The ‘Handbook for Students on Code of Conduct and Ethics’ is hereby notified for all concerned.
It has due approval of the Competent Authority.

Enclosure: As state above.

(Ashok Kumar Singh)
Registrar (Officiating)

To,
All Deans of Schools

Copy to: (for kind information);
1. Chancellor/ Pro-Chancellor/ ED
2. Vice-Chancellor/ Pro Vice-Chancellor
3. Principal Advisor
4. All Deans/ Directors
5. Dean, Academic Affairs/ Students’ Welfare/ Research and Chief Proctor
6. Finance Officer/ Controller of Examinations
7. Chief Warden/ Sr. Security Officer (SSO) / Legal Officer/ PIO/ PRO
8. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
9. Notification file
HANDBOOK FOR STUDENTS
ON
CODE OF CONDUCT
AND
ETHICS

SHARDA UNIVERSITY
Plot no. 32, 34, Knowledge Park-III,
Greater Noida-201310 (U.P.) INDIA
A. STATEMENT OF PURPOSE:

This Handbook provides for the Code of Conduct and Ethics for all the students enrolled in Sharda University (hereinafter referred to as the ‘University’) for pursuing different courses. All students are made aware that it is mandatory for them to abide by this Code of Conduct and Ethics (hereinafter referred to as ‘Code’) and the rights, responsibilities and restrictions emanating from it.

The objective of the University in enforcing this Code is to ensure effective discipline amongst the students of the University in a fair and transparent manner so as to provide an eco-system in which the students can pursue their academic, intellectual and physical well-being seamlessly.

All Students are expected to be well conversant with this Code. Apart from the formal notification in this regard being sent to individual students, it is also readily available on the University website.

B. APPLICABILITY:

B.1. The University shall have an oversight over the conduct of the students associated, enrolled and registered with the University, and take note of all the acts of misconduct, including incidents of ragging or otherwise that take place on the University campus, property, or in connection with the University-related activities and functions.

B.2. The University may also exercise authority over such conduct of the students which takes place outside the Campus in curricular, co-curricular and extra-curricular activities, on Transport provided to the students for commuting, during the University sponsored tours and participations as are in contravention of the code of conduct and discipline as laid down in this Handbook and other regulations, as if the misconduct has occurred on the campus.

The University, while determining whether or not to exercise such off-campus authority, shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus fraternity and/or whether the off campus conduct is part of a series of actions, which occurred both on and off-campus.

C. ETHICS AND CONDUCT:

C.1. At the time of admission to any program of the University, each student and his/her parents shall sign an Undertaking accepting this Code of Conduct and Ethics that includes, inter-alia, the following:

a. he/she shall be a regular student and will complete his/her studies in the University, in accordance with the University rules and regulations in regard to 75% attendance, examinations and academic progression;

b. In case he/she is forced to discontinue his/her studies for any legitimate reason, he/she may be relieved from the University only after the written approval of the School, through its Dean or any such authority who has been authorized for the purpose;

c. He/She undertakes to deposit University fee and other charges as per the University schedule and that they are aware that in case of default in payment, late fee charges shall be applicable and, pending clearance of any such dues, the students may not be allowed to attend classes or to take the examination.

d. In case he/she is allowed to leave the University, he/she shall clear all pending tuition fees, hostel/mess dues and any other dues/penalty imposed on him/her. If he/she had joined the
University on scholarship, the said scholarship shall be revoked and he/she shall have to deposit the amount received on this account, before such release/migration is allowed.

C.2. University endeavors to promote an environment on the Campus where students may have seamless teaching-learning through disciplined and responsible behavior, without any prejudice and bias of any kind. All the students are expected to uphold highest standards of academic integrity, respect towards teachers, fellow students and society as a whole, and also honor the right to property and safety of others.

C.3 At the time of admission, each student/parents shall undertake that in case the student is admitted to the University hostel, he/she shall scrupulously follow the Hostel Rule and Regulation.

C.4 Students must deter/refrain from indulging in any form of misconduct, including participation in any activity, including dharna or agitation on the campus or off the campus that may affect the University’s reputation and interests. The various forms of misconduct include:

a. Any act of discrimination or abuse, physical or verbal, based on any person’s gender, race, religion, religious beliefs, caste, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, etc;

b. intentionally damaging, destroying or causing harm to University assets and property or properties of other students, staff or faculty members;

c. any disruptive activity in the class room or in any event sponsored or organized by the University;

d. inability to produce the identity card issued by the University or refusing to produce it on demand by the University authorities, including the security personnel on the campus. Forcible entry through the turnstile gates or boom barriers or scaling of the boundary wall;

e. indulgence in the activities prohibited by the University include:

f. organizing gatherings/meetings or processions without permission from the University;

g. accepting membership of religious, terrorist, and anti-national groups prohibited by the University/Government;

