

STUDENTS CODE OF CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

Statement of Policy

All MSEC students are expected to understand and conduct themselves in accordance with the College policies, specifically, the rights and responsibilities set forth in this document.

Preamble:

MSEC promotes an environment that protects the freedom of its students to learn to their fullest potential. The College is committed to the principle that it's the students' duty to respect each other and promote a professional environment in which the educational mission of the College can be freely pursued to the greatest degree possible.

Every student should continually strive to improve his or her knowledge, skills, understandings and perspectives through lifelong learning. Honesty, integrity and respect in all interactions with fellow students, teaching, non-teaching, office staff, and other college employees are essential academic attributes necessary to promote success. Therefore, a student agrees and commits to the College's mission, ideals, ethics, and standards of conduct, when she/he registers.

Student Rights

Students are entitled to equality and fairness in all dealings with respect to College policies.

All students have equal right of access to the services of the College, in accordance with the College policies. They have the right

- to access information regarding the general qualifications and requirements for establishing and maintaining academic standing within a particular program and at all levels within the College.
- to access the course and examination learning outcomes, requirements, and grading policies set by the College.
- to access the graduation and/or completion requirements for their program.
- to be assured of the privacy and confidentiality of their education records and other personal information.
- to appeal any disciplinary action in accordance with the established College policies.

Student Responsibilities

All students

- shall treat other students, faculty, staff and other agents of the College with mutual respect and dignity.
- should not harass others, verbally, psychologically, sexually or in any other form. Ragging is a national crime and punishable according to the laws of the land.
- are expected to participate actively in the counselling process, demonstrating that they are progressing satisfactorily in their degree programs.
- are expected to abide by the current College policies and administrative processes as stated in the Student Code of Conduct.

- have the responsibility to uphold and obey all central, state and local laws.
- have the responsibility to keep the College informed of any changes in name, portal address, email address, telephone number and other personal data needed by the college.
- have the responsibility to meet their financial obligations to the College on time.
- are responsible to keep themselves informed about the content of all notices concerning changes by periodically perusing announcements posted on the College web site and notice board.
- have the responsibility to participate in assessments that may be required during the period of their course. These tests may be in addition to the regular course work and are required to gather critical information on achievement of student learning. Students are expected to actively participate and make every effort to do their best in these assessments to produce scores that would accurately reflect their abilities. The results from these assessments will not be a part of the course or examination grade but are crucial for the purpose of program improvement and are frequently required by regulators and accreditation agencies. Participation in these assessments contributes toward increasing the value of the degree by providing evidence of student learning to external organizations, employers and the general public.
- Students will get their character and conduct certificate as good only if they meet the above Code of Conduct without any infraction during their course of study.

CODE OF CONDUCT

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- Recognition of Student Groups

- **Attendance**
- Every student must attend all the classes and laboratories without fail. They should be inside their classes and laboratories at least 5 minutes before the commencement of their class.
- Leave can be availed only with the prior approval by HoD.
- **Disruption-** Disruption shall include, but not be limited to, the following:
 - Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interfering with the freedom of any speaker invited by any section of the College. Noise making, or other physical behaviour, which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event. (Faculty is authorised to have students removed from class, if warranted.)
 - Physical violence or abuse of any person or College-owned or controlled property, or at College sponsored or supervised functions, or conduct that threatens or endangers the health or safety of any person.
 - Congregating in such a fashion as to create a situation that could endanger life or property.
 - Incitement to any of the above mentioned actions or to other violations of College Policies that could result in such actions whether orally or through written materials or pictures.
- **Dress code**

Students must comply with standards of dress established for safety or health reasons in specific classes.

Boys :

Regular class - Shirts tucked in + shoes

Lab - Lab uniform + shoes

Note: No text/ Image printed Trim shirts and pants are permitted.

