

## STUDENTS' CODE OF ETHICS AND CONDUCT AT THE ICFAI UNIVERSITY, JAIPUR

### 1. PREAMBLE

The following paras indicate the standard procedures and practices of the ICFAI University, Jaipur (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is simple, understandable, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

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

### 2. JURISDICTION

- a) The University 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 campus or in connection with the related activities and functions.
- b) The 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
  - i) Any violations of the Sexual Harassment Policy of the University against other students of the University.
  - ii) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
  - iii) Possession or use of weapons, explosives, or destructive devices off/on campus
  - iv) Manufacture, sale, or distribution of prohibited articles, cigarettes, drugs, alcohol etc.
  - v) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off on - campus community.

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, and off-campus.

### **3. Ethics and Conduct**

- a) This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.
- b) Each student must accept that
  - i) He/she shall be regular and must complete his/her studies in the University.
  - ii) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the University subject to written consent of the Vice Chancellor.
  - iii) As a result of such relieving, the student shall be required to clear pending hostel/cafeteria dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
- c) University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- d) All students must deter from indulging in any and all forms of misconduct including taking part in any activity off-campus which can affect the University's interests and reputation substantially.

The various forms of misconduct include:-

- (i) 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.
- (ii) Intentionally damaging or destroying University property or property of other students and/or faculty / staff members
- (iii) Any disruptive activity in a class room or in an event Sponsored by the University.



(iv) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

(v) Participating in activities including:-

- Organizing meetings and processions without permission from the University.
- Accepting membership of religious or terrorist groups banned by the Government of India.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Smoking on the campus of the University.
- Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus.
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- Rash driving on the campus that may cause any inconvenience to others
- Not wearing helmet as a driver / pillion rider while driving / riding a two wheeler or not wearing seat belt while driving a four wheeler.
- Not disclosing a pre-existing health condition, either physical or psychological, to the Registrar which may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources
- 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 University.

(e) 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.

(f) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior-permission

(g) Students are expected to use the social media carefully and responsibly meaning that that they cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.

(h) Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

(i) Damage to, or destruction of, any property of the University, or any property of others on the Institute premises.

(j) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location or to record either an audio or video lectures in a classroom or actions of other students, faculty or staff without prior permission or where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

(k) Usage of mobile phones during the class hours or in meetings or discussions is prohibited unless prior permission is taken.

(l) Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

(m) Students are expected to behave in a respectful and decent manner while conversing with faculty / staff members. Any sort of misbehavior, if any, shall be considered an indiscipline act as a student of the University.

4 If there is a case against a student for a possible breach of code of conduct, then a standing investigating 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.

(a) **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.

(b) **Restrictions**- Reprimanding and restricting access to various facilities on the campus for a specified period of time.

(c) **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.



(d) **Expulsion** - Expulsion of a student from the University permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

(e) **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:-

(a) Ineligibility to reapply for admission to the University for a period of three years, and

(b) Withholding the grade card or certificate for the courses studied or work carried out.

5 **Appeal:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the President. The Vice-Chancellor may decide on one of the following:

(a) Accept the recommendation of the committee constituted for the purpose 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

(b) Refer the case back to the investigating committee for reconsideration.

(c) Student may be imposed a monetary fine / discontinuation of scholarship as decided by the Investigating committee / Proctorial board and duly ratified by the Registrar and the President.

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

## 6 Academic Integrity

As a premier Institution for Higher education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitute a serious offence.

(a) Cheating: Cheating includes, but not limited to:

- (i) Copying during examinations, and copying of homework assignments, term papers, thesis or manuscripts.
- (ii) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- (iii) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- (iv) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- (v) Creating sources, or citations that do not exist
- (vi) Altering previously evaluated and re-submitting the work for re-evaluation.
- (vii) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

Any violation of the Academy Integrity will be brought to the notice of Standing Investigating Committee for their consideration and suitable recommendations.

## 7 ANTI-RAGGING

The University has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. On line forms have been submitted to the UGC in December 2019.

Ragging constitutes one or more 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 any 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 or apprehension thereof in 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 embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a 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 student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, 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 any other student ;
- i) Any act that affects the mental health and self-confidence of 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 other student.

### **Anti-Ragging Committee**

The Anti-Ragging Committee, as constituted by the Registrar shall examine all complaints of anti-ragging and come out with recommendation 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 process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other University 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.
- j) If need be, in view of 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 Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against any of the orders of punishment enumerated herein above shall be submitted to the Vice-Chancellor of the University.

## **8 Sexual Harassment**

The University Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall also apply to the students of the University. 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.

## **9 Student Grievance Procedures**

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Registrar. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.



## 10 Student Participation in Governance

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University are advised to uphold the policy and inform the University of any Violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

**11 Conclusion** This students' code of ethics is made to make aware all the students of the University regarding the disciplinary aspect and the actions which may be taken in case of violations of the rules as enumerated in this document.

Date: - 12 Apr 2022



*S. Banerjee*  
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Registrar

### Distribution:-

1. The President's Office.
2. Dean and Associate Deans.
3. Director IQAC.
4. CF & AO.
5. All Notice Boards.
6. Girls & Boys (UG & PG) Hostels.
7. University Main Gate.
8. Admin Office.