

## **STUDENTS CODE OF CONDUCT**

All students shall abide by any special or general rule(s) made by the UGC or any other Regulatory Body and/or by University authorities in this regard to their conduct within the University including hostel(s) and outside the University. The students, in general, shall not indulge in any undesirable activity and act of indiscipline during his/her entire stay in the University.

### **1. a. The following shall constitute act of indiscipline**

- a) Keeping or using any fire arms, lethal weapons, knives, with a blade or more than four inch length.
- b) Keeping or using intoxicants in any form.
- c) Gambling in any form.
- d) Ragging, bullying or harassing of other students.
- e) Strike or hunger strike.
- f) Boycotting of any University function, programme or activity.
- g) Using intemperate language.
- h) Recourse to violence, assault, intimidation, rioting.
- i) Showing or causing to show any disrespect to a teacher or staff member of the University inside or outside the Campus including hostel(s).
- j) Incitement to commit any act of indiscipline.
- k) Any breach of law of the country or the State or the Statutes, Regulations, Rules of the University or orders of a competent authority.
- l) Disturbing other students in their studies in the classrooms.
- m) Damaging any University property.
- n) Disorderly behavior in any form.
- o) Attending, organizing meetings other than those authorized by the competent authority and participation in such meetings.
- p) Displaying notices, leaflets, or posters not signed or countersigned by the Dean, Students Welfare Officer or other University Officers authorized by the Vice-Chancellor on the University notice boards or other places or distributing such notices or leaflets.
- q) Any other act intended or calculated to cause inconvenience, annoyance, injury

or damage to any other inmate of the hostel, employee of the University or a resident of the Campus, or guest and visitors to the University or member of the faculty of the University.

- r) Adoption of unfair means in an examination.
  - s) Molestation/eve-teasing/abusing.
  - t) Physical injury to fellow students or employees or anyone in the Campus/University.
  - u) Hostility towards a member of the faculty or University employees.
  - v) Misconduct or misbehavior in the class room or anywhere in the University Campus.
  - w) Instigation or cause to be instigating, organizing participating in strikes, demonstration or disturbance of any kind including gheraos, lock-outs which may disrupt the convocation, examination, workshops, conferences and other functions of the University.
  - x) Disobedience or disregard of instructions or notifications issued by the Student's Welfare Officer, Dean and other officers, Head of School and members of faculty.
- b)** Any other act of misconduct, which in the opinion of the competent authority amounts to indiscipline.

## **2. Punishment**

### **(a) Individual Punishment**

The Dean of the college concerned shall have the power to withdraw any fee or any other concession and/or inflict a fine not exceeding Rs. 3000/- on a student.

### **(b) Group Punishment**

A group fine, not exceeding twice the value of the damage caused to the University property by a group of students, as a result of any agitation or otherwise, may be imposed on the group, as a whole, when the Dean(s) is/are of the opinion that it is not possible to fix the responsibility on individual members of the group for the damage.

Provided that this fine may be imposed by the Vice-Chancellor on the recommendation of the inquiry committee/Dean(s) when members of the group are from different colleges of the University.

### **(c) Reprimand of record**

This shall consist of an official warning to the student not to repeat any act of

indiscipline and shall be imposed by the Dean concerned. This will be noted on the students Permanent Record Card but not on any outgoing transcript. Third official warning to a student not to repeat any act of indiscipline shall automatically place the student on Conduct Probation.

**(d) Conduct Probation**

A student involved in the violation of the rules and regulations of the University or in any way involved any act of indiscipline may be placed on conduct probation by the concerned Dean for a specified period. During the period of this conduct probation the student shall stand debarred from representing the college or the University in any meet, tournament, youth festival, cultural competition etc; shall also remain suspended from any office that he/she may be holding in any student organization, and shall not be entitled to receive any stipend/scholarship/fellowship.

