Maharshi Karve Stree Shikshan Samstha's DR. BHANUBEN NANAVATI COLLEGE OF ARCHITECTURE FOR WOMEN , Pune

STUDENT CODE OF CONDUCT

1. Purpose and Applicability

1. This Code shall apply to every student enrolled at the College, during the period of enrolment and while participating in any academic, co-curricular, extracurricular, institutional, field, online or College-related activity.
2. Every student shall maintain discipline, dignity, professional conduct and respect for the rights of others.
3. Students shall comply with the rules, regulations, ordinances, circulars and lawful directions issued by the College, SPPU, UGC and other competent authorities.

2. General Behaviour and Discipline

Students shall:

1. Maintain courteous, respectful and professional behaviour towards faculty, staff, students, visitors and members of the public.
2. Maintain decorum in classrooms, studios, laboratories, library, workshops, campus premises and during College activities.
3. Attend lectures, studios, examinations, juries, reviews and other academic activities regularly and punctually.
4. Carry and produce valid College identity cards whenever required.
5. Maintain cleanliness and protect College property, equipment, furniture, books, drawings, models and other institutional resources.
6. Follow prescribed safety procedures, particularly in studios, workshops, laboratories, construction sites, field visits and educational tours.
7. Respect personal boundaries, privacy, dignity and intellectual property rights of others.
8. Follow instructions of authorised College personnel relating to safety, discipline, academic administration and institutional activities.

3. Prohibited Conduct

The following shall constitute misconduct or indiscipline:

1. Threatening, abusing, intimidating, bullying, harassing or humiliating any person.
2. Physical violence, fighting, assault or wilful damage to property.
3. Ragging, directly or indirectly, in any form.
4. Sexual harassment or any unwelcome conduct of a sexual nature.
5. Discrimination, hate speech or derogatory conduct based on gender, caste, religion, language, disability, region, ethnicity or any other protected characteristic.
6. Possession, use or distribution of prohibited substances or any unlawful activity on or in connection with the College.
7. Possession of weapons or dangerous articles on campus, except where specifically authorised for an academic purpose.
8. Impersonation, forgery, fabrication or submission of false documents or information.
9. Cheating, plagiarism, fabrication or falsification of academic work, records, data or submissions.
10. Unauthorised recording, photographing or dissemination of examinations, confidential academic material, meetings or proceedings.
11. Obstruction of teaching, examinations, College activities or lawful functioning of the institution.
12. Any conduct that brings the College or the Samstha into disrepute or violates applicable law.

4. Social Media and Digital Conduct

Students are personally responsible for all content uploaded, shared, forwarded, commented upon or otherwise circulated through their social-media accounts, messaging platforms, websites or other digital media.

Students SHOULD:

1. Use social media responsibly and respectfully.
2. Verify information before sharing or forwarding content concerning the College, faculty, staff, students or institutional activities.
3. Clearly distinguish personal opinions from official statements of the College.
4. Obtain appropriate permission before using the College name, logo, photographs, videos or official material for institutional representation or promotional purposes.
5. Give due acknowledgement and credit to the College, faculty, students, photographers, architects, authors and other content creators wherever required.
6. Obtain consent before posting identifiable photographs, videos, recordings or personal information of other students, faculty or staff, particularly where such content is not already publicly authorised.
7. Immediately report cyberbullying, harassment, impersonation, unauthorised use of College identity or other objectionable digital conduct through the appropriate College mechanism.

Students SHALL NOT:

1. Post, publish, circulate or endorse false, defamatory, misleading, obscene, threatening, abusive or unlawful content concerning the College, the Samstha, SPPU, faculty, staff, students or any other person.

2. Upload or circulate photographs, videos, audio recordings, screenshots or documents relating to College activities without appropriate consent where such consent is required.
3. Misrepresent themselves as an authorised spokesperson, representative or official social-media account of the College or the Samstha.
4. Create social-media accounts, pages, groups or channels using the College/Samstha name, logo or identity in a manner suggesting official affiliation without written authorisation.
5. Publish confidential, restricted, examination-related, disciplinary, grievance, personal or sensitive institutional information.
6. Engage in trolling, cyberbullying, online harassment, doxxing, impersonation, targeted abuse or coordinated attacks against any member of the College community.
7. Post or circulate content intended to ridicule, shame, threaten, defame or damage the reputation or dignity of any individual or institution.
8. Use College-related social-media platforms or groups for unauthorised commercial, political, discriminatory or unlawful activities.
9. Manipulate, edit or use photographs, videos, audio, AI-generated content or other digital material deceptively so as to misrepresent any person, event or institutional activity.
10. Share examination papers, answer material, confidential jury/review proceedings or other restricted academic content without authorisation.

