

## **General Rights & Responsibilities of Student**

1. Students of a SMBT SEVABHAVI TRUST have the right to:
  - a) Be free from discrimination based on race, religion, ethnicity, political affiliation, age, sex, disability or any other matter of personal preference.
  - b) Have freedom of expression.
  - c) Freedom of assembly and association, however such freedom should not hinder the effective conduct of classes.
  - d) Fair evaluation.
  
2. Students of a SMBT SEVABHAVI TRUST have the following responsibilities:
  - a) To become familiar with the provisions of this Code and all the other policies of their Institute.
  - b) Conduct himself/herself properly.
  - c) Maintain proper behavior.
  - d) Maintain strict discipline both within the campus & outside of the Institution, and also in hostel

## **Ethics and Conducts.**

1. This Code shall apply to all kinds of conduct of students that occurs at Institute/campus premises including Trust/institute sponsored activities, functions hosted by other recognized organizations or any off-campus conduct that have serious consequences or adverse impact on the Trust/Institute's Interest or reputation.
2. At the time of admission, each student must sign a statement accepting this Code of Conduct policy.
3. All students must follow DO'S and DON'TS related to prevailing rules & regulation. (Please refer to Appendix "A")
4. Failure on the part of the student to abide by the disciplinary rules will result in punishment and such decision of the competent authority will be final. (Please refer to Appendix "B")
5. Misconducts observed will be reported towards competent authority as per policy deviation matrix. (Please refer to Appendix "C")

## **Power of Competent Authority (Dean/Principal)**

1. Dean / Principal of Institute will issue notice in writing to the concerned student about his alleged act of misconduct/indiscipline.
2. Student charged shall be required to submit his/her written representation about such charge/s within 07 days of the notice.
3. If the student fails to submit written representation within specified time limit, the inquiry may be held ex parte.

4. If the student charged admits the charges in writing, Dean / Principal of Institute will finalize punishment and student shall abide to such disciplinary decision.
5. If the student charged denies the charges in writing, the inquiry will be held.
6. Dean / Principal of Institute will issue enquiry committee formation order.
7. During Inquiry the student charged shall be required to produce documents, if any in support of his defense.
8. Inquiry Authority shall record findings on each misconduct or indiscipline, and submit the report along with proceedings to the Dean / Principal of Institute.
9. Dean / Principal of Institute on the basis of findings shall pass punishment order.

### Misconduct Report and Action upon misconduct

Sr No	Action By	Description Of Action
1	Victim/Observer/Deviation reporting authority of Misconduct	He/She will inform to reporting authority/Student Section regarding Misconduct.
2	HOI	He/She will issue notice in writing to the concerned student about his alleged act of misconduct/indiscipline.
3	Alleged Student	<ul style="list-style-type: none"> <li>A) He/she will submit his/her written representation towards HOI about such charge/s within 07 days of the notice and accepted charges.</li> <li>B) He/she will submit his/her written representation towards HOI about such charge/s within 07 days of the notice and denies charges.</li> <li>C) He/she will fails to submit written representation towards HOI about such charge/s within 07 days of the notice.</li> </ul>
4	HOI	<ul style="list-style-type: none"> <li>A) As the student charged admits the charges in writing, HOI will finalize punishment as per Appendix "B"</li> <li>B) As the student charged denies the charges in writing, HOI will Issue enquiry committee formation order.</li> <li>C) As the student fails to submit written representation towards HOI about</li> </ul>

		such charge/s within 07 days of the notice, HOI will Issue enquiry committee formation order
5	Enquiry Committee	Will Conduct enquiry and Call alleged student before committee for explanation.
6	Alleged Student	He/She will produce supporting evidences before committee.
7	Enquiry Committee	Will submit enquiry report towards HOI alongwith recommendation of punishment as per Appendix "B"
8	HOI	He/she will finalize punishment and issue order.