h. possession of or carrying of or use of any weapon, potential weapons, ammunition, explosives or fireworks, contrary to law or University instructions on the campus or off-campus;

i. possession or use of harmful chemicals and banned drugs;

j. smoking on the University campus or University provided transport;

k. possessing, consuming, distributing, selling of alcohol on the University campus and/or throwing any empty/filled bottles inside the campus or on the University road, particularly with an intention to harm someone;

l. parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles or bringing vehicle inside the University campus, without proper authorization;

m. rash driving on the campus that may cause any inconvenience or injury to others;

n. not disclosing a pre-existing health condition, either physical or psychological, to the Mentor/Warden, which may cause obstruction to the academics of either self or other students or putting them to any kind of risk;

o. theft of University property or the property of any student, staff and faculty;
p. unauthorized access to the privacy or property of the University and other fellow students, Staff and Faculty members;

q. misbehaviour with other students, faculty and staff at any time, including at the time of University events or activities;

r. engagement in disorderly, lewd, or indecent conduct including, but not limited to, creating unreasonable and loud noise; pushing and shoving of fellow students or any staff; inciting or participating in a riot or group disruption at the University premises.

C.5. 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.

C.6. Students are not permitted to tape or record lectures/discussions/exchanges in the classroom or actions of other students, faculty, or staff through audio or video gadgets without prior permission.

C.7. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

C.8. Students are expected to use social media such as face book, whatsapp, twitter, etc. and other electronics and print media carefully and responsibly. They cannot post derogatory or offensive comments on social media or electronic & print, or indulge in any such related activities that may have grave ramifications on the reputation of the University or any individual.

C.9. Theft, abuse or unauthorized interference with the University IT infrastructure and other electronic resources such as computer and electronic communication facilities/systems and services that includes unauthorized entry, use, tampering, etc. of the University property or facilities, private residences of staff/faculty etc., offices, classrooms, and other such facilities are liable for strict disciplinary action which may include expulsions / rustication from the University.

C.10. There is zero tolerance towards any student indulging in any form of obscene comments, harassment, etc, which are defined as misconduct and are triggered on account of a person's race, colour, caste, creed, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, marital status, physical or mental disability, medical condition, etc.

D. DISCIPLINARY MEASURES:

If there is a case against any student for a possible breach of Code, the case shall be referred to the Proctorial Committee who will recommend a suitable disciplinary action after proper enquiry into the alleged violation. The accused shall be given a reasonable opportunity to defend himself but in case the accused fails to appear before the Proctorial Committee, the Committee shall make an ex parte recommendation. The committee may meet the affected students and concerned staff to ascertain the misconduct and suggest one or more of the following disciplinary actions, based on the gravity/nature of the misconduct/offence for approval of the Vice-Chancellor.

D.1. Warning: Indicating that the action of the accused student was in violation of the Code of Conduct and Ethics for the students of the University, and any further act(s) of misconduct shall result in severe disciplinary action.

D.2. 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 accorded by the competent authority. Suspension may also follow by possible expulsion / rustication from the University, along with additional penalties:

D.3. Restrictions: Indicating that the student is perceived as a threat to other students, staff or university property, etc. and as such he is being reprimanded with restricted access to various facilities on the campus for a specified period.
D.4. Community Service- A student may be asked to do some kind of community service for a specified period of time, which may be extended, if need be. However, any future misconduct, along with failure to comply with any specified conditions imposed on the student, may lead to severe disciplinary action, including suspension or expulsion.

D.5. Monetary Penalty- A monetary penalty or addition security deposit may be imposed on the delinquent student, which may also include suspension and / or forfeiture of part or whole scholarship/fellowship, for a specific period.

D.6. Expulsion/Rustication- The student may be expelled/rusticated from the University permanently, indicating prohibition from entering the University premises or participating in any student related activities or entering campus residences, etc. The attendant penalty may include withholding the Grade cards, Degree Certificate or any other certificate for the courses studied or work carried out and ineligibility to reapply for admission to the University for a specified period.

E. APPEAL:

If any student is aggrieved by the imposition of any of the above mentioned penalties, he/she may appeal against the punishment to the Vice Chancellor. The Vice Chancellor may decide on one of the following:

E.1. May accept the recommendation of the Proctorial Committee and confirm the punishment as recommended by the Committee or modify and impose any of the punishments as stipulated in this Code that may be commensurate with the gravity of the misconduct. OR

E.2. May refer the case back to the Proctorial Committee for reconsideration.

The Vice Chancellor’s decision shall be final and binding in all such cases.

F. ANTI-RAGGING:

The University has in place an effective and zero-tolerance policy of Anti-Ragging 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 pursuant to the directions issued by the Hon'ble Supreme Court to prevent and prohibit ragging in all Indian Educational Institutions. The said UGC Regulations shall apply mutatis mutandis to the University and the students are directed to follow the rules in strict compliance.

