**Code of conduct and Disciplinary Rules for students of the University Colleges**

**1**. Without prejudice to the general meaning of the term ‘indiscipline’ or ‘misconduct’ the following acts of students, among others, shall constitute acts of indiscipline or misconduct.

i) Impolite or offensive behaviour or use or show of force against any employee/student of University in the University premises or outside;

ii) Resorting to acts of intimidation or coercion or gheraos;

iii) Causing damage to University property;

iv) Tampering with any fittings (including sanitary and electrical) and furniture of the University;

v) Defacing walls or other surfaces of any University building/property;

vi) Getting enrolled in more than one course of study simultaneously;

vii) Committing forgery, tampering with or misusing of the University documents/records, identification cards, etc;

viii) Furnishing false certificates or false information to any office under the control and jurisdiction of the University;

ix) Smoking or consuming or possessing of alcoholic drinks, dangerous drugs, or other intoxicants in the University premises;

x) Indulging in acts of gambling in the University premises;

xi) Unauthorized entry into any University Office/Department/ Swimming Pool/Sports field etc.,

xii) Unauthorized use of the University property/equipment;

xiii) Refusing to leave any office/department/Sports field when asked to do so by an Officer or employee authorised in this regard;

xiv) Indulging in violence, including use of abusive language against any employee of the University in the premises or outside;

xv) Preventing any employee of the University from discharging his duties;

xvi) Possessing or using lethal weapons such as knives, lathis, iron chains, iron rods, sticks, explosives or fire-arms in the University premises;

xvii) Bringing or hoarbouring or entertaining any stranger within the University Departments, Offices, Hostel Buildings, Dinning Halls, Library without permission from competent authority;

xviii) Arousing communal, caste or regional feelings or creating disharmony among students;

xix) Indulging in any act of Ragging, eve-teasing and misbehaviour with women in the University premises or outside;

xx) Not disclosing one’s identity when asked to do so by any authority or by an employee who is authorised to ask for identity;

xxi) Tearing of pages, defacing, burning or in any way destroying books of the Library, records in the departments or office of the University;

xxii) Preventing in any manner the use of the library facilities;

xxiii) Unauthorised occupation of hostel rooms and use of facilities;

xxiv) Improper rendering of accounts for the money drawn from any office under the control and jurisdiction of the University;

xxv) Coercing the medical staff to render medical assistance to unauthorised persons;

xxvi) Pilfering of medicines or forcibly taking them away;

xxvii) Coercing the medical staff to issue certificates;

xxviii) Violation of any other Rules/Instructions/Regulations issued by the University/College/Department/ Library from time to time;

xxix) Disobedience of any orders prescribed under this Ordinance;

xxx) Indulging in or encouraging in anti-social, anti-state, anti-National activities, directly or indirectly

xxxi) Using Cell Phones, pagers, 3G and such other devises in the Class Room, Laboratories, Library, Offices;

xxxii) Rash or negligent driving of vehicles in the University campus;

xxxiii) Engaging in any type of political activity inside the University Campus;

xxxiv) Any other act or acts which according to Vice-Chancellor is or are declared to be indisciplinary and misconduct.

**2**.Without prejudice to the Powers of the Executive Council, Vice-Chancellor, Rector and Registrar, the following persons/committee are authorised to take disciplinary action by way of imposing penalties as specified in the Ordinance.

1. The Head of the Department
2. The Principal/Dean of the College;
3. The Dean of School;
4. The University Librarian;
5. The Director of Physical Education;
6. The University Engineer; and
7. Any other person authorised by the University therefor;
8. Disciplinary Committee;

Provided that the penalties specified in calluses (vii) to (xi) of Rule 5 can be imposed only by the Disciplinary Committee.

**3.** Notwithstanding anything in these Rules or any other Rule for the time being in force, the Executive Council or the Vice-Chancellor in its or his discretion, as the case may be, may constitute a Disciplinary Committee for the purpose of enquiring and giving decision in respect of the cases of indiscipline or misconduct attracting the imposition of penalties specified in clauses (vii) to (xi) of Rule 5 and also to act as appellate body in respect of penalties specified in clauses (i) to (vi) of that Rule and where such penalties are imposed by persons mentioned in items ( a) to (g) of Rule 2.

**4.** The Discipline Committee constituted under clause (h) of Rule 3 shall consist of five senior teachers of the University and of whom three members shall form a quorum for discharging committee’s functions.

