



VMRF (DU) STUDENTS' CODE OF CONDUCT AND DISCIPLINE POLICY - 2023



**VINAYAKA MISSION'S
RESEARCH FOUNDATION**

(Deemed to be University under section 3 of the UGC Act 1956)





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VMRF(DU) STUDENTS' CODE OF CONDUCT AND DISCIPLINE POLICY - 2023

1. PREAMBLE

The purpose of Code of Conduct of Vinayaka Mission's Research Foundation (Deemed to be University) (VMRF(DU)) is to promote professional behavior, academic integrity, and leading to an effective learning environment that prepares graduates for global competitiveness and all the students are required to follow it. The smooth functioning of the university and its constituent colleges/schools depends upon observance of discipline by the students. Hence the university proposed the Code of Conduct a policy for the students already enrolled in the university and its constituent colleges/schools, as well as those seeking admission to these institutions, and a mechanism thereto.

2. SHORT TITLE AND COMMENCEMENT

This policy shall be called "VMRF (DU) Code of Conduct and Discipline Policy – 2023" of the Vinayaka Mission's Research Foundation (Deemed to be University), Salem. The policy shall come into force on and from the date of approval of the University.

This policy is applicable to all the constituent colleges and schools of Vinayaka Mission's Research Foundation (Deemed to be university).

3. RESPONSIBILITIES OF THE STUDENTS

It shall be the responsibility of the students;

- To read, become familiar with and adhere to this policy and any amendment brought to this policy.
- To behave and conduct themselves in their institution including canteen, library, mess, hostels, and other premises in a dignified and courteous manner and show due respect to the authorities, employees, and elders.
- Strive to develop appropriate work attitude and habits.
- To respect the laws of the country, human rights and to always conduct in a responsible and dignified manner.
- To report any violation of this code to the functionaries under this policy
- The students and their parents/guardians are requested to go through the policy and give undertakings as per Annexure – I.

4. DISCIPLINE

The parents/guardians are requested to direct their wards to observe the following policy:



- 4.1. Students will strictly obey the instructions given by the Head of the Institutions, Head of the Administration, Head of the department and other faculty members and staff from time to time.
- 4.2. Always interact in a polite and respectful manner with all students and staff of the College. Insubordination, unbecoming language, or ungentlemanly conduct including teasing etc., shall be severely dealt with
- 4.3. The identity card is meant for identifying bonafide students and is used for permitting the student to participate in various activities and program in and outside of the institution. Every student must wear the identity card as long as he/she is in the Institution and must be produced by them whenever demanded by the faculty of the institution. The students must wear their identity card within the campus every day. In case the identity card is lost, the information should be notified immediately to the Hol/HoD and they should apply for a duplicate identity card which will be issued on payment of charges.
- 4.4. The student cannot permit to go outside of the classroom without the concerned faculty during class hours
- 4.5. The institution expects both boys and girls' students to foster a healthy and decent relationship inside and outside of the institution. The very spirit of co-education lies in facilitating such a relationship, if, any behavior contrary to this spirit is deemed unlawful and punishable.
- 4.6. The students should adhere their respective academic program regulations.
- 4.7. Ragging is a punishable offence as per the UGC regulations and Supreme Court verdict. The university has zero tolerance for ragging and if, any incidence of ragging causing mental and physical agony will be severely punished on a written complaint by the student. The institution has constituted an Anti-ragging committee and Anti ragging squad who are controlling/preventing ragging. Anti- ragging squad shall have surprise visits to check ragging. The punishment will be as per the regulations of UGC /University. FIR may also be lodged against students indulged in ragging if deemed fit.
- 4.8. **Vandalism:** It means intentional destruction, damage, defacement, or unauthorized use of Institutional property or, tampering with fixtures



installed in classrooms and common areas, including but not limited to light fixtures, air conditioners, smart displays amongst others, whether committed individually or as part of a group, and whether done actively or through passive support or encouragement. The students should not indulge in vandalism.

