



# Punyashlok Ahilyadevi Holkar Solapur University, Solapur

## Code of Conduct

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January - 2026



## **Code of Conduct for Alumni**

Punyashlok Ahilyadevi Holkar Solapur University Solapur has a huge alumni base. Following is the code of conduct for the alumni of the university.

1. The alumni are the responsible student of the university and is expected the university at all fronts.
2. The alumni should undertake the responsibility of guiding the students of the university in every respect and stand as a mentor for the students.
3. The alumni should keep him updated with the latest developments taking place in the university.
4. The alumni should act with honesty and adhere to the highest standards of moral and ethical values and principles through their personal and professional behaviour.
5. They are expected to safeguard academic freedom, open inquiry, and debate in the best interests of education, enrichment, and our personal and professional development.
6. The alumni should work to strengthen the powerful attributes of loyalty, pride, and tradition that we see in our alumni, students, and friends who contribute to the excellence of the university.
7. The alumni should avoid the use vulgar or inappropriate language while representing the university. Post inappropriate pictures and/or comments on group or university web sites, emails, or online social networks.
8. Make every effort for all actions of self and fellow students to be within the guidelines and policy frame work of the university.
9. The alumni should work for the upliftment of the university by offering financial and non financial aid.
10. The alumni should promote and encourage for innovation, collaborations, start-ups with various organization.

## **Code of conduct for non-teaching staff**

1. All statutory officers and administrative staff shall strictly adhere to office timings except on second and fourth Saturday.
2. The employees who are appointed for the posts where uniform is applicable and mandatory shall wear clean and neat uniform every day.
3. According to Resolution No. 9 of the meeting of the Management Council held on 29th April 2011 and as per Circular Estb/2011-12/2098 of the Establishment Department dated 14th June 2011, the class 1,2,3 and 4 officers and employees of the University shall perform their duties and responsibilities of the designated post as per the general rules.
4. All administrative officers and employees shall follow strict discipline. They shall attend office regularly, shall complete their assigned work meticulously and fairly during office working hours.
5. All administrative officers and employees shall extend courteous behaviour and cooperation towards all stakeholder who are directly or indirectly associated with the university
6. All administrative Officers and employees shall maintain friendly, co-operative and courteous relations with all their colleagues irrespective of the rank they held in the university
7. All administrative Officers and employees shall and handle any situation causing displeasure and annoyance calmly efficiently.
8. All administrative Officers and employees shall perform their duties honestly and with integrity
9. All administrative Officers and employees shall cultivate high ethical values.
10. All administrative Officers and employees shall not circulate any information to the press or to authorities outside the office or to private bodies unless authorized to do so
11. All administrative Officers and employees shall maintain complete secrecy at work place.
12. All administrative Officers and employees shall not affiliate themselves with any political parties or engage themselves in political movements
13. All administrative Officers and employees shall comply with the provisions mentioned in the General Conditions of Conduct of Maharashtra Civil Services Service (1981)
14. The Maharashtra Civil Service Code of Conduct (1979) has been framed and is binding on government officers and employees.
15. All administrative Officers and employees shall maintain strict integrity at all times, be honest in their work performance and shall not engage in anything that would be inappropriate

16. All administrative Officers and employees-
- Will be loyal to the supremacy of the Constitution and the value of democracy
  - Will protect and promote Sovereignty and integrity of India State Security Universal order civilization and moral values
  - Shall follow High moral standards and integrity
  - Shall remain politically neutral
  - Shall pay heed to the people especially the weaker section of the society
  - Be liberal and transparent
  - Be courteous towards the people
  - Shall take decisions only in public interest and use public resources effectively and efficiently
  - He shall not engage himself in any financial obligation to any person or organization which may affect the performance of his office duties
  - Shall be impartial and shall not discriminate the weaker section of the society
  - Shall follow strict discipline and adhere to the instructions given
  - Shall perform his duties with dedication to the best of his ability

# Code of Conduct for Student

## ● Maintenance of discipline and good conduct by students:

Every student, during term course, shall be under discipline jurisdiction of competent authority which shall take appropriate action in case of indiscipline. misconduct on the part of the student.

1. Definition: in these ordinance unless the context otherwise requires, 'Student' means and includes the person who is enrolled as such by university. Affiliated College or Recognized institution and or for qualifying for any degree of diploma or certificate the university.

