



## CODE OF CONDUCT FOR STUDENTS



**GITAM**  
(DEEMED TO BE UNIVERSITY)

VISAKHAPATNAM • HYDERABAD • BENGALURU

**CODE OF CONDUCT  
FOR  
STUDENTS**

## **PREAMBLE**

GITAM Deemed to be University believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs in consensus with the preamble of University Grants Commission. The prime Concern of the University is to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. Hence this code of conduct for Students is formulated to provide safety, security and study atmosphere in the university campus.

This code of conduct for students indicate the standard procedures and practices of the GITAM Deemed to be University for all students enrolling with the University for pursuing varied courses. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University.

## **JURISDICTION**

- The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.
- University may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include
  - a) Any violations of the Sexual Harassment Policy of the University against other students of the Institute.
  - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
  - c) Possession or use of weapons, explosives, or destructive devices off campus

d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.

e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus

### **CODE OF CONDUCT OF STUDENTS :**

- He/she shall be regular and must complete his/her studies in the Institute.
- Every student must ethically treat all other students, respecting their integrity and right to pursue their educational goals without any intrusion
- **Take proactive role in Learning:** By learning in diverse areas and there by designing the academic and career planning.
- **Taking care of physical and mental health :** University encourages the students to keep their physical and mental health. There are ample opportunities inside the campus for maintenance of physical fitness of students. There are indoor stadiums state of art gyms and the availability of the sports and fitness coaches . GITAM Deemed to be University offers various wellness opportunities for mental health. GITAM entered into MOU with YourDOST, a platform that allows students to connect with experts to discuss personal, professional, and academic life issues. The professionally trained counselors on the platform help students cope with work stress, relationship issues, enhance self-image, and support students in their quest for self-improvement.
- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

- **Respect for property:** Students are expected to treat all property belonging to the University and others with care. Should not Intentionally damage or destroy Institute property or property of other students and/or faculty members
- Should not cause any disruptive activity in a class room or in an event sponsored by the Institute.

**Student should not indulge in -**

- a. Organizing meetings and processions without permission from the Institute.
- b. Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d. Unauthorized possession or use of harmful chemicals and banned drugs
- e. Smoking on the campus of the Institute
- f. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
- g. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h. Rash driving on the campus that may cause any inconvenience to others
- i. Theft or unauthorized access to others resources
- j. Misbehavior at the time of student body elections or during any activity of the Institute.
- k. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- l. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

## **PREVENT ACADEMIC MISCONDUCT:**

### **MISCONDUCT 1 : RAGGING**

#### **Ragging**

Ragging is strictly prohibited on campus. Any case of ragging should be brought to the notice of the authorities. Anyone indulging in ragging is liable to disciplinary action including rustication from the University and to criminal prosecution under the A.P.Prohibition of Ragging Act, 1997 and the Indian Penal Code.

#### **1. Definition of Ragging:**

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

#### **2. Prohibition of Ragging:**

Ragging within or outside the educational institution is prohibited.

#### **Anti-Ragging Committee:**

The Anti-Ragging Committee, constituted by the University will examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/withdrawing scholarship/fellowship and other benefits.
- c. Debarring from appearing in any test/examination or other evaluation processes.

- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
- f. Suspension/expulsion from the hostels and mess.
- g. Cancellation of admission.
- h. Expulsion from the University and consequent debarring from admission to any other institution for a specified period.
- i. In cases where the persons committing or abetting the act of ragging are not identified, the university shall resort to collective punishment.

The Anti-Ragging Committee of the University shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging

The Committees Power of Punishment for Participation in/or Abetment of Ragging :

- a. Cancellation of admission.
- b. Suspension from attending classes.
- c. Withholding/withdrawing scholarship/fellowship and other benefits.
- d. Debarring from appearing in any test/examination or other evaluation processes.
- e. Withholding results.
- f. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- g. Suspension/expulsion from the hostel.
- h. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
- i. Expulsion from the institution and consequent debarring from admission to any other institution.
- j. Fine up to Rs. 25,000/-

### **Affidavit by Students and Parents**

Each student and his/her parents/ guardian shall have to furnish an affidavit alongwith

the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

### **FIR**

If need be, given the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the University with the local police authorities. The guidelines lay down that on receipt of any information concerning any reported incident of ragging, the Chairperson of the department shall immediately determine, if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee, proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information.

### **MISCONDUCT 2 : SEXUAL HARASSMENT**

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

**REDRESSAL PROCESS:** Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Anti-sexual Harassment Committee in writing with her signature within 10 days of the occurrence of the incident. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

### **MISCONDUCT-3 : USE OF ALCOHOL AND OTHER DRUGS**

The unlawful possession, use, purchase, or distribution of alcohol on university premises is strictly prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia, or the misuse of prescription drugs, including



sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed, is prohibited inside the campus.

#### **MISCONDUCT- 4 : ASSAULT, ENDANGERMENT, OR INFLICTION OF PHYSICAL HARM**

Physical restraint, assault, or any other act of violence, or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct, whether reckless or intentional, that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized.

#### **MISCONDUCT-5 ANTI-GOVERNMENT BANNERS, CHALKINGS, AND POSTERS:**

Banners, chalking, and posters are subject to reasonable requirements on their display and may be removed when a violation of Government policies are committed. Any act of displaying a poster or banner containing matter of Anti-Government, Anti-Indian and pro-militant organizations and any content degrading the sovereignty of Indian Constitution and against the Indian patriotism, displayed by a student, alumni or parent, or public within the university individually or in groups, alone or in the name of justification rallies, will be considered as severe offense and will be subjected to sedition cases by the Police Department. Such acts will lead to FIR under Section 153(B) of the Indian Penal Code (IPC).

