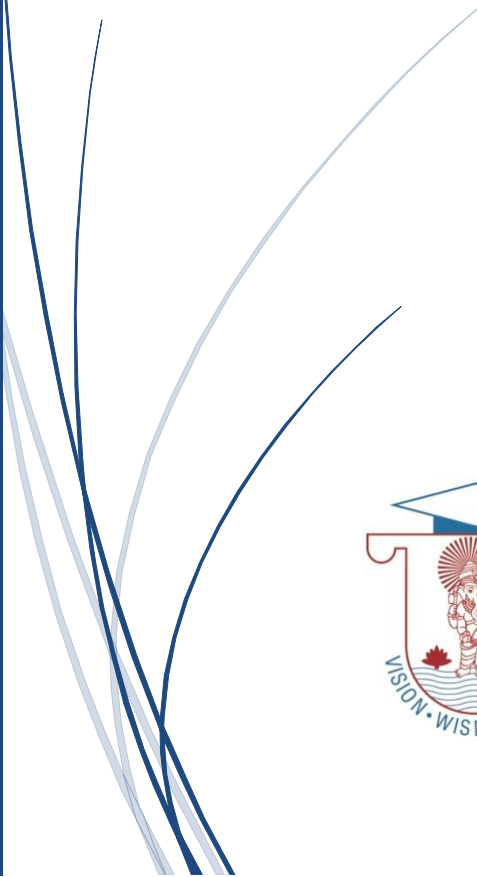


CODE OF CONDUCT FOR STUDENTS



**VINAYAKA MISSION'S
RESEARCH FOUNDATION**

(Deemed to be University under section 3 of the UGC Act 1956)



Rules & Regulations for the code of conduct for constituent College / School Students of Vinayaka Mission's Research Foundation – Deemed to be University (VMRF-DU)

This Rule may be called "Code of Conduct of students of Vinayaka Mission's Research Foundation – Deemed to be University (VMRF-DU)".

The smooth functioning of the university and its constituent Colleges/schools depends upon observance of discipline by the students. The code of conduct for students is meant to promote professional behaviour and academic integrity, leading to an effective learning environment that prepares graduates for global competitiveness and all the students are required to follow it.

RESPONSIBILITIES OF THE STUDENTS

It shall be the responsibility of the students;

- To read, become familiar with and adhere to this Code and any amendment brought to this Code.
- To behave and conduct themselves in the college campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- Strive to develop appropriate work attitudes and habits.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To report any violation of this Code to the functionaries under this Code.

Following are some of the important rules of discipline.

Parents / Guardians are requested to direct their wards to observe the following Rules of Discipline:

1. Students will strictly obey the instructions given by Dean, Director, Principal, Vice-Principal, Head of the department from time to time.
2. Interact in a polite and respectful manner with all students and staff of the College at all times. Insubordination, unbecoming language or ungentlemanly conduct including teasing etc, shall be severely dealt with.
3. The identity Card is meant for identifying bonafide students and is used for permitting the student to participate in various activities and program of the College. Every student must wear the identity Card as long as he / she is in the College campus. must be produced by the student whenever demanded by a member of the Teaching or non- teaching faculty of the College. Every student must bring his / her identity Card to the College every day In case the identity Card is lost the matter should be immediately reported to the Dean / Director / Principal/HOD and an application should be made for a duplicate identity Card which will be issued on payment of charges
4. During class hours a student cannot go out of the classroom without the permission of the faculty concerned.
5. The use of mobile phones is prohibited in all academic related activity areas like lecture classes, Practical classes, Seminar Halls, Library, Computing center and during clinical

hours etc. Students who violate this rule will face disciplinary action. Students may use them in canteen building, Students' common room, Hostels and car parking entrance gate. Defaulters will be penalized and their instrument will be confiscated.

