



STUDENTS' GUIDELINES ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

1. INTRODUCTION

This Code of conduct guidelines indicates the standard procedures and practices of the NIYA LOGISTICS AND AVIATION COLLEGE (hereinafter referred to as the 'College') for all students enrolling with the institution for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the College's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also downloaded on the official website of the college.

2. JURISDICTION

- A. The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College premises or in connection with the College related activities and functions.
- B. College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct as occurred on campus which shall include
 - 1. Any violations of the Sexual Harassment Policy of the College against other students of the College.
 - 2. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;
 - 3. Possession or use of weapons, explosives, or destructive devices off campus
 - 4. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - 5. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
- C. The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offense, 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.

3. ANTI-RAGGING

The College has a coherent and an effective anti-ragging policy in place which is based on the Central Government's (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 to the College and the students are requested kindly go through Anti Ragging policies.



3.1 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; exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- e) any act of financial extortion or forceful expenditure burden put on a student by other students; 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;
- f) 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 ;
- g) 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.

3.2 ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors, and can have as its members, the Deans, Student Counsellors, Faculty Advisors, and Chairperson of the concerned Department.

3.3 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 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.

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. Withholding / withdrawing scholarship/ fellowship and other benefits.
- b) Debarring from appearing in any test/ examination or other evaluation process. Withholding results.
- c) Cancellation of admission. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- d) In cases where the persons committing or abetting the act of ragging are not identified, the college shall resort to collective punishment. 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.



4. SEXUAL HARASSMENT

The College's Policy on prevention and prohibition of sexual harassment at workplace-2016 shall apply to the students of the College. Students should note that sexual misconduct or harassment encompasses a range of conduct, 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 of the circumstances of each case.

5. ETHICS AND CONDUCT

- A. This Code shall apply to all kinds of conduct of students that occurs on the College premises, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.
- B. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that a) he/she shall be regular and must complete his/her studies in the College. b) 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 Deans. 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 a scholarship, the said grant shall be revoked.
- C. 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. 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's interests and reputation substantially. The various forms of misconduct include:
- D. 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. Intentionally damaging or destroying College property or property of other students and/or faculty members

6. Any disruptive activity in a class room or in an event sponsored by the College

- I. 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.
- II. Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of College 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.
- III. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.



- IV. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- a) **WARNING**- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
 - b) **RESTRICTIONS** - Reprimanding and restricting access to various facilities on the campus for a specified period of time.
 - c) **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.
 - d) **EXPULSION** - Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc.
 - e) **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
 - f) **SUSPENSION**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
 - g) Ineligibility to reapply for admission to the College for a period of three years, and withholding the semester marks card or certificate for the courses studied or work carried out

7. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The College 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 College and its research missions, and hence, violations of academic integrity constitute a serious offence.

8. STUDENT GRIEVANCE PROCEDURE

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressed cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.