**Note: This includes external students also.**

Institution' means and include university/Affiliated college/Recognised institution as the case may be inclusive of the campus, Hostel, playground, Laboratory, Libraries, gymnasium thereof.

Competent authority for the purpose of these ordinance means include Director/Head of the teaching department of the university principal affiliated college, Head of recognized institution for concerned student as such other person, vested with the authority by vice chancellor for external student

Provided in respect of misconduct regarding university examination, Execute Council shall only be competent Authority.

1. It is mandatory for every student to attend at least 75% of total lectures held in each term in the campus Schools/Departments, as per Ordinance of the Punyashlok Ahilyadevi Holkar Solapur University
2. Strict Disciplinary Action will be taken against students indulging in any kind of Ragging activity (as defined by The Maharashtra Prohibition of Ragging Act 1999) inside or outside the campus.
3. Obligation of student Every student, shall all time,  
Conduct himself properly.  
Maintain proper behaviour.  
Observe strict discipline, both within campus of the institution Hostel and also outside, in buses, Railway-Trains or at public places or education trip arranged by institution or at play Grounds

Ensure that no act of this consciously or unconsciously brings the institution or any establishment or authority connected with it disrespect

4. Any act of a student which is contrary to the previous of clause constitute misconduct and/or in discipline, which terms shall mean and include, among others, any one more of the acts jointly or severally mentioned hereinafter, name.
- Any act that directly or indirectly cause or attempt to cause disturbance in the lawful functioning of the institution
  - Habitual un-punctuality in attending lectures, tutorials, practical and other course as may be prescribed.
  - Repeated absence from lectures, tutorials, practical, and other course as may be prescribed.
  - Occupation of any building such as, hostel room, and residential quarter such other accommodation in the premises owned or hired by the institution, without prior permission from the competent Authority.
  - Permitting or conniving with any person not authorized to occupy any hostel-room, residential quarter, or any accommodation or any part thereof of the institution.
  - Securing admission in the institution, to any under graduate/post graduate programme or any other course by manipulation and suppression of facts or information.
  - Obstruction to any student or group of students in his or there legitimate activity as such, whether in classroom, Laboratories, fields, playground, hostel, gymnasium or places of social and cultural activity within the campus of the institution.
  - Suppressing material information or supply of false information to the institution, for seeking any privilege.
  - Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the institution.
  - Possessing or consuming any poison or stupefying drugs or intoxicant in any form of institution.
  - Ragging, bullying, harassing any student in institution or outside thereof.
  - Indulging in any act as would cause annoyance, embarrassment to any other student, or member of the authority of the institution

to staff member or any member of family of the staff.

- Indulging in any act of violence, assault, intimidation or threatening in the institution or hostel or outside thereof.
- Destroying or attempting to destroy or temper with any official record or document of institution.
- Conduct unbecoming of the student, at any meeting or special function or sports and cultural activity arranged by the institutional or at any other public place.
- Stealing or damaging any farm produce or any property belonging to the institution, staff member of the institution or any other student
- Instigating violence or participating in any violent demonstration or agitation or violent streak in the institution.
- Instigating or participating in any gherao of any official or any staff member of the Institution.
- Violation of any of the rules and regulation of the Institution or orders of the competent authority.
- Gambling in any form in the Institution.
- Disorderly behaviour in any form or any act specifically forbidden by the competent authority
- Refusal to appear to give evidence before Enquiry officer appointed by the competent authority with respect to a charge against him.
- Any act violating any provision of the University acts, Statutes, Ordinance Rules made there under.
- Conviction, in the court of Law for criminal offence, involving moral turpitude.
- Any other act not specifically mentioned hereto before which, whether by commission or omission as would in the circumstances of the case be considered by the competent authority as in act of misconduct and/or indiscipline

5 The Competent authority may impose any one or more of the following punishment/s on the students found guilty of misconduct, indiscipline, in intend there of:

- Warning/Censure/Reprimand.
- Fine not exceeding Rs. 1000/-
- Cancellation of the scholarship/award/prize/medal, awarded to the student by the concerned Institution, with prospective effect.
- Expulsion from the concerned institution.

