



SANTOSH

Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

CODE OF CONDUCT

FOR

STUDENTS

TEACHING STAFF

&

NON-TEACHING STAFF



SANTOSH DEEMED TO BE UNIVERSITY GHAZIABAD, NCR DELHI

CODE OF CONDUCT FOR STUDENTS

(ON & OFF CAMPUS)

I. MAINTENANCE OF DISCIPLINE AMONG STUDENTS:

1. All powers relating to discipline and disciplinary action are vested in the Vice Chancellor.
2. The Vice Chancellor may delegate all such powers, as he/she deems proper to the Dean Medical / Dental Faculty and to such other persons as he/she may specify on his behalf.
3. Without prejudice to the generality of power to enforce discipline under the Rules. The following shall amount to acts of gross indiscipline:
 - a) Physical assault or threat to use physical force against any member of the teaching or non-teaching staff of any Department / Centre of Institutions under Santosh Deemed to be University or any other persons within the premises / campus of Institutions under Santosh Deemed to be University.
 - b) Carrying or use or threat of use of any weapon.
 - c) Violation of the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes.
 - d) Any practice, whether verbal or otherwise, derogatory to women.
 - e) Any attempt at bribing or corruption in any manner.
 - f) Willful destruction of institutional property.
 - g) Creating ill-will or intolerance on religious or communal grounds.
 - h) Causing disruption in any manner of the functioning of the Institutions under Santosh Deemed to be University.
 - i) Regarding ragging the directive of Supreme Court will be followed strictly. It is as under:

“As per direction of the Hon’ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are

determined not to allow any form of the ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or restricted from the Institutions and shall also be liable to fined which may extend to Rs. 10,000/Rs. 25,000/-. The punishment may also include cancellation of admission, suspension from attending the classes, withholding / withdrawing fellowship / scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution”.

4. Without prejudice to the generality of his / her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/ her appropriate. The Vice Chancellor, may in exercise of his / her powers aforesaid order or direct that any student or students:

- a) Be expelled;
- b) Be, for a stated period: Be not for a stated period, admitted to a course or courses of study in Institutions under Santosh Deemed to be University.
- c) Be fined with a sum of rupees that may be specified;
- d) Be debarred from taking any examination(s) for one or more semesters.
- e) Withhold the result of the student(s) concerned in the
- f) Examination(s) in which he / she or they have appeared be cancelled.
- g) Be prohibited for appearing or completing any examination for any unfair means like copying, taking notes, mobiles or any other electronic gadgets inside the examination halls.

1. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/ herself to the disciplinary jurisdiction of the Vice Chancellor and several authorities of the Institutions under Santosh Deemed to be University who may be vested with the authority to exercise discipline under the Rules, the Statutes, the Regulations and the rules that have been framed there under by competent authorities of Institutions under Santosh Deemed to be University.

II. PROHIBITION OF RAGGING AND PUNISHMENT

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of Institutions under Santosh Deemed to be University and also outside the Institutions under Santosh Deemed to be University Campus.
2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under the Rules.
3. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which:
 - a) Involve physical assault or threat or use of physical force;
 - b) Violate the status, dignity and honour of women students;
 - c) Violate the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
 - d) Expose students to ridicule and contempt and affect their self- esteem;
 - e) Entail verbal abuse and aggression, indecent gesture and obscene behaviour.
4. The Vice Chancellor, Dean Faculties – Medical / Dental, Hostel Warden(s) and Faculty of Institutions under Santosh Deemed to be University shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Dean(s) or any other Faculty member/or authority may also suo moto enquire into any incident of ragging and make a report to the Vice Chancellor of the identity of those who have engaged and the nature of the incident.
6. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Vice Chancellor shall direct or order rustication of a student or students for a specific number of semester.
8. The Vice Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study at Institutions under Santosh Deemed to

be University, departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.

9. In case where students who have obtained degree(s) of Santosh Deemed to be University are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the Santosh Deemed to be University.

