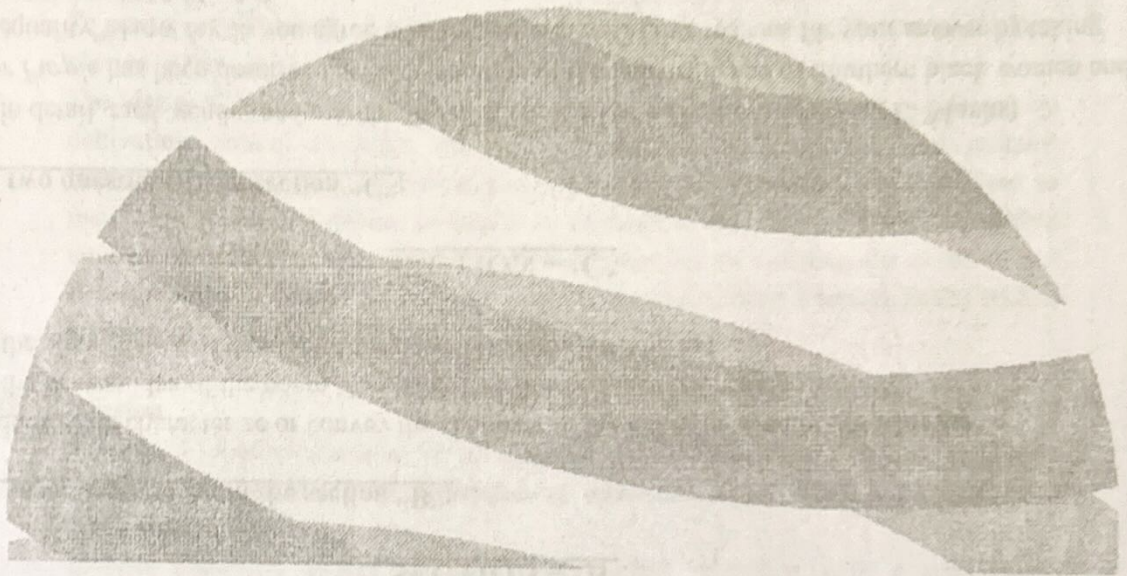


# **INVERTIS** **UNIVERSITY BAREILLY** **BUILDING VIBRANT PERSONALITIES**



**Code of Conduct for students**



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## Code of Conduct for students

### **I. Objective**

The Code of Conduct reinforces the ideals of Invertis University and helps in the compliance of its rules and regulations related to the standards for behavior of students.

### **II. Vision**

*To groom professionals of calibre and competence who will bring about a qualitative change to the society through their contributions.*

The vision of Invertis university is to encourage academic and career excellence by cultivating critical thinking, effective communication, creativity, and cultural understanding in a safe, accessible, and fair learning environment. We endeavour to instil high moral and ethical principles in students so that they become responsible citizens of India. We value equality and accountability in fulfilling the needs of our demographically diverse students by focusing on quantifiable learning goals, ethical policies, and student excellence.

### **III. Mission**

*To provide quality education for all deserving students sans caste, creed, gender or money and present a real projection of education as a guiding torch for the development of human society.*

Invertis university strives to provide world-class education with a value-based orientation and with the goal of contributing to society via excellence in the expanding fields of engineering, technology, management, agriculture, law, pharmacy, and education. Our mission is to be a premier university where we aim at providing a comprehensive environment that forms an establishment for deep rooted learning and allowing students to join the profession with cutting-edge skills and knowledge in their chosen fields. We strive to maintain an inclusive environment that prioritize core values and culture of integrity.

### **IV. Philosophy**

Invertis is dedicated to upholding the following objectives :

- To develop conceptual and analytical skills in all functional areas of Management, Information Technology and Engineering.
- To encourage understanding of the strategic perception of the fast-changing global business scenario.
- To develop the ability to understand and apply a multi-dimensional approach to achieve the overall mission of the organization.
- To develop the ability of self-assessment and motivate others in achieving organizational objectives.
- To develop skills in problem identification and analysis.
- To impart ethical and moral values for social well-being.