6. The college expects students of both sexes to foster a healthy and decent relationship both on campus and off the campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
7. Students will attend lectures, practicals, tutorials, etc, as per the time table. They must not abstain themselves from classes, practicals, tutorials, tests, examinations etc. without written permission of the concerned authorities. Students whose attendance and/or progress in various tests and examinations are not satisfactory and who do not perform the required number of tutorials and / or practicals, are likely to lose their semesters. Prolonged absence even on grounds of ill health may also lead to loss of semesters. Defaulters will not be allowed for University Examinations
8. Those who fail to secure minimum attendance will not be allowed to appear for University Examinations.
9. However, it is the duty of the parents to regularly contact your wards mentor/Faculty advisors/academic coordinator regarding wards attendance.
10. Ragging of juniors by the seniors is a punishable offence as per the Supreme Court ruling. Any incidence of ragging of fresher by the seniors causing mental and physical agony will be severely punished on a written complaint by the student.
11. The college has constituted a Disciplinary Committee / Anti Ragging Committee which is responsible to control / prevent ragging.
12. Senior faculty members of Disciplinary committee will be on rotational duty as an anti-ragging squad which will conduct raids / surprise visits to check ragging.
13. Students are liable to be punished when found guilty by the disciplinary committee depending upon the nature and severity of the ragging or any other activity of indiscipline.
14. The punishment can be financial, suspension, or rustication from the institute. FIR may also be lodged against students indulging in ragging.
15. A student must not indulge in any activity either inside or outside the college that will in any way interfere with its academic or administrative activities
16. The conduct of the students in the classes and in the premises of college shall be such as will cause no disturbance to fellow students, faculty and staff members.
17. Strict silence should be observed in the class rooms, Library, Library reading hall, laboratory, seminar halls and during any functions at auditorium or other places/
18. In order to inculcate a sense of discipline in students through a strict dress code, students are expected to wear dress uniform prescribed by the college/school. Not following the same will be liable for disciplinary action
19. Attire of the students including Hair, Beard etc should be presentable to suit the profession. and All girls should tie their hairs.
20. No Society or Association shall be formed in the college and person should be invited on the college campus without the specific permission of the Dean / Director / Principal. The Head of the Institution as a right to refuse such permission.

21. No student is allowed to display any Notice / Circular / Poster / Banner in the college premises without the prior permission of the Dean / Director /Principal. Strict action will be taken against the defaulters
22. The student should notice displayed on the notice board regulatory and the college/school will not be responsible for the loss or any disadvantage cad due to negligence of reading notice on the part of the student and also should visit university/college website for regular circulars/notices.
23. No person shall be invited to address any meeting without the prior permission of the Dean / Director / Principal in writing
24. No student will be allowed to conduct any political activity in the college premises
25. Outsiders are in the college promises with the prior permission of the Dean / Director/ Principal. College students are not allowed to bring their relatives friends to the college praises without the prior permission of the HOI. Strict action will be taking the concerned outsider as well as the college student who is instrumental in beginning outside to the college premises.
26. All meetings, cultural programs, debates, elocutions etc, organized in the college promises may be held in presence of teaching staff members and with the prior permission of the Dean / Director principal. The subjects of debates / elocution must have the prior approval of the Dean /Director/Principal.
27. No picnic, Social ceremony, excursions or tours shall be arranged without prior written portion of the Dean / Director / principal. The same can be obtained applying in the prescribed form at least two works prior to the date of the trip. If a student joins any unofficial picnic or tour, the college/school shall not be responsible for the conduct in public. Such tours shall be accompanied by the faculty member.
28. Students must take proper care of the college property. Strict action will be taken against the students damaging college property
29. Students involved in the malpractices at the college/school/Board/University will be punished as per the VMRF-DU rules and regulations.
30. Smoking, chewing of Gutkha, Paan/Tobacco, drinking of alcohol, drugs are strictly prohibited inside the college campus and hostel.
31. Students are not expected to keep any dangerous harmful weapons or material etc, with them.
32. If for any reason, the continuance of student in the college found detrimental the interest of the college, the Principal may ask the student leave the college without any reasons and decision will be final and binding on the students.
33. Playing music on transistors, tap-recorders, car-stereos, mobile telephones or any other gadgets with or without earphones is strictly prohibited in the college premises. Defaulters will be punished and their instrument will be confiscated.
34. Students shall leave their bicycles, scooters or motorcycles and cars in the shed provided for the parking. No bicycles, scooters or motorcycles I cars shall be parked in any other part of the college premises.
35. Students must not loiter on the college premisses while the classes / practical's /clinical and OPD are at work. Boys found loitering near the Girls' Common Room and I or hostels are liable for punishment.