Girls :

Regular class - Chudithar with dupatta + cut shoes

Lab - Lab uniform + cut shoes

- **Identification of Students-** Students are required to wear their MSEC identification card at all times. Any misrepresentation, alteration, or misuse of identification is prohibited.
- **Academic Dishonesty-** Academic dishonesty includes, but is not limited to the following:
 - cheating in an examination;
 - receiving help from others in work to be submitted, if contrary to the stated rules of the course; **plagiarizing**; that is, the taking and claiming as one's own the ideas, writings, or work of another, without citing the sources;
 - falsifying records;
 - assisting anyone to do any of the above.

In the events if the students are suspected of classroom cheating, plagiarism, or otherwise misrepresenting their work, they will be subject to disciplinary actions as per College and / or University regulations.

- **Ragging-** Indian Government prohibits students from engaging in any form of ragging, either on campus or off campus. Ragging means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Such term shall include, but not limited to, any brutality of physical nature, or any other forced physical activity that could adversely affect the physical health or safety of the individual, and shall include any activity that would subject the individual to extreme mental stress.
- **Obeying Orders of College Officials-** Students are required to comply with requests or orders by authorized College officials or representatives acting on behalf of the College. This requirement includes requests for students to arrive for appointments in administrative offices and at disciplinary investigations and hearings in a timely manner.
- **Payments with Insufficient Funds-** Students shall not make and/or deliver any cheque to the College that is not supported by sufficient funds on deposit or is in any way worthless.
- **Theft, Unauthorized Possession and/or Sale of Property -** Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subjected to College disciplinary action as well as to arrest and prosecution by legal authorities.
- **Alcohol-** Alcohol is prohibited on campus at all times.
- **Narcotics and Illegal Drugs-** Students who possess, use, or deliver controlled substances are subject to disciplinary action and including expulsion from the College. Disciplinary action against a student under College Policy does not preclude the possibility of criminal action against that individual.
- **Smoking-** The College is Smoke Free. Smoking is prohibited inside the campus.
- **Gambling-** Gambling of any kind is prohibited.
- **Assault and Threat**
 - No student shall threaten, physically harm or cause discomfort to another such as would constitute an assault. Nor shall any student commit or aid in the intentional commission of an act that causes bodily harm or discomfort to the person of another such as would constitute a battery.
 - Verbal or written communication that threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, for whatever reason is prohibited.
 - **Complicity** - A student present during the commission of an act by another student that constitutes a violation of College policy may also be charged if his/ her subsequent behaviour constitutes an approval or encouragement of the violation.

- **Damage or Destruction of Property-** Accidental damage, vandalism, and malicious damage to property belonging to the College or others may require restitution from persons responsible for such damage and/or disciplinary action.
- **Breach of Peace-** Conduct or expression on College-owned or controlled property or at College-sponsored events that disrupts the orderly functioning of the College, or which is lewd, indecent, or obscene is prohibited.
- **Search for the evidence-**College officials reserve the right to search lockers or other College property when deemed necessary to uphold the basic responsibility of the College regarding discipline, safety and maintenance of an educational atmosphere. Contraband items will be confiscated and may be used as evidence in disciplinary cases. Briefcases, handbags, and other such containers may be searched in the classroom, in the library, in laboratories, in the book store and at other places within the campus when deemed necessary by the management.
- **Falsification of Records-** Falsification of College records, including but not limited to admission, registration, affidavit, student disciplinary and health records by forgery or other means of deception, is prohibited.
- **Arson-** No student shall commit, or aid in the intentional commission of an act that results in a fire being ignited that causes damage or is intended to cause damage to the property of the College or to the property of any other person.
- **College Information Systems and Facilities -** Students have the privilege of access and use of the College's technological resources such as computers, printers, networks, internet, software and instructional laboratories. Students must utilize these services in an ethical and legal manner consistently with the government law as well as the College policy and procedures.
- Students must conduct themselves in a manner that reflects respect for the rights of other users that protects the integrity of data, physical facilities, equipment and software license copyright. Students shall not use any College technological resources for any improper, illegal, or unauthorized uses. If misuse occurs, student's privileges may be revoked immediately and the student may be subject to disciplinary action.
- **Contracting or Representation in the Name of the College-** Students are prohibited from contracting in the name of College or claiming to be official representatives of the College or using the College's name, logo or likeness for any purpose including, but not limited to commercial purposes.
- **Misuse of Emergency Equipment-** Fire escapes, fire hoses and extinguishers are to be used only in emergencies. Tampering with, or misuse of these emergency devices is prohibited.
- **Unauthorized Use of College Facilities-** The unauthorized use of or entry into any College facilities (i.e., classrooms, laboratories, athletic fields) is prohibited.
- **Providing False Information-** No student shall knowingly give false testimony in any College investigation or proceeding. No student shall knowingly give false information to a college official or show reckless disregard for the truth.

