

STUDENT CODE OF CONDUCT

PREAMBLE

The student code of conduct is established for students to facilitate a safe and secure learning environment in university. P P Savani University is a community of students, faculty and staff involved in learning, teaching, research and other intellectual activities. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect; civility, diversity, opportunity and inclusiveness are valued, so as to assure the success of both the individual and the community.

The University recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. It holds individuals and groups responsible for the consequences of their actions.

Students are responsible for reading, understanding and abiding by the Code.

Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions. It also ensures to protect persons, properties and processes that support the University and its mission. The University is morally responsible to students and other stakeholders, and strives to enhance their experience by providing an opportunity to teach and learn in a campus that is free of any disruption.

APPLICABILITY

The Code shall be applicable to all the students admitted to the University which includes any academic programme, activity or event conducted at various constituent institutes /departments of the University, pursuing undergraduate, graduate, professional studies. The Code applies to all locations of the University. All Students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to P P Savani University and this Code would be binding and enforceable against them or any among them. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking of the same.

Prohibited conduct under the Code includes

1. Academic Misconduct

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to



1(a) Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well.

1(b) Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes,

- The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
- The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
- The unauthorized submission of an academic work prepared totally or in part by another; or
- The submission of fabricated or altered documentation in support of any completion of academic work, an excusal from class, postponement or extension of a due date or a change of grade.

1 (c) Cheating

- Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes,
- The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
- The unauthorized use of electronic instruments, such as computers, cell phones, translators or personal response systems (clickers) to access or share information.

2. Disruptive Conducts

Specific violations of this standard include,

- Committing or threatening to commit any act of physical violence against self or another. This includes, hitting, kicking, scratching, punching, shaking, slapping, burning or restraining;
- Threatening the health, safety, or welfare of another;



- Interfering with the freedom of movement of another;
- Invading the privacy of another;
- Interfering with the right of another to enter, use, or leave any University building, facility, property, service, resource or activity;
- Interfering with a faculty member or University official in the performance of their duty;
- Interfering with the freedoms of speech, religion, or association of another;
- Trespassing or the unauthorized entering or accessing of any University building, facility, property, service, resource or activity or any location within the jurisdictional boundaries of the Student Conduct System;
- Making, exhibiting, or producing any inappropriate, loud or disruptive noise or behavior; Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the University.

3. False Information

- Making a false or misleading oral or written statement to any University official or faculty member (including, but not limited to, application for admission, financial aid, residency classification or participation in any special programs sponsored by the University) when the student knew or should have known the statement was false;
- Making a false or misleading oral or written statement at any point of the student conduct process or any other process used to address student behavior;
- Making a false or misleading oral or written statement that misrepresents the character, qualifications or reputation of another;
- Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means including by activating an emergency phone on campus when no emergency actually exists;
- Falsely reporting a crime or violation of this Code of Conduct or any other University policy;
- Possessing or displaying any form of false identification or any identification not one's own;

4. Misuse of Materials, Services or Property

Specific violations of this standard include, but are not limited to:

- Destroying, damaging or misusing any property belonging to another;
- Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, University-provided key or access card, residence hall key or access card, laboratory equipment, emergency phone, athletic equipment or any material issued or owned by the University;



- Destroying, damaging or defacing any University building, facility or property;
- Impairing or otherwise hindering another's use of a University material, service or property;
- Reading, duplicating, removing, photographing, forging, counterfeiting or altering any University document or record without authorization;
- Littering on or in any University property, facility or building; or
- Engaging in conduct that may result in damage or destruction of any University building, facility or property, including, but not limited to, skateboarding or rollerblading on steps, railings, banisters or curbing.

5. Weapons, Dangerous Instruments, and Explosive Chemicals or Devices

Any deadly weapon, defined as any instrument, item or material readily capable of causing death or serious physical injury. Illegal or unauthorized possession or use of a weapon by a student means possessing or using weapon or articles and substances which are usable as weapons and include, but are not limited to: firearms, incendiary devices, explosives which are dangerous, biological or chemical agents. The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.

6. Theft

The unauthorized taking, misappropriation, possession, retention or disposal of any property owned or maintained by the University, another student, a person attending a University sponsored event or any other person; or, the unauthorized taking or use of any University owned or contracted service. Any student found indulging into a theft, will have to face severe consequences.

7. Possessions of Lost or Misplaced Items

Any lost or misplaced item that is found should immediately be turned in to the proper University office. For instance, items found in the library should be taken to the library's circulation desk. An item found anywhere else on campus should be taken to the Department of Public Safety. Inquiries concerning lost books, articles of clothing or identification cards should be directed to the Lost and Found section of the Department of Public Safety.

