

University Department
Rajasthan Technical University Kota

Code of Conduct for Students (UG/PG/PhD) 1.0

Preamble

The code of conduct (COC) is hereby established for the students and scholars enrolled in University Departments, RTU Kota for intellectual and civic development in a continuous learning environment. The COC is applicable to all students pursuing Graduate, Post Graduate and Doctoral Programmes in the institute. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the Institution, or who have been notified of their acceptance for admission are considered as “students”. The COC will be used to protect the people and properties to support the mission and objectives of the institution. It is not only creates a sense to the community to learn the ethics but also motivates to maintain the responsibility and order for any individual.

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R. Singhal
14/11/22
Prof. Rajesh Singhal
Chief Warden
Rajasthan Technical University, Kota

I. Academic Integrity

Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into the reputation of the Institution and the value of the degree awarded to the students. Every student of the Institution should be responsible to ensure the highest quality of integrity.

The principles of academic integrity require that a student should:

- (i) Properly acknowledge and cite use of ideas, results, materials onwards of others.
- (ii) Properly acknowledge all contributions to a given piece of work.
- (iii) Make sure that all assignments submitted are original.
- (iv) Perform academic activities without the aid of impermissible materials or collaboration and by obtaining all data or results through ethical means.
- (v) Have the right to pursue their educational goals without interference.

II. Responsibilities of Students

As a student of an academic institution, one has to demonstrate the highest sense of responsibility to the academic community.

Admission: Admission to the UD, RTU Kota carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

A student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Plagiarism: Plagiarism is the unethical use of data, idea, materials, figures or codes as one's own without properly acknowledging the original source. Example includes:

- (i) Reproducing fully or partially, verbatim or paraphrased, texts/ sentences from a report, book, thesis, publication of others without proper citation.
- (ii) Reproduction of previously published data, figure, material, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programme or those

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Prof. Rajesh Singhal
Chief Warden
Rajasthan Technical University, Kota

- published by other persons, with original source into one's class reports, presentations, manuscripts, research paper or thesis.
- (iii) Submitting a purchased or downloaded article or other material to fulfil the requirement.

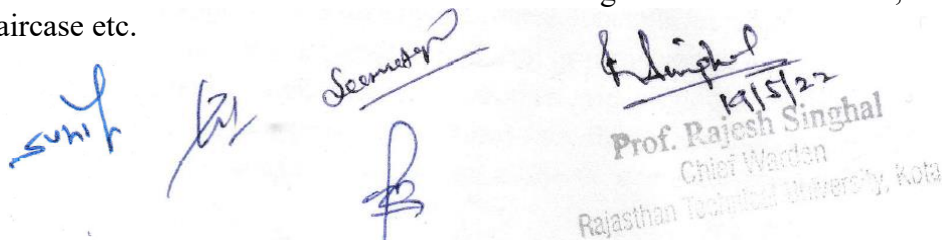
Cheating: Cheating includes but not limited to

- i. Copying during examinations and copying homework assignments, mid-term papers, thesis or manuscript.
- ii. Allowing copying or making proxy in examination or writing assignment for someone else.
- iii. Using unfair means or collaborating unethically during examination or in assignment. or falsifying data and reporting them in thesis and publication.
- iv. Creating sources or citations that do not exist.
- v. Altering previously submitted work for new submission with another student's name on exam paper, assignment, thesis, attendance sheet or manuscript.

Conflict of Interest: Clash of personal interest with professional activity can lead to potential clash of interest in diverse activities such as teaching, research, publication, funding and consultancy. It is necessary to protect professional objectivity and transparency to avoid class of interest in financial matters and professional activity related to academia.

III. Campus Code of Conduct:

- 1) Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- 2) A six-day working schedule from Monday to Saturday is followed. Classes are normally scheduled from 10.00 a.m. to 5.00 p.m.
- 3) All the students are expected to be present in the class well -within time and late coming will not be allowed and also result in loss of attendance for the corresponding hour.
- 4) When a faculty/lab staff is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the Institute. Student by their act or conduct, causes damage to the reputation of the institution.
- 5) No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
- 6) Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the classroom.
- 7) In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- 8) All students shall leave the class rooms immediately after 5.00 p.m. or the class time notified otherwise No students shall wander or gather in the verandah, corridor, and staircase etc.

