



**CODE OF
ETHICS AND
CONDUCT
ALONG WITH
STANDARD
PROCEDURES**



CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

Preamble

The College of Social Work, Nirmala Niketan is committed to the realization of its vision and mission through its educational programmes. This document indicates the standard procedures and practices, for all students enrolling with the College pursuing varied courses. As an educational institute the college endeavors to promote student growth through individual and collective responsibility. By the diligent practice of this code, we feel sanguine that we can administer a student discipline process that is conscientious, promoting student growth in tune with the vision and mission of our college.

All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, and responsibilities including the restrictions flowing from it. All students are requested to be well conversant with this Code, which is also available on the website of the College.

Applicability

The Code applies to all students including students taking admission to the various programmes of the College, either full-time or part-time, pursuing the Postgraduate and Undergraduate Programme in Social Work, Short Term Course, Diploma Courses, and the Doctoral degree programme.

Jurisdiction

The code applies to the on-campus conduct of students at all locations of the College and the Extension Centre of the College.

The code applies to the off campus conduct of students in direct connection with

- a. Academic course requirements or any credit-bearing experience such as Orientation visits, Fieldwork, Field Trips, camps, Students Exchange, and Block Placement/Internship.
- b. Any activity supporting the pursuit of a degree such as research being conducted in another organization or an academic assignment.

DISCIPLINARY MISCONDUCT

As a condition for enrolment in the College, the student must adhere to the Code of Conduct that will maintain the well-being of the students and the entire academic community in the College. At the time of admission, each student must sign a statement accepting this Code by giving an



undertaking that a) She/he will abide by the Code of Conduct and Standard Procedure; b) She/he will comply with the decision taken by the Enquiry Committee when the Code of Conduct is breached. Any student found to have committed or attempted to commit any of the following misconduct will be subjected to appropriate disciplinary action under this code.

Disciplinary Misconduct 1

Disruptive Conduct: Conduct that intentionally and substantially obstructs and disrupts teaching or freedom of movement or other activities on the College campus or in connection with any university-sponsored event or activity

Disciplinary Misconduct 2

Discrimination: Engaging in verbal or physical behaviour directed at an individual or group based on an individual's origin, gender, caste, race, creed, religion or religious beliefs, region, language, disability, sexual orientation, marital or family status, etc that is likely to create a demeaning and intimidating atmosphere that impedes the access of students to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, sexist, discriminatory, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias against any individual or group within the college.

Disciplinary Misconduct 3

Falsification: Falsification means wilfully providing the College offices or officials with false, misleading, or incomplete information, forging or altering College records or documents, and doctoring the attendance register.

Presenting False Testimony: Knowingly making false statements regarding a disciplinary matter during the disciplinary adjudication process.

Disciplinary Misconduct 4

Smoking, Alcohol, and Other Drugs: The College is a Tobacco-Free Zone. The College prohibits the use of all tobacco and associated products (cigarettes, cigars, chew) on all campus grounds and facilities. Smoking is prohibited in all indoor spaces throughout the College, including meeting rooms, classrooms, students' rooms, library, restroom, and canteen. Smoking is also prohibited during off-campus programmes of the College (Student Induction Programme/Orientation Visits, Field Work, Camps, Block Placement/Internships, etc).



Illegal or Unauthorized Possession or Use of drugs/alcohol. Illegal or unauthorized possession or use of drugs/alcohol is strictly prohibited on all campus grounds and facilities and during off-campus programmes of the College (Student Induction Programme/Orientation Visits, Field Work, Camps, Block Placement/Internships, etc). Misconduct in this regard is also punishable by law apart from the action that would be taken by the Enquiry Committee set up by the college in the matter.

Disciplinary Misconduct 5

Violence: The act of violence includes threatening, harassing, or assaultive conduct. This means engaging in conduct that has caused injury to other students/staff on the campus, and endangers or threatens to endanger the health, safety, or welfare of another student/staff.

Disciplinary Misconduct 6

Theft, Property Damage, and Vandalism: This includes theft or embezzlement of, damage to, destruction of, unauthorized possession of any property that belongs to the College (offices, classroom, gym, computer laboratory, meeting room, and other services). For example, theft or abuse of College equipment, indoor and outdoor sports equipment, and other electronic resources such as computer and electronic communications facilities, systems, and services.

Disciplinary Misconduct 7

Recording of Images without prior intimation: Using electronic or other means to make a video or audio recording, recording telephonic conversations, 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 expressed consent is strictly prohibited. The storing, sharing/or distributing of such unauthorized records by any means is punishable.

