



# PRESIDENCY UNIVERSITY

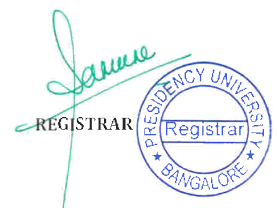
Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956  
Approved by AICTE, New Delhi

## **POLICY ON STUDENTS' ETHICS AND CODE OF CONDUCT**

**(This Policy is made in accordance with section 8 (i) of the Regulation on Directorate of Student Affairs [R-2])**

**Policy No.: PU/SECC/ R-2/P.1**

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## **POLICY ON STUDENTS' ETHICS AND CODE OF CONDUCT**

**(Under Section 8(i) of the Presidency University Regulation on Directorate of Student Affairs)**

### **1. PREAMBLE / BACKGROUND**

- 1.1. The policy on Student Ethics and Code of Conduct provides a framework for the enforcement of student discipline, in order to secure the proper working environment at the University in the broadest sense.
- 1.2. The purpose of this policy is to establish equitable and consistent standards throughout the University, to ensure that disciplinary action is fair and reasonable in the circumstances of each case, and to place due respect for and acceptance of the University standards and reasonable instructions.
- 1.3. Student misconduct may be simultaneously subject to external legal or administrative proceedings and the University's disciplinary system. Though the University is a private entity, dedicated to a purpose of holistic development of students that imposes additional and special obligations. However, it is not in conflict with the legal-judicial structures of the general society. Therefore, the University's disciplinary system normally will proceed independently and notwithstanding the pendency of external processes.
- 1.4. Every student shall observe discipline, decorum and proudly contribute to the academic ambience and prestige of the University. Students must treat each other with dignity and spirit of friendship and brotherhood to create and nurture harmonious student community.
- 1.5. Every student must respect the faculty members and every staff member of the University.

### **2. SHORT TITLE AND APPLICATION**

- 2.1. This policy shall be called the "Presidency University Policy on Students Ethics and Code of Conduct".
- 2.2. This policy shall come into effect from the date of approval by the Academic Council of the University.

### **3. EXTENT AND APPLICABILITY**

- 3.1. This policy shall apply to individual Students, Student Groups, and Student Organizations, if any;
- 3.2. Applicable to conduct both on and off campus. Students and recognized student organizations are expected to follow all applicable regulations and policies of the University;

- 3.3. Applicable at all locations of the University including Hostel and university transport, university-sponsored events, and events sponsored by recognized student organizations;
- 3.4. Applicable to actions and behaviors of students and recognized student organizations that are exhibited directly or otherwise, either in person and/or through use of any electronic medium.
- 3.5. Applicable to behavior:
- i. occurring in any University facility or on any University property;
  - ii. occurring in connection with any University sponsored, recognized, or approved program, visit, or activity;
  - iii. that adversely affects the University's pursuit of its mission or policies; or
  - iv. that otherwise threatens the health or safety of any member of the University Community.

#### **4. GUIDELINES ON ETHICS AND CODE OF CONDUCT**

- 4.1. The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self-discipline is necessary for the fulfillment of such goals.
- 4.2. The Students' Ethics is insisted to promote this environment in the university, not limiting to areas stated herein below:

##### **4.2.1. Elements of Ethical Conduct**

- i. Respect for self
- ii. Respect for others
- iii. Respect for University Property
- iv. Respect for University Authority
- v. Honesty, Academic Integrity, and Professional Demeanor

##### **4.2.2. Code of Conduct:**

- i. Students are expected to respect and observe these guidelines of the University.
- ii. Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University, engage in any University activity in hostels, university campus and/or outside the campus during their visits for training, excursion, sports, cultural activities, outreach activities organized by National Service Scheme (NSS), NCC Camps and project work etc.
- iii. Students should respect the rights and privacy of other members of the University at all times.

