

## **CODE OF CONDUCT FOR STUDENTS WITHIN INSTITUTE CAMPUS**

### **DEFINITIONS**

"Institute Campus" means all lands, buildings, and facilities owned, leased, or operated by the institute. The term "student" means an individual who has paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the Gujarat Technological University to take instructions.

A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning.

To successfully achieve these outcomes, it is necessary to develop a clear set of student expectations.

### **STUDENT EXPECTATIONS**

Every student has to attend lectures, laboratories and tutorials right from the beginning of every academic session, both punctually and regularly till the end of the academic term. However, exceptions shall be allowed in case of unavoidable circumstances or on genuine health grounds for which a medical certificate or request letter from the parent/guardian should compulsorily be submitted to the respective Head of Dept.

1. Be prepared for class with the appropriate materials and homework/assignments completed. Students will not participate in cheating or plagiarizing their work or the work of others.
2. Be honest with all staff and fellow students. No student (individually or in a group) shall neither disturb nor disrupt institute's academic routine and atmosphere in any manner, nor

shall they misbehave with fellow students as well teaching fraternity, directly or indirectly.

3. No student shall indulge in any kind of unlawful activities or conduct, both within and outside the institute campus.
4. No student shall express himself/herself with the use of profane language or offensive gestures.
5. Participate in positive group activities and neither be involved in any kind of swarming or bullying tactics, nor intimidate or harass any fellow student or staff.
6. Show respect for others by not participating in teasing and ridiculing.
7. Show respect for the institute by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/ illegal drugs or gang related).
8. Respect the personal property of others. Any damage or destruction to the property/belongings of the institute, staff and students is strictly prohibited. Any student found to have indulged in such activities shall be severely penalized and his parents/guardian shall compensate for the loss incurred by either any individual or the institute.
9. Respect and follow directions from all staff of the institution. All students are expected to be well-mannered, to behave gently and to conduct themselves cordially, both individually as well as in a group.

10. Respect the safety of others by not bringing real or imitation weapons to the institution or in the hostel/ campus.
11. Students shall not disturb the class in any manner nor shall misbehave with the teaching fraternity directly or indirectly.
12. No student shall act against the rule or misconduct in and around the campus.
13. Any person or group or party is prohibited from any activities which may disturb the functions of the institute. Disciplinary action will be initiated against the student who indulges in such activities.
14. Any damage or destruction to the property/belongings of the institute, staff and students is strictly prohibited. If any student found to be indulged in such activities, the cost of the loss shall be recovered from the parents/guardian of the student.
15. It is anticipated good manners and proper conduct and gentleness from the individual as well as group of students.
16. The student has to maintain a sense of proportion in the extra-curricular activities and not make a hindrance in the academic activities.
17. It is mandatory to obey the instructions given by the teachers pertaining to academic or other matters, time to time.
18. The students shall not take part in the activities not authorized by the institution which may hurt conduct and academic relations.

19. Every student has to wear the identity card issued by the institute as also produced as and when asked by the authorized officer of the institute.
20. No student shall carry intoxicating or narcotic drugs/items with him and shall not consume it. Those who breach the orders shall be liable for cancellation of admission / rustication from the college.
21. Any student convicted to be the culprit in the breach of any of the above guidelines or other specific instructions and the guidelines issued time to time by the authorities of University/Technical Examination Board/Institute the Principal of the concerned institute shall be the competent authority to impose suitable punishment and in any extreme case can put the student on suspension or debar from the institute and the decision of the Principal shall be binding to all concerned.

## **CLASS ATTENDANCE**

It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities. It is, therefore, a requirement for students to attend all classes on time and with the appropriate study materials. Students who come late will not be awarded attendance and may be denied entry to the class.

Students are expected to have the necessary percentage of attendance as per the norms of Gujarat Technological University (refer university's website - [www.gtu.ac.in](http://www.gtu.ac.in)) in order to appear for the university examination.

## **CLASSROOM BEHAVIOUR**

Every student has the right to an uninterrupted and safe instructional environment. Behaviour which interferes with student learning will not be tolerated.

### **CONDUCT DURING EXAMINATION**

Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by the university and the candidate found guilty shall not be permitted to take practical and viva examination till appropriate authority clears.

### **GRAFFITI AND VANDALISM**

Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have their privileges removed or even suspended.

Interfering or tampering any of the office records of the institute is a serious offence and will result in severe punishment/ suspension/ rustication.

### **DRESS CODE**

Students will wear clean, neat and presentable clothing. Visiting students are also expected to observe the dress code. Students are advised to follow the following dress code while attending the colleges for lectures/ practicals / dissections / library / labs and formal function of the institution. The dress should be neat, clean and pressed.