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- To prepare students for their career with leadership, and innovation in the field of Management, and Engineering.
- To expand the base of engineering education through research and by developing technology to serve the needs of society.
- To benefit the public through service to industry, government, and the engineering profession.
- To impart advanced technical knowledge to uplift society in general and rural masses in particular, by retaining their cultural identity.

## V. Jurisdiction

This policy is applicable to the conduct that is purportedly done by:

- University students, student groups, or student organizations.
- Applicants who enrol as students, for alleged violations reportedly committed during the application process.
- Individuals who have transferred out of the University, graduated, been academically disqualified from enrolment, or been expelled for claimed violations reportedly committed before leaving the University.

Behaviours subject to review under this policy include those which occur:

- Inside the University campus; or
- Outside the campus, if:
  - in connection with a University or University-recognized program or activity;
  - in connection with any academic assignment, internship, co-op, practicum, field experience or trip, clinical experience, student teaching, research, or other academic activity;
  - in connection with any activity sponsored, conducted, or authorized by, or affiliated with, any student group or organization;
  - Involving a crime of violence as defined by Indian Penal Code
  - involving the manufacture, sale, or distribution of illegal drugs or controlled substances; and/or
  - In a manner that may pose an ongoing, obvious, and/or serious threat of harm to or that may have the effect of creating a hostile living, learning, or working environment for, any member(s) of the University community or their property.

This Code of Conduct may also be used to regulate conduct that takes place online, by email, or using other electronic channels. If the information is brought to the attention of Invertis University officials, they may take appropriate action.

## VI. Prohibited Conduct

All students, student groups, and student organisations are required to act responsibly and with respect for the rights of others as well as for their own as members of the university community.

Any student, student group, or student organisation that engages in conduct that supports, condones, encourages, demands, conceals, or facilitates any act

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banned by this Code of Conduct is in violation of the Code of Conduct. It's also against the law to allow, permit, or provide a guest the chance to break university rules. A breach of the Code of Conduct cannot be justified or defended by a lack of knowledge of university policy. Additionally, drunkenness or impairment brought on by drugs, alcohol, or other substances is not a defence or justification for a violation of the Code of Conduct.

## VII. Expectations

The University expects from its students:

- i.) A clear vision of the tasks and responsibilities of an Executive / Manager.
- ii.) Dedication to learning and acquisition of knowledge to the maximum.
- iii.) Understanding of the environment, physical and financial.
- iv.) Pragmatic approach to problems of life.
- v.) Fellow feeling and humanistic relations with others.
- vi.) Consistent behavior based on discipline.
- vii.) An all round personality to suit the changing socioeconomic environment.

The following list describes actions that detract from the effectiveness of the University community and are prohibited, but does not include constitutionally protected activity:

### I. Ragging

Ragging in any form is forbidden and is a punishable offence. Invertis University has strict adherence towards this and annually conducts no ragging campaign to check its effectiveness. Strict action is taken against anyone found guilty.

UGC has provided Regulation on curbing the menace of ragging in higher educational institutions vide notification No F. 1-16/2007 (CPP-II) April 2009. The objective is to root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force. UGC has vide their notification No F. 1-15-/2009 (ARC) dated 29<sup>th</sup> June 2016 has further defined what constitutes Ragging:

“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place or residence or economic background.”

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## II. Student Academic Integrity

- a. Following items or activities are banned inside the campus as a whole:
  - i.) Consumption and possession of alcohol, alcoholic beverages or Drugs.
  - ii.) Possession or use of addictive or hallucinogenic drugs.
  - iii.) Gambling/ possession of playing cards.
  - iv.) Possession and use of firearms or any other object that can cause physical injury to another person.
  - v.) Chewing pan, tobacco, 'gutka' and smoking.
  - vi.) Possession of/viewing of obscene pictures/films/clips etc.
  - vii.) Eve teasing.
  - viii.) Quarrelling/Fighting/Shouting/Abusing/Whistling or use of vulgar and indecent language.
  - ix.) Lending/borrowing money amongst students.
  - x.) Assembly of outsiders/non- Hostellers & Political Activists.
  - xi.) Any other item as per code of conduct for educational bodies.
  - xii.) Item/act notified by the University as banned item/act.
- b. Entry to the campus is allowed only on production of Identity Card. Students must carry their identity card with them and produce it on demand before the authority/security staff while entering the campus.
- c. In case of loss of identity card, a duplicate may be issued on payment of Penalty as decided from time to time.
- d. Students are required to maintain proper decorum and discipline, as very shortly they will be expected to be disciplined Executives/Professionals/Managers. Writing on the walls, furniture, etc. is totally prohibited. Students must not rest their feet with shoes on walls/tables/chairs etc. Students must not rest their feet with shoes on walls/tables/chairs etc. Defaulters shall be punished.
- e. Students will not cause any damage to property of the Institute. In case of any such happening, students shall be liable to be imposed with heavy penalty.
- f. Students are expected to conduct themselves honorably and respectfully towards the faculty members, administrative staff and guests.