F.1. What Constitutes Ragging

Ragging constitutes one or more of the following acts:

a. Any conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness of any student;

b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, harassment, hardship, physical or psychological harm or to raise fear or apprehension in any other student;

c. forcing or asking any student to do an act which such student may not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment 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 senior 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 discomfort 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.

F.2. Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Vice Chancellor and headed by Dean, Students’ Welfare or any other Senior Professor from the University, shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall have, as its members, the Dean(s), Faculty Members, Student Counselors, Senior Administrative Officers etc.

F.3. Anti-Ragging Squad:

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, may also be constituted consisting of certain members drawn from the campus community. The said Squad shall keep a vigil on ragging incidents, if any, taking place on the campus. The Squad is empowered to inspect places of potential ragging, and also to make surprise raids in hostels and other hotspots. The Squad may also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the Anti-Ragging Committee.

F.4. Punishment:

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 of 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 University and consequent debarring from admission to any other institution for a specified period;
i. In cases where the persons committing or abetting the act of ragging are not identified, the University may 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.

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 its gravity.
F.5. Appeal:

An appeal against any punishment that may be imposed shall lie to the University Vice-Chancellor and his decision shall be binding on all concerned.

G. SEXUAL HARASSMENT:

The Policy in regard to Prevention, Prohibition and Redressal of sexual harassment of students at the University is in line with the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and shall apply mutatis mutandis to the students of the University. In the light of the UGC Regulation, an Internal Complaints Committee (ICC) has been constituted by the University.

Students may 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 on the circumstances in each case. Any aggrieved student may approach the Internal Complaints Committee (ICC), the details of which are available in the Student Information Brochure and on the University Website.

H. STUDENTS’ GRIEVANCE REDRESSAL

The University Grants Commission, vide its recent Notification dated 6th May, 2019, has notified the UGC (Redress of Grievances of students) Regulations, 2019, laying down detailed guidelines applicable to all higher education institutions in the country. The University is in the process of revising its existing guidelines on the subject. Pending such revision, the following extant guidelines of the University will continue to be in force:

A grievance is ‘a feeling of unfair or discriminatory treatment in matters of interpretation and application of policies, rules and procedure laid down by competent authority’.

Redressal of such grievances may pertain to the following:

H.1 Individual Grievances:

a. There shall be an ‘Academic Counselor’ nominated by the Dean, from the members of the faculty of the School, to look after the problems of students. The complaints by the students shall be made with/referred to the Academic Counselor in the first instance, who shall get them resolved at their level within a maximum period of one week.

b. A student not satisfied with the action of the Academic counselor, may approach his Head of the Department (HoD) who shall resolve the problem within a maximum period of one week.

c. In case the problem remains unresolved, the student may approach the Admission and Facilitation Cell and lodge his/her grievance. The Cell will try and get the problem resolved in a week’s time.

d. Students not satisfied with the resolution provided by the Admission and Facilitation Cell, may appeal to the School level Standing Committee consisting of Dean of the School and two other members nominated by Vice-Chancellor. The committee shall make a decision within one week. The decision of the Standing Committee shall be final and binding. The Standing Committee shall formulate its own rules of functioning. The term of nominated members shall be for a period of one year.
H.2 Group Grievance Redressal:

a. Group grievances lodged together by several students shall be made with/referred to the Head of the Department who will try and resolve the matter within a maximum period of one week.

b. In case the students are not satisfied with the decision of the Head of Department, students may approach the Admission and Facilitation Cell and lodge their grievance.

c. If the grievance remains unresolved within two weeks from the day the grievance was lodged with the Admission and Facilitation Cell, an appeal may be made to the Vice-Chancellor, who will try and resolve the matter within three days.

d. The Decision of the Vice-Chancellor shall be final and binding.


a. The grievances pertaining to the Accounts Branch, Library, Hostels, Food, Maintenance, Sports, Security and related issues shall be lodged with the respective Head/Incharge. The Heads shall personally look into the grievance(s) and settle it within a maximum period of one week.

b. If a resolution is not provided within the said timeline; the student may approach the Admission and Facilitation Cell and lodge the grievance. The facilitation cell will get the issue resolved in a week's time.

c. If the matter remains unresolved after approaching the Facilitation Cell, the students may make an appeal to the Registrar who shall resolve the matter within a maximum period of one week.

d. The decision of Registrar shall be final and binding.

NOTE:
The grievances needing urgent and speedy redressal may be addressed directly to the School level 'Standing Committee' or the Admission and Facilitation Cell. The Dean of the School or the Head, Admission and Facilitation Cell, after his satisfaction to the gravity of grievance, shall act urgently and give a decision within a maximum period of seven (07) days.

The Handbook may be reviewed from time to time for appropriate additions / modification.