

Student Code of Conduct Policy

Daily Timing

- 1) All the students are expected to be inside the hostel by 9 p.m.
- 2) Any deviation to this owing to reasons like college events or preparations will require prior approval from Director of Student Affairs. The same has to be documented by hostel warden to issue permission slips. These permission slips should be handed over to the security and has to be filed by them post cross verification. The closing time should also be mentioned in the permission letter.
- 3) The students should follow the above points strictly and any unnecessary discussions with the security personnel should be avoided.

Alcohol, tobacco & Substance Use

- 1) The use, peddling or possession of alcohol, illegal drugs and other controlled substances in the college & hostel premises and being under the influence of these substances within campus is strictly prohibited.
- 2) Possession of prescribed medication for medical treatment is permitted.
- 3) Any tobacco product is not allowed within the campus.
- 4) Depending on the local laws, police may be called to intervene in cases of severe breach of law.

Hostel Restrictions

- 1) Girls are not allowed inside the boys hostel and boys are not allowed inside girls hostel.
- 2) Substances like cigarette, alcohol, illegal drugs and tobacco are strictly forbidden inside the hostel rooms.

Privacy policy

- 1) Students are responsible for their personal belongings especially jewellery and expensive gadgets.
- 2) No work-men can enter the students' room except in case of maintenance work / emergency and has to be accompanied by the warden. This rule is applicable to all hostel blocks.
- 3) A Maintenance register has to be maintained in the hostel blocks for the students to enter the details of maintenance work required in their rooms.

Policy for outings during holidays/ weekends

For Indian students

1. Students can go out between 6.30 a.m. and 6.30 p.m. with an out pass issued by the respective wardens. This does not require any special approval from parents / management. A register should be maintained by the wardens with the in and out timing with student's signature.
2. Students should carry an out pass and the same has to be returned on arrival.
3. The students are to follow the above point strictly and any deviation (arrival after 6.30 p.m., no out pass etc.)
4. Late coming will mandate an approval from parents / SA director (parents have to call the warden)
5. An automated intimation will be sent to parents for any arrival after 6.30 p.m.

For international students

1. Parents' approval is required to go out of the campus at any time, even between 6.30 a.m. to 6.30 p.m. with an out pass issued by warden. A register should be maintained with the in and out timing and signature. Students should carry an out pass and the same has to be returned on arrival. They should also carry ID card.
2. The students are to follow the above point strictly and any deviation (arrival after 6.30 p.m., no out pass etc.) from the same will require an approval from parents (parents have to call the warden).
3. An automated intimation will be sent to parents for any arrival after 6.30 p.m.
4. Parents approval can be in the form of an email/ phone call which can either be a blanket approval (valid for an entire semester) or individual approval on a case by case basis. Parent will receive a copy stating that we have received an approval. The approval from parent has to be from the registered phone number / email address which was given at the time of admission.
5. In case of a change in email address/ phone number of parents registered phone number, they have to intimate the same to the following mail id:
office.sa@srmap.edu.in
6. At the time of admission, the registered phone number and email address of the parents of each student will be verified.
7. International students if admitted to the local hospitals for a specified period must inform the same to the office of Student Affairs and to the respective HODs.

Policy for overnight stay / holiday

1. Parent's permission via email / phone call. Email should mention where the student is going.
2. Approval should be sent 3 days prior.
3. For international students, the parents' permission email/ phone call has to be approved by Student Affairs Director

Policy for misconduct

1. Damaging college property
2. Theft of any form – university property / other students, staff property
3. Physical, sexual or verbal abuse
4. Inappropriate personal / cultural conduct in neighbouring villages / areas nearby the university- like PDAs
5. Inappropriate sexual conduct
6. Any inappropriate behaviour which will damage the name of the university
7. No PDA on campus.
8. Any student using personal transport should have a valid license and other necessary documents as per law
9. Helmets are mandatory for riding bikes even outside campus.
10. Wearing the ID Card on campus and in the Mess hall is mandatory for all students.

Type of Misconducts and Consequences

SL.No	Misconduct	Consequence
1	Not returning to the hostel after permitted time	Ban on issue of out pass for a week- The student will forgo outings for a week
2	Damaging college property - gym, dining hall, classroom, hostel, lift	Ban on out pass for a period of 4 weeks + Fine + Referral to the Disciplinary Committee Action
3	Day scholar of SRM found in the hostel room without permission (action against hosteller and non-resident). Unconnected outsiders taken to the hostel rooms	7 days academic suspension with Premark absent in ERP (i.e. student will attend classes but will lose attendance) Immediate Suspension-pending Enquiry + Parents notified
4	Late reporting from out pass	Ban on issue of out pass for a week + intimation sent to parents
5	Use of personal transport vehicles without valid documents and helmet (2 wheelers)	2 days academic suspension with Premark absent in ERP (i.e. student will attend classes but will lose attendance)
6	Going out without permission / out pass	2 days academic suspension with Premark absent in ERP (i.e. student will attend classes but will lose attendance) + Ban on issue of out pass for a 2 weeks + intimation sent to parents
7	Taking mess utensils, plates etc outside dining area and food to the rooms	Ban on issue of out pass for a week
8	Possession / use of banned items - alcohol, tobacco, smoking material, drugs, weapons, fire crackers, pornographic literature/cds/soft copy	15 days academic suspension with Premark absent in ERP (i.e. student will attend classes but will lose attendance) + Intimation to parents + Disciplinary Committee Action with possible rustication
9	Using bad words/gestures with fellow students/staff/faculty/security/other employees of campus and Mess	Warning Letter + intimation to parents. Repeated offense will attract disciplinary action.
10	Found in indecent position/objectionable pose with a fellow student - PDA