

## Policy Document

### Student's Discipline and Code of Conduct

The university strives to develop morally and socially responsible citizens maintaining the highest standards of ethics, academic integrity, and care for the community. It is the collective responsibility of all to achieve this to enrich their experience on campus and ensure that they ultimately become role models in their communities. To achieve this, the University has laid down certain norms for general discipline and ethical conduct on the campus, which the students are expected to follow. These are:

#### General Discipline

- Ragging, inside the campus, hostels or outside the campus is strictly prohibited. Any student found ragging a fresher and any other direct or indirect involvement in this unlawful activity will entail strict action against the guilty, which may also be immediate expulsion from the University and/or any other punishment deemed fit by the Discipline Committee. Please note that we abide by the Supreme Court directives in this matter.
- Students are expected to exercise control over verbal as well as non-verbal (body) language while dealing with faculty, staff, and fellow students. Intemperate language and rash behaviour will not be tolerated under any circumstances.
- Wearing helmets and following traffic rules is a must for the safety of students riding two-wheelers. Students riding bikes and two-wheelers must purchase helmets of good quality.
- Smoking, consuming alcohol, taking drugs, and chewing tobacco in any form or possession of these items inside the campus and hostels is prohibited. Non-compliance will invite severe penalties. This will include those students who have consumed alcohol outside the campus but are found to be in inebriated condition inside the campus and hostels.
- Mobile phones should be switched off during curricular as well as extra-curricular activities. Mobile phones are also not allowed inside computer labs, libraries, and administrative offices. As per norms of normal decency, a photograph of any other person/student should be taken only after taking his/her concurrence.
- Students are expected to be punctual for all classroom functions, guest lectures,



seminars, conferences and all other curricular and extra-curricular activities.

- Students are expected to display an acceptable form of behaviour, expected of young men and women anywhere on the campus.
- Students are expected to attend all seminars, guest lectures, batch meetings etc. Unauthorized absence in any of these will amount to a fine of Rs. 500/- per class which the student is expected to pay within 2 working days.
- A student found to be having serious psychological/physical health issues may be asked to withdraw from the programme.
- Day scholars including sportspersons must leave the campus by 8.30 pm.

### **Classroom Discipline**

- Students must maintain the classroom decorum as per the discipline/ code of conduct of the class.
- Students must be present in the classrooms for the lectures before the instructor. Late entrants will not be allowed entry into the classroom.
- Mobile phones will not be allowed in the classroom. Anybody who brings a mobile to the class should switch it off and put it in a tray kept inside the classroom. However, such devices may be allowed by the faculty if and when the course requires them.
- Assignments and projects should be the original work of a student. Therefore, copying assignments from the internet, seniors or classmates will not be acceptable. Plagiarism is viewed very seriously and zero marks would be awarded in such cases.
- Students must be punctual in all respects and should submit their assignments before the last date of submission.
- Fans, lights and other electrical devices should be switched off after the session gets over.
- Eatables and beverages are not allowed in the class.



### **General Code of Conduct**

- Any student/s with a genuine need to use the computer lab or seminar hall after the scheduled closing time (for Placement, Academic, Cultural and other activities) should compulsorily seek permission from the Dean through the concerned faculty-in-charge.
- The university attaches utmost importance to national festivals viz., Independence Day, Republic Day, and Gandhi Jayanti. The University authorities and the Conduit Cultural Committee of students organize befitting programmes. Various cultural and academic activities are also organized for the benefit of students throughout the year. Students are expected to participate in these with due fervour and enthusiasm. No permission for night-out or day-outs will be given for such days except in very special circumstances.
- Students should carry their identity cards always with them and show them to the authorities whenever asked for.
- It is the moral responsibility of every student on the campus to maintain the dignity, decency and decorum of the campus. Every student has the right to object to any and every kind of indecent or socially unacceptable activity or behaviour, and such objection should be accepted gracefully.
- All students, from all batches, shall have to compulsorily follow the formal dress code in the Academic Block, the details of which are given below:

### **Dress Code (Monday to Thursday)**

Boys- Light-coloured shirt (Plain, Stripes, Checks), Trouser, Formal Footwear

Girls- Light-coloured shirt (Plain, Stripes, Checks), Trousers, Formal Footwear

Long *Kurti* and *Salwar/ Chudidar*, Footwear – Shoes or Sandals

Note:

No chappals or fancy footwear are allowed in classrooms, during formal and informal meetings with faculty in the academic and administrative block.



