

Ordinance on Code and Conduct of Students

Baddi University of Emerging Sciences and Technology, Baddi, H.P., India

1. Introduction

The mission of Baddi University of Emerging Sciences and Technology (BUEST) is teaching, research and service. Inherent in this mission is the responsibility of the University to educate its students to be responsible, civic minded citizens. The Code and Conduct of Student outlines student conduct and disciplinary policies that pertain to students and student organizations at BUEST. It is designed to provide information to students, faculty and staff regarding the ideals that underlie our academic mission, and the expectations that the University has regarding the conduct of students. The purpose of the policies outlined in the Code and Conduct of Student is to protect the rights of all members of the BUEST Community and to maintain an atmosphere in the community appropriate for an University of higher education.

Interpretations of provisions within the Code and Conduct of Students may be requested by contacting the Dean of Students' Welfare.

2. Scope of Code and Conduct of Student Discipline

BUEST faculty, staff and students value the University relationship with the surrounding community and realize that it has tremendous social, cultural and economic impact on the community. Policy setting and enforcement (discipline) are ways of educating students to become conscientious members of that community, and students are expected to conduct themselves in a responsible manner at all times, whether on or off campus.

The student discipline system exists to handle infractions against university's rules and regulations. This system is based on a philosophy of fairness for all parties affected by any situation involving a student's noncompliance with BUEST policy or regulation.

The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus. Where the allegations are more serious, and therefore the consequences more serious, the rules are structured appropriately. The student discipline system is not a substitute for the criminal and civil courts but, an additional option for complainants when the alleged violator is an enrolled BUEST student.

If a student or a group of students are cited by staff, faculty, or other students for a possible violation of civil laws and/or University policies on campus, they may be subject to either the disciplinary process of the University and/or appropriate legal processes may be taken.

If a student or a group of students is reported by University members for possible violations of the law off campus, the University will cooperate with appropriate officials taking necessary legal action. Further, if a student or a group of students is reported to the University authorities for violations off campus, the University/ School officials may intervene on a formal or an informal basis. The "informal" intervention will

involve in the individual student or the group of students being referred to the Dean of Student's Welfare or a competent authority for discussions on the incident. Off campus behavior which can have a significant impact on the mission of the University may invite formal University disciplinary actions

3. Grounds of Disciplinary Proceedings

All students are responsible for conducting themselves in a manner that helps enhance the environment of learning, wherein the rights, dignity, worth and freedom of each member of the campus are respected.

- 3.1. A student found responsible for the violation of any clause outlined in this section is subject to disciplinary sanctions. Dean of Student's Welfare or designee may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the University outlined herein and/or elsewhere within the jurisdiction of the Ordinances and Regulations of the university.
 - 3.1.1 Any violation of any sort pertinent to the Indian Penal Code.
 - 3.1.2 Violation of any published BUEST policies, rules, or regulations. It is the responsibility of the student to be familiar with all BUEST policies that refer to appropriate behavior on campus.
 - 3.1.3 Conducts that interfere with the operations of the School/University. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other BUEST activities.
 - 3.1.4 Ragging in any form is prohibited in the premises of BUEST campus.
 - 3.1.5 Failing to comply with orders or directives of BUEST officials, University's hearing bodies, Security Personnel, or any other law enforcement officers acting in the performance of their duties.
 - 3.1.6 Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
 - 3.1.7 Failure to appear and/or report to any School/ University officer in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.
 - 3.1.8 Violation of School/University policies causing threat to academic integrity.
 - 3.1.9 Forgery, alteration, destruction, misuse, or possession of School/ University documents, including but not limited to School's identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identification cards etc.
 - 3.1.10 Abuse of the School/ University disciplinary system, including but not limited to
 - a) Knowing falsification or misrepresentation of information presented to any judicial authority.
 - b) Interference with a judicial process through coercion, intimidation, threats, or bribery.
 - c) Failure to promptly obey any mandate of any BUEST disciplinary authority.
 - d) Failure to comply with written or oral communications from an authorized BUEST official to appear for a meeting or hearing as part of the Code and Conduct of Student System.
 - e) Initiation of a complaint with prior knowledge that the information submitted is false.
 - f) Influencing or attempting to influence another person to commit an abuse of the Code and Conduct of Student system.

