style without citation.

3.2. **Cheating:** Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments.
- Allowing or facilitating copying, or writing an assignment or taking examination for someone else.
- Using unauthorized material, copying and purchasing or borrowing papers or material from various sources.

- Fabricating (making up) or falsifying (manipulating) data and reporting them in project.
- Signing another student's name on an assignment, project or attendance sheet.

## 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 Institutions, 2009 [hereinafter referred to as the 'AICTE Regulations']. 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.

1. Ragging constitutes one or more of the following acts:

- 1.1. 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;
- 1.2. 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;
- 1.3. 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;
- 1.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- 1.5. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- 1.6. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- 1.7. 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;
- 1.8. 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 ;
- 1.9. 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 Principal and faculties 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 students affairs advisors, and can have as its members such as principal, faculties and staffs.

**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 of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community 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 in the Institute. 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.

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. Debarring from appearing in any test/ examination or other evaluation process.
- c. Withholding results.
- d. Debarring from taking part in any kind of curricular and co- curricular activities.
- e. Suspension/ expulsion from the hostels and mess. g. Cancellation of admission.
- f. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- g. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- h. 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 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.

### **SEXUAL HARASSMENT**

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. Acts amounting to Sexual Harassment are:

1. Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
2. A demand or request for sexual favours / unwelcome comments / sexual epithets.

3. Exposing the victim to pornographic material: audio or visual or BOTH or print.
4. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**Medium of conducting Sexual Harassment:** A person can be guilty of sexual harassment if any unwelcome sexually determined behaviour is committed through any of the following ways:

- a. Comments
- b. Remarks
- c. Jokes
- d. Letters
- e. Phone calls
- f. Emails
- g. Chats on any electronic medium like whatsapp, twitter, facebook, etc.
- h. Gestures
- i. Showing of pornography clipping
- j. Lurid stares
- k. Physical contact
- l. Molestation
- m. Stalking
- n. Sounds or display of a derogatory nature
- o. Any other understandable medium

**Assistance by College:** In order to foster a fearless environment, the college shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- a. To provide counselling services to the complainant.
- b. To undertake workshops and training programmes at regular intervals.
- c. Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines.
- d. To pursue the complaint and the safety of the complainant.
- e. To assure confidentiality of the case.

- f. To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment.
- g. To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place.
- h. Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry.
- i. Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be.
- j. Make available such information to the Internal Committee as the case may be, as it may require.

### **Redressal Process**

- a. Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- b. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- c. The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- d. At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint.
- e. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an "Enquiry" shall be conducted.
- f. In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- g. In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

### **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 formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.