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- g. University will not be liable for any financial transaction made by a student with other students and/or any other person.
- h. Irregularities, if any, breach of rules by any student and indiscipline is to be brought to the notice of the Directors. All disciplinary action taken against the students by the Directors/ Chief Proctor shall be final and binding on all concerned.
- i. Communication, direct or indirect (within or outside the University), is to be routed through the concerned Director.
- j. Any breach of the above rules would be viewed seriously leading to punishment/suspension/termination from the University.

### III. Code of Conduct for hostel and mess facility (Girls and Boys)

In addition to the rules of discipline and administration of the University, students staying in hostels are also required to follow the following rules. Violation of these rules will attract penal action as decided by the warden with the prior permission of the Director- Admin. These rules can be amended as and when need arises, with the prior consent of the Management.

Hostel facilities are allowed on first come first serve basis to the students.

#### When outside the room:

- a.) Boys have to be in pants/jeans with decent shirt/T-shirt.
- b.) Girls must wear salwar-kameez with dupatta or jeans with decent T-shirt/shirt.
- c.) Bathroom slippers/Hawai Chappals are not allowed while going to the Dinning Hall.

#### When inside the room:

- a.) Night Suits, Kurta-Pyjamas, lower- T-shirts should be worn.
- b.) Hostellers are required to be present in the hostel from 10.00 pm to 7.00 am next morning positively. They will seek special permission from the warden if they need to stay out of the hostel during other period due to some valid reasons.
- c.) The electrical equipment and bulbs provided for the common use should not be pilfered. The University bears no responsibility of changing tube lights/bulbs once provided in the room in the beginning of the academic session.
- d.) No power appliances shall be used in the rooms as wiring is meant for light and fan only.
- e.) Outsiders/Day scholars are strictly prohibited to enter the hostel premises without written permission from the warden. Hostellers inviting such outsiders/day scholars shall also be punished.
- f.) Outsiders/day scholars are not allowed to stay in the hostel during the day or night. However, parents can meet their wards residing in the hostel from 7:00 am to 9:00 am and from 5:00 pm to 7:00 pm and on Sunday 10:00 am to 7:00 pm only. Visitors must meet their wards in the visitors room only. However with special permission of the warden parents may go to the room of their ward.
- g.) Gents are not allowed in girl's hostel. Staff of the college may take prior permission from the warden to enter in girl's hostel.
- h.) Students will keep and maintain their rooms neat and tidy. Proper hygienic conditions and cleanliness are to be maintained by the student inside and outside their rooms.
- i.) Possession and use of following activities/ items is prohibited anywhere in hostel:

