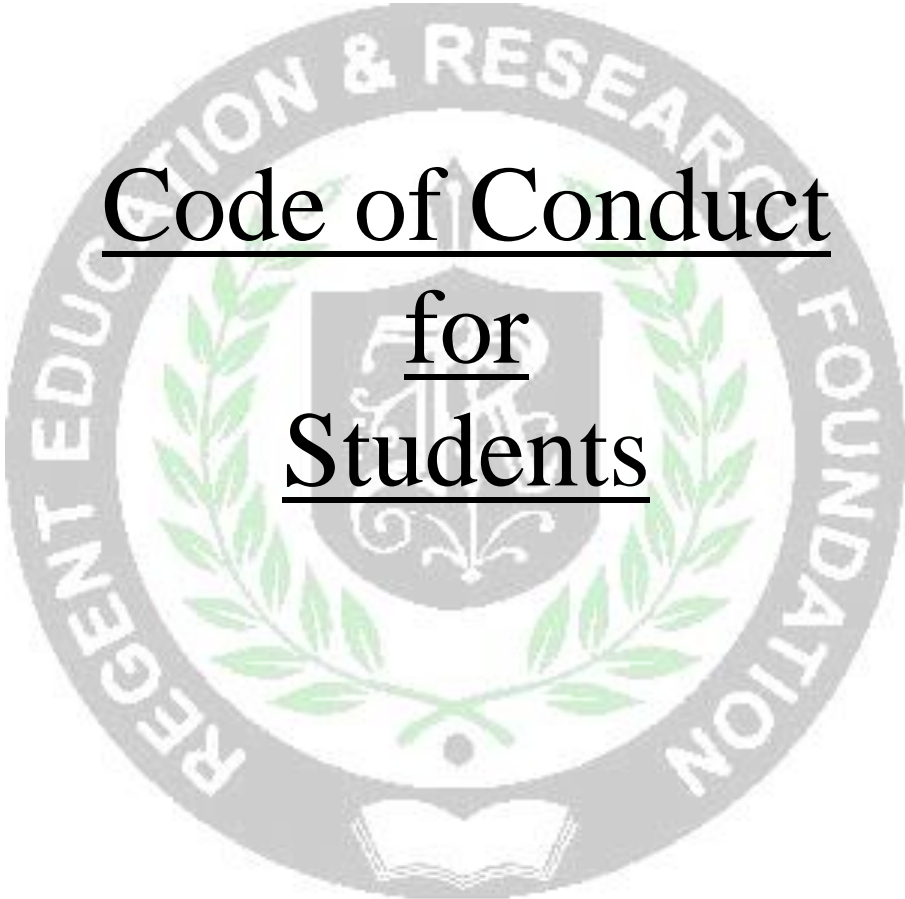




REGENT EDUCATION & RESEARCH FOUNDATION
Group of Institutions



Code of Conduct
for
Students

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : rerfkolkata@gmail.com, Website : www.rerf.in

Campus Address:

Bara Kanthalia, Barrackpore
P.O: Sewli Telinipara, P.S.: Titagarh
Kolkata - 700 121
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresw Guha Street
7th Floor, Kolkata - 700 017
Tel.: 033-3221-3013



REGENT EDUCATION & RESEARCH FOUNDATION

It is hereby brought to the notice of all the concerned that the Trust Board has given its approval for the enforcement of the Regent Education and Research Foundation Student's Conduct & Disciplinary code.

The provisions of this code shall be binding upon all the students of this institute and it shall be the duty of all the staff members of this institute to ensure strict compliance of this code both in letter and spirit. The provisions of this code shall come into effect on and from 22 nd day of February 2017.

Rama Pratap Singh 22/2/17
GM Administration
(RERF GROUP OF INSTITUTIONS)

Das 22/2/17
PRINCIPAL
(RERF)

**GM ADMINISTRATION
RERF GROUP OF INSTITUTION**



REGENT EDUCATION & RESEARCH FOUNDATION

Regent Education and Research Foundation Student's Conduct and Disciplinary Code

“A disciplined mind leads to happiness, and an undisciplined mind leads to suffering.”
– Dalai Lama XIV

Section 1: Title and Commencement

This code may be called **Regent Education and Research Foundation Student's Conduct and Disciplinary Code**. The code shall be deemed to have come into effect from the date on which the Trust Board resolved to implement this Conduct and Disciplinary Code. This code shall supersede all previous students conduct codes.

