

STUDENTS HANDBOOK ON CODE OF CONDUCT AND ETHICS

1. PREAMBLE:

Students Handbook incorporates the standard procedures and practices of the Noorul Islam Centre for Higher Education (hereinafter referred to as the ‘Institute’) for all students enrolling in this Institute. All enrolled students must abide by this Code of Conduct and Ethics (hereinafter referred to as the ‘Code’). The Institute’s endeavour by means of enforcing this Code is to pioneer and administer a student discipline process; and to provide a system which promotes students overall growth through individual and collective responsibility. All Students are requested to be well aware of this Code.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of enrolled students and to take cognisance of all acts of misconduct including incidents such as

- a. Ragging in any form
- b. Any violation of the Sexual Harassment Policy of the Institute on campus or off campus
- c. Physical assault, threats of violence, or conduct that threatens the health or safety of any person or student of the Institute or conduct that insults a teacher, employee, a student and any person of the Institute
- d. Possession or use of weapons, explosives, or destructive devices
- e. Manufacture, sale or distribution of prohibited drugs, alcohols or other intoxicants; consuming or possessing drugs, alcohols or other intoxicants
- f. Conduct which has a negative impact or constitute a nuisance to the members of the surrounding off-campus community
- g. Violation of any act under law

3. ETHICS AND CONDUCT

Every student must sign a statement accepting this Code and by giving an undertaking that

- a. Every student shall be regular and must complete his/her studies in the Institute.

- b. In the event, a student is forced to discontinue his studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Parent/Guardian, HoD and Dean.
- c. As a result of such relieving, the student shall be required to clear pending dues including hostel/mess dues and if the student has joined the Institute on scholarship, the said grant shall be revoked.
- d. All students must uphold academic integrity, respect all persons and their rights and property and safety of others.
- e. All students must deter from indulging in any form of misconduct including partaking in any activity off-campus which can affect the Institute's interest and reputation substantially.
- f. All students must refrain from indulging in 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. disrupting the communal harmony.

4. 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.

The principles of academic integrity require that a student,

- i. properly acknowledges and cites use of the ideas, results, materials or words of others.
- ii. properly acknowledges all contributors to a given piece of work.
- iii. makes sure that all work submitted as his or her own is produced without the aid of impermissible materials or impermissible collaboration.

- iv. obtains all data or results by ethical means and reports them accurately without suppressing any result inconsistent with his or her interpretation or conclusions.
- v. treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

Failure to uphold these principles of academic integrity threatens both the reputation of the Institute and the value of the degrees awarded by the Institute to its students.

5. ANTI-RAGGING

The Institute 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'. 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 Institute and the students are requested kindly to abide by the same. Ragging is a criminal offence. Ragging in any form is completely banned inside/outside the Institute. Serious disciplinary action including dismissal from the Institute will be taken, if any student is found guilty of ragging.

Ragging constitutes one or more of the following acts:

- a. Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other 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 fresher or 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 fresher or any other student;

- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual student or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, 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, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or 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 fresher or any other student.

Anti Ragging Committee:

The Anti Ragging Committee is constituted as per the UGC Regulations and shall deal with matters pertaining to Ragging. Any matter relating to ragging should be reported to the Committee immediately. 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 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.
- 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 Institute with the local police authorities.

The Anti-Ragging Committee of the Institute 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.

6. SEXUAL HARASSMENT

The Sexual Harassment (Prevention, Prohibition & Redressal) Act, 2013; The UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institutions) Regulations, 2015 and the AICTE (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Educational Institutions) Regulations, 2016, shall apply mutatis mutandis to the students of the Institute. The Internal Complaints Committee of Noorul Islam Centre for Higher Education (NICHE), Kumaracoll, was constituted in accordance with the provisions described in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

Students should note that sexual misconduct or harassment encompasses a range of conducts, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case. Any student found guilty by the Committee will attract punishment as recommended by the Committee.