- 4.9. A student must not indulge in any activity either inside or outside the college that will in any way interfere with its academic or administrative activities.
- 4.10. The conduct of the students in the classes and in the premises of college should not irritate fellow students, faculty, and staff members.
- 4.11. To inculcate a sense of discipline in students through a strict dress code, students are advised to wear formal dress/uniform prescribed by the institution. If not, the same will be liable for disciplinary action.
- 4.12. No Society or Association shall be formed in the institution and no people should be invited to the campus without the specific permission of the concerned Hol. The Head of the Institution has a right to refuse such permission.
- 4.13. The students are permitted to display any Notice/Circular/Poster/Banner on the institution premises with the prior approval of the Hol/HoD
- 4.14. The students are advised to check the notice board/ Institution website regularly for the latest announcements if any. The Institution will not be liable for any loss or disadvantage due to negligence of reading such announcements.
- 4.15. The students shall be invited to address any meeting with the prior approval of the Hol/HoD.
- 4.16. No students will be allowed to conduct any political activity in the campus.
- 4.17. Students are not allowed to bring their relatives and friends to the campus without the knowledge of the Hol
- 4.18. All meetings, cultural programs, debates, elocutions etc., organized in the college premises may be held in the presence faculty coordinator of the concern events and to be conducted with the prior approval of the Hol. The subjects of debates / elocution must have the prior approval of



the Hol

- 4.19. No picnic, social ceremony, excursions, or tours shall be arranged without prior approval of the Hol. The same can be obtained applying in prescribed format at least two weeks prior to the date of the event/visit. Such tours shall be accompanied by the faculty members. If a student joins any unofficial picnic or tour, the institution shall not be responsible for the conduct in public.
- 4.20. Smoking, chewing of Gutkha, Paan/Tobacco, drinking of alcohol, drugs are strictly prohibited inside the college campus and hostel. Appropriate action will be taken against the students as per this policy who are violating this clause.
- 4.21. Students are prohibited from keeping any dangerous harmful weapons or material etc., with them. If they are violating this clause, appropriate action will be taken as per the policy.
- 4.22. If for any reason, the continuance of student in the college is found detrimental to the interest of the college, the Hol may suspend the student and asked the student to leave the institution with informing their parents/guardian, and decision will be final and binding on the students.
- 4.23. Playing on electronic gadgets is strictly prohibited in the college premises except on special occasions notified by the Institution. Defaulters will be punished, and their gadgets will be confiscated.
- 4.24. Students shall park their vehicles such as bicycles, scooters, motorcycles, and cars etc., in the prominent places earmarked by the institution. No vehicles should be parked in any other places on the college premises.
- 4.25. Vehicles except bicycles are not allowed to move on the premises for maintaining an eco-friendly environment.
- 4.26. The students are advised to obtain prior approval to attend classes other than their own from the concerned faculty.
- 4.27. The student should not involve any activities that tarnish the image of the institution, failing which appropriate action will be taken against the student.
- 4.28. The students are not allowed to communicate any information without permission from the Hol, about the institution to the media including



press.

- 4.29. The students who wish to obtain the bonafide certificate, conduct certificate, and transfer certificate, degree certificate and mark sheets must apply to the concerned Hol through proper channel.
- 4.30. The students must take care of their belongings like books, bags, laptops, mobile phones, purses, pen drives etc. The college will not be liable for any loss.
- 4.31. A student must obtain 'No Dues Certificate' at the time of issuing Hall tickets.
- 4.32. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:
 1. Disruption of teaching, student examinations, research work, administrative work, curricular and extra-curricular activities, residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably like to cause such disruption.
 2. Engaging in any attempt at wrongful confinement of teachers, officers, employees, and students at the university or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the university
 3. Use of abusive and derogatory slogans or intimidator language or incitement of hatred and violence or any act calculated to further the same.
 4. Furnishing false certificates or false information to any office under the control and Jurisdiction of the university
 5. Indulging in acts of gambling in the university premises
 6. Arousing communal cast or regional feelings or creating disharmony among students
 7. Tearing of pages, defacing, burning, and destroying books or any journals belongs to the institution.
 8. Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of institution furniture in one's hostel room or elsewhere
 9. Accommodating guests or other persons in hostel without permission



of the Warden/Chief Warden

10. Any act or moral turpitude

11. Any offence under law

12. Displaying of posters, or distributing pamphlets either in print or digital form, handouts etc. of an objectionable nature or writing on walls and disfiguring buildings, and

13. Any other matter which may be considered by HoI, the disciplinary committee and approved by the university to be an act of violation of discipline.