10. For the purpose of this Rules, abetment to ragging will also amount to ragging.

A) PREVENTION, PROHIBITION & REDRESSAL OF SEXUAL HARASSMENT COMMITTEE

As per UGC Norms, a Statutory Committee, comprising of members from the teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the Committee for a fair hearing and redressal.

B) STUDENTS GRIEVANCE COMMITTEE

The students Grievance Committee looks into matters related to the grievances of all Under Graduate and Post Graduate students of Santosh Deemed to be University.

C) UNAUTHORIZED ABSENCE OF STUDENTS:

Unauthorized absence of students will be informed to the Students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the Academic Section to these students. Thereafter the action of cancellation of the registration of the concerned will be decided by the Dean(s) / Vice Chancellor, Santosh Deemed to be University.

HOSTEL RULES

APPLICABLE TO BOTH BOYS AND GIRLS:

The residents of the hostel are required to follow the hostel rules strictly as given below:

1. Rooms are allotted on the basis of the criteria / procedure laid down by the authorities from time to time. No change will be affected during the continuity of the session.
2. The students at the time of admission to the hostel must show the receipt(s) of the hostel fee and room rent paid to the warden to his/her satisfaction and unless and until it is done, the occupancy of any accommodation within the hostel will not be allowed.
3. Residents will be held fully responsible for any loss or damage to the electrical fittings, furniture etc. in their room(s).
4. Students / Residents are not allowed to use Electrical Heater / or any other electrical apparatus run by power in their respective rooms or elsewhere.
5. Students should not keep expensive / gold items in their rooms.
6. No student shall permit any stranger / friend / relatives / unauthorized person to live in his/her room even for a short period and if found so, the student shall be liable for serious action against him/her including expulsion from the hostel.
7. No female shall be allowed to enter the hostel / rooms except the Guest Room in Boy's hostel and Vice Versa for the Girls Hostel.
8. All lights and fans must be switched off before leaving the room, failing which fine will be imposed for each item found to be on when the room is locked.
9. Residents are required to write their name and his/her mobile No., parent/guardian contact address and their phone/mobile Nos. on the register maintained for the purpose with the Care Taker/Warden before leaving for outstation on the weekends/holidays etc. after obtaining permission.
10. No students / residents should be rough with the mess/canteen employees. Any complaints against an employee must be brought to the notice of the Mess Manager and Warden only.
11. All the residents are supposed to take their meals at the prescribed time in the mess and not to carry food materials to their rooms.
12. None of the residents should create any disturbance or nuisance for the fellow residents by rushing about in the stair cases corridors and

playing radios/VCRs/TV/Stereos in the hostel room is strictly prohibited.

13. Any student found in possession of or having taken alcoholic drinks or any kind of narcotic/intoxicating drug will be expelled from the hostel.
14. Anybody found violating any of the above rules shall render him / her to disciplinary action.
15. Discovery of any lethal weapons or arms on the person or in possession of a hostel student, shall invite expulsion from the college.
16. The hostel residents shall compulsorily leave / vacate hostel during summer vacation (30 days) and winter vacation (15 days) unless his/her stay is warranted by the college authorities for the examination and or clinical purposes.
17. Discovery of involvement of any ragging activity in the hostel or college in any manner either individually or in group on any hostel residents or college students, shall invite expulsion from the college and hostel besides filing F.I.R. with the police.
18. Every student before admission to the hostel, shall give an Undertaking that he/she shall not keep any unauthorized person, in his/her room and that if he/she is found keeping such a person he/she shall be liable for disciplinary action.
19. No students / residents of the hostel will be absent from the hostel without the written permission of the Warden. Residents wishing to visit friends or relatives allowed by the parents, even on holiday, shall obtain the written permission of the Warden, if the rule is not observed by the hosteller, the consequences and responsibilities are entirely of the parents.
20. Residents wishing to absent themselves from the hostel after closing time of gate (9.00 PM) except on hospital duty, shall obtain prior permission from the Warden stating where he/she will be going and when they shall be back in the hostel. Permits to leave the hostel may ordinarily be obtained from the Warden between 5.00 pm and 6.00 p.m.
21. Illness must be reported to the Warden by the student concerned at once.
22. No smoking in the rooms or in the hostel premises.
23. The following criminal offences will be forthwith reported to the police and offenders will be handed over to the respective authority:
 - Consumption of drugs.
 - Theft/stealing
 - Vandalism / Destruction of Public Property.
 - Littering & Gambling
 - Unlawful assembly or gathering for the purpose of committing anything illegal.