7. MISCONDUCT

- Gaining admission by impersonation or by production of false Identity Card or fake certificates

- Refusal to wear or show the Identity Card. Misuse of Identity Card of the Institute in any form or manner
- Refusal or failure to wear proper uniforms within the Institute premises
- Indulging in any form of Forgery of any document.
- Intentionally damaging or destroying Institute's Property or property of other students or faculty members
- Neglecting to follow the advised or notified safety instructions or precautions with any safety apparatus or equipment installed within the Institute
- Not reporting any damage or flaw found in machinery or equipment
- Any disruptive behaviour in a classroom or during an Institute sponsored event
- Without prior permission, students are not allowed to either audio or video record classroom lectures or the activities of staff, lab instructors or other students.
- Theft, fraud or dishonesty pertaining to the Institute's property or theft of another student or employee's property within the Institute. Theft or illegal access of any kind of academic work
- Bribing employees in any way or providing any other illegal rewards to any employee in any manner whatsoever
- Frequent or habitual late attendance or absence from attending classroom or lab sessions without permission or absence without permission
- Applying for leave or seeking ratification of absence for reasons found to be false. Habitual exceedingly sanctioned leave without sufficient grounds or satisfactory explanation or leaving the premises when leave is refused
- Marking attendance of any student other than their own.
- Habitual breach and deliberate violation of any Code of Conduct, or violation of any law applicable to the Institute or any of its rules and instructions
- Obtaining contributions for any reason whatsoever at any time without the permission of the Head of the Department /Dean of the respective Faculty.
- Inappropriate or indecent behaviour, use of abusive language, threatening, intimidating, coercing or interfering with the work of other students / employees, assault or threat of assault whether provoked or not

- Organizing, hosting, attending or participating in any meeting without the prior sanction of the Head of the Department or Dean of the respective Faculty and of the Registrar of the University.
- Possession or use of harmful chemicals, banned drugs and alcohols
- Smoking within the Institute, unauthorized possession of tobacco or harmful chemicals or banned drugs in any form and alcohol
- Refusing to submit to a medical examination when the Registrar requests it.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosive, or potential weapon, firework.
- Declared and recorded in the police register in connection with any criminal case directly or indirectly or found guilty of a crime by any court of law.
- Doing private or personal work within the Institute using resources owned by the Institute without obtaining prior permission from the Head of the Department /Dean of the respective Faculty. Distributing or sticking of flyers, pamphlets, posters of objectionable nature within the Institute or allowing any other visible representation such as signs or writings without the previous written sanction of the Head of the Department/Dean of the respective Faculty.
- Engaging in disorderly or indecent conduct, including, but not limited to, creating unreasonable noise; shouting slogans, pushing and shoving; throwing stones or any conduct that is likely to cause injury or endanger life or safety of other students, staff and employees; inciting a riot or participating in a riot or group disruption at the Institute. Causing any disruptive activity within the Institute in any manner whatsoever
- Willful disregard or disobedience or instigation thereof whether alone or in combination with other students, of any reasonable instruction of any faculty member.
- Knowingly making false or malicious statements or misrepresentation in public or otherwise against the Institute, its students or staff
- Willful falsification, defacement or destruction of any record of the Institute, whether maintained by the student himself or by any student or employee of the Institute.

- Threatening any student, staff or employee alone or in combination with others or through any outsider
- Refusal to receive any written order or other lawful or proper communications served in accordance with these Rules
- Being a member of any outfit banned by the Government of India or extending any kind of support to such banned outfit
- Parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles
- Rash driving in the campus that is likely to cause inconvenience to others
- Not disclosing a pre-existing health condition, either physical or psychological, to the Medical Officer which may cause hindrance to the academic progress
- Interacting, on behalf of the Institute, with media representatives or inviting media persons on to the campus without written permission from the Registrar. Providing audio and video clippings of any activity in the campus to media without prior written permission. Posting derogatory comments about other individuals of the Institute on the social media or indulging in any such related activities having ramifications on the reputation of the Institute.
- Causing hindrance or interfering or intruding into the privacy of any individual within the Institute. Passing any disparaging remark or hurting sentiments of others in any manner
- Using scripts and other specifically designed software programs to break or hack into Institute's system or networks with or without malicious intent, whether to steal / manipulate data or spread malware.
- Bringing / Allowing any Day Scholar / Day Boarder / Non-NICHEian inside the hostel without prior permission from the Hostel Warden.
- Causing any physical / mental harassment towards fellow students including ragging, sexual harassment, quarrelling, using abusive language and violent behaviour.
- Fighting / Slandering / Quarrelling resulting in Minor or Major Injury



