

CODE OF CONDUCT FOR STUDENTS

A. PREAMBLE

This Handbook lays out standard procedures and practices of the Yeshwant Mahavidyalaya, Nanded, (hereinafter referred to as 'YMN') for all students enrolling with the College for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. The College endeavours, by means of enforcing this Code, to administer a student discipline process that is egalitarian, conscientious, and expeditious. It also attempts at providing a system which promotes student growth through individual and collective responsibility.

B. APPLICABILITY

This Code is applicable to all students, which includes all persons enrolled in various programmes. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the College.

C. JURISDICTION

The Code applies to the on-campus conduct of all students of the college, such as-

1. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
2. Activity supporting pursuit of a degree, such as research at another institution or a professional assignment;
3. Activity sponsored, conducted, or authorized by the university or any other body;
4. Activity that causes substantial destruction of property belonging to the College or its stakeholders or causes serious harm to the health or safety of stakeholders; or
5. Activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the campus, and violation of those laws may also constitute violation of the code. In such instances, the college may proceed with disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

D. RESPONSIBILITIES OF STUDENTS

Students are stakeholders of the college and citizens of the state. As citizens, they are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the college.

Enrollment to the YMN goes with the presumption that students will conduct themselves responsibly. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will lead to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice the highest standards of honesty and integrity and also to respect the rights, privileges, and property of other stakeholders. They should refrain from any conduct that interferes with university functions or endangers the health, welfare, or safety of others.

A student should not practise discrimination based on race, colour, creed, age, religion, gender, nationality or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should, at all times, conduct themselves in a manner not prejudicial to any law of the land.

E. STUDENT COMMITMENT

Upon admission the College, each student must sign a statement accepting this Code and by giving an undertaking that

- a) He/she shall be regular and must complete his/her studies in the Institute.

- b) In the event that a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the college campus.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess and any other fees dues. And if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- d) Shall abide by the measures enforced by the college whenever pre-defined misconduct is committed by the students.

F. STUDENT PARTICIPATION IN GOVERNANCE

As members of the YMN campus, students have an implicit interest in the governance of the college. The involvement of students in governance in both administrative and academic areas is essential and pivotal that students are, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through their involvement at all levels.

The following code of conduct needs to be practised by the students while participating in the administrative and academic bodies.

1. Be in time to the meeting
2. Provide information related to any irregularities or mishaps
3. Observe decent behavior in the meeting
4. Follow-up with the concerned if a corrective action is to be taken if resolved by the committees/cells/forums in which the students are also members.

G. DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the college reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The following actions are considered as misconduct:

1. Academic Misconduct- Academic Misconduct means copying, adopting malpractice, cheating on assignments or examinations.

i) Cheating: Cheating includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses, dissertations or manuscripts.
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources, or citations that do not exist.
- f) Altering previously evaluated and re-submitting the work for re-evaluation.
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

ii) Plagiarism: Plagiarism 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:

- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) 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 thesis without proper attribution.
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work without appropriate citations.
 - e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
2. Disruptive Misconduct- Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the campus or in connection with any other college-sponsored event or activity; it also includes but is not limited to
- a) Causing disturbance in an ongoing lecture/teaching session;
 - b) Misbehaviour with teachers or non-teaching staff
 - c) Misbehaviour with or disturbance to students engaged in ongoing lecture/teaching session.
3. Discrimination- Engaging in verbal or physical behavior directed at an individual or a group based on origin, race, creed, gender, religious beliefs, or sexual orientation that is likely to create an intimidating or demeaning environment. It also includes wearing articles of clothing with derogatory, racist, discriminatory, offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group.
4. Falsification- Falsification means will-fully providing with false, misleading, or incomplete information; forging or altering records or documents or conspiring with or inducing others to forge or alter records or documents.
5. Refusal to Identify- Refusal to identify or falsely identifying one's self when requested by an authorized college official.
6. Illegal or Unauthorized Possession or Use of Weapons- Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking- YMN strongly supports the goals of "Drug Free Campus". It is the policy of YMN that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of any material associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of YMN that prohibits smoking on campus.
8. Unauthorized Access and Use- Unauthorized access means accessing without authorization college property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization- keys, access cards, or access codes.
9. Act of Violence, Threatening, Harassing, or Assaultive Conduct- Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to others on the campus, endangers or threatens to endanger the health, safety, or welfare of others.
10. Theft, Property Damage, and Vandalism- Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.
11. Recording of Images without Knowledge- Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
12. Causing Disrepute to other students- Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students / faculty of the college.
13. Failure to comply with university or any other authority- Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

14. Ragging- Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.
15. Contracts- Students are prohibited from entering into verbal/written agreements or contracts that intend to bind, obligate, or create liability of any kind for college. The campus will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.
16. Abuse of Electronic Communication - Using college or personal telecommunications, data-communication networks, infrastructural Wi-Fi networks for illegal or inappropriate purposes or in violation of college campus regulations and policies, or related laws.
17. Media Contact- Students are expressly prohibited from speaking on behalf of, or for, the college with any media organization or publication, or from inviting the same to any college-owned or operated property, facility or event without the express written permission of the Office of college.
18. Organization and Event Registration- A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the college.
19. Presenting False Testimony- Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.
20. Violation of University rules- Violation of other published college regulations, policies, or rules, or violations of law.

H. Grievance Redressal:

- The aggrieved student would submit in writing his/her grievance to the **Registrar/Office Superintendent. (?????)**
- The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint.
- Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
- The decision taken would be communicated to the student within 3 further working days.
- Further the student can appeal to the YMN Grievance Committee (appellate authorities) within 5 working days.

I. PUNISHMENT AND PENALTIES

One or more of the following course of action may be taken when a student has been found to have violated the Code:

1. Warning: A written letter of reprimand resulting from a student's misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrollment at the College campus for a specified period of time.
3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation: Confiscation means confiscation of goods used or possessed in violation of college regulations.
5. Restriction of Privileges: Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, college events for a defined period of time.
6. Withholding of Diploma or Degree: Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the college campus without opportunity to re-enroll in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the college singularly or in combination with any of the above-listed sanctions.