



## CODE OF CONDUCT FOR STUDENTS

### PRINCIPLES AND STANDARDS WITH RESPECT TO ACADEMIC INTEGRITY

Students are expected to show academic integrity which includes honesty, trustworthiness, fairness, respect and responsibility and to behave as mature persons. All students are expected to conduct themselves, both on and off campus, in a manner which demonstrates the stature of NISH, its faculty and staff, fellow students and property. NISH expects good, responsible behavior from its students. They should be responsible towards their learning and general conduct. Where necessary, and in the event of misconduct, NISH has the authority to take disciplinary action. Every person at NISH has a responsibility to report misconduct. Persistent or serious misconduct will be dealt with punishments as determined on an individual basis.

Cases of repeated or serious misconduct may result in one, or any combination of the following:

- Admonition/warning by faculty
- Fines
- Suspension from College for a stipulated period
- Expulsion from the College

All money paid as discipline fines will be passed to the students unit. Any bill for damages will be used to restore the area/item damaged to its original condition.

The principles and standards are set forth to establish expectations for ethical behavior in the learning environment

1. Mutual respect b/w students, faculty and staff;
2. Pursuit of studies with honesty and integrity;

3. Respect for College and personal property;
4. Compliance with all rules and regulations;

**Academic misconduct** shall include the following, though not limited to:

1. Cheating in an examination
2. Recurring absence from class
3. Perpetual late coming
  
4. Late submission of class work, assignments, project reports, etc
5. Copying Assignments/Plagiarism
6. Misuse of computers and other networks
7. Failure to abide by the direction of a member of academic staff

**Non-academic misconduct** shall include:

1. Ragging
2. Committing or attempting to commit robbery or theft
3. Misappropriation, unauthorized possession, and/or destruction of College property
  
4. Use, possession, or sale of alcoholic beverages, intoxicants of any kind or any drugs
  
5. Possession or use of materials and articles that are harmful on campus
6. Smoking in campus
7. Improper dress code
8. Misuse of camera mobile phones inside the campus
9. Disruptive behavior or wilful disobedience
10. Any other bad behavior

Most cases of non-academic misconduct are lawfully punishable. Any student caught committing any minor non-academic misconduct will be admonished once. In case of a 2<sup>nd</sup> instance, he/she will face disciplinary

action including suspension or expulsion from the college itself. Unlawful acts will be informed to the law enforcement authorities.

These standards are intended to promote responsible student conduct and effective learning.

## **CASES OF ACADEMIC MISCONDUCT**

### **Cheating in Examination**

Copying or allowing another student to copy from one's paper or answer sheet during examination is not allowed. If caught either way, that paper of the examination of these student/students will be cancelled immediately and the student /students shall be sent out of the examination in any of the following semester/s, he/she will be forced to face severe disciplinary action including debarring.

### **Repeated Absence from Class without Valid Reason**

Attendance is mandatory for students and unauthorized absence from class will not be allowed unless it is medical reasons. Leave should be informed to the class coordinators through proper intimation from parents/guardian or through leave letters. Any absence that is not applied as above will be seen as an unauthorized absence. If a student is absent for medical reasons written verification will be needed from a medical professional.

### **Perpetual Late Coming**

Arriving punctually to class is important responsibility of the students. The students are expected to be in college from start to end of class. They will not be allowed to come late or leave early. In case of urgent matters the students are required to get the permission of their concerned class coordinator and/or head of department. No one will be permitted to enter any class/lab/studio after 5 minutes from the start of a class/session. The faculty may dismiss the student from the class or activity for the present and/or following class session. The faculty shall then inform the concerned Class coordinator and/or Head of Department. The student will not be eligible for attendance for the day. Repeated acts of misconduct for 3 times or more, may result in more serious actions such suspension or expulsion from college. The faculty in charge has the freedom to enforce any reasonable rules in class so as to ensure discipline.

### **Late Submission of Assignment/Classwork**

Since assignments carry weightage towards the final result, students must pay full attention in doing this exercise.

So all the students are advised to ensure the timely submission of all their assignments.

