

## **CODE OF CONDUCT AND ETHICS**

## POLICY



**SRI GURU GRANTH SAHIB WORLD UNIVERSITY**  
**FATEHGARH SAHIB**  
**PUNJAB, INDIA**

## **CODE OF CONDUCT AND ETHICS**

### **(I) MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS**

- (1) Every student enrolled in the University shall be under disciplinary control of the University and its Departments/Schools/Centres.
- (2) The Heads of Departments/Schools/Centres of the University, Dean Students' Welfare and Hostel Warden shall have the authority over students in their respective teaching/research Departments/Schools/Centres/Hostels in the University as may be necessary for their proper running.
- (3) Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall be considered as the acts of indiscipline or misconduct on the part of a student of the University and its Departments/Schools/Centres/Hostels
  - (a) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/School/Centre/Hostel, and against any student within the University.
  - (b) Carrying of, use of or threat to use any weapons;
  - (c) Misbehaviour or cruelty towards any other student, teacher or any other employee of the University.
  - (d) Use of drugs or other intoxicants except those prescribed by a qualified doctor.
  - (e) Indulging in or encouraging violence or any conduct which involves moral turpitude;
  - (f) Discrimination against any student or a member of staff on the grounds of caste, creed, language, place of origin, social and cultural background or any of them;
  - (g) Smoking, use of narcotics, possession/consumption of alcoholic beverages or gambling in any form;
  - (h) Wilful destruction of the property of the University.
  - (i) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
  - (j) Causing disruption in academic functioning of the University including tests/examinations or any other activity of the University. .
  - (k) Indulging in Ragging
  - (l) Any practice -whether verbal or otherwise, derogatory of women;

(m) Verbal abuse, mental or physical torture, harassment, indecent gestures and obscene behavior with fellow students or staff of the University.

The Vice-Chancellor may amend or add other types of misconduct/misbehavior to the above list of Acts of Indiscipline, from time to time,

### **Penalties for Indiscipline**

1. (a) The Head of the Department shall be competent:
  - (i) to impose fine on a student, as may be warranted by the nature of the offense and notified by the University from time to time;
  - (ii) to suspend a student from class for such period as Head of the Department deems fit; The decision of the Head of the Department shall be final in such cases.
- (b) The Warden of the University Hostel, in consultation with the Provost of the University Hostels (or the Dean, Students' Welfare, in the absence of the Provost), shall be competent to impose a fine, as may be warranted by the nature of the offense or require a student to leave the hostel for a specific period or permanently.

The decision of the Warden of the University Hostel shall be final in such cases;

Provided, however, that the Head of the Department/Warden of the University Hostel may, for the reasons to be recorded, revise or review his order within ten days of the issue of the original order.

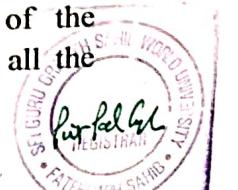
2. For expulsion/rustication and other punishment in excess of the limits specified in any of the above categories of 1, the case will be referred to the Enquiry Committee, constituted by the Vice Chancellor. This Committee shall submit a report to the Vice-Chancellor, who may either himself impose any punishment including expulsion/rustication for the period specified in the order, depending upon the gravity of the offense, or refer the enquiry report to the same Committee or another Committee appointed by him for imposing punishment, as such Committee may deem fit.

**Note:** 'Rustication' means the debarring of a student from attending classes/examinations for a specified period, whereas 'Expulsion' means the permanent debarring of a student from attending classes/examinations.

3. Before an order of expulsion/rustication is passed or any other punishment under rule 2 above is imposed, the Convener of the Enquiry Committee shall ensure that the student has been given a reasonable opportunity to explain his conduct.

In regard to expulsion/rustication of the student, the Convener of the Enquiry Committee shall furnish a Certificate duly signed by him that the student was given a reasonable opportunity of being heard in his defense.

4. The Registrar will enter the order of expulsion/rustication of a student of the University Teaching Department, in the register of students, and notify it to all the



University Teaching Departments and other Universities in India, on the expiry of fifteen days from the date of issue of order.

5. The rusticated student may be allowed, if he is otherwise eligible, to take examinations privately after the period of rustication is over. The Head of the Department concerned, may, at his discretion, allow him to join the class after the period of rustication is over, under intimation to the Registrar, provided the period of rustication is less than two years. Candidates who miss chance(s) to appear in the University examination due to rustication shall be allowed the number of chances so missed by them;

Provided that a student who is rusticated for a period exceeding two years, shall not be re-admitted in the same or any other Department without the prior sanction of the Syndicate.