- **Public Laws-** Any act by a student that constitutes a charge of a violation of Government law, occurring either on or off campus, may establish cause for legal and/or disciplinary action by the College.
- **Distribution or Sale of Literature-** Distribution or sale of literature on the campus must be approved by the Secretary.
- **Use of Vehicles**
 - Students riding two wheelers should wear their helmets compulsorily, and the vehicle should have valid documents (Registration certificate, insurance etc.)
 - Students should possess a driving license for the vehicle being driven and shall avoid borrowing vehicles. The vehicle pass cum identity card must be possessed by every student, who is coming by vehicles.
 - Motorized vehicles are prohibited in areas other than designated roadways and parking lots.
 - **Parking** - Two wheelers are allowed to be parked inside the campus at designated places. Parking of four wheelers is not allowed inside the campus.
 - Students must comply with the above parking regulations. Failure to do so will lose the parking privilege inside the campus.
 - **On-Campus Activities and Events-** On-campus activities and events shall be only in areas designated by the College authority and subject to any limitations and provisions established.
 - **Residing outside the campus-**Hostellers must obtain written permission from HoD/Principal/Warden to reside temporarily or permanently outside the campus. Under such conditions, the students must provide their full residential address with contact numbers and persons to the HoD.

Violation of code of conduct

- Staff, faculty or students who believe that a student has not adhered to the above student code of conduct will bring the matter to the attention of the Director, Student Affairs. The director or designee will investigate the alleged violation, and determine the action, if any, to be taken. When there is evidence that a student has violated the code of conduct, the student will be notified of the nature of the alleged violation and the action that the College proposes to take; services to the student may be suspended during this period.

Disciplinary Actions

In response to alleged violations of the code of conduct, the College reserves the right to take any or all of the following actions:

- Ø Bar the student from enrolling in the College or registering for a course or examination.
- Ø Void the examinations as per the academic policy of the College/ University.
- Ø Suspend or terminate selected college services that were previously available to the student.
- Ø Retain all tuition and other fees paid by the student.
- Ø Withhold course grade(s) and/or examination score(s) and official transcripts.

- ∅ Permanently annotate a student's record to reflect action(s) taken by the College in response to the student's violation of this policy.
- ∅ Take other actions, as appropriate.

Appeal

- ∅ The student may appeal to the Director, Student Affairs, in writing for additional review of the case under investigation if the actions taken were unsatisfactory. The director will inspect all the facts pertaining to the case under review and recommend the course of action to the disciplinary committee, whose decision is final in all cases.

Academic Honesty - why it is important?

It is very obvious that educational institutions are not only places that facilitate students to get domain-specific knowledge and skill but more importantly they are learning hubs enabling the students to deeply understand the values of ethics and morality and start practicing them right from their college life.

Ethical and moral practices are the deep running roots that only can take anybody to greater heights in life and make them stand steadfast in such greater positions. National Board of Accreditation (NBA), the apex accrediting body for technical education in our country, also stresses that institutions develop the ethical mindset among the graduates.

Academic dishonesty happens in the form of copying and plagiarism. When students indulge in such unfair means then no learning happens. The consequences are many: they are not able to perform properly in their job; they develop the mindset of indulging in unethical practices for getting results in short-cut ways till such time they are caught guilty.

