

STUDENTS' CODE OF CONDUCT ON THE PREMISES OF EXCEL GROUP INSTITUTIONS

1. INTRODUCTION

'Code of conduct' is a collection of rules, regulations, policies, acts, norms, terms or conditions that include what conduct of action is acceptable and what is not acceptable.

Excel Group Institutions (EGI) is very keen in upholding an ethical code of conduct, morale and values of all its students. The EGI, in its pursuit of achieving academic excellence has crafted this handbook of 'Code of Conduct' for its students which are expected to contribute for the all-round development of its students individually and collectively. The conduct of each and every student in the premises is very important.

Every student must know that it is his/ her responsibility to know, read, understand and abide by the 'Code of Conduct' elucidated in this handbook, or that may be included in this handbook from time to time as required for the development agenda of the EGI. The EGI will not tolerate breach of conduct of any student under any circumstance.

2. JURISDICTION

'Jurisdiction' refers to the area (place) included for the administration, monitoring, enforcement, hearing or penalizing with respect to instances of 'Breach of Conduct'/'misconduct' of student(s). Thus, the entire campus of the EGI is the 'Jurisdiction' for the applicability of the 'Code of Conduct' communicated in this handbook.

'Jurisdiction' also refers to the students who are required to abide by the rules, regulations, policies, terms and conditions set in this handbook of 'Code of Conduct'. Thus, all the students admitted for pursuing their education in various programmes offered by the school, colleges, research centres, and centres of excellence of the EGI are governed by the set 'Code of Conduct'.

Additionally, the EGI may also exercise jurisdiction over off-campus locations where a student of the EGI is found to have violated the set 'Code of Conduct' laid down in this handbook.

3. CODE OF CONDUCT

The various clauses included in this handbook of 'Code of Conduct' is applicable to conduct or behavior of students that occurs within the entire campus of the EGI and in any off-campus location where the conduct or behavior of a student has serious consequences or create an adverse impact on the name and fame of the EGI.

At the time of admission, every student must sign a statement accepting the elucidated 'Code of Conduct' published in this handbook as follows –

CODE OF CONDUCT

- 3.1. Every student is expected to uphold integrity, honesty and honor every person and value their rights, properties and safety.
- 3.2. Every student is required to be punctual and regular in attending the classes and accomplish all academic requirements as prescribed in the curriculum.
- 3.3. Every student must wear the ID card issued by the respective school/ college while on campus, which includes class rooms, laboratories, hostel, canteen, common area, while participating in off-campus events and while traveling in the college bus.
- 3.4. Students are expected to maintain discipline and decorum. They must be courteous.
- 3.5. Students must be inside the classroom as per schedule. Late entry into class room will not be entertained whatsoever the reason may be.
- 3.6. Students are required to come to the college in COMPLETE FORMALS/ UNIFORMS.
- 3.7. Students must maintain a minimum of 90% of attendance to appear for the end semester examinations.
- 3.8. Students should attend all internal tests/ examinations and submit assignments/ reports/ presentations without fail. The progress of students will be sent to their parents periodically.
- 3.9. Students must obtain prior permission from their class advisor/ HoD for permission/ leave. Unauthorized absenteeism of students will be treated as disobedience and liable to be punished. Parents of such students will be informed about such incidents immediately.
- 3.10. Students should keep the classrooms and the college premises clean. Littering the campus will be viewed seriously and action taken.
- 3.11. Students must not use mobile phones in the classrooms. If any student is found using mobile phones in the classrooms, it will be confiscated by the respective faculty member and handed over to the disciplinary committee and stern action taken against the student.
- 3.12. Students are not permitted to use laptops in the classrooms/ campus, unless the faculty member/ HoD permits for using it for academic purposes. Such permissions shall be granted through an official circular to students.
- 3.13. Any students found indulging in malpractice during tests/ examinations will be debarred from writing further examinations of the semester.
- 3.14. Students are advised not to wear jewelry, precious ornaments or excess of cash/ ATM cards/ Credit cards etc... Any report/ complaint of loss of such items will not be heard or received or investigated by the EGI. It is the student's responsibility of keeping them safe.
- 3.15. In the event of discontinuation of studies for any legitimate reason, such student may be relieved from the respective school/ college/ research centre/ centre of excellence subject to a

written consent of the Principals of the respective school/ college/ research centre/ center of excellence. In such cases the student is required to clear all pending dues such as tuition fee, hostel establishment fee, mess bills, transport charges or any other. If a student had joined any of the programmes on scholarship, the said grant shall be revoked by the EGI with immediate effect.