Exhibiting pornographic material: Exhibiting pornographic material or emailing pornographic material or using other forms such as SMS through mobiles etc. will not be tolerated by the College and is a criminal offence punishable under Section 67 of the Information Technology Act, 2000. The recording, exhibiting, broadcasting, or displaying of such materials, causes injury, distress, or damage to the reputation of the College and harms its self-integrity as also as the students and staff. This includes, but is not limited to, taking video or photographic images in washrooms and student rooms. The storing, sharing, and distributing of such unauthorized records by the student by any means is also prohibited.



Disciplinary Misconduct 8

Ragging: Any act that amounts to Ragging in any form as defined under the Maharashtra Prohibition of Ragging Act, 1999, and the UGC Prohibition of Ragging Regulations 2009 is strictly prohibited. The College will take action following the regulations against those found guilty of ragging/or abetting ragging actively or passively or has been part of a conspiracy to promote ragging.

Disciplinary Misconduct 9

Bullying and Intimidation: Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that would cause physical or substantial emotional harm to another student or group of students. Cyber Bullying is prohibited and participating in such acts will result in disciplinary action.

Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards a student that reasonably leads the student to fear for her/his physical well-being is prohibited.

Disciplinary Misconduct 10

Media Contact: Students are prohibited from speaking on behalf of the College with any media organization or publication or inviting them to the College premises without the written consent of the College authorities.

Disciplinary Misconduct 11

Organizing Events: A student or group of students shall not form any organization, gatherings, conduct events or meetings, or collect any fund (from staff and students) or subscription without written permission from the College.

Disciplinary Misconduct 12

Breaching Protocols in the conduct of Public Meetings: Students have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, without breaching protocols for the same. This freedom of expression must not infringe and impinge on the rights of other members of the community or the orderly functioning of the College.



Violation of the orderly operation of the College implies but is not limited to 1. Excessive noise, which interferes with the functioning of classes, College office, residence neighbours, commercial and official premises; 2. Unauthorized entry into a private work area; 3. Conduct that restricts or prevents faculty or staff members or student from performing their duties, including interruption of meetings, classes, or events; 4. Failure to maintain clear passage into or out of any College building or passageway, and/or workspace; 5. Failure to disperse when a building, office, classroom, or campus space is closed; and 6. Any other conduct that disrupts the normal operations of the College. Students must be deterred from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation to a substantial extent.

Disciplinary Misconduct 13

Violation of University Rules: Violation of University Rules, regulations, policies, or violations of law that foster academic integrity and ensure the smooth functioning of the College.

Disciplinary Misconduct 14

Social Media Misuse: Students are expected to use social media diligently; they cannot post derogatory comments/ instigating remarks about other individuals or groups. Posting derogatory or offensive remarks through social media having grave ramifications is strictly prohibited.

Disciplinary Misconduct 15

Banners, notices, display materials, and posters: All display materials must be reviewed by the sanctioned authorities before display. Once approved, students must deliver their banner/ display materials to the sanctioned authority for display. No student is permitted to display materials, banners, posters, etc directly without the written permission of the College authorities.

Disciplinary Misconduct 17

Unauthorized Entry or Access: Unauthorized entry into or presence within College buildings or areas, including Examination Assessment centres, board rooms, student rooms, or offices, even when unlocked, is prohibited. Climbing on any College building or College-owned structure is prohibited without authorization. Participation in tampering with the CCTV camera and locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys may subject a student to a fine and/or further disciplinary action.



Unauthorized Use of College Facilities or Services: The unauthorized use of College property, including but not limited to College buildings, spaces, and grounds; College documents and records; or College furnishings, equipment, and materials, is subject to disciplinary action.

Disciplinary Misconduct 18

Audio or video recording of Lectures and Meetings: Students are not permitted to either audio or video record lectures in classrooms or actions of other students, Faculty Members, or staff without prior permission. Recording telephonic conversations are strictly prohibited.

Disciplinary Misconduct 19

Sexual Harassment: In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed thereunder and the University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) regulations, 2015, the College of Social Work, Nirmala Niketan has framed a safety policy for Prevention of Sexual Harassment at Workplace. An act of sexual harassment includes any one or more of the unwelcome acts or behaviour whether directly or by implication namely: physical contact or advances; a demand or request for sexual favours; making sexually coloured remarks; showing pornography; any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. Complaints of Sexual Harassment will be handled by the ICC [Internal Complaints Committee] established under the Act. To enquire the Internal Complaints Committee shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure 1908 when trying a suit in respect of the following matters, namely: -a) summarising and enforcing the attendance of any person and examining on oath; b) requiring the discovery and production of documents; and c) any other matter which may be presented.

