



# **VIDYA VIKAS MANDAL**

**Margao - Goa**

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## **Code of Conduct for Students**



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## **SECTION 1: PREAMBLE**

To lay down appropriate rules and regulations to enforce discipline in the Campus which will be binding on all the students studying in the Institutions affiliated to Vidya Vikas Mandal. WHEREAS, the Board of Management of Vidya Vikas Mandal has approved this Code of Conduct for implementation with effect from May 2015.

## **SECTION 2: TITLE AND COMMENCEMENT**

This Code is called “Code of Conduct for students of the Institutions affiliated to Vidya Vikas Mandal”. The Code shall be deemed to have come into force from the date on which the Board of Management of Vidya Vikas Mandal resolved to implement it.

## **SECTION 3: OBJECTIVES OF THE CODE**

The code of student conduct is established to foster and promote the mission of the Institution, 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 Institution and its mission.

It is necessary that the Institutions of Vidya Vikas Mandal 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, supportive of and conducive to the Institution’s main purpose and core values.

## **SECTION 4: APPLICABILITY OF THE CODE**

The Code shall be applicable to all the students admitted to the Institutions of Vidya Vikas Mandal, including any academic programme, activity or event conducted by the Institution. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed



that every student, from the date of his/her admission to the respective Institution to any academic programme activity/event has knowledge of this Code. All students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the Institution and this Code would be binding on and enforceable against them or any among them.

## **SECTION 5: RESPONSIBILITIES OF THE STUDENTS**

It shall be the responsibility of the students

- 1) To read, become familiar with and adhere to this Code and any amendment brought to this Code.
- 2) To behave and conduct themselves in the campus and premises of the respective institution in a dignified and courteous manner, and show due respect to the authorities, employees and elders.
- 3) To wear decent and presentable attire
- 4) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the institution.
- 5) To access all educational opportunities and benefits available at the institution and make good use of them, to prosper academically and develop scientific temper.
- 6) To strive to develop appropriate work attitudes and habits.
- 7) To respect the laws of the country, human rights and to conduct themselves in a responsible and dignified manner at all times.
- 8) To respect the cultural and social values nurtured and followed by the people of this country.
- 9) To report any violation of this Code to the functionaries under this Code.
- 10) To inform the parents/guardians about such code of conduct enforced by the authorities; Parents/Guardians are expected to cooperate with the authorities in enforcing the code of conduct for the betterment of their wards.



## **SECTION 6: BEHAVIOUR & CONDUCT OF THE STUDENT**

### **A. General**

Students are expected to:-

- 1) Maintain the highest standards of discipline and dignified manner of behavior within, as well as outside the Institution's campus. They shall abide by the rules and regulations of the Institution and shall act in a way that highlights the discipline and esteem of the Institution.
- 2) Desist from cheating or plagiarizing their work or the work of others.
- 3) Be scrupulously honest in all academic activities and with all staff and other students.
- 4) Express themselves without the use of profane language or offensive gestures.
- 5) Participate in positive group activities and not be involved in any bullying, intimidating or harassing of staff or students.
- 6) Show respect for others by not participating in teasing and ridiculing.
- 7) Show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, and references to alcohol/illegal drugs or gang related).
- 8) Respect the personal property of others.
- 9) Respect and follow directions from all staff of the Institution.
- 10) Respect the safety of others by not bringing real or imitation weapons to the institution or to the campus.
- 11) Not indulge in gossip or spread rumors.

### **B. In Campus**

- 1) All students must wear their identity cards while on the campus.
- 2) Students are expected to spend their free time in the Library / Reading Room. They shall not loiter along the verandas or crowd in front of the offices or the Campus roads.



- 3) Students should refrain from sitting on parapets, stairs, footpaths etc.
- 4) Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus.
- 5) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
- 6) Engaging in trade /trade activities within the campus is prohibited.
- 7) 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.
- 8) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to public, private or institutional property.
- 9) No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets, etc. within the Campus. The possession, distribution or exhibition of any item by any means which is per se obscene is prohibited within the Campus or in any property owned/ managed by the Institutions of Vidya Vikas Mandal
- 10) No one shall exhibit any type of banners, flags, boards etc. inside the campus, gates, and buildings or on the compound walls.
- 11) No student shall collect money either by request or by coercion from others within the campus.
- 12) The College / School being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation, burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence within the Campus and outside as well.
- 13) Students are not permitted to undertake any Educational tours or visits to any Government / non Government Offices, private organizations, etc. without the prior approval and permission of the Principal. All Educational tours or Industrial visits shall be accompanied by faculty members after obtaining necessary undertaking from the Parents / Guardian of the students.



