



Education to Eternity

JAIDEV EDUCATION SOCIETY'S  
**J D COLLEGE OF ENGINEERING AND MANAGEMENT**  
KATOL ROAD, NAGPUR

Website: [www.jdcoem.ac.in](http://www.jdcoem.ac.in) E-mail: [info@jdcoem.ac.in](mailto:info@jdcoem.ac.in)  
(An Autonomous Institute, with NAAC "A" Grade)  
Affiliated to DBATU, RTMNU & MSBTE Mumbai



॥ ज्ञानम् सर्वार्थं साधनम् ॥

VISION

To be a center of excellence imparting professional education satisfying societal and global needs.

MISSION

1. Transforming students into lifelong learners through, quality teaching, training and exposure to concurrent technologies.
2. Fostering conducive atmosphere for research and development through well equipped laboratories and qualified personnel in collaboration with global organizations.

## Students Code of Conduct 2023-2024



## **Preamble:**

The Student Code of Conduct document is prepared to ensure that the students admitted to college for various Diploma ,UG,PG, PhD programs adhere to the rules and regulations pertaining to scholastic, co-scholastic activities and other administrative aspects of the college. All the students must know rights & responsibilities including the restrictions flowing from it. This Handbook is our endeavour to imbibe the sense of responsibility and discipline amongst the students so that the students develop conscientiousness towards their conduct and prove to be the responsible individuals showing empathy, respect and concern for all beings and at the same time develop and hone the relevant technical and interpersonal skills to stay afloat in the competition.

All the students are hereby requested to be well conversant with this code of conduct which is available on the institution's website.

## **Scope/Extent of Code of Conduct:**

**1.1 Any violation of Sexual Harassment Policy of the institute against other students of the institute**

**1.2 On campus Discipline of the students in the academic areas such as class rooms, laboratories, library, workshops etc.**

**1.3 Any incidence of violation of student code of conduct Off Campus**

**1.4 Any act of misconduct including ragging, theft, damage to the immovable and movable assets of the college.**

**1.5 Physical assault, threats of violence threatening the safety and security of the students on and off the campus.**

**1.6 Manufacture, sale , Possession and consumption of any drug, alcohol etc**

**1.7 Use of abusive , unparliamentarily language in the campus.**

**1.8 Violation of class room discipline and overall disciplinary conduct in the canteen, buses, sports grounds and other common places in the campus.**

**1.9 Conduct which has negative impact on the campus and conduct causing nuisance to the surrounding off-campus community.**

**1.10 Discrimination on the basis of socio-economic status, caste, creed, sexuality, religion etc**

**1.11 Adhering to the timelines of fees payment, scholarship applications, examination form filling etc.**

It may be noted that, based on the gravity and seriousness of the situation, the extent of damage caused,

The college has the right to intervene in the off campus issues leading to any offence, damage of harm caused to the college students or off campus community. Off Campus community refers to the vicinity of the college where the students are residing. The college has the right to expand the scope of its intervention beyond the aforementioned areas.

Institute 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 the students seeking admission/renewing admission in subsequent years shall mandatorily sign the code of conduct undertaking at the time of admission.

In case of non compliance or violation of any of the following the disciplinary action shall be initiated against the students. The students are advised to adhere to the following Dos and Don'ts to ensure seamless learning experience with the college:

### **Part A**

#### **1.1 Any violation of Sexual Harassment Policy of the institute against other students of the institute**

1.1(a) From time to time, the college ensures to sensitize students regarding of the prevention of sexual harassment in the college, buses etc. Internal Complaint Committee has issued necessary guidelines regarding the extent of Sexual Harassment at Workplace adhering to Vishakha Guidelines as follows:

1.1(b) "Sexual Harassment" includes anyone or more of the following unwelcome acts or behaviour

- (whether directly or by implication), namely:

- Physical contact or advances;
- A demand or request for sexual favours;
- Making sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

1.1(c) All the students must ensure that the above conduct should be strictly avoided during interaction with peers, teachers and others in the campus as well as during commute.

1.1(d) If any of the above is experienced by the students, they can report the matter to the appropriate Authority of the Internal Complaint Committee.

**1.2 On campus Discipline of the students in the academic areas such as class rooms, laboratories, library, workshops etc.**

1.2(a) All the diploma, undergraduate and post graduate students shall strictly maintain the mandatory attendance of 75% during every semester.

1.2(b) All the diploma, undergraduate and post graduate shall come to college in college uniform constituting White shirt with college logo, Blazer and trouser, neck tie, black shoes as mandated by the competent authorities.