4. UNETHICAL CONDUCT

Various forms of unethical/ misconduct include, but not restrict to:

- 4.1. Involving in any/ all forms of misconduct including taking part in any activity off-campus which may affect the interest/ and reputation of the EGI.
- 4.2. Act of discrimination (physical or verbal) based on an individual's gender, caste, race, religion or religious beliefs, complexion, personality, region, language, sexual orientation, marital or family status, physical or mental disability, gender identity and etc...
- 4.3. Non-disclosure of pre-existing health condition, either physical or psychological, to the Medical Officer which may cause hindrance to the academic progress.
- 4.4. Intentionally damaging the properties of EGI such as infrastructure, furniture, electrical fittings, audio visual equipment, devices & instruments, sports goods, equipment in the gym/ play area, facilities in the college bus, disfiguring furniture/ walls are all treated as serious offences. Students involved in these offences will be punished or dismissed from the school/ college immediately and the cost of such damages will be recovered from the respective students.
- 4.5. Intentionally damaging or destroying the properties of other students and/ or faculty members/ staff of EGI.
- 4.6. Any disruptive activity in a class room/ common area during an event hosted/ sponsored by the EGI, whether inside the premises or off-campus.
- 4.7. Organizing or participating in meetings, discussions, parties, other celebrations or processions without the permission of the EGI.
- 4.8. Organizing or participating in support of political campaign, riots, sabotages or other vindictive acts against the interest of the EGI and/ the Government.
- 4.9. Accepting positions/ membership in religious/ political bodies or groups legally banned by the State or the Government of India.
- 4.10. Possession or use of any weapon, ammunition, explosives, fireworks and etc...

- 4.11. Possession or use of harmful chemicals, unknown substances and drugs.
- 4.12. Possession/ or consumption/ or distribution/ or sale of cigarettes, gutkas, banned substances, alcohol and etc... in the premises of the EGI or in locations where events are hosted/ sponsored by the EGI and in locations where a student represents the EGI.
- 4.13. Use of vehicles by students' (of any type) in the premises of the EGI.
- 4.14. Theft or unauthorized access to properties/ resources of other students/ faculty members/ staff or the EGI
- 4.15. Engaging in disorderly, indecent, awkward conduct, including creating unreasonable noise; pushing/ shoving/ participating in group disruption in the classroom/ common area/ premises of the EGI
- 4.16. Interacting on behalf of the students, faculty members, management or the EGI in general with media representatives or inviting media persons to the premises of the EGI.
- 4.17. Audio/ video recording of lectures, events or other programs conducted by the EGI within the premises or off-campus.
- 4.18. Audio/ video recording, taking photographs, or streaming audio/ video of any student/ faculty member/ staff of EGI whatever be the content.
- 4.19. Transmitting any audio/ video in full or clippings of any news/ activity/ program conducted/ organized by the EGI in the premises or off-campus to the media (social/ press).
- 4.20. Posting derogatory comments about students, faculty members, staff, the management or the EGI in general on social media platforms.

5. ANTI-RAGGING

The EGI has an effective anti-ragging policy in place formulated in accordance to the UGC's Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']. The UGC Regulations have been framed according to the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students.

Ragging constitutes one or more of the following acts:

- 5.1 Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student.

- 5.2 Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.
- 5.3 Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student.
- 5.4 Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- 5.5 Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- 5.6 Any act of financial extortion or forceful expenditure burden put on a student by other students.
- 5.7 Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, and gestures, causing bodily harm or any other danger to health or person.
- 5.8 Any act or abuse by spoken words, emails, post, and public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- 5.9 Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

6. CONCLUSION

The set code of conduct is implemented with a sole objective of student wellbeing, individually and collectively. EGI hopes to mould its students with appreciable morale, values and culture. EGI expects all its students to read this handbook completely, understand the facts and implications and then cope-up with the expectations of EGI.