



# STUDENTS' CODE OF CONDUCT

Zisaji Presidency College  
Kiphire:Nagaland

## Table of Contents

<b>1. Preamble</b>	<b>1</b>
<b>2. Applicability</b>	<b>1</b>
<b>3. Jurisdiction</b>	<b>2</b>
<b>4. Misconduct</b>	<b>2</b>
<b>5. Academic Conduct</b>	<b>3</b>
<b>6. Library Rules and Regulations</b>	<b>4</b>
<b>7. Computer Lab Rules and Regulations</b>	<b>5</b>
<b>8. Ragging</b>	<b>6</b>
<b>9. Sexual Harassment</b>	<b>7</b>
<b>10. Media Conduct</b>	<b>8</b>
<b>11. Disruptive Conduct</b>	<b>10</b>
<b>12. Payment of Fees</b>	<b>12</b>
<b>13. Dress Code</b>	<b>12</b>
<b>14. Transport</b>	<b>13</b>
<b>15. Hostel Rules and Regulations</b>	<b>13</b>
<b>16. Disciplinary Measures</b>	<b>16</b>
<b>17. Punishment and Penalties</b>	<b>16</b>
<b>18. Grievance Redressal Mechanism</b>	<b>17</b>

## **Preamble**

The Code of Conduct Handbook for Students of Zisaji Presidency College, Kiphire is prepared to foster and protect the core mission of the College in pursuing scholarly study and ensuring the holistic development of its key constituents in a safe and secure learning environment. It also ensures to protect persons, properties and processes that support the College and its goals. The College is morally responsible to students and other stakeholder, and strives to enhance their experience by providing an opportunity to teach and learn in a campus free of any disruption.

In order to excel in this pursuit, it is necessary to have rules and regulations to maintain order and discipline, and mark the boundaries to the student's liberty. Students are expected, as learners, to behave responsibly for which they are accountable to the stakeholder community after getting admitted into the college the students are expected to be responsible, should have good conduct and have good moral character. High standards of academic and professional integrity and honesty are expected from students and they are required to respect their rights, fellow students, and the property of other members of the academic community.

Students are required to refrain from any conduct that would interfere with College functions or endanger the health, welfare or safety of other persons either inside or outside the premises of the College. Students will not discriminate against self or others on the basis of race, class, caste, tribe, religion, gender, physical disability or any other legally protected status.

Students shall not conduct themselves in a manner, which is prejudicial to any law of the land and their conduct will aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

## **Applicability**

The Code of Conduct Handbook is applicable to all bona fide students enrolled in the College.

The term '*student*' refers to persons who are enrolled for a particular programme offered by the College for a term semester.

This code of conduct and college policies apply to all students throughout his/her entire academic affiliation with the college including regular academic breaks like summer and winter breaks and while students are on personal, medical, or other leave.

The code of conduct and other college policies also apply to all student organization registered with, recognized by or affiliated with the college.

Students and student organizations may be held responsible for attempted violations of college policy, even if the student is prevented from or otherwise does not complete the act of

misconduct. Such attempted misconduct may be sanctioned to the same extent as completed misconduct.

In the event of serious misconduct allegedly committed while the accused student was still enrolled but reported after the accused student has graduated, the college may use the Code of Conduct resolution procedures to resolve and address the allegations. Should the former student be found responsible, the college may take appropriate action.

In some instances, an action that violates the college policy may also violate local or state policy. Such violations of law may be pursued in civil or criminal court simultaneous with and separate from the resolution of a complaint within the college. A pending legal action usually shall not delay college action, nor shall the outcome of a civil or criminal case determine the outcome of college proceeding.

## **Jurisdiction**

The Code of Conduct applies to both the on-campus and off-campus conduct of all students and is in force at all the established educational campuses of the College.

The Code of Conduct covers off-campus behaviour during:

- ☞ Industry Internships, Field-Trips, Study Tours, Excursion and Student Exchange program;
- ☞ Student activities sponsored, conducted, authorized by the University or by a registered organization or any Agencies;
- ☞ Visit to another institution or a professional practice assignment.

