

*A HAND BOOK*

*FOR*

***CODE OF CONDUCT***

**SIBSAGAR COMMERCE COLLEGE**

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(This booklet contains the code of conduct for different stakeholders associated with Sibsagar Commerce College)

## **JURISDICTION**

The Sibsagar Commerce College shall have the jurisdiction over the Conduct of the all stake holders (Students, Teachers, Principal, Officials, and Governing Body) associated /enrolled with the College and to take cognizance of all acts of misconduct.

Institute may also exercise jurisdiction over conduct which occurs off-Campus violating the conduct and discipline as laid down in Code of Conduct.

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## **CODE OF CONDUCT FOR GOVERNING BODY (GB)**

1. The Code of Conduct for Governing Body indicates the code of conduct for all members of the Governing Body of the college. All members of Governing Body are required to be well conversant with this Code of conduct.
2. Sibsagar Commerce College Governing Body would act as a regulatory authority of the college.
3. It is autonomous to the extent it exercises its authority.
4. It mediates between the government authority, the college authority represented by the Principal and the teachers and guardians who represent Students interest. In short, it would be a union of all stake holders.
5. The G.B. would try to settle any dispute in the most amicable and reasonable way.
6. The G.B. would ensure complete transparency in financial and appointment matters.
7. The G.B. in spite of the changes of the president and the members from time to time would be a continuous democratic management system.

## **CODE OF CONDUCT FOR FACULTY MEMBERS**

### **(1) Teachers and their Rights:**

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

### **(a) The teachers and their Responsibilities:**

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall 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 students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall:

- i. adhere to a responsible pattern of conduct expected of him/her by his/her peers and the community.
- ii. manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- v. maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and

counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and

- viii. participate in extension, co-curricular and extracurricular activities including community service.

**(b) Teachers and the Students:**

The teacher shall

- 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, sex, political, economic, social and physical status.
- 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.
  - i. inculcate among students scientific, progressive and rational outlook and respect for physical labor and ideals of democracy, patriotism and peace.
  - ii. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
  - iii. pay attention to only the attainment of the student in the assessment of merit.
  - iv. make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
  - v. aid students to develop an understanding of our national heritage and national goals, and
  - vi. refrain from inciting students against other students, colleagues or administration.

**(c) Teachers and Colleagues:**

The teachers shall always

- i. treat other members of the profession in the same manner as they themselves wish 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,
- iv. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,

- v. be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. believe in union and unity of the colleagues.

**d) Teachers and Authorities:**

The teachers shall

- i. discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their 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. not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. should adhere to the conditions of contract;
- vi. give and expect due notice before a change of position is made; and
- vii. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**(e) Teachers and Non-Teaching Employees:**

- i. the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

**(f) Teachers and Guardians:**

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send 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.

**(g) Teachers and Society:**

The teachers shall

- i. recognize that education is a public service and strive to keep the public informed of the educational programs 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 and economic 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 office.
- v. refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

## **CODE OF CONDUCT FOR THE NON-TEACHING STAFF**

### **NON-TEACHING STAFF**

The Non-teaching personnel is those staff that is required to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities. The roles dawned by non-teaching personnel range in various forms depending on individuals' roles and students' specific needs. A professionally effective relationship between teaching and nonteaching personnel are essential to meet the diverse needs in the best interest of the students' community. For today's students, the approach should be moulded professionally. If we fail in satisfying the students' needs, the message carried by them may deteriorate the standard of the University.

#### **1. CODE OF ETHICS AND CONDUCT**

There are five Major Codes of Ethics to be strictly adhered to by any employee.

They are: 1) integrity, 2) objectivity, 3) professional competence, 4) confidentiality and 5) professional behavior.

1.1. Be Inclusive: University and in turn the university personnel shall welcome, accept and mentor people from all walks of life not barring demography, socio-class, economic status, Culture, Nationality, Educational Level, Colour, Immigrant Status, Sex, Age, Physical Features, Family Status, Political Ideology, Religion, Mental and Physical prowess, and ability.

1.2. Be Considerate: The stakeholders depend on each other to produce the best talented students in a college. Wrong decisions will affect Colleagues and all others, and one must keep in mind and take into account all those consequences when making crucial decisions.

1.3. Be Respectful: It is fruitful to find a respectful fashion or attitude to deal with disagreement that ensues from frustration from time to time. Disagreement must not be allowed to transform into personal attacks in any circumstances. For people to be productive and create a professional ambiance that people feel comfortable and safe in is essential. University deemed temple of education shall hence provide such an ambiance.

1.4. Choose Your Words Carefully: Kind words do not cost much yet they accomplish much. Usage of words that potentiates suppression must be averted in all circumstances since their implications are unacceptable.