**5**.The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons and as hereinafter provided, be imposed on a student namely:

 i) Warning;

 ii) Fine as fixed by the University;

iii) Recovery of pecuniary loss caused to the University property;

iv) Cancellation of scholarships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency;

v) Debarring from participation in Sports/NCC/NSS and other such activities;

vi) Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports and in similar other activities;

vii) Expulsion from the College/Hostel/Mess/Library;

viii) Debarring from an examination;

ix) Debarring from the University;

x) Disqualifying from further studies;

xi) Entering the act of indiscipline in the conduct Certificate/Transfer Certificate

**6**. a) Where a prima facie case is made out and disciplinary proceedings under this Ordinance are contemplated or initiated; or where a case against a student in respect of any criminal offence is under investigation or trial, the person authorised to take disciplinary action may, pending enquiry.

i) Suspend a student from the Class/ College/ Library/or availment of any other facility;

ii) Order suspension of scholarship or any financial assistance form any source, or recommend to that effect to the sanctioning agency;

 b) An order under clause a) (i) of this Rules shall be followed by a charge-sheet within 7 days, except where a case for a criminal offence against the student is under investigation or trial;

 c) An order under clause a) (i) of this Rule shall not remain in force for more than a period of one month from the date of its issue except in case where any criminal offence is under investigation or trial.

 Provided that for reasons to be recorded in writing the said period of one month may be extended if in the opinion of the person/committee passing the order under clause a) (i) the enquiry could not be completed within the period of one month for reasons directly attributable to the student.

**7**. a) An order imposing any of the penalties specified in Rule 6 shall be passed after the student is informed in writing of the allegations on account of which it is proposed to take action, and is given an opportunity to make any representation he may wish to make.

 b) The record of proceedings in such cases shall include;

i) Charge or Charges

ii) A copy of the statement of allegations communicated to him

iii) His representation, if any; and

iv) The orders on the case with the penalty imposed together with the reasons therefor.

**8**. The final orders containing the decision of the persons authorized to take disciplinary action shall be a self-contained order. A copy of such order shall be supplied to the student and acknowledgement obtained.

**9**. When a student evades service of any notice or order , it shall be pasted on the Notice Board of the College/Department and sent under Certificate of Posting to his permanent address given in the admission application.

**10**. Notwithstanding anything in this Ordinance the University has always the right to proceed in a Court of Law against a student guilty of an act which constitutes an offence under any law in force and as amended from time to time.

**11**. A student may appeal against an order passed by any of the authorised persons to take disciplinary action mentioned in serial number (a) to (g) under Rule 5 to the Disciplinary Committee constituted under Rule 3. An order passed by the Disciplinary Committee on such appeal shall be final.

i) An appeal against an original order of the Disciplinary Committee shall lie to the Executive Council whose decision shall be final.

ii) No appeal under this Part shall be entertained unless it is submitted within a period of fifteen days from the date of receipt of any copy of the order;

 Provided that the appellate body may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

**12**.The procedural instructions for holding of disciplinary enquiries under the Sri Krishnadevaraya University Students Code of Conduct and Disciplinary Rules;

 a) Charge sheet

 A Charge-sheet shall contain:

 i) Definite charge or charges;

 ii) The grounds on which each charge is based;

 iii) Any other circumstances which it is proposed to take into consideration in passing orders in the case. Each charge shall be drawn up clearly and precisely and care shall be taken to avoid vagueness; and

 iv) The charge-sheet shall not indicate the punishment to be imposed on the student.

 v) The Charge-sheet shall conclude with the following paragraph:

 “Please show cause why suitable disciplinary action should not be taken against you on the charges mentioned above.”

 “You are required to give your explanation or any written statement you may desire to submit in your defence against the disciplinary action by----(the date and time to be specified). In case you fail to put in your written statement by the above date, the undersigned may proceed with the enquiry on the basis of information available and that you have no explanation to offer”.

b) Appointment of individual/committees to enquire into acts of indiscipline.

 i) The persons authorised to take disciplinary action under Rule 6 may appoint an individual or constitute such committees as may be necessary to enquire into acts of indiscipline and give the findings and recommendations. The final order imposing penalty shall however, be passed by the persons authorised to take disciplinary action.

 c) Drawing up the findings by the individual/committee enquiring into acts of indiscipline.

 d) On completion of the enquiry, including personal examination of the student, if any, the individual/committee to enquire into an act of indiscipline shall record findings in respect of each charge, with persons therefor and forward the proceedings to the concerned persons so as to take disciplinary action.

**13**. **Form and contents of appeal**:

 i) Every student submitting an appeal shall do so separately and in his own name.

 ii) The appeal shall be addressed to the appellate body and shall contain all material statements and arguments on which the appellant relies; it shall not contain any disrespectful or improper language, and shall be complete in itself;

**14**. **Withholding of appeal**:

 The appellate body may withhold the appeal if:-

1. it is an appeal against an order from which no appeal lies; or
2. it is not submitted within the period specified in Rule 11 and no cause is shown for the delay; or
3. it is a repetition of an appeal already decided and no new facts or circumstances are adduced.