All assignments submitted must have a Title (cover page). The title page must display the following;

- Name
- Students Roll Number
- Date of submission
- Assignment Number
- Name of Course
- Semester
- Subject name and code
- Total number of pages in the assignment (for eg: Total number of pages:5)

### **Submission of Record Books**

The record books for practical sessions should be submitted on the given date and time. Otherwise the students will not be allowed into the laboratory/workshop/studio. The record books should be properly covered and labelled. The students should see to it that their rough records are corrected before they submit their fair records. Record books submitted within one day after the specified deadline will be allowed to sit for the lab/studio sessions.

For the semester examination the students should submit bonafide Record Books prescribed form practical examinations, duly certified by the Head of the Department. Otherwise the candidates will not be permitted to appear for the practical examinations. However, in genuine cases where the students could not submit the records books, they may be permitted to appear for the practical examinations, provided the concerned Head of the Department of the Institute certifies that the candidate has performed the experiments

prescribed for the course. For such candidates who do not submit Record Books, zero (0) marks will be awarded for record books.

### **Copying of Assignments/Plagiarism**

Plagiarism, i.e., the use of reference materials without giving credit to the original owner/author will be strictly dealt with. If copying is noticed, the assignment of such students will be given zero marks.

### **Misuse of Computers and/or other Lab Facilities**

Computer and network facilities are provided to students primarily for educational use. Misuse such as

- a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose;
- b. Unauthorized transfer to a file;
- c. Unauthorized use of another person's identification and password;
- d. Use of computing facilities to interfere with the work of another student, faculty member or college official;
- e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons;
- f. Use of computing facilities to interfere with normal operation of the college computing system;
- g. Use of computing facilities for student's personal benefit;

Shall be counted as misconduct.

Such student/students will be admonished once. In further cases of computer misuse, the head of department will be notified who in turn will determine the course of any disciplinary action.

## **CASES OF NON-ACADEMIC MISCONDUCT**

### **Ragging**

Ragging in any form is strictly forbidden inside the campus. The University Grants Commission has banned ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. Any form of ragging, if reported, is liable for punishment under penal law.

### **Theft**

Theft of College property or the property of others is a serious violation. Students who are found responsible for theft/attempt at theft will be liable for serious action and possible suspension/expulsion.

### **Misappropriation, Unauthorized possession and Destruction of College property**

NISH expects students to be careful and responsible in the use of facilities such as library, photocopier, telephone, fax, networks etc. Students need permission to use such general facilities from the concerned in charge. NISH reserves the right to terminate access at any time to anyone whose use of its resources violates or threatens system or network security, performance etc.

Damage, vandalism or defacement of College property or property of another staff or student of NISH or campus visitor by a student or students may result in disciplinary action as well as the responsible student/students being held financially responsible for the cost of repair or replacement. **Use of**

### **Alcoholic Beverages, Intoxicants or Drugs**

Students are prohibited from the sale, distribution, use and possession of illegal drugs, alcoholic beverages, or intoxicants of any kind on campus. Misconduct related to the use of alcohol/drugs for the 1<sup>st</sup> time will result in warning. The parents/guardian will be notified by the concerned class coordinator. Further acts of misconduct will result in suspension/expulsion from college. Possession and/or sale of drugs is a legal offence and carry severe punishment.

### **Possession of Harmful Materials**

The unauthorized use or possession of fireworks, firearms, or other weapons, explosives, or any type of ammunition on NISH premises is prohibited.

### **Smoking**

NISH is committed to maintaining a healthy environment for everyone on the campus. So smoking is strictly prohibited within the college premises Smoking on Campus is a punishable offence.

### **Dress Code**

Dress and personal appearance should be neat and appropriate.

### **Use of Mobile Phones and/or Other Electronic Devices**

Use of camera mobile phones is prohibited inside the campus as per the Kerala University directions. If camera, mobile phones or other electronic devices are used to record voices, make offensive calls or take still or moving pictures unauthorized inside the campus, the same would be confiscated and will not be returned. Such items will be kept under the custody of the head of the institution and will be returned only on the final day of the student leaving the college. All mobile phones are to be put in silent mode inside the classrooms/labs/studios. The classroom teacher will have the authority to set the rules regarding mobile phone usage inside the classroom.

Any other bad behaviour from the students will be treated as misconduct and will be dealt with appropriate punishment.