## **Misconduct**

Misconduct by any student or an attempt to flout the Code of Conduct is accountable and subject to appropriate disciplinary action.

### **General Discipline**

- ☞ The instances of misconduct in specific are included in Annexure **A** to **J** in the Handbook and are to be obeyed by the students, implicitly. Disciplinary action will be taken against students violating these rules.
- ☞ Discipline procedures will be conducted as per Annexure **L**.
- ☞ Punishment and Penalties are as per Annexure **M**.
- ☞ Grievance Redressal Mechanism is as per Annexure **N**.

## *Annexure A*

### **Academic Conduct**

#### **Classroom**

- ☞ Students are expected to conduct themselves in a mature manner at all times in the classroom and on campus and be respectful of the learning process;
- ☞ Students are required to be punctual for their classes as well as for seminars, presentations and different assessments.
- ☞ Always ask appropriate questions and do the work necessary to complete the programme. Don't dominate the class time with too many questions which will hinder the learning of other students.
- ☞ Respect your teacher and don't challenge the teacher's knowledge or authority in the classroom.
- ☞ Try to attend all the classes. In case of emergency or illness, contact your teacher ahead of the time to let her/him know that you will be absent.
- ☞ Consult the teacher's lesson plan for specific information pertinent to each class.
- ☞ If you miss a class it is your responsibility to meet the teacher, outside of regular class, to determine a plan to make up the missed work.
- ☞ Remember that noise is distracting to other students.
- ☞ Your friends may have ideas and opinions that differ from yours, or they may struggle to understand information as quickly as their friends. But they deserve the same level of respect from you as you wish to receive from them.
- ☞ Always plan ahead for any tasks. Remember that students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines.
- ☞ The use of mobile phones, tablets, pagers and other wireless equipment is prohibited within the perimeter of the College, which include the classroom, corridor and library; the violation of this rule will lead to the confiscation of the items by the authorities with written warning to the student.
- ☞ Maintain the hygiene of your classrooms. Spitting on walls of classroom is strictly prohibited.

#### **Plagiarism**

Plagiarism occurs when a student submits work (that is, Seminar paper, essays, and assignments) or part of it which is copied from other's work and produces it without properly crediting the source. In such cases, the parties involved will:

- ☞ Forfeit marks available for a given assignment and/or
- ☞ Fail the course.

## **Academic misconduct**

- ☞ Students engaging in any form of activities such as cheating, copying, assisting others or receiving any form of assistance during the examinations will be subject to disciplinary action. Any breach of requirements relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a 'gross misconduct' and a flagrant violation of the Code of Academic Integrity. The Vice-Principal (Examination-in-charge) will refer the matter to the Examination Committee/Enquiry Committee, which can take any action deemed necessary.

## **Attendance Requirements**

- ☞ Every student should have a minimum attendance of 80% as prescribed in the academic instructions for different courses during each semester. Student failing to meet the above requisites will not be eligible to appear for the semester End Term Examination.
- ☞ A relaxation of attendance may be given to students involved in work assigned to them by the College. This will be entirely at the discretion of the Examination Review Board.

## ***Annexure B***

### **Library Rules and Regulations**

- ☞ All the visitors entering the Library shall leave their bags and other belongings at the entrance designated for the purpose and sign in the respective Register. Only notebooks and the Library books to be returned will be allowed inside.
- ☞ Books removed from the shelves by students, if not required for reference, should be kept on the table nearest to them. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- ☞ The Periodical(s) after reading should be kept back in the designated place.
- ☞ Books are issued for a period of 1 week. If the user wants to extend the period he/she must get it renewed by bringing the book(s).
- ☞ Students taking honours subject can borrow upto three (3) books where as only two (2) books will be issued for those without honours subject.
- ☞ Reference books, case studies, thesis, seminar papers and project reports are not allowed to be taken out.
- ☞ Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
- ☞ All the students are advised to bring their own **Reading Cards** while using the Library.

