



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station - Haringhata, Pin - 741249
City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

Code of Conduct for Students

1. PREAMBLE

This document lays down the standard procedures and practices to be followed by all students enrolling with MAKAUT, WB for various courses. This document shall be known as MAKAUT, WB Students' Code of Conduct. It is mandatory for all students to abide by this Code of Conduct, and be aware of the rights, responsibilities and conditions accruing therefrom.

The aim of the University in administering this Code of Conduct is to establish a system for all students that is egalitarian, efficient and expeditious. It also hopes to provide a process that encourages student progress via both individual and group responsibilities and activities.

This Code shall be available on the Institute's official website and should be familiar to all students.

The Code holds students (individually and collectively) accountable for their actions and consequences thereof. Those who fail to fulfill their duties and responsibilities may stand a chance of losing their privileges and have penalties imposed on them.

2. JURISDICTION

The University will exercise control over how the students enrolled in or connected to the University conduct themselves.

This Code is applicable to any student enrolled in a UG/PG/Ph.D degree programme, or in any other course at the University as well as Visiting Scholars, Post-docs, etc. The Code will apply to conduct that occurs on the premises of the University, including activities sponsored by the University as well as programmes organized by other recognized student associations. It also applies to conduct that occurs elsewhere, which could have a bearing on the University's interests or reputation such as those occurring in programmes supported by the University, in activities like students travelling for educational purposes or to attend seminars etc. This may also occur in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the University.





3. ETHICS AND CONDUCT

At the time of admission, each student must sign a statement accepting the Code of Conduct and give an undertaking that

- I. He or she must attend classes regularly and finish all required studies at the University within the prescribed duration of the course.
- II. In case a student is compelled to discontinue her/his studies for any legitimate reason, then the student will be relieved from the University, provided that the student submits a written consent from the concerned Director of the specific School/ Head of the respective Department. The student needs to settle all outstanding fees, including hostel fees before she/he is given clearance by the University. If the student has been granted any scholarship, the said scholarship of the student shall be revoked.

4. MISCONDUCT

The University believes in maintaining an environment that ensures safety to all stakeholders and promotes academic efficiency by enforcing behavioral standards. These standards include upholding of academic integrity and respecting all persons, their rights and property, etc. Prohibited conduct includes, but is not limited to, the following:

4.1 Alcohol and Substance Abuse

- a. Consumption, manufacture, sale, possession and distribution of alcohol is strictly prohibited inside the University campus. Any student found guilty of behaving irresponsibly under the influence of alcohol will be strongly penalized.
- b. Students found guilty of engaging in any unlawful possession, use, distribution or manufacture of controlled substances or illegal drugs, or their raw materials will be referred to the law enforcement authorities. Once found guilty the student will be suspended and could also be permanently expelled from the University.

4.2 Ragging

The University has a consistent and 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 as per the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian educational institutions and colleges.

Ragging constitutes one or more of the following acts:

- a. any conduct by a student or students hurting, teasing, or being rude to other students;





- b. rowdy or undisciplined activities which cause or are likely to cause annoyance, hardship, physical or psychological harm or raise fear or apprehension thereof in any other student;
- c. asking a student to do an act which makes him/her uncomfortable and which has the effect of causing or generating a sense of shame, torment or embarrassment, affecting the physique or psyche of such a student;
- d. any act that prevents, disrupts or disturbs the regular academic activity of any student;
- e. exploiting other students to complete academic tasks assigned to them;
- f. any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. any act of physical abuse including sexual abuse, stripping, indulging in obscene, lewd acts including but not limited to gestures, causing bodily harm or any other danger to the health of a student;
- h. any act or abuse either orally or in writing including by spoken words, emails, post, public insults etc;
- i. any act that affects the mental health and self-confidence of any other student with or without intent to derive sadistic pleasure.

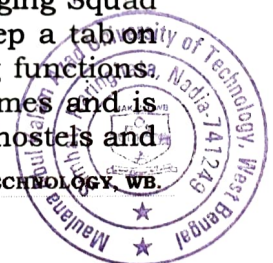
4.2.1 Anti-Ragging Committee

An Anti - Ragging Committee (ARC) shall be constituted by the University level to monitor the various aspects related to ragging. The committee shall be chaired by the Vice Chancellor and consist of the Registrar, some faculty members, some staff members, student representatives as well as representatives of the civil administration, police administration, local media, and any NGO.

The ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent possible under the circumstances. The investigation should start within a maximum of three days of reporting of the incident. The report of the committee pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the Competent Authority within a maximum period of four weeks from the reporting of the incident. Only in exceptional cases, the Chairperson of ARC may grant extension in respect of the said time limit under information to the complainant and the accused.

4.2.2 Anti-Ragging Squad

To assist students, the University shall constitute a body called the Anti-Ragging Squad comprising of different stakeholders of the University. This Squad shall keep a tab on ragging incidents taking place in the campus and also undertake patrolling functions. Students may note that the Squad would remain active and alert at all times and is empowered to inspect places of potential ragging and make surprise raids in hostels and





other hotspots of the University. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee.

4.2.3 Penalties

On receipt of any recommendation from the Anti-Ragging Squad or if any incident of ragging is reported, the University shall determine if a case under criminal law has been made out and if so, then either on her/his own or through a member of the Anti-Ragging Committee authorized by her/him shall proceed to file a First Information Report (FIR) within twenty four hours of receipt of such recommendation/information with the police or local authorities. Offences include those of abetment to ragging, criminal conspiracy to rag, unlawful assembly and other offences as enumerated in Regulation 7 of the UGC Regulations.

The Institute shall also continue with its own inquiry and other measures, as deemed necessary, and any remedial action shall be initiated and completed immediately and no later than seven days from the reported occurrence of the incident of ragging. A student found guilty by the committee will attract one or more of the following penalties, as imposed by the Anti-Ragging Committee:

1. Suspension from attending classes and academic privileges;
2. Withholding/withdrawing scholarship/fellowship and other benefits;
3. Debarring from appearing in any test/examination or other evaluation processes;
4. Withholding of results;
5. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work;
6. Suspension/expulsion from the hostels and mess;
7. Cancellation of admission;
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period;
9. When the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment;
10. 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 an appropriate decision, including the imposition of punishment, depending on the facts and the nature and





gravity of the incident. An Appeal against any of the orders of punishment enumerated above can be submitted to the Registrar of the University.

4.3 Sexual Harassment

The University shall follow a zero-tolerance policy towards all forms of sexual harassment. All steps will be taken to strictly uphold all applicable laws and guidelines outlined in the Sexual Harassment Policy of MAKAUT for the prevention and redressal of all incidents of Sexual Harassment on the University campus.

Students should note that sexual misconduct or harassment encompasses a range of behaviour, including but not limited to sexual assault, unwanted physical contact, persistent unwelcome comments, sending e-mails, messages on social media or pictures that are insulting or degrading.

All cases of sexual misconduct will be referred to the Internal Complaint Committee (ICC) of MAKAUT. The complainant must make the complaint in writing, except in cases where the complainant is incapacitated and is not in a normal state of mind due to the act of sexual harassment perpetuated; the complaint may then be made by the complainant's relative or friend. It will determine, based on the circumstances of each case, whether the actions brought to the notice of the committee constitute a violation of the sexual autonomy and dignity of the recipient of the action.

5. Other Misconduct

- a) Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, drugs, or toxic or otherwise dangerous materials on Institute premises.
- b) Stealing, misusing, destroying, defacing or damaging University property or property belonging to someone else.
- c) Unauthorized use of any University facilities, equipment, services or computers. This includes theft or abuse of University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tampering of Institute property or facilities, the private residence of staff/professors, offices, classrooms, computers networks, and other restricted facilities.
- d) Making false accusations against any member of the University.
- e) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, skin color, region, language, sexual orientation, marital or family status, physical or mental disability, etc.
- f) Not producing the identity card issued by the University or refusing to produce it on demand by campus security.
- g) Physical assault, threats of violence, which includes any disruptive activity in a classroom or in an event sponsored by the University. Any conduct





which has a negative impact or constitutes a nuisance on and off campus.