- iv. Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to profession as they are required to follow professional conduct as future professionals in the field.
- v. The University is dedicated to the following goals while promoting ethics and code of conduct amongst its students:
  - a. Fostering professional excellence.
  - b. Promoting a life of values and ethics.
  - c. Creating responsible leaders and professionals.
  - d. Inculcating a spirit of dedication to the service of others and towards nation building.
- vi. The goals mentioned in (v) above, can only be achieved in a campus environment wherein the students feel safe, secured, engaged, challenged and appreciated. This environment is created by the active contributions of every member of the University, be it a student, faculty, support staffs or others associated with the University. The campus ethos demands integrity and compassion to promote a culture of learning, appreciation and understanding.
- vii. The faculty, administrators, staff and students of the University, all have the responsibility to take care of the intellectual, social, emotional, psychological and other resources of the University that it proudly shares.
- viii. When students choose to accept admission to the University, they accept to follow the norms of the University, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time. The students are expected to uphold its values by maintaining a high standard of conduct.

## **5. OTHER STUDENT CONDUCT RELATED GUIDELINES**

### **5.1. Student Identity Card**

Every student admitted to the University is provided with a University Identity Card. Each student should display their Identity Card at all times on the University Campus.

- A student will not be allowed into the University Campus without the Identity Card.
- A student must produce the Identity Card to use any University facility like Library, Preliminary Medical Centre, Canteen, Laboratories, etc.
- A student must return the Identity Card to the University Office at the time of graduation/withdrawal/expulsion or when asked for. In case of failure to do so, Security Deposit, if any, will be forfeited and Certificates will not be issued.
- Every student should preserve the Identity Card and not give it to any other student or outsider for any purpose. Any misuse of the University Identity Card (belonging to self or others) will lead to Disciplinary Action against the student, including

expulsion from the University.

- The University reserves the right to ask the students to surrender their Identity Card without assigning any reason.
- In case a student loses the Identity Card, she/he should apply for a fresh Identity Card along with a penalty fee prescribed by the University.

## 5.2. Student Dress Code

Personal grooming and dress code is very essential for self-esteem, a sense of belonging and camaraderie, pride in the University and preparedness for corporate/professional careers. All students must follow the dress code applicable to them. Students are advised to be well groomed and dressed gracefully, befitting the image of an Ambassador of the University.

The University Uniform and Dress Code as prescribed below shall be mandatorily followed by all concerned students from Monday to Friday, on all working days. However, on working Saturdays, the students may attend classes at the University, in casual wear.

### 5.2.1. General Dress-Code for Students

#### Monday to Friday

Gentlemen-students shall wear formal trousers and shirt (half sleeves or full sleeves – tucked in) and formal shoes from Monday to Friday on all working days.

Shirts with Chinese collars, torn jeans/trousers, Cargo jeans with multiple pockets, T-Shirts, Kurta-Pajama, Shorts, Track suits, Clothing with objectionable Slogans, Tag-lines and Images are strictly prohibited.

Students should wear shoes unless medically excused. “Floaters/Sandals/Chappals” are strictly prohibited.

Lady-students shall adopt a modest dressing style such as comfortable fitting formal trousers and shirt (half sleeves or full sleeves – tucked in), or, power suit/jacket or, Salwar-Kameez or Saree, and suitable formal footwear. Tight-fitting, revealing and Sleeveless Clothing Short Kurtis, tops, T-Shirts, Torn Jeans, Shorts, Skirts are strictly prohibited for Lady students

#### Saturday

Students may come to the University on Saturdays attired in smart casual clothes.

Gentlemen-students can wear Shirts/Collared/Golf T-shirts with Jeans/trousers and sports/canvas/casual shoes.

Lady-students can wear comfortable tunic tops, Shirts, Collared/ Golf T-shirts with Jeans/ trousers and sports/canvas/casual shoes.

NCC cadets will wear uniform on Wednesdays and Fridays.

Dress Code for Laboratories (Except Computer Laboratories) and Workshops  
Students must come to the Labs (other than Computer Labs) and Workshops in the prescribed lab/workshop uniform and shoes.

**5.2.2. University Uniform for respective Schools/Programs:**

**MBA Program [School of Management]:**

Every newly admitted student of the MBA Program shall be provided with a set of the University Uniform consisting of, one (01) University Blazer, one (01) Tie, two (02) shirts and one (01) pair of trousers. All MBA students must come to the University wearing the full University Uniform with formal shoes, every Monday and Thursday.

**LLB/LLM Programs [School of Law]:**

Every newly admitted student of a Law Program of the School of Law shall be provided with a set of the University Uniform for Law students consisting of, one (01) University Blazer, one (01) Tie, two (02) shirts and one (01) pair of trousers. All students of Law Programs must come to the University wearing the full University Uniform with formal shoes on every Monday and Thursday.