- ☞ For internal reference at the discretion of the Librarian, Books are issued to students provided they return on the same day before leaving the institution.
- ☞ All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- ☞ There will be a fine of Rs. 2.00 per day on those book(s) kept beyond the due date.
- ☞ For the loss of Readers Ticket, a fine of Rs.30/- each will be charged.
- ☞ Students are advised not to issue Books to others on their names.
- ☞ For lost of book, three times of the original price charged or the user has to replace it with new edition at his own behest.
- ☞ Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.
- ☞ Smoking is not permitted in the Library.
- ☞ All users are requested to keep their **mobiles switched off or in silent mode** in the Library.
- ☞ Beverages and Eatables are not allowed inside the library.
- ☞ No photograph of the Library shall be taken without the prior permission of the Librarian.
- ☞ Library reserves the right to call back any issued book/item at any time.
- ☞ The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- ☞ All students are advised to come to the Library in decent dress as they are in the classrooms.
- ☞ Suggestion if any can be put in the suggestion box near the entrance.
- ☞ Members intending to terminate their membership will have to surrender their cards and return the books. The Librarian will issue a No Objection Certificate/No Due Certificate which can be produced to seek refund of the caution money from the Accounts Section.

### *Annexure C*

#### **Computer Lab Rules and Regulations**

- ☞ Only students, faculty and staff of Zisaji Presidency College are allowed inside the computer lab.
- ☞ Visitors are allowed inside the lab only with prior permission from the appropriate authorities.
- ☞ Students are required to sign the register at the time of entry and exit from the computer lab.
- ☞ Students should be dressed in a formal attire (as per the dress code stipulation of the College) to gain entry into the lab during working hours.
- ☞ Students shall not carry any storage device such as CDs/ Pen drives without prior permission from authorized personnel, and the details of the contents in the pen drive,

- the CDs or any other storage device are to be registered by the staff in the lab. Failure to observe this rule will result in the student being barred from using the lab.
- ☞ Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
  - ☞ Students have to maintain silence at all times in the lab.
  - ☞ Students will occupy the computer systems as identified by the lab-in-charge.
  - ☞ Students will login with their username and password.
  - ☞ The Internet facility (when available) at the College is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
  - ☞ The lab-in-charge, system administrators inside the Computer lab or the Collge is not responsible for the loss of any personal property of the students.
  - ☞ Beverages and food are prohibited inside the Computer lab.
  - ☞ Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab.
  - ☞ Chatting and talking is prohibited in the Computer lab.
  - ☞ Students are prohibited from visiting any sites that do not add learning value or are illegal under cyber law.

## *Annexure D*

### **Ragging**

Students shall refrain from ragging of any kind and those who violate this rule will be instantly suspended from the College/ Hostel for a period of one week. The matter will be placed before the Anti-Ragging Cell, which will review the incident of ragging and take action as per the rules laid down.

Students must take note that ragging results in dismissal from the College. The attention of the students is also drawn to the judgment of the Honorable Supreme Court of India wherein it is mandatory for the institution to file a complaint with the police.

### **Anti-Ragging Measures**

- I. Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at Zisaji Presidency College.

II. In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof:

- ☞ Expulsion from the College/ Hostel ;
- ☞ Suspension from the classes;
- ☞ Fine with a public apology ;
- ☞ Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected.
- ☞ Withholding examination results.
- ☞ Entering the ragging incident on the Transfer Certificate which may adversely affect their career.
- ☞ Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
- ☞ The affected student is required to submit an anti-ragging affidavit as per the UGC notification.
- ☞ Continuous watch and vigil over ragging by Zisaji Presidency College and the College will promptly deal with the incidents of ragging brought to its notice.
- ☞ Students are encouraged to report any ragging act witnessed or experienced by them to Student Grievance Redressal Committee/Anti-ragging Cell/ the College Authority/faculty or other staff member with whom the student may feel comfortable.