Wearing caps and shorts, eating, chewing and drinking during the class is strictly forbidden

## **WEAPONS OR REPLICAS OF WEAPONS**

Weapons or replicas of weapons are not permitted on institute Campus at any time. Criminal charges will be filed in every instance, as well as suspension or expulsion.

Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.

Engaging in trade/ trade activities within the premises/ campus is prohibited

Illegal Drugs and Alcohol (possession/ personal use/ providing for others)

Illegal drugs and/ or alcohol are not permitted on university property or on any college excursion. If students are found to be experiencing difficulties with substance abuse, they will be referred to counselling, drug and alcohol rehabilitation programmes. Persistent disregard or denial of medical assistance could result in criminal charges and possible expulsion.

## **SMOKING**

Smoking is not permitted in any college/hostel/campus. Fine will be levied for each infraction.

## **RISKY BEHAVIOUR**

Students are strongly discouraged from owning and riding motorcycles

Students riding noisy two wheelers are warned that their vehicles will be locked/ seized by the security/ police

Students are strongly advised not to venture swimming in any water body near the campus

## **FIGHTING AND CRIMINAL ASSAULT**

Any student involved in or encouraging the involvement of another student in fighting will be suspended. Persistent involvement will result in expulsion from the college.

### **RESPECT FOR AUTHORITY**

Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the institution/ university and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or recommendation for expulsion to GTU.

### **HARASSMENT AND THREATS**

Harassment of any kind will not be tolerated. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional, or racial, is a serious offence and will be treated as such.

### **BULLYING, INTIMIDATION & SWARMING**

No student will participate in or initiate any form of bullying, intimidation or swarming. Persistent disregard would result in suspensions, expulsions, and/or criminal charges.

### **RAGGING**

Ragging within or outside the educational institution is prohibited. Ragging is an offence under penal code and UGC Regulations under UGC Circular F.1-16/2007(CPP-II), dated 17/6/2009. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be suspended, expelled or rusticated from the institution. The punishment includes rigorous imprisonment, cancellation of admission, suspension from attending classes, withholding/withdrawing fellowship/scholarship and other financial benefits, withholding or cancelling the results.

Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which causes him/ her shame or embarrassment or danger to his/her life or indulging in eve teasing.

### **CYBER CRIME**

Any form of Cyber-crime (Illegal activity committed on the internet) by the student is strictly prohibited and will be dealt with suspension / loss of privileges and as per the law of the land.

### **IDENTITY CARD**

Students are expected to possess the identity card issued by the institute at all times and are required to produce the same when asked for by the institutional authorities/ Police Authority. Any loss should be promptly reported to the Students Section. The card must not be mutilated, defaced or rendered ineffective for identification. The card must be returned at the termination of course/ withdrawal from the institute

### **PUBLIC DEMONSTRATION OF AFFECTION**

Public demonstration of affection is not permitted on campus. The Security personnel on duty are authorized to check the identity card of students who are involved in public demonstration of affection. Parents of the involved students will be informed and appropriate disciplinary action will be initiated amounting to suspension / loss of privileges.

### **DISMISSAL/DENIAL OF A DEGREE/DIPLOMA**



The University reserves its right to dismissal / denial of the award of the degree to the student under following circumstances:

1. Involvement in a criminal case which brings disgrace to the image of the University.
2. Involvement in case of Ragging.
3. Repeatedly violating the Code of Conduct and showing no improvement after several warnings.
4. Violating the ethics of the profession.
5. Involvement in anti-national / anti-social activities.
6. Certified by qualified professionals and approved by the University that the student is mentally ill and is unfit to pursue the profession.
7. Students who do not show any improvement in academic progress despite all the support, found to be involved in substance abuse and refuse rehabilitation.
8. Involvement in Sexual Harassment.

### **SUBSTANCE ABUSE**

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students in the campus. The institute adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.

1. The possession, use and/or distribution of substances of abuse are prohibited on premises owned or controlled by the institute.
2. Flying squads will carry out random checks on students/hostel premises for substances of abuse.
3. Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.

Offenders will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action.

### **Disciplinary procedures**

A student violating the MU policy on substance abuse will face:

- A. Immediate suspension from the college, pending enquiry.
- B. Parent/legal guardian will be informed immediately and will be expected to meet the Head of Institution (HOI) at the earliest.
- C. The Institutional disciplinary committee will conduct an enquiry and submit the report to the principal who will initiate further action in consultation with GTU.

### **Policy Matters on Alcohol, Tobacco and Plastic**

- The institute campus is declared as “Alcohol /Tobacco & Plastic free campus”
- If a student is found possessing/consuming Tobacco/Alcohol in the premises owned or controlled by the institute, the Disciplinary Committee (DC) will take appropriate action.
- Non-biodegradable plastic is strictly prohibited on campus.