**15. Action under separate State Act, Central Act or any other Law not precluded.**

This Code does not preclude the Law enforcing agencies from taking legal action against the offenders of Law, eg., ragging, untouchability, unfair means at examinations etc., as provided in various Central and State Acts.

**16. Assistance from Law Enforcement Agencies**

 The Deans/Principals/any other Officer authorized shall have the power and duty to call the Police immediately when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by Law is likely to take place. The Deans/Principals shall in such a case give a detailed report to the Registrar. The Deans/Principals/the Officer authorised can also arrange videography of the entire situation.

**17. Counselling**

 The University shall arrange for initial counselling of fresh entrants by the Heads/Deans/Principals concerned.

**18. Grievances Redressal Committee**

 The Executive Council shall also set up “Grievances Redressal Committee” where the students can express their grievances. The Committee shall consist of Chief Warden of the Hostel, Dean of the School of Studies concerned, Head of the Department concerned, women’s representative, S.C./S.T. representative and other members nominated by Vice-Chancellor.

**19. Undertaking by the Students**

 The students/researchers joining any academic programme of the University shall give an undertaking to the effect that he will fully comply with the provisions envisaged in this Code in letter and spirit **( Appendix-4 (a))**

 In addition to the above, all students shall, as required in Rule 3 (b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, give an undertaking (**Appendix-4 (b))** in writing, at the time of admission, that he shall not resort to ragging inside or outside the institution and that if involved in any such act to cause ragging, commits or abets ragging, he shall be punishable as per Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) **( Appnedix-4 (c)** and orders of the UGC.

**20. Amendments to the Code**

The Executive Council shall have power to amend any of the provisions in the ‘Code of Conduct and Disciplinary Rules for Students’ as and when circumstances may render necessary and such amendments shall be brought to the notice of all students of the University, as and when effected.

**Appendix-4 (a)**

(see Chapter-VI Sl.No.19)

**UNDERTAKING**

 I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, son/daughter/spouse of \_\_\_\_\_\_\_\_\_\_\_\_\_, a student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree course in the \_\_\_\_\_\_\_\_\_\_\_\_\_College during the academic year 20\_\_ -- 20\_\_, hereby declare that

 I have been provided with a copy of the Code of conduct and Disciplinary Rules of Sri Krishnadevaraya University for Students of the University College and I am aware of the provisions therein.

As such I undertake that I shall abide by the Code and not indulge myself in any activity of indiscipline and I am liable for disciplinary action for any violation as per the provisions of the Code.

Date : \* Signature of the Student.

 Permanent Address :

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* Signed before me. Counter sign

 HEAD OF A DEPARTMENT PRINCIPAL/DEAN OF THE COLLEGE/DEAN OF THE SCHOOL

**Appendix-4 (b)**

(see Chapter-VI Sl.No.19 )

**UNDERTAKING**

 I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, son/daughter/spouse of \_\_\_\_\_\_\_\_\_\_\_\_\_, residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, applicant for admission to the first year of the \_\_\_\_\_\_\_ Degree Course in the \_\_\_\_\_\_\_\_\_\_\_\_\_College, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, during the academic year 20\_\_ 20\_\_, hereby declare that --

 I am aware of the facts that –

 (i) ragging within the premises of the college, hostels and library and anywhere outside the educational institution, is a criminal offence;

 (ii) if involved directly or indirectly in committing or abetting ragging, I am liable for one or more of the following punishments to be imposed therefor by the competent Officers/ Authorities of the College/University as per the guidelines of the UGC/Govt. issued from time to time: -

 1. Cancellation of admission;

 2. Suspension from the institution or classes for limited period;

 3. Withholding/withdrawing scholarship/fellowship and other benefits;

 4. Debarring from appearing for any test/examination or other evaluation process;

 5. Withholding of results;

 6. Debarring from representing the institution in any event

 7. Suspension/Expulsion from the Hostel;

 8. Rustication for a period varying from 1 to 2 academic year(s);

9. Expulsion from the institution and consequential debarring from admission to any other institution;

 10. Fine with public apology; and also

 (iii) the Court of Law can award punishment with imprisonment for a term which may extend from 6 months to life, or fine which may extend from Rs. 1,000/- to 50,000/- or with both or for any punishment under the rules.

 As such, I undertake that I shall not indulge myself in any activity of ragging or abetting ragging by other students.

Date : \* Signature of the Student.

 Permanent Address :

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* Signed before me. Counter sign

 HEAD OF A DEPARTMENT PRINCIPAL/DEAN OF THE COLLEGE/

 DEAN OF THE SCHOOL