6. If a student is reported by the Head of the Department/Provost/Dean Students' Welfare, to be guilty of any immoral act or an act of serious misconduct or serious violation of any of the disciplinary rules, he may be debarred by the Syndicate from appearing in the University examination. The Syndicate, in such cases may also

(i) cancel his candidature for that examination and order that his result be not declared;

or

(ii) disqualify him permanently or for a specific period. This shall also be applicable to a student who is sent up for the University examination by the Head of the Teaching Department, till the declaration of his result.

7. Depending upon the situation, the Committee will hold its meeting and complete the enquiry within a week of the constitution of the Committee. The punishment suggested by the Committee will be in accordance with the rules already laid down for the students of the University Teaching Departments by the University. In case of ex-student, the Committee may recommend such punishment as it may deem fit including:

(i) cancellation of his candidature for any of the University examination;

(ii) barring him from joining any course of studies offered by the University;

(iii) any other punishment considered reasonable by the committee.

8. Notwithstanding anything hereinbefore contained, the Head of the University Teaching Department or Warden of the University Hostel shall have the authority to take disciplinary action against the students of that Department/Hostel, including any act of indiscipline outside the premises of the Department/Hostels and the provisions hereinbefore contained in regard to procedure and punishment shall be applicable to such cases also.

9. Notwithstanding anything hereinbefore contained, all decisions in respect of disciplinary matters concerning the students of the Departments and other classes run or maintained by the University shall be subject to review by the Vice-Chancellor on humanitarian grounds, keeping in view the overall behavior of the candidate after one year from the date of rustication.



Provided that in cases of expulsion, the reviewing authority shall be the Syndicate.

## (II) RAGGING

Ragging, in any form is a cognizable offense as per the decision of Hon'ble Supreme Court of India, and is strictly prohibited within the premises of the University, its Departments/Schools/Centres/Hostels and in any part of the University system. 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 indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or 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) Abetment to ragging whether by way of any act or practice will also be construed as ragging.

### **Penalties for Ragging**



The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad. The Anti-Ragging Committee may, depending on the nature and gravity of the offense established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely;

- 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 process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension/ expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for a period ranging from one to two academic sessions.
- i) 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 University shall resort to collective punishment.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie to the Vice-Chancellor.

### **(III) INSTRUCTIONS SPECIFIC TO HOSTELS**

All the hostellers are required to maintain proper standards of behavior which is expected from the students of an educational institution. They are expected to behave politely with everyone inside and outside the campus.

- (1) Ragging in any form is strictly prohibited in the University/Hostels.
- (2) Consumption of intoxicants, drugs, drinking, smoking, and chewing of tobacco or related products is strictly prohibited in the University as well as hostels. Anybody found possessing/using these will be expelled from the University/Hostel.
- (3) Carrying and keeping lethal weapons like guns, revolver, swords, wooden stick, baseball bat etc. in the University/Hostel is not allowed.



- (4) The residents shall be responsible for the upkeep of Hostel property. Any damage to the Hostel property shall be recovered from the concerned residents and required disciplinary action will be taken.
- (5) Indiscipline of any kind including physical/verbal duel in the hostel, misbehavior with Faculty/Mess worker/Room-mate/Security Guard/Hostel Authority will be penalized strictly which may also include expulsion from the Hostel/University, depending on the nature of offense.
- (6) Students are expected to strictly refrain themselves from any anti-social/anti national activity in the hostel/University.
- (7) Theft/stealing, gambling, unlawful assembly is strictly prohibited.
- (8) No meeting, seminar or gathering is allowed in the Hostel without prior permission of the Dean Students' Welfare/Hostel Warden.
- (9) Lighting of candles, incense sticks and other fire hazards including bursting of crackers is prohibited in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are also not permitted in the hostels.
- (10) Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms, to avoid inadvertent fire.
- (11) Playing loud music and disturbing the peaceful atmosphere by any other means is not permitted. Students may use earphones while listening to music.
- (12) Playing any kind of outdoor games inside the hostel/corridor is not permitted.
- (13) Pets of any kind are prohibited in the hostels. Similarly feeding stray animals is not allowed.
- (14) Students shall not use any kind of unauthorized electrical gadgets like iron, heater, audio player, fridge, personal cooler/ AC etc. inside his/her room.
- (15) The Hostel residents shall ensure that proper cleanliness and sanitation is maintained in their rooms, common room, activity room, reading room, mess, bathrooms and corridor.
- (16) Hostellers are not permitted to take up part-time/full time jobs unless these are in the form of an internship to fulfill their programme requirements.
- (17) In case of Girl residents, only the visitors authorized by the parents will be allowed to visit the concerned residents during specified hours in the Visitor Room/Hostel Lawn.