- 14) The Board of Management of Vidya Vikas Mandal may in its discretion and subject to the availability of parking space, permit the students to park their vehicles inside the college campus on such terms and conditions as the Board of Management may decide. In case such parking facility is made available to the students, vehicles should be parked only in the designated parking space. Rash or negligent driving of vehicles, riding noisy two wheelers, etc., in the premises is prohibited. Students are warned that any violation of rules will result in their vehicles being locked/seized by the security guard on duty.
- 15) Public displays of affection are regarded as unacceptable in India. However, relaxation of previous generations' social norms has made public displays of affection more common among India's younger generation. Students are expected to exhibit decency and morality in their public displays of affection on the campus, thereby respecting the feelings of others and modeling exemplary behaviour to the younger students on campus.
- 16) Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to their respective College / School.
- 17) Any case of criminal activity or violation of law and order in the Campus will be reported to the police.
- 18) Any act of gross misconduct by the student or Conviction by a Court of an offence involving moral turpitude shall make the student liable for suspension or expulsion from the institution.
- 19) In the event of student seminars/project presentations, etc., all the students of the concerned class will compulsorily be present for the entire session.
- 20) All kinds of tattooing, body piercing, hair styling etc. that goes against existing social norms and which could go against the spirit of Vidya Vikas Mandal's academic values will be referred to the respective Institution's discipline committee.



### **C. In Academic Area**

- 1) 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 / lectures on time and with the appropriate materials.
- 2) Every student has the right to an uninterrupted and safe instructional environment. Behavior which interferes with student learning will not be tolerated.
- 3) Students shall not indulge in any undesirable activity and shall maintain the highest standard of discipline.
- 4) Students must attend all classes on time. Students who come late will not be awarded attendance and may be denied entry to the class.
- 5) No student shall enter or leave the classroom when the session is on without the permission of the teacher.
- 6) Students are expected to recognize and comply with the authority held by the Institution and its staff. Requests made to them by staff are expected to be followed and adhered. Failure to do so, could lead to parental contact, loss of privileges, suspension or expulsion.
- 7) Malpractices of any kind during the Classes / Lectures/ Internal or Board/University Examinations could lead to disciplinary action.
- 8) Students who indulge in copying in any examination or test from other students or from Paper bits/Books/Notes/Calculators/Cell Phones etc., will be severely dealt with as per the prescribed norms of Goa University / Department of Education.
- 9) Students are not permitted to use mobile phones in any of the academic area (class room, Library, Computer Centre, Examination Halls, etc). 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 institutional privileges removed or suspended.
- 10) Interfering or tampering with any of the office records of the Institutions is a serious offence and will result in suspension / rustication.





## **D. Dress Code**

- 1) Students should come to the class room in decent and presentable attire.
- 2) For the workshops and laboratories students should wear appropriate clothing as per the instructions of the Lab / Workshop Instructor.
- 3) Any student dressed in an inappropriate way which degrades the dignity and decorum of the institution will not be permitted to enter the campus.

## **SECTION 7: 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 minimal sanction referred in this Code. A student engaged in any prohibited conduct will be issued a warning letter by the respective Institutional Authorities. The conduct of such students shall be reported to the Parent/Guardian.

#### **ii) Tendering Apology**

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

#### **iii) Fines**

A student engaged in any prohibited behavior/conduct may be asked to pay a fine upto Rs. 500/- towards the Students welfare fund/ Students Aid Fund.

### **B. Major Sanctions**

#### **i) Non evaluation of course**

Any student who indulges in any form of malpractice during the process of his/her evaluation, or tries to influence the evaluator from any source shall not be evaluated in that course. The statutory penalties would apply.



## **ii) Suspension of Privileges**

A student/group of students engaged in any prohibited conduct may be prevented from availing privileges like using common academic facilities such as the library, computer centre, etc; recommendations for loan/scholarships /fellowship etc; representing the institution in any National or International meet, tournament, youth festival, etc.

## **iii) Suspension from Institution**

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

B) A student may be suspended from the respective College / School / Institution 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 disciplinary committee of the concerned Institution.

## **iv) Restitution**

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institution or any property kept in the premises of the Institution 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 institution or any property kept in the premises of the institution 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 thereby bringing it to its original form if it is possible.



### **v) Debarring from Examinations**

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

### **vi) 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 institution. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous even after warning and punishment and 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 the institution or any other institution on the campus.

## **SECTION 8: RAGGING**

Ragging within or outside the Educational Institution is prohibited. Ragging is an offence under the 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 institution can also *suo moto* recommend action against any student / students indulging in ragging.

### **i) Definition of Ragging :**

The Hon'ble Supreme Court of India has given a more comprehensive meaning of ragging as under:

*“Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any student, indulging in rowdy or undisciplined activities which cause or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.”*



## **ii) 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 pornographic pictures to shock the fresher 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 do other obscenities.

## **iii) V.V.M. regulation on ragging**

All institutions affiliated to Vidya Vikas Mandal shall strictly follow the directions on Ragging of Hon'ble Supreme Court of India.