Disciplinary Misconduct 20

Breaching Professional Boundaries

Students should not engage in any dual or multiple relationships with teaching/ Non-Teaching / Field staff in which there is a risk of exploitation or potential harm to the student. Students/ Teachers/ Non-Teaching/ Field Instructors/ Field staff are responsible for setting clear, appropriate, culturally sensitive, and professionally appropriate boundaries. Breaching of professional boundaries could imply but is not limited to physical touch, personal activities off-campus, and gift/ monetary exchange.



Disciplinary Misconduct 21

Behaviours Inappropriate to the Teacher-Student Relationship

Inappropriate behaviours imply those behaviours which demonstrate disrespect for others or a lack of professionalism in interpersonal conduct. These include, but are not limited to, the following: Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or other forms of violent or threatening acts; retaliatory behaviour towards teachers in the form of verbal abuse, threats, falsification, and defamation; reprisal of teachers based on caste, gender, national origin, disability, age, religion, marital status or sexual orientation; loss of personal civility including shouting, personal attacks or insults, displays of temper; and complying with the requests of teachers/ non-teaching staff to perform inappropriate personal errands unrelated to academic requirement.

PUNISHMENTS AND PENALTIES

If there is a case against a student for a possible **breach of the Code of Conduct**, a committee will be formed to recommend suitable disciplinary action. The committee shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. 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 the misconduct.

1. **Warning-** a written letter of reprimand resulting from the student's misconduct and indicating that the action of the said student was in violation of the code and any further acts of misconduct shall result in severe disciplinary action.
2. **Suspension:** Suspension is an action that terminates the student's enrolment at the College for a specific period which will entail prohibition on participating in student-related activities, classes, programs, etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
3. **Monetary Fines:** Monetary fines are a sanction in which the student is expected to deposit an amount as a penalty or any amount deposited by him/her is forfeited or adjusted resulting from misconduct. It may also include suspension or forfeiture of scholarship/fellowship for a specific period and restitution which means making compensation for loss, damage, or injury.
4. **Confiscation:** Confiscation means confiscation of goods used and possessed in violation of college and university regulations.



5. **Restricting of Privileges:** This means the denial or restriction of specified privileges, including, but not limited to, access to students' facilities, placement programmes, college events, and academic programmes like camps for a defined period.
6. **Withholding of Diploma/ Certificate or Degree:** This means withholding the diploma or degree otherwise earned for a definite period till the completion of the assigned sanctions.
7. **Rustication:** This is a sanction that permanently separates a student from the College without the opportunity to re-enrol in the future.

PUNISHMENTS AND PENALTIES UNDER STATUTORY COMMITTEES

Unfair Means, Discipline Committee: The Committee is constituted to ensure honesty and fairness during examinations, and to assist the College authorities in promoting and maintaining discipline in the college. It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Committee.

Anti-Ragging Committee: Depending on the nature and gravity of the offence as established by the Anti-Ragging Policy of the College, the possible punishments for those found guilty of ragging shall be anyone or any combination of the following: Cancellation of admission; suspension from attending classes and other privileges; withholding/withdrawing scholarship/fellowship and other benefits; withholding results; debarring from appearing in any test/examination or other evaluation process; debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc; suspension/expulsion from hostel; rustication from the College for a period as may be determined by appropriate authority; expulsion from the College and consequent debarring from admission to any other institution of the University; collective punishment: if the persons committing or abetting the crime of ragging are not identified, the College shall resort to collective punishment as a deterrent to ensure community pressure on ragging.

Internal Complaints Committee: An appropriate complaint mechanism has been created by the College of Social Work, Nirmala Niketan for time-bound redressal of the complaints about Sexual Harassment in pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. The Institution has constituted an Internal Complaints Committee for redressal of sexual harassment complaints. All investigations about such complaints will be carried on by this committee. The Internal Complaints Committee so constituted shall have jurisdiction to take care of all the complaints received from their institution situated at Churchgate



and Goregaon. Any student, service provider, resident, outsider, or a member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action. The penalties are detailed in the Prevention of Sexual Harassment Policy and are indicative and shall not constrain the college authorities from considering others, under the rules governing the conduct of employees and students in practice at the time.

