

## **CODE OF CONDUCT OF THE STUDENTS OF NORTH LAKHIMPUR COLLEGE (AUTONOMOUS)**

The Code and Conduct of Students of North Lakhimpur College (Autonomous) outlines student conduct and disciplinary policies that pertain to students of the college. It is designed to provide information to students, faculty and the staff in particular and the people in general regarding the ideals that underlie our academic mission and the expectations that the institution has regarding the conduct of students. It further aims at protecting the rights of all the stakeholders of the college and to maintain an atmosphere in the community appropriate for an institution of higher education. The college has adopted the following Code and Conduct of Students:

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 3:30 p.m. All the students are expected to be present in the class and lab well -within time. Silence shall be observed during class hours.
3. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
4. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
5. No students shall wander or gather in verandah, corridor, and staircase etc., will not spend time in canteen, retail book shop etc. unnecessarily.
6. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
7. Class attendance of a student should not be less than 60%. Non Collegiate and Dis-collegiate rules will be strictly adhered to. Grant of leave to a student on genuine health issues, special occasions and unavoidable circumstances may be considered by the concerned department(s) or the college authority and for that he/she may get the benefit of not falling into the category of Non Collegiate and Dis-collegiate students. However, such a student shall not claim his/her attendance of the leave period to serve any other purpose.
8. Students shall come to the college in approved uniforms and those who are in laboratories shall wear their respective lab-coat.

9. All the students are expected to attend all college functions in college uniform unless otherwise specified.
10. Principal's signature over the identity card shall be affixed within fifteen days from the date of admission. All the students shall wear their identity cards, well displayed. No student will be allowed to enter the college and attend class without the identity card.
11. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of North Lakhimpur College academic values.
12. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
13. Students are expected to use the class rooms, library, support facilities or the demarcated areas of the academic building in a disciplined manner and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
14. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite fine.
15. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, panmasala etc. are strictly prohibited.
16. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
17. Careful handling of the furniture, equipments, fixtures and appliances of the college and lab is to be ensured. Careless handling/misuse of the above could result personal injuries or damage to property for which the responsible students will have to bear the cost of replacement/repair with fine.
18. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
19. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
20. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

21. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
22. Student Forums, Societies and Associations shall be subjected to such guidance and control as the college administration may prescribe from time to time. Only those societies or associations shall be able to avail the facility of the college premises which is recognized by the Principal.
23. The College Students' Union shall be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India.
24. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the college, hostels, and outside the college.
25. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of the Supreme Court of India.
26. Misbehaviour or assault to any person in any form is strictly prohibited
27. Misbehavior towards girl students or any woman, use of threat or violence against members of the staff or fellow students shall be considered as very serious cases of misconduct.
28. Pay fees, mess bills etc. in advance or in time, otherwise fine shall be realised.
29. Filled up registration form/exam form, etc. should be submitted in the office within the stipulated time as fixed by the office. Such forms are not accepted after the date fixed.
30. A student has to apply for the Pass Certificate at least before one day and for the Transfer Certificate at least before two days.
31. A student shall not indulge in forcible disruption of classes, forwarding wrong information to the college authority and any act detrimental to the interest of the institution
32. Mobile phone is not allowed in the class room but in selected zone such as the Boys' and Girls' common Rooms, etc.
33. A student can use two wheeler with valid driving license and helmet only and must park it under the parking shed meant for the students. Students with four wheelers are not allowed in the college campus.

34. Expulsion from the College is enough for expulsion from the hostel.
35. It is the responsibility of the student to be familiar with all code of conduct of the students.

### **Disciplinary Action Committee**

There is a Disciplinary Action Committee in the college headed by the Principal as the Chairperson with senior faculties and student representatives as members. The main objective of the committee is to ensure implementation of code of conduct of the students.

### **Grounds of Disciplinary Proceedings:**

1. Any violation of the above rules adopted for the college and hostels shall invite penalty in the form of warning, fine, bringing of parents, suspension or expulsion from the institution or any course of corrective measure as found suitable by the authority of the College.
2. If a student or a group of students are cited by staff, faculty, or other students for a possible violation of civil laws and/or institution policies on campus, they may be subject to either the disciplinary process of the institution and/or appropriate legal processes may be taken.
3. If a student or a group of students is reported by community members for possible violations of the law off campus, the institution shall cooperate with empowered officials taking necessary legal action.
4. Off campus behavior which can have a significant impact on the mission of the institution may invite formal institution disciplinary actions.
5. Conducts that interfere with the operations of the Institution. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other activities of North Lakhimpur College
6. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
7. Failure to appear and/or report to any office of North Lakhimpur College in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.
8. Violation of North Lakhimpur College policies causing threat to academic integrity.
9. Forgery, alteration, destruction, misuse, or possession of North Lakhimpur College documents, including but not limited to Institution identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for

financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identification cards etc.

10. Failure to comply with communications to appear for a meeting or hearing as part of the Code and Conduct of Student System.
11. Influencing or attempting to influence another person to commit an abuse of the Code and Conduct of Student system.
12. *Sexual Harassment/misconduct*: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work, or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:
  - a) Conducts that violate the institution's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
  - b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
13. Gambling for money or other items of value on North Lakhimpur College premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.
14. Drinking Alcohol, use or possession of any controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the Institution authority /Govt.
15. Academic Malpractices such as unfair means in examination, etc.