



# Unity College

A wide-angle photograph of a university campus. In the foreground is a large, well-maintained green lawn. In the middle ground, there are several multi-story buildings with white facades and red accents. A basketball court with a hoop is visible in the distance. The sky is blue with some light clouds.

## STUDENT HANDBOOK

Your Rights  
Your Responsibilities  
Code of Conduct

# College Pledge

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Unity College  
A sacred place so dear  
Born to enlighten, guide and to serve humanity  
Nurturing hopes, dreams and visions for a better world to build  
Leading us on  
*Let us then walk together united*  
*Let us strive for excellence*  
*Wisdom, truth and understanding*  
*Our destiny's to be fulfilled.*  
God of creation  
We come to you as one  
Seeking your infinite wisdom and abounding grace  
May we discover who we are  
Find the place where we belong  
As we go forth  
With God as our guide and strength  
We can be a beacon of light.

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The College logo is centered on the Morung which was the traditional knowledge center of the Nagas. The Morung was where knowledge about social customs, skills, values and principles were handed down from one generation to the other. The logo reflects the Morung in a contemporary setting.

- The colors, red and black, used in the logo reflect the dominant colors in the Naga culture.
- The shape of the logo which is round symbolizes the world we live in.
- The crossed logs represent the traditional design of the Morung.
- The spear and the shield symbolize the preparation for war to empower the students with knowledge for a bright future.
- The horns signify wealth.

Thus, knowledge acquired by the students will be the beacon to enable, empower, illuminate and guide them to become responsible members of their family and society and help in the quest for excellence.

# About the Handbook

Every day at Unity College, we educate our students to ensure that they graduate as competitive young men and women. But before rigorous learning can take place, we must first create and maintain safe and orderly learning environments.

As with every aspect of the learning process, creating positive learning environments requires the full engagement of every member of Unity College – including students, parents, teachers, and the community. Everyone has a role to play!

This handbook is designed to support students and their families in understanding how we expect students to behave in our college and what steps we take when there are behavioural issues. In addition, this handbook describes what Unity College does to foster character development and the supports and resources available to promote positive student behaviour. A wide cross-section of the faculty members participated in the development of this handbook, and great care has been taken to ensure that Unity College behavioural and discipline policies are consistent and effective.

We encourage you to review this handbook together with your families and to talk about the purpose of college, the value of education, and the importance of positive behaviour. Teachers teach and students learn in our college, but students also discover their talents and interests, make friends, and develop as individuals during the years they spend with us. We know that you share our commitment to fostering this positive growth.

*Student Welfare Cell*

# Our Promise

## *You can expect us to:*

- Help you choose a course that is right for you.
- Make the College a safe, caring and helpful place for you to learn.
- Treat you fairly.
- Welcome and induct you onto your course and the College.
- Give you the teaching and support you need to fulfil your potential, succeed and progress.
- Develop your skills in “Learning how to learn.”
- Make sure that classes start and end on time.
- Provide a well-resourced Learning Resource Center and services to support you.
- Tell you how you are to be assessed, talk with you about how you are doing and agree your learning targets with you.
- Respond positively to any specific needs or adaptations you might need us to make.
- Give you opportunities to review and feedback on your course and College services through the Student Council.
- College services through the Student Council.
- Deal quickly and efficiently with any problems you tell us about.
- Offer advice and support on any study or personal matter you choose to tell us about.
- Tell you about changes to the College which may matter to you.
- Keep you informed of opportunities for you to be actively involved in College life.
- Help you to prepare for your next step after College be that work, further study or independent living.

WE WANT TO KNOW IF YOU FEEL WE HAVEN'T DONE AS YOU EXPECT. YOU CAN TELL US WHAT YOU WOULD LIKE US TO IMPROVE THROUGH OUR SUGGESTION BOX OR BY ATTENDING ONE OF THE MANY MENTOR-MENTEE PROGRAM.