4.33. Sexual Harassment

Internal Complaints Committee (ICC) at University and all constituent colleges/schools which deals with the issues related to the sexual harassment including women who are working in the institution as per UGC. To create awareness among the students' workshops, awareness programs are conducted periodically by the institutions. The university shall adopt separate regulations as per UGC to deal with such complaints.

4.34. Any other information not covered above will be decided at the discretion of the HoI.

5. DISCIPLINE POLICY FOR FOREIGN STUDENTS

Foreign students who are enrolled under the university and its constituent institutions are expected to abide by all the rules and regulations of the university and the code of conduct as applicable to Indian students of the same programme. Any act within the campus that may be or spoil the academic atmosphere in the university will not be appreciated and the student found guilty of such offense, will be terminated from the institution and their registration stands cancelled. Further, the students are sent back to their country without any cost to the university.

Any complaint or reporting of misbehaviour, violence, anti-socialism, unethical and immoral activities involving international students will be dealt with in accordance with the State and Central laws that are in force. VMRF-DU will not take any responsibility for any criminal or non-criminal acts done outside the campus when the students are in the roll of the university.



6. SOCIAL MEDIA CODE OF CONDUCT

- 6.1. Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behavior set out in this policy.
- 6.2. Use of social media must not infringe on the rights, or privacy, of other students or faculties. The students must not make ill-considered comments or judgments about other students, staff or third parties.
- 6.3. The following non-exhaustive list is considered to be of an unacceptable nature and should never be posted:
 1. Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information)
 2. Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving the institution
 3. Personal information about the individuals, including photos, contact information etc., without their consent.
 4. Comments posted using fake accounts, made-up names or using another person's name without their consent.
 5. Inappropriate material, including images, that is, or may be perceived to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual, group or entity.
 6. Any other posting that constitutes, or may constitute, a criminal offence.
 7. Anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff, and those connected with the university.
- 6.4. Students should be mindful that statements on social media that cause harm to an individual, including to their reputation, or that interfere with an ongoing disciplinary/legal process may create a potential claim against the individual making the statement. Furthermore, this may extend to the sharing of statements made by others.
- 6.5. Students should also be aware that communications on social media are also subject to legal framework of the Government of India and the University, which aims to prevent interference with legal proceedings



regardless of intent to do so.

- 6.6. An individual, including the complainant, may undermine proceedings or processes by publishing information, including imagery, relating to existing or potential complaints and/or legal proceedings. This may be done in the heat of the moment; however, students should be aware that by doing so they might bring the university into disrepute or compromise the safety of the university community. As such, this conduct may be seen to be of an unacceptable nature, as per clause 6.3.
- 6.7. Students must take particular care not to state or imply that their views are those of VMRF(DU) when using social media, nor use the University/colleges/school logo and photos without prior permission at any time, which will be constituted as offense.

7. CYBER BULLYING

- 7.1. The University will not accept any form of bullying or harassment by or of members of university, students, or stakeholders.
- 7.2. The following non-exhaustive list of examples illustrate the types of behavior, displayed through social media, which the University considers to be forms of cyber bullying:
 1. Maliciously, negligently, or recklessly spreading rumors, lies or gossip by the way of SMS, Mail etc.,
 2. Intimidating or aggressive behavior, as perceived by those viewing social media.
 3. Offensive or threatening comments or content, as perceived by those viewing social media, and propagation through social media.
 4. Posting comments/photos etc., deliberately, negligently, or recklessly mocking an individual with the potential to harass or humiliate them, as perceived by those viewing social media. Posting by morphing / animation / photo editing and impersonality by visible contents and through audio
 5. Cyber bullying may also take place via other means of digital media such as email, text, or instant messaging. Not only posting content on social media accounts according to the mentioned clauses that deem them inappropriate, but also liking or forwarding circulating such content will also be considered as support and draw the same kind of

disciplinary action.

