



CODE OF ETHICS AND CONDUCT

Vision

To be a university as a resource of solutions to diverse challenges of society by nurturing innovation, research & entrepreneurship through value based education

Mission

- To provide work culture that facilitates effective teaching-learning process and lifelong learning skills
- To promote innovation, collaboration and leadership through best practices
- To foster industry-institute interaction resulting in entrepreneurship skills and employment opportunities

Core Values

1. Accountability
2. Continuous learning
3. Competency
4. Teamwork
5. Holistic development
6. Social responsibility



CODE OF ETHICS AND CONDUCT FOR STUDENTS OF JAIN COLLEGE OF ENGINEERING BELAGAVI

1. General

The Jain College of Engineering conducts under graduate courses in six disciplines of Engineering as well as post graduate courses in Engineering along with MBA and MCA under the Visvesvaraya Technological University. The Institution is housed in four buildings/blocks which are named as A, B, C and workshop. The departments in these buildings are

- a) A building: MBA, MCA, CSE, Physics, Chemistry, Mathematics departments and Principal's office.
- b) B building: Mech, Civil departments and auditorium
- c) C building: ECE and EEE departments.
- d) Workshop: Laboratories of Mechanical department including a foundry.

2. Purpose

To lay down a common code of conduct for all students of the Institution.

3. Scope

This code of conduct indicates the standard procedures and practices of the Jain College of Engineering (hereinafter referred to as the JCE) for all students enrolling with the college for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'CEC') and the rights, responsibilities including the restrictions flowing from it. That the JCE's endeavour by means of enforcing this is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All students are requested to be well conversant with this Code, which can be also reviewed on the official website of the JCE.

4. Jurisdiction

The JCE shall have the jurisdiction over the conduct of the students associated or enrolled with the JCE and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the JCE's related activities and functions.

The JCE may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this policy and other regulations, as if the conduct has occurred on the campus which shall include:

- (a) Any violations of the Sexual Harassment Policy of the JCE against other students of the college.



- (b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the JCE.
- (c) Possession or use of weapons, explosives, or destructive devices on and off-campus.
- (d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- (e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The JCE, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, shall consider the gravity of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and / or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

5. Ethics and Conduct

This CEC shall apply to all kinds of conduct of students that occurs on the premises including in college sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the JCE's Interests or reputation. Each student, at the time of admission must sign a statement accepting this code and by giving an undertaking that:

- (a) He/she shall be regular and must complete his/her studies in the JCE.
- (b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the JCE subject to all clearances from departments, accounts section and library.
- (c) He/she will uphold academic integrity, respect all persons and their rights and property as well as safety of others.
- (d) He/she will not cause any disruption in discipline, general behavior as well as academic and cultural activities.
- (e) He/she will deter from indulging in any and all forms of misconduct including partaking in any activity on campus or off-campus which can affect the JCE's interests and reputation substantially.

The Code of Ethics and Conduct

6. Ragging

Ragging has several aspects with, among others, psychological, social, political, economic, cultural and academic dimensions.

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, mistreating or handling with rudeness a fresher or any other student.



- (b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by senior students shall be considered an aspect of ragging for ragging economic dimensions.
- (g) Any act of physical abuse including all variants like sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- (h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- (i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
 - i. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background
 - ii. Any act that involves causing injury to the fundamental right to human dignity through humiliation heaped on junior students by seniors.

Any person involved, abets or propagates in commission of the above mentioned acts shall be considered as an offender.

7. Effects of Ragging

Ragging has been frequently associated with a broad spectrum of physical, behavioral, emotional, social and psychological problems among the victims. It independently increases suicide risks. Some of the reasons given by students for ragging are they were also ragged by their seniors; sense of superiority; and introduction to a life.



Ragging is a criminal offence as per section 116 of Karnataka Educational Act 1983 and the precedent laws laid down by the Honourable Supreme Court of India as well as various policies and instructions from UGC and AICTE.

