

I. STUDENT CODE OF THE COLLEGE

When used in the Code

- The term "College" means P.B. Siddhartha College of Arts and Science and all of its undergraduate or graduate departments and programmes.
- The term "student" includes all persons taking programmes at the College either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw or are not officially enrolled for a particular term, but who have a continuing relationship (e.g. students who are on a leave of absence, students who were detained in a given semester due to lack of attendance etc.) with the College, are considered students.
- The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- The term "College official" and "College administrator" includes any person employed by the College performing assigned administrative or professional responsibilities.
- The term "member of the College Community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the appropriate college administrator.
- The term "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the College (including adjacent streets and sidewalks).
- The term "organization" means a number of persons who have complied with College requirements.
- The term "Conduct Council" means those persons authorized by the Office of Student Conduct, to determine whether a student has violated the Code or not, and to recommend sanctions that may be imposed on the said student when a violation of the Code has been committed.
- The term "Conduct Officer" means a College official authorized, on a case-by-case basis, by the Office of Student Conduct, to impose sanctions upon any student(s) found to have violated the Student Code. The Office of student conduct may authorize a Conduct Officer to serve simultaneously as a Conduct Officer or one of the members of a Conduct Council.
- The term "Honor Board" refers to the Associated Students of College that addresses student conduct. Honor Board members are selected from the student body.
- The term "policy" means the written regulations of the College as found in, but not limited to, the Student Handbook, the Catalog, and other published College policies.
- The term "disciplinary action" or "conduct action" refers to the process of investigation and determination of a sanction as the result of a violation of College policies.
- The term "College-sponsored activity" means any activity on- or off-College premises that is initiated, supervised, and/or sanctioned by the College.
- The terms "will" or "shall" are used in the imperative sense.
- The term "written notice" covers both paper copy and electronic mail. Official notifications in this Code may be made exclusively by e-mail to the e-mail address provided to students by the College.
- The term "alleged" means that reports or accusations of violations of college policy against an individual with a presumption that the said individual is not responsible for the

violation; until investigation, statements, or other facts demonstrate that an actual violation occurred.

- The term "complainant" means a student or employee against whom a violation allegedly has occurred. If there isn't such an individual, the College may serve as the complainant.
- The term "respondent" means any student accused of violating this Code.
- The term "reckless" means conduct that, a person should reasonably be expected to know, would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal College business or College sponsored activities.
- The term "business day" means a Monday through Saturday, except for College designated holidays.

Code of Student Conduct

The Office of Student Conduct is the department designated by the college to be responsible for the administration of the Code. Reflecting the College's commitment to learning, students charged with violating the Code are encouraged to grow, in their respect for others, to understand how their behavior affects the community, and to alter their behavior as necessary. As members of the college community, it is expected that students act as responsible members and citizens within both the college and local community. In the event a situation arises in which the Code of Student Conduct is broken, the Office of Student Conduct administers the student conduct process. This includes all violations of college policies whether taking place on or off campus, involving both individual students and student organizations.

The goal of the Office of Student Conduct is to create and maintain a community in which students take responsibility for understanding and enriching their environment and respecting the rights and needs of others as a whole.

Academic Ethics

Shared commitment to ethical principles is essential to the educational purposes and fairness of the academic enterprise. The College assumes that students and faculty will embrace a high ethical standard for an academic work. Fundamental to academic ethics is a spirit of honor. A spirit of honor thrives when students challenge each other to attain the highest levels of scholarship, civility, and responsibility. In all work, students shall behave conscientiously, taking and giving credit where credit is due, avoiding even an appearance of impropriety, and when in doubt, consulting the instructor or other responsible college officials so as to ascertain whether a particular conduct, collaboration, and/or acknowledgment of sources is appropriate. Students also shall report suspected misconduct and participate in an academic disciplinary hearing if required. Academic misconduct occurs when a student misrepresents others' work as her/his own or otherwise behaves so as to unfairly advantage her/himself or another student academically. Examples of misconduct include cheating and plagiarism and failure to report suspected academic misconduct. If misconduct occurs to any extent in connection with any academic work, it will be subject to disciplinary action.

Cheating Defined

Cheating occurs when a student attempts to complete or take credit for work by any dishonest means or assists another in doing so. Some examples of cheating include, but are not limited to, lying to obtain an academic advantage; copying from another's exam or assignment or collaborating on an exam or assignment, unless specifically allowed by the instructor; submitting the same work in more than one course without instructor permission; falsifying data collected in research or laboratory courses; taking or receiving copies of an exam without the permission of the instructor; and using notes or other information devices inappropriate to the test conditions.

