



MANIPAL UNIVERSITY JAIPUR

STUDENT MANUAL ON

**CAMPUS CODE OF ETHICS AND
CONDUCT ALONG WITH STANDARD
PROCEDURE**

MARCH 2019

DIRECTORATE OF STUDENTS' WELFARE

LETTER FROM DIRECTOR, STUDENTS' WELFARE

Student codes of conduct are designed to serve both the classroom and the individual. They outline students' rights, ensuring that no student will be penalized or singled out based on anything but a violation of established rules.

They also outline students' responsibilities, thus letting individual students know that they need to meet certain standards for their own sake and that of the entire class.

It is important to remember that the students have rights and responsibilities. Students have the right to be informed of the University's policies and regulations. They also have the right to know the academic requirements of each course and to be advised of their progress.

Let us work together to live the Code, and find greater success within the strong framework that we have built over the years.

Regards

Director Students' Welfare, MUJ

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1. INTRODUCTION

A well-documented Code of Ethics and Conduct clarifies University's mission, values and principles, linking them with standards of professional conduct. The practice of standard procedures for students articulates the values, the university wishes to foster in students and, in doing so, defines desired behavior. As a result, written Codes of Ethics and Conduct can become benchmarks against which an individual and educational institute performance can be measured.

This manual indicates the standard procedures and practices of the Manipal University Jaipur (MUJ) for all students who are in regular enroll with the MUJ for pursuing various offered courses.

All students must know that it is obligatory upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

All the students must know that it is desirable to make themselves aware of the right and legal practices, which university has been following for their wellbeing.

All Students are requested to be well conversant with this Code, which can also be reviewed on the official website of the Institute.

2. JURISDICTION

The University shall have the jurisdiction over the conduct of its regular on rolled registered students to take knowledge of all acts of misconduct including incidents of ragging/ harassment which are taking place on the University campus or on hostel area, connection with the University related activities and functions.

The University may also exercise jurisdiction over conduct which occurs in campus/off- campus(nearby University premises) violating the ideal student conduct and discipline as laid down in this manual and also in **discipline policy (DOT policy)** of the University.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, 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-campus, and off-campus.

3. CAMPUS ETHICS AND CONDUCT

- **Students are expected to maintain the discipline order and behave in the dignified manner inside as well as outside the University campus. They shall abide by the rules and regulations of the University and should act in a way that highlights the discipline and esteem of the University;**
- **All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action;**
- **No student is allowed to use mobile phone during any academic activities. Any violation of this shall invite a penal action as per the disciplinary rules and regulations of University;**
- **Political activity in any form is not permitted in the University campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the campus and off-campus areas;**
- **Students shall not bring any vehicles inside the campus;**
- **Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.**
- **Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a financial penalty;**
- **The Student Council Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) faculty-wise system given in Section No.6 of Lyngdoh Committee recommendations. The conduction of the elections will take place as per MUJ Student Council Election Constitution;**
- **All the students are expected to be present in the class well -within time and report in advance in case of late arrival otherwise late coming will also result in loss of attendance for the corresponding hour;**
- **No student shall enter or leave the class room when the session is running without the permission of the teacher concerned;**
- **Students can leave the campus during class hours only after getting an out-pass from the Head of the department(HoD);**
- **All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates;**

- **Out of 100% attendance 75 % of class attendance is mandatory, rest 25% is reserved for other reasons including medical, academic and personal;**
- **Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours;**
- **Consumption of intoxicants / psychotropic substances in any form or smoking or chewing, Panmasala, spitting are strictly prohibited;**
- **It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the University and destroy the academic ambiance;**
- **Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Any violation of this shall invite a financial penalty;**
- **Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine;**
- **Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus. ;**
- **Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, fire extinguishers etc. in the campus without the permission of the competent authority;**
- **Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities;**
- **Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from them University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.**
- **Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India;**
- **Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.**

In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of University, all the staff members are empowered to initiate disciplinary procedure by reporting the incidence;

4. DISCIPLINARY PROCESS

In order to maintain discipline amongst students and to ensure strict compliance of rules, [DOT system](#) is being introduced. It is an indicative system, through which the students and faculty know the gravity of the offence committed. The student's record for MINOR as well as MAJOR offences will be maintained. This will help monitor the level of offence and the number of times the student has been involved in any act of indiscipline. It will also help in deciding on the quantum of punishment and pin-point the perpetual offenders.