## Do and Don'ts

Sr. No.	Description	Do	Don'ts
1	Dress Code	<ol style="list-style-type: none"> <li>1. Be decently dressed when coming out of your hostel room.</li> <li>2. Wear authorized dress while going for your class, library, and hospital duty.</li> </ol>	Wear vulgar and socially unacceptable clothes in the campus.
2	Communication	Read the AETCOM book(s) prescribed by MCI.	<ol style="list-style-type: none"> <li>1. Use abusive and / or slang language.</li> <li>2. Forge signature or use proxy signature in any written communication.</li> </ol>
3	Political Activity		Indulge in any political activity on the campus.
4	Indulging in Quarrels and Fights		Indulge in any quarrel and fight.
5	Indulging in Anti-Social Activities		Indulge in any anti-social activity.
6	No Vehicle Campus	If possible, bring your own bi-cycle for commuting inside the campus.	Bring any self-propelled two wheeler or four wheeler to the campus.
7	Willfully Causing Damage to the Campus Bi-Cycle		Damage or abuse the bi-cycle made available for common use.
8	Hostel		<ol style="list-style-type: none"> <li>1. Change your allotted room without prior permission.</li> <li>2. Damage the hostel furniture and fixture.</li> <li>3. Dump food and other waste in the commode.</li> </ol>

			<ol style="list-style-type: none"> <li>4. Take outside visitor(s) to your room.</li> <li>5. Adopt any pet(s).</li> <li>6. Use plastic bags or plastic packing material.</li> <li>7. Use electrical appliances viz. electric hotplate, water heater, and iron in the room.</li> <li>8. Keep visitors (parasites) in the room.</li> <li>9. Shout slogans and / or create noise.</li> <li>10. Violate silence hours i.e. between 10 pm to 6 am.</li> <li>11. Play loud music.</li> <li>12. Party till late night in the room or corridors or anywhere in hostel.</li> <li>13. Write or paint on the walls.</li> <li>14. Waste electricity and water.</li> <li>15. Gamble in the room or corridors or anywhere in hostel.</li> <li>16. Celebrate the religious festival outside your room.</li> <li>17. Leave hostel at night without out-pass.</li> <li>18. Leave campus without out-pass.</li> </ol>
9	Mess	Follow all the "Students' Mess" rules and regulations given in the "Students' Mess" policy and procedures manual.	<ol style="list-style-type: none"> <li>1. Arrive for a meal after the dining time.</li> <li>2. Waste food.</li> <li>3. Behave rudely with the mess staff.</li> <li>4. Take mess dining plates and cutlery to the room.</li> </ol>
10	Sports Ground		<ol style="list-style-type: none"> <li>1. Fight on the sports ground.</li> <li>2. Abuse the sports equipment.</li> </ol>
11	Smoking		Smoke when in the campus.

12	Substance / Drug Abuse	Report any incidence of possession and / or consumption of any narcotic and / or psychotropic substance.	<ol style="list-style-type: none"> <li>1. Possess any narcotic or psychotropic substance.</li> <li>2. Consume any narcotic or psychotropic substance.</li> <li>3. Trade in any narcotic or psychotropic substance.</li> </ol>
13	Ragging	Report any incidence of ragging.	Rag and / or be a mute spectator of ragging.
14	Sexual Harassment	Report any incidence of sexual harassment.	Commit any sexual harassment and / or be a mute spectator of sexual harassment.
15	Theft	Report any incidence of theft immediately on occurrence.	Steal. Theft is a cognizable offence.
16	Possession of Arm(s) and / or Ammunition	Report if anybody is in possession of any arm(s) and / or ammunition	Do not have possession of any kind of arm(s) and / or ammunition
17	Instigating or inciting any religious bias and / or sentiments	Report any incidence of instigation or incitement of religious sentiments and / or bias immediately on occurrence.	Indulge in instigating or inciting any religious bias and / or sentiments.
18	Internet facility	Use internet facility for academic purpose only.	<ol style="list-style-type: none"> <li>1. Indulge in any kind of misuse internet facility.</li> <li>2. Indulge in any form of cybercrime.</li> </ol>



