

CODE OF CONDUCT

Students will follow the code of conduct of college for maintenance of safe and secure learning environment. Each and every student is required;

1. To come to the college in prescribed uniform/dress.
2. To wear Identity card issued by the college.
3. To be punctual.
4. To inform the college in writing about any change in particulars related to him / her, already submitted to the college.
5. Not to leave college premises during college hour without prior permission of competent authority.
6. To take proper care of the Campus properly and to help in keeping the premises neat and clean.
7. Not to indulge in unsocial and illegal activities which include but not limited to ragging, drug, copying, theft, fighting, misbehavior, items which may be injurious to the body and/ or damage to property, behaving against interest of college, submission of false/ fake information/ document(s), misuse of any kind of media, disturbing and harassing others, taking part in current politics, meeting with outsiders in the college, loitering, violation of rules of the college.
8. To respect laws, human rights, cultural and social values.
9. To pay fees and clear all dues of the college in time. It is must to submit No-Dues certificate in the format prescribed by the college before leaving the college.
10. To follow rules, instructions and directions of the college issued from time to time.

DISCIPLINARY RULES AGAINST VIOLATION OF CODE OF CONDUCT
(Ragging, Drugs, Unfair means, Theft, Fight, Misbehaviors, Misuse, Harm to property, Uniform, Others)

In the event of involvement of any student in the activities of violation of rules of the college, directly or indirectly, necessary disciplinary action against the accused student will be taken. The guilty student shall be liable for advice, warning, fine, debarring, expulsion or any other as deemed fit according to the gravity of the misconduct. Action shall be taken by concerned college authorities as per the following policy of disciplinary action against students.

Sr. No.	Offence/Act/Behave	Fine / Punishment of offence/act/behave
1.	RAGGING Includes any act, conduct or practice by which dominant power of senior / other students, former students or outsiders is brought to bear on students freshly enrolled / junior students by other students including individual or collective acts / practices which involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or violate the status, dignity and honor or to ridicule, contempt and affect self-esteem; or entail verbal abuse and aggression, indecent gesture and obscene behavior and / or all other acts / conduct / offences following from the definition of "ragging".	Suspension and enquiry — Cancellation of admission/ suspension of attending classes/withholding or withdrawing scholarship or fellowship and other benefits/debarring from appearing in any test or examination or other evaluation process/withholding results/debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. /suspension or expulsion from the hostel/rustication from the institution for period from 1 to 4 semesters/ expulsion from the institution and consequent debarring from admission to any other institution/ fine up to Rs.25000 collective punishment — provided that whether the person committing or abetting the act of raging are not identified, the institution shall resort to collective punishment AND legal action under appropriate penal provisions related to any act / conduct of ragging (i.e. abetment and/or criminal conspiracy and/or unlawful assembly and rioting and/or public nuisance, violation of decency and morals, injury to body - causing hurt or grievous hurt, wrongful restraint / confinement, use of criminal force, assault, sexual and / or unnatural offences, extortion, criminal trespass, physical or psychological humiliation, offences against property, criminal intimidation) against attempt to commit or to commit any or all of the above mentioned offences against the victim(s).
2.	DRUGS / INTOXICANTS Involvement in any kind of activities related to drugs / intoxicants which includes but not limited to possession / handling / use / distribution / sale or purchase of drugs / intoxicants (e. g. Alcohol, Tobacco products,	Suspension and enquiry – Debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.

	Pharmaceutical drugs, Illegal drugs, Poisonous things etc.)			
3.	UNFAIR MEANS / COPYING Involvement in any kind of activities violating rules of examination which includes but not limited to possession or use of unfair means or copying or cooperating / take help in using unfair means etc. during any examination / test etc.	Suspension and enquiry – Debarring for a minimum period of one year / rustication / expulsion on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.		
4.	THEFT /SNATCH Involvement in any kind of act of theft which includes but not limited to stealing / burglary / robbery etc. or attempt / cooperate / assist / abetting in such acts or receiving / concealing or handling or possession etc. of any such burglary item(s) of campus / employee / student / visitor or any other.	Suspension and enquiry – Fine up to Rs. 25000 to be deposited along with submission of affidavit / undertaking by the student and parents – written warning by the Principal OR debarring for a minimum period of one year / rustication / expulsion, besides recovery of item or value of item besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.		
5.	FIGHT	1st Offence	2nd Offence	3rd Offence
5.1	Individual Fight: Involvement of any student in any act of fighting / violence which includes but not limited to;			
A.	Derogatory / Foul language: Any act of use of fighting language which includes but not limited to derogatory / foul/ threatening / intimidating or offensive / indecent behavior or language / speech etc.	Fine up to Rs. 1000 to be deposited along with submission of written apology by student and undertaking by the parents within three working days from the date of orders of concerned /	Suspension and enquiry - Fine up to Rs. 5000 to be deposited along with submission of affidavit by the student and parents within five (5) working days from the date of orders of designated authority	Suspension and enquiry – Fine up to Rs. 25000 to be deposited along with submission of affidavit by the student and parents – Written warning by the Principal OR Debarring for a minimum period of one