8. Discrimination

Engaging in verbal or physical behavior directed at an individual or a group based on origin, race, creed, gender, religious belief, 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. Discrimination as a form of disruptive conduct includes remarks made by a student that are derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or communicated as graphic messages, either in words or pictures, and which demonstrate a bias or discrimination against any individual or group within the University. No student of P P Savani University should discriminate with anybody.

9. Falsifications

Falsification means willfully providing University offices or officials with false, misleading or incomplete information; forging or altering official University records or documents; either Further conspiring with or inducing others to forge alter University records and documents. Any Student caught in Falsification will face severe punishment.

10. Refusal to identify

Refusal to identify means falsely identifying oneself when requested by an authorized University official including members of the hired security personnel. Signing in by a student of proxy attendance amounts to signature forgery and this will be treated as a criminal offence by Alliance University. Students involved in such forgery will be liable to prosecution.

11. Illegal or unauthorized possession or the use of drugs, alcohol and smoking

P P Savani University strongly believes in a 'Drug Free Campus'. This policy of the University maintains that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.

- Possession of paraphernalia associated with the illegal use, possession or manufacture of a controlled substance is also prohibited.
- Smoking or drinking as a policy is prohibited inside the premises of all the campuses including the halls of residence hostels of the University. This is considered a serious offense and is likely to be prosecuted under disciplinary action.

12. Unauthorized access and use

Unauthorized access and use means accessing without authorization from University by a student such as its property, facilities, services, information systems and obtaining or providing to another student or person the means of such unauthorized access, which includes but is not limited to using or providing without authorization keys, access cards or access codes of the University. Unauthorized access and use also include using the University's telecommunications, data communication networks for illegal or improper purposes or in



violation of university regulations and policies, or related laws. Any student found doing so will face severe consequences.

13. Act of violence, threatening, harassing, or assaultive conduct

An act of violence and threatening, harassing or assaultive conduct by a student means engaging in conduct that has caused injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes but is not limited to threatening, harassing or assaultive conduct. A student who engages in such conduct is liable for disciplinary action under the University code of conduct.

14. Illegal 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 University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

15. Media Contact

Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or event without the express written permission of the Office of University 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 University.

16. Ragging - Any act which amounts to ragging in any form as defined under Prohibition of Ragging Act, 1999 and also under the UGC Prohibition of Ragging Regulations, 2009.

17. Violation of University rules - Violation of other published university regulations, policies, or rules, or violations of law.



AMENDMENTS TO THE CODE

The Governing Body of P P Savani University shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and Faculty of the University/Institute through notice put on the notice boards of the University/Institute.

Disciplinary action

The Student Affairs and Grievances Committee will deal with all disciplinary matters. The Committee shall constantly monitor the behavior of the students. The incident of indiscipline/breach of the Code of Conduct by a student of P P Savani University will be placed before the Committee, which will hear the matter and take action according to the due process of law. The Student Affairs and Grievances Committee, after due investigation, will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary. The decision of the committee shall be final and binding.

Disciplinary Measures that may be imposed under the Code includes

Any student exhibiting prohibited behavior mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary actions.

1. This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.
2. The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.
3. Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source, he/she shall not be evaluated in that course.
4. A student may be suspended from the college for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period. The period of suspension shall be decided based on the findings and recommendation of the enquiry committee.
5. Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the College or any property kept in the premises of the College in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the college or any property kept in the premises of the College due to the act of vandalism



perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

6. Withholding of degree of a student otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Confiscation of goods used or possessed in violation of the University regulations.
8. Expulsion is the permanent dismissal of a student from the College. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous even after warning and punishments, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this university. Expulsion from the institution and consequent debarring from admission to any other institution Fine up to Rs 25,000/-

ACKNOWLEDGEMENT

The students joining any academic programme of P. P. Savani University will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

All students will study this code of conduct rules and acknowledge it in writing and submit the undertaking to the principal as per format below.



UNDERTAKING

I(name of student).....son of / daughter of Shri..... hereby state that I have read and understood the Code of Conduct for Students of P P Savani University, Surat. I promise to follow it in letter and spirit.

In case of any breach of rules I am liable to disciplinary action as per rules.

Name of Student.....

Roll No.....

Date:

(Signature of Student)

(Signature of Parents)



Registrar,
P P Savani University
Registrar
P P Savani University