# you & your COLLEGE

## *We expect you to:*

- Be proud of the good name of the College and follow the college rules.
- Attend all classes on time, work hard at your studies and complete assignments on time.
- Work with your tutors and support staff to make sure you succeed and progress.
- Go to classes with the right equipment, ready to learn and appropriately dressed.
- Switch off your mobile phone when in class, unless being used for learning and not access sites such as Facebook, Youtube, Instagram, whatsapp, etc in lessons, unless asked to do so by your teacher.
- Move carefully and quietly through College buildings.
- Not eat or drink in classrooms or other learning environments, apart from water.
- Go to all tutorials and work towards the targets agreed with your tutor.
- Pay, on time, any fees which are due
- Care for the College environment, respecting College and other people's property and avoiding waste.
- Treat everyone with respect, regardless of differences you may notice between you and them.
- Take responsibility for your own safety, the safety of those around you and tell us if you are ever worried about your safety.
- Stand up against unfair treatment by reporting it quickly.
- Tell us if we could do better or you have a problem.
- Be actively involved in your learning and contribute to College life.
- Produce evidence of your learning.

OUR EXPECTATIONS OF YOUR SUCCESS WITH US ARE DEPENDENT ON THE ABOVE

## **STUDENT AFFAIRS**

The Office of the Dean Students' Welfare help the students learn strategies for balancing academic, extra curricular, and personal responsibilities. The Dean strives to create and maintain an atmosphere conducive to rich and rewarding educational experiences that reflects the interests of a diverse student community. The Dean Of Students' Welfare is available to assists the students as personal issues and emergencies arise that impact their overall academic life.

## **ADMISSION & ACADEMICS**

All issues concerning Admission to a particular course is handled initially by the Admission Committee. The Administrative Office handles the process of further documentation and submission. All matters related to academic of a particular course- the timetable, teaching, evaluation, assessment, tests, and examinations are dealt with by the Academic Affairs Division headed by the Principal as per the University and other prevalent guidelines. We have a system of feedback and redressal, which the students are encouraged to utilize for academic development.

### *Academic Concerns*

Students who have concern about their course requirements, attendance or grading policies, and other similar matters should first discuss them with the Head of the Department. If the concerns cannot be satisfactorily resolved, the students should then discuss with the Dean of Students' Welfare/Vice Principal or Principal for final resolution.

### *Semester System*

#### *Duration of Semester and Academic Year*

A **minimum of 3 years (6 Semesters)** and **maximum of 5 years (10 semesters)** will be required to qualify for the B.A, B.COM, B.Sc and BCA degrees.

The **duration of every semester is six (6) months** during which Admission, Course Work, Conduct of Examinations and Declaration of Results shall be completed including Semester Break.

## ***Examination System***

1. Evaluation will have both components of continuous internal assessment and end semester examinations carrying weightage of 25% and 75% respectively. Each course of 4 credits and above shall be evaluated for 100 marks with 25 marks for internal assessment and 75 marks for end semester examinations. Courses of 2 credits will be evaluated for 50 marks with 12.5 marks for internal assessment and 37.5 marks for end semester examinations. Practical courses will be for 50 marks only.
- 1.1 Pass marks will be 40%. Students will be required to obtain 40% marks in internal assessment and end semester examinations separately to pass the subject.
- 1.2 **Continuous Internal Assessment:**
  - i) The outline for continuous assessment activities shall be proposed by the teacher(s) concerned before the commencement of the semester. Some suggested parameters of continuous assessment are class test, seminar, quiz, home assignment, project, etc. and many other methods. However, there shall be series of tests at regular intervals for each course (paper) incorporating various parameters as given above.
  - ii) In the continuous internal assessment under the suggested parameters, there will be 3 class tests and the average of the best 2 tests performances will be taken as the final score
  - iii) All continuous internal assessment activities are to be regulated and conducted by the respective colleges under the supervision of the Principal/HoD of the concerned department.

## ***Distribution of Marks for Internal Assessment-***

Class test *	10 Marks
Assignments **	5 marks
Presentation **	5 marks
Mid-Term Exam	10 Marks
<b>Total</b>	<b>30 Marks</b>

\* *Minimum Three (3) Class Tests*

\*\* *Either 1 Assignment of 5 marks & 1 Presentation of 5 marks or 2 Assignments each of 5 marks should be done.*

### ***Credit Value And Contact Hour System***

- I. For the maintenance of a standard teaching-learning system, Credit Value and Contact Hours shall be followed for assessment of the level of learners.
- II. The minimum Credits to be completed for Honours students shall be 140 while for the General Course, it shall be 120.
- III. A Contact Hour (CH) is in correspondence to the Credit Value; for example, a paper having 6 Credits shall have a minimum of 6 Contact Hours in a week and a paper having 2 Credits shall have a minimum of 2 Contact Hours in a week. For Practical classes, every Two Hours shall make 1 (one) Contact hour.
- IV. One Contact Hour shall normally be of 60 minutes duration.

***Explanation :*** (i) *The concept of Credit Value and the Contact Hours has a bearing on the Number of classes taken for a course per week.*  
(ii) *A Semester shall have a minimum of 90 working days, excluding days taken for the conduct of Examinations and Evaluation.*

### ***Attendance***

Each semester is considered as a unit and the students has to put in a **minimum attendance of 75% in each subject** with a provision of condonation of 15% of the attendance by the Principal of the specific recommendation of the Dean of the Students' Welfare or Vice Principal showing reasonable cause such as medical grounds, participation in National/State Level Sports and other activities, Cultural activities, Seminars, Workshops, Paper presentation, etc. The supporting document/certificates must be submitted to the Dean of Students Welfare as and when applicable.

The basis of the calculation of the attendance shall be the number of periods prescribed by the University by its calendar of events. For the I semester students the same shall be reckoned from the date of admission to the course. The student shall be informed about their attendance position periodically by the institute so that students shall be cautioned to make up by the shortage. The attendance committee submits the lists of students who have been detained for shortage of attendance by the end of the semester to the principal. To inform the students about the shortage of attendance shall not be the responsibility of the college.



A students having shortage of attendance in one or more subject shall have to repeat the whole semester and such students will not be permitted to take admission to next higher semester. Such students shall take readmission to the same semester in the subsequent academic year.

### ***Library Usage***

Students should obtain a membership for the Library by following the procedure prescribed. The Library card have to be carefully retained till the completion of the programme.

Students are allowed to borrow two books from the Library at a time and keep them for a period of 7 days after which they have to be renewed for another 7 days.

In case the books thus borrowed are lost damaged, students will have to pay a penalty of twice the cost of the book/s without which the No Due Certificate from the Library will not be issued to the student.

### ***Identity Card***

All students, faculty, and staff are required to have a Photo identification card, which is issued by the Administration Office. A new ID Card will be issued to all incoming first-year students. Any student whose ID Card is lost or stolen must report the loss to the Administration Office immediately. Replacement of ID Cards are issued by the Administration Office on payment.

## THE COURSES STRUCTURE FOR CBCS IN B.A HONOURS/B.COM HONOURS

	<b>Core Courses (14)</b>	<b>Ability Enhancement Compulsory Course (AECC) (2)</b>	<b>Skill Enhancement Course (SEC) (2)</b>	<b>Discipline Specific Elective (DSE) (4)</b>	<b>Generic Elective (GE) (4)</b>
<b>I</b>	C 1	English/MIL/Hindi Communication			GE-1
	C 2				
<b>II</b>	C 3	Environmental Science			GE-2
	C 4				
<b>III</b>	C 5		SEC-1		GE-3
	C 6				
	C 7				
<b>IV</b>	C 8		SEC-2		GE-4
	C 9				
	C 10				
<b>V</b>	C 11			DSE-1	
	C 12			DSE-2	
<b>VI</b>	C 13			DSE-3	
	C 14			DSE-4	

*Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 Credits) in 6th Semester.*

## THE TOTAL CREDIT FOR B.A/B.COM HONOURS

<b>Type of Papers</b>	<b>Total no. of papers</b>	<b>Credit/Paper</b>	<b>Total Credit</b>
Core	14	6	84
AECC	2	2	4
SEC	2	2	4
DSE	4	6	24
GE	4	6	24
	<b>26</b>		<b>140</b>

*Whenever any paper of 6 credits involves experiment, the 6 credit is divided into 4+2 (Theory+Practical)*

## THE COURSE STRUCTURE FOR CBCS IN B.A/B.COM GENERAL

	<b>Core Courses (12)</b>	<b>Ability Enhancement Compulsory Course (AECC) (2)</b>	<b>Skill Enhancement Course (SEC) (4)</b>	<b>Discipline Specific Elective (DSE) (4)</b>	<b>Generic Elective (GE) (2)</b>
<b>I</b>	English-I	English/MIL/Hindi Communication			
	DSC-1A				
	DSC-2A				
<b>II</b>	MIL-I	Environmental Science			
	DSC-1B				
	DSC-2B				
<b>III</b>	English-II		SEC-1		
	DSC-1C				
	DSC-2C				
<b>IV</b>	MIL-II		SEC-2		
	DSC-1D				
	DSC-2D				
<b>V</b>			SEC-3	DSE-1A	GE-1
				DSE-2A	
<b>VI</b>			SEC-4	DSE-1B	GE-2
				DSE-2B	

*Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 Credits) in 6th Semester.*

## THE TOTAL CREDIT FOR B.A/B.COM GENERAL

<b>Type of Papers</b>	<b>Total no. of papers</b>	<b>Credit/Paper</b>	<b>Total Credit</b>
Core	14	6	72
AECC	2	2	4
SEC	4	2	8
DSE	4	6	24
GE	2	6	12
	<b>26</b>		<b>120</b>

*Note: Subject combination of 04 Courses from each of 02 disciplines may be as per existing criteria.*

All papers ( both honors and pass course) are designed maintaining a uniform pattern of 5 units of each of the papers with some exception in English and Tenyidie.

## **LEAVE POLICY**

1. All leave application has to be verified and forwarded by the mentors.
2. Maximum of three days leave will be granted for the students per semester.
3. Medical leave for not more than 15 days (including Saturday and Sunday) will be granted.
4. Half-Day Leave is normally granted 1 time per semester unless on special case.
5. If some students are participating in any event at International/National/State Level, their attendance can be granted. District level participation will be considered only on exceptional cases.
6. Please note that Unity College Students' Council (UCSC) is the only recognised student body to represent the College officially. Students are notified to refrain forming any tribal/community students' organisation in the College or representing the College.

## **PROCESS OF APPLYING LEAVE**

1. Write a leave application addressed to the Principal.
2. Get it verified and signed by your mentor.
  - a) State the reason for taking leave.
  - b) In your leave applications, mention the following:
    - i. Name of the Mentor .
    - ii. Class, Section, and Roll number.
    - iii. Name of the respective subject teachers.
3. For Half-Day Leave - Contact the Dean of Students' Welfare .
4. For One-Day Leave - Contact Vice Principal.
5. For Two-Days and Above and Medical Leave - Leave to be granted by the Principal.

## **FINES**

*Purpose:* Corpus fund for students activities during shortage of funds/repair of damages by students.

*Conditions:* Shortage of attendance, absenteeism during first day, last day, important college events. Breach of discipline (tobacco, alcohol, any other abusive substance), first warning is imposition of fine; next disciplinary action is expulsion.

## CODE OF CONDUCT

As with any incident of student behaviour, Dean of Student Affairs and Disciplinary Committee must exercise informed judgment as to whether a student's actions constitute a violation of the College policy and/or Code of Conduct.

Student disciplinary offenses and the responses to them are designed to improve the student's behaviour from continually interrupting the safe and orderly learning environment for other students. Behaviour offences are outlined below. Students who take part in inappropriate behaviours are subject to discipline that may range from staff/administrative responses to expulsions according to the procedures outlined in the College Policy. The College authorities have the authority to review and assess each individual situation to determine, if any, the type and number of interventions and supports to use prior to any disciplinary action being taken.

### OFFENCES

#### *Category/ Level of Offences*

Category 1 Offence - Direct Expulsion

Category 2 Offence - Suspension and ask to leave after semester

Category 3 Offence - Parent's Call, Fine and Community Work

Category 4 Offence - Referred to Disciplinary Committee

#### *Bullying / Harassment / Attacks / Threats / Fighting*

- Fighting
- Physical attack(s) on a student.
- Threat(s) on individual(s).
- Bullying, harassment, or intimidation for any reason.
- Interfering with another student's right to attend college or classes.
- Participating in and/or inciting a college disruption.
- Striking a staff member who is intervening in a fight or other disruptive activity (intentional or unintentional).
- Physical attack(s) on a staff member (expulsion only).
- Violent behaviour that creates a substantial danger to persons or property.

### ***Attendance***

- Leaving College campus without permission.
- Unexcused lateness (class/classes)
- Unexcused absence (class/classes)

### ***Sex Offenses***

- Sexual assault (direct/immediate expulsion), Stalking
- Indecent exposure
- Eve Teasing

### ***Possession and Use of Alcohol/Tobacco Products/Substance Abuse***

- Non-prescription violation (possession of non-prescription medications).
- Use and/or possession of alcohol, tobacco or cigarette rolling paper.
- Under the influence of alcohol, or showing evidence of having consumed alcohol.
- Use of any intoxicants/drugs which causes a loss of self-control or inebriation and which shall include glue and solvents.

### ***Disrespect/Insubordination***

- Failure to follow a direction such as, but not limited to, failure to report to office when directed by college staff to do so.
- Harassment
- Refusing to cooperate with College rules and regulations.
- Refusing to cooperate with College transportation regulations.
- Using obscene or abusive language.
- Disruptive behaviour that results in the interference with the normal classroom program.

### ***Other***

- Academic dishonesty (cheating on tests, copying term papers, forging signature of teacher and/or parent/guardian).
- Use of personal telecommunication/electronic

communication devices, such as cell phones, tablets, or any wireless or cellular communication device, inside the classrooms except when the use of the device is authorized by the classroom instructor and used in conjunction with the instructional program.

- Destruction and/or vandalism of college property, personal property of students and/or faculty.
- Theft and misappropriation of resources.
- Indifference to warnings. (Expulsion)s

### **SUGGESTED DISCIPLINARY RESPONSES, INTERVENTIONS AND SUPPORTS FOR OFFENSES**

- Pre-correct individual student's behaviour.
- Determine root causes and functions of student misbehaviour and respond appropriately.
- Teach, practice, and reinforce positive replacement behaviours.
- Provide special work assignment.
- Require the student to complete a written reflection/apology for misbehaviour.
- Use student behaviour strategies, progress reports, behaviour contracts, and/or behaviour point sheets.
- Recommend peer mediation support.
- Recommend conflict resolution support.
- Withhold student privilege(s).
- Contact student's parent.
- Hold a parent and student conference.
- Provide small group character-building and social skills training.
- Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently).
- Suspend student from college when appropriate interventions or supports did not result in positive behaviour changes by the student.
- Require student to return property, pay for property, pay restitution for property damages.
- Contact police if a clear violation of the law is committed that is not ordinarily handled by the college administration.

## STUDENT BEHAVIOUR

### *Student Dress Code*

In recognition of the fact that the college is a place of learning and not leisure, formal etiquette and behaviour is expected out of every student. Casual approach to dressing, behaviour, language and mannerism are not in alignment with the intent of one's presence in the academic campus and such the following broad guidelines are to be kept in mind. The prescribed uniform dress must be worn on all days and occasion as prescribed by the institution. The same guidelines also apply to general appearance- hairstyle/body/accessory/behaviour etc. Further to the uniform dress, the ID card must be worn at all times when the student is within the campus and provides permitted access without hindrances.

***Traditional Dress*** - The last wednesday of every month.

- The student dress code outlines acceptable standards for College dress during the college day and during other college-sponsored activities.
- Students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment.
- Skirts and dresses must not have hemlines or slits that extend above the knee and should be knee level in length.

### **UNITY COLLEGE CANNOT ACCEPT ANY BREACHES OF THE FOLLOWING.**

*The college has 3 clear zero tolerance rules:*

- ***Student dress code***
- ***Use and possession of tobacco and alcohol***
- ***Attendance***

### ***Student Use and Possession of Tobacco***

Consumption of alcohol, tobacco products and drugs is strictly prohibited anywhere in the campus, its surroundings, and hostels and at any college-sponsored activities.

Anyone who is found to have been indulged in the consumption and



is found to be in possession of these prohibited products in the prescribed areas are immediately punishable for the offense. The disciplinary Committee will process violations as given below:

***First Offense*** - Fine (₹ 2000/-) + hold a conference with students & parents + Community Service.

***Second Offense*** - Expulsion

***Alcohol*** - D.A – Expulsion

### ***Attendance***

Attendance at College is really important- it is expected that you will attend all time tabled based classes & activities associated with your qualification. The qualification you are studying will have an attendance requirement. If you are unwell and have time away from college unexpectedly you must inform your DSW/Vice Principal/Principal as soon as possible through your Mentor.

Don't forget, if you are in receipt of College Scholarship, not attending college will adversely affect this. You will lose the scholarship.

### ***Keep in mind that:***

- Class attendance should be more than 75% in all the classes of all semesters, failing which the college management may detain the student from appearing in the University examination.
- Students are expected to attend all the classes regularly throughout the semester. In case of medical reasons or other unavoidable circumstances, the student's parents/guardian should inform the Dean of Students Welfare/Vice Principal/Principal in writing. The student will submit the leave application along with supporting document to the Dean of Student Welfare within 2 days of rejoining the classes.
- If a student remains absent continuously for more than 10 days without any information or without valid reasons, the student will not be allowed to appear in any exam (Internal as well as University Exam) and disciplinary action will be taken against the student.

### ***Classroom Cell Phone Use***

No phone calls may be answered during class; phones must be set on vibrate or silenced during class periods.

### ***Respect for Campus Authority***

It is the policy of Unity College, consistent with its efforts to foster an environment of respect for dignity and worth of all members of the College community, that harassment, improper language, and/or aggressive actions directed towards employees of the college will not be tolerated. All staff, faculty, and resident directors participate fully in the College's lines of authority and are to be respected. Such individuals have full authority to administer College policies and recommend action and have the responsibility to report any violation or areas of concern to the proper administrative office.

### ***Security***

Students are encouraged to take the following security measures:

- College is not responsible for loss of any personal property.
- Always lock your car or bike
- Do not keep or carry large sums of cash
- Report to the campus security office the strange behavior of any individual on campus.
- Do not violate campus security measure or policies; specifically, do not open locked doors, abide by all access rules, and adhere to the College's outlined visitation policies.
- Report any known or suspected thievery to the Dean. This will ensure the safety of everyone's property.

### ***Academic Dishonesty***

Academic dishonesty includes plagiarism, cheating, and lying or deception.

- Cheating is giving or receiving unauthorized aid on an examination, assignment, or other graded work. Regardless of where the aid comes from – e.g., cell phone, crib sheet, or another student- it qualifies as academic dishonesty.
- Lying/Deception refers to dishonest words, actions, or

omissions directed at College personnel by a student in order to improve the academic or financial standing of any student at the University.

- Plagiarism is the fraudulent presentation of another person's work as the students' work.
- When a student, whether by accident or design, does not properly acknowledge sources in any academic assignment where original work is expected, that student is stealing the ideas and effort of another.

### ***Fighting***

Arguments may arise as students relate to each other on campus. However, students who resort to fighting and/or intentional use of objects to inflict personal harm will be dismissed from the college.

### ***Stealing and Possession of Stolen Property***

The possession of stolen property (from another student, the College or the general Public) or related suspicious behaviour (i.e., uninvited entry, deception, false statements) is unacceptable. Violators are subject to campus disciplinary actions and possible referral to appropriate law enforcement agencies.

### ***Lost and Found (to be submitted to Deans)***

### ***Social Networking and Public Forms of Communication via Social Media***

Unity College respects each student's right to free speech and expression. However, students are responsible for the manner in which they choose to use this expression.

The college's primary concern regarding social media such as Facebook, Whatsapp, Twitter, and Instagram involves the safety of students as well as the integrity of Unity College and its community. Potential employers, clients, and family members may access the information posted on social media. Unfortunately, so may predators and criminals.

Once information is posted on social media sites, it becomes part of a public realm, accessible to anyone with internet access. Students forfeit any right to privacy when pictures, blogs and/or comments

are posted online. In addition, online photos, comments and posts can be archived forever. Remember, what you do, what you say, and what you post online represents you. Your team, and the College. While Unity College has no specific policy prohibiting the use of these websites (as it recognizes that they can be educational ), the College does possess resources to determine whether any content posted to the web defame the College, its students, faculty, or staff. Students will be held accountable for any such content, which may result in dismissal from College.

Listed below are few guideline to follow regarding social media use:

- Avoid posting personal information like addresses, cell phone numbers, etc.
- Do not make references to alcohol or drugs in photos or blogs.
- Do not post explicit pictures.
- Do not post negative reference to your classmates, instructors, staff.
- Logos and pictures posted on the College's website are copyrighted and cannot be used without College permission

## **USING COLLEGE COMPUTERS**

College computers and computer systems are for educational use. When you use a College computer, you must always respect the Acceptable Use Policy (you might hear this referred to as the 'AUP' or 'Acceptable Use Policy'). The policy applies to all students and staff.

### ***What is Acceptable Use?***

The computers are here to help you with your studies. You can use the internet, e-mail, and software provided by the College so that you can complete your projects and College work. As well as College computers, you can use your laptop in areas that are Wi-Fi enabled.

### ***What is Unacceptable Use?***

- Owning or looking at things on the computer that are illegal, pornographic, racist, violent, obscene or offensive.
- Introducing viruses, sending abusive messages or damaging College property.
- Hacking, or trying to break security measures.

- Using chat rooms.
- Using the computers to make money, or using computers for another person without agreement from the Head of Facilities.

### ***Student Ragging, Bullying, Harassment, or Intimidation***

At Unity College we wish to create a learning community in which all partnerships are based on mutual respect and we value and respect everyone equally. All students have the right to enjoy their learning and leisure time free from any form of ragging, bullying or harassment.

No one should have to tolerate ragging because ragging hinders learning, and our curriculum includes preventive approaches to ragging.

Unity College will not tolerate ragging, bullying or harassment even if it was not intended to hurt. We work in partnerships based on mutual respect. Our College anti-ragging policy has been developed with input from our students through the Student Council.

We have policies and procedures at the College for dealing with ragging, and it is important that you are aware of these, and that we do enforce them. In the same manner, you will be aware that being in possession or under the influence of drugs and alcohol, or breaching health & safety regulations on college premises is not tolerated.

#### **RAGGING MAY INCLUDE THE FOLLOWING BEHAVIOUR OR ACTIONS:**

***Emotional:*** Being unfriendly, excluding, ignoring, tormenting (e.g. threatening gestures, unpleasant comments on appearance, stealing, hiding or damaging property).

***Physical:*** Pushing, kicking, hitting, fighting, punching or any use of violence.

***Racist:*** Racial taunts, graffiti, gestures, comments on faith or belief.

***Sexual:*** Unwanted physical contact or sexually abusive comments.

***Verbal:*** Name calling, gossiping, spreading rumours, teasing and mimicking.

***Cyber:*** All areas of the internet, such as email, social networking and chat room misuse, mobile phone threats by text messages and calls, misuse of technology e.g. camera and video facilities.

## *Conduct*

To maximize classroom and campus success for each student and to ensure a positive learning environment, the following conduct is expected of all students:

- Attend all scheduled classes punctually.
- Dress appropriately, including shirts and shoes.
- Do not use tobacco products at any time.
- Dispose of empty beverage containers properly if coffee, water, or soft drinks are permitted by the class instructor.
- Limit conversation to class discussion only.
- Inform the instructor at the beginning of class of any important appointment that will require you to leave class. In this instance, it would be helpful to sit near the door and leave quietly when its time.
- Ensure that the classroom and student sitting area is properly arranged for the next class at the end of each class period.
- Do not accept phone calls in class ; phone must be set on vibrate or silence.
- Remain quiet while in the hall when class is on break or dismissed earlier than usual, as other classes may still be in session.
- Act in accordance with the college honesty policy. Academic integrity and student honour are of the highest importance at Unity College. Therefore, students are not permitted to sign classroom or lecture attendance lists for another student. Cheating, lying, and plagiarism of any kind will not be permitted in the academic program and will be considered a violation of college's policy.

## ***Discipline***

Disciplinary action for non-compliance with College policies, unless already specified in the student Handbook, may result in **one or any combination of the following actions:**

- Warning.
- Withhold student privilege(s).
- Restitution work assignment.
- Assessment of fines or charges for damage.
- Require the student to complete a written reflection/apology for misbehaviour.
- Suspend student from College when appropriate interventions or supports did not result in positive behaviour changes by the student.
- Contact student's parent and hold a parent and student conference.
- Require student to return property, pay for property, pay restitution for property damages.
- Expulsion.
- Contact police if a clear violation of the law is committed that is not ordinarily handled by the college administration.



## UNITY COLLEGE

Residency Colony, PWD Area

Near Nagaland University Residential Campus

Dimapur 797112

Nagaland

E-mail: [unitycollegedimapur@gmail.com](mailto:unitycollegedimapur@gmail.com)

Tel: (03862) 283589, 6009932605



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