**Repeated acts of academic/non-academic misconduct after admonitions and fines may result in serious disciplinary action such as suspension or expulsion from college.**

## **RULES & REGULATIONS TO BE FOLLOWED BY STUDENTS IN THE AUDIOLOGY & SLP CLINICS**

- Students should wear their identity cards & lab coats in clinics
- Each student should maintain strict discipline in the clinic
- Each student should have a clinical diary along with the Performa for entering the client details & the same along with journal has to be submitted for their internal & external clinical practical examinations
- The Performa & clinical diary should be signed by the supervisor within 3 days. If not signed they will not be considered when calculating the client contact hours
- Client details should be entered by the respective clinicians in the respective registers & staff initials should be put before logging out from the clinic
- While testing in audiology clinic only tester & observers should be there in tester room & if needed a 2<sup>nd</sup> tester in the patient room

- Otoscopic examination should be done prior to audiological evaluations & especially before tests involving probes & ear tips
  - Extreme care should be taken while dealing with the instruments in the audiology clinic
  - Daily calibration of instruments should be done prior to audiological testing for the day
  - The electrodes, ear tips, probes & speculums used for audiological evaluations should be sanitized & kept in place after each testing
  - The programming shoes, cables, batteries & hearing aids should be issued by entering in the issue register & should be replaced after tests with staff initials ➤ Student clinicians should take interest in explaining the test procedures to the clients &/or to their parents before starting the test procedure
  - Each student will be assigned a therapy room & shall be responsible for the resources & activities in that room
  - The room in-charge should take up the responsibility to keep their respective room neat & clean
    - Furniture in the room should not be misplaced or carried to another room
    - Lights & fans should be switched off when not in use
    - The play materials should not be scattered in the room
  - Room in-charge is supposed to check all the above before leaving the speech therapeutics department; if not a fine of Rs. 500 would be charged from the corresponding room in charge
  - In cases where, the 2 room in-charges have cases simultaneously, one of the clinicians can utilize the vacant rooms (rooms from 21 I B onwards) after entering in the room allocation register
  - In cases where one of the clinicians has a case, the other room in-charge can utilize the common room (Room no: 205) provided they don't have a case during that session
  - In all other cases, the 2 room in-charges are supposed to be at their respective rooms. The room in-charges are not allowed to interchange rooms.
  - Room numbers should be given to the patient prior to examination ➤ Therapy kit along with OPME kit & personal file (with supervisor signed reports & its copies, clinical diary, attendance sheets) should be carried by the clinicians during their postings & should produce it whenever they are asked to
  - Punctuality should be maintained in clinics & submitting reports
- Break time from clinics can be availed only after informing the particular day's clinic in charge for a maximum of 15 minutes. Reporting late may lead to consequences as mentioned in SI no: 10 in the rules mentioned below

SI. No	Conduct	Corrective measures	
		1 <sup>st</sup> lapse	2 <sup>nd</sup> lapse
1	Reporting late in clinics	Clinical hours are deducted depending on time of reporting	A day's clinical attendance is withheld, but the student is supposed to carry out the assigned clinical duties



2	Absence without making alternative arrangements for the assigned cases	Deduction of clinical hours equal to the sessions lost to the patient from the next day(s) of posting	A day's clinical attendance is withheld, but the student is supposed to carry out the assigned clinical duties
3	Initiating therapy session without consent of concerned supervisor	Clinical hours equal to sessions taken without supervisor consent are deducted	Clinical attendance will be deducted by the supervisor to maximum of 5 days & the student clinician has to compensate for the same by taking extra sessions for the patient
4	Failure in submission of daily report	Oral warning is issued	Deduction of multiple hours equal to no: of sessions taken without daily report
5	Failure in timely submission of Pre-therapy, lesson plan & progress reports	Oral warning is issued	For Pre-therapy late submission=deduction of 3 sessions. For lesson plan late submissions=deduction of 5 sessions For progress report, late submissions=deduction of 8 sessions by the supervisor
6	Cancellation of cases without knowledge of supervisor/staffs in therapy	2 days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the student have to carry out the assigned clinical duties
7	Handover of assigned cases to others without supervisor's consent	2 days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the student have to carry out the assigned clinical duties
8	Use of mobile phone in clinics	Oral warning is issued	A fine of imposed Rs. 500 is