#### **MISCONDUCT-6: BULLYING, INTIMIDATION, AND STALKING**

**Bullying** includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause or any reasonable person should know would cause physical or substantial emotional harm to another person or group. Bullying conduct may not only hurt individuals targeted, but also others

who observe the conduct. Bullying is prohibited, and participating in such acts will result in disciplinary action.

**Intimidation** is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited and will result in disciplinary action.

**Stalking** is engaging in a course of conduct, repeated acts, or communication toward another person, including the unauthorized following, which demonstrates either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress. Anyone who attempts to use bullying, intimidation, or stalking to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation will be in violation of retaliation as described within this Handbook and will be subject to disciplinary action

### **MISCONDUCT-7: DISORDERLY CONDUCT**

Students have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means. These freedoms of expression do not impinge on the rights of other members of the community or the orderly and/or essential operations of the University. Disorderly conduct is also related to excessive noise, which interferes with classes, offices, hostel neighbors, or other campus academic activities.

### **MISCONDUCT-8: FALSE REPRESENTATION**

A student may not knowingly provide false information or make a misrepresentation to any of the University's offices. Also, forgery, alteration, or unauthorized possession or use of university documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action.

### **MISCONDUCT-9: HAZING**

Hazing includes, but is not limited to, any behavior and/or acts of servitude that are designed or intended to humiliate, degrade, embarrass, harass, or ridicule an individual, or that which a reasonable person would deem harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, as an actual or perceived condition of new or continued affiliation with any organization, and/or team. The University prohibits any form of hazing, whether the activities occur on or off property owned or operated by it.

### **MISCONDUCT-10: HOUSING VIOLATIONS**

Students are expected to familiarize themselves with the policies, rules, and regulations concerning conduct in the hostels.

### **MISCONDUCT-11: SMOKING**

The University Campuses are non-smoking areas. Smoking is prohibited in all indoor spaces throughout the campuses, including meeting rooms, lounges, offices, and hostels (including individual staff rooms).

### **MISCONDUCT-12: THEFT, VANDALISM, OR PROPERTY DAMAGE**

Theft, negligent, intentional, or accidental damage to personal or University property is prohibited, as is the possession of the stolen property. For any damage that occurs during a student event in a space for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organizations may be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

### **MISCONDUCT-13: UNAUTHORIZED ENTRY OR ACCESS**

Unauthorized entry into or presence within the campus buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Climbing on any fence or compound wall of the buildings or through building roofs is not allowed. Tampering with locks of buildings, unauthorized possession or use of office/lab/ gate keys, and alteration or duplication of such keys is against the code of conduct.

### **MISCONDUCT-14: UNAUTHORIZED USE OF UNIVERSITY FACILITIES OR SERVICES**

The unauthorized use of property, including but not limited to buildings, spaces, and grounds; documents and records; or furnishings, equipment, and materials, is a violation of the code of conduct and will be subjected to disciplinary action.

### **MISCONDUCT-15: WEAPONS AND FIREWORKS**

No student may possess or use a firearm. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on the campuses. Items such as knives that could be viewed as weapons are forbidden, to be used only for cutting fruits.

### **MISCONDUCT-16: VIOLATION OF LOCAL, STATE, OR CENTRAL GOVT. LAW**

Any violation of local, state, federal, or international law committed by a student will lead to legal and disciplinary actions.

## **FIRE SAFETY**

Fire regulations prohibit personal cooking appliances (hot plates, toaster ovens, or other items with open-heat elements), space heaters, candles, incense, other open-flame items, vapes, and halogen lamps. Open flames, including the burning of candles, incense, or other unauthorized objects, are not permitted in Hostels or any other unauthorized area of campus. Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment are prohibited and are a violation of state law.

Evidence of academic misconduct also includes the following :

### **I. PLAGIARISM**

1. Plagiarism means the use of material, ideas, figures, code, or data as one's own, without appropriately acknowledging the source.
2. This may involve the submission of material, verbatim or paraphrase, that is authored by another person or published earlier by oneself.
3. Examples of plagiarism include:
  - i. Reproducing, in whole or part, text/sentences from a report, book, project, publication, or the internet.
  - ii. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
  - iii. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's classreports, presentations, manuscripts, research papers, or project without proper attribution.
4. Self-plagiarism constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
5. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
6. Paraphrasing or changing an author's words or style without citation.

## II. CHEATING

Cheating includes, but is not limited to:

1. Copying during examinations and copying of home work assignments, term papers, theses, or manuscripts.
2. Allowing or facilitating copying, or writing a report, or taking the examination for someone else.
3. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
4. Fabricating (making up) or falsifying (manipulating) data and reporting them in projects and publications.
5. Creating sources, or citations that do not exist.
6. Altering previously evaluated and re-submitting the work for re-evaluation.
7. Signing another student's name on an assignment, report, research paper, project, or attendance sheet

### ACTION IN CASE OF BREACH OF CONDUCT:

Failure to comply with the code of conduct The University expects its students to comply with the code of ethics and conduct. Furthermore, the University expects students held responsible for their violations which will lead to disciplinary actions and punishments imposed by the University Authorities. Any failure to comply with these codes will be subjected to disciplinary actions

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- **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.
- **RESTRICTIONS:** Reprimanding and Restricting access to various facilities on

the campus for a specified period of time.

- **COMMUNITY SERVICE:** For a specified period of time to 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.
- **EXPULSION:** Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
- **MONETARY PENALTY:** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- **SUSPENSION:** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs 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.
- Ineligibility to reapply for admission to the Institute for a period of three years, and
- **APPEAL:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:
  - accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
  - Refer the case back to the committee for reconsideration.

In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

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