APPEAL PROCESS

If the delinquent student is aggrieved by the imposition of any penalty/ disciplinary action, the student has right to appeal to President for reconsideration of punishment by submitting a written application. The decision of President is final.

5. ACADEMIC INTEGRITY

As a premier institution, the University values academic integrity as per the [Academic Process Regulations](#), [Guidelines for malpractices](#) and [Policy on plagiarism](#);

6. ANTI-RAGGING

[Anti-ragging committee](#) has been set up by the University to keep in check and avoid ragging. Ragging is strictly banned on campus, any notice of ragging will be handled with utmost discipline and no leniency will be shown for the same.

MEASURES FOR PROHIBITION OF RAGGING AT THE UNIVERSITY LEVEL

No University or any part of it thereof, including, but not limited to the its Faculties, schools, the departments, constituent units, colleges, centers of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside. Action against ragging will be taken as per University DOT Policy.

PENALTY FOR RAGGING

No person who is student of a University shall commit ragging. The Supreme Court of India has ordered that "If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution".

7. SEXUAL HARASSMENT

Manipal University Jaipur is committed to create healthy working environment and study atmosphere that enables student to study without any fear of prejudice, gender bias and sexual harassment. The university also believes that all the students have right to be treated with dignity. Sexual harassment at study place and other than study place is therefore punishable. Action against ragging will be taken as per policy on [Grievances against Sexual Harassment](#).

8. STUDENT GRIEVANCE CELL

The [Grievance Redressal Cell](#) attempts to address genuine problems and complaints of students whatever be the nature of the problem. Students are encouraged to approach the members of the cell or any of their other teachers as is comfortable to them. Students may also express their grievances online by filling out the form below. Students are requested to note that making a complaint is serious and therefore they are to use this power in a responsible manner. At the same time, the college assures students that once a complaint is made, it will be treated with sensitivity and confidentiality.

9. STUDENT PARTICIPATION IN GOVERNANCE

Manipal University Jaipur (MUJ), trust to foster academic, professional (administrative) excellence to its valuable stake holders (students) with good human values and, to achieve this mission, the University has following academic and administrative practices, where Student Council members are given opportunity of representation. Brief explanation of student representation is given below:

ACADEMIC COUNCIL OF THE UNIVERSITY

The Academic Council is the principal academic body of the University. This has among other, maximum two student members/representatives. The Academic Council is responsible to exercise general supervision over the academic policies of the University and give directions regarding methods of instructions, cooperative teaching among faculties, research programs or improvement in academic standards. Students actively contributes in Academic Council meeting.

LIBRARY ADVISORY COMMITTEE

This committee mainly focus on managing the central library resources for students. Student representation is very active in this committee.

CLASS COMMITTEE

The Class Committee is a team comprising of Teachers and Students to ensure that all curricular, co- and extra-curricular activities of the class are carried out smoothly with following objectives:

- To engage students in the management of the class.
- To solve problems faced by the students in the class room and in the laboratories

- To enable students to give specific feedback on the teaching-learning process, internal tests, covering of the syllabus, difficult areas of learning, infrastructure, attendance, special help needed, etc.
- To convey the feedback of teachers regarding the class, attendance and to set their expectations for students.
- To clarify the rules and regulations of the program and the Do's and Don'ts to the students.
- To appraise the students about the method of evaluation especially when the subject is common and teachers handling are different for different sections.
- To involve students in the programs run by the department both academic and non-academic
- To take any such grievance of individual students which otherwise goes un-noticed.

10. STUDENT COUNCIL INITIATED ACTIVITIES

ONEIROS

Oneiros is an annual cultural festival fully managed by the students. The festival is planned in a meticulous manner with schedules prepared well in advance. Tasks like crowd controlling, discipline, safety and security during the conduct of the events are efficiently handled by the students.

TECHIDATE

This the most- awaited, student initiated Technical festival of the University, where students from various colleges are invited for the participation. This fest is full of series of technical events. This time this event has witnessed footfall of almost 5K participant. This fest at University is a fun and great learning experience for students.

ABHIVARTA

Abhivarta is an annual sports fest of Manipal University Jaipur fully organized by students. Students from all around the nation are invited to participate in various competitions. It is one of the most popular annual fests of Manipal University Jaipur.

Directorate of Students' Welfare