9	Mishandlings of therapy materials belonging to institute	Oral warning is issued	A fine of imposed Rs. 100 is
10	Moving out of clinics during posting time without intimating the concerned staff in prior	Oral warning is issued	Clinical attendance for 5 days week will be withheld, but the student have to carry out the assigned clinical duties at the clinic
11	Tampering/damaging the institute properties such as furniture, instruments, computers etc.	Cost of the damaged property will be levied from the Caution Deposit. Information is passed to parents	
12	Ragging in clinics	As per discretion of Head of Department, Anti-ragging committee & Executive Director, legal action is initiated	

## GUIDELINES FOR STUDENTS ENTITLEMENT

These guidelines have been issued by the University Grants Commission (UGC) in order to help students, teachers, administrators and institutions understand what the minimum entitlements of the students are. These guidelines apply to all colleges and universities in the country (this expression includes every institution of higher education even if it is not called college/university) without any exception. It shall be mandatory for every college/university to publish the present Guidelines in full in its Prospectus and also post it on the homepage of its website.

Fulfilment of these entitlements imposes obligations on educational institutions, administrators, policy makers, teachers and students themselves. If these obligations are not met, a student can approach the Grievance Redressal Authority or the Ombudsman. Any serious or persistent violation of these Guidelines can be brought to the notice of the University Grants Commission and can be the basis of punitive action against the offender.

Some of the provisions stated here are already covered by existing laws or Rules and Regulations of the UGC. But the students shall continue to enjoy all the rights under existing laws, rules and regulations which may not have been mentioned in these Guidelines.

### 1. Admission

- 1.1 An announcement or advertisement for any course of study must clearly specify whether the degree granted is notified by the UGC and other relevant statutory authorities [Under Section 22 of the UGC Act, latest list available at the UGC website] and whether the university that awards the degree figures in the list of universities maintained by the UGC available at the UGC website].
- 1.2 A student seeking admission is entitled to a document (usually called 'Prospectus') that specifies the curricula including syllabi, names and academic profile and status of the faculty, mode and frequency of evaluation, duration of the course, academic calendar, comprehensive information about fees or charges of any kind and refund rules. The information given in the prospectus should not be changed to the disadvantage of the student during the course of study; any change if necessary must be communicated to each student individually spelling out reasons for such a change.

- 1.3 The prospectus must spell out exactly the process and criteria for admissions. This includes weightage given to previous academic performance, entrance examination and interview. The syllabi and format of the entrance examination must be spell out. The final scores of each candidate who appeared for entrance examination including all the components and the entire waiting list must be made public.
- 1.4 Information about any reservation or quota for any category, the eligibility criteria for these reservations/quotas, certificate required for seeking admission under these must be stated clearly in the prospectus.
- 1.5 The student must not be asked to produce documents which have not been mentioned in the prospectus. While the institution can ask the student to produce the original documents (such as School Leaving Certificate, Mark sheet, Caste certificate) for verification, they cannot retain any original document of any student. [As notified by UGC on 23<sup>rd</sup> April 2007, E No. I-3/2007(CPP II)]

## **2. Quality of Teaching and Learning**

- 2.1 It is the responsibility of the college/university to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in all the languages allowed by the institution as medium of instruction or examination.
- 2.2 The students who begin with a difficulty due to social handicap or a shift in the medium of instruction are entitled to special support to bridge the gap.
- 2.3 The students are entitled to availability and presence of qualified teacher, fulfilment of the specified number of teaching days and contact hours for each course and completion of syllabus on time.[UGC Regulations on Minimum Qualification of Teachers....2010]
- 2.4 The students are entitled to reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-sources), laboratories and ICT facilities in the languages permitted as medium of instruction or examination.
- 2.5 The students are entitled to fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process. The students are entitled to a copy of their answer scripts after the declaration of results.
- 2.6 The students are entitled to timely conduct of examination and declaration of results as specified in the academic calendar in the prospectus. They shall be entitled to the award of degree within 180 days of the declaration of results.
- 2.7 The students are entitled to give regular feedback on the quality of teaching, student services and institutional infrastructure. The college/university shall establish mechanisms for seeking this feedback regularly and taking student feedback into account for review and improvement.

