



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

NAAC ACCREDITED (B)

(Affiliated to the West Bengal State University and recognised under section 2(f) and 12B of the UGC Act)

Estd. – 2007

BAMANPUKUR . NORTH 24 PARGANAS . PIN – 743425 . WB

Ph- 03217-260816 / (M) 9830362656 . email ; bhkm2007@gmail.com

CODE OF CONDUCT- STUDENTS OF THE COLLEGE

Usual Rules and Regulation to Deal with the Violation of Ethical Codes and Conducts by the Students of the College:

Failure to comply with the normal conduct and following any one of unbecoming activities will invite one or more of the sanctions as under:

- 1. Students of the College are strictly directed to adhere to the standing orders as displayed in the Fees book.**

STANDING ORDERS

1. Carrying of Identity Card/Fee Book within the College Campus is mandatory.
2. Loitering or gathering in the corridor is prohibited.
3. Entertaining outsiders within the college is prohibited.
4. Reading of notices is a must.
5. Strict attendance in the classes is adhered following University rules.
6. Provocation, Proxy, Unfair-means at every stage is bound by disciplinary action.
7. All right of admission, cancellation and disciplinary action is reserved.

- 2. Students are directed to follow the agreement they make during admission.**

DECLARATION

- I certify that I will provide complete and accurate responses to the items on this application. If any of the information changes, I will notify the office of BHK Mahavidyalaya in timely manner.
- I authorize release of any information submitted by me with this application to any person, firm, corporation, association, or government agency only to verify or explain information.
- I understand that the college is composed of stakeholders from many different regions, and many cultural and religious backgrounds. I agree to cooperate with all stakeholders with generosity and tolerance.

- I also understand that acceptance into the program does not obligate BHK Mahavidyalaya to provide me with any form of financial support.
- I understand the decision of the principal with regard to admission is final.
- I agree and understand that BHK Mahavidyalaya will cancel my admission, if my qualification related documents are found fraudulent / misrepresented / falsified /manipulated.
- I agree that this application and the accompanying supporting documentation will remain with the office of BHK Mahavidyalaya even if I am not accepted into the program.
- I understand that the information I provided above will be stored in electronic form for the sole purpose of the application and admissions procedure at BHK Mahavidyalaya.
- I am aware that, the refund of tuition fees on cancellation of the admission shall be as per the rules of BHK Mahavidyalaya.
- I understand the definition of ragging and the penalty of ragging under the regulations and the order of hon'ble Supreme Court of India.
- I understand and undertake to face disciplinary action/legal proceedings including cancellation of admission/debarring from examinations, valuation and assessment process/expulsion from BHK Mahavidyalaya, if I am found guilty of any aspect of ragging.
- I am aware that use of mobile phone on the campus is prohibited wherever academic activity is going on (class rooms, laboratories, libraries, corridors etc.), and undertake to strictly follow the rule.
- I undertake to keep my guardian / parents informed about (a) my progress in studies and (b) attendance at lectures, particulars, tutorials, etc.
- I understand that, I will not be permitted to appear for my college/university examination, if I fail to satisfy the college/university authorities on any of the following counts:
 - a) At least 75% attendance separately at theory and practical classes.
 - b) Attendance and performance at the university examination / tutorials, etc.
 - c) Good disciplined behaviour & decent dress into the college premises.
 - d) Obedience to the instructions of teachers, staff and other college authorities.
 - e) Payment of college/university fees as prescribed.
- I understand that, I must secure the qualifying marks as stipulated by WBSU/college regulations in the BHK Mahavidyalaya test examination for appearing in the university examination.

3. Students are directed to follow the anti-ragging affidavit, they submit during the admission.

ANTI-RAGGING AFFIDAVIT

I, _____ (full name of student with Institute Roll Number), S/O D/O Mr./Mrs./Ms _____, having been admitted to _____ (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
6. Along with the above mentioned points I do hereby declare that
 - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.

I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____, (full name of student with University Roll Number) , having been admitted to _____ (name of the institution) , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the

“Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
6. Along with the above mentioned points I do hereby declare that
 - a. My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
 - b. My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

4. Students are directed to restrain themselves from the following activities listed as

a. Misconduct:

- i. Engaging in behaviour that disrupts or interferes with the learning experience, including talking in class while the faculty member or other students are speaking, using offensive language or personal attack, creating distractions or disturbances, sleeping, and reading unrelated materials will be treated as misconduct.
- ii. Using cell phones or other electronic devices that disrupt the learning process. The use of personal laptop computers, phones, etc. may be acceptable in some classes; however, they must be used only for note-taking or activities in direct support of the course objectives. Faculty members have the right to ask students to shut down any electronic devices.