Another act of indiscipline by the student during the pendency of Conduct Probation may lead to the „Rustication“ of the student, to be effected by the Dean concerned. If a student has been on Conduct Probation on an earlier occasion and commits an act of indiscipline second time again, he/she shall remain on Conduct Probation for full term of stay and he/she may be rusticated from the University in case of any misconduct during this period.

Rustication will be effected in the manner prescribed. The action of placing a student on Conduct Probation shall be noted on the permanent Record card and shall be incorporated in the Semester Report so long as the student is on “Conduct Probation”.

**(e) Suspension**

A student shall be suspended immediately on account of his being involved in any act of serious indiscipline/causing grievous injury to fellow student or staff/molestation/any other matter deemed as serious act by the Dean etc. He will remain suspended both from University and Hostel till pending enquiry. If he/she is proven guilty and penalized, missed lectures and practicals will be completed by himself in consultation with the instructor/fellow students. In case he/she is acquitted of the charge his/her missed lectures/practicals can be arranged and his/her absence be condoned by the concerned Dean.

**(f) Rustication**

A student involved in any act of indiscipline or any other act likely to bring disrepute to the University may be rusticated for a specific semester(s) by the concerned Dean and will be required to leave the university and hostel immediately.

**(g) Expulsion**

(a) A student involved in act of gross indiscipline or any other act likely to bring disrepute to the University may be expelled from the University by the Vice-Chancellor on the recommendation of the Dean concerned and shall be debarred from readmission in the University. This punishment shall be entered in the Permanent Record Card and Transcript of the student and shall be notified by the Registrar to all within the University and also to other Universities in India.

(b) A copy of the order imposing any of the above punishment shall be sent to the parent/guardian of the student.

**Preventing Ragging in the University**

Ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which involve physical assault or treat or use of physical force; expose students to ridicule and contempt and affect their self-esteem; and entail verbal abuse and aggression, indecent gestures and obscene behavior. Without prejudice to the generality of powers to enforce discipline under the Academic Regulations, the following will amount to acts of gross indiscipline:

- i) Ragging within or outside the University as defined above.
- ii) Possessing of, use of, or threat of use of any weapon.
- iii) Any violation of the provisions of the Civil Rights Protection Act 1976.
- iv) Willful destruction of public or Private property.
- v) Creating ill-will or intolerance on religious or communal grounds.
- vi) Causing disruption, in any manner, of the academic functioning of the University system.

**Library Rules and Regulations**

Procedure for Enrolment and Issuing of Books

1. A person eligible to be enrolled as member of the library will fill up and sign a membership registration form obtainable from the library and present the same duly signed and stamped by competent recommending authority to the Dean, library and information system/ Librarian for enrolment as member of the library.
2. Student members will come to the library personally to take books on loan.
3. Membership of a student will remain valid till he remains on rolls or get roll number for appearing in his final semester examination i.e. 2nd/ 4th/ 6th/ 8th semester, whichever is earlier and will be renewed at the beginning of each academic year.
4. Reference books are not issued, however, can be borrowed for consultation in the Library for Photostat etc.
5. The Dean / Librarian may recall any book from any member at any time.
6. The books are issued for ten days but in case a book is in great demand, the Dean/ Librarian may regulate the use of such a book in such a manner as he may consider proper.
7. A fine of Rs 5 per day per book will be charged for keeping the books beyond the prescribed time limit.
8. The loss of Library smart card should be reported immediately to DSW or IT Department. A duplicate card will be issued on payment of Rs 500/- for staff and Rs 200/- for students.
9. No book shall be issued on loan which, in the opinion of the Dean/ Librarian is not in a condition be safely handled by the borrower.
10. Any borrower who losses/defects in any way damage a Library book, shall be liable to replace the book or pay its cost as to be decided by the Librarian.