### *Annexure E*

#### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when

- ☞ Submission to such conduct is made a term or condition for participating in educational courses;
- ☞ Submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- ☞ Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance thereby creating an intimidating, hostile or offensive working or learning environment.

Some examples of sexual harassment may include, but are not limited to the following:

A. Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtures.

- ☞ Written forms include suggestive or obscene letters, notes and invitations.

- ☞ Verbal forms include derogatory comments, slurs, jokes and epithets.
- ☞ Physical forms include assault, unwelcome touching, impeding or blocking movements.
- ☞ Visual forms include leering, gesturing, display of sexually offensive objects, pictures, cartoons or posters.

B. Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes:

- ☞ Unnecessary touching, patting, hugging or brushing against a student.
- ☞ Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.
- ☞ Continued expressions of sexual interest after being informed that the interest is unwelcome.
- ☞ Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behavior.
- ☞ Retaliating against a student for reporting or threatening to report sexual harassment.

Students are encouraged to report any sexual harassment act witnessed or experienced by them to Student Grievance Redressal Committee/Anti-Sexual harassment Cell/ the College Authority/faculty or other staff member with whom the student may feel comfortable.

## *Annexure F*

### **Media Contact**

- ☞ Students of Zisaji Presidency College are prohibited from interacting or speaking on behalf of or for the College with any media organization or publication.
- ☞ Students on their own are not allowed to invite any media person or other person without the written permission of the Principal or any other authorized body or persons of the College.
- ☞ Recording of photo images/video recording without the knowledge of another person, inviting outside media or engaging an outside person or media to video record actions without the permission of an individual is an offence and punishable by the law.
- ☞ Exhibiting or distributing obscene contents will not be tolerated by the College and is a criminal offense punishable under law.
- ☞ The Recording, exhibiting, broadcasting or displaying of such obscene materials, causes injury, distress, or damage to the reputation of the College and harms its integrity and that so of the community of the learned scholars as well.
- ☞ The storing, sharing and distribution of illegal contents by student through any means is also prohibited.

- ☞ All provisions in the Indian Penal Code (IPC) as applicable to the IT sector will be binding on the students.

## **Responsible Use of Social Media**

Social media sites, as with most other web sites, are public and easily accessible. In addition to students and other key constituents of the College, sites may also be accessed by future employers, aspirants to the College as well as personal acquaintances of the students, Faculty, staff. The use of social media brings with it a greater need for personal responsibility, particularly when engaging in online discussions or web chats as well as when exchanging or posting information using web based platforms.

The Zisaji Presidency College releases the Social Media Policy and Guidelines to be followed by all students of the College.

The primary purpose of this policy is:

- ☞ To encourage good and responsible practice in the use of social media
- ☞ To protect the interest of the College and its stakeholders including faculty, staff, students, alumni and other secondary stake holders.
- ☞ To promote an effective and innovative use of social media.

## **Social Media Regulation**

- ☞ Students will post meaningful and respectful comments: no spam and remarks that are off-topic or offensive will be passed on social media.
- ☞ Students should always pause and think before posting any comments or remarks and reply responsibly to comments when a response is appropriate by the student community.
- ☞ Respect and honour proprietary information, content and confidentiality.
- ☞ When disagreeing with another's opinion, maintain diplomacy, politeness and respect.
- ☞ Students are not allowed to discuss any issues related to Administrative, Academic and other Policy matters in any social media openly.

## **Judiciousness in posting content**

- ☞ Students will ensure that their discussion should not violate Zisaji Presidency College's privacy, confidentiality and proprietary guidelines.
- ☞ Student shall seek permission to publish or report on content (academic and administrative) that are private or internal issues of the College. All statements must be true and not misleading, and all claims must be substantiated and approved.
- ☞ Confidentiality of all academic and administrative content must be maintained at all times by student. When in doubt, approach College authorities.
- ☞ Student should never comment on anything related to academic or administrative matters without the appropriate approval of College Authority.