ACADEMIC INTEGRITY

As a premier institution for imparting Social Work knowledge, the College of Social Work emphasizes the values of academic integrity and is committed to fostering an intellectual and ethical environment. To promote academic integrity, the College has formulated certain guidelines:

Academic Dishonesty: Implies plagiarism (the act of taking ideas or words or specific substance of another and offering them as one's own) and cheating in assignments and examinations. Students found guilty of the same will be liable to disciplinary action based on the Anti-Plagiarism policy of the College.

Cheating: Cheating is the act of obtaining credit for work by the use of deceptive, dishonest, and fraudulent means. Cheating includes but is not limited to :(a) Copying during examinations, and copying of, term papers, theses, or manuscripts') (b)Fabricating data and reporting them in thesis and publications. Students found guilty of the same will be liable to disciplinary action based on the Unfair Means and Practices Policy of the College.

Attendance: Attendance is compulsory (100%) for Field Work, a minimum of 75 percent for classes. Attendance at and Student Induction Programme, Camps, Block Placement is compulsory and absence for any reason will have to be compensated by the student. The case of a student with satisfactory medical documents may be reviewed by the Attendance/Fieldwork Committee. Even in cases where the attendance has been condoned, the student will have to compensate for the hours lost due at the appropriate time based on the decisions of the Field Work /Attendance committee. The decision of the Principal will be final in matters related to attendance.

Discipline at The Field Work:

The students of social work are expected to behave with maturity, have respect for living beings, exhibit responsibility, and work towards maintaining the dignity and worth of individuals. The following acts may be treated as misconduct during the Field Work:



- Frequently late at the Field Work without intimating Faculty Advisor and organization's supervisors.
- Absent from Field Work and/or individual or group conferences without intimating College and organization's supervisor.
- Frequently late in completion of the task assigned by the organization and/or the College.
- Falsifying documentation in organization's records and Field Work reports.
- Exploiting the organizations by misuse of organization's services/resources.
- Taking photographs, or streaming audio/video documents and posting on social media without permission from the organization's and/or client.
- Exhibiting disruptive or harmful behaviour; acting in an unprofessional or inappropriate manner while at the Fieldwork such as – inappropriate display of emotions or immature behaviour. If the complaint is received by the Faculty Advisor against a student or if the Faculty Advisor has enough evidence to confirm that a student is involved in any of the above-mentioned misconduct, then the procedure of disciplinary action will be initiated by the Field Work Committee.

Discipline during Student Induction Programme/Camp / Block placement: Students must be aware of and sensitive to the life and culture of the people they visit. Students should dress appropriately suitable and culturally sensitive to the field of visit/placement and rural life. Following behaviours are expected of students during student induction programmes, camps, and block placements. 1) Participate actively in all the activities of the Student Induction Programme/Orientation Programme/Camp/ Block Placement; 2) Refraining from using the mobile phone during the Student Induction Programme/Orientation Programme/Camp/ Block Placement activities; 3) It is also incumbent on the students to report to the organization's supervisor, Faculty Advisor and the Field Work coordinator regarding their safety and to seek timely assistance from competent authorities or personnel when their safety is threatened and 4) No Smoking or consumption of alcoholic beverages. Infringement of this rule will be an offence.

CLASSROOM ETIQUETTE AND OBSERVANCES:

The classroom should be a learning-centred environment in which Faculty Members and students are unhindered by disruptive behaviour.

College Photo Identification Card: Students are expected to always wear their ID cards prominently on campus and off-campus (Student Induction Programmes/Fieldwork, Camps,



Block placement, etc.). Failure to do so will restrict entry to the students to College or using the amenities or services at the College of Social Work.

Dress Code: Students should be mindful that the College is a working professional environment, and they are requested to follow the guidelines specified. It is strongly recommended that all students (male, female) avoid sleeveless tops or short tops/ shorts. Pants must be ankle length. Wearing articles of clothing with derogatory, racist, sexist, discriminatory, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias against any individual or group within the College is strictly prohibited.

Use of mobile phones: The College adopts have a "silent" or "vibrate" policy for cell phones during lecture time. Students must refrain from using cell phones in classes or the offices of the Institute. Beeping cell phones or SMS messaging is prohibited during lectures. Charging of cell phones in the classroom is strictly prohibited and a student found guilty of the same will be liable to a fine of Rs 100.

