



CODE OF CONDUCT FOR STUDENTS

1. INTRODUCTION

The National Fire Service College Nagpur is committed to developing technically skilled human resources who serve as valuable assets to the nation. During their time at the Institute, students, particularly undergraduates undergo significant personal and intellectual transformation. They are expected to evolve from young girls and boys into responsible ladies and gentlemen, while also building a strong foundational understanding of their chosen disciplines. Critical qualities they must internalize are *discipline, ethical conduct and social responsibility*; without it, their training remains incomplete, limiting their ability to face the real world with respect and objectivity.

To support this development, every student at NFSC Nagpur is required to adhere to a prescribed **Code of Conduct**. Students are expected to follow the procedures outlined therein and strive to internalize them at the earliest. This document highlights the key aspects of the Code of Conduct. In general, any behavior that disrupts the progress or smooth functioning of the Institute including the well-being of fellow stakeholders shall be considered as violation of Code of Conduct.

In all matters related to discipline, the norms presented in this document shall serve as the guiding reference. In situations not explicitly covered herein, the decision of the designated Committee shall be considered final and binding.

2. THE CODE OF CONDUCT

Each student shall conduct herself or himself in a manner befitting the dignity of NFSC Nagpur, under the MHA, GOI. Every student is expected to engage only in activities that uphold and enhance the prestige of the Institute. Students shall show due respect and courtesy to faculty members, staff, and administrators, and maintain a spirit of camaraderie and mutual respect with fellow students. They shall also extend courtesy and consideration to visitors and all residents of the campus.

Students must strictly refrain from engaging in any act that violates the rules and regulations of the Institute. Any student found consuming, possessing, facilitating, or supporting the use of prohibited or restricted items, whether within or outside the Institute, shall be liable for disciplinary action as per the law/rule of the place. Acts such as defaming the Institute or any of its students, faculty, or staff through social media or

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other digital platforms; bullying or engaging in any form of harassment; damaging Institute property; or participating in any form of misconduct are strictly prohibited.

Further, any involvement in examination malpractice, including but not limited to, possession of unauthorized materials (such as chits or electronic devices), use of mobile phones, impersonation, assisting or receiving assistance from others, or adopting any unfair means will be treated as a serious violation. Any student found guilty of the above or similar misconduct may face strict disciplinary action as per Institute norms. Such actions may include, but are not limited to, expulsion from the hostel and/or Institute, imposition of financial penalties, debarment from campus placements, disqualification from holding positions of responsibility, restriction from participating in Institute events, suspension or expulsion from the academic program accepting admission to NFSC Nagpur, the student acknowledges and agrees to abide by this Code of Conduct and understands the consequences of any violation.

2.1 Handling and Use of Prohibited Substances:

Smoking is strictly prohibited in all areas of the Institute, including residential premises. The possession, consumption, distribution, or storage of alcohol on campus is also prohibited. Furthermore, no student or their guests shall possess, consume, distribute, store, or encourage the use of any substance prohibited under applicable Indian laws, including but not limited to cigarettes, tobacco products, alcohol, narcotic drugs, psychotropic substances, and their variants in any form. Violators in this regard will be treated as per the applicable Laws of the Nation. Any student who is aware of such prohibited activities, shall report the matter confidentially and in person to the Hostel Warden.

2.2 Ragging

Ragging in any form is a serious offense. Any conduct by a student or a group of them, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, will be treated as ragging. Further, asking any student to do any act, which that student objects to do and which has the effect of causing or generating a sense of shame, torment or embarrassment (adversely affecting the physique or psyche of the student) will be treated as ragging. All such cases will be dealt with as per the Guidelines given by the Hon'ble Supreme Court of India and UGC. More details on what constitutes ragging and the measures that need to be taken to eliminate it, are placed on the Institute website.

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2.3 Sexual Harassment

Utmost care needs to be taken by each student, to ensure that his/her behavior is impeccable towards persons of opposite gender. In particular, any unwelcome behavior towards female students and employees, whether spoken, written, gestural or physical, directly or indirectly, would be dealt with as per the national law on *Prohibition of Sexual Harassment at Workplaces*. Harassment includes, but is not limited to, striking, laying hands upon, intimidation, threatening with violence or doing bodily harm or invasion of privacy. It can be of verbal nature and include suggestive comments, insults, humour and jokes about sex or gender-specific traits, and sexual propositions, whether done directly or through email or any other mode of communication. Persons who are victims of emotional/sexual harassment of any form may approach the members of the Internal Committee. The complaints can be registered with the Internal Committee, NFSC Nagpur. Detailed information is available at the Institute Website.