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- 9) All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- 10) Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- 11) Students shall come to the Institute in formal dress. Besides those who are in laboratories shall wear their respective lab dress.
- 12) All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- 13) Students must park their vehicles in the designated parking space.
- 14) Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- 15) For independent study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- 16) Students are encouraged to make use of the library, common computing facilities and to be involved in professional body activities or any program authorized by the college beyond class hours.
- 17) Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD/Chief Proctor will be treated as a case of indiscipline.
- 18) Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Spitting is strictly prohibited in the vicinity of the campus.
- 19) Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
- 20) It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance.
- 21) Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property
- 22) Follow safety precautions near moving machines and electrical installations. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair with fine.
- 23) Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- 24) Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
- 25) Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- 26) Students who intend to represent the institute in intercollegiate / interuniversity events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

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14/5/22
Prof. Rajesh Singhal
Chief Warden
Rajasthan Technical University, Kota

- 27) Leave applications for student activities will not be entertained beyond 07 working days from the actual date of leave under any circumstances. The maximum number of leave admissible is restricted to two weeks per semester.
- 28) Political activity in any form is not permitted in the Institute campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- 29) Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India / Govt. directors.
- 30) Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- 31) Pay fees, mess bills etc. in advance or in time, which will avoid penalty.
- 32) Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the Institute.
- 33) Students must refrain from mishandling and tampering with library books or college computer systems.
- 34) Habitual misconduct/repeated breach of the Institute Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student effect.
- 35) Expulsion from the Institute is enough for expulsion from the hostel.
- 36) In case of any instance of noncompliance of existing rules or any observed matter/behaviour that deviates from the vision and mission of UD, RTU Kota, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
- 37) The Student Shall follow the disciplinary codes of conduct during the activates of Student Activity Centre (SAC) which is a centralised accumulation and consists of all student related extracurricular activities inside and outside the campus.

IV. Use of Internet and Mobile Phone:

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines must be followed all the time.

1. Students are permitted to use mobile phones within the campus and the mobile phones shall be kept in silent mode all the time. Although during any time of examination, these devices are strictly prohibited.
2. All the faculty/staff members are empowered to confiscate mobile phones found with students violating the above rules.
3. The students are advised to use their proper names in the email/mobile phones etc.
4. The use of internet/social media//mobiles phones/laptop etc. will be as per the guidelines prescribed by AICTE, UGC and other Govt. regulatory bodies from time to time.
5. Using electronic/social media or any other means to make a video or photographic record of any person inside the campus is strictly prohibited. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
6. The misconduct on social media will also be treated as in disciplinary activities.

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19/5/22
Prof. Rajesh Singhal
 Chief Warden
 Rajasthan Technical University, Kota

V. Disciplinary Misconduct

The following actions are considered as misconduct:

Disruptive Conduct - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the campus premises or in connection with any other college-sponsored event or activity;

Discrimination - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the college.

Falsification - Falsification means will-fully providing college campus offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.

Refusal to Identify - Refusal to identify or falsely identifying one's self when requested by an authorized college official.

Illegal or Unauthorized Possession or Use of Weapons - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking – The institute strongly supports the goals of "Drug Free Campuses". It is the policy that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited.

Unauthorized Access and Use - Unauthorized access means accessing without authorization college property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

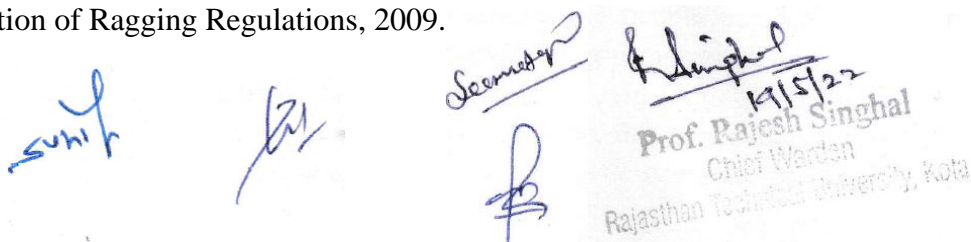
Act of Violence, Threatening, Harassing, or Assaultive Conduct - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

Theft, Property Damage, and Vandalism - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Causing Disrepute to other students – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students / faculty of the college.

Failure to comply with university or any other authority - Failure to comply with legitimate directives of authorized college officials, law enforcement agencies in the performance of their duties or violation of the terms of a disciplinary sanction.

Ragging – Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

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Contracts - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for college. The Autonomous campus will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

Abuse of Electronic Communication - Using college or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of Autonomous college campus regulations and policies, or related laws.

Media Contact - Students are expressly prohibited from speaking on behalf of, or for, college with any media organization or publication, or from inviting the same or operated property, facility or event without the express written permission of the office of college Communications.

Organization and Event Registration – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the autonomous college.