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- a) Gambling, drinking, smoking (cigarettes, cigars etc.), drugs and alcoholic drinks in any form, pan/pan masala/gutka.
  - b) Pornographic or obscene material in any form and banned items.
  - c) Heater, tape recorder/music system (simple walkman/i-pod is allowed), electric iron, petromax, hair dryer, computer-speakers, electric kettle, immersion rod, desert cooler, LP Gas & any kind of posters.
  - d) Arms and ammunition of any kind including knife etc.
  - e) Material which are fire prone e.g. kerosene, petrol, diesel, stove etc.
  - f) Playing cards.
  - g) Costly items e.g. gold chains, rings, lockets, etc. If possessed it would be at their own risk and the warden or hostel staff will not be responsible in case of their loss.
- i.) Hostellers should maintain an atmosphere of mutual co-operation and perfect harmony and regard to cross-culture.
  - ii.) Political activities are not allowed within the hostel premises and the hostellers should refrain from these.
  - iii.) Hostellers should devote their spare time (non-study hours) in mutual discussion regarding the academic programmes and prepare themselves for group discussions etc. as a team.
  - iv.) Each Hostel will have 1. Discipline Committee, 2. Sports Committee, 3. Mess committee, and 4. Maintenance Committee. Students are welcome to participate in the committees voluntarily.
  - v.) Hostellers are required to take special permission for keeping room coolers and computers subject to the payment of extra electricity bill and by the consensus of room mates.
  - vi.) All the Hostellers are required to abide by the rules of the mess.
  - vii.) No cooking is permitted by students in rooms, lobbies, balconies, and verandahs or in open spaces.
  - viii.) Carrying meals from mess to room is strictly prohibited except in case of sick students, not able or advised to be on bed rest only with the prior permission of the warden.
  - ix.) Timings for meals and tea will be exhibited on the Notice Board which should be followed strictly.
  - x.) Guardians can stay in the hostel accompanying their wards in case of emergency like medical problems only after prior permission from the warden.
  - xi.) Students should leave the hostel well before 9 am and reach their respective classes by 9 am, the scheduled commencement of the class.
  - xii.) No student should be granted leave after she/he has reported to the Institute for the day. Medical leave will be granted whenever a student is required to be sent to the hospital for treatment. University vehicle will be used for this purpose and an attendant or warden will accompany the patient.
  - xiii.) Students staying in hostels will not be granted leave for any reason, whatsoever, except scheduled holidays. In case, the parent of a student comes to collect their ward, they should conclusively convince the Institute of the reasons of leave sought.
  - xiv.) No items can be shifted from the hostel/room premises to any other place without the written permission of the warden.
  - xv.) A duplicate key of the room/almirah must be deposited with the warden while joining the hostel.
  - xvi.) Handling of electrical fittings/main switches, main switchboards, water supply system is not permitted. In case of any problem do not attempt rectification on your own. Please contact warden at once to get the problem rectified.

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- xvii.) Night roll call will be taken by the warden at 22.00 hours daily. Every student must be present at that time.
- xviii.) Lights of lobbies/verandah/security lights etc. shall be kept on through out the night. Students whose rooms are close to the switches of these lights shall ensure that these are put on/put off at proper time.
- xix.) Rooms will be allotted to the inmates by the University authorities only. No student is allowed to change his/her room once it is allotted.
- xx.) The hostel has a first-aid box with only general medicines. If any inmate is taking specific medicine, he/she must make his or her own arrangement and must mention it in the personal details form. In case of any exceptional medical problem they should inform the warden well in time.
- xxi.) The inmates can watch the T.V. from 6:00 pm to 10:00 pm on weekdays. On Sundays & Holidays the timings would be 10:00 am to 10:00 pm.
- xxii.) The inmates can celebrate their birthday parties in the common room with prior written permission from the warden.
- xxiii.) The inmates must make "out slips" at least 24 hrs before leaving for out station or in case of emergency for night stay outside. They must submit a permission letter/fax message signed by their parents while applying for "out pass". The students must follow these rules strictly otherwise out slip will not be issued to them.
- xxiv.) The inmates are not allowed to move around inside the hostel premises after 11:00 pm.
- xxv.) Timings of outing must be followed strictly. If any student is late to reach the hostel without information, he/she will not be allowed to get into the hostel.
- xxvi.) Violation of any rule shall be strictly dealt with, which may extend to the expulsion from the hostel.
- xxvii.) The above regulations are mandatory and no deviations should be permitted.
- xxviii.) Punishment will be imposed on the students:
- a. On wastage of food.
  - b. On wastage of electricity
  - c. On absence from attendance and hostel meeting.
  - d. On late payment of dues.
  - e. On blockage of bathroom & sinks and waste pipes.
  - f. On creating dirty and unhygienic conditions.
  - g. On breaking any of the rules and regulations of the hostel.
  - h. On breaking of any equipment or furniture provided in the room as well as hostel.
- xxix.) Students can go to the 'Cafe', till 10 pm. Students can go there, sit/eat together but Boy/s or Girl/s are not allowed to have common walk after regular college hours.
- xxx.) Students are allowed to keep mobile phones but they will not carry these to the class rooms and dining hall. They are also allowed to make phone calls from 7 am to 10 pm. from the PCO.
- xxxi.) Students are not allowed to go on terrace after 9 pm.
- xxxii.) If any hosteller is not able to attend classes due to some physical problem, he/she has to inform his/her faculty in-charge in writing and a copy of this sanctioned application should be submitted to concerned warden.
- xxxiii.) Hostlers should ensure to put off their room lights and fans when leaving the room. Defaulters will be charged RS.100/=.
- xxxiv.) For Sunday outing, buses will leave the campus at 10:30 am and return to the campus at 4:00 pm from the city office. Students are not allowed to come into the campus on their