- 3.1.11 Damage, defacement, or destruction of any private or School's property.
- 3.1.12 Attempted or actual theft or possession of private or School's property.
- 3.1.13 Unauthorized use of private of School facilities including, but not limited to telephone, internet, computing equipments and accessories and any mode of communication.
- 3.1.14 Possession, duplication, or use of keys to any University premises without authorization; entry or use of School's premises without permission.
- 3.1.15 Violation of the University Code of Computing Practices, including but not limited to, the misuse of School/ University computers or computer network.
- 3.1.16 Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviours as well as any other behaviour prohibited by the University authority.
 - a) Unauthorized use, abuse, or interference with fire protection equipment or other safety equipments which could result in death, injury, or substantial property damage.
 - b) Intentional setting off of false fire alarms.
 - c) Bomb threats or similar threats involving dangerous devices or substances.
 - d) Behavior which constitutes a significant fire hazard.
 - e) Unauthorized possession or use of any material or substance which constitutes a significant health hazard.
- 3.1.17 Conducts that endanger the health or safety of members of the BUEST or other persons.
- 3.1.18 Violation of traffic rules, all inclusive of two, three and four wheelers, that jeopardizes orderly traffic and safe journey on the road.
- 3.1.19 Disorderly conducts including, but not limited to, verbal abuses or inappropriate behaviors or any other activities or behavior prohibited by University authority.
- 3.1.20 Instigation of a disturbance in violation of BUEST policy and/or any local sound ordinance.
- 3.1.21 Organization or participation in activities which are in violation of BUEST policy related to demonstrations and/or assemblies.
- 3.1.22 Discriminations against any member of the University, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.
- 3.1.23 failing to discourage/confront illegal activity and/or violation of the Code and Conduct of Student by active/passive participation/presence during the activity
- 3.1.24 Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the School/University authorities.
- 3.1.25 Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.

- 3.1.26 Harassment, abuse, coercion, or threats by means other than the use of threatened use of physical force. These include, but are not limited to, any behavior prohibited by the law.
- 3.1.27 *Sexual Harassment/misconduct*: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work, or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:
- a) Conducts that violate the University's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
 - b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
- 3.1.28 Harboring or bringing a pet on University premises in violation of BUEST policy.
- 3.1.29 Gambling for money or other items of value on School's premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.
- 3.1.30 Visiting classrooms, library, laboratories, faculty rooms, academic Departments/ Centres and administrative Sections, in unacceptably casual dresses.
- 3.1.31 Use or possession of controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the BUEST authority /Government of India.
- 3.1.32 Sale, manufacture, or intent to manufacture a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities prohibited by the BUEST authority/ Government of India.
- 3.1.33 Possession or use of any dangerous or prohibited chemicals without express authorization by an authorized BUEST official.
- 3.1.34 Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite without express authorization by an authorized BUEST official.
- 3.1.35 Possession of firearms or any weapons.
- 3.2. ***The examples of behavior that are prohibited in and around residential facilities:***
- 1) Entry into restricted areas of the residential facilities. These include, but are not limited to:
 - a) The residence hostel roof, windows, ledges, and walls;
 - b) Restrooms designated for use by members of the opposite sex (i.e., men in women's restrooms);
 - c) Another resident's room, suite, or apartment without permission;
 - d) Dining centers and convenience stores during non-operational hours;
 - e) Front desk and staff office space.
 - 2) Throwing or hanging objects from windows, removal of screens, or the use of a window as an entrance or exit.
 - 3) Signs other than those used to display School's spirit may not be displayed in window or exterior surfaces of the residence hostel or other locations
 - 4) Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.