- Debarring from admission to a course or courses of study in the concern institution
  - Debarring from appearing for examination or examinations ducted by the institution concerned, for a specific period, not exceed five years, Cancellation of the result of the student concerned in the examination the concerned institution, in which he has appeared.
  - Rustication from the institution for the period not exceeding years
6. If the competent authority is satisfied that there is a prima facie case inflicting penalty, mentioned in Clauses, it may itself or through other person, persons, authorized by it, for this purpose, shall make enquiry, in following manner.
- Due notice in writing shall be given to the student concerned above alleged act of misconduct/ indiscipline
  - Student charged shall be required within 15 days of the notice to his written representation about such charge/s.
  - If the student fails to submit his written representation within specific time limit, the enquiry may be ex parte.
  - If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charges shall be given an opportunity to examine the witness concerns.
  - If the student charged, desire to see the relevant document, such document, as are being taken into consideration or are to be relied. for purposes of proving the charge or charges, may at the discretion the enquiry authority.
  - The student charged shall be required to produce documents, if any support of his defence. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final are passed.
  - Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceeding before the Enquiry Authority Enquiry Authority shall record finding on each implication of misconduct or indiscipline, and the reasons for such finding and submit the along with proceeding to the competent authority
  - The Competent authority on the basis of finding, shall pass such as it deems fit.
7. Provided procedure prescribed above need not be followed and all or any of provision may be waived in the following

circumstance-

- When the student charged admits the charges in writing
  - When the order of punishment is to be based on facts which have led to the conviction of the students charged, for the offence involving moral turpitude.
  - When the student charged has absconded or for any other reasons is impracticable to communicate with him.
  - If in the opinion of the competent authority, a punishment or fine not exceeding Rs. 500/ or reprimand Censure, warning is sufficient
8. if the punishment of rustication is imposed on a student by Directors of the Schools/Head of the teaching department of such other person whom the authority is vested by the Vice-Chancellor for external student, such student shall be entitled to prefer an appeal to the executive council of the university within thirty days of the receipt of the notice of punishment
  9. In respect of such student, Head of the Institution shall maintain record of the punishment.
  10. The Institution shall, on each occasion of any punishment being imposed any student, intimate by letter, to be sent under a Certificate of posting, the fact of such imposition to the parent or guardian of such student on the address available the department records.
  11. A copy of these rules shall be supplied to each student at the time of his/her admission to the Institution and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record of the student admission
  12. If any foreign student is admitted for any course, concerned Institution shall send a copy of the rules to concerned foreign, embassy and department of external affairs
  13. Post Graduate courses taught in the University are traditional and Professional Courses therefore Students must dress appropriately for the same. Shorts, short tops, short skirts and Bermudas are not allowed Teacher's instructions in this respect shall be followed.
  14. Students must wear Identity cards at all times while in campus

## **Campus Undertakings for students**

1. I hereby undertake, if admitted, to attend lectures (Minimum 75%) and all internal assessment programs in the campus Schools. If I fail to do so, my term will not be granted.
2. I hereby submit to the disciplinary jurisdiction of the authorities of the university/and the authorities of the campus Schools, and shall observe and abide by the rules made by them.
3. I understand that if admitted, my admission will be confirmed only on my production of the transference certificate/migration certificate from my previous college/institute or educational institution and the final eligibility certificate of the University.
4. I undertake to take an identity card immediately and carry it with me while in the campus premises and to produce it when demanded by campus staff
5. I understand that the curriculum and the fee structure and admission rules and criteria for this year, post graduate/certificate course over the years is likely to be revised from time to time by the University, or the state government or the campus Schools and that fees might increase and I undertake to pay the increased fees whenever demanded by the University and to comply with the rules from time to time.
6. I am aware the mobile phones, or similar electronic instruments have to be switched off in classrooms, library and during any activity in the campus. If such instruments ring or are used during classes, in the library or during activities, the instruments are liable to be confiscated by the authorities, or a fine may be imposed by the University.
7. I am aware that smoking cigarettes or taking any addictive substance in campus premises including the canteen, hostel, mess etc. is prohibited and if found doing these, I will be liable for disciplinary action.
8. I am also aware that it is my responsibility to keep University campus premises clean.
9. I promise not to indulge in any ragging activity (as defined by the Maharashtra prohibition of ragging act, 1999) inside or outside the campus.
10. I promise not to indulge in cyber-crime or post any derogatory comment about the University, teachers or fellow students in social media