#### **Re-issue of Books**

1. The loan of books may be renewed at the discretion of the Librarian, provided the books in question are not in demand by other members. Similarly, the dean/ Librarian may allow the issue of additional number of books to meet his special requirement.
2. Before getting books issued, any mutilations or markings should be pointed out immediately by the number to the issue counter assistant and his initials

be obtained there, otherwise the member shall be responsible for mutilations and markings discovered afterwards.

### **General Rules**

1. Readers shall maintain discipline and silence in the library. Uses of cell phones are prohibited.
2. Bringing cold drinks and any type of eatables are strictly prohibited.
3. Internet facilities provided in the library may be used for consultation of course of study only.
4. Activities such as playing games or use of social networking sites or chatting is strictly prohibited.
5. No person who is entitled or permitted to use the library shall mutilate, disfigure, deface by writing in the margins, by underlining sentences, by marking passages or damaging a book, a periodical or any property of the library, in any way.
6. A reader responsible for any damage caused to the reading materials or to any other property besides the penalty imposed upon him.
7. If books issued to a member are found mutilated at the time of return he/ she shall have to replace or pay the price thereof with a fine of Rs 100. Therefore, members are requested to check the books thoroughly before getting them issued.
8. No tracing or mechanical reproduction of any book, any map or manuscript shall be made without the expressed written permission of Dean/ Librarian.
9. The Dean/ librarian reserves the right to suspend/ cancel the membership privilege of any member found misbehaving with the library staff or for any other indecent behaviour. Such a member is also liable to be expelled from the library.
10. Any infringement to the library rules will render a member's privilege of admission to the library, fit for cancellation.
11. In all other matters, the Dean/ Librarian shall have to take such action as he may deem fit.
12. The security guard/ Library attendant at the entrance and exit gate of the library is authorized to search the person or a reader if he suspects that he/ she is carrying unauthorized books or other reading materials.

## **A. Conduct of Examination**

### **i) Admission on Production of Roll Number Slip**

1. Each registered student shall be issued roll number by the Controller of Examination through the office of concerned Dean at least 15 days before the commencement of examination who fulfill minimum requirements as prescribed in Academic rules.
2. Each registered student shall carry Roll Number Slip and Identity Card regularly during the examination.
3. Any student who is unable to produce his or her roll number slip or identity card on demand, but his/her name exists in the list of candidates appearing in the examination duly supplied by the Controller of Examinations, the Center Superintendent may allow the student to appear in the examination.
4. If a candidate is in possession of roll number slip but his/her name does not exist in the list supplied by Controller of Examination, the Center Superintendent should allow the candidate in the paper and inform the authority concerned on the same day.

### **ii) Discrepancy in the Subject Offered**

No candidate can appear in subject examination not originally registered by him/her at the time of registration in the beginning of the semester.

### **iii) Late Arrival**

1. No candidate will be allowed to appear in the End Term Examination if he/she is late by more than 30 minutes. Examinee so admitted (late arrival) shall have no claim for extra time in lieu of late arrival.
2. Each student will have to sign a declaration to the effect that his/her admission in the examination is provisional and he/she have no claim to have evaluated in case Dean Academic Affairs/Vice-Chancellor does not approve of his/her admission in examination.

### **iv) Identification Sheets**

1. Examinees present shall be advised to sign the attendance sheet (identification sheet) against their roll number.
2. Center Superintendent shall compare it with the cut list supplied by Controller of Examination. In case, there is some discrepancy it should be settled before the candidate is allowed to leave the examination hall/room

and the matter should be informed to the Comptroller of Examination for rectification.

**v) Appointment of Amanuensis**

1. An amanuensis shall only be appointed for the examinee under the following cases

- a) Blind candidate (permanently)
- b) Candidate completely disabled from writing with his own hand
- c) Temporary disablement such as fracture of writing hand, fore arm, shoulder, elbow, wrist, etc.

In all the above mentioned conditions, medical certificate is required from the University Doctor/C.M.O of the district hospital.