This includes, but is not limited to: • Threats of violence. • In subordination. • Discriminatory jokes and language. • Sharing sexually explicit or violent material via Electronic devices or other means. • Personal insults, especially those using racist or sexist terms. • Unwelcome sexual attention. • Advocating for, or encouraging, any of

the above behavior.

- 1.5. Don't Harass anybody: Differences of opinion and disagreements in most instances are unavoidable. What is important is that one should resolve the disagreements and differing views constructively. In general, if one is asked by someone to stop something, then one should stop. When one disagrees, one should try to understand why and reason it out.
- 1.6. Make Differences into Strengths: Academic strength is multi-faceted and multi-layered. Every individual from the differing and dissimilar path offers something unique and if culminated can potentially lead to all encompassing solutions. Hence, barring someone's views and opinions due to a lack of openness is a lost opportunity. As well, blame games and pointing others is a serious lack of professionalism. Work Environment Code of Conduct in a college includes providing equal opportunity, avoiding discrimination and harassment, maintain safety, prevent substance abuse, stop gambling, and maintain privacy and good manners.
- 1.7. Avoid Conflicts of Interest: The repute of the college is built upon the reputations of all its stakeholders and thus showcasing integrity is essentially the cornerstone of the university. Conflict of interests, however prevalent must be harnessed through open discussion that contributes to aforesaid integrity.
18. Protecting the Assets of the College: The resources of the university in all its facets must be secured and kept fully functional by the stakeholders for the benefit of the stakeholders. Resources include physical, intellectual, electronic or digital, information, ICT systems, and IPRs.

### **ANTI-BRIBERY AND ANTI-CORRUPTION**

The repute of the college lies in the trustworthiness of all its stakeholders in upholding the integrity in all spectra of functionality. Employees should always do their work fairly, honestly, and legally. College employees should avoid accepting bribes and corrupt practices. Kickbacks and gifts in exchange for favors are also considered as indirect methods of corrupt practices. College personnel shall abhor from:

- a) facilitating selling agents or canvass for publishing business enterprise or traders
- b) asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers;
- c) financial acquaintances with students or custodian;
- d) influencing for personal gains or coordinating matters that incur debt beyond means to repay;
- e) facilitating acceptance by any member of his family or societal comrade of his behalf to receive or demand gifts and the like from any student or his custodian or any person with whom he has come into a contract under his position in the college.

## **ATTENDANCE AND PUNCTUALITY**

Reporting to the office on time and avoiding absenteeism is habitually good. This implies that every employee should be arriving well before time in the office, be ready to work beyond office hours during essential periods, and even on holidays. Absenteeism and tardiness by an Employee will burden other employees and the University too.

Teachers must

- a) report at least 15 minutes before the commencement of office hours;
- b) must be present at the campus and on the job during the entirety of working hours unless duties are assigned elsewhere by the hierarchical authority;
- c) obtain written permission for reporting to duty beyond schedule or leaving early before schedule;
- d) abstain from seeking permission during the allotted schedule of class;
- e) be aware of 40 hours' workload per week with a maximum class hour of 16 hours in a week.

2.1. **Absence without Notice:** Staff members who are unable to work due to illness or an accident should notify their Superiors. This allows the Superiors to make alternate arrangements for covering the work allotment of the person who is absent and facilitate others to continue the academic work in their absence.

2.2. **General Harassment and Sexual Harassment:** The College diligently facilitates a work culture free from any kind of discrimination and harassment. Explicit expressions or comments on an individual or community on basis of legally protected characteristics or traits are forbidden and hence not tolerated by the college.

2.3. **Restricted Cell Phone: Use at Work** Personal Cell Phone usage and other gadgets during Work Hours, Official Meetings, Seminars, Council Meetings, is fully discouraged, except in extreme cases such as an emergency or offer service during hazards and disasters.

2.4. **Dress Code:** A Professional appearance and outlook are very important for all the university personnel who work with the Students and the Public. All the employees of the University should be well-groomed and dressed appropriately for their dignified position.

2.5. **Substance Abuse:** The college prohibits possession, sale, manufacture, distribution, or purchase of controlled substances as well as being or working under the influence of illegal drugs, alcohol, or substances of abuse on life is prohibited.

2.6. **Tobacco Products:** The use of Tobacco Products within and outside the campus areas is explicitly prohibited.

2.7. **Internet use at Work:** College personnel may use the Internet when appropriate to access the Academic information needed to conduct classes, official works and carry out research. The use of the Internet must not disrupt or injure the Computer network of the

College. The use of the Internet must not interfere with any other employee's productivity or the institutions progress.