## **Ordinance for Students**

1. For keeping a term in any class in a University Department, a student shall attend at least 75% of lectures delivered per term, in case of a Course/courses where under keeping separate terms is prescribed whereas in case of a Course where the terms have to be kept consecutively, 75% attendance at the lectures shall be calculated for both the terms at the end of the second term Besides, the requirements for session work, performance threat and attendance there in and other requirements as prescribed by the respective Board of University Teaching and Research and/or any other University authority or body, as the case may be, shall have to be satisfied for earning the terms.
2. Since applications for University Examinations are required to be submitted to the University before the closing of the academic year, all such applications shall be deemed to have been provisionally accepted by the University for the purpose of including the applicants names in the list of candidates appearing at the University Examinations, provided, however that admission of applicants to the examinations concerned is liable to be cancelled or withdrawn if the Directors of Schools/University Departments concerned report to the University stating reasons, at least 15 days before the commencement of the respective examinations that the concerned applicants have not satisfactorily kept their terms for their course
3. The Executive Council may on account of bona fide illness, or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the maximum on the recommendations of the Directors/Discipline Committees in case of the post graduate courses.
4. In case a student is permitted to participate in the N.S.S. camps or to undergo training or military duties/Inter University/Inter Collegiate competitions/Sports and games by the University authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance to the student.
5. The Directors and Heads of institutions shall keep a register of the daily attendance of duly admitted students.
6. (a) To keep a term at a Schools or departments, a student must

complete to the satisfaction of the Director or the Head of the Institution, the course of studies at the Schools prescribed for such terms for the class to which the student belongs (b) N.S.S. participation will be willingly for the Post Graduate student of that campus Schools. The participation certificate shall be issued by the Director, NSS Section in consultation with the University authorities,.

## **Maharashtra Public University Act, 2016**

### ● **Disciplinary Powers and Discipline amongst Students**

#### ● **Sec. 127.**

1. All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-Chancellor.
2. The Vice-Chancellor may, by an order, delegate all or any of his powers under sub section (1), as he deems fit, to such other officer as he may nominate in that behalf.
3. The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled: Provided that, the Vice Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.
4. Without prejudice to the powers of the Vice Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline

5. Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions
6. Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norms.
7. At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of University institutions and affiliated colleges
8. All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principal of the affiliated college or head of the recognized institution, and the provisions of the sub-sections (6) and (7) including the Statutes made there under, shall mutatis-mutandis apply to such colleges, institutions and students therein.

## **The Maharashtra Prohibition of Ragging, Act, 1999**

1. Ragging within or outside of any educational institution is prohibited
2. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution

shall, on conviction be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

3. Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal
4. (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.
5. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.
6. Anti-ragging measures

With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1950), vide notification F.1-16/2007 (CPP-II) dt. 17.06.2009, ragging is a punishable crime. In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" m SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009. This has come to effectiveness to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act

which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in Force.

In view of the above an anti-ragging squad is active and our campus is ragging free. Hence any such activities if occur will be viewed with due seriousness and the student will be subjected to subsequent actions as per the stipulated act.

### **What constitutes Ragging?**

-Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear of apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- g. any act of physical abuse including all variants of it sexual abuse homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j. In case of any such instances either directly been contacted by the senior, being a victim or if the student happen so witness any such incident which can be categorically defined under ragging as above as a campus resident he/she should immediately report to the appropriate authority Warden/Rector/Registrar/Pro Vice-Chancellor/Anti-ragging squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents. Freshers should clearly desist from doing anything with or against their will, even if ordered to by the senior students and that any attempt of ragging shall be promptly reported to the above authorities as the case may be.
- k. The students who are found indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed earlier. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- l. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
  - I. Suspension from attending classes and academic privileges.
  - II. Withholding/ withdrawing scholarship/ fellowship and other benefits.

- III. Debarring from appearing in any test/ examination or other evaluation process.
- IV. Withholding results
- V. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- VI. Suspension/ expulsion from the hostel.
- VII. Cancellation of admission.
- VIII. Rustication from the institution for period ranging from one to four semesters.
- IX. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment
- m. An appeal against the order of punishment by the Anti-Ragging Committee shall be,
  - I. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University,
  - II. in in case of an order of a University, to its Chancellor.
  - III. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be. All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.