8. STUDENTS USE OF OFFICIAL UNIVERSITY SOCIAL MEDIA ACCOUNTS

8.1. Some students may contribute to the university's official social media activities as part of their role, for example taking over the Snap chat or Instagram accounts, logging, writing blogs or running an official Twitter account. The students must be aware that while contributing to the university's social media activities they are representing the university.

8.2. Misuse of official university social media accounts may lead to the disciplinary actions as per Annexure - II

8.3. The students should follow the e-mail usage policy for using official student email IDs.

9. OFFICERS AUTHORIZED TO TAKE DISCIPLINARY ACTION

Without prejudice to the powers of the Vice Chancellor as specified under Rules and Regulations of Vinayaka Mission's Research Foundation – Deemed to be University the following persons are authorized to take disciplinary action by way of imposing penalties as specified in the clauses from 3 to 8

1. Vice chancellor
2. Pro vice chancellor
3. Registrar
4. Director (Students' Welfare)
5. Head of the Institutions
6. Deputy Head of the Institutions (Vice-Principal/Deputy Director/Deputy or Associate or Assistant Dean)
7. Heads of the Departments
8. Disciplinary committee of the Institution/university
9. Any other person authorized by the Vice Chancellor for this purpose.

10. DISCIPLINARY ACTION

10.1. Based on the enquiry and recommendation from the disciplinary committee, any member mentioned in the clause 9 are all hereby empowered to issue an order of suspension-on-occurrence operational with immediate effect with respect to any student(s) in the event the student(s) engage/s in any of the activities defined in clauses 3 to 8 of this policy

10.2. Upon issuing an order of suspension-on-occurrence, the student will be escorted to the Hol and the student's parent/guardian will be notified of the order of suspension.

- 10.3. The length of the suspension will be determined as per Annexure – II by any of the officials mentioned in clause 9, considering the severity of the behavior.
- 10.4. Meetings will be conducted between the student, parents or guardians, and institution’s personnel before the student returns from suspension.
- 10.5. The student may be required to complete counselling, or other disciplinary or academic measures as determined by the officials.
- 10.6. A monetary fine in the form of penalty shall also automatically apply in cases of suspension as per Annexure – II of this Policy. For the first suspension, the fine shall be INR 10,000/-. For the second suspension, the fine shall be INR 20,000/-. For the third suspension, the fine shall be INR 30,000/- unless the HoI takes the decision to permanently expel the student, as laid down below, in which case no fine shall be levied. In all the above cases, the suspension order will continue to be in effect till the date the student pays the fine, notwithstanding any shorter duration mentioned in the suspension order issued under clause 10.1 read with clause 10.3 of this policy.
- 10.7. Apart from the fine mentioned in clause 10.6 the penalties may also be, for an act of indiscipline or misconduct or for sufficient reasons, be imposed on a student as per Annexure - II of this policy.

11. APPEALS

- 11.1. Students or parents/guardians may appeal a suspension-on-occurrence to the institution’s Disciplinary Committee
- 11.2. The appeal must be made in writing within three days of the suspension.
- 11.3. The disciplinary Committee will review the appeal and decide within five working days.
- 11.4. The Disciplinary Committee will be within its powers to modify as well as revoke orders of suspension and shall independently decide as to the extent to which the automatic fines applicable upon suspension under clause 10.6 of this policy shall apply in cases where the order of suspension is modified or revoked.

12. EXPULSION FROM THE INSTITUTION

- 12.1. If a student faces three suspensions for violations of this Policy at any point in time during their course of study, whether within the same academic year or cumulatively across different years, the HoI will be empowered to expel the

student permanently from the institution.