- ☞ What you publish is widely accessible and will be around for a long time, hence consider the content carefully. The lines between public and private as well as that between personal and professional contents are often misquoted/misinterpreted on social Media.
- ☞ By identifying yourself as a student of Zisaji Presidency College, you may influence perceptions about the College, particularly for those who have access to your social network profile or weblog. All content associated with the student shall be consistent with your position at the College and with the College's values and professional standards.
- ☞ Unprofessional postings by others on a student's social media page may reflect very poorly on the student. Please monitor another's postings on your profile and strive to ensure that the content will not be viewed as unprofessional. It may be useful to block such postings from individuals. Students will help monitor their peers by alerting them to any unprofessional or potentially offensive comments made online or on social media platform.
- ☞ Students must remember that digital footprints are not easy to erase and that they will have an impact both on their life and the career.

### **Responsible behavior**

Every student has a duty to understand and abide by the policy and guidelines with regard to the responsible use of social media. A lack of knowledge of College policy will not be accepted as an excuse for failure to comply with the Code of Conduct on it. Any non-compliance by the students shall be subject to appropriate reprimand and disciplinary action.

## *Annexure G*

### **Disruptive Conduct**

Disruptive conduct is termed as conduct that is intentionally disruptive, substantially obstructs or disrupts the teaching in the Institution; restricts the freedom of movement or other lawful activities on College premises; or in connection with any College-sponsored event or activity. Disruptive conduct in any form will initiate disciplinary action.

### **Discrimination**

Engaging in verbal or physical behavior directed at an individual or a group based on origin, race, tribe, creed, gender, religious belief, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. Discrimination as a form of disruptive conduct includes remarks made by a student that is derogatory, racist, discriminatory, patently offensive, sexually explicit or communicated as graphic messages, either in words or pictures, and

which demonstrate a bias or discrimination against any individual or group within the College.

### **Falsification**

Falsification means willfully providing College offices or officials with false, misleading or incomplete information; forging or altering official College records or documents; either conspiring with or inducing others to forge/alter College records and documents.

### **Refusal to identify**

Refusal to identify means falsely identifying oneself when requested by an authorized College official. Signing in by a student of proxy attendance amounts to signature forgery and this will be treated as a criminal offence by Zisaji Presidency College. Students involved in such forgery will be liable to prosecution.

### **Illegal or unauthorized possession or use of weapons**

Illegal or unauthorized possession or use of a weapon by a student means possessing or using weapon or articles and substances which are usable as weapons and include, but are not limited to: firearms, inflammable devices, explosives which are dangerous, biological or chemical agents. The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.

### **Illegal or unauthorized possession or the use of drugs, alcohol and smoking**

Zisaji Presidency College strongly believes in a 'Drug Free Campus'. It is policy of the College that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.

- ☞ Possession of paraphernalia associated with the illegal use, possession or manufacture of a controlled substance is also prohibited.
- ☞ Smoking as a policy is prohibited inside the premises of the college including the halls of residence hostels of the College. This is considered a serious offense and is likely to be prosecuted under disciplinary action.
- ☞ Chewing Pan, Tobaccos are prohibited inside the premises including residence hostel of the College to make it 'No Tobacco Zone'. This is considered a serious offense and is likely to be prosecuted under disciplinary action.

### **Unauthorized access and use**

Unauthorized access and use means of accessing without authorization from College by a student such as to its property, facilities, services, information systems and obtaining or providing to another student or person the means of such unauthorized access, which

includes but is not limited to using or providing authorization keys, access cards or access codes of the College will initiate disciplinary action.

### **Act of violence, threatening, harassing, or assaultive conduct**

Engaging in conduct that has caused injury to other students or residents of the educational campus, endangering the health and safety of another person is liable for disciplinary action under the College Code of Conduct.

### **Theft, property damage and vandalism**

Theft, property damage and vandalism by a student will initiate disciplinary action in the process of law.