## ● Rules and Regulations for Hostel

### Collective Responsibilities and General Rules

1. All residents are required to maintain standards of behaviour expected from students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
2. All residents are required to carry their valid Identity Cards issued to them by the Institute
3. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

4. 5.4 All the girl students are expected to be in the hostel before 9.00 pm. (9.30 p.m. on Saturdays and Sundays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.
5. 5.5 Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment. Students should bring to the notice of the Estate Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms
6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
7. The students should not screen pirated / unauthorized /unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
8. The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
9. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
10. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.
11. The resident shall not remove any fittings from any other room and get them fitted in his/her room.

12. The residents are required to sign a Hostel Upkeep Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Administration.
13. Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises is strictly prohibited.
14. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute, Students should not smoke inside the hostel/room/common room/dining hall/ toilets/ corridors/ terrace etc.
15. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel
16. Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the hostel staff should not be asked to enter the hostel room on any account.
17. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
  - a. He/she will be expelled from the hostel.
  - b. A record of his/her misconduct will be made in the personal file.
  - c. The cost of damage will be fully recovered from him/her together with penalty.
  - d. He/she will also be fined commensurate with the offence committed.
  - e. The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
  - f. No recommendations will be given to him/her for studies abroad.
18. Any student found hosting / harbouring an offender will be also liable to the punishments mentioned in earlier rule.
19. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

20. General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
21. Residents should not indulge in practices/activities, which may endanger their own personal safety as well as others
22. Residents will be personally responsible for the safety of their belongings.
23. Residents are required to obey all traffic rules inside the campus.
24. Residents are duty bound to report to the Warden/ Rector / Registrar in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
25. Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles/vehicles should be parked at the entrance or in the corridors.
26. Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the Campus will be confiscated and huge penal charges will be levied. Confiscated vehicles will be released only at the end of the course completion.
27. Students should not arrange any functions or meeting within the hostel outside or within the Institute campus without specific permission of the concerned authorities.
28. Students should not arrange for any picnic outside without specific permission of the Directors/Rector/Warden
29. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
30. The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc and lock the room even when they are out for a short period.
31. Any case of theft should be reported promptly to the Security Officer.
32. The jurisdiction of hostel authority is confined to the campus. If our students create law and order problems outside the campus,

they are answerable to the police.

33. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.
34. Campus authority will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

### **GUESTS**

1. A guest of a resident may be permitted, with the prior approval by the Warden/Rector of Hostels on payment of the necessary charges. The guest can be permitted only if the permission is obtained prior to entertaining the in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.
2. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
3. No overnight guests are permitted in a student's room without permission of the Warden/Rector: No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel

### **VISITORS**

1. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
2. The visit of men students to the women's hostel and vice-versa is restricted.
3. Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 5.00 pm to 7.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

### **USE OF APPLIANCES**

1. The use of electrical appliances such as immersion heaters,

electric stove/heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels/ student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

2. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, video displays is prohibited. The students should not hire objectionable / pirated CDs from Outside.
  
3. **When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.**
  - \* **Safety & Personal Belongings:** The hostel warden shall provide keys of the allotted room to the respective students. Students shall NOT use other lock and key for locking their rooms. Students are responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. Students should not leave mobiles, ornaments and other valuables unguarded. Students will not change lock and key without permission of the Rector/Campus Administrator and are advised to get duplicate keys made with the permission of Rector/ Campus Administrator to guard against loss of keys. Students residing in the hostel will be staying at their own risk, liability and consequences
  - \* **Political or Communal Activity:** Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of matter including political or communal matters.
  - \* **Media:** Students shall take prior written permission of the Warden/Rector/Registrar before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
  - \* **Medical:** It is obligatory for all students staying in the Hostel to undergo medical check-up. In case of medical emergency, the student will be shifted/referred to the Hospital. Please inform the hostel authority warden any previous medical history / drug and

your blood group. This would be required when emergency aid has to be administered.