**BBA/B.COM Programs [School of Commerce]:**

Every newly admitted student of the School of Commerce shall be provided with a set of the University Uniform consisting of one (01) University Blazer, one (01) tie, two (02) shirts and one (01) pair of trousers. They shall come to the University attired in full uniform on all working days.

**5.2.3. Dress Code for Special Events/Programs in the University:**

All students of MBA, Commerce and Law Programs are required to be attired in their designated Uniform consisting of University Blazers and formal shoes.

Students of the School of Engineering must be in formal dress code and wear formal blazers and formal shoes. Gentlemen-students must wear ties. Lady-students may wear formal dresses, or sarees.

For games, sports or similar activities, students must wear the University Sportswear and/or tracksuit/ T-shirts, as required.

**5.2.4. Violation of the University Student Dress Code:**

Any violation of the University Student Dress Code shall result in stringent Disciplinary Action. A caution notice will be issued to a student violating the Dress Code. Subsequent violation will result in disciplinary action against the student which may include a fine of Rs.1000/-, debarment from Placement Assistance and/or representing the University in any Event/Competition.



### 5.3. Restricted Use of Mobile Phones in the University:

Mobile Phones may be carried by students on campus, to stay connected with family and friends, however appropriate usage is equally important to ensure attention to academic sessions, safety of people and privacy.

- 5.3.1. Use of Mobile Phones is strictly prohibited in the Academic Blocks, which includes Classrooms, Laboratories, Workshop, Library, Moot Court and the Corridors of Academic Blocks and Administrative Block.
- 5.3.2. Students are strictly prohibited from using Mobile phones during meetings, seminars, workshops, Guest Lectures and Conferences.
- 5.3.3. Students may use their Mobile phones in the permissible/designated areas in the University Campus as stipulated by the University Notifications.
- 5.3.4. **Privacy** is of highest importance and photographs of On-Campus persons with a mobile phone shall not be taken without the consent of the person involved. [This restriction applies to DSLR Cameras as well].
- 5.3.5. Any Student using mobile phone in restricted areas as specified in Sub-Clauses 5.3.1 and 5.3.2 will be cautioned and the mobile phone will be confiscated. A second violation will result in stringent disciplinary action against the student which may include a fine of Rs.1000/-, debarment from Placement Assistance and/or representing the University in any Event/Competition.

### 5.4. Use of Student's personal Laptop in the University

Students may bring their Personal Laptops/Tablets to the University Campus. The rules for usage of Personal Laptops/Tablets are specified in the following Sub-Clauses:

- 5.4.1. Students may use Laptops/Tablets in the Tutorial Classes if required as part of the coursework/class assignments, with prior permission of the concerned Course Instructor.
- 5.4.2. Students may use their Laptops/Tablets in the Classrooms/Seminar Halls for Assignment/Seminar/Paper presentation purposes, or any other academic activity as required/approved by the concerned Course Instructor.
- 5.4.3. In case a student wants to use her/his Laptop/Tablet during a class/lecture for academic purpose, they must seek prior permission from the concerned Course Instructor to use the laptop in the classroom. Students are not permitted to use personal laptops in the classroom during a lecture without prior permission of the Course Instructor. Violation of this rule will result in strict disciplinary action, and the errant student's laptop/tablet will be confiscated by the Course Instructor.
- 5.4.4. Students are not permitted to use/take their personal Laptops/Tablets to the Computer Labs during a practical/laboratory period/class. Violation of this rule will result in disciplinary action on the student, and the errant student's

- Laptop/Tablet will be confiscated by the Course Instructor.
- 5.4.5. Students may use their Laptops/Tablets in the Computer/Project Laboratories to complete assignments/project work, with prior permission of the concerned Course Instructor.
  - 5.4.6. Use of personal Laptops/Tablets in the University Laboratories/Classrooms for any nonacademic/curricular work or activity is strictly prohibited. Violation of this rule will result in stringent disciplinary action on the student and immediate confiscation of their Laptop/Tablet.