It is clearly mentioned in the regulation that RAGGING is totally banned and any one found guilty of ragging and /or abetting ragging is liable to be punished.

## **iv) Punishments**

The following could be the possible punishments for those who are found guilty of participation in or provocation 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 lies on the perpetrator and not on the victim to prove that ragging did not take place.

While the first 7 types of punishment can be awarded by the appropriate authority of the institution itself, the last punishment can be awarded only by a Court of Law.

- 1) Cancellation of admission.
- 2) Suspension from attending classes.
- 3) Withholding/withdrawing scholarship/fellowship and other benefits.
- 4) Debarring from appearing in any test/examination or other evaluation process. Withholding results
- 5) Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.



- 6) Expulsion from the hostel and for expulsion from the institution for periods varying from 1 to 4 semesters.
- 7) Expulsion from the institution and consequent debarring from admission to any other institution Fine up to Rs 25,000/-.
- 8) Rigorous imprisonment up to three years.

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

#### **SECTION 9: FUNCTIONARIES UNDER THE CODE**

##### **A) Asst. Principal / Vice Principal / Heads of the Departments/ Faculty Advisors/ Disciplinary Committee.**

As the persons, Asst. Principal / Vice Principal / Head of the Department / the respective functionaries of all Teaching Departments shall have the power and duty to take immediate action to curb any prohibitory conduct as presumed under this code. As these functionaries cannot single handedly manage the entire issues, the teachers and the lecturers of all the departments/programmes, have the responsibility to report any incident of prohibited conduct to the Asst. Principal / Vice Principal / Heads of the Departments/ Faculty Advisors/ Disciplinary Committee so that any serious issue can be settled before the same goes out of control. The Asst. Principal / Vice Principal / Heads of the Departments/ Faculty Advisors/ Disciplinary Committee shall have the power to recommend minor sanctions as prescribed under section 7(A) of this Code. This recommendation shall be formally informed to the Principal / Head of the Institution. They can also recommend imposition of major sanctions as envisaged under Section 7(B) of this Code to the Principal / Head of the Institution.

##### **B) Principal / Head of the Institution:**

The Principal shall be the ultimate authority in imposing minor sanctions as prescribed under section 7(A) and major sanctions as prescribed under Section 7(B) of this Code against the students for acts of prohibited conduct. 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 and the sanctions shall be imposed or recommended. The Principal can also *suo moto* recommend action against any student/students indulging in prohibited conduct 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 institution under or subordinate to the Principal and decide the case on merit.

#### **SECTION 10 : RIGHT TO APPEAL**

The student/students aggrieved by the action of any authority of the institution 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 School Managing Committee/Governing Council/Advisory Committee of the Institution. The decision of the Chairman shall be final and binding.

#### **SECTION 11: ASSISTANCE FROM LAW ENFORCEMENT AGENCIES**

Principal / Head of the Institution shall have the power and duty to call the Police immediately with the concurrence of the Principal 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 Asst. Principal / Vice Principal / Heads of the Departments/ Faculty Advisors/ Disciplinary Committee 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.

#### **SECTION 12: GRIEVANCES REDRESSAL COMMITTEE**

The School/Institution will also set up a “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 institution authorities any time and air their grievances personally or by e-mail.



### **SECTION 13: UNDERTAKING BY THE STUDENTS**

Students joining any academic programme of the Institution will have to give an undertaking to the effect that he/she will comply with the provisions prescribed in this Code in letter and spirit and even if it is not given, they will be bound by the provisions of this Code.

### **SECTION 14: 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

### **SECTION 15: ULTIMATE AUTHORITY**

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein. Any person trying 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.

### **SECTION 16: MOBILE PHONE POLICY**

The purpose of this policy is to establish clear-cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following **unacceptable uses** are listed

- 1) Students are not permitted to use mobile phones to make calls, send SMS messages, surf the internet, take photos or use any other application during the lecture hours in classrooms.
- 2) The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- 3) Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal



behaviour and police will be informed in such cases.

- 4) It is forbidden for students to “gang up” on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- 5) Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- 6) Photographing or filming staff or other students without their knowledge or permission is forbidden.
- 7) Photographing or filming in toilets, and changing rooms and similar areas is forbidden.
- 8) Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites is forbidden
- 9) Mobile phones shall be kept in silent mode while attending the lecture / workshop / Library / Reading room, etc.
- 10) All staff members are empowered to confiscate mobile phones found with students violating the above rules. The confiscated mobile phone will be returned to the students after a minimum period of 10 days, depending upon the severity of the offence.

#### **SECTION 17: AMENDMENTS TO THE CODE**

The Board of Management of Vidya Vikas Mandal shall have 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 institution through notice put on the notice boards of the institution and displayed on the website.