



MOHAN BABU UNIVERSITY, TIRUPATI, ANDHRA PRADESH

[Established under the Andhra Pradesh Private Universities (Establishment and Regulation) Act No.3 of 2016]

POLICY NO. O-V/P-1

POLICY ON STUDENTS ETHICS AND CODE OF CONDUCT

[Prepared in accordance with Ordinance No. V, Clause 7 [(i) (a)] of the First Set of Ordinances of the Mohan Babu University Tirupati, Andhra Pradesh]

1. PREAMBLE

- 1.1. The Policy on Student Ethics and Code of Conduct provides for a framework to enforce student discipline, in order to secure the proper working environment at the University.
- 1.2. The purpose of these Policies 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 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 the purpose of holistic development students that imposes additional and special obligations. However, it is not in conflict with the legal-judicial structures of the country. 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 camaraderie 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. These Policies shall be called the **“Policies on Students Ethics and Code of Conduct 2022.”**
- 2.2. These Policies shall come into effect from the date of approval by the Board of Management of the University and ratified by appropriate higher bodies.

3. EXTENT AND APPLICABILITY

- 3.1. These Policies shall apply to individual Students, Student Groups, and Student Organizations.
- 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, 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. DEFINITIONS

'Act' means the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016 (Act No. 3 of 2016).

'Cultural Affairs' means a wing formed under the Directorate of Student Affairs that looks into cultural and co-curricular activities of the student body and constituted under this Policy.

'Faculty Members' shall comprise of Professor/s, Associate Professor/s, and Assistant Professor/s as is the case in the University.

'Grievance' means a complaint of a behaviour or action that has or is likely to have an unreasonable negative impact on the student about their studies and/or the University life, including bullying and/or discrimination.

'Proctorial Office' means the office of Student Affairs, which manages discipline among the student body and is constituted under this Policy, at the level of the University.

'Sporting Affairs' means wing under the office of Student Affairs, looks into sporting activities of the student body and constituted under this Policy, at the level of the University.

'Student' means an individual registered at the University, whether full time or part-time, and including special students, at the undergraduate, graduate, or postdoctoral level and including medical residents and fellows.

'Student Council' means the Student Council of Mohan Babu University.

'Student Group' is several students who associate with each other without formally compliant with the requirement of the University recognition.

'Student Organization' means several students who associate with each other and have complied with formal requirements for University recognition.

'Student Affairs' means the Directorate that looks after services for student success and is in charge of supporting the student life at campus and personal development of students.

'University' means the Mohan Babu University (henceforth referred to as the University), a statutory University established through an Act of the State Legislature of Andhra Pradesh with headquarter at Tirupati.

Further, the following abbreviations have been used to frame this Policy:

- i. VC: stands for Vice-Chancellor.
- ii. DSA: stands for Director of Students Affairs
- iii. ADSA: stands for Assistant Director of Student Affairs
- iv. SAC: stands for Student Activity Council
- v. STCS: stands for Sports, Technical and Cultural Societies
- vi. SCH: stands for Student Cultural Head
- vii. STH: stands for Student Technical Head
- viii. SSH: stands for Student Sports Head
- ix. ISR: stands for International Students' Representative
- x. CS: stands for Cultural Society
- xi. SC: stands for Student Coordinator
- xii. FA: stands for Faculty Advisor

5. DEFINITION OF ETHICS AND CODE OF CONDUCT

5.1. The aim of education is the intellectual, professional, personal, and social and emotional 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.

5.2. The Student Ethics is insisted to promote this environment in the University, not limiting to areas stated herein below:

5.2.1. Elements of Ethical Conduct

- i. Respect for self
- ii. Respect for others
- iii. Respect for University property
- iv. Respect for University authority
- v. Personal honesty, academic integrity, and professional demeanor
- vi. Respect for the Nation

5.2.2. Code of Conduct:

- i. Students are expected to respect and observe these Policies 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, 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 and informed leaders and professionals.
 - d) Inculcating a spirit of dedication to the service of others and towards nation building.
- vi. These goals 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 University. The campus ethos demands integrity and compassion to promote a culture of learning, appreciation and understanding.
- vii. The faculty, administrators, staff, and students at 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, Regulations and the Policies as may be notified from time to time. The students are expected to uphold its values by maintaining a high standard of conduct.
- ix. The student shall be regular and should complete all academic requirements of the University.
- x. Students shall participate in all academic co-curricular and extra-curricular activities including personality development organized for them in the University.