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own. They have to return by the buses only. If they do not report back in the buses, they will not be allowed inside the campus by the security at the Main Gate and the matter will be reported to their parents.

xxxv.) Students can avail the bus facility with prior information.

xxxvi.) No student whether hosteller or day scholar, is allowed mobile phones in the campus. Anyone caught otherwise will be suspended for 15 days.

#### IV. Code of Conduct for Library

- i.) Silence should be observed in the library by the users.
- ii.) To enroll as a member of the library, a student has to apply on a prescribe form along with caution money deposit–receipt.
- iii.) Reference books, magazines, periodicals, videos, audios, CDs and photos shall not be issued and will not be allowed to be taken outside the library.
- iv.) No book will be re-issued immediately after its return to the same student. It has to be retained for at least 24 hours in the library after its return by the user.
- v.) Two Books shall be issued for a period of 10 days. In case the book is not returned on the due date, a penalty as decided by the Management on per day basis shall be imposed on the defaulters for late return. In case the due date falls on notified holidays or vacation, the books shall be returned on the opening day after the holidays or vacation.
- vi.) In case of loss of library card the student should inform the librarian within 24 hours. Care will be taken to check the misuse of the lost card but the ultimate responsibility shall rest upon the student. A duplicate card may be issued on payment of requisite penalty and on furnishing a written apology for the loss.
- vii.) Any personal book, bag, etc. shall not be allowed inside the library premises.
- viii.) Smoking, drinking, taking refreshments in the library is not allowed.
- ix.) Stealing library books is an anti-social activity and shall be strictly dealt with.
- x.) A Student caught tearing the pages of a book or otherwise spoiling the book, will have to pay the full cost of the book in question.
- xi.) Close Access system will be observed whereby no student will be permitted inside the stack area. However, in emergent cases, the librarian may allow a student to the stack area. But this facility will never be a right of the member/user.
- xii.) Any student found violating these rules will be strictly dealt with and this violation may result in cancellation of membership of the library.
  - xiii.) Since the library is a learning resource center, the use of the material available must be used for learning only.

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- xiv.) In case any book is lost or damaged by any member shall replace the book or shall pay "Six Times" of the cost of the book. If a book is one of the volumes of a set, the reader may be asked to replace the whole set.
- xv.) Submission of all the library cards with their photographs is necessary at the time of "No Dues".
- xvi.) Every person who enters the Library shall sign on the gate register. Those who do not sign shall not be allowed to enter the Library.

### **Process Outcomes and Consequences**

Students, student organizations, and student groups who are found to have broken this code of conduct will face penalties commensurate with the violation(s) at hand, taking into account any prior behaviour history as well as any mitigating or aggravating circumstances. The term "prior conduct history" for student groups and organisations refers to incidents that took place within the previous five years. It is possible to issue one consequence at a time or a mixture of consequences. In the case of student groups and organizations, the University may agree to a penalty issued by a national or other governing authority if it is greater than that of University.

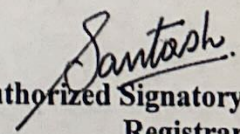
### **Appeals**

Respondents are permitted to file a single appeal after receiving written notice of the outcome of their cases. The person requesting the appeal must demonstrate that the appeal has merit, as the investigation and decision processes are presumed to have been carried out appropriately. Appellate reviews only look at the record.

### **Authority**

The committee members of code of conduct serves as the primary conduct administrators, as designated by the University Chancellor. In this capacity, they are responsible for the development and implementation of policies and procedures for the administration of this Code of Conduct.

  
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