8. Anti Ragging Committee

The anti ragging committee, as constituted by the Principal and Director and staffed by HODs and senior faculties will examine all complaints of anti-ragging and come out with recommendations for actions based on the nature of the incident.

9. Anti Ragging Squad

To render assistance to students, an anti ragging squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hotspots in the JCE. The squad can also investigate incidents of ragging and make recommendations to the anti ragging committee and shall work under the guidance of the anti ragging committee.

10. Punishments For Ragging

The JCE, depending upon the nature and gravity of the guilt proved before the anti ragging squad, one or more of the following punishments may be awarded to the guilty student (s) from occurrence / recurrence of such incidents:

- (a) Suspension of the student (guilty) from attending classes and academic privileges.
- (b) Withholding/withdrawing scholarship and/or other benefits.
- (c) Debarring from appearing in any examination/class test/ or any other evaluation process
- (d) Withholding results.
- (e) Debarring from representing JCE in any regional, national or international meet, tournament, youth festival, etc.
- (f) Suspension and/or expulsion from any JCE appointment and activity group
- (g) Cancellation of admission of the guilty student.
- (h) Rustication from the college for a period ranging one to four semesters.
- (i) Expulsion from the college and consequent debarring from admission to any other college/Institution for a specific period.
- (j) For every single incident, an FIR with the local police will be filed without any exception from JCE authorities.
- (k) More severe punishment where justified such as fine/imprisonment etc.
- (l) Section 116 in Karnataka Education Act, 1983 provides the penalty for ragging. Any person who contravenes sub-section (1) shall on conviction be punished with imprisonment for a term which may extent to one year or with fine which may extend to ten thousand rupees or with both.



- (m) Collective punishment, as a deterrent to ensure community pressure on potential raggars, may be imposed where involved persons are not identified.
- (n) A declaration of having understood the implications of ragging and reading/receiving the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009 will be signed by parents/guardians at the time of admitting their wards in the college. The declaration is attached at Appx A.
- (o) A self declaration by students on being admitted to the JCE on understanding the implications of ragging as well as UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, will be signed by each student at the time of admission. A sample is attached at Appx B.

11. Sexual Harassment

The students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

12. Student Grievance Procedure

Any student of the JCE aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the JCE. Further, any student who is aware of any violations must report the same to the cell. The cell shall consist of members as appointed by the Principal. The said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The cell shall take cognisance of the grievance and inform the committee formed to enforce this code, in cases of any sexual harassment complaints

13. Common Code of Conduct in JCE

Students are advised to follow the instructions below strictly during their academic pursuit in the JCE:

- (a) Students must read carefully all the notices displayed on the notice board and act upon the instructions.
- (b) Students should visit college library during their free periods or carry out useful activities. Female students can utilize the girls' common room. No sports activity will be allowed till 4.00 pm on working days and on Saturdays till 2.50pm unless it is organized as per sports schedule
- (c) Use of tobacco, pan masala, alcohol and any other illegal drugs inside the college campus is strictly prohibited. Possession or consumption of such intoxicants/drugs in any form will attract punishment.
- (d) Possession of lethal weapons, fireworks, firearms, explosive items is strictly prohibited.