### **Public display of affection**

Zisaji Presidency College promotes a healthy interaction between genders at its educational campuses provided that the same is restricted to academic and professional spheres. Students of the College are refrained from displaying public affection towards another student and at all the establishments of the College. Students are required to maintain decency in behavior and discipline at all times in and out of the campus to strengthen Institutional integrity.

## ***Annexure H***

### **Payment of Fees**

- ☞ All fee payments to the College will be made on or before the date specified by the college.
- ☞ Failure to make fee payments by students on time will invite appropriate penalties as the college may prescribe, which also includes the cancellation of admission of the defaulting student.
- ☞ The fees for the entire course/program will be paid by the student even if one discontinues for any reason whatsoever and at any time during the programme.

## ***Annexure I***

### **Dress Code**

All students are expected to be formally dressed while in Administrative Building, Learning Centers and Laboratories at all times, Monday to Saturday. One can be casually, but appropriately and decently dressed at other locations in the campus.

- ☞ Men will wear formal trousers, formal shirts and leather shoes and women will wear formal trousers, formal suits or Salwar Kameez.

- ☞ All students are required to wear college blazers on formal occasions, during special occasions like seminars, annual functions, presentations and other functions organized by the College.
- ☞ Distinguished guests and visitors visit the College and its campuses and therefore, students must bear in mind that they are projecting the image of the College.
- ☞ Students are not permitted to wear expensive or flashy jewellery, watches and other accessories.

## *Annexure J*

### **Transport**

- ☞ Strict discipline must be maintained in the college bus. Misbehavior on the bus can lead to withdrawal of bus facilities.
- ☞ Students must remain seated in the bus till the arrival of their stop.
- ☞ Any change in residential address or contact numbers must be immediately intimated to the college office.
- ☞ Changes in bus routes or problems relating to bus services should be informed to the college office.
- ☞ Students should not change the boarding or dropping off stop without prior information being given to the college office.
- ☞ College will not be responsible for any independent transport arrangements used by students. The safety and verification of such vehicles and drivers is the responsibility of the parents/guardians of the student.

## *Annexure K*

### **Hostel Rules and Regulations**

All students residing in the Hostel provided by the College will follow the rules and regulations mentioned below including those that may be framed from time to time. Failure to follow these rules by students will invoke disciplinary action from the College

- ☞ Students residing at the hostel will return to their respective rooms before the deadline for the entry in the night, and will log their entry. Failing to sign in will result in the student being marked as absent from the Hostel.
- ☞ Students seeking to stay out beyond the time limit shall seek written permission in advance from the Hostel Warden. Failing to follow this procedure can result in the call of the parents/guardian and lead to expulsion.

- ☞ Students will adhere to the Hostel and the educational campus entry timings, which are stipulated below and subject to change. Failure to adhere to the timings will invite disciplinary action.

Sl.No.	Day	Prayer	Study hour	Lunch	Entry to college	Entry to Hostel	Recreation/ Sports	Dinner	Study Hour
1	MON	5.30am	6.30am - 8.00am	8.00am - 8.30am	8.50am	3.40 pm	4.00pm- 5.30pm	6.30pm - 7.00pm	7.30 pm - 9.30 pm
2	TUE	5.30am	6.30am - 8.00am	8.00am - 8.30am	8.50am	3.40 pm	4.00pm- 5.30pm	6.30pm - 7.00pm	7.30 pm - 9.30 pm
3	WED	5.30am	6.30am - 8.00am	8.00am - 8.30am	8.50am	3.40 pm	4.00pm- 5.30pm	6.30pm - 7.00pm	7.30 pm - 9.30 pm
4	THU	5.30am	6.30am - 8.00am	8.00am - 8.30am	8.50am	3.40 pm	4.00pm- 5.30pm	6.30pm - 7.00pm	7.30 pm - 9.30 pm
5	FRI	5.30am	6.30am - 8.00am	8.00am - 8.30am	8.50am	3.40 pm	4.00pm- 5.30pm	6.30pm - 7.00pm	7.30 pm - 9.30 pm
6	SAT	5.30am	6.30am - 8.00am	8.00am - 8.30am	8.50am	3.40 pm	4.00pm- 5.30pm	6.30pm - 7.00pm	7.30 pm - 9.30 pm
7	SUN	5.30am	6.30am - 8.00am	8.00am - 8.30am	Church 9.00am	-----	-----	6.30pm - 7.00pm	7.30 pm - 9.30 pm