- Carrying Mobile Phone or any other Electronic device in the Examination Halls, including and not limited to handing over such phones / devices to invigilators for safe custody
- Markings of any kind found during Examinations in code Books or standard tables in physical or electronic modes, including and not limited to having chits/scribbles on any part of the body
- Entering or attempting to enter Examination Hall 15 minutes after scheduled start time. Exchange of Calculators, Stationary, Code Books etc. in the Examination Hall.
- Writing anything in the question paper other than answers / workings except for the purpose of examination.
- Carrying answer booklets without submitting to the invigilators or unused booklets, from the Examination Hall. Indulging in any disrespectful activities such as shouting / creating a scene in the Examination Hall.
- Gaining entry into Women Hostels by male students and vice versa
- Entering unauthorised avenues
- Unauthorised use of any electrical gadgets in the hostel rooms
- Refusal to mark attendance at designated time in hostels or other entry points
- Indulging in any act unbecoming of a student of this Institute
- Improper behaviour while on Industrial Visit/Tour/ Excursion
- Any other act which may be considered by the Vice-Chancellor or the Disciplinary Committee to be an act of violation of discipline

8. DISCIPLINARY COMMITTEE

Complaints of misconduct will be dealt with by the Disciplinary Committee of the Institute. The Disciplinary Committee shall follow procedures in accordance with the principles of natural justice affording reasonable opportunity to the students to defend themselves. The proceedings shall be treated confidential for all purposes and shall not be disclosed to any person not connected with the Enquiry without any express order from a Court of competent jurisdiction. Publication of whole or a part of the proceedings in any manner whatsoever is strictly prohibited.

DISCIPLINARY ACTION:

Any student indulging in any misconduct contained herein above shall be dealt with in the following manner:

- Memo containing brief charges shall be served on to the student.
- The student shall be called upon to submit explanation. He/She must co-operate with the Disciplinary Committee and provide relevant information during disciplinary hearing.
- In case of admission of misconduct, the Disciplinary Committee may recommend punishment commensurate with the gravity of the misconduct.
- In case of denial of misconduct, the Disciplinary Committee shall call upon the student to appear before the Committee.
- The Committee shall record its proceedings, statement of witnesses, etc., as the Enquiry Committee may deem fit and necessary in the circumstances of the Enquiry.
- The student proceeded against shall be free to give statement, produce witnesses on his/her behalf.
- No student proceeded against shall engage any third person or an Advocate to defend him/her in the Enquiry.
- However, the student shall be free to engage the assistance of another student of the Institute to assist him/her in the enquiry.
- The student who so desires to assist shall submit his consent in writing to the Committee.
- The Committee shall submit its Report within 90 days of commencement of proceedings to the Registrar of the Institute.
- In cases of misconduct warranting punishments of removal from the rolls of the Institute or Suspension of Student for academic session extending to one semester or more, the Registrar shall issue the office order for the removal or suspension of the student proceeded against.

PUNISHMENTS: The Registrar as per the order of the Honourable Chancellor of the Institute shall be the Authority to impose the following punishments prospectively on

any student. The Registrar shall be guided by the recommendations of the Convener of the Disciplinary Committee in respect of the punishment to be imposed.

- (a) **INTERIM SUSPENSION** – A student may be suspended for a specified period of time pending enquiry into allegations of misconduct which will entail prohibition on participating in student related activities, classes, labs, programs etc. However, the student shall not be prohibited from writing exams; presenting Dissertations or Projects; attending Viva Voce during such Interim Suspension.
- (b) **WARNING** – Indicating that the action of the delinquent student was in violation of the Code and any further act of misconduct shall result in severe disciplinary action
- (c) **RESTRICTIONS** – Reprimanding and restricting access to various facilities on the campus for a specified period of time, including and not limited to restrict access hostel facilities
- (d) **COMMUNITY SERVICE** – Ordering the student to do certain community services within the Institute campus or outside the campus for a specified period of time
- (e) **SUSPENSION** – Student shall be imposed with punitive suspension for a specified period, not exceeding one semester, which will entail prohibition on participating in student related activities, classes, labs, programs etc.
- (f) **EXPULSION** – Expulsion of a student from the Institute permanently
- (g) **MONETARY PENALTY** – A student may be imposed with monetary penalty of one time fine; suspension or forfeiture of scholarship/fellowship for a specific time period. Such Fine amount shall be remitted by the punished student only to NICHE as may be recommended in the Order of punishment.
- (h) **Ineligibility** to reapply for admission to the Institute for a period of three years.

APPEAL : If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor who may after affording an opportunity of hearing the student, may : 1. Retain the punishment imposed; 2. Refer the case back to the Committee for reconsideration. In any case, the decision of the Vice Chancellor shall be final and binding.