Misuse of College Equipment: Misuse of furniture, audiovisual and electrical appliances is liable to a fine of Rs 100 or more, or the payment of the cost of repairs

CLASSROOM ETIQUETTE AND STUDENT BEHAVIOR GUIDELINES

Depending on course rules set by the Faculty -in charge/Subject teacher, disruption in the classroom may include: Ringing cell phones or using a cell phone to talk or send text messages; Interrupting the instructor or other students; entering late/leaving early; filming, photographing, or taping the class; consuming food and drinks during the class; lack of cleanliness in the classroom and violation of disposal of waste as per the Municipal Solid Waste (Management & Handling), Cleanliness and Sanitation RULES / BYE-LAWS.

CODE OF CONDUCT FOR LIBRARY USERS

College of Social Work, Nirmala Niketan has a library that has publicly accessible facilities where we seek to provide the highest level of service to all student library users. The Code of Conduct is designed to encourage the maintenance of a positive and productive learning environment. Students engaged in prohibited behaviours, will face disciplinary action upon breaching the expected norms.

Expectations of Student Library Users



- Entry to the library is permitted with a valid College ID card with photo identification.
- Students entering the library shall deposit their personal belongings such as books, bags, files, folders, umbrellas, water bottles, etc. with the person at the entrance.
- Visitors to the library (students and Faculty Members) must enter their names and sign in the register kept at the entrance counter before entering the library.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card. Students cannot issue books to others in their name.
- A book misplaced is a book lost. Books removed from the shelves should be kept on the issue counter to ensure correct shelving.
- In case of loss of books, the borrower must immediately inform the librarian of the same in writing.
- Silence and a quiet atmosphere for study should be maintained in the library. Discussions should be held outside the library.
- Furniture in the library should not be rearranged and should be put to proper use, e.g. no sitting on or resting one's feet on tables. Litter must not be dropped on the floor.
- Fans and lights should be put off when not required.
- **The use of the mobile phone is strictly prohibited inside the library. If the student is found using her mobile phone in the library, she will be charged a fine of Rs. 500. The mobile would be confiscated and kept in the custody of the office for 15 days.**
- The library staff is not responsible for the loss of students' mobile phones/wallets from the library.
- Newspapers, after reading should be kept back properly in the designated place.
- All books, files, notebooks, etc. must be presented to the attendant at the checkpoint for inspection before leaving the library. There is no exception to this rule.
- Readers who want to return the books issued in their names must ensure that the books are cancelled against their names.
- The librarian reserves the right to call back any issued books at any time.
- No periodical/Theses may be removed from the library.
- No photocopying is allowed of Theses.
- The Photo identification is not transferable and should not be loaned to others.
- Pay attention to due dates and return policies.
- All library users are expected to leave the library at closing time.
- The use of electronic information resources for educational and research purposes should be done ethically and lawfully.



Prohibited Behaviours in the Library

- Consuming food and drinks. The consumption of alcoholic beverages or drugs of any type is prohibited in all facilities of the College.
- Smoking, and the use of tobacco products, electronic cigarettes, and similar devices, are not permitted.
- The Discussion room in the library is a place of quiet reading, study, research, and reflection. Discussion Room space is provided to further the informational goals for which the Library exists. Students are expected to conform to the guidelines specified to use this reading space.
- Avoid behaviour that interferes with the normal use of the library. Examples of inappropriate behaviour include excessive noise from loud voices, cell phones, and personal listening devices; rowdiness; abusive language; rearranging furniture; inappropriate use of equipment and computers; offensive sexual behaviour; and so forth.
- Refrain from misuse, misappropriation, or damage to library collections, resources, furniture, buildings, or equipment.
- Report any spills you cannot effectively clean up to the library staff so that appropriate action can be taken.
- Dispose of all trash in appropriate containers so that a clean environment can be maintained.

Care and Handling of Library Books

- Protect borrowed materials from rain, dampness, sun, and heat.
- Library books should be used very carefully. Writing/making marks in the books are strictly forbidden. Pages should not be folded to be as bookmarks.
- Handle books carefully, especially when photocopying.
- Mark your place with a bookmark; do not bend corners of pages or use tape, post-It notes, paper clips, or other objects.
- Taking notes rather than using highlighters, underlining, or writing in the margins of the libraries' books and periodicals is not permitted. Tearing off pages is a serious offence. Any person found in the act or there is sufficient evidence of such action is liable to disciplinary action.
- Avoid eating snacks and drinking beverages while handling or working around library materials.
- Please notify the library staff at any service desk if you discover a book that needs repair.
- **No Due Certificate:** Each student shall obtain a No dues certificate from the library after returning all the books issued, surrendering the borrower card, and paying outstanding dues, if any.