Section 2: Preamble

Regent Education and Research Foundation is a learning centre where both the teachers and the students uphold the cause of maintaining order and discipline in the campus for the accomplishment of the vision of the institute and maintaining a harmonious atmosphere. Rules and regulations are therefore meant to achieve the contours of these much needed order and discipline. The student community should see that the rules envisaged in this code are strictly followed so that their conduct is in conformity to the institute's vision.

Section 3: Applicability of the Code

The code shall be applicable to all the students admitted to this Institution including any academic programme, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the institute to any academic programme/activity/event has knowledge of this Code. All students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the institute and this Code would be binding on and enforceable against them or any among them.

Rana Pratap Singh

GM Administration

GM ADMINISTRATION
RERF
RERF GROUP OF INSTITUTION

Das 16/2/17

Principal

RERF



Campus : Regent Education & Research Foundation Group of Institutions

Bara Kanthalia (Barrackpore), Post : Sewli Telinipara, P.S : Titagarh, Kolkata-700121, Tel.: 033-3008-5433/5434, Fax: 033-3008-5433
Regd. Office : 11/3, Biresh Guha Street, 7th Floor, Kolkata -700 017, Tel.: 033-3221-3013, E- mail : rerfkolkata@gmail.com, Website : www.rerf.i

Section 4: Responsibilities of the Students.

The responsibilities of the students shall be to:

1. Familiarize and adhere to this Code and any amendment brought to this Code.
2. Behave and conduct themselves in the institute campus and premises in a dignified and courteous manner and show due respect to the authorities and employees.
3. Follow decent dressing manners, without any obscenity.
4. Foster and maintain vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the institute.
5. Access all educational opportunities and benefits available at the institute and make use good of them to prosper academically and develop scientific temper.
6. Follow Institutional rules and directions from college authorities for ensuring the safety, health and well-being of students in the college.
7. Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.
8. Abstain from the use/possession of alcohol, tobacco, narcotic substances or any other intoxicants in the campus.
9. Report any violation of this Code to the functionaries.

Section 5: Behaviour of the students.

1. Student activities should supplement the harmonious function of the institute and all activities of students should be oriented in this direction. Activities that may adversely affect the harmonious function of the institute would not be permitted.
2. Students are encouraged to spend their free time in the Reading Room. Clustering in the verandahs or crowding in front of the offices or the Campus roads are to be avoided.
3. Regent Education and Research Foundation Campus is a "**Smoking Free Campus**".
4. Silence shall be maintained in the designated premises of the institute.
5. Students should avoid usage of mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
6. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
7. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus.

Ram Pratap Singh

GM Administration

RERF

**GM ADMINISTRATION
RERF GROUP OF INSTITUTION**

Das 16/2/17

Principal

RERF



8. Students are expected to exhibit highest order of self esteem and self respect and are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus.
9. Politically based organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
10. Students shall exhibit highest order of decency not to deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
11. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders (except parents or family members) to the institute.
12. Students shall not bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus.
13. The possession, distribution or exhibitions of obscene items are prohibited within the Campus or on any property owned/managed by the institute.
14. Students need to obtain written permission from college authorities to collect money from other students or faculty or any staff within the campus .
15. The institute being a holy place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the institution and shall abstain from violence in the Campus and even outside.
Engaging in *gherao*, keeping under captivity or illegally confining any official of the institute is prohibited
Students can park their vehicle in the dedicated space exclusively reserved for them.
Rash driving inside the campus is strictly prohibited.
16. Students shall leave the classroom only when the session is over with the permission of the teacher.
17. Students charged with criminal offence or under suspension can enter the institute Campus only with the permission of the competent authority.
18. Any case of criminal activity or violation of law and order in the institute Campus will be reported to the police.
19. Students may use the waste bins for dispensing waste materials within the Campus including classrooms and offices.

Rama Prateb Singh

GM Administration

RERF

**GM ADMINISTRATION
RERF GROUP OF INSTITUTION**

Das 16/2/17

Principal

RERF



20. Students are to follow all the rules and regulations as directed by the University while appearing for any examination.
21. Students are expected not to involve in any conduct which leads to lowering of the esteem of the institution.

Section: 6: Respect for Women

Verbal or non verbal conduct such as unfair comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, indecent stares, physical contact, stalking sounds or displays of a derogatory nature which have the purpose and/or effect of interfering with a woman's academic performance or living environment will be considered as misbehavior to girls/ladies and is strictly prohibited in the campus.