Please refer *Sexual Harassment of Women at Workplace (Prevention, Protection and Redressal) Act, 2013*.

2.4 Interaction with Media and Online Activities

No student shall interact with, participate in any show or contribute any article to any form of media, except with the prior approval of the Head of Academics. Approval is not required, if the contribution is purely literary, artistic or scientific in character. Further, no student shall publish anything or participate in broadcast, either anonymously or in his or her name, that has the effect of adverse criticism of any current or recent policy or action of the Institute or which is capable of embarrassing the relations between the Institute and the Central Government, any State Government, any other Institute or organization or any member of the public.

Students shall ensure that internet facility, given by the Institute is not misused. Internet resources are intended for holistic development of the student. Further, each student is responsible for ensuring that he/she does not violate Cyber Laws of the country and the IT Infrastructure norms for use of the Institute.

2.5 Hostel Life

Rules and regulations laid down for conduct in Hostels have to be strictly adhered to by each student. Norms for Hostel Management are available as a separate document.

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Salient features of the said document include the following:

- (a) Smoking, and possession and consumption of alcohol or substances of abuse are strictly banned in both hostel and Institute premises;
- (b) No one is allowed to enter the hostel or Institute premises in an inebriated condition;
- (c) Each student is responsible to ensure that hostel property is maintained properly;
- (d) Each student is expected to make positive contribution to creating and maintaining an overall ambience in hostel premises, which is conducive for studies and holistic growth of students; and
- (e) Students should return to their hostel by the time announced by the Warden of the Hostel.

2.6 Use of Motorized Vehicle

Students shall not possess or use personal or borrowed motorized vehicles within the Institute campus.

2.7 Conduct at and outside the Institute

At all times, students should be polite amongst themselves and towards the staff and faculty members. Students are bound to comply with guidance and directions of Institute officials. Any disorderly, abusive, or intimidating behavior towards Institute personnel, or any act that obstructs or interferes with the discharge of their official duties, shall be treated as a serious offense.

Equally serious are offenses like adopting unfair means in examinations, plagiarism in assignments and dissertations, disrupting classes, falsifying information to the Institute, forging or altering Institute documents, and damaging Institute property.

Each student should exercise utmost caution and be on constant vigil to ensure that his/her behavior does not harm anybody, directly or indirectly, and that laws of the country/state are upheld at all times. Further, no student is allowed to be associated with any political party either directly or indirectly in the campus. No regular student can have any professional engagement outside the Institute without written permission from the Institute. Each student should comply with the mandatory attendance requirement as mentioned in the regulations of the academic programs of the Institute. Behavior of no student should constitute any form of harassment or treatment that is demeaning, abusive, threatening or alarming, including disparagement based on an individual's race, creed, ethnicity, national origin, religion,

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and gender. Further, all students are expected to positively contribute in ensuring harmony among all sections of the Institute community, and take advantage of efforts of Institute towards providing an atmosphere that is conducive for academic excellence and overall development of students.

Further, all students should refrain from making any kind of campaign against the Institute either individually or collectively. Students must follow the escalation matrix defined for various processes at the Institute. The Institute has established norms and procedures for addressing any legitimate grievance of students. Any attempt to sidestep the established procedure by organized activity will be a serious violation of the Code of Conduct.

When a student undertakes any journey outside the Permanent Campus of the Institute (anywhere in India and abroad) as a *student, representative* or *ambassador* of the Institute, she/he shall:

- (1) Not get involved in any gambling and betting activities;
- (2) Maintain proper timings as instructed by the concerned Faculty Advisor, and go to only such places as approved by the Faculty Advisor in writing. They shall return to place of residence by the time as agreed with the Faculty Advisor;
- (3) Avoid adventure sports and activities, without proper skills and due written permission of parents/guardian and the Institute;
- (4) Follow all safety precautions as applicable at each place of visit;
- (5) Move, as much as possible, in groups;
- (6) NOT enter into any altercation or brawl with any known/unknown person;
- (7) NOT deal with any persons from the Press and Media; and
- (8) NOT canvas in any election activity.