- (e) The JCE has a Grievance Redressal Cell and students are advised to approach the professor-in-charge for getting help in this regard.
- (f) Disciplinary action would be initiated against students found involved in violent behavior inside the Campus. The Principal has right to expel such students.
- (g) Students suffering from any contagious disease are advised not to attend any classes in the college till he/she is in perfect health, even if it is an examination. However the Principal should be informed in advance in such instances.
- (h) Students are forbidden to bring eatables/beverages in the classrooms, laboratories, library and corridors.
- (i) Students should refrain from organizing any meetings or collecting donations for any purpose without the permission of the Principal.
- (j) No outsider or guest is allowed with the students in any of the study areas.
- (k) Unreasonable behavior towards teaching, administration and other departments will lead to a severe action.
- (l) Students are advised to inform the faculty member/ class teacher in case of any medical emergency.
- (m) Students must handle the college furniture, notice boards; flex boards and laboratory equipments with care. Any damage to the above mentioned shall lead to a penalty from the college. Any breakages must be reported to the professor-in-charge.
- (n) Students are expected to maintain general cleanliness inside the campus. Papers, chocolate wrappers or any other garbage and rubbish should be discarded in the bins provided and not on the floor or open areas. Chewing gum should be discarded using the same wrapper/piece of paper in the bins provided
- (o) Students are advised to use the toilet facilities correctly and avoid discarding chewing gum, sanitary pads, paper and tissues in the commodes or urinals.
- (p) Students must conserve electricity and water by switching off lights, fans and other equipments while leaving the classrooms, laboratories etc.
- (q) Students are not expected stand on one leg with the other foot on the walls.
- (r) No posters are to be pasted or fixed with cello tape/ two way tape anywhere on the JCE walls. Similarly no writing on desks and walls will be tolerated. It may attract disciplinary action and a penal deduction.
- (s) Students are prohibited from indulging in anti-institutional, anti-national, anti social, communal, immoral or political expressions and activities within the campus.
- (t) Students are expected to switch off lights and fans when not in use to save power. Students are expected to be punctual at all classes and events.

14. Theft or unauthorized access to others resources:

Theft or abuse of the computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes



unauthorized entry, use, tamper, etc. of the college property or facilities, private offices/ belongings/tables of staff/professors etc. including administrative offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

Willfully retaining found articles like cell phones, calculators, cash etc in the premises of the college, knowing that it belongs to another person/ student and not handing over to administrator is also considered a theft.

15. Misbehavior:

Misconduct during any activity of the Institute. Students deliberately engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the JCE, constitutes misbehavior and is punishable

16. Media:

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the JCE authorities.

- (a) Students are not permitted to either record, audio or video lectures, in class rooms or actions of other students, faculty, or staff without prior permission.
- (b) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- (c) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the JCE on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
- (d) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express permission is a violation of privacy and is punishable.

17. Celebrations in the College:

Celebrations and events are an integral part of the college experience. As members of the college community, it is important to uphold certain standards of behavior and ensure that all celebrations are conducted in a safe, respectful, and enjoyable manner. Celebrations may be college events, individual birthdays, special occasions or a success in games or inter department matches. These will be celebrated in a dignified manner.

- (a) **Birthdays:** Birthday bumps, physical violence of even minor level including smearing body or face with cake, colours etc is not allowed.
- (b) **Parties:** No major celebrations disturbing the environment will be held. Students can celebrate in the canteen provided it does not disturb those who are enjoying



the facilities as well as no disturbance or damage to furniture and fittings is caused to the canteen premises.

- (c) **Respect for Diversity:** Celebrate diversity and inclusivity by respecting different cultures, traditions, and beliefs. Avoid any form of discrimination, harassment, or offensive behavior based on race, gender, religion, nationality, or any other characteristic.
- (d) **Safety measures:** Ensure that all celebrations adhere to safety guidelines and regulations. No missiles, chemicals and powders of any kind will be directed against a group or individuals.
- (e) **Respect for Property:** Respect college property and facilities. Avoid any form of vandalism or damage to college premises. Clean up after the event and leave the venue in a tidy condition.
- (f) **Noise and Disturbance:** Noise levels during celebrations should respect the rights of nearby residents and businesses by keeping noise to a reasonable level.
- (g) **Compliance With College Policies:** Event organizers are responsible for ensuring that all aspects of the celebration comply with college regulations as well as behavior, and safety.
- (h) **Personal Conduct:** Behave responsibly and courteously towards fellow attendees, respecting their rights and boundaries. Refrain from engaging in any form of disruptive or inappropriate behavior that may detract from the enjoyment of others.
- (i) **Environmental Considerations:** Minimize the environmental impact of celebrations by reducing waste, recycling materials, and using sustainable practices wherever possible. Dispose of waste properly and refrain from littering the surroundings. No drums or fire crackers will be used in the premises as well as coloured powders or confetti guns for any celebrations.