- 12.2. Expulsion entails the permanent removal of the student from the institution, resulting in the termination of their candidature and the revocation of all associated privileges and benefits, with no refund of any fee paid till then by the student.
- 12.3. The decision to expel a student will be made by the HoI after a thorough review of the student's conduct and disciplinary history.
- 12.4. Prior to deciding on expulsion, the HoI will provide the student with an opportunity to present their case and provide any mitigating factors or evidence for consideration.
- 12.5. The decision of the Head of the Institution (HOI) regarding expulsion is final but the students cannot be appealed within Institution.
- 12.6. In cases of expulsion, the student's parent/legal guardian will be notified in writing of the decision and the reasons behind it. Further, in case of expulsion, the student will not be issued a conduct certificate or fee refund of any kind.

13. AMENDMENTS

This policy may be amended or modified by the institution from time to time.



ANNEXURE – I

UNDERTAKING BY STUDENTS/PARENTS

We, _____, the parent(s)/guardian(s) of _____
_____, a student in the _____ course/degree, having read and completely understood the policy pertaining to the VMRF(DU) Students' Code of Conduct with annexures hereinafter and stated hereby agree and undertake to declare that during the admission process, I have been explained the VMRF(DU) Students' Code of Conduct 2023 policy of the University and I have understood the same.

ACKNOWLEDGEMENT

I have carefully gone through the terms of the above undertaking, the Code of Conduct, and understand that the following these are for my/his/her own benefit and improvement. I also understand that if I/he/she fail to comply with these terms, will be liable to suitable action as per university rules and laws. I undertake that I/he/she will strictly follow the above terms.

Signature of Student

Signature(s) and name(s) of Parent(s)/Guardian(s)

Address:

Mobile Number:

E-mail:



ANNEXURE – II

LEVEL OF MISCONDUCT	PARTICULARS	CONSEQUENCE
LEVEL – 1	<ol style="list-style-type: none">1. Not wearing ID card inside the campus and not producing ID when asked.2. Failure to give attendance at class/hostel3. Stay inside the hostel without getting permission during college working days4. Reporting late to the class/hostel after the permitted time5. Using electrical appliances in the room without permission from the hostel management (other than laptops/cell phones/etc.)6. Disturbing others by loudly playing music in the room7. Unauthorized celebrations, functions, meetings or gatherings in College/Hostel premises8. Ex-hostel student and non-resident student stayed in the hostel room without permission from Warden. Action will be taken against bot the hosteller and Non-Resident/Ex-Hostel student9. Any Indiscipline activity inside and outside the college premises10. Not following proper, formal dress code inside the campus. (E.g.- wearing short or transparent /exposing clothes)11. Inside the campus, vehicles are not allowed. Due to the distance and emergency, sometimes vehicles are allowed on some campuses. While riding, Failure to wear a helmet, triple riding, tampering with silencers, reckless driving, failure to display a vehicle pass, darkly tinted glass cars, etc. Shall be considered as misconduct	<ol style="list-style-type: none">1. Intimation to Parents2. Three days suspension from college/Hostel
LEVEL – 2	<ol style="list-style-type: none">1. Misuse or Tampering of ID cards at Inside the campus or outside the campus2. Any complaint of misconduct received from outside the campus.3. Found in indecent position/objectionable pose with a fellow student4. Quarrel/argument with disciplinary committee member/security personal/ employees from Mess, canteen, cafeteria	<ol style="list-style-type: none">1. Intimation to parents2. Five days suspension from college/Hostel3. Penalty