The impact of such grave consequences are that they lose their job, earning a "black-mark" from the company, bring unimaginable hardship for the family, are not able to face the world later, bring shame to the self, family, the institution and the society at large. Given this clear understanding, the college has taken the superior initiative of institutionalizing ethical practices, academic honesty being the foremost among these.

Academic dishonesty in the form of copying compromises the process of fair and equitable evaluation of all students' academic performance and erodes the quality and value of degree.

There are some standards for academic excellence in teaching and learning, which cannot be attained without full cooperation and support of students. Therefore, each student is expected to be responsible to maintain honesty and integrity in all endeavors inside and outside of the classroom or laboratory. Ignorance is never an excuse for academic dishonesty.

Acts leading to Academic dishonesty in the college:

- .. Copying another student's work
(Assignment / Tutorials / Lab Exercise/seminar presentation, etc).
- .. Submitting all or part of another student's work as your own.
- .. Sharing your work with others for submission as their own.
- .. Forcing / paying somebody to do your work.
- .. Colluding and submitting assignments that are to be prepared individually
- .. Buying Projects
- .. Including other's contents in any form in your work without proper citation (plagiarism)
- .. Not differentiating borrowed sentences / phrases with quotes in your work
- .. Indulging in unfair practices as notified by examination cell during tests, examinations.
- .. Impersonation

- “ Forging the signature of the teacher or parent or another student

This is only a suggestive list.

Plagiarism:

Plagiarism in any form, whether intentional or unintentional is serious violation of academic honesty.

Direct plagiarism is the word-for-word transcription of a section of someone else's work, without attribution and without quotation marks. The deliberate plagiarism of someone else's work is unethical, academically dishonest, and will call for disciplinary actions, including expulsion.

Self-plagiarism occurs when a student submits his or her own previous work, or mixes parts of previous works, without permission from all professors involved. For example, it would be unacceptable to incorporate part of a paper you wrote in a lower semester into a work assigned in an ensuing semester. Self-plagiarism also applies to submitting the same piece of work for assignments in different classes without previous permission from both professors.

Mosaic Plagiarism occurs when a student borrows phrases from a source without using quotation marks, or finds synonyms for the author's language while keeping to the same general structure and meaning of the original. Sometimes called "patch writing," this kind of paraphrasing, whether intentional or not, is academically dishonest and punishable - even if footnote of source is made!

Accidental plagiarism occurs when a person is negligent of citing the sources, or misquotes the sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without attribution. Students must learn the appropriate method of citing their sources in all their work where ever needed. Lack of intent or being ignorant of plagiarizing does not pardon the student from the respective punishments put in practice. Cases of accidental plagiarism are also taken seriously.

Why, as student, you must uphold academic honesty:

- “ Your most important investment is yourself, so if you plagiarize, you are cheating yourself.
- “ You don't learn anything when you plagiarize.
- “ It is fundamentally unethical and immoral to steal the work of others.
- “ Plagiarism prevents you from establishing your own ideas and opinions on a topic.
- “ Citing is an expression that your work is getting support by the work already carried out.
- “ Plagiarism apart from being unethical is also copyright violation and the person found indulging in plagiarism can be held legally responsible and can be penalized.

Consequences: Academic dishonesty in any form will call for punishments like deduction of marks, lowering of the grade, reappearance for the exams, cancelling placement opportunities, suspension from college, termination of study, etc. depending upon the nature of act.

Student responsibility: Every student is expected to be thoroughly aware of the acts that are academically dishonest in our college and the consequences that a student may have to face if he/she indulges in any such act.

For details regarding such acts, their consequences, the academic disciplinary committee and procedures student has to refer to the contents available in the college intranet, get sufficient information from department HoD and Academic Programme Coordinator, Office of the Controller of Examinations, Placement Officer and other concerned faculty members. Ignorance shall not be considered as an excuse when sanctioning punishments.