- h) Organizing meetings and processions without permission from the University authorities.
- i) Accepting membership of religious or terrorist groups banned by the University/ Government of India/Law Enforcement Agencies.
- j) Smoking on the campus of the University.
- k) Parking a vehicle in a no parking zone or an area earmarked for parking other types of vehicles.
- l) Rash driving on the campus that may cause any inconvenience to others.
- m) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- n) Misbehavior at the time of student body elections or during any activity of the University.
- o) 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 at the University.
- p) Altercations of any kind between students or student groups will be taken seriously as a violation of the code and will be dealt with accordingly.
- q) Students encouraging, aiding, or conspiring in any prohibited conduct. And failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code. If these acts are committed off-campus, the University will determine whether the Code will apply after considering the seriousness of the alleged offence, the risk of harm involved whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

6. POLICY FOR ACADEMIC INTEGRITY

As the premier technology University of the state, MAKAUT, WB values academic integrity and is committed to fostering an intellectual and ethical environment. Academic integrity enshrines honesty, responsibility and awareness of the ethical standards for the conduct of research and scholarship. The University 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 University and realizing its Vision and Mission; hence, violation of academic integrity constitutes a serious offence.

The principles of academic integrity require that a student:

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





- v. impermissible collaboration; obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions;
- vi. respects the integrity of other students and their right to pursue educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress

Violations of this policy include, but are not limited to:

Plagiarism: It includes the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Cheating: It includes, but is not limited to:

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

7. Print and Visual Media, and Social Media Clauses

- a. Students are expected not to interact, on behalf of the University, with media representatives or invite media persons to the campus without the permission of the University authorities.
- b. Students are not permitted to record either audio or video lectures in classrooms, actions of other students, faculty, or staff without prior permission.
- c. Students are not permitted to provide audio and video clippings of any activity on campus to the media without prior permission.
- d. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on social media or indulge in any such related activities that could have negative ramifications on the reputation of the University.

8. THE DISCIPLINARY PROCESS

A complaint of misconduct can be made by any student, staff, faculty member or officer of the University at the concerned Department, Security Office, the Hostel Office or the





Director's Office. The following steps will be taken in case of a student indulging in any misconduct:

- (i) A Memo containing brief charges shall be served on the student.
- (ii) The student shall be called upon to submit an explanation.
- (iii) In case of admission of misconduct, the Enquiry Officer / Committee may recommend punishment commensurate with the gravity of the misconduct.
- (iv) In case of denial of misconduct, the Enquiry Officer / Committee shall call upon the student to appear before such Officer / Committee. The Officer / Committee shall record its proceedings, statement of witnesses, etc.
- (v) The student proceeded against shall be free to give statement, produce witnesses on his behalf.
- (vi) No student proceeded against shall engage any third person or Advocate to defend him in the Enquiry.
- (vii) However, the student shall be free to engage the assistance of another student of the University to assist him in the enquiry. The student who so desires to assist shall submit his consent in writing to the Officer / Committee.
- (viii) The Enquiry Officer / Committee shall submit its Report within 90 days of commencement of proceedings to the Registrar of the University.
- (ix) Before imposing any punishment, the Registrar shall provide a copy of the Enquiry Officer / Committee's Report and call upon the student proceeded against to submit in writing his statement of defence.

The Registrar of the University shall be the Authority to impose the following punishments prospectively on any student:

- a) **Warning-** Indicating that the action of the said student was in violation of the Code of Conduct and any further acts of misconduct shall result in severe disciplinary action. The student may be required to tender a written apology.
- b) **Community Service -** For a specified period of time, to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- c) **Restrictions -** Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- d) **Monetary Penalty -** May also include suspension or forfeiting scholarship/fellowship for a specific time period.
- e) **Withholding Grades -** Withholding the grade card or certificate for the courses studied or work carried out.
- f) **Suspension -** A student may be suspended for a specified period of time, which will entail prohibition from participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority.
- g) **Expulsion -** Student may be expelled from the University permanently. The student is prohibited from entering the University premises or participating in any student-related activities and staying in campus residences etc.
- h) **Ineligibility -** To reapply for admission to the University for a period of three years.





9. APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Competent Authority. The Competent Authority may decide on one of the following:

- (a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in the Code corresponding to the gravity of the proved misconduct, or
- (b) Refer the case back to the committee for reconsideration. In any case, the decision of the Competent Authority is final and binding in all the cases where there is possible misconduct by a student

10. ADOPTION AND PUBLICATION

(a) This Code of Conduct shall be adopted from the date of Resolution to such effect by the Executive Council of the University.

(b) The Code of Conduct shall be effective from the date of its adoption and will be publicised in conspicuous places in the University, every School and Department of the University of and its website.

11. AMENDMENT

The University shall amend any provision contained in this Code prospectively. No amendment shall be deemed effective unless approved by a Resolution by appropriate committee formed by the Competent Authority of the University and approved in the Academic Council and the Executive Council of the University.