- Fighting
 - Any other forms of criminal Act or Behaviour.
24. No Members of the opposite sex shall be allowed in rooms.
 25. No cooking in the room.
 26. Lights, Fans and Air-conditioning to be switched off when no one is in the room.
 27. Duplicate of keys is prohibited and unauthorized entry to a room is a serious offence. Trespassers will be seriously dealt with.
 28. The Management reserves the right to expel students or change their rooms at its own discretion.
 29. The Management reserves the right for its designees to enter and inspect a residence in the interest of health, safety and proper conduct of the students. Entry can be made at any time, whether or not the students are present and without prior notice to the students, if emergency, health or safety circumstances warrant such entry or if there are reasonable grounds to believe that any substance, material or item is being kept or used on the premises in any manner prohibited by the law or by this Rules.
 30. Entry by the Management may also be made without prior notice, during normal hours, for the purpose of conducting non-emergency inspections. For repairs and/or for the purpose of showing the premises, students will be notified.
 31. The original receipt shall be surrendered for refund of Hostel Security Deposit.
 32. Students are expected to attend college on the reopening day after vacation. No excuse will be considered.
 33. Modern outfits which may distract the attention of others are strictly prohibited.
 34. Each student must sign the attendance register every day at 9.00 PM. Not presenting and signing the attendance will amount to unauthorized absence from the hostel. The hostel authorities shall not be responsible for the same unless otherwise obtained prior permission from the Hostel Warden or some authorized person.
 35. No Power consuming Electrical appliance like AC / Heater / Cooler / Micro woven shall be allowed in the hostel room, unless they are permitted by the authorities on payment of prescribed fee. Such payment receipt should be shown to the authorized person before installation.
 36. Any other matter that is not explicitly stated in these Rules shall be decided by the College / Board of Management.

APPLICABLE FOR GIRLS ONLY:

- Parent / Guardian are expected to produce a list of probable visitors of the student with specimen signature of the probable visitor along with those of their own.
- If parent / Guardian is not able to produce this on admission they are expected to send it soon after.
- Nobody else will be allowed to meet / take her out either from the college or from the Hostel.
- Persons who bring letter from the parent / Guardian or those from the authorized list will only be permitted to meet / take her out.
- Each student will be issued a check out book containing 20 leaves for a whole year. This book will not be reissued and not transferable.
- During holidays Parent / Guardian are expected to accompany or send authorization letters to the College / Hostel Warden, failing which she will not be allowed to leave the hostel.
- The students are expected to reach the hostel within the stipulated time. She must sign the register kept for the purpose on entry which will be checked periodically.
- Outings and shopping must be intimated to the concerned authority or warden and prior permission must be obtained with statement of check out and check in timings failing which disciplinary action will be taken.
- Authorized female relatives and friends will be allowed to visit the inmates but are not allowed to stay beyond 8.00 PM.
- All hostlers are expected to join the Mess and abide by the rules and regulations of the mess.
- No male relatives will be allowed to enter either class rooms or hostel other than the visitor's room.
- On working days even if the student goes out with prior sanction or permission she is expected to be back on or before 8 PM to the hostel.
- In times of emergency if the Parent / Guardian want the students to visit them, the message must reach college / Hostel through proper channel (telegram / fax).
- All letters for the students may be scrutinized.