- iii. Entering the classroom late or leaving the classroom prior to the end of class, unless exceptional circumstances arise will be treated as misconduct.

b. Cheating

Cheating includes, but is not limited to, the following:

- i. Using resources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments will be treated as cheating.
- ii. Giving or receiving content information relating to assignments/quizzes/tests/examinations to/from others unless authorized by the instructor to be treated as cheating.
- iii. Using unauthorized electronic equipment to be treated as cheating.
- iv. Submitting academic work previously submitted in another course without authorization will be treated as cheating.
- v. Altering or otherwise tampering with grades will be treated as cheating.

c. Plagiarism

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person or organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part) in one's own words, and for information that is not common knowledge. Plagiarism usually takes two main forms:

- i. Stealing or passing off as one's own the ideas or words, images, or other creative works of another will be treated as plagiarism.
- ii. Using or relying upon another's work without crediting the source, even if only minimal information is available to identify it for citation will be treated as plagiarism.

d. Academic Dishonesty

- i. Copying during a test or allowing another student to copy during a test will be treated as academic dishonesty.
- ii. Giving homework, term papers, or other academic work to another student to plagiarize will be treated as academic dishonesty.
- iii. Submitting any work that is not one's own will be treated as academic dishonesty.
- iv. Falsifying information to a faculty member or College official will be treated as academic dishonesty.
- v. Altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's knowledge/approval will be treated as academic dishonesty.

- vi. Stealing or improperly obtaining tests or other assessment items will be treated as academic dishonesty.
- vii. Forging signatures on College documents will be treated as academic dishonesty.
- viii. Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment will be treated as academic dishonesty.
- ix. Accessing computerized College records or systems without authorization will be treated as academic dishonesty.
- x. Unauthorized recording, reproduction, retransmission, or redistribution of course materials (e.g., lectures, hand-outs, podcasts, exams, student projects, group work, online material, etc.) will be treated as academic dishonesty.
- xi. Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above will be treated as academic dishonesty.

e. Obstructive Conduct

Failure to comply with any aspect of any student disciplinary process-

- i. Falsification, distortion, or misrepresentation of information in connection with any student disciplinary process will be treated as abusive/ obstructive conduct.
- ii. Disruption or interference with the orderly process of a discipline hearing will be treated as abusive/ obstructive conduct.
- iii. Attempting to discourage an individual's proper participation in or use of any student grievance or appeals process will be treated as abusive/ obstructive conduct.
- iv. Attempting to influence the impartiality of any student disciplinary process or grievance process, or any College individual involved in the process will be treated as abusive/ obstructive conduct.
- v. Verbal or physical harassment and/or intimidation of any individual who participates in any student disciplinary process or grievance process will be treated as abusive/ obstructive conduct.
- vi. Influencing or attempting to influence another person to commit an abuse of any student disciplinary process or grievance process will be treated as abusive/ obstructive conduct.
- vii. Retaliating against any other College community member because of their participation in any student disciplinary process or grievance process will be treated as abusive/ obstructive conduct.

f. Threatening Behaviour

- i. Any written or oral communication, conduct or gesture that causes a reasonable apprehension of physical harm to a person or property will be treated as threatening behaviour.

- ii. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment and/or participation in College-sponsored activities will be treated as threatening behaviour.

g. Undue Behaviour

- i. Unauthorized access or entry (as determined by a College official) to College buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access will be treated as undue behaviour.
- ii. Unauthorized possession, duplication or use of keys or access cards for any College property will be treated as undue behaviour.
- iii. Continued occupation of any College facility after being requested to leave by a College employee, official or designee acting in the performance of their duties will be treated as undue behaviour.

5. Sanctions

The following sanctions/consequences may be imposed by the College for a violation of the student Code of Conduct (unless stated otherwise in the Code)

- a. Verbal warning
- b. Written warning
- c. Probation – A period of observation and review of conduct during which the student or organization must demonstrate compliance with College standards. Terms of this probationary period will be determined at the time probation is imposed.
- d. Permanent or temporary removal from a course.
- e. Permanent or temporary removal from a program.
- f. Restitution – Restitution is monetary compensation required of students who have taken, misused, damaged or destroyed College property or the property of another. Amounts charged to students may include cost to repair, replace, recover, clean or otherwise account for the property affected.
- g. Suspension – the student or the organization has temporary loss of student status for a specified length of time.
- h. Expulsion from the College.

6. Rules and Regulations

- a) For the hearing, students are entitled to be accompanied by one advisor.
- b) The student's advisor shall have no role at the hearing other than to advise the student. The advisor shall not be permitted to ask or answer questions or to make oral arguments or otherwise disrupt or delay the hearing.
- c) Pre-Hearing conference: The College will convene a pre-hearing conference for the appealing student and for any other student-party to the underlying student

conduct process. Each student will receive notification of this meeting by a letter explaining the nature of the appeal. The purpose of this meeting is for the Dean of Students Affairs or designee to familiarize the students with the hearing process and to allow the students to prepare for the hearing.

- d) The Chair of the hearing committee will establish what will govern the hearing by following the guidelines below.
 - i. Witness lists and all documents to be presented in the hearing will be exchanged between the Dean of Students Affairs (or designee) and the appealing student prior to the hearing.
 - ii. This process will be coordinated by the Dean of Student Affairs (or designee).