Violation of this code of conduct during celebrations may result in disciplinary action including but not limited to warnings, fines or restrictions to organising future events.

18. Dress Code

(a) Male Students:

- i. Jeans, trousers with shirts/ tee shirts preferably collared. Tee shirts with objectionable/ Indecent messages will not be worn.
- ii. Sports shoes/leather shoes/ closed sandals may be worn.
- iii. Slippers and chappals of all kinds will not be worn.
- iv. Bare feet are permitted.
- v. Shorts, Bermudas will not be worn even on casual visits or holidays.
- vi. Proper sportswear will be worn for sport events
- vii. Distressed/ ripped jeans will not be worn.

(b) Female Students:



- i. Salwar kamiz, dresses, jeans and tee shirts are permitted for wear.
 - ii. Distressed/ ripped jeans and tee shirts with objectionable/ indecent messages will not be worn. Tube tops/ tight tops and spaghetti strap tops will not be worn. During JCE fest events or welcome / farewell events halter tops/bareback or off shoulder dresses will be avoided. Skirt length will be below the knees. However long slits will be avoided
 - iii. Rubber slippers will not be worn.
 - iv. Stilletos will not be worn. However closed shoes/ sports shoes/closed sandals/ heeled shoes and feminine chappals may be worn.
 - v. During department programmes dress code will be strictly followed as approved by HODs.
- (c) On days nominated for traditional dresses the decorum of the dress code and JCE will be maintained. Any transgression will invite disciplinary action.

19. Identity Cards

- (a) Identity cards are issued to every student on the rolls duly signed by the Principal. New identity cards to first semester, lateral entries and students on transfer from other colleges are usually issued late in the respective semesters. However temporary identity cards are issued.
- (b) Identity cards will always be worn in the campus. However, if the identity card is obstructing during practicals or working on projects, the same may be removed temporarily. Identity cards are compulsory during all events conducted by the college. Identity cards will be worn off campus in all college related activities as well as when visiting other colleges or out of station events attended by students.
- (c) Loss of identity cards to be reported and new identity cards will be issued on payment of applicable fees. A temporary identity card duly signed by the administrator will be issued till receipt of permanent identity card.
- (d) Transfer of identity cards to other students for purpose of entry in the institution for any purpose or use at the library or impersonating is considered as a serious breach of rules and will be dealt with strictly.

20. Attendance

- (a) Students should have at least 85% attendance as prescribed by VTU in the lectures of every subject as well as practicals. Absence from classes will be substantiated by a letter in writing stating reasons and supporting documents. If the student is found irregular in attendance, administrative action will be taken and information of absence will be intimated to parents/guardians.
- (b) On no account will students be allowed to remain absent for any CIE Test conducted by the JCE or continuous assessment conducted by faculty in class. The student should complete the entire practical and semester work such as journals, assignments, projects and viva-voce in the issued schedule.



21. Classroom

Students are expected to enter the class room before commencement of the class or practicals well before the arrival of the professor. Late comers will be granted admission only if they have valid reason or in exceptional cases. While in classroom strict silence and quiet must be observed.

22. Respect for Others:

Treat classmates, professors, and staff with respect, courtesy, and professionalism. Listen attentively when others are speaking, and avoid interrupting or speaking over others. Avoid behavior that may be disruptive or offensive to others, such as using derogatory language or making personal attacks.

23. Academic Integrity:

Uphold academic honesty by submitting original work and properly citing sources when necessary. Avoid cheating, plagiarism, and any form of academic dishonesty. Respect intellectual property rights and the work of others. Handle conflicts or disagreements with classmates or professors respectfully and constructively. Do not hold grudges as in the long run it is of no consequence.