- **Silence:** Strict silence shall be observed in hostel from 10.00 pm to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be entertained. Recreational facilities will be turned off at 10.00 pm.
- **Celebration of Festivals and Birthdays:** Student shall take prior permission of the Registrar for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours preferably between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort to other students. No outside guest or interference of any kind will be allowed.
- **Cleanliness:** Students shall keep their rooms, veranda and supporting areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Warden has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room.
- **Hostel Staff:** Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
- **Local Guardian:** Students will register details of local guardian duly authenticated by their parents. Students' copy of hostel rules will be similarly signed by the local guardian. Students not having local guardian will be required to get a fax/e mail from guardian/parent for night outs.
- **Suggestion Box/Register:** Suggestions and complaints should be either deposited in the Suggestion Box or should be entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in the hostel.
- **Identity Card:** Students will always carry Identity cards with them when moving out of the Campus, as in an emergency/accident the institute can be contacted and informed. It can also be used for

treatment in an empanelled hospital under Medical Insurance Scheme. Security personnel have been asked to check ID cards of students entering the campus. Names of those not carrying them will be reported to Campus Administrator for action.

- **Room Checking:** The Management/Hostel Wardens along with Security Guards may at their discretion inspect/Check any room or students belongings in the presence of the students living there-in and security guard any time of the day or night.
- **Notice Period:** A minimum of two months notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit cheque at the time of vacating room. If the student leaves the hostel room without notice, she/he will get her/his deposit back only after a period of two months. A student will have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later Any extra day will be charged as per norms and for such extra days, prior permission from the Rector/Campus Administrator is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Rector/Campus Administrator in presence of a senior official with no responsibility of the Management for the loss, if any
- **Expulsion from Hostel:** The Campus Administrator reserves the right to terminate the occupancy of the students for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded. Similarly Students recommended for expulsion from the institutes, will also be expelled from the hostel.
- **MESS:**  
Student shall pay full mess fee for one month in advance If a student is sick, written application by the student endorsed by the Warden/Rector and medical certificate by Medical Officer should be given to Supervisor for serving food in the room.
- Students are requested not to waste food. Outsiders are not allowed in the mess. Students must inform their non-availability or night out to the Mess Supervisor well in advance. Outside food

parcels are strictly not permitted in the hostel.

- Guests are allowed in mess only with prior permission of the Warden and on payment of charges applicable.
- **Timings for Mess:**
  - \* These timings shall be strictly adhered to by all hostellers.
  - \* Lunch -10.00 am to 2.30 pm
  - \* Dinner - 7.00 pm to 9.30 pm (up to 10.00 pm on Saturday and Sundays)

***Campus authority will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits.***

***Help us to Help you...!!***

***DECLARATION BY THE STUDENT***

I have read the above Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action.

Date: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Batch: 20\_\_ - 20\_\_

Course: \_\_\_\_\_

Room No: \_\_\_\_\_

Signature of the Student.

Signature of the Hostel Warden

***UNDERTAKING BY THE CANDIDATE / STUDENT***

1. I \_\_\_\_\_, S/o. D/o. Mr. / Mrs. / Ms. \_\_\_\_\_  
Have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard.
2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that  
I will not indulge in any behaviour or act that may come under the definition of ragging.

# **Code of Conduct - Teacher**

A teacher is constantly under the analysis of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his percepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and sociable in character.

## **I. TEACHERS AND THEIR RESPONSIBILITIES:**

### **Teachers should:**

1. Teacher should keep in mind the responsible pattern of conduct and behaviour expected of them by the community.
2. Seek to make professional growth continuous through study and research.
3. Express free and frank opinion by participation at professional meetings, seminars, conferences etc, towards the contribution of knowledge.
4. Maintain active membership of professional organizations and strive to improve education and profession through them.
5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work continuously and with dedication.
6. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the

university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation

7. Participate in extension co-curricular and extra-curricular activities including Community service.

## **II TEACHERS AND STUDENTS**

### **Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Recognize the difference in aptitude and capabilities among students and try hard to meet their individual needs.
3. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
4. Encourage among students scientific outlook and respect for physical labour and morals of democracy, patriotism and peace.
5. Support students to develop an understanding of our national heritage and national goals.

## **III. TEACHERS AND COLLEAGUES**

### **Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated.

2. Speak respectfully of other teachers and give assistance for professional betterment.

#### **IV. TEACHERS AND AUTHORITIES:**

##### **Teachers should:**

1. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
2. Refrain from undertaking any other employment and commitment including private coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Give and expect due notice before a change of position is made.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

➤ Try to see through teachers bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

1. Recognize that education is a public service and make every effort to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.

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## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

1. Recognize that education is a public service and make every effort to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and take on responsibilities of public offices.



Internal Quality Assurance Cell (IQAC)

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