- 5) Noise or behavior that disrupts other residents in the residential facilities and/or interferes with their ability to study.
- 6) Using barbecue grills or gas grills in any residence hostel facility. Items such as toasters, toaster ovens, hot plates, electric skillets or appliances with an open heating element are prohibited in all student rooms.
- 7) Storing personal items in public areas of a residential facility.
- 8) Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
- 9) Playing of sports or activities that present a risk of injury to persons or properties within and around a residential facility.
- 10) Failure to vacate immediately when a fire alarm sets off.
- 11) All residence hostels are smoke-free. This includes all student rooms.
- 12) Drinking Alcohol and use of Drug are strictly prohibited in all residential facilities. In addition, no alcoholic beverages are permitted in facilities designated as "substance-free". Drunkenness will not be tolerated and students found in a drunken state may face expulsion from residence hostels.
- 13) Permitting non-residence hostel students to utilize equipment or services intended for the exclusive use of residence hostel students is prohibited.
- 14) BUEST Hostel/Residential facilities are not open to anyone other than residents assigned to that faculty, BUEST officials, and guests (as defined below) who have a legitimate reason for being in the building. Residential facilities are special purpose buildings and are not open to the general public. A guest is someone who comes to a residential facility to visit a specific resident or who has been extended an invitation by the School/ University to visit for a specific occasion, special function, tour, or official visit. A roommate has the right to free access to their home at all times and must not be restricted by visitation of a guest.
 - i) All guests must be escorted by their hosts at all times.
 - ii) The host is responsible for familiarizing the guest with pertinent BUEST rules and regulations and is responsible for the conduct of the guest(s).
 - iii) The University does not condone cohabitation.
 - iv) Individuals in violation of these or other BUEST rules and regulations may be required to leave a residential facility.
- 15) Dogs, cats, birds, rodents, reptiles, or other pets are not permitted at or in university hostels.
- 16) HAB has other regulations that are described in the Contract for Room and Board Accommodations or published and displayed in the residence hostels.

4. Disciplinary Proceedings

Disciplinary proceedings could be conducted based on the nature of violation.

4.1 Composition of Disciplinary Committees

4.1.1 Girls Hostel Disciplinary Committee (GHDC) (one for each Hostel)

Chief Warden

Warden of concerned hostel

Chairman

Member Secretary

Chairman Hostel Affairs Board's (HAB) nominee	Member
General Secretary of concerned hostel	Member
Caretaker of concerned hostel	Invitee

4.1.2 Boys Hostels Disciplinary Committee (BHDC)

Chief Warden	Chairman
Warden of Concerned Hostel:	Member, Secretary
Chairman Hostel Affair Board Nominee:	Member
General Secretary of Concerned Hostel:	Member
Caretaker of Concerned Hostel:	Member

4.1.3 School Disciplinary Committee (SDC)

Dean of the concerned School	Chairman
HoD	Member Secretary
Senior Faculty	Secretary
Two students of the concerned Dept.	Member

4.1.4 BUEST Academic Disciplinary Committee (BADC)

Dean of Academic Affairs	Chairman
Dy. Registrar/ Asst. Registrar (Academic)	Member Secretary
Two Senior Faculty Members	Members

4.1.5 Students' Disciplinary Committee (St. DC)

Dean of Students' Affairs	Chairman
HoDs of all Department	Members
University Cordinator- SW	Member Secretary
Departmental Student Representative (From all Departments)	Members

4.1.7 In addition, the Chairmen of the respective committees may invite any other persons to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter

4.2 Appointment of Committees

Committee	Term	Appointing Authority
Girls Hostel Disciplinary Committee (GHDC)	One Year	Dean Students Welfare
Boys Hostels Disciplinary Committee (BHDC)	One Year	Dean Students Welfare
School Disciplinary Committee (SDC)	One Year	VC
BUEST Academic Disciplinary Committee(BADC)	Three Years	VC
Students' Disciplinary Committee (St. DC)	Three Years	VC

4.3 Violation has been broadly divided into three categories based on the where or on which context the same were detected.

4.3.1 *Hostel Level:* To deal with disciplinary matters at this level there will be separate committee namely, Girls Hostel Disciplinary Committee (GHDC) and Boys Hostels Disciplinary Committee (BHDC). Violation of general rules (Issued by the Hostel Affairs Board (HAB)) by a hostel resident will come under the purview of concerned Hostel Disciplinary Committee. These matters are minor in nature and restricted to a particular hostel. The Concerned HDC will deal with the matter and give appropriate punishment. Other matters which have major implications at the University level shall be referred to Students' Disciplinary Committee (St. DC) of the University. The matters and the respective disciplinary actions recommended by HDC shall be endorsed by Dean Student Welfare; the same will be referred to VC for approval

4.3.2 *Academic Level:* Disciplinary issues related to general conduct of students in the class rooms and laboratories shall be dealt with by the School Disciplinary Committee (SDC) of the concerned Department and the respective actions, if any, shall be referred to Chairman, BUEST Academic Disciplinary Committee (BADC) for approval. Any other disciplinary issues related to academic matters will be dealt with by BADC. The matters and respective disciplinary actions recommended by BADC will be reported to Chairman, St. DC and the same will be reported to the VC. If the violations are of serious nature, BADC may refer the matters to St. DC for further action. St. DC will in turn take decisions on the matters and report to the Senate.