It is compulsory for the students to wear neck tie during college/departmental events such as installation of the forums, guest lecture, industry visits and other formal events conducted from time to time.

1.2(c) All the diploma, undergraduate and post graduate shall follow the college timings. The college authorities hold the right of making changes in the time as per various schedules and climatic conditions during summer and winter.

1.2(d) All the students shall join the departmental what app group to ensure seamless communication between the students and the teachers. The students shall not make unnecessary phone calls to the teachers as all the relevant messages regarding academics and other matters are posted on the what sap group from time to time.

1.2(e) The students shall complete all the class work, lab work within the stipulated period of time. The lab work must get evaluated within the stipulated time frame.

1.2(f) It is mandatory for all the students to attend library class and complete the given task during the class on time. The students shall follow the given instructions and maintain the requisite decorum of the library class.

1.2(g) While moving in the common spaces, staircase the students shall not rush and avoid chaos to prevent any freak mishap.

1.2(h) Boarding and de boarding the bus must be done when the bus is completely halted.

1.2(i) During laboratory and workshop sessions the students shall reach at the designated timings. The necessary precaution must be exercised by the students regarding safety protocols. The consumables if required must be judiciously used. The students present in the laboratory/workshop/classrooms etc will be responsible for any sort of damage/breakage caused during the particular time slot.

1.2(j) The sloganeering, shouting, hooting of any sort is strictly prohibited.

### **1.3 Any incidence of violation of student code of conduct Off Campus**

1.3(a) The students who are staying in the hostels /Paying guest accommodation/ rented premises etc have to ensure the necessary discipline in the respective premises. The students shall strictly refrain from the eve teasing, confrontations. Also the students should stay away from any sort of narcotics.

1.3(b) Moreover, they should strictly adhere to the norms laid down by the property owner.

1.3(c) Any untoward incidence involving college students in these premises

### **1.4 Any act of misconduct including ragging, theft, damage to the immovable and movable assets of the college**

1.4(a) Ragging of any sort is totally banned on and off the campus.

1.4(b) Any untoward advances initiated in cyber space .

1.4(c) Bursting of fire crackers in the college premises irrespective of occasion

1.4(d) The students/parents may contact teachers, teacher guardian or any official of the college during working hours of the college and if necessary till

7pm. The concerned shall not be contacted beyond the stipulated time and respect the privacy of the individual.

1.4(e) If necessary, the communication may take place through messages.

1.4(f) Any theft in computer centre, laboratory, class rooms and other common spaces

**1.5 Physical assault, threats of violence threatening the safety and security of the students on and off the campus.**

1.5(a) All the students of Diploma, B. Tech, MBA, M. Tech, MCA must restrain from any physical assault.

1.5(b) The students shall not indulge any violent activity out of pigeonholing which will affect the safety and security of the students on and off the campus.

1.5(c) The students are strictly refrained from carrying any lethal and sharp objects such as knife, sword, gupti etc in the campus.

1.5(d) Possession of any inflammable material such as lighters, matchsticks, petroleum products, acids etc is banned out of safety protocols.

**1.6 Manufacture, sale , Possession and consumption of any drug, alcohol etc**

1.6(a) No student shall carry, consume any sort of narcotic substance.

1.6(b) The consumption of alcohol is strictly prohibited.

1.6(c) The students shall not manufacture or trade any of the above.

**1.7 Use of abusive , unparliamentarily language in the campus.**

1.7(a) All the students must maintain the sanctity of the academic premises under all the circumstances.

1.7(b) The use of vulgar language, slangs during interpersonal communication within and outside the class

1.7(c) The students must develop the habit of using parliamentary language during interpersonal communication with peers, friends on and off the campus.

1.7(d) In any case abusive words must not be used.

1.7(e)Engaging in disorderly, lewd, indecent conduct including, but not limited to, creating unreasonable noise, pushing, shoving, inciting or participating in a riot or group disruption at the institute.

**1.8 Violation of class room discipline and overall disciplinary conduct in the canteen, buses, sports grounds and other common places in the campus.**

1.8(a)The students shall adhere to the mandatory attendance percentage decided by competent authority.

1.8(b)All the students of diploma, engineering, MBA,MCA and M. Tech have to strictly follow the discipline regarding class timings. The reporting for the classes must be done as per the designated timings.

1.8(c)The students shall report for the class 5 minutes before the class timings.

1.8(d)Usage of mobile for subject related Google search during the classes will be at the discretion of the concerned teachers.

1.8(e)The students shall not record or click the proceedings of the class without the consent of the teacher.

1.8(f)The students shall ensure to maintain proper conduct in the canteen and other common areas.