		designated authority - written warning by HOD / designated authority.	/ Principal on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee. - Written warning by Principal.	year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.
B	<p>Fight without weapon:</p> <p>Any act of threat or display of violence affecting body which includes but not limited to slapping, scuffling, assault & battery / physical violence, provocation for violence, promoting enmity / physical harm etc.</p>	<p>Suspension and enquiry — Fine up to Rs. 10000 to be deposited along with submission of affidavit by student and parents besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion/recommendations of designated enquiry / investigation authority / committee – Written warning by the Principal.</p>	<p>Suspension and enquiry – Fine up to Rs. 25000 to be deposited along with submission of affidavit by the student and parents – Written warning by the Principal OR Debarring for a minimum period of one year/ rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.</p>	
C	<p>Fight with weapon:</p> <p>Any act of fighting / violence affecting / hurting human body which includes but not limited to fighting / violence with possession / handling / using of items / substance(s) / means /things etc. causing injuries to body or abetting / participating for the same.</p>	<p>Suspension and enquiry – Debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.</p>		
5.2	<p>GROUP FIGHT</p> <p>Involvement of group of students (more than two students) in any act of fighting / violence which includes but not limited to;</p>			

A.	<p>Derogatory / Foul language:</p> <p>Any act of use of fighting language which includes but not limited to derogatory / foul / threatening / intimidating or offensive / indecent behavior or language / speech etc.</p>	<p>Suspension and enquiry – Fine of Rs. 10000 to each student to be deposited along with submission of affidavit by the student and parents – Written warning by the Principal OR Debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.</p>
B.	<p>Fight without weapon:</p> <p>Any act of threat or display of violence affecting body which includes but not limited to slapping, scuffling, assault & battery / unlawful physical violence, provocation for violence, promoting enmity / physical harm etc.</p>	<p>Suspension and enquiry – Fine of Rs. 25000 to each student to be deposited along with submission of affidavit by the student and parents – Written warning by the Principal OR Debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.</p>
C.	<p>Fight with weapon:</p> <p>Any act of fighting / violence affecting / hurting human body which includes but not limited to fighting / violence with possession / handling / use of items / substance(s) / means / things etc. causing injuries to body or abetting / participating for the same.</p>	<p>Suspension and enquiry – Debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.</p>

6.	Misbehavior / Misconduct			
A	<p>Harmful items: Involvement in any kind of activities related to possession / handling / carrying / use of weapon or any other item / things / substances which includes but not limited to firearms, explosives / exploding crackers / lethal sharp edged weapons, chemicals etc. damaging / harmful to man & material.</p>	<p>Suspension and enquiry – Fine up to Rs. 25000 to be deposited along with submission of affidavit by the student and parents – Written warning by the Principal OR Debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.</p>		
B	<p>Forging and / or Tampering:</p> <p>Any act of forgery and / or tampering which includes but not limited to writing / tampering / tearing / signing / submission / furnishing and / or use of any false / fake / fabricated / forged / tampered / misleading information / records / notice(s) / notification / statement or rumour / documents / papers and / or concealing real facts etc. knowingly & intentionally.</p>	<p>Suspension and enquiry – Fine up to Rs. 25000 to be deposited along with submission of affidavit by the student and parents – Written warning by the Principal OR Debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.</p>		
		1st Offence	2nd Offence	3rd Offence

