

CODE OF CONDUCT FOR STUDENTS

ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs in the college premises and any off- campus conduct that has or may have serious consequences or adverse impact on the college reputation and interests. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

1. He/she shall be regular and must complete his/her studies in the college.
2. In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the college subject to written consent of the Principal.
3. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the college on scholarship, the said grant shall be revoked.
4. College 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.
5. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the college interests and reputation substantially.
6. 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.
7. Intentionally damaging or destroying Institute property or property of other students and/or faculty/staff members.

8. Any disruptive activity in a class room or in an event sponsored by the college.
9. Unable to produce the identity card, issued by the college, or refusing to produce it on demand by campus security guards.
10. Participating in prohibited activities including
 - a. Organizing meetings and processions without permission from the college.
 - b. Accepting membership of religious or terrorist groups banned by the College/state and central governments.
 - c. Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
 - d. Unauthorized possession or use of harmful chemicals and banned drugs.
 - e. Smoking on the campus of the Institute. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - f. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 - g. Rash driving on the campus that may cause any inconvenience to others.
 - h. Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
 - i. Theft or unauthorized access to others resources.
 - j. Misbehavior at the time of student body elections or during any activity of the college.

- k. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption in the college.
11. Students are expected not to interact, on behalf of the college, with media representatives or invite media persons on to the campus without the permission of the college authorities.
 12. 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.
 13. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 14. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the college on the social media or indulging in any such related activities having grave ramifications on the reputation of the college.
 15. Theft or abuse of the college computer components 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.
 16. Damage to, or destruction of, any property of the college or any property of others on the campus.
 17. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

18. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition there in of.

ANTI-RAGGING

The college has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation *on Curbing the Menace of Ragging in Higher Educational Institutions, 2009* [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the college and the students are requested kindly to refer,

Ragging constitutes one or more of the following acts

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;

- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

1. Anti-Ragging Committee

The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The committee shall include students headed by students' affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, head of the concerned Department.

2. Anti-Ragging Squad

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling events/functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the college. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee headed by the Principal.

3. 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 his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.

- h) Expulsion from the college 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.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the college with the local police authorities.

The Anti-Ragging Committee of the college shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

4. An Appeal against the any of the orders of punishment enumerated herein above shall lie to: In case of an order of an institution, affiliated to or constituent part, of the college, to the Principal of the college.

POLICY AGAINST SEXUAL HARASSMENT

ACOE recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

Acts amounting to Sexual Harassment

- Unwanted physical contact and advance. Standing too close / ogling / suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets.
- Exposing the victim to pornographic material: audio or visual or BOTH or print.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Medium of conducting Sexual Harassment

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- Comments
- Remarks
- Jokes
- Letters
- Phone calls
- Emails
- Chats on any electronic medium like WhatsApp, Twitter, Face book, etc.
- Gestures
- Remarks

- Showing of pornography clipping
- Lurid stares
- Physical contact
- Molestation
- Stalking
- Sounds or display of a derogatory nature
- Any other understandable medium

Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

Dating Violence

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

ASSISTANCE BY COLLEGE

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- a) To provide counseling services to the complainant.
- b) To undertake workshops and training programmes at regular intervals.
- c) Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines.
- d) To pursue the complaint and the safety of the complainant.
- e) To assure confidentiality of the case.
- f) To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- g) To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place.
- h) Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry.
- i) Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be.
- j) Make available such information to the Internal Committee as the case may be, as it may require.

Redressal Process

- a) Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- b) The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- c) The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- d) At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an “Enquiry” shall be conducted.
- e) In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- f) In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Principal/Management.

A committee is constituted as per the direction of AICTE and functional within the campus. The complaints may be registered through Email (office@acoe.edu.in), Phone call to any authority, written complaint or aggrieved person can use complaint form

www.acoe.edu.in → IQAC → ICC Complaint Form → Sign in with your office account → Submit

provided in the college web site.

The same is visualized below for better understanding.

LIBRARY RULES AND REGULATIONS

- 1) All the library users are required to enter their names and sign the register provided at the entrance.
- 2) Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
- 3) Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- 4) Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- 5) Borrowers shall replace lost or damaged library materials with new versions of the same.
- 6) Renewals of library book and of the educational materials are generally allowed if no reservation has been made for the same.
- 7) Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
- 8) Case studies and project reports will not be issued to students and are for library reference purpose only.
- 9) Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
- 10) Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- 11) Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- 12) Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- 13) The membership of the library is not transferable.
- 14) Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.

- 15) All library users are expected to read the notice board or browse the library website for library timings and other services.
- 16) The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- 17) Students are requested to maintain the dress code of the college while they are in the library.
- 18) Students should return all the borrowed items from the library; clear all fines and return the library ID card before leaving the college.

STUDENTS CODE OF CONDUCT FOR LABORATORIES AND WORKSHOPS

General

- 1) Students are to report for the required laboratory and workshop sessions on time.
- 2) Students are required to wear laboratory/workshop uniforms as prescribed by the colleges.
- 3) Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- 4) All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- 5) Students must intimate the faculty member/laboratory assistant/workshop assistant of any breakage or malfunctioning of equipment immediately and as and when it is noticed.
- 6) Any damage caused to the equipment/machinery/appliances will be recovered by the college from the concerned student/students.
- 7) Students should adhere to the instructions given by the faculty member/laboratory technician/workshop technician during the laboratory classes.
- 8) Students are required to report to the laboratory/workshop sessions with their observations book/record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/Workshop is strictly prohibited.
- 9) All materials used in the laboratory/workshop are the property of the college and should not be taken out of the laboratory/workshop except under the guidance of a faculty member-in-charge and with the permission of the Head of the Department/Principal.
- 10) Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re- do the experiments as a matter of right. The discretion/decision of the Head of the Department/ Principal will be final in this case.
- 11) All the working models/project models/prototypes made/fabricated in the college are to be submitted to the departments concerned after completion of examinations.
- 12) Students should not attempt to access IT servers.

- 13) Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
- 14) The Internet facility 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.

Entry/Exit

- 1) Only students, faculty members and staff of the college are allowed inside the computerlabs/other labs.
- 2) Visitors are allowed inside the lab only and with prior permission from the appropriateauthorities.
- 3) Students are required to sign in the register at the time of entry and exit from the laboratories.
- 4) Students should be dressed in a formal attire (as per the dress code stipulation of the college) to gain entry into the laboratory during working hours.
- 5) Any kind of footwear inside computer labs is strictly prohibited.
- 6) Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course/programme.

Inside the Laboratories

- 1) Students have to maintain silence at all times in the laboratories.
- 2) Students will occupy the computer systems/experiments as identified by the lab-in-charge.
- 3) Students will login with their username and password in case of computer labs.
- 4) Where the students have carried storage devices such as pen drives, CDs the same will be testedfor any presence of computer viruses or any other undesirable content.

- 5) Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
- 6) The lab-in-charges, system administrators inside the Computer lab or the college is not responsible for the loss of any personal property of the students.
- 7) Beverages and food are prohibited inside the laboratories.
- 8) Mobile phones are prohibited in the laboratories. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course/programme.
- 9) Chatting, talking and creating nuisance is prohibited in all the laboratories of the college.
- 10) Students are prohibited from visiting any sites that do not add learning value or are illegal.
- 11) Students should use the computer laboratory/any other laboratory only for academic learning.
- 12) Activities of the students on campus network tracked using monitoring software for regulation purposes.