



BANKURA ZILLA SARADHAMANI MAHILA MAHAVIDYALAYA

(Govt. Sponsored)

NAAC Accredited (3rd Cycle) College

NUTANCHATI, BANKURA, WEST BENGAL (PIN-722101)

Phone : (03242) 251194, e-mail : sarada_06@yahoo.co.in / bzsmcollege@gmail.com

website : www.bzsmcollege.org

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT

- 1. PREAMBLE:** This Handbook indicates the standard procedures and practices of the Bankura Zilla Saradhamani Mahila Mahavidyalaya for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.
- 2. JURISDICTION:** The Institute shall have the jurisdiction over the conduct of the students enrolled with the Institute and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.
- 3. ETHICS AND CONDUCT:**
 - This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
 - a) The students shall be regular and must complete her studies in the Institute.
b) 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
c) As a result of such relieving, the student shall be required to clear pending hostel dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
 - 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.
 - 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. The various forms of misconduct include:
a) 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.,
b) Intentionally damaging or destroying Institute property or property of other students and/or faculty members,
c) Any disruptive activity in a class room or in an event sponsored by the Institute,
d) Unable to produce the identity card,



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issued by the Institute, or refusing to produce it on demand by campus security guards.

- 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.
 - Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 - Students are expected to use the social media carefully and responsibly. They cannot 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.
 - Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
4. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.
 5. The Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. 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 research missions, and hence, violations of academic integrity constitutes a serious offence.
 6. The Institute has a coherent and an effective anti-ragging policy. The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. 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) Withholding/ withdrawing scholarship/ fellowship and other benefits. c) Debarring from appearing in any test/ examination or other evaluation process. d) Withholding results. e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present her research work. f) Suspension/ expulsion from the hostels. g) Cancellation of admission. h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.



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- 7. STUDENT PARTICIPATION IN GOVERNANCE:** As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.