Presenting False Testimony - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

Violation of University rules - Violation of other published college regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuses of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

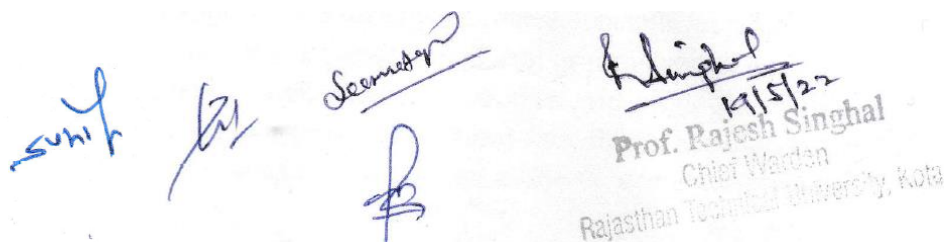
VI. Anti-Ragging

The Institution implemented a strict and effective anti-ragging policy based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution UGC Regulation was framed in accordance with the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions.

Ragging constitutes one or more of the following acts:

- (a) Any conduct by any student or group of students –whether through spoken or written words on physical act effect of fearing or misbehaving any student,
- (b) Indulging in rowdy or undisciplined activities or asking any student to do any act which such student will not in ordinary thereby causes shame, annoyance, torment, hardship, embarrassment which inflict intense psychological harm or raise fear on apprehension in any student.
- (c) Any student that prevents, disrupts or disturbs the regular academic activity of any student.
- (d) Any act of financial extortion put on any student.
- (f) Any act of physical or sexual abuse, stripping, forcing in lewd acts on gestures causing bodily harm to any student.
- (g) Any act of verbal or written abuse such as calling foul names, insulting via emails which embarrass, annoy and discomfort any student.

Anti-ragging Committee: This committee shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident.



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Punitive measures against the act of ragging:

A student or group of students found guilty by the anti-ragging committee will attract one or more of the following punitive action by the college authority:

- 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/meetings to present his/her research work.
- f) Suspension/expulsion from the hostels and mess.
- g) Cancellation of examination.
- h) Expulsion from a specified institution and consequent debarring from admission to any other institution for a specified period.
- i) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Committee of the Institute shall take appropriate decisions, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and the gravity of the incident of ragging.


VII. Jurisdiction:

The Code applies to the on-campus conduct of all students at all the locations/ campus of the college.

1. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
2. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
3. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
4. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
5. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. In such instances, the college may proceed with Autonomous Institute / university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

VIII. Grievance Redressal:

The aggrieved student would submit in writing his/her grievance to the Warden/Chief Warden/Chief Proctor/HoD or through online portal available at website. The Warden/Chief Warden/Chief Proctor/HoD would convene a meeting of members within seven days of receiving the complaint. The report of the committee must be submitted to him/her within 5 working days of the meeting. The decision taken would be communicated to the student within 3 further working days. Further the student can appeal to the Dean (FA) UD, RTU Kota for addressing it to Grievance Committee (appellate authorities) within 5 working days.

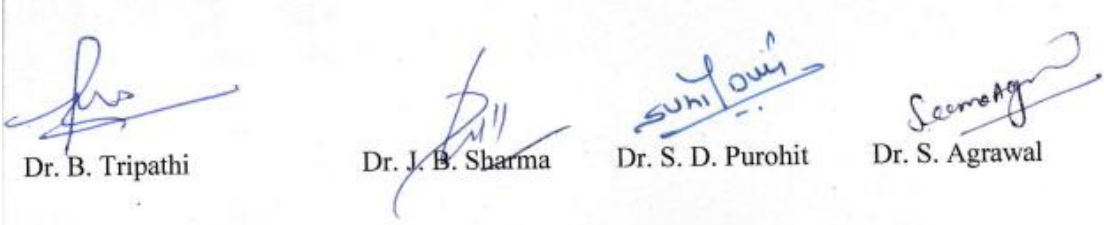

19/5/22
Prof. Rajesh Singhal
Chief Warden
Rajasthan Technical University, Kota

IX. Punishments and penalties:

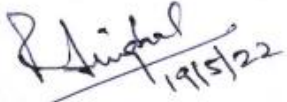
One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

1. **Warning:** A written letter of reprimand resulting from a student's misconduct.
2. **Suspension:** Suspension is a sanction that terminates the student's enrollment at the Institute campus for a specified period of time.
3. **Monetary Fines:** Monetary Fines is a sanction in which a student is required to deposit an amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of college regulations.
5. **Restriction of Privileges:** Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, college events for a defined period of time.
6. **Withholding of Degree:** Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. **Dismissal:** Dismissal is a sanction which permanently separates a student from the college campus without opportunity to re-enroll in the future.
8. **Other Sanctions:** Other appropriate sanctions may be imposed by the Competent Authority singularly or in combination with any of the above-listed sanctions.

Version 1.0, prepared on 18 May 2022, approved on 19 May 2022



Dr. B. Tripathi Dr. J. B. Sharma Dr. S. D. Purohit Dr. S. Agrawal



Prof. R. Singhal
(Chairman)

Rajasthan Veterinary University, Kota