- Acknowledging that the decision of NICHE is final and binding.

Disciplinary Rules For NICHE Students

Discipline Inside University Campus

1. Students must wear their Institute Identity Cards at all times inside the University Campus. Entering the Campus Gate or Hostel Gate without ID Card is an act of misconduct. Impersonation will lead to severe disciplinary action.
2. Students are expected to enter the University Campus before 9.20 a. m. Late entry will not be entertained.
3. Students coming late due to valid reasons should enter late arrival in the Students Late Arrival Register kept at the Main Gate.
4. After allotted break timings, students should immediately re-enter the classroom.
5. First year students are permitted to leave the classroom/laboratory/workshops at 4.15 p. m. and all other students at 4. 30 p. m.
6. Students are not permitted to loiter in the campus during class hours. For special cases, they should get a Permission Pass either from the Mentor/ Co-ordinator/ HOD stating the purpose.
7. Students should enter the campus with proper dress code and leather shoes as stipulated by NICHE.
8. Students are permitted to wear colour formal clothes every Thursday. For male students, shirt and pants with leather shoes and for female students Salwar-Kameez or formal decent dress with shoes. Jeans, T-shirts, casual shirts, caps, sun glasses and other informal wear are strictly prohibited. Students found violating the prescribed dress code will be disallowed from attending classes and treated as absent.
9. Students should maintain decent hair style. Hair bleaching, hair colouring and indecent hair styles are not permitted inside the Campus for both boys and girls.
10. Any kind of misbehaviour or cheating will lead to disciplinary action.
11. Mobile phones are strictly restricted inside classrooms.
12. Any deviant behaviour by any student of any Programme at NICHE will be dealt with seriously and appropriate disciplinary action will be initiated by competent authorities of the University against them.

Discipline Inside Classrooms

1. Students should wear their Identity Cards inside Classrooms.
2. Students should observe class timings without fail.
3. Smart Phones are strictly prohibited inside classrooms and therefore students should not use smartphone openly or secretly inside classrooms.
4. Students should not disturb teachers engaging classes in any manner whatever. Those violating the peace and dignity of a classroom will not be permitted to attend classes and appropriate disciplinary action will be initiated against them.
5. Malpractice, if any, in writing Series Tests will be dealt with seriously.
6. Students should not enter or leave the classroom without the permission of the teachers engaging classes.
7. Students in Department Laboratories should observe silence and keep discipline and decorum and do their Lab work. Unnecessary chats and activities are prohibited inside Labs during and after Lab Sessions.
8. Students should maintain a good and cordial relationship with the other students inside and outside classrooms.
9. During celebrations such as Onam, Pongal etc. and Department Seminars, Workshops, Conferences, Symposiums and University Functions, students should maintain good manners and discipline.

Discipline Inside Institute Bus

1. Students can enter the Institute Bus only with Institute Bus Pass and Institute Identity Card. Only then, they will be permitted to travel in the buses.
2. Students trying to travel without Bus Pass will be identified and disciplinary action will be initiated against them.
3. Girl students should occupy their seats closer to the entrance door of buses.
4. Students should maintain discipline and decorum while travelling by Institute buses.

Discipline in University Girls Hostel

1. Students must strictly adhere to Mess Timings.
2. Study Timings in Girls Hostels should strictly be observed by students.

3. Students must stay in their allotted rooms only.
4. Students should maintain respect and cordiality towards the teachers travelling in the Institute buses.
5. While moving out of Hostels, appropriate permission must be obtained from the Hostel Warden.
6. Reporting to Hostel Warden within the time prescribed is necessary and compulsory.
7. Students are expected to wear proper dress code while moving in and out of Hostels.

Discipline in University Boys Hostels.

1. Students must strictly adhere to Mess Timings.
2. Study Timings should strictly be observed by students.
3. Students must stay in their allotted rooms only.
4. While moving out of Hostel, appropriate permission must be obtained from the Hostel Warden.
5. Reporting to Hostel within the time prescribed is necessary and compulsory.
6. Students are expected to wear proper dress code while moving in and out of Hostels.

STUDENT GRIEVANCE PROCEDURE

GRIEVANCE REDRESSAL COMMITTEE: Any student of the Institute having any grievances not relating to Ragging or Sexual Harassment, may approach the Grievance Redressal Cell of the Institute.