2. Controller of Examinations will arrange for appointment of amanuensis and inform the Centre Superintendent

- a) The appointment of amanuensis should be the student of lower class and have not received more than 50 percent marks in the last examination.
- b) Controller of Examination can also authorize Center Superintendent for appointment of amanuensis.

**B. Disciplinary Control of Examination Centre**

During an examination, a candidate shall be under the disciplinary control of Center Superintendent and he shall obey his instructions. If a candidate disobeys his instructions or misbehaves with any member of supervisory staff or any other examinee at that centre, he may be excluded from the examination of that session.

i. Center Superintendent should immediately inform Controller of Examinations about the incident. The report of the Center Superintendent must clearly mention the details of the incident along with necessary evidence in the shape of statements from the supervisory staff engaged in examination duty.

i. Controller of Examinations shall take any step as mentioned below taking into consideration the nature of incident.

**(a)** Student may be suspended immediately from appearing in the examination on the day of incident.

**(b)** Parents of the student should be informed immediately.

**(c)** Enquiry Committee should be constituted to conduct an enquiry and submit



the report within 48 hours. The constitution of the committee shall consist of atleast 3 members but not more than 5 from the various faculties of the University holding at least rank of Associate Professor.

**(d)** The committee can recommend any one of the following punishment depending on the nature of indiscipline.

- (i) Student may be declared fail in that paper
- (ii) He/She may be put on conduct probation.
- (iii) Scholarship may be cancelled.
- (iv) Case may be reported to police.

### **C. Use of Unfair Means**

a) The term 'use of unfair means in the examination' or 'attempt to use unfair means in the examination' shall denote the items prescribed by the Academic Council from time to time.

**b) The following, inter-alia, shall be deemed to be unfair means:**

- i) Talking to another student or any person, inside or outside the Examination Hall during the examination hours without the permission of Invigilator or Superintendent Examination.
- ii) Possession or having access to the books, notes, papers or any other material, whether written, inscribed or engraved or any other device, which could be of help or assistance to him in answering the question paper or part thereof.
- iii) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do one or more of these things in respect of any book, notes papers or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- iv) Writing on blotting paper or any other piece of paper a question or anything relating to a question or solving a question on anything other than the answer-book or the continuation sheet.
- v) Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or a part thereof, or solution to a question or a part thereof, to any other student or to any other person during the examination.
- vi) Smuggling an answer-book or continuation sheet into the Examination Hall,

or taking out or replacing or attempting to get replaced the answer-book or continuation sheet during or after the examination with or without the help or connivance of any other person connected with the examination, or through any other agency, what-so-ever.

- vii) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or other staff or outside agency, a solution to a question or a part thereof.
- viii) Approaching or influencing directly or indirectly the Instructor, Tabulator or any other person, connected with the examination, with the object of inducing him to leak out the question paper or any part thereof, or to enhance marks or to favorably evaluate or to change the award.
- (ix) Exerting undue influence i.e. direct or indirect interference or attempt thereof on the part of the candidate or of any person on his behalf in the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the provisions of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting staff or other student(s) or threatens to do so shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of this clause.
- (x) Copying, attempting to copy, taking assistance for help from any book, notes, papers or any other material or device, or from any other student, or facilitating or rendering any assistance to any other student to do any of these things.
- (xi) Using abusive or obscene language in the examination hall or writing the same in the answer-book.
- (xii) Making an appeal to the Examiner through the answer-book.
- (xiii) Leaving the examination hall without returning the answer-book or continuation sheet, if any, to the Invigilator and taking away or tearing off or otherwise disposing of the same or any part thereof.
- (xiv) Presenting a practical/class work/note-book not prepared by the student himself.
- (xv) Arranging or permitting any person to impersonate for the student in the examination.

(xvi) Forging or using a forged document, knowing it to be forged in any matter related to the examination.

(xvii) Forging of signatures of the Supervisor in any document related to registration card, synopsis, certificates, semester progress report etc. will be treated as unfair means.