C	<p>Indecent behavior:</p> <p>(i) Any act of misbehaviour including but not limited to misbehaviour with student / visitor / employee / officer/ security officials, disobeying instructions, obstructing employee(s) to do his / her duty etc.</p> <p>AND / OR</p> <p>(ii) Gambling / Betting / Playing Cards</p>	<p>Suspension and enquiry — Fine up to Rs.5000 to be deposited along with submission of apology by the student and undertaking by the parents on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee – Written warning by Principal.</p>	<p>Suspension and enquiry – Fine up to Rs. 10000 to be deposited along with submission of affidavit by the student and parents on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee - Written warning by the Principal.</p>	<p>Suspension and enquiry – Fine up to Rs. 25000 to be deposited along with submission of affidavit by the student and parents – Written warning by the Principal OR Debarring for a minimum period of one year / name to be struck off from the rolls / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.</p>
D	<p>Eve teasing: Any act which includes but not limited to comments/words/obscene remarks/body language/gesticulation/stalking, harassing playfully or maliciously, provoking, vexation, annoyance etc. against a woman and capturing, possession of photo/video of woman without consent.</p>	<p>Suspension and enquiry — Fine up to Rs. 5000 to be deposited along with submission of written apology by the student and undertaking by parents on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee - Written warning by the Principal.</p>	<p>Suspension and enquiry —Fine up to Rs. 10000 to be deposited along with submission of affidavit by student and parents on finding faulty / guilty after investigation and as per opinion/ recommendations of designated enquiry / investigation authority / committee - Written warning by the Principal.</p>	<p>Suspension and enquiry – Fine of up to Rs. 25000 to be deposited along with submission of affidavit by the student and parents – Written warning by the Principal OR Debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty /guilty after investigation and as per opinion /recommendations of designated enquiry / investigation authority / Committee.</p>
C	<p>Molestation: Any act of outraging the modesty of a woman which includes but not limited to act/conduct of restraining/confining/intim</p>	<p>Suspension and Inquiry – Fine up to Rs.25000/- to be deposited along with submission of affidavit by the student and parents- Written warning by the Principal OR Debarring for a minimum period of one year/rustication/expulsion besides legal action, if applicable, on finding faulty/guilty after investigation and as per</p>		

	<p>idation/assaulting subjecting to unwanted sexual overtures, physical contacts, colored remarks, showing porn material, watching/capturing photos/videos and /or misusing and /or making them public, monitoring electronic devices used by a woman.</p>	<p>opinion/recommendations of designated inquiry/investigation authority/ committee.</p>
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7. MISUSE				
7A - Electronic Devices/Gadgets (Includes but not limited to laptop/ mobile/ camera/projector/ internet/ iPod/ Pornographic material/ Films/ CDs/ DVDs, etc either related to campus/ owned by student or any other);				
3rd Offence			1st Offence	2nd Offence
I	Nuisance /Trouble: Any act of disturbing / creating nuisance / trouble which includes but not limited to use of mobile phone / playing music etc.	Written apology to be submitted by the student and written warning by HOD / concerned authority.	Fine up to Rs. 500 to be deposited along with submission of written undertaking by the student within three working days from the date of orders with written warning of concerned authority / HOD.	Fine up to Rs. 2000 to be deposited along with submission of written undertaking by student and parents – Written warning by the Principal.
II	Objectionable Activities : Any act of objectionable activities which includes but not limited to downloading / possession / playing / recording /messaging - SMS / MMS / email of objectionable / obscene / immoral / pornographic material / item - videos / audios/ images etc., , misuse of Internet through social network etc.	Suspension and enquiry – Fine up to Rs. 25000 to be deposited along with submission of affidavit by the student and parents - written warning by the Principal OR debarring for a minimum period of one year / rustication / expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.		
7B	Transport			
I	Unauthorized Travelling: Misuse of BFGI Transport / Buses which includes but not limited to travel in BFGI transport without payment of fee / charges	Suspension and enquiry - Fine up to Rs. 5000 and bus fee / charges of one year, applicable from permanent / living address of concerned student or from the last pick up point of rout of concerned bus, to be deposited by the concerned student within seven days from the date of orders of designated authority / Principal on finding faulty / guilty after investigation and as per opinion / recommendations of designated		