Academic Misconduct

Academic misconduct is subject to disciplinary action. Charges of academic misconduct against students are investigated and adjudicated according to the following procedures. To protect all participants in such investigations, confidentiality is observed. Cases involving other members of the College community will be handled by the appropriate authority and process.

Student Participation

- Honor Board Members participate in Conduct Councils where they contribute their skills and insights into the resolution of disciplinary cases. However, the Office of Student Conduct is solely responsible for the outcome of any disciplinary conference, hearing, or Conduct Council conducted under this Code.
- No student who is charged with a violation of this Code may serve as a Council member while the charges against him or her are pending. Honor Board members found responsible for a violation that results in probation, suspension or expulsion will be disqualified from further participation on the Council. The Office of Student Conduct may establish additional grounds and procedures for removal of student participants.

Convictions

Students who are convicted of charges of misconduct are required to appear before the Dean of Students Office. The College may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be adverse to the recognized mission of the institution. College conduct procedures are distinct and independent of any and all criminal procedures by the civil authorities. When necessary, temporary action may be taken in the form of summarily suspending, summarily restricting, or officially requesting no contact between the victim and assailant, as well as

possible relocation or removal from the residence halls. Any of these measures may result in a student's restricted participation in College events outside attendance of classes and appointments related to the resolution of disciplinary matters.

Violations of Law and College Policy

- Students may be held accountable both to civil authorities and to the College for acts that constitute violations of law and of this Code. Disciplinary action by the College will normally be concurrent with civil or criminal proceedings despite the dismissal or reduction of the charges by civil authorities. The College may, at its discretion, postpone disciplinary proceedings pending the outcome of a civil or criminal action.
- When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code, the College may advise off-campus authorities of the existence of the Code and of how such matters are typically handled within the College community. The College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in upholding the conditions imposed by criminal courts for the rehabilitation of student violators, provided that the conditions may be reasonably implemented and present no campus conflicts.

Conduct-Rules and Regulations

College expects that its students will strive for high standards of honor and good citizenship and that they will conduct themselves, both on- and off-campus, in a manner that reflects credit on themselves and the College. The College further expects that students will convey these expectations to their guests. The following, while not exhaustive, represents behavior subject to conduct action:

1. Conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
2. Possession of a weapon. A "weapon" includes explosives, metal knuckles, and knives with blades more than three (3) inches long, firearms including guns, air/pellet guns, paint guns, gun replicas (including facsimile water pistols) or any other instrument used or designed to be used to intimidate, threaten, and/or injure any person.
3. Reckless, disorderly, or lewd conduct.
4. Recklessly interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, research, administration, or emergency services, such as fire and police.
5. Unauthorized entry or use of College facilities. This includes unauthorized possession, duplication, or use of keys or access cards to any College premises.
6. Unauthorized use of an ID card. Students are not authorized to give permission to other persons to use the ID card on their behalf. The only person permitted to use the ID card is the individual to whom the card is issued.

7. Unauthorized or inappropriate use of College computers, e-mail, or network; or other violations as specified by the most current Appropriate Use of Technology Policy published by Occidental Information Technology Services.
8. Use of electronic or other devices to record any person while on College premises without his/her prior knowledge, or without his/her effective consent.
9. Failure to comply with any sanction(s), administrative and/or educational, imposed in accordance with the Code.
10. Furnishing false information to the College or a College Official or withholding information that may impede an investigation. This includes, but is not limited to any false report, warning or threat of fire, explosion or other emergency.
11. Violation of the College Alcohol Policy.
12. Violation of the College Drug Policy.
13. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
14. Substantially interfering with the freedom of expression of others.
15. Attempted or actual theft of College property or the property of others.
16. Damage to College property or the property of others, including littering. Departments may have additional regulations and/or requirements dealing with conduct and/or use of College funds or property.
17. Failure to comply with the reasonable directions of College officials, including Campus Safety officers and residence hall staff, acting in performance of their duties. This also includes failure to identify oneself to these persons when requested.
18. Violations of other College regulations, rules, or policies.
19. Conduct that could result in the violation of any federal, state or local law.
20. Students are to maintain adequate overview of their guests and to exercise good judgment when inviting guests into the community. Guests include individuals invited or signed in for by the student or the passive acceptance of an individual's known presence. Guests also include individuals who are not personally invited, but who respond to a general invitation.
21. Hosting non-official events or other activities that create a nuisance or endanger the safety of the community.
22. Retaliation: Acts or attempts to retaliate or seek retribution against any complainant, respondent, or individual or group of individuals or group of individuals otherwise involved in the complaint, investigation and/or resolution of an allegation of a policy violation. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation can take many forms, including continued abuse, violence or other forms of harm to others.