2.8. Professional Integrity: It is the practice of maintaining ethical behavior at an expected level and showcasing adherence to moral and ethical principles and values of honesty, honor, dependability, and trustworthiness.

The Personnel of the college shall;

a) Not entice or be enticed through the pros and cons that exist between professional and private practice.

b) Respect confidentiality of all information about college and university exams as well as matters of students and colleagues unless legally or legitimately demanded.

c) Keep away from exhibiting personnel differences if any, that could hinder the repute of the college.

### **3. COMMITMENT TO PROFESSIONAL VALUES**

Professional values are those that set apart a professional from a layman. Those that garner repute and honor in one's profession. Some additional aspects of professional values besides those mentioned in this code are politeness, mutual admiration, discretion, focus on continuing professional development, and so on. Commitment to these values renders repute and growth of an individual and in turn the college. Therefore the personnel of the university shall;

1) Function efficiently and diligently always conforming to rules and regulations.

2) Uphold the decorum of the established hierarchy in accepting honorary work.

3) Abhor from criminal activities and in case of any such legal proceedings, diligently notify the authority.

4) Abhor from politicizing under any circumstances for individual benefits or gains; as well keep away from associating with any activities/movements of any such agencies/parties or individual.

5) Keep away from anti-secular inclinations and consequential participation as well as the enticement of any person in such activity that may disrupt the harmony and that which may cause damage to human dignity.

6) Abhor from indulging in criticizing and validating the policies of the government.

3.1. Professional Collaboration: Collaboration is exhibiting interdependence and accountability for one's learning while encouraging the learning of others. Collaborative learning could benefit the college as the team is better than an individual. Therefore the personnel must;

- a) Refrain from lodging unsubstantiated allegations against their Colleagues to satisfy vested interests;
- b) Discharge their responsibilities following the established rules outlined by the higher authorities and adhere to the conditions of the contract;
- c) Refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an Educational Institution;
- d) Should accord the same respect and treatment to the Non-teaching Staff as they do to their fellow Teachers.

#### **4. FRIENDLY AND CO-OPERATIVE RELATIONSHIP**

The efficacy of a team in a participative environment bears many fruitful results than individualism. Upholding professionalism in all aspects could be even more effective through cooperation and harmonious ambiance. The personnel of the college shall therefore uphold professionalism and harmonious conduct with all the concerned.

4.1. Maintaining a Good Relationship with Students: The personnel of the college regardless of the cadre are expected to facilitate the greater exhibition of knowledge and professionalism, especially with the student community. There lies at the heart of the relationship the aspect like mutual trust and respect, impartiality, human dignity, and the right to equity and knowledge. This relationship is beneficial to both the parties in the wholesomeness of education. Therefore, personnel of the university shall deal with students diligently and impartially barring all socio-economic classes, sectors, and characteristics; meet the individual needs of the students not abstracted by students abilities; facilitate improvement in a student's attainment, develop personalities, in turn, contribute to society; inculcate scientific temper, the spirit of inquiry, ideals of democracy, Patriotism, Social Justice, Environmental Protection and Peace; develop an understanding of our National Heritage and National Goals; and Refrain from inciting students against other Students, Colleagues or college Administration.

4.2. Maintaining Cordial Relationships with Others: An ambiance of cordial culture that potentiates lifelong constructive association is at the very core of the college. Hence, teachers are expected to a) treat and interact with each other cordially and respectfully; b) Refrain from making unsubstantiated allegations against Colleagues to higher authorities and c) Refrain from allowing considerations of Caste, Creed, Religion, Race or Sex in their professional endeavor.

#### **5. ACTS OF MISCONDUCT**

Any personnel must manifest inspirational conduct to be a role model for other stakeholders and misconduct of any kind, therefore, is never acceptable under any circumstances, if

exhibited by teaching personnel. Shortfalls will constitute misconduct not limited to the following situations and actions:

1. Conscious failure to carry out the academic/technical/administrative/other activities and duties assigned.
2. Victimization and discrimination of Students, Colleagues, and other staff.
3. Provocating any stakeholders that may disrupt the functionality of the college.
4. Raising questions of Caste, Creed, Religion, Race, or Sex in his/her relationships with Students, Colleagues, and other staff, to further prospects for self-gain and selfish agendas.
5. Refusal to accept/carry out the decisions/directions of superiors, competent authorities/bodies, and Officers of the college in the due exercise of their rights in the functional hierarchy.

5.1. Compliance with the Code of Ethics and Conduct: It is the responsibility of all personnel of the college to comply with this code and in the process, uphold the reputation and honor of the University and the noble profession of education.