#### **(IV) MAINTENANCE OF DISCIPLINE AMONG EMPLOYEES**



All the employees of Sri Guru Granth Sahib World University are expected to follow the code of conduct prescribed by the University in letter and spirit. An employee is expected to conduct himself/herself in an exemplary manner in public and private life as enshrined in Sri Guru Granth Sahib. In addition to the terms and conditions of Service of the employees provided in the Act, Statutes, Rules, Regulations of the University, and the letter of appointment, the employees, and teachers shall obey the following conduct rules:

- (i) Every employee shall maintain absolute integrity, objectivity and devotion to duty and shall do nothing which is unbecoming of an employee of the University.
- (ii) The employees should not accept any gift in the form of cash or kind from any student, parent, vendor etc. that may influence them in discharge of their duty.
- (iii) The copyright of the work produced by an employee with the help of the University resources shall vest in the University. The employee will not disseminate/sell such information/material without the approval of the University;
- (iv) The University resources should be used in an efficient manner for university purposes only, unless and until permission has been granted by the Competent University Authority for non-University or private usage.
- (v) The employees are strictly prohibited to access or transfer any inappropriate material through University information and communication technology resources like official mails, telephones (including official mobile phones) etc.
- (vi) The possession/consumption of intoxicating materials, alcohol, drugs, tobacco products at University premises is strictly prohibited.
- (vii) The employees must maintain cooperative and collaborative attitudes and avoid conflict of interests.
- (viii) The employees should not indulge in any discrimination on the basis of caste, religion, race, gender, origin, creed, marital status etc.
- (ix) The employees should adhere to the dress code and those provided with the uniform should wear their uniforms.
- (x) The employees should be polite in their dealings with members of the public and prompt in their official dealings.
- (xi) The employees shall not indulge in acts of sexual harassment of any person at their work place by displaying or distributing derogatory or sexually explicit material or requests for sexual favour or physical conduct of sexual nature.



- (xii) Every employee shall strictly observe the scheduled hours of working during which he/she must be present at his/her place of duty.
- (xiii) The employees must refrain from lodging any unsubstantiated or motivated allegations against colleagues to any higher authorities.
- (xiv) The employees are prohibited from passing any sensitive information, including financial and personal information privately to an individual or a group.
- (xv) Every employee is a whole time staff of the University unless otherwise stated specifically in the terms of appointment, and is bound to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays too.
- (xvi) The employees must adhere to a responsible pattern of conduct, behavior and demeanor expected of them by the society.
- (xvii) The employees must maintain the integrity, confidentiality and privacy of University records and information to which they have access in the course of their employment.
- (xviii) The employees must cooperate with the authorities for the betterment of the University, and to maintain dignity of the profession and hierarchy.
- (xix) The employees should refrain themselves from availing leave except on unavoidable grounds and as far as practicable with prior intimation, and refrain from bringing outside influence or adopting any unfair practice.
- (xx) The employees must refrain from undertaking any other part-time-full time employment, including private tuitions and coaching classes which are likely to interfere in their working at the University.

#### **(V) GENERAL RESPONSIBILITIES OF TEACHERS**

- (i) Maintenance of active membership of professional bodies and improvement in standards of education to achieve excellence through knowledge generation and dissemination.
- (ii) Continuous professional growth through research, consultancy, and industrial liaisoning.
- (iii) To motivate the students to use current technology, resources and information for solving problems.
- (iv) Participation in extension, co-curricular and extracurricular activities including community services.



- (v) Planning and implementation of effective classroom management practices.
- (vi) Designing and implementation of strategies to develop responsible learners by performing their duties diligently in the form of teaching, tutorial, practical, and research work with complete dedication.
- (vii) No teacher shall do anything which is unbecoming of a teacher of the University.
- (viii) In addition to the academic work, he/she should perform assigned duties in extracurricular and community activities.

#### **(VI) Teachers and the Students**

- (i) The teachers must respect the right and dignity of the students in expressing their opinion.
- (ii) They should make themselves available to guide the students willingly even beyond their class hours.
- (iii) The teacher should deal fairly and impartially with students regardless of their religion, caste, political, economic, and social background.
- (iv) The teacher should encourage the students to improve their accomplishments, develop their personalities and at the same time motivating them for community welfare;
- (v) The teacher should inculcate scientific temperament and respect for physical labor and ideals of democracy, peace and preservation of environment among students;
- (vi) The teacher should be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever;
- (vii) The teacher should refrain from inciting students against other students, colleagues or administration or any authority.
- (viii) The teachers must discharge their professional responsibilities according to the applicable rules and regulations, and adhere to procedures consistent with their profession.