36. Student must not attend the classes other than their own without the permission of the authority concerned.
37. Students shall do nothing inside or outside the college that will interfere with the college or tarnish the image of the college.
38. Students are not allowed to communicate any information about college matters to the press
39. All Students applying for bonafide certificate, character certificate, transfer certificate must apply to the Dean/Director/Principal of the college through the concerned clerk in the college
40. Students must take care of their properties like books, Bags, laptops, mobile phones, purses, pen drives etc. The college will not be responsible for any loss.
41. Students have to collect their Hall tickets for the university examinations on the date specified by the college otherwise fine will be imposed.
42. Student has to obtain 'NO Dues Certificate' at the time of issuing Hall tickets.
43. It is the responsibility of every candidate / student to submit proper documents. Any attempt to submit documents which are not genuine, will lead to cancellation of admission of the candidate, forfeiture of fees, deposits and expulsion of the candidate / student from the college by the Principal or by his authorized official. 111e name of such candidate /students shall be deleted from the Merit list.
44. Matters not covered above will be decided at the discretion of the Dean/Director/Principal.
45. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:
 - (i) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably like to cause such disruption.
 - (ii) Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
 - (iii) Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
 - (iv) Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
 - (v) Furnishing false certificate or false information to any office under the control and Jurisdiction of the university.
 - (vi) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the university /college/school premises. /
 - (vii) Indulging in acts of gambling in the university premises.
 - (viii) Arousing communal cast or regional feelings or creating disharmony among students.
 - (ix) Tearing of pages, defacing, burning and destroying a t books or any library or seminar.
 - (x) Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of university furniture in one's hostel room or elsewhere.
 - (xi) Accommodating guests or other persons in hostel without permission of the Warden/chief warden.

- (xii) Any act or moral turpitude.
- (xiii) Any offence under law.
- (xiv) Committing any of the offences specified in the examination (Control of unfair means and Disorderly conduct) Regulations of the University.
- (xv) Violation of the Traffic Rules on campus and outside.
- (xvi) Improper behaviour while on tour or excursion.
- (xvii) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and
- (xviii) Any other act which may be considered by the Vice Chancellor or the Disciplinary Committee to be an act of violation of discipline.

Sexual Harassment

Internal Complaints Committee has been developed which deals with the issues related to women including sexual harassment. Timely lectures and workshops are conducted to make woman aware about safety. Related complaints should be intimated to the committee for further action.

Officers authorized to take disciplinary action

Without prejudice to the powers of the Vice Chancellor as specified under Rules and Regulations of Vinayaka Mission's Research Foundation – Deemed to be University the following persons are authorized to take disciplinary action by way of imposing penalties as specified above.

1. Vice-Chancellor.
2. Registrar.
3. Deans of Faculties/Dean of Students' Welfare.
4. Directors/Deans and Principals of colleges/schools
5. Heads of the Departments /Centres.
6. Any other person employed by the university and authorized by the Vice Chancellor or the purpose.

Nature of Penalties

The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely; /'

- i. Written warning and information to the guardian.
- ii. Fine up to Rs. 1000/- which may extend up to Rs. 10,000/-.
- iii. Suspension from the Class I Department I College I Hostel I Mess' Library ' or availing of any other facility.
- iv. Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- v. Recovery of pecuniary loss caused to university property.
- vi. Debarring from participation in sports I NCC I NSS and other such activities.
- vii. Disqualifying from holding any representative position in the class/college/ hostel I mess I sports I clubs and in similar other bodies.
- viii. Hostel shift and Hall shift.
- ix. Expulsion from Department ' Faculty' Hostel ' Mess' Library I club for a specified period.
- x. Debarring from Examination
- xi. Expulsion from the university for the specific period
- xii. Disqualifying from further studies or prohibition from further admission/readmission.

No penalty provided in above Rule Shall be imposed without giving the student a reasonable opportunity of being heard.

A review of disciplinary action(s) initiated against a student would lie with the officer issuing the orders within seven days and an appeal would lie against the orders of the authorities mentioned in these Rules to the Grievance Committee.