24. Laboratories

- (a) **Safety protocols:** Follow all safety guidelines and procedures established for the specific laboratory. Wear appropriate personal protective equipment (PPE) such as safety goggles, lab coats, and gloves as required. Familiarize yourself with the location of safety equipment such as fire extinguishers. Any accidents, injuries, or safety concerns must be reported immediately to the laboratory instructor or supervisor.
- (b) **Equipment Usage:** Handle laboratory equipment and tools with care and respect. Use equipment only for its intended purpose and in accordance with the provided instructions. Do not tamper with or modify equipment without authorization from the laboratory instructor or supervisor.
- (c) **Experiment Procedures:** Conduct experiments and procedures according to established protocols and instructions provided by the laboratory instructor. Do not engage in unauthorized experiments or procedures without proper supervision.
- (d) **Utilisation of Equipment, Cleanliness and Organization:**
 - i) Keep the laboratory workspace clean, organized, and free from clutter.
 - ii) All equipment to be utilized will be issued to the students through a register and returned after use. It is incumbent on the student to ensure that they make the entry of return in the register.
 - iii) Dispose of waste materials, chemicals, and other hazardous substances in designated containers according to laboratory protocols.
 - iv) Clean and properly store equipment and materials after use to ensure they are ready for the next user



- (e) **Emergency Procedures:** Familiarize yourself with emergency procedures specific to the laboratory equipment and environment, including evacuation routes and protocols. Follow instructions from, notices, posters, laboratory staff or supervisors in the event of an emergency or evacuation.

25. Examinations:

- (a) Candidates must present at the examination hall half an hour before the commencement of the examination. All bags and belongings will be kept outside the examination room at owner's risk. Mobile phone is strictly prohibited in the exam hall during the examination.
- (b) Students are strictly advised not to use any unfair means including copying, cheating, use of devices and bringing any hidden slips of paper to avoid embarrassment as well as strict disciplinary actions. Students should not communicate, transfer and pass on any cheating/copy/writing material to one another in any manner during the examination. All students should follow the rules of University ordinances.
- (c) Use of Mobile Phones and Associated Accessories:
- Conversations on phones are permitted in open areas outside the college buildings. Conversations on phones are not permitted in the corridors and classrooms. The students are permitted to use phones for studies and search of information.
 - Bluetooth earphones, ear buds and wired earphones are not permitted in the college premises for any purpose.
 - Mobile phone is strictly prohibited in the exam hall during the examination.
 - Loss or theft of mobiles, laptops, tablets, and modern means of communications, valuables and other belongings are at students' risk.

26. Traffic Rules and Parking:

- (a) Students are advised to wear helmets for their own safety.
- (b) Speed limits in the entire campus of the Institution is limited to 20 kmph. Triple seating is forbidden.
- (c) Parking of two wheelers and four wheelers will be done in designated areas only. Casual parking for a short time is not permitted in other areas. Parking will be in an orderly fashion to prevent inconvenience to any vehicle especially during college events.

27. Bus Services:

- (a) Bus services are complimentary. Students are not charged for bus travel. The capacity of a bus will not be exceeded by overloading. Students are expected not to block free movement of passengers inside the bus.
- (b) Students are expected to board buses in an orderly manner and not run towards a bus as accidents can happen without warning. No student is permitted to travel



standing on the steps or catch a moving bus however slow the movement of the bus is.

28. Canteens and Shops:

Students are expected to maintain the decorum with dignity and respect fellow students for their space and time. Queuing at the counters helps in faster services than piling up on the counters. Complaints if any should be addressed to the administrator.

29. Institution Functions

- (a) The annual function 'Odyssey' of the JCE is usually held in the even semesters over two days. Other than that programme there are minor level functions of departments. Attendance for these functions is permitted for students with valid identity cards including for students of other colleges who can participate on invitation duly approved by the Principal.
- (b) Due to manipulated entry by locals and uninvited youth, the entry to the college especially at the Odyssey is strictly controlled. A gate pass will be issued to students when they go out after initial entry with identity cards. The return will be with gate pass and identity card. Personal friends for this event is only after approval by the administrator routed through departments.
- (c) Code of Conduct for the function will be as enumerated in relevant paragraphs above.