### **5.5. Student Discipline in the University Campus (Includes Hostel and Transport Facility)**

A student shall not indulge in any act of indiscipline which includes:

- 5.5.1. Any violation of Regulations, Policies and Code of Conduct for Students of Presidency University as may be prescribed and be prevalent from time to time;
- 5.5.2. Breach of an Undertaking or Declaration and/or refusal to obey the directions/instructions of the HOD/Dean, Registrar, Chief Proctor and/or Vice Chancellor or any other Senior University Official;
- 5.5.3. Failure to provide proof of identity when requested to do so and /or not producing Identity Card;
- 5.5.4. Displaying the approved out pass before moving out of the campus during class hours.
- 5.5.5. Violent, indecent, disorderly, threatening, intimidating or offensive behavior or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means);
- 5.5.6. Shouting, whistling, use of verbal/written abuses, derogatory or foul language/terms against any officer, academic staff, administrative staff, other employee or student of the University;
- 5.5.7. Distribution or publication of a poster, notice, sign or any publication including audio-visual material, blog or webpage, which is offensive, intimidating, threatening or illegal;
- 5.5.8. Any kind of betting/gambling/extraction of money from a fellow student;
- 5.5.9. Any act of malpractice related to any examination/test/evaluation process/ conducted by the University;
- 5.5.10. Littering in the University Campus including classrooms;
- 5.5.11. Mass Bunking of classes and other University activities or causing disruption in any manner of the functioning of the University;
- 5.5.12. Possession and/or use of banned/prohibited substances such as tobacco products, alcohol, narcotics, etc., within the premises of the University, including hostels of the University;

- 5.5.13. Physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee or student of the University, and /or causing injury to any person within or outside the University Campus, including Hostels and Transport facility;
- 5.5.14. Carrying any weapons or prohibited items or chemicals; or usage of/ a threat to use them;
- 5.5.15. Violation of status, dignity and honor of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation;
- 5.5.16. Creating ill-will or intolerance on religious/ communal grounds. Distribution of literature/propaganda material, in print/electronic form, pertaining to his/her religion, political views and group views (based on caste, creed & place of residence) within the University Campus;
- 5.5.17. Accessing banned sites and/or pornographic sites and/or material in the University Campus, including Hostels.
- 5.5.18. Any behavior which could be construed as discriminatory or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion, disability or age of any student or member of staff of the University, or any visitor to the University;
- 5.5.19. Fraud or deception in relation to the university or its staff, students or visitors: Possession of duplicate Identity card/bus pass.
- 5.5.20. Bribery or attempted bribery including but not limited to offering or giving money, gifts or any other advantage to any student or employee of the University, or any visitor to the University with the intention of inducing that person to perform his/her role improperly or of rewarding that person for performing his/her role improperly;
- 5.5.21. Theft, misappropriation, unauthorized use or misuse of the University property, or the property of its students, staff or visitors;
- 5.5.22. Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures;
- 5.5.23. Ragging is strictly prohibited. Indulging in any activity that amounts to ragging or any similar act shall result in the student being suspended from the University immediately;
- 5.5.24. Any act that tends to bring the University and/or its Officials, staff or other students into disrepute and/or adversely affects its reputation and good name;
- 5.5.25. Misbehavior/disrespectful behavior, physical assault or threat to use physical force against any member of Teaching or Non-Teaching Staff of any Department/School/University, Security Staff, fellow Students and Public

within or outside the Campus.

- 5.5.26. Indulging in any act either singly or with others that creates disturbance within any part of the Campus/class rooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus;
- 5.5.27. Indulging or promoting any business or trading activity within the University Campus, including Hostels and Transport Facility;
- 5.5.28. Participation and involvement in any Agitation or Public Demonstration or any other form of collective activity in or outside the University. Raising any slogans or indulging in any violent activity in pursuance of any demands or issues;
- 5.5.29. Indulging in Cyber Crimes like Hacking any University Data Centre/sending obscene communal/hate messages with criminal intent. Hacking online classes, tempering with University Website/University Records
- 5.5.30. Any act, whether verbal or otherwise involving the violation of the Status, Dignity, Honor and/or derogatory to women. Eve-teasing, accosting, molesting, using unrestrained abusive language, making suggestive obscene gestures, sending emails/WhatsApp/MMS to Lady Faculty Members and Students.
- 5.5.31. Public display of affection/ socially unacceptable behavior.
- 5.5.32. Any other act of commission or omission, which constitutes indiscipline in the view of the Disciplinary Committee.