The above dress code will be applicable for interactions with industry experts, guests, during Placement Processes, Industry Visits, Seminars, Conferences any other formal occasion. Students should also wear a blazer on such occasions.

### **Dress Code (Friday to Saturday)**

#### **Both Boys and Girls**

Collar T-shirt and Plain Jeans (not torn and patched), Footwear- Sports Shoes, Canvas Shoes, Sneakers or Sandals (no chappals)

#### **Dress Code for Mess**

- Students should come in a decent dress to the mess. They should not come to the mess wearing shorts (above the knee), night suits, nightgowns, *pyjamas*, *lungis/ dhotis*, sloppy dressing, sleeveless tops/t- shirts and see-through tops.
- During the sports events, students may come in shorts, as appropriate to the sports events. Any student spotted wearing any indecent/objectionable dress may be referred to the Disciplinary Committee and necessary action will be taken.
- Students in all schools must adhere to the formal dress code from Monday to Thursday and the semi-formal dress code on Friday and Saturday.

### **Attendance Rules**

Attendance Requirement:

- Attendance during the semester in the class in each course is compulsory. Students are required to attend 100% of classes under normal situations.
- A minimum of 75% attendance is required for enrollment in examinations.
- The above requirement as per clause (i) may be relaxed by 15% (i.e., 60%) if a student is engaged in institutional work like NSS, Inter College Sports, Cultural Competitions, B-School Meet, Student Exchange Programme, CCR Activities, Short Term Project, Seminar, Conference etc. It will also cover temporary indisposition for which a student has to apply along with a medical certificate from a registered medical practitioner.





○ Procedure for Grant of Notional Attendance

- Faculty will give actual attendance only if the student is physically present throughout the class. They will not entertain any request from students to grant notional attendance for any permitted activities or reasons.
- The Programme Coordinator may grant notional attendance up to 15% as per the above rules and send the report of such cases to the Dean. The academic office should also send a list of students who do not qualify for appearing in examinations owing to a shortfall in attendance even after allowing notional attendance earned by them.

**Note:** Notional attendance in any special case not covered under the above rules may be considered by the Dean on a case-to-case basis justified by reasons for shortfall in attendance.

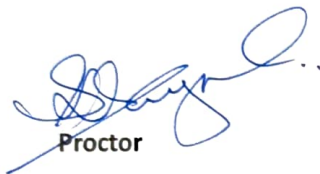
**Student Leave Rules**

The following types of leave may be considered by the university:

Sl. No.	Types of Leave	Other Details	Sanctioning Authority
1	Leave for Night-outs*	Without affecting any classes, night-outs can be combined with holidays but not more than two nights at a stretch. A list of holidays is given in the academic calendar.	Hostel Superintendent/ Warden
2	Sick Leave	Sick leave can be granted only on the recommendation of a Medical Practitioner. In exceptional cases, sick leave can be granted by the Hostel Superintendent / Wardens / Programme Coordinator / Programme Manager	Hostel Superintendent / Warden Programme Coordinator / Programme Manager

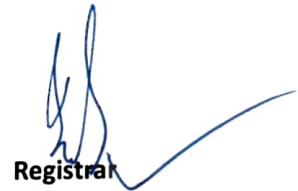
3	Event Leave / Short Term Project Leave	For various events/short-term projects within and outside the university approved by the Dean/ Programme Coordinator	Programme Coordinator / Dean
4	CCR related activities	For placement committee members for local or outstation visits or tasks	Programme Coordinator/ Head-Placement / Dean

\*For more details of night-outs, please refer to night-out rules under Hostel Rules and Regulations. All leave applications must be signed by the Hostel Superintendent/ Warden before the student leaves the campus.



Proctor

**Birla Global University**



Registrar

**Birla Global University**