30. Code of Conduct Outside The Campus of JCE

As ambassadors of JCE and representatives of the Indian academic community, students engaging in off-campus events and activities are expected to uphold the highest standards of behavior, reflecting the values of integrity, respect, and responsibility. The following guidelines outline the expected conduct of students during such engagements:

- (a) **Respect for Cultural Sensitivities:** Acknowledge and respect the diverse cultural norms, traditions, and sensitivities of India and its communities. Avoid behavior or actions that may be perceived as disrespectful or offensive to any cultural or religious group.
- (b) **Compliance with Laws and Regulations:** Adhere to all applicable laws and regulations of India, including but not limited to those related to public decency, alcohol consumption, traffic rules, and environmental protection. Respect any additional regulations or guidelines set forth by the organizers of the off-campus event.
- (c) **Consumption of Alcohol and Illegal Substances:** The consumption and use of illegal substances is strictly prohibited and will result in immediate disciplinary action.
- (d) **Safety and Well Being:** Prioritize personal safety and the safety of others by adhering to traffic rules, avoiding risky behaviors, and being vigilant in unfamiliar



surroundings. Report any safety concerns or emergencies promptly to appropriate authorities.

- (e) **Academic Integrity:** Maintain academic honesty and integrity, refraining from any form of cheating, plagiarism, or academic misconduct. Recognize that academic integrity is fundamental to the reputation and credibility of JCE and the Indian academic community.
- (f) **Representation of JCE:** Understand that behavior during off-campus events reflects upon the reputation of both JCE and nation as a whole. Represent the college and the country in a positive and respectful manner, promoting goodwill and understanding.
 - i) By participating in off-campus events and activities, students affirm their commitment to uphold this code of conduct and contribute positively to the reputation and integrity of both the college and nation.
 - ii) All out station events of students organised by the JCE, will be informed to parents and their consent taken in the form of a declaration signed by the parents/guardians. A sample is attached at Appx C with an annexure stating the code of conduct for students in such events.
 - iii) However there are other occasions when students move out of station on internships, presentations, project exhibitions or participating in sports events without accompanying faculty. The students are expected to maintain the code of conduct.
- (g) **Accountability:** Accept personal responsibility for one's actions and conduct, understanding the potential consequences of misconduct. Cooperate fully with any investigations or inquiries related to alleged violations of this code of conduct.
- (h) **Compliance With College Policies:** Adhere to all college policies and procedures, including those pertaining to student conduct, off-campus activities, and international engagements.
- (i) **Reporting Misconduct:** Report any violations of this code of conduct to appropriate college authorities or designated representatives.
- (j) **Consequences of Violations:** Violations of this code of conduct may result in disciplinary action, including but not limited to warnings, fines, suspension, or expulsion, in accordance with the policies of JCE and applicable laws.

31. Disciplinary Actions:

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The entire investigation and recommendation of disciplinary action will be recorded in writing and maintained in a confidential file to be held with the Principal or Administrator. The committee may meet with the student to ascertain the misconduct and



suggest one or more of the following disciplinary actions based on the nature of misconduct.

- (a) **Warning**- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action. Warnings may be verbal and recorded and written and copies maintained depending on gravity of offences or transgressions. Parents / guardians may also be present as per discretion expressed by committee.
- (b) **Restrictions**: -Reprimanding and restricting access to various facilities eg events, classes etc. on the campus for a specified period of time.
- (c) **Community Service**: Suggested activities are ensuring that no littering takes place, overseeing prevention of wastage of water etc or as decided by HODs for a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to more severe disciplinary action, including suspension or expulsion.
- (d) **Expulsion**: Expulsion of a student from the JCE permanently, Indicating prohibition from entering the JCE premises or participating in any student related activities or campus areas etc.
- (e) **Monetary Penalty**: Penal deductions for minor level offences and for major offences may also include suspension or forfeiture of scholarship/fellowship for a specific time period as per provisions available.
- (f) **Suspension**: A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programmes etc. Additionally, the student will be forbidden to use various facilities of the college unless permission is obtained from the competent authority. Suspension, may also be followed by possible dismissal, along with the following additional penalties.
 - i. Ineligibility to reapply for admission to the JCE for a period of three years, and withholding the marks card or certificate for the courses studied or work carried out.
 - ii. Suspension or return of scholarships if such provisions are available.

