



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act 1956 vide notification No. F.9-12/2001-U.3 of the Govt of India)  
Accredited by NAAC with 'A' Grade

FOUNDER : PROF. DR. S. B. MUJUMDAR M.Sc. Ph.D.  
(Awarded Padma Bhushan by President of India)

## Notification No.SIU/28/559 dated 29<sup>th</sup> May 2015

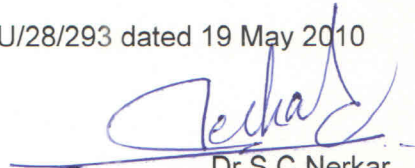
Ref : Notification No. SIU/28/293 dated 19 May 2010

### Subject: Code of Conduct

It is hereby notified for information of all concerned that the University has revised the Article 5(a) of common code of conduct for the students of all the Constituent Institutes/Departments of Symbiosis International University and is attached to this notification as Appendix 'A'. All the students studying in the Constituent Institutes/Departments of Symbiosis International University are required to abide by this Common Code of Conduct. The Directors of Institutes are requested to bring the contents of the Common Code of Conduct to the notice of all students studying in their Institutes/Departments. Further the Directors / Department are requested to publish the Code of Conduct in the Website of the institute & also in the student handbook. The Directors should ensure that an undertaking from each student is obtained at the time of admission that he /she has gone through the Code of Conduct and he/ she will abide by the rules mentioned there in.

This notification supercedes the earlier notification No. SIU/28/293 dated 19 May 2010

SIU/28/15/2747  
Date : 29<sup>th</sup> May 2015

  
Dr.S.C.Nerkar  
Registrar

Copy for information to :-

Hon'ble Chancellor, Vice Chancellor, Principal Director, Symbiosis Society, Sr. Advisor to Vice Chancellor, Directors of Constituents and Departments of SIU, Officers of Symbiosis International University, Officers of Symbiosis Society. All the Campus Administrators



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Appendix 'A'

## Code of Conduct

### SYMBIOSIS INTERNATIONAL UNIVERSITY

#### Article 1: PREAMBLE

The student code of conduct [*Code*] is established to foster and protect the core missions of the Symbiosis International University, Pune, to foster the scholarly and civic development of the University's students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its missions. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order.

#### Article 2: APPLICABILITY

The *Code* is applicable to all students, which includes all persons taking programmes at various constituent institutes / departments of the University, either fulltime or part-time, pursuing undergraduate, graduate, professional studies. 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 University, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the University.

#### Article 3: JURISDICTION

The *Code* applies to the on-campus conduct of all students at all the location / campus of the University.

The code also applies to the off-campus conduct of students in direct connection with:

- A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;

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- B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
- D. 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
- E. 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 university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with 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.

## Article 4: RESPONSIBILITIES OF STUDENTS

Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University.

Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, 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.

As a citizen of State, a student should not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical

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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.

## Article 5: DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

### The illustrative list of misconduct is as follows (Not exhaustive) :

**DMC 1: Academic Misconduct:** Academic Misconduct means plagiarizing; cheating on assignments or examinations.

**DMC 1[a]: Cheating:** The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

**DMC 1[b]: Plagiarism:** The act of taking ideas, words, or specific substances of another and offering them as one's own.

**DMC 2: Disruptive Conduct** - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on university premises or in connection with any university-sponsored event or activity;

**DMC 3: 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



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messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.

**DMC. 4: Falsification** - Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents.

**DMC 5: Refusal to Identify** - Refusal to identify or falsely identifying one's self when requested by an authorized University official.

**DMC 6: 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.

**DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** - Symbiosis strongly supports the goals of "Drug Free Campuses". It is policy of Symbiosis 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. It is also the Policy of University that smoking is prohibited in all the campuses of Symbiosis.

**DMC 8: Unauthorized Access and Use of property & facilities** - Unauthorized access means accessing without authorization University 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.

**DMC 9: 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.

*B*



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**DMC 10: 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.