Section: 7: Disciplinary Sanctions

Any student exhibiting prohibited behavior mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions:

(a). Minor Sanctions

i) Warning or Reprimand

The student engaged in any prohibited behaviour will be issued a warning letter.

ii) Tendering Apology

The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act. An undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future will be sought.

(b) Major Sanctions

i) Debarring from Examinations

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/have joined.

Rama Pratap Singh

GM Administration

RERF

**GM ADMINISTRATION
RERF GROUP OF INSTITUTION**

Das 16/2/17

Principal

RERF



ii) Suspension

A student may be suspended from the institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall lose his/her attendance for the suspended period unless decided/informed otherwise by the college authority.

iii) Restitution

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the institute or any property kept in the premises of the institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the institute or any property kept in the premises of the institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

iv) Forfeiture

Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

v) Expulsion

Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this institute thereafter.

Rama Prasad Singh

GM Administration

RERF
GM ADMINISTRATION
RERF GROUP OF INSTITUTION

Das 16/2/17

Principal

RERF



Section 8: Functionaries under the Code.

i) Disciplinary Committee:

At the commencement of each academic year, it shall be the responsibility of the Principal to constitute a Disciplinary Committee consisting of not more than 20(twenty) Members. The Principal shall also appoint a senior faculty member to be designated as the Chairperson of the Disciplinary Committee. The Chairperson shall be assisted by a Deputy Chairperson, Senior Advisor and a Convener. The Disciplinary Committee must meet at least twice a month to conduct its business. The Disciplinary Committee will ensure compliance of Regent Education and Research Foundation Student's Conduct and Disciplinary Code and will recommend suitable action in case of its violation to the Principal/ Dean, Academics.

ii) Head of the Departments/ Teacher In Charge.

As the persons in charge of the Departments, the respective functionaries of all Teaching Departments shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged in this code. As these functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments have the responsibility to inform any incident of prohibited behaviour to the Head of the Departments so that any serious issue can be settled before the same goes out of control. The Head of the Departments shall have the power to impose minor sanctions as envisaged in this of this Code. They may also bring any incident to the note of the **Disciplinary Committee** which may recommend imposition of major/minor sanctions as envisaged in this Code. The Head of the Departments while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher to report any instance of violence/misconduct/ragging on the part of the students shall be reported to the Principal by the respective Head of the Departments.

Rama Prabh Singh,

GM Administration

RERF
GM ADMINISTRATION
RERF GROUP OF INSTITUTION

Was 16/2/17

Principal

RERF



ii) **Dean, Academics.**

Dean, Academics shall have the power to visit/inspect any premises, buildings, or any property of the institute when there is a genuine doubt that any act of prohibited behaviour is taking place. The authority may take any lawful actions to curb such behaviour. The HoDs shall report to the **Dean, Academics** any instances of prohibited behaviour, who in turn shall bring it to the notice of the **Disciplinary Committee for their recommendations**. The **Dean, Academics** shall forward the recommendations of the **Disciplinary Committee** to the Principal after noting his observations.

The Principal/Dean may also *suo moto* recommend action against any student(s) indulging in prohibited behaviour which is brought to his/her notice by the authorities of the institutes.

iii) **Principal**

The Principal shall be the ultimate authority in imposing major sanctions as envisaged against the students for acts of prohibited behaviour. The Principal can also entertain any appeal from any student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal and decide the case on merit.

Section 9: Right to Appeal

The student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal can appeal to the Principal. The decision of the principal shall be final and binding on the students.

Section 10: Assistance from Law Enforcement Agencies

The Principal and the Dean, **Academics** (with the concurrence of the Principal) shall have the power and duty to call the Police immediately when there is a threat of law and order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The HoDs/ Chief Administrative Officer shall in such a case give a detailed report to the Principal/Dean.

Section 11: Grievance Redressal Cell (GRC)

The Institute has a "**Grievance Redressal Cell**" where the students can air their grievances. On receipt of any complaint, the GRC shall forward the complaint to the concerned authority for the proper action and Redressal of the complaint.



GM Administration

RERF
GM ADMINISTRATION
RERF GROUP OF INSTITUTION



Principal

RERF



Section 12: Undertaking by the Students

The students joining any academic programme of the institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and in case it is violated, it will be bound by the provisions of this Code.

Section 13: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).

Section 14: Ultimate Authority

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

Section 15: Amendments to the Code

The Trust Board **Regent Education and Research Foundation** shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institute immediately.

Rama Pratek Singh

GM Administration

RERF
GM ADMINISTRATION
RERF GROUP OF INSTITUTION

Das 16/2/17

Principal

RERF