32. **Appeal**:

If the delinquent student is aggrieved by the imposition of any of the afore mentioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

- (a) Accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- (b) Refer the case back to the committee for reconsideration.



Sri Bhagawan Mahaveer Jain Educational & Cultural Trusts'
Jain College of Engineering Belagavi

approved by AICTE, New-Delhi, affiliated to VTU Belagavi, recognized by Govt. of Karnataka
accredited by NBA(Dept. of CVE, CSE, ECE & EEE)

In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

33. Conclusion:

The common code has been evolved to maintain an even level for all students while maintaining a high order of discipline and decorum of the JCE. These are a guideline and students are expected to follow sincerely and evolve as future leaders of our country



Appx A: Refers to para 16 of
JCE Code of Conduct

SELF DECLARATION BY PARENTS / GUARDIANS

1. _____ Mr./Mrs./Ms.
_____ (full name of
parents/guardians) father/mother/guardian of
_____ with admission/registration/ enrollment
number _____), having been admitted to Jain College of Engineering, have
read/ received a copy of the UGC Regulations on Curbing the Menace of Ragging in
Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), I have
carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused relevant para of the Regulations and am aware as to
what constitutes ragging.
3. I have also, in particular, perused relevant paras of the Regulations and am fully aware
of the penal and administrative action that is liable to be taken against my ward in case
he/she is found guilty of or abetting ragging, actively or passively, or being part of a
conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
- (a) My ward will not indulge in any behaviour or act that may be constituted as ragging
under relevant clause of the Regulations.
- (b) My ward will not participate in or abet or propagate through any act of commission
or omission that may be constituted as ragging under relevant clause of the
Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment
according to relevant of the Regulations, without prejudice to any other criminal action
that may be taken against my ward under any penal law or any law for the time being in
force.
6. I hereby declare that my ward has not been expelled or debarred from admission in
any institution in the country on account of being found guilty of, abetting or being part
of a conspiracy to promote, ragging; and further affirm that, in case the declaration is
found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of Father/Mother/Guardian Name : _____

Address: _____ Telephone/Mobile No. _____ Self



Sri Bhagawan Mahaveer Jain Educational & Cultural Trusts'
Jain College of Engineering Belagavi

approved by AICTE, New-Delhi, affiliated to VTU Belagavi, recognized by Govt. of Karnataka
accredited by NBA(Dept. of CVE, CSE, ECE & EEE)

Declaration by Parents/Guardian Verified that the contents of this self declaration are true to the best of my knowledge and no part of the self declaration is false and nothing has been concealed or misstated therein.

Verified at (_____) on this the (_____) of (_____),
(_____+__)

Signature of Father/Mother/Guardian



Annexure 1: Refers to
Appx A and B of
JCE Code of Conduct

RELEVANT EXTRACTS OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

1. **PREAMBLE:** In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

2. **Objective:** To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. **What Constitutes Ragging:** Ragging constitutes one or more of any of the following acts:

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, mistreating or handling with rudeness a fresher or any other student.
- (b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by senior students shall be considered an aspect of ragging for ragging economic dimensions.
- (g) Any act of physical abuse including all variants like sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- (h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.



- (i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. Measures for Prohibition of Ragging: There are a number of such measures at institution level, university level, district level etc. Some of them that are important for students to know are as follows: *f*

- (a) No institution shall permit or condone any reported incident of ragging in anyform; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.
- (b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force. The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti Ragging Committees and Anti-Ragging Squads, District and Sub Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- (c) The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from the Web. Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Nodal officer of the affiliated University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- (d) On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty



four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

- (e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- (f) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- (g) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- (h) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemish less record in terms of there being no reported incident of ragging.