**DMC 11: Recording of Images without Knowledge** - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

**DMC 12: 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 bring disrepute to other students / faculty of the University.

**DMC 13: Failure to comply with university or any other authority** - Failure to comply with legitimate directives of authorized university officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

**DMC 14: Ragging** - Any act which amounts to ragging in any form as defined under the Maharashtra Prohibition of Ragging Act, 1999 and also under the UGC Prohibition of Ragging Regulations, 2009.

**DMC 15: 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.

**DMC 16: Abuse of Electronic Communication** - Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.



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**DMC 17 : 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.

**DMC 18: 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.

**DMC 18: Presenting False Testimony** - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

**DMC 19: Violation of University rules** - Violation of other published university 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, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

## **Article 5 (a): Grievance Redressal Committee of Institute:**

Every Institute/Department shall constitute a Grievance Redressal Committee to address grievances of students. The students should be informed about the existence of such a committee, the members and the procedure of submitting grievances.

### **Constitution of Grievance Redressal Committee:**

The committee shall be constituted by the Vice Chancellor and shall have following members:

- i. Professor / Associate Professor-Chairperson
- ii. Three Senior Faculty members on rotation basis nominated by Vice Chancellor - Member
- iii. A student representing the college nominated based on the academic merit- Special Invitee
- iv. Administrative Officer / Office Superintendent (Convener of the meetings)



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## Procedure:

- The aggrieved student would submit in writing his/her grievance to the Administrative Officer/ Office Superintendent.
- The Administrative Officer/Office Superintendent would convene a meeting of members within five days of receiving the complaint.
- The report of the committee must be submitted to the Director within 2 working days of the meeting.
- The decision taken would be communicated to the student within further 3 days working days.
- Further if the student is aggrieved by the decision of the Grievance Redressal Committee he/she may appeal to the Ombudsman within 6 working days. The details of the same are uploaded on the website of the university.

## Procedure in redressal of grievances by Ombudsman and Grievance Redressal Committee:-

- 1) Each institution shall establish a registry, headed by Administrative Officer / Office Superintendent where any aggrieved student may make an application seeking redressal of grievance.
- 2) The address of the registry shall be published on the notice board and placed on the website of the Institute/Department.
- 3) On receipt of an application by the registry, Administrative Officer / Office Superintendent shall inform the Ombudsman or the Grievance Redressal Committee, and shall immediately provide a copy of application to the institute for providing reply to the aggrieved student within seven days.
- 4) The Ombudsman or the Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved student either in writing or electronically.
- 5) An aggrieved student may appear in person.

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- 6) The Ombudsman or the Grievance Redressal Committee shall ensure disposal of every application as early as possible as and not later than a month of receipt of the grievance.
- 7) The institution shall co-operate with the Ombudsman or the Grievance Redressal Committee, in redressal of grievances.
- 8) On the conclusion of proceedings, the Ombudsman or the Grievance Redressal Committee shall pass order, with reasons for order, to redress the grievance.
- 9) Every order shall be provided to the aggrieved student and the institute shall be placed on the website of the institute.
- 10) The institute shall comply with the order of the Ombudsman or the Grievance Redressal Committee
- 11) In case of any false or frivolous complaint, the ombudsman may order appropriate action against the complainant/student.

## Article 6: HEARING AND APPEALS

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Vice Chancellor shall ensure that there is an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

### ➤ Composition:

- The Vice - Chancellor-Chairman
- The Associate Dean - Student affairs
- The Registrar
- The Faculty Member (Female) Other than the institute from where the students submit's grievance.
- The Campus Administrator - Lavale Campus.

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## Article 7: PUNISHMENT AND PENALTIES

One or more of the following punishments 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 university for a specified period of time.
3. **Monetary Fines:** Monetary Fines is a sanction in which a student is required to deposit 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 University 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, university events for a defined period of time.
6. **Withholding of Diploma or 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. **Rusticate:** Rustication is a sanction which permanently separates a student from the university without opportunity to re-enroll in the future.
8. **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.

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