5.2. Disciplinary Action: Non-compliance and violation of the regular duties, Service Rules and the Code of Ethics and conduct will invite punishment either in the form of censure or deferment of Increment or Suspension or Termination from Service after a due inquiry by the discretion of the college Authorities. The Authorities of the college appeal to all Staff members to work as a team in Institution-building and in upgrading the reputation of the institution into one of the best Institutions of Excellence in Higher Education in Assam and in India.

**CONCLUSION:** The students' trust towards the college is the backbone of its growth and development. This trust and consequential repute of the college has to be built and sustained by maintaining a high level of professionalism in imparting knowledge and providing better services to them. Every employee must perform diligently, proactively, and constructively in upholding the dignity, culture, and heritage of the college.

## **CODE OF CONDUCT FOR STUDENTS**

The Institution invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and in upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest with their elected Class Representative to ensure enforcement of rules regarding discipline.

### **[A] BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES - DO'S AND DONT'S**

1. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
2. Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.
3. Impersonation during roll call is a punishable offence.
4. Use of Mobile Phone during class hours is prohibited and is liable for punishment.
5. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
6. Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
7. When a teacher is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
8. Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
9. Students are expected to come to College dressed suitably maintaining decency.
10. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
11. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
12. When assembled every class must consider itself responsible for the conduct of its members.
13. Students are forbidden from inviting friends from other institutions and outsiders to the College.
14. No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.

15. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
16. Students must refrain from mishandling and tampering with library books or college computer systems.
17. The right to access Girl's Common Room is reserved to girls.
18. A student shall not commit or cause breach of peace inside and around the College campus.
19. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
20. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.

### **N. B.**

Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected. Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

### **[B] ACADEMIC INTEGRITY**

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Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and hence its violation constitutes a serious offence. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Every pupil of the Institution should be responsible to ensure the highest quality of the academic integrity.

#### **The principles of academic integrity require that a student should:**

- (i) Properly acknowledge and cite use of ideas, results, materials onwards of others.
- (ii) Properly acknowledge all contributions to a given piece of work.
- (iii) Make sure that all assignments submitted are original.
- (iv) Perform academic activities without the aid of impermissible materials or collaboration and by obtaining all data or results through ethical means.
- (v) Have right to pursue their educational goals without interference.

#### **Violation of this policy includes but not limited to:**

**(a) Plagiarism:** Plagiarism is the unethical use of data, idea, materials, figures or codes as one's own without properly acknowledging the original source. Example of Plagiarism

includes: (i) Reproducing fully or partially, verbatim or paraphrased, texts/ sentences from a report, book, thesis, publication of others without proper citation. (ii) Reproducing one's, previously published data, figure, material, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programme or those published by other persons ,without citing the original source into one's class reports, presentations, manuscripts, research paper or thesis.(iii) Submitting a purchased or downloaded term paper or other material to satisfy a course requirement.

**(b) Cheating:**

- i) Cheating includes but not limited to copying during examinations and copying of homework assignments term papers, these or manuscript.
- (ii) Allowing or facilitating copying or making proxy in examination or writing assignment for someone else.
- (iii) Using unfair means or collaborating unethically during examination or in assignment.
- (iv) Fabricating or falsifying data and reporting them in thesis and publication.
- (v) Creating sources or citation that does not exist.
- (vi) Altering previously submitted work for new submission.
- (vii) Signing with another student's name on exam paper, assignment, thesis, attendance sheet or manuscript.

**[C] ANTI-RAGGING**

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Ragging constitutes one or more of the following acts:

- (a) Any conduct by any student or group of students –whether through spoken or written words on physical act-which has the effect of fearing or misbehaving any student,
- (b) Indulging in rowdy or undisciplined activities or asking any student to do any act which such student will not in ordinary course do and thereby causes shame, annoyance, torment, hardship, embarrassment which inflict intense psychological harm or raise fear on apprehension in any student.
- (c) Any act by senior students that prevents, disrupts or disturbs the regular academic activity of any student.
- (d) Any act of financial extortion put on any student.
- (f) Any act of physical abuse including sexual abuse, stripping, forcing in lewd acts on gestures causing bodily harm to any student.
- (g) Any act of verbal or written abuse such as calling foul names, insulting publicly, offensive emails which embarrass annoy and discomfort any student.

Anti-ragging Committee: This committee shall examine all complain of anti-ragging and come out with recommendation based on the nature of the incident and proper investigation.

**DISCIPLINARY MEASURES AGAINST THE ACT OF RAGGING:**

A student or group of students found guilty by the anti-ragging committee will attract one or more of the following disciplinary action by the college authority:

- a) Suspension from attending classes and academic privileges.
- b) Withholding / withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/expulsion from the hostels and mess.
- g) Cancellation of examination.
- h) Expulsion from a specified institution and consequent debarring from admission to any other institution for a specified period.
- i) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

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