	in advance.	enquiry / investigation authority / committee - suspension / debarring from campus till deposit of fine and bus fee / charges.		
II	Misuse of travelling authentication: Misuse of authority for travel in BFGI Transport / Buses which includes but not limited to use of forged / fake Bus Pass etc.	Suspension and enquiry— Fine up to Rs. 25000/- along with submission of affidavit by the student and parents – written warning by Principal OR debarring for a minimum period of one year / expulsion / rustication besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.		
8.	HARM TO PROPERTY			
		1st Offence	2nd Offence	3rd Offence
	Any act causing harm, losses and/or damages in any manner to any kind of property of BFGI/ employee / student / visitor / guest or any other which includes but not limited to breakage/ losses/ damages/ spoiling of property etc.	Suspension and Enquiry — Fine up to double of purchase / expenses cost of damaged item to be deposited along with submission of written affidavit / undertaking by student within three working days from the date of orders and written warning of concerned authority / Principal on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.	Suspension and enquiry — Fine up to three times of purchase / expenses cost of damaged item to be deposited along with submission of affidavit / undertaking by student and parents within five working days from the date of orders with written warning of concerned authority / Principal, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.	Suspension and enquiry — Fine up to five times purchase / expenses cost of damaged item to be deposited along with submission of affidavit / undertaking by student and parents seven working days from the date of orders of concerned authority / Principal with written warning on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.
9.	UNIFORM AND I. CARD			
A.	Non-Wearing of proper uniform	Fine of Rs.100/-		

B.	Not Wearing of I-Card	Fine of Rs.100/-
10.	OTHERS	
	Any kind of act / offence / behavior / conduct / practice, other than Sr. No. from 1 to 8 above), disobeying / violating the instructions / directions / orders / rules and regulations of Baba Farid Group of Institutions (BFGI) as framed / amended and in force / applicable from time to time or any act against interest of BFGI.	Suspension and / or enquiry and / or fine up to Rs. 25000 to be deposited and / or along with submission of affidavit / undertaking by the student and / or parents – written warning by designated authority / Principal of concerned institute and / or debarring from campus / classes OR rustication or expulsion besides legal action, if applicable, on finding faulty / guilty after investigation and as per opinion / recommendations of designated enquiry / investigation authority / committee.

NOTE:

1. Offence / cooperation / assistance / abetting or any direct / indirect involvement or link of any student with any of aforesaid acts / behave / offences shall be cause of action against him in accordance with the above policy.
2. The above policy is applicable to all the students of institutes / schools / colleges of Baba Farid Group of Institutions.
3. Any act of commissions or omissions of any student / students, at or from any place / area which includes but not limited to BFGI Campus, Main Gate of Campus, BFGI Transport / Buses, outside / outstation tours / programs / functions and / or attracting other student(s) / employee(s) of BFGI / guest(s) or visitors or any other, violating the policy shall amount for action as per rules of said policy.
4. Offence against violation of rules and regulation of aforesaid policy shall refer to overall track of concerned student in the institute, during investigation / enquiry.
5. Suspension shall include handing over the student to the parents / guardians immediately on release of suspension orders duly acknowledged by the parents.
6. Enquiry shall include the joining / participation of parents (father or mother in case father is not available in the country or not alive) / guardians (in case parents are not available in the country or not alive or guardians in place of parents) on calling of enquiry / investigation committee / authority. Enquiry Committee/Authority shall take ex-party decision in case parents fail to attend / join the investigation.
7. The Chairman of Enquiry Committee shall submit Inquiry Report within seven working days from the date of receipt of orders for enquiry from competent authority.
8. The Principal or any designated authority shall have power(s) to impose all or any fine/penalty and / or punishment in accordance with the aforesaid policy.
9. Decision of concerned Principal / designated authority, regarding un-known acts / acts other than above acts violating rules and regulations / policy, shall be final.

10. Noncompliance of orders of fine and / or punishment by the concerned student with in stipulated period shall conclude / tantamount for further action by the concerned / designated authority without further notice in this regard and student shall be responsible and liable of the consequences in that circumstances.
11. Any kind of acts committed by student and action taken by authority shall be recorded in the personal file of student.
12. The above policy is effective from 01.04.2013 and shall be applicable / amended from time to time in accordance with and as per rules & regulations of BFGI as well as law of the land.
13. The above policy is displayed on notice board(s) of institute(s) / school / college(s) of BFGI campus for necessary information / notification and follows of concerned students.
14. The Section and other headings contained in this policy in this policy are for reference purpose only and shall not affect the meaning or interpretation of this policy.