4.3.3 *School Level:* Violations at the school level include those issues pertaining to the Indian Penal Code (within or outside the campus), those that can affect the BUEST Authorities at large or those that can affect the property of the School/ University itself. For all such major acts of indiscipline, which may have serious implications on the general body of students, and which may warrant a uniform and more formalized nature of investigation, SDC will investigate the allegations and recommend disciplinary actions. The committee may co-opt other members, if they deem fit, on a case to case basis.

4.4 Hierarchy of the Disciplinary Committees

Nature of Offence	Disciplinary Committee	Approving Authority	Appellate Authority
All Hostel Specific Offence	HDC	HDC	VC
School Academic Offence	SDC	SDC	VC
University Academic Offence	BADC	BADC	VC
All Other Disciplinary Cases	St. DC	Dean Student Welfare	VC

4.5 Modalities of Investigation

When the Chairman of the respective committee receives information regarding alleged violation of any rule or regulation of the Code and Conduct of Student Discipline by the students, the respective Chairman shall investigate the same.

- a) The Chairman may summon the student(s) either orally or in writing to appear at a specified date, time, and place in connection with an alleged violation.
- b) The Chairman may dispose of a violation as being unfounded, may impose administrative sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective Committee.
- c) Commensurate with the gravity of the offence appropriate punishment like fine, community work, awarding F-grade, rustication or expulsion from the Institute may be recommended.
- d) The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

5. Disciplinary Sanctions

- a) Disciplinary sanctions may be imposed after investigation by the appropriate committees. The purpose of imposing sanctions is to promote educational and social development of the student and the university, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the School/University.
- b) No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/or access to services.
- c) In the case of serious violations, a notation of the discipline matter will be placed on a student's transcript until it is cleared. In case of dismissal from the institute, the record is permanent.

- d) Discipline records are confidential in accordance with laws of the nation. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-ordered subpoena.
- e) The initiating administrator may dispose of a violation by imposing any of the following sanctions without a hearing.
- 5.1 Reprimand: from the appropriate administrator to the student, on whom the penalty is imposed, placed in the student's permanent discipline record.
- 5.2 Probation: written notification that further violations of any sub-section of this Code and Conduct of Student will result in more severe disciplinary action. Warning probation may be imposed for a period of not more than one calendar year.
- 5.3 Disciplinary probation: written notification that further violations of any sub-section of this Code and Conduct of Student may result in suspension. The terms of disciplinary probation shall be determined by appropriate authority on case-to- case basis.
- 5.4 Suspension of privileges: prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
- 5.4.1 Hostel Privileges
- 5.4.2 Inter-Hostel Privileges
- 5.4.3 Use of Lab Facilities
- 5.4.4 Use of Sports Facilities
- 5.4.5 Membership in Clubs and Other Bodies
- 5.4.6 Holding Office
- 5.4.7 Placement Activity
- 5.5 Community Service: assigned a specific number of hours of service.
- 5.6 Restitution: repair or replacement of property damaged.
- 5.7 Compensation for damage: adequate compensation to fit the damage. If the compensation is not made, it remains on the student's record as indebtedness to the institute, which then renders the student ineligible to register for subsequent semesters.
- 5.8 Cancellation of registration and/or denial of credit may be imposed in cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.

Committee	Powers of Punishment to be Recommended / Awarded
GHDC/BHDC	Reprimand, Probation, Suspension of Hostel Privileges, Restitution, Compensation for damage; Fines upto Rs. 1000/- and Change of Hostels; expulsion from hostels, Restitution, Compensation for damage; Fines upto Rs. 5000/-
SDC	Reprimand, Probation, Suspension of Departmental Privileges, Restitution, Compensation for damage; Fine upto Rs. 1000/-

BADC	Reprimand, Probation, Restitution, Compensation for damage; Lowering of Grades; Awarding F Grade; Suspension of Institute Privileges; Course Drop; Fines; and recommendation to SDC for Semester Drop, Rustication, and Expulsion;
St. DC	Reprimand, Probation, Suspension of Privileges; Restitution, Compensation for damage; Semester Drop; Rustication; Expulsion; Fines;

5.9 Suspension: Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.

5.10 Expulsion: may be used for major offences.

6. Appeal Procedures

A student can appeal to the Appellate Authority against any punishment imposed upon him/ her. He/she should appeal within two weeks time with proper justification