Discipline Rules for Foreign Students

At VMRF-DU Campus, constituent colleges/schools, all foreign students are expected to abide by all the rules and regulations of the university and the code of conduct as applicable to Indian students the same course. Any act within the campus that may be or spoil the academic atmosphere in the university will not be appreciated and the student found guilty of such offense will be dismissed and sent back to their country without any cost to the university.

Any complaint or reporting of misbehavior, violence, anti-socialism, unethical and immoral activities involving international students will be dealt with in accordance with the State and Central laws that are in force. VMRF-DU will not take any responsibility for any criminal or Non-Criminal acts done outside the campus, when the students are in the roll of the university.

Social Media Code of Conduct

- 1) Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behaviour set out in this policy.
- 2) Use of social media must not infringe on the rights, or privacy, of other students or staff and students must not make ill-considered comments or judgements about other students, staff or third parties.
- 3) The following non-exhaustive list is considered to be of an unacceptable nature and should never be posted:
 - Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information)
 - Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving the University
 - Personal information about another individual, including contact information, without their express permission
 - Comments posted using fake accounts, made-up names or using another person's name without their consent
 - Inappropriate material, including images, that is, or may be perceived to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual, group or entity
 - Any other posting that constitutes, or may constitute, a criminal offence
 - Anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the University.
 - And any other details / information which is the subject matter of Social media policy from time to time.

- 4) Students should be mindful that statements on social media that cause harm to an individual, including to their reputation, or that interfere with an ongoing disciplinary/legal process may create a potential claim against the individual making the statement. Furthermore, this may extend to the sharing of statements made by others.
- 5) Students should also be aware that communications on social media are also subject to legal frame work of the Government of India and the University, which aims to prevent interference with legal proceedings regardless of intent to do so.
- 6) An individual, including the complainant, may undermine proceedings or processes by publishing information, including imagery, relating to existing or potential complaints and/or legal proceedings. This may be done in the heat of the moment; however, students should be aware that by doing so they might bring the university into disrepute or compromise the safety of the university community. As such, this conduct may be seen to be of an unacceptable nature, as per paragraph 3 above.
- 7) Students must take particular care not to state or imply that their views are those of VMRF-DU when using social media, nor use the University logo at any time, which will be constituted as offense under policy of this University.

Cyber bullying

- 1) The University will not accept any form of bullying or harassment by or of members of University, students or stakeholders.
- 2) The following non-exhaustive list of examples illustrate the types of behaviour, displayed through social media, which the University considers to be forms of cyber bullying:
 - Maliciously, negligently or recklessly spreading rumours, lies or gossip by the way of SMS, Mail etc.,
 - Intimidating or aggressive behaviour, as perceived by those viewing the social media
 - Offensive or threatening comments or content, as perceived by those viewing the social media, and also propagation through Social media;
 - Posting comments/photos etc. deliberately, negligently or recklessly mocking an individual with the potential to harass or humiliate them, as perceived by those viewing the social media. Posting by Morphing / Animation / Photo editing and impersonality by visible contents and through Audio.
 - Cyber bullying may also take place via other means of electronic communication such as email, text or instant messaging. Not only posting content on social media accounts according to the above-mentioned guidelines that deem them inappropriate, also liking or forwarding circulating such content will also be considered as support and draw the same kind of disciplinary action.

Students use of official university accounts

- 1) Some students may contribute to the university's official social media activities as part of their role, for example taking over the Snapchat or Instagram accounts, logging, writing blogs or running an official Twitter account. Students should be aware that while contributing to the university's social media activities they are representing the university.
- 2) Misuse of official University accounts may lead to suspension and, following a disciplinary committee, may lead to expulsion; students will not be eligible for readmission to the University at any time in the future.

Breach of the policy

- 1) If a student is found to have acted in breach of this policy this may lead to disciplinary action being taken against him / her within the frame work of Social Media policy and on any other.
- 2) Any individual suspected of committing a breach of this policy will be required to cooperate with any investigation in accordance with the disciplinary procedure. Non-cooperation may lead to further disciplinary action.
- 3) Any individual may be required to remove internet or social media posts that are found by the university to be in breach of the policy. Failure to comply with such a request may result in further disciplinary action.