(xviii) The Academic Council may declare by resolution any other act or omission or commission to be unfair means'.

- c) Every student shall be required to bring his own examination materials, such as set squares, scales and the like, as he shall not be permitted to borrow any of these material from fellow students in the Examination Hall.
- d) If any student is found to have used or attempted to use `unfair means' in any examination his answer-book shall be seized by the Invigilator/ Instructor forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer-book.
- e) The Examination Superintendent shall forward the report of the invigilator incharge to the Dean concerned through Controller of Examination for forwarding the same to the Students Discipline Committee for detailed investigation and this Committee shall send its report to the Dean with specific recommendations within 10 days from the receipt of the report.

**D. Constitution of Committee:** The Examination Discipline Committee will consist of two senior most heads (other than the Deans), and one nominee of the Dean Academic Affairs. The tenure of this committee will be for two years.

ⓐ A written statement of the student found using `unfair means' shall be recorded by the Invigilator and Superintendent Examination Hall and forwarded with his report, alongwith other material(s) found in possession of the student which should be signed by the student concerned in token of the same having been recovered from his/ her possession.

ⓑ In case a student refuses to give a statement or sign the material(s) confiscated from him, he shall not be forced to do so but the fact of refusal be recorded by

the Invigilator and Superintendent Examination Hall in the report.

### **E. Punishment for Using Unfair Means**

The Dean Academic Affairs, after satisfying himself that the student has used 'unfair means' shall impose penalty as indicated below:

- a. A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination' during 1<sup>st</sup> Term Examination shall be awarded zero marks in that test / examination for that course.
- b. A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination, during the II<sup>nd</sup> Term Examination shall be deemed to have failed in that course during the semester.
- c. A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination' during End Term Examination shall be deemed to have failed in all the courses in that semester and may also be debarred from registration during the subsequent semester depending upon the severity of the case to be decided by the Dean Academic Affairs.

### **F. Instructions for Reporting Case**

Center Superintendent while reporting a case of use of unfair means by an examinee during the course of End of Term Examination must comply with the following instructions:

- a. A candidate who has been caught by the supervisory staff for using or attempting to use unfair means, he/she should be asked to give a written statement/explanation. In case of refusal by the candidate to give any statement/explanation, Center Superintendent should report this to Controller of Examinations along with other documents duly signed by at least two witnesses
- b. Any discriminatory material such as written paper relevant to subject, book, other materials like foot rule, set square, cardboard etc. must be got signed by the candidate. Center Superintendent, supervisory staff and other witnesses should append their signatures with date on the received material.
- c. Total number of papers/books so seized/recovered be invariably

- mentioned in the form at the relevant place.
- d. The indiscriminating portion should invariably be marked/side lined by the invigilation staff in the said material as well as in answer sheet/books.
  - e. While forwarding the card board etc. it should be ensured that writing there so is legible.
  - f. Material found during search before the start of the examination does not constitute "unfair means".
  - g. A candidate found to be or suspected to be guilty of using unfair means should be permitted to answer the remaining part of the question paper on a separate answer book marked as "2<sup>nd</sup> Answer book". The front page of the first answer book be marked as „1<sup>st</sup> Answer Book-UMC". Both the answer books should be sent separately under sealed cover marked as case of „UMC" along with report.

### **Hostels**

Admission to the hostels will be on annual basis, but the charges can be paid semester wise. Hostel accommodation will be allotted only on the production of ID card and hostel fee receipt. As far as possible, the wardens try to accommodate the candidates with the roommate of the same batch. However, it may not be possible to do so in all cases at time of admission. Also, certain hostel and room types are in greater demand and senior students have priority in the allotment of rooms. Provision of hostel accommodation to the admitted students is subject to availability of rooms and allotment will be made on first come first serve basis. In case of non-availability of rooms, candidates must make their own alternate arrangements. However, the university will assist the students in finding accommodation in decent paying guest houses with good antecedents.