LEVEL OF MISCONDUCT	PARTICULARS	CONSEQUENCE
LEVEL – 3	<ol style="list-style-type: none"> 1. Intentional destruction, damage, defacement, or unauthorized use of Institutional property or tampering with fixtures installed in classrooms and common areas, including but not limited to light fixtures, air conditioners, smart displays. 2. Rudeness, contempt, using profane words or gestures, and making threats towards other students, staff, faculty members, or security. 3. Physical abuse among students or with any faculty / staff / security. 4. Possession or distribution of banned items such as – firecrackers etc 5. Alarming someone through any form of expression or communication, whether in person or via electronic or social media platforms 6. Stealing, involving in racketeering, bribing, forgery and illegal betting, gambling. Illegal trafficking etc. 7. Making a group with a view to take law into their own hands, arrogant behavior and arguments with any authority and staff. 	<ol style="list-style-type: none"> 1. Parents to come in person and give an undertaking. 2. Seven days suspension from college/Hostel 3. In case of property damage the cost of the property would be recovered. 4. Disqualification from further placement assistance and /or barred from end semester examinations. 5. Debarring from participation in sports/NCC/NSS/UBA and other such activities 6. Disqualifying from holding any representative position in the class/college/hostel/mess/sports/clubs and in similar other bodies. 7. Hostel shift or Room shift if deemed fit.
LEVEL – 4	<ol style="list-style-type: none"> 1. Refusing to obey institutional orders alone or with others. 2. Shouting slogans and raising voice in a group or group complaints (includes instigating and/or participating) 3. Any complaint of major misconduct received from inside or outside the campus (E.g. – cheating shopkeepers, creating nuisance in public areas, etc.) 4. Physical abuse leading to injury among students or staff. 5. Utilizing Institution premises without the knowledge and consent of the concerned authorities. 6. Exhibiting any notices or publicizing any event in any form in any part of the campus without proper approval. 7. Coming to campus/class/driving in inebriated condition under the influence of alcohol and/or other drugs 8. Forgery of signatures of authority/producing false documents /giving false information 	<ol style="list-style-type: none"> 1. Parents to come in person and sign an undertaking. 2. Fifteen days suspension from college/Hostel 3. Barred from writing his / her semester/year end examinations, and/ or 4. Barred from placement drive. 5. Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency



LEVEL OF MISCONDUCT	PARTICULARS	CONSEQUENCE
	pertaining to academics and hostel	
LEVEL – 5	<ol style="list-style-type: none"> 1. Coming to campus/class/driving in inebriated condition under the influence of alcohol and/or other drugs and create nuisance. 2. Possession/consumption/transportation/distribution of tobacco, gutka and similar banned substances 3. Possession/consumption/transportation/distribution of Drugs/Narcotics within and outside the campus (includes making/threatening fellow students to bring the material inside campus) 4. Collecting money in any form or involving in any trading transactions 5. Entering the campus when under suspension and/or facing disciplinary charges/ criminal offence. 6. Misusing Institution name or its colleges/schools in any form of online media (email, blogs, websites, chats and social networking sites) 7. Sharing / transfer of pictures, voice or video of any individual(s) in the campus. Defaming University through social media 8. Interfering or giving false testimony or evidence at a disciplinary proceeding. 9. Harassing or intimidating any participant in the disciplinary process 	<ol style="list-style-type: none"> 1. Parents to come in person 2. Rustication for One Year OR Expulsion from the Institution 3. Termination from the hostel
LEVEL – 6	<ol style="list-style-type: none"> 1. Repetition of any misconduct mentioned in level 5. 2. Non-compliance/non completion of any sanctions meted out earlier. 3. Any act by the student which management deems fit for expulsion. 4. Dangerous habits which may adversely affect other students' behavior and safety. Possession of weapons, sharp objects, pornographic materials. (E.g., influencing other students to make their private videos, blackmailing, involving or pressurizing for pornography, having connection with potential drug suppliers). 5. Ragging: Involving in Ragging - The Anti-Ragging Committee of the concerned 	<ol style="list-style-type: none"> 1. Expulsion from the Institution 2. Disqualifying from further studies or prohibition from further admission/readmission



LEVEL OF MISCONDUCT	PARTICULARS	CONSEQUENCE
	<p>institution will deal with this issue as per the regulation and the report shall be submitted to the university for appropriate action</p> <p>6. Sexual Harassment: Involving in Any form of Sexual Harassment; The Internal Complaints Committee (ICC) of the concerned institution will deal with this issue as per the regulation and the report shall be submitted to the university ICC for appropriate action.</p>	



ACKNOWLEDGEMENT

As per the direction from the university this policy is made by committee constituted. The committee includes Dr.A.Nagappan, Registrar, Dr.R.S.Shanmugasundaram, Director (Students' Welfare), and Prof.P.Rajasekaran, Deputy Registrar(Administration), VMRF(DU) and is effect from the approval of the university