6. OTHER STUDENT CONDUCT RELATED POLICIES

6.1. Student Identity Card

Every student admitted to the University is provided with a University Identity Card. The student should wear and display the Identity Card at all times in the University campus.

- a. A student will not be allowed into the University Campus without the Identity Card.
- b. A student must produce the Identity Card to use any University facility like Library, Infirmary

Centre, Cafeteria, Laboratories, and other University facilities.

- c. A student must return the Identity Card to the University Registrar's Office at the time of withdrawal/expulsion or when asked for. In case of failure to do so, security deposits, if any, will be forfeited and certificates will not be issued.
- d. 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 (self or others) will lead to disciplinary action against the student, including expulsion from the University.
- e. The University reserves the right to ask the students to surrender their Identity Card without assigning any reason.
- f. In case a student loses the Identity Card, he should apply for a fresh Identity Card along with a replacement fee prescribed by the University.

6.2. Student Dress Code

Personal grooming and dress code is very essential for self-esteem, sense of belonging and camaraderie, pride in the University as well as preparedness for corporate/professional careers. All students must follow the dress code applicable to them.

Generally, the University expects students to be dressed in smart casual fashion described as under: -

- i. Attired in smart casual clothes meaning thereby in full or half sleeved shirts, or T-shirts with collar and trousers/chinos/jeans with sports/canvas/casual shoes.
- ii. However, torn jeans/cargo pants/ open neck T-Shirts, sleeveless tops with deep necklines, shorts and open toe footwear are not acceptable modes of dressing.

However, on various festive occasions and celebration of national days, the students can be attired in traditional Indian clothes.

Though the institution is secular in essence, it respects religious practices and would tolerate religious clothing; nonetheless, students should not wear too many visibly religious insignia.

However, on formal occasions and during placement drives, students are expected to be dressed in formals which are described as under: -

- i. Female students shall wear formal trousers, shirt (tucked in) and Tie with an appropriate coat or blazer, or lady's suit with/without Tie, or Salwar-Kameez, or, Saree, and suitable formal footwear.
- ii. Male students shall wear formal trousers, shirt (tucked in), Tie with an appropriate coat or blazer and suitable formal footwear.

For specialized laboratories and workshops, the students shall follow the dress code as prescribed below: -

- i. Students must come to the Labs (other than Computer Labs) and Workshops in the prescribed lab/workshop uniform and shoes.

6.3. Violation of the University Student Dress Code:

- i. Any violation of the University Student Dress Code shall result in disciplinary action.
- ii. A caution notice will be issued to a student violating the Dress Code.
- iii. 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.

6.4. Restricted Use of Mobile phones in the University

- i. Use of Mobile Phones is strictly prohibited in the academic blocks, which includes classrooms, laboratories, workshops, library, and the corridors adjacent to classrooms and faculty seating.
- ii. Students may use their mobile phones in the permissible/designated areas on the University campus as stipulated by the University notifications.
- iii. Any Student using a mobile phone in restricted areas as specified above 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.1,000/- debarment from placement assistance and/or representing the University in any event/competition.

6.5. Use of Student's personal Laptop in the University.

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

- i. Students may use Laptops in the classes if required as a part of the coursework/class assignments, with prior permission of the concerned course instructor.
- ii. Students may use their laptops in the classrooms/seminar halls for assignment/seminar/ paper presentation purposes, or any other academic activity as required/approved by the concerned course instructor.
- iii. Students are not permitted to use/take their personal laptops to the computer labs during a practical/laboratory period/class. Violation of this rule will result in disciplinary action against the student, and the errant student's laptop/tablet will be confiscated by the Course Instructor.
- iv. Students may use their laptops in the areas designated for group and or collaborative work or specified project laboratories to carry out assignments/project work with the prior permission of the concerned course instructor.
- v. Use of personal laptops in the University laboratories/classrooms for any non-academic/curricular work or activity is strictly prohibited. Violation of this rule will

result in stringent disciplinary action on the student, and the errant student's laptop/tablet will be confiscated forthwith.

- vi. Students are expected to use social media carefully and responsibly. They will not be allowed to post derogatory comments about other individuals from the University on social media or indulge in any other related activity which may have grave ramifications on the reputation of the University.

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.