Students who do not comply with the instructions of the library staff / or abide by the rules and regulations will be refrained from using the library services.

Nonstudents:

No visitors or guests will be permitted to use the library without the librarian's prior permission. Visitors are allowed to use the library only on Fridays and Saturdays with a reference letter from their respective College library and with Rs 100 reading charges per day would be charged.

The above code of conduct applies to student and non-student users of the library.

CODE OF CONDUCT FOR COMPUTER USERS

The College of Social Work, Nirmala Niketan has a computer lab that has student-friendly accessible facilities. The Code of Conduct is designed to encourage the maintenance of a positive and productive learning environment.

Expectations of Computer Library Users

- Students entering the computer lab shall keep their belongings (mobile phones, laptops, pen drive, purse, etc) in the rack at the entrance and take them back when leaving the lab. Computer Lab Technicians and Assistants are not responsible for any belongings left in the computer labs.
- Students must enter the computer lab with their photo identification cards.
- Saving any document and personal folder on a desktop is not advisable. The computer lab is not responsible for any data lost /backup and virus issues.
- Keeping the chairs back after use.
- The student must leave the lab promptly upon closing time.
- Users are allowed to print with the permission of the Computer Assistant. Take printouts only when necessary (print both sides) to save paper.
- Keeping pending dues. Students should take a receipt for the payments made.

Prohibited Behaviours in the Library in the computer lab.

- Use of mobile phone in the computer lab.
- Connecting and charging of mobiles, laptops, and any other electrical accessories to the computers and electrical sockets.
- Altering computer setup, installing copying, or deleting software is prohibited.



- No smoking, drinking, or eating is allowed in any computer lab. All open and unopened food, beverages, and tobacco products are not allowed in the computer lab. Water bottles are not allowed in the lab.
- Complete silence must be maintained in the computer lab respecting the privacy of other users.
- The facilities set up in the computer lab are an important academic service and monopolizing the services for non-academic use is strictly prohibited.
- Removal of any peripheral and hardware component from computers is not allowed. In such a situation, the actual cost of the damage will be charged if there is any harm done to the computers.
- Altering computer set up, installing copying or deleting software, changing or interfering with the configuration of the computers is prohibited.
- Attempting to damage or destroy information on the computers is not allowed.

Students who do not comply with the code of conduct and the instructions of the computer staff will be refrained from using the computer services.

Please note: During lectures hours/College events computer lab will not be accessible to students.

AUDIO-VISUAL UNIT POLICY

The Audio-Visual Unit of the College is an important resource centre consisting of projected and non-projected aids that enhance learning outcomes when used in the classroom and Field Work. The Audio-Visual Unit is equipped WITH video films, documentary films on a wide range of social issues, audio CDs of awareness songs, slide shows, and photo language. The audio-visual resources have their unique roles to play in teaching and learning situation and so has been made readily available and accessible to students and Faculty Members for academic and Field Work without any cost involved.

Guidelines to be followed in the use of Audio-visual material:

- The audio-visual material borrowed by the students cannot be relend to non-students or outsiders
- staff/ students of the College of Social work can borrow only 2 CDs/DVDs or two slide Programmes or two audio CDs, one manual slide projector at a time.
- Borrowed materials have to be returned the following day or within three days, if taken on a weekend (Friday, Saturday, and Sunday).
- A requisition slip for audio-visual materials should be submitted 24 hours in advance by students and Faculty Members.



- In cases of loss/damage of audio-visual materials borrowed the borrower shall incur the cost of the loss/damage after getting permission from the Head of the Audio-Visual Unit.
- Material that cannot be lent for outdoor activities including Field Work: Amplifiers and Microphones, Cameras, Overhead Projectors, LCD Projectors, Laptop
Please Note: Each class is self-contained with a Television set, LCD Projector, an Overhead Projector, and a sound system, in a locker - the key of which is in the A.V. Unit. Each day the CR will be entrusted with the key to this locker and will return it at the end of the day. The entire class will be responsible for the AV equipment of their class. In case of loss or damage of any item the entire class will be held responsible and will have to meet the financial cost of the damage. CD Players will not be lent for dance or any other practices.
- Fees and Fines: No fee is charged to staff/ students for lending audio-visual material for college programmes.

CODE OF ETHICS AND CONDUCT COMMITTEE

SL NO	NAME	DESIGNATION
1.	Dr. Lidwin Dias	Principal
2.	Dr. Vaijanta Anand	IQAC Coordinator
3.	Dr. Anitha Machado	RUSA Nodal Officer