5. Administrative Action in the Event of Ragging: The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- (a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti- Ragging Squad. The Anti-Ragging Committeemay, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluationprocess.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons



committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- (b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- i. In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - ii. in case of an order of a University, to its Chancellor.
 - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- (c) Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.
- (d) Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.



Appx B: Refers to para 17 of
JCE Code of Conduct

SELF DECLARATION BY THE STUDENT

I _____ with admission/ /registration/
enrolment number _____) s/o/ d/o Shri/Shrimati _____.

_____, having been admitted to
Jain College of Engineering, have received a relevant copy of the UGC Regulations on
Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called
the "Regulations") carefully read and fully understood the provisions contained in the said
Regulations.

2. I have, in particular, perused relevant clause of the Regulations and am aware as to
what constitutes ragging.

3. I have also, in particular, perused relevant clauses of the Regulations and am fully
aware of the penal and administrative action that is liable to be taken against me in case
I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy
to promote ragging.

4. I hereby solemnly aver and undertake that

(a) I will not indulged in any behaviour or act that may be constituted as ragging under
clause 3 of the regulations.

(b) I will not participate in or abet or propagate through any act of commission or
omission that may be constituted as ragging under relevant clause of the
Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to
the relevant clause of the Regulations, without prejudice to any other criminal action that
may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any
institution in the country on account of being found guilty of, abetting or being part of a
conspiracy to promote, ragging; and further affirm that, in case the declaration is found to
be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of Student and Name : _____

Address: _____ Telephone/Mobile No. _____



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SELF DECLARATION Verified that the contents of this self declaration are true to the best of my knowledge and no part of the declaration is false and nothing has been concealed or misstated therein.

Verified at (_____) on this the day _____ of month _____ ,
(year _____).

Signature of student

Appx C: Refers to para 52
of JCE Code of Conduct

Consent Form

Respected Sir,

I, Mr. /Ms. _____ allow my ward
_____ who is studying in _____

Branch in ___ semester to participate in the event to be conducted at
_____ from _____ to _____. He/She
will take all possible care and precautions to safeguard him/her during the journey and
during the event and also will ensure that he/she will follow all the disciplinary policy of
the institute. However in case of any injury/mishap, I will not hold the College
Management, Principal, Teachers and Organizers responsible.

Parent Sign

Mobile No.: _____

No.: _____

Date:

Place:

Student sign

Mobile



Annexure 2: Refers to Appx C
of JCE Code of Conduct

CODE OF CONDUCT FOR EVENTS OUTSIDE THE CAMPUS

The following will be the **Code of Conduct** which has to be strictly adhered to by the students. Violations, will result in severe action from the management, including expulsion from the college.

- (a) Students are not permitted to take a detour from the scheduled itinerary.
- (b) Unless prior permission is obtained from the Principal on request from their Parents/Guardian.
- (c) Students are requested to adhere to the timing as mentioned in the itinerary.
- (d) Smoking, alcohol and consumption of any intoxicating substances is strictly prohibited.
- (e) The dress code during the industrial visits, and visit to any other University/ Institute/ Company is formal attire with identity card or specified otherwise depending on the event.
- (f) Any deviations by the students after the time specified by the staff coordinator each day/night will be at the own risk of the students.
- (g) Students are expected to move in designated groups during official visits.
- (h) Transportation should be preferably through railway, government buses or authorized tour operators.
- (i) Please make note of the following:
 - i. Students are advised to carry a minimum amount of cash for their personal use, as per their own estimated requirements.
 - ii. Students are individually responsible for their baggage, valuables and travel documents.
 - iii. Students are expected to conduct themselves in a responsible and dignified manner all through the trip.
 - iv. The decision taken by the staff coordinator on the spot on any matter will be final.