Standards of Classroom Behaviour

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any inappropriate, prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period, and shall be referred to the Office of Student Conduct. Longer suspensions from a class or dismissal on disciplinary grounds must be preceded by a conduct conference or conduct hearing.

Sanctions

1. Warning: Notice, in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. Censure: A written reprimand for violating the Code of Student Conduct or other College policy. This conduct status specifies a period of time during which the student's or organization's good standing with the College may be in jeopardy. The student is officially warned that continuation or repetition of prohibited conduct may be cause for additional conduct action including probation, suspension, or expulsion from the College.
3. Disciplinary Probation: Expulsion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other College policy violations may result in further disciplinary action.
4. Restitution: Repayment to the College or to an affected party for damages resulting from a violation of this Code. To enforce this sanction, the College reserves the right to withhold transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.
5. Removal from Campus Housing: Students may be removed from College housing and/or barred from applying for campus housing due to disciplinary violations of this Code.
6. Suspension: Expulsion from College premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will be recorded in the student's conduct file. Conditions for readmission may be specified in the suspension notice. The Refunds and Withdrawals policy applies to students on suspension.
7. Expulsion: Permanent termination of student status and exclusion from College premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript. The Refunds and Withdrawals policy applies to students who are expelled.
8. Revocation of Admission and/or Degree: Admission to or a degree awarded by the College may be revoked for fraud, misrepresentation in obtaining the degree or violation of College policies, the Code or for other serious violations committed by a student prior to enrollment or graduation.
9. Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
10. More than one of the sanctions listed above may be imposed for any single violation.
11. Significant mitigating factors shall be considered when sanctions are imposed, including the present demeanor and past conduct record of the student as well as the nature of the offense and the severity of any damage, injury or harm resulting from it.
12. In determining appropriate sanctions, the Office of Student Conduct may consult with appropriate official on-campus.

Case Referrals

- Any person may refer a student, group or organization suspected of violating this Code to the Office of Student Conduct. A charge shall be prepared in writing and directed to the Office of Student Conduct. Any charge should be submitted as soon as possible after the alleged violation occurs.
- An individual(s) who refers a case typically serves as the complainant and presents relevant information in a hearing or conference. The College itself, represented by a member of the administration or faculty, may also act as complainant. The complainant may request the assistance of a member of the College community.

Transcript Actions

- The In charge of Students Office and/or the Conduct Officer may direct the Principal to place a hold on a student's College records while conduct proceedings are pending, as part of a sanction involving restitution for damages to a complainant or College property, or as part of an outstanding educational assignment.
- Permanent notation will be made on the transcript if a student is expelled from the institution.

The code of Professional Ethics

I. Teachers and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his / her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his / her precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among the students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable in disposition.

Teacher should

- i. Adhere to the responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;

- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution to knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication;
- vii. Cooperate and assist in carrying out functions relating to the educational responsibilities of the college such as assisting in appraising applications for admission, advising and supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers and the Students

Teachers should

- I. Respect the right and dignity of the student in expressing his / her opinion;
- II. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- III. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- IV. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- V. Inculcate among student scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- VI. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- VII. Pay attention to only the attainment of the student in the assessment of merit;
- VIII. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- IX. Aid students to develop an understanding of our national heritage and national goals; and
- X. Refrain from inciting students against other student's colleagues or administration.

III. Teachers and Colleagues

Teachers should

- i. Treat other members of the profession in the same manner as they themselves want to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;

- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. Teachers and Authorities

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Cooperate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-teaching staff

- i. Teachers should treat the Non-teaching staff as colleagues and equal partners in cooperative undertaking within every educational institutions;
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should

Try through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, and report of their performance to the guardians whenever

necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teacher and Society

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling to hatred or enemy among different communities, religions or linguistic but actively work for National Integration.