SANTOSH DEEMED TO BE UNIVERSITY GHAZIABAD, NCR DELHI

CODE OF CONDUCT FOR TEACHERS (ON & OFF CAMPUS)

1. INTRODUCTION

This Code of Conduct is intended as a guide and a help to all teaching staff of Santosh Deemed to be University. It sets out standards of conduct which staff members are expected to follow when within, or representing the Institutions outside elsewhere. This code is not exhaustive but is written to assist staff members and it is important that staff members shall take advice and guidance if necessary.

The underlying purpose is to ensure that the University provides a high quality service to its pupils and stakeholders in accordance with our Mission Statement and to promote public confidence in the integrity and reputations of the Institutions. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the Institution, its staff and its customers. It has been drafted to comply with the Institutional Policies and Procedures.

- Staff members are expected to read this Code carefully.
- The Institutional heads shall also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
- Reference to this Code shall be made in all contacts of employment, and copies shall be given to all staff. In addition, the induction programme for all newly appointed staff shall reinforce the principles of this Code.
- Investigations of alleged breaches of this Code shall be covered under the University's Disciplinary procedures and related codes of practice and it is a general rule that faculty members shall not accept gifts of any kind from any stake holders, whatsoever.

2. CODE OF CONDUCT

2.1. COMMITMENT TO THE PROFESSION

- Do nothing in your private or public pursuits which will bring your profession to disrepute.
- Offer advice and give helpful criticism as and when need arises.

- Take up special responsibility to train teachers and junior colleagues.
- Open confrontation of whatever nature must be avoided.
- Keep all records accurate and up to date.
- All correspondence shall be channeled through proper channel and shall be responsible to the immediate authorities.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time; teaching effort and time on task are essential for success.
- Shall not indulge in any Political & Religious affiliations / activity on Campus.

2.2. COMMITMENT TO COLLEAGUES

- Treat colleagues as professional equals, regardless of their status.
- Treat colleagues with courtesy at all times.
- Enforce integrity, dignity, decorum and efficiency at all levels.
- Hold the balance between the Head and the other members of staff evenly poised.
- Respect the functional superiority of those set in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- Do not deliberately distort evaluation of colleagues.

2.3. ATTENDANCE, LEAVE AND ABSENCE

- Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least fifteen minutes before the session begins.
- The Head of the Department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.

- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay with a mention of resumption of duty promptly
- Do not abuse leave concessions.

2.4. COMMITMENT TO STUDENTS

In fulfilling obligation to students –

- Place high value on and demonstrate to students' commitment for excellence in work, manners and achievement.
- Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the physically challenged.
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self-reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Help students to differentiate right from wrong and justice from injustice.
- Instill a feeling of pride in self and community.
- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat all with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Make responsible efforts to protect students from conditions harmful to health and safety.
- Do not use the facilities of the University to tutor students privately, for gain.
- Do not discriminate on grounds of ability, race, colour or creed.

SANTOSH DEEMED TO BE UNIVERSITY GHAZIABAD, NCR DELHI

CODE OF CONDUCT FOR NON TEACHING STAFF

3. INTRODUCTION

This Code of Conduct is intended as a guide and a help to all non-teaching staff of Santosh Deemed to be University. The underlying purpose is to ensure that the University provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity and reputations of the Institutions. It has been drafted to comply with the Institutional Policies and Procedures.

4. CODE OF CONDUCT

- Loyalty to the University by being punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining strong relationships with:
 - Proper interactions with students
 - Maintaining professional boundaries with students and staff members.
- Dignity in treating students with care and kindness.
- Being supportive and cooperative with other staff members.
- Responsibility by meeting the required standards for every assigned task.
- Respect by mutual respect, trust and confidentiality.
- Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- Shall respect and maintain the hierarchy in the Administration.
- Shall adhere strictly to the official resumption / closing time and must dress decently and appropriately.
- Shall not use unauthorized persons to perform official duties.
- Shall not indulge in alliance / affiliate with any political, religious traditions on Campus.
- Outfits: Maintain Confidentiality & respect rights of Patients.