### **Hostel residents are required to adhere to the following rules and regulations:**

- The right of admission to the hostels is reserved.
- Admission to the hostels will be open at the beginning of the session.
- Admission shall have to be sought afresh in every academic session and will be confirmed subject to the following conditions:
  - a) Receipt of a duplicate admission form duly signed by the parents/ guardian of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/ her parents/ guardian.
  - b) Satisfaction of the Dean Resident Students (DRS) regarding proper conduct and regular payment and dues of hostel, mess, and canteen in case of ex residents.
- Residents should not keep cash or jewelry or other valuables in their rooms. The responsibility for safety of their belongings will be entirely that of the residents, who are advised to take out an insurance against theft and fire. The management will not be responsible for any loss.
- Consumption of alcohol/ intoxicants/ smoking is strictly prohibited. Anyone found indulging in the above will be liable to face disciplinary action including expulsion from the Hostel.

- Residents permitting or abetting unauthorized occupation of the rooms/ seats shall be liable to
  - a) Expulsion from the hostel.
  - b) Forfeiture of securities.
  - c) Imposition of a fine depending upon the extent of indiscipline
- In case of non-payment of dues or violation of any one of the hostel rules by a resident, the DRS may get his/ her room locked/ vacated.
- Every resident shall be responsible for the safety of the furniture/ fixtures in the room. Furniture is not to be removed from one room to another. Damage to hostel property is a serious offence; any resident found guilty of damaging hostel property will be liable to disciplinary action as per hostel rules including expulsion from the hostel/ university.
- Use of electrical appliances, other than permitted ones, is strictly prohibited in the hostel.
- Residents should observe strict economy in the use of electricity and water. They are required to switch off the lights, fans and other appliances as and when they leave their rooms, common room and dining hall. They should keep the geysers in the bathrooms off when not in use.
- Residents are not to tamper with the electrical and sanitary installations. The cost of repair/ replacement due to any damage done to them will be realized from the residents.
- Students are not allowed to carry mess plates in their rooms. Food will be served in the room only if a student is sick, on depositing Identity card.
- Hostel allotment is for one year. A student cannot leave the hostel in mid semester.
- During summer break, all students have to vacate the rooms and put their belongings in cloak rooms.
- Hostel fee is subject to revision.
- Students have to keep their rooms neat and clean. Their rooms will be inspected by wardens periodically.
- Washing of clothes (except under clothes) in the hostel is prohibited. Laundry services are provided and are to be used by the students.
- Parents/ Visitors are not allowed entry beyond the designated area or visiting room as it shall disturb other students.
- Possession, distribution and consumption of alcohol, prohibited drugs, chew able tobacco, smoking in the hostel complex is not allowed.
- Students will follow proper channels for getting their problems addressed.
- Parents, friends and visitors are not permitted to stay in resident's room.
- No resident shall remain absent from the hostel during night without written permission of the warden.
- Application for leave for absence from the hostel shall be made in advance to the Warden. Residents will make sure that their leave applications are sanctioned before they leave the hostel.
- If a student residing in the hostel abstains from the classes without bona fide reasons, he/she shall be asked to quit the hostel.
- Hostel charges are to be deposited for the whole academic year at the time of admissions. Under special circumstances, it may be paid in maximum of two installments but with the prior permission of the Vice Chancellor. Hostel charges once paid are not refundable. In case a student leaves the hostel with prior permission of the University Authority, they shall have to pay the room rent for the entire academic year.

- Failure to comply with the hostel rules may result in a fine up to Rs 1,000 or expulsion from the hostel or institute or both depending upon the gravity of the violation. In case of expulsion, the student will forfeit all the deposits and shall not be eligible for any claim.
- Disrespect to DRS Superintendents, Chief Warden & hostel wardens will lead to expulsion from the hostel.