- ☞ Students who wish to stay out of the Hostels in the night occasionally for genuine reasons, upon having secured the permission from their respective parent/ guardian may do so by submitting appropriate Leave Forms to the hostel warden.
- ☞ Students residing in hostel are not permitted to change their hostel rooms allotted without prior permission from the hostel management.
- ☞ Students residing in Hostel will pay the hostel charges for Six (6) months, irrespective of academic vacations.
- ☞ Six (6) months' hostel charges are to be paid in advance to the College at the time of Admission by the student.
- ☞ The Hostel charges of the students may be revised as per the decision of the management.
- ☞ Students residing in the hostel will retain the allotted room till the completion of the course.
- ☞ At the time of vacating the hostel, the student must submit the 'No Dues Certificate' from the hostel management along with the **room keys, hostel identity card and original deposit receipt.**

- ☞ The Room Security Money/Hostel Caution Money will be refunded to the students after deducting any charges the Hostel deems appropriate to carry.
- ☞ Students who choose to use the hostel facilities are required to use this hostel facility for the entire duration of the course. If they seek to vacate in the middle of the course they have to pay the hostel charges for the entire period of the course.
- ☞ All valuables (cash, clothes, laptops, transistors, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or theft of such items.
- ☞ Cooking and cooking equipment are not allowed in the hostel. No electrical appliances such as heaters, electrical coils, etc., are to be used in the room. The violation of this rule will result in the confiscation of such items as well as a penalty of Rs.1,000/-.
- ☞ Student residents are expected to be considerate to others and should refrain from noisy activities at all times.
- ☞ Playing of loud music or engaging in activities that may disturb other inmates or neighbors is prohibited.
- ☞ The student residents are collectively responsible for keeping the premises clean and organized. The hostel residents are required to clean their rooms and to keep a dustbin in each room. Scribbling, spitting or hanging posters/art on walls is strictly prohibited.
- ☞ Drilling, nailing and fixing other fixtures are not allowed.
- ☞ The authority of the College reserves the right to periodically check allotted hostel rooms. The hostel management will take appropriate action including charging students for cleaning the room.
- ☞ Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches are turned off and that water taps faucets are closed while not in use.
- ☞ Damage or loss caused to College properties (both movable and Immovable) by student residents such as furniture, fittings, etc. will be repaired or replaced by the College at the expense of the defaulting hostel residents.
- ☞ Parents or guardians may visit the Hostel only with prior permission obtained from the hostel management. Parents and guardians are not allowed to stay in the hostel.
- ☞ The hostel management is responsible only for the preliminary treatment in case of health related issues. In case of a medical emergency, the student residents are advised to reach the nearest hospital or doctor for further treatment and the local guardian or parent will be informed.
- ☞ The entire responsibility for treatment and related expenses will have to be borne by the parents or local guardian.
- ☞ In case of contagious health problems, the student resident must vacate the hostel and will reside either with his parent or the local guardian.
- ☞ It is imperative that student residents do not indulge in any activities that are considered inappropriate, unethical or illegal. Such activities include, but are not limited to the

following: use of narcotics, smoking, drinking (consumption of liquor), use of tobacco, use of abusive language, quarrels and arguments.

