

## **CODE OF CONDUCT FOR STUDENTS OF THE COLLEGE**

Student-Teachers enrolled at Union Christian Training College must recognize their responsibilities to this Institution, to the teacher-educators and to the officials bearing in mind the prestige and the reputation of the institution. Failure to maintain appropriate standards of conduct, decency and decorum will attract disciplinary action.

### **RULES OF CONDUCT FOR STUDENTS**

**1. Students are required to maintain regular attendance to be eligible for appearing in the University Examination. They should follow the parameters given below:**

i] A student-teacher must have 80% of attendance in Theory (TH) classes and 90% attendance in Practicum (PR) classes in each course for appearing the Semester Examinations.

ii] Student-Teachers who have 79% to 65% attendance of total classes\* shall apply for Condonation in the prescribed form with the prescribed fees.

iii] Student-Teachers who have 64% to 50% attendance of total classes\* shall apply for Condonation in prescribed form with the prescribed fee along with the Medical Certificate / any other Certificate with reasonable ground.

iv] Student-Teachers who have below 50% attendance of total classes\* are not eligible to appear for the Semester Examinations.

v] If a student-teacher is absent for more than two weeks without prior permission / intimation of the Principal, his/her name is likely to be struck of the register.

*\*Such attendance will be calculated from the date of commencement of classes or the date of admission, whichever is later.*

**2. All Student-Teachers must be in their classes and take their seats at the beginning of each period. They must not enter or leave the Class-Room without permission. Student-Teachers must return to their respective rooms after the last retiring bell and observe silence. They are not to go into the rooms of other students after the last retiring bell.**

**3. Impersonation at roll-call is a punishable offence.**

**4. Student-Teachers should not possess mobile phones or any other electronic device for communication in the Class-Rooms/Seminar-Halls/Examination Halls/Library/Study-Room /any other place of academic interest within the College. It 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 it is punishable offence.

6. Student-Teachers are required to check the Notice Board (both Offline & Online) for important announcements in regular basis. Rules for the conduct of examinations placed on the Notice Board must be strictly observed. No excuse will be considered if Notices on the Board are ignored.

7. All student-teachers are to participate in the various co-curricular activities of the Institution.

8. Students must refrain from mishandling and tampering with library books or college computer systems.

9. Student-Teachers are not allowed to loiter or stand about the Verandas or Corridors of the College during class hours.

9. Student-Teachers are forbidden from inviting friends from other institutions and outsiders to the College.

10. No posters are to be pasted or fixed with cello-tape anywhere on the College Building/walls. Any writing, scribbling on the walls will attract disciplinary measures against the student-teachers.

11. The right to access Girl's Common Room and Ladies Toilet is reserved to only Women/ Girls` Student-Teachers

12. Smoking, chewing tobacco products, playing cards, spitting and loitering are strictly prohibited inside the College & Hostel Campus and shall invite severe punishment/disciplinary action.

13. A student shall not commit or cause breach of peace inside and around the College campus.

14. Student-Teachers are expected to treat the members of the staff both teaching and non-teaching with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.

### **For Boarders of both Hostels:**

1. They must not cause any damage to any College Property and must not tamper with electric installations in their Hostels. Student-Teachers will be liable to charge for any willful damage of College Property. Use of unauthorized Fans, Heaters, Electric Stoves etc. is forbidden. College Property, Furniture, Library Books etc. must be treated with due care.

---

#### **Union Christian Training College**

Estd: 1938 | Christian Religious Minority College

B.Ed & B.P.Ed | N.C.T.E. Recognised & N.A.A.C. Accredited " B+" | Govt Aided | Berhampore | Murshidabad | West Bengal  
Affiliated to The West Bengal University of Teachers, Training Education Planning and Administration (For B.Ed. Course) &  
University of Kalyani (For B.P.Ed. Course)

## 2. Anti-ragging Rules:

- i. We are guided by the Supreme Court and University Grants Commission advocated guidelines for curbing the menace of Ragging in Higher Educational Institutions (Regulation – 2013). Student-Teachers are required to adhere to the anti-ragging rules that are in force in the campus.
- ii. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule.

### **Punitary Measures Against the Act of Ragging:**

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. If a student-teacher or group of student-teachers found guilty by the anti-ragging committee will attract one or more of the following punitary 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] Suspension/expulsion from the hostels. f] 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.

### **Additional Rules for Women Hostel**

1. Boarders of Women Hostel with annexes must return straightway to their rooms after the evening.
2. On Saturday, Sunday and Notified Holidays visiting hours at the Women Hostel will be observed from 8-30 a.m. to 10-00 a.m. and from 4 p.m. to 7 p.m. (b) On other days visiting hours will be as specified by the Principal.
3. No outsider or resident male student-teacher will be allowed to visit girl boarders in the Hostels outside the hours as indicated above.
4. The female students will take permission of the Principal while going out of the campus and must obtain leave in writing before they go out of station.
5. Above except that in case of emergency, special permission may be granted by the Principal to any person to see the boarder concerned at any time. Visitors are not allowed to visit Girls' Hostels ordinarily after 7 p.m.
6. Students returning to the Hostels beyond the last retiring bell must sign the gate-book with the Warden/Principal and must answer satisfactorily all queries by the Warden/Principal.

7. Students are to take permission of the Warden/Principal while going out of the campus and must obtain leave before they go out of station.
8. Students desirous of leaving station will be required to apply for leave in the prescribed form.

## CODE OF CONDUCT FOR ALL CONCERNED

### [Student-Teachers, Teacher-Educator & Librarian, Non-Teaching Staff]

1. It is Religious Minority Teachers` Training Institution; so, hurting someone`s Religious Feelings is a Punishable Offence.
2. No Political Motive can be used.
3. Any Gender-Discriminatory behavior will be treated as a crime.
4. Negative attitude towards the Physically Challenged (Dibyanga) cannot be shown.
5. No one can be despised because of race or caste (S/T, S/C, OBC etc.).
6. No one can be abused for any excuse. Attacking others and/or being reckless and/or shouting loudly and/or obstructing the conduct of a meeting and/or making a personal attack is a punishable offence.
7. The Institutions is committed to society for implementation of a ‘Zero Tolerance Policy towards sexual harassment’ and maintenance of a campus free from discrimination, harassment, retaliation or sexual assault at all levels.
8. It is strictly forbidden for anyone to take, carry, exchange or collect all kinds of drugs of the college premises. The college premises are a smoking free zone, please respect it.
9. **Avoid 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.
10. **Avoid Cheating:** Cheating includes but not limited to (i) 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. (viii) Transferring and/or replacing and/or stealing and/or borrowing anything from the Institution is a punishable offence.

11. **Avoid Conflict of Self-Interest:** Clash of personal interest with professional activity can lead to potential clash of interest in diverse activities such as Teaching, Research, Publication, Working on Committees, Funding and Consultancy. It is necessary to protect professional objectivity and transparency to avoid class of self-interest not only in financial matter but also in the professional activity related to academia.
12. Denial of authority and/or Conspiring against the authorities and/or defying the authorities and/or disrespecting the authorities will be considered as a punishable offence.

\_\_\_\_\_

Principal