5. College-Related Posts

1. Students are encouraged to share and promote legitimate academic, cultural, social and institutional achievements of the College in a responsible manner.
2. Posts relating to College events, competitions, exhibitions, workshops, publications, student achievements and academic activities shall not contain misleading information or unauthorised claims.
3. Official announcements shall be relied upon only from authorised College communication channels.
4. No student shall issue a public statement on behalf of the College unless specifically authorised to do so.
5. Use of the College/Samstha logo, official photographs, branding or institutional identity shall be subject to College permission and applicable brand/communication guidelines.
6. Any grievance concerning the College shall be raised through the prescribed grievance-redressal mechanism rather than through defamatory or abusive public posts.

6. Academic and Intellectual Integrity

1. Students shall submit original work and appropriately acknowledge all sources, references, images, drawings, data and ideas.
2. Plagiarism, fabrication, falsification, unauthorised collaboration and misrepresentation of authorship shall constitute academic misconduct.
3. Copyrighted material shall not be reproduced, distributed or commercially used without appropriate permission or attribution.
4. Students shall comply with College and University requirements relating to examinations, submissions, juries, research, intellectual property and academic integrity.

7. Privacy, Consent and Recording

1. No student shall record, photograph or livestream another person without appropriate consent, except where expressly permitted for legitimate academic or institutional purposes.
2. Private conversations, messages, documents, personal information and closed-group communications shall not be published or circulated without lawful authority or consent.
3. Special care shall be exercised in relation to photographs and recordings involving minors, visitors, patients, research participants or members of the public.

8. Ragging, Harassment and Safety

1. Ragging in any form, whether physical, verbal, psychological, online or through social media, is strictly prohibited.
2. Sexual harassment, bullying, stalking, intimidation and discriminatory conduct are strictly prohibited.
3. Students shall cooperate with the College's Equal Opportunity cell, Anti-Ragging Cell, Anti-sexual harassment cell, Divyang Cell, Grievance Redressal Cell, and other statutory or institutional mechanisms.
4. Complaints shall be dealt with through the applicable statutory and institutional procedures, with due regard to confidentiality, natural justice and the rights of all concerned.

9. Responsibility for Conduct

1. Ignorance of this Code shall not be accepted as a defence for violation of its provisions.
2. A student may be held responsible for content or conduct originating from an account under the student's control where such conduct is attributable to the student.
3. Where conduct occurs outside the physical campus but has a direct connection with the College, College activities or members of the College community, appropriate disciplinary action may be initiated in accordance with applicable rules and law.

10. Disciplinary Action

1. Any alleged violation shall be examined by the competent College authority in accordance with applicable rules and principles of natural justice.
2. Depending upon the nature and gravity of the misconduct, disciplinary measures may include warning, written undertaking, counselling, restitution, withdrawal of privileges, restriction from participation in activities, suspension or such other action as may be permissible under applicable University/College rules.
3. Serious or unlawful acts may be reported to the appropriate statutory or law-enforcement authority.
4. Nothing in this Code shall restrict the College from taking action under any applicable Act, Regulation, Ordinance, University rule, Government direction or other law in force.

11. Grievance and Reporting

Students may report concerns relating to discipline, harassment, ragging, discrimination, academic misconduct or other violations through the appropriate College mechanism/authority.

All students are expected to cooperate with institutional enquiries and maintain confidentiality during proceedings.

12. Governing Framework

This Code shall be read together with and shall be subject to:

- Applicable provisions of the **Maharashtra Public Universities Act, 2016** and applicable University statutes, ordinances and regulations;
- **Savitribai Phule Pune University Ordinance 157 – Maintenance of Discipline and Good Conduct by Students**, as amended from time to time;
- Applicable **UGC Regulations on Student Grievance Redressal**;
- **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions**;
- **UGC Regulations on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions**;
- **UGC Guidelines on Mulya Pravah 2.0 – Inculcation of Human Values and Professional Ethics in Higher Education Institutions**;
- Applicable provisions of the **Information Technology Act, 2000**, **Digital Personal Data Protection Act, 2023**, copyright law and other applicable legislation;
- Rules, regulations, policies and circulars issued by the College, MKSSS and SPPU from time to time.

The College reserves the right to amend this Code from time to time in accordance with applicable law, University regulations and institutional requirements.



Dr Shubhada Kamalapurkar
Principal
Dr B N College of Architecture for Women