- ☞ Students residents found indulging in any of these activities and other such behavior considered detrimental to the image of the College will be liable for disciplinary action by the College, which may lead to expulsion from the hostel and the College as well
- ☞ Ragging, in any form in the hostel is prohibited. Ragging will be viewed seriously and dealt with as per the anti-ragging rules and regulations, which can result in the dismissal of the student residents from the College.
- ☞ All complaints must be recorded in the complaint book only.
- ☞ The College reserves the right to instruct any student resident to move from one room to another if need arises.
- ☞ The College reserves the right to change and introduce any new rules from time to time, in the larger interest of the College and the student residents. Rules and regulations formulated and those added from time to time are to be followed strictly.
- ☞ Any student resident violating such rules and instructions will be asked to appear before the Discipline Committee. This committee will hear the matter and take action according to the due process of law and pass resolutions for termination, suspension, penalty or any other action as deemed fit and necessary.

### ***Annexure L***

#### **Disciplinary Measures**

An incident of indiscipline/violation of the Code of Conduct by a student of Zisaji Presidency College will be reported to the Convener, Discipline Committee. The defaulting student will be issued an explanation call where necessary. Such students will appear before Discipline Committee which will hear and take appropriate action(s). The Discipline Committee will communicate the decision to the defaulting student(s) in writing, a copy of which will be sent to respective parents and concern department of the College for appropriate action(s). In case of dissatisfaction the student may appeal to the Review Board which may retain or modify the decisions of the Discipline Committee. The decision of the Review Board is Final and binding.

### ***Annexure M***

#### **Punishment and Penalties**

The Zisaji Presidency College have every right to take one or more of the following courses of action when a student is found to have violated the students' Code of Conduct :

- ☞ A written letter of warning by the College resulting from a student's misconduct.
- ☞ Temporary Suspension is a sanction that terminates the student's enrollment at the College for a specified period of time.
- ☞ Monetary fines are imposed in which a student is required to deposit a specified amount of money as penalty.
- ☞ Monetary compensation are imposed which means making compensation for loss, injury, or damage to the College properties.
- ☞ In extreme cases, dismissal is followed as a sanction which permanently distances the student from the College without giving any opportunity to re-enroll in the future.
- ☞ In case of misconduct coming under the purview of IPC, the case will be handed over to the nearest police station and will take due course of law.

## *Annexure N*

### **Grievance Redressal Mechanism**

The Zisaji Presidency College redresses the grievance of students through its Grievance Redressal Committee. The students having any grievances may follow the procedure as per the guidelines of the committee.

### **Procedure of Submitting Grievance**

The aggrieved student shall submit his/her application with all possible facts and documentation to the Convener, Grievance Redressal Committee in a sealed envelope marked "confidential".

On receipt of a petition the Grievance Redressal Committee will investigate the matter and shall try to send its recommendation to the Principal within fifteen days if possible, but in any case not beyond one month, for further action.

In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Principal/ Discipline Committee to take appropriate action against the complainant.

*Acknowledgement of Receipt & Understanding  
of the  
Student Handbook & Code of Conduct*

**ZISAJI PRESIDENCY COLLEGE  
STUDENT HANDBOOK & CODE OF CONDUCT**

**ACKNOWLEDGEMENT FORM**

**Student Name:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

I, as the parent or guardian of \_\_\_\_\_, have received a copy of or have been given access to the *Student Handbook and Code of Conduct* of Zisaji Presidency College for the year \_\_\_\_\_. I have read, understand, and agree that my child shall abide by the Handbook. I understand that my child will be held accountable for his or her behaviour, and he or she is required to comply with the expected standards of conduct set out in this a Handbook and will be subject to disciplinary consequences if he or she fails to do so. I understand that the Handbook governs my child's behaviour while in college campus and at college-sponsored or college-related activities whether on or off campus; and that my child may also be subject to discipline for certain conduct which occurs outside of college regardless of time or location, including any college-related misconduct. I understand that the college may contact law enforcement for further investigation or criminal prosecution for certain violations of law.

I also understand that parental involvement and cooperation is vital in the discipline process. By signing below, I acknowledge my understanding and commitment to ensure that my child understands and complies with the Handbook and Code of Conduct.

**(Signature)**

**Parent/Guardian Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**(Signature)**

**Student Name** \_\_\_\_\_

**Date** \_\_\_\_\_