1.8(g)The students shall maintain the sanctity of the examinations conducted by the college from time to time. Cheating, copying or any other malpractices shall be dealt with as per the provisions of Examination Manual.

1.8(h)In any case the students appearing for the examination shall not enter into argument with examination staff. Manhandling of the examination staff will be dealt with as per the provisions of the examination manual.

1.8(i)During the classes the students shall not be found in the canteen and other common areas. The students shall follow the instructions displayed in the canteen from time to time regarding hygiene and other related matters.

1.8(j)The students shall not engage in unnecessary argument with canteen staff.

1.8(k)The students shall not be found in respective common rooms unless its medical emergency.

1.8(k) During commuting in buses for the college, the students must have the valid bus pass issued by the competent authority of the college.

1.8(l) The students are not allowed to de board the bus before their designated stop mentioned in the official record.

1.8(m) The students shall not carry any alcohols, inflammables, cigar rates, or narcotics in the bus.

1.8(n) Smoking in the bus is not allowed.

1.8(o) All the female students shall occupy the front seats in the bus under all circumstances.

1.8(p) Shouting, sloganeering or any sort of violent behaviour is not allowed in the bus.

1.8(q) Any sort of misconduct with bus staff, teachers, non teachers, fellow students in the bus will be subjected to disciplinary action.

1.8(r) The students shall park the vehicles at the designated parking slots only.

1.8(s) Rash driving on the campus may cause harm to others.

1.8(t) The students commuting by own vehicle must wear helmet, seat belt.

1.8(u) Theft or unauthorized access to other resources.

**1.9 Conduct which has negative impact on the campus and conduct causing nuisance to the surrounding off-campus community.**

1.9(a) Students are expected not to interact, on behalf of the institute, with media representatives or invite media persons in the college without prior permission of the competent authorities.

1.9(b) Students are not permitted to provide audio video clippings of the activity on the campus to the media without prior permission of the competent authority.

1.9(c) Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the college on social media or indulge in any such activity that have serious bearing on the reputation of the institute.

1.9(d) Making a video/audio recording, taking photography or streaming audio, video of any person in a location where the person has a reasonable expectation of privacy, without person's knowledge and consent.



1.9(e) Organizing meetings and procession without permission of the college authority.

1.9(f) Accepting membership of religious or terror groups banned by the institute or Govt. of India.

**1.10 Discrimination on the basis of socio-economic status, caste, creed, sexuality, religion etc**

1.10(a) The students shall not indulge in any form of harassment or the conduct which is motivated on the basis of person's caste, creed, religion, race, colour, national or ethnic origin, citizenship, sex, age, gender, marital status, ancestry, physical or mental disability, medical condition.

**1.11 Adhering to the timelines of fees payment, scholarship applications, examination form filling etc**

1.11(a) All the students admitted in first year/ direct second year must pay the tuition fees as per the schedule decided by the competent authority.

1.11(b) All the students must submit the college application form along with requisite set of academic, caste related documents.

1.11(c) Before submitting the documents to the college all the documents must be stored in digi locker for safety purpose.

1.11(d) The students availing various scholarships shall apply for the scholarship through the scholarship portals of Govt. for the purpose on time.

1.11(e) The students availing bank loan facility shall apply for the fees estimate within first two weeks of the commencement of the classes.

**Part B**

**Repercussions:**

In case of violation or breach of any of the conduct, suitable disciplinary action as per the following may be initiated based on the gravity of the offence, extent of damage etc.

1. Warning: The delinquent student may be given warning on submitting the written apology and any further act of misconduct shall result in severe disciplinary action.

2. Restrictions: Restricting access to various facilities on the campus.

3. Suspension: Temporary suspension from the academic activities.

4. Debar from the end semester examination.
5. Expulsion of the student from the institute permanently.
6. Ineligibility to reapply for re admission to the institute.
7. Withholding the grade card or the certificate of Course Completion.

### Part C

#### Appeal:

If the delinquent student is aggrieved by the imposition of the aforementioned penalties, he/she may appeal through the authorities based on the delinquency:

1. Class Teacher
2. Head of the Department
3. Dean(Academics)
4. Dean (Students Support & Development)
5. Principal

The Principal may decide on one of the following:

Accept the recommendations of the above and impose the punishment/action as suggested by the above or modify and impose any of the punishments stipulated in this code based on the basis of the gravity of the proved misconduct.

Refer the case back to the committee for reconsideration.

It may be noted the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

  
Dr. Ujwala S Dange,

Dean(Student Support & Dev)

  
Dr. Shrikant Sonekar,

Principal

**Principal**  
J D College of Engineering & Management  
Khandala, Katol Road  
Nagpur-441501