### Policy Deviation Matrix

<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	<u>Deviation Reporting Authority</u>	<u>Deviation report submission towards</u>	<u>Action Taking Authority</u>
1	Dress code	Wears indecent and socially unacceptable dress in the campus.	Faculty, Administrative officer, Student section	HOI	HOI
2	Communication	Use abusive and / or slang language.	Student, faculty, warden, rector, administrative officer	HOI	HOI
		Forge signature, use proxy signature.	Academic Incharge, Student Section	HOI	HOI
3	Political Activity	Indulged in political activity.	Student section, Administrative officer	HOI	HOI
4	Indulging in Quarrels and Fights	Indulged in a quarrel or a fight.	Student section, warden, rector, security staff, Administrative officer	HOI	HOI

5	Indulging in Anti-Social Activities	Indulged in an anti-social activity.	Student section, warden, rector, security staff, Administrative officer	HOI	HOI
6	No Vehicle Campus	Brought two wheeler (Scooter/ motor cycle etc.) or four wheeler on the campus.	Security, warden, rector	HOI	HOI
7	Willfully Causing Damage to the Campus Bi-Cycle	Damaged the campus bi-cycle.	Security, warden, rector	HOI	HOI
8	Hostel	Changed the allotted room without prior permission.	warden, rector	HOI	HOI
		Damaged the hostel furniture and / or fixture(s).	warden, rector	HOI	HOI
		Dumped the food and / or other waste in the commode.	warden, rector	HOI	HOI
		Entertained outside visitors in the room.	warden, rector	HOI	HOI
		Adopted a pet.	warden, rector	HOI	HOI
		Uses plastic bags and / or plastic packing material.	warden, rector	HOI	HOI
		Uses/ used electric hotplate/ water heater/ iron	warden, rector	HOI	HOI

		in the room.			
		Kept visitor (parasite) in the room.	warden, rector	HOI	HOI
		Shouts slogans and / or creates noise in the hostel.	warden, rector	HOI	HOI
		Violated the silence hour.	warden, rector	HOI	HOI
		Plays / played loud music.	warden, rector	HOI	HOI
		Parties till late night in the room or in the corridor or in the hostel premises.	warden, rector	HOI	HOI
		Writes or paints on the wall(s).	warden, rector	HOI	HOI
		Wastes electricity and / or water	warden, rector	HOI	HOI
		Gambles in the room or in the corridor or in the hostel premises.	warden, rector	HOI	HOI
		Celebrates the religious festival outside your room.	warden, rector	HOI	HOI
9	Mess	Arrives late for dining.	F& B team	HOI	HOI
		Wastes mess food.	F& B team	HOI	HOI

		Behaves rudely with the mess staff.	F& B team	HOI	HOI
		Takes mess dining plates and cutlery to the room.	F& B team	HOI	HOI
10	Sports Ground	Fought on the sports ground.	Physical Director	HOI	HOI
		Abuses the sports equipment.	Physical Director	HOI	HOI
11	Smoking	Found smoking.	Security, warden , rector	HOI	HOI
12	Substance / Drug abuse	Possessed and / or consumed narcotic and / or psychotropic substance.	Security, warden , rector	HOI	HOI
13	Ragging	Ragged or found ragging.	Security, warden , rector	HOI	HOI
14	Sexual Harassment	Indulged in or found indulging in sexual harassment.	Victim	HOI	HOI
15	Theft	Indulged in theft.	Victim	HOI	HOI
16	Possession of Arm(s) and / or Ammunition	Found in possession of arm(s) and / or ammunition.	Security, warden , rector	HOI	HOI
17	Instigating or inciting any religious bias and / or sentiments	Found in instigating or inciting religious bias and or	Victim	HOI	HOI

		sentiments on the campus.			
18	Internet facility	Found misusing internet facility.	Security, warden , rector, administrative officer	HOI	HOI
		Found indulging in any kind of cybercrime.	Administrative Officer	HOI	HOI

Note: Any SMBT employee or student found that any student has indulged in above offences, then he/she should immediately communicate with student section and accordingly student section will initiate further action.