#### **5.6. Defacement/Damage/Theft of University Property**

Students shall not indulge in any willful breakage, defacement, damage or theft of the University property (which includes any University infrastructure, equipment, furniture, sports goods, canteen facilities, hostel facilities, furniture, University buses, and such other facilities and equipment of any kind belonging to the University). Any student or group of students guilty of stealing, defacing, breaking or damaging any property, equipment, facility and/or infrastructure of the University shall be subject to stringent disciplinary action and penalties which include:

- 5.6.1. Penalty to recover the cost of the damaged/defaced property of the University from the guilty student(s).
- 5.6.2. Forfeiture of the Security Deposit, if any, deposited by the student at the time of Admission.
- 5.6.3. Debarment from Placement Assistance of the University and from representing the University and/or participating in any Competition/Event.
- 5.6.4. Penalty and Suspension from the University.
- 5.6.5. Expulsion from the University.

The decision of the Vice Chancellor, based on the recommendations of the Disciplinary Committee, in such cases, shall be final and binding.

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar  
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### **5.7. Banned Substances/Material in University Campus (Tobacco/Narcotics/Alcohol Products/Weapons/Firearms and Pornographic Material)**

The following articles/substances are strictly banned in the University Campus, University Hostels and University Transport/Buses:

- 5.7.1. Tobacco Products;
- 5.7.2. Alcoholic Beverages, Spirits and Wines;
- 5.7.3. Narcotics, Drugs or Solvents;
- 5.7.4. Fire arms, Knife, Scissors, Weapons or replica of a weapon or any instrument which is considered dangerous and/or destructive;
- 5.7.5. Pornographic material in any form;
- 5.7.6. Unauthorized tranquilizer medicines other than prescribed by the examining physician; or
- 5.7.7. Any other Objectionable Material as notified by the University as such.

**NOTE:** Possession of any of the articles/substances listed above in the Sub-Clauses 5.7.1 to 5.7.7, anywhere in the University Campus including the Hostels and in the University Buses, is a serious violation and strict disciplinary action will be taken against the errant student which includes immediate suspension from the University till the completion of enquiry by the Disciplinary Committee. The guilty student(s) may be expelled from the University on the recommendations of the Disciplinary Committee.

### **5.8. Social Media Usage – Code of Conduct/Communication**

Competent Authority shall assign and entrust certain social media related updates to a Student Committee which is authorized to upload approved content on the Social Media pages of the University. They are to be mindful of what is appropriate and what is not, in order to maintain the goodwill and reputation of the University.

- 5.8.1. Students are expected not to interact on behalf of the University, with Media-representatives or invite Media-personnel to the campus, without the permission of the University authorities.
- 5.8.2. Students are not permitted to audio/video-record lectures in classrooms or actions of other students or staff without prior permission/consent.
- 5.8.3. Students are not permitted to provide audio or video clippings of any activity on the campus to the Media without prior permission.
- 5.8.4. Students are expected to use Social-Media carefully and responsibly. They are not to post derogatory comments about other individuals from the University on Social-Media or indulge in any related activities that cause grave ramifications on the reputation of the University.
- 5.8.5. Students are not to create audio/video recordings or take photographs or stream audio/video content of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge/ expressed consent.

## 6. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, the matter shall be referred to the Disciplinary Committee duly constituted and it will take cognizance of the matter and take appropriate measures. The Committee is entitled to adopt any appropriate mechanism to ascertain the misconduct of the student (mechanism adopted should not be repugnant to the University rules) and suggest one or more of the following disciplinary actions based on the nature/level of misconduct

- a) Warning: Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action
- b) Restrictions: Reprimanding and restricting access to various facilities and opportunities on the campus for a specified period of time
- c) Community Service: To serve the community for a specified period of time under the aegis of National Service scheme (NSS) which can be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- d) Expulsion: Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities, etc
- e) Monetary penalty: May also including suspension or forfeiture of scholarship for a specific time period
- f) Suspension: A student may be suspended for a specified period of time, which will entail prohibition on participating in student related activities, classes, programs, entry into campus etc. Additionally, the student will be forbidden to use various university facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal along with the following additional penalties:-
  - a. Ineligibility to reapply for admission to the University for a period of three years
  - b. Withholding the grade card or certificate for the courses/programs studies or work carried out

## 7. AMENDMENTS

This policy will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Vice Chancellor.