2.8 Co-curricular and Extra-Curricular Activities

The Institute encourages participation of all students in co-curricular or extra-curricular activities, without affecting academic performance. It is the responsibility of students to ensure that their participation in extra-curricular activities does not hamper their studies. Hence, participation in extra-curricular activities can never be cited as a reason for poor academic performance. To ensure this, it is enjoined that no student with CGPA of less than 7.0 can hold any office/position of responsibility, either elected or nominated (relaxed to 6.5 for hostel-level positions). Further, a student who has faced any disciplinary action, cannot occupy any position of responsibility.



Further, student organisers of festivals and other activities should ensure that no extra-curricular activity encourages any kind of negative behavior and all laws of the land are strictly followed. Students organising festivals should ensure that:

- (a) The due care in the use of all assets, facilities, and equipment provided to or permitted for use by them and shall be responsible for ensuring their proper upkeep and protection.

2.9 Medical facilities

All students shall be solely responsible for any expenditure incurred towards their medical treatment, including but not limited to consultation, hospitalization, diagnostic tests, medicines, and any related healthcare services. The Institute provides access to a Health Centre (HC) within the campus premises on preselected days, where only elementary medical consultation and limited first-aid facilities are available. Certain basic medicines may be provided at the HC in accordance with prevailing CGHS norms and availability; however, this facility is intended for preliminary care only and does not constitute comprehensive medical treatment. The Institute also operates one ambulance service for facilitating medical transport, subject to availability.

Notwithstanding the above, the Institute shall not be held liable or responsible for any medical condition, injury, illness, or related expenses of any student, nor for any outcomes arising from the use or non-availability of HC services, ambulance support, or any related facilities. Students are advised to make appropriate personal arrangements to meet their healthcare needs.

3. DISCIPLINARY ACTION

A student shall invite disciplinary action from the Institute, if he/she violates the Code of Conduct. The actions may include formal reprimand, disciplinary probation, community service, monetary fine, debarring from examinations, debarring from award of prizes/medals or convocation or holding any position of responsibility, deregistration from courses, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration, expulsion from hostel and even expulsion from the Institute or any other penalty/punishment as deemed fit by the disciplinary committee. In particular,

- a. Involvement of a student in ragging/sexual harassment/handling of prohibited or restricted substances may lead to his/her expulsion from the Institute. The ragging cases are referred to Anti Ragging Committee for appropriate action while sexual



National Fire Service College, Nagpur
Academic Section

harassment cases are referred to the Internal Committee.

- b. An Instructor or co-instructor of a course has the power to take appropriate action against a student, who misbehaves in his or her class. The Instructor has the power to debar a student from continuing to write the rest of the examination, in which he/she is detected to be using unfair means; and
- c. The Warden of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a student resident, who violates either the Code of Conduct or rules pertaining to the Hostel. All such action will be part of the personal file of the student and will be processed through the guidelines of the Hostel & Campus Rule.

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National Fire Service College, Nagpur
Academic Section

Undertaking regarding
Attendance in Classes

1. Roll Number

To be entered by the Office of Academics

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2. Name

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National Fire Service College Nagpur
Office of Students

Undertaking regarding Attendance in Classes

I, Ms./Mr. _____ (Roll No: _____)
registered in the _____ Program at National Fire Service College Nagpur,
hereby undertake on _____ 2026, that I undertake to abide by the terms given
below with respect to the Attendance in Classes, and pledge to abide by the same:

- (1) I understand that 100% attendance is expected in all courses;
- (2) I will be regular and punctual to all the classes (lecture/tutorial/practicals/FGO) of the B.Tech (Fire Engg.) Program.
- (3) If I am unable to attend the classes due to health reasons or other unavoidable circumstances, I will submit an application for leave and get prior approval from the authorities concerned for the leave. However, in all circumstances, I will ensure that my attendance in each course will be more than 75%;
- (4) I agree that any disciplinary action taken against me by the Institute or penalty awarded to me by the Institute in the matter concerning my attendance falling below 75% in any course(s) will be final and binding on me; and
- (5) I agree to abide by all academic and disciplinary rules and regulations of the Institute prevailing at the time of my admission and as revised from time to time by the Institute.

Signature of the Student

Signature of Parent/Legal Guardian



Undertaking on

Non-Engagement in Sexual Harassment and Related Misconduct

1. Roll Number

To be entered by the Office of Academics

2. Name

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National Fire Service College Nagpur

Office of Students

Undertaking on Non-Engagement in Sexual Harassment and Related Misconduct

I, Ms./Mr. _____ (Roll No: _____)
registered in the _____ Program at National Fire Service College Nagpur,
hereby undertake on this ____ day of _____ 2026 that I shall abide by the terms stated
below with respect to prevention of sexual harassment and gender-based misconduct, and
pledge to uphold the same:

1. My behaviour towards all fellow students, employees, members of the campus community, and visitors to the Institute shall remain respectful, dignified, and appropriate at all times.
2. I understand that any unwelcome conduct or behaviour towards any person, whether verbal, written, gestural, visual, electronic, or physical, either directly or indirectly, which may amount to sexual harassment or gender-based misconduct, shall be dealt with in accordance with the rules and regulations of the Institute and applicable laws, including the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)*, wherever applicable.
3. I further understand that violation of the above may invite disciplinary action as per the rules and regulations of the Institute and applicable law.

Signature of the Student

Signature of Parent/Legal Guardian



**Undertaking regarding
Prohibited and Restricted Substances**

1. Roll Number

To be entered by the Office of Academics

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2. Name

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National Fire Service College Nagpur

Office of Students

Undertaking Regarding Prohibited and Restricted Substances

I, Ms./Mr. _____ (Roll No: _____)
registered in the _____ Program at National Fire Service College Nagpur,
hereby undertake on _____ 2026, that I undertake to abide by the terms given below
with respect to *restricted and prohibited Substances*, and pledge to refrain from:

- (1) Consuming, possessing, sharing or trading (or from promoting others to consume, possess or trade) alcohol within the academic and residential premises of NFSC Nagpur, or elsewhere in the country or world, so long as a student of NFSC Nagpur, and from damaging my personal health and bringing disrepute to my parents and the Institute;
- (2) Smoking, possessing or trading cigarettes or tobacco in any form (or from promoting others to consume, possess or trade cigarettes or tobacco in any form), as per *COTPA Act, 2003*, within the academic and Hostel premises of NFSC Nagpur, or elsewhere in the country or world, so long as a student of NFSC Nagpur, and from damaging my personal health and bringing disrepute to my parents and the Institute; and
- (3) Using non-degradable plastic within the academic and residential premises of NFSC Nagpur.

If I violate any of the above conditions, I understand and agree that I shall be penalized as per the Laws of the nation and Rules and Regulations of the Institute.

Signature of the Student

Signature of Parent/Legal Guardian



Undertaking on
Compliance with Institute Rules for Motorized Vehicles

1. Roll Number

To be entered by the Office of Academics

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2. Name

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National Fire Service College Nagpur

Office of Students

Undertaking on Compliance with Institute Rules for Motorized Vehicles

I, Ms./Mr. _____ (Roll No: _____)
registered in the _____ Program at National Fire Service College Nagpur,
hereby undertake on _____ 2026, that, as per the Code of Conduct for Students of the
Institute:

I shall not possess, keep, or use any motorized vehicle during my stay at the NFSC Campus.

I understand and agree that violation of the above conditions may invite disciplinary
action and/or penalties as per the Rules and Regulations of the Institute.

Signature of the Student

Signature of Parent/Legal Guardian



**Undertaking on
Responsible Digital Behaviour and Online Conduct**

1. Roll Number

To be entered by the Office of Academics

2. Name

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**National Fire Service College Nagpur
Office of Students**

Undertaking on Responsible Digital Behaviour and Online Conduct

I, Ms./Mr. _____ (Roll No. _____),
registered in the _____ Program at National Fire Service
College Nagpur, hereby undertake on this _____ day of _____ 2026 that
I shall abide by the following principles of responsible digital behaviour and online conduct
during my association with the Institute:

1. I shall use digital platforms, communication channels, computing facilities, social media, and online resources in a responsible, ethical, respectful, and lawful manner.
2. I shall not engage in any form of cyberbullying, online harassment, intimidation, stalking, hate speech, defamation, impersonation, sharing of obscene or offensive material, unauthorized recording, or circulation of content that may harm, harass, threaten, or violate the dignity, privacy, or rights of any individual or group.
3. I shall not create, share, forward, or promote false, misleading, defamatory, abusive, or inflammatory content relating to any student, employee, visitor, or member of the Institute community through digital or electronic means.
4. I shall respect the privacy, intellectual property, data, and digital security of others, and shall not engage in unauthorized access, recording, monitoring, distribution, or misuse of digital information or resources.
5. I understand that any misuse of digital platforms or violation of applicable laws, Institute policies, or acceptable standards of online conduct may invite disciplinary and/or legal action as per the Rules and Regulations of the Institute and applicable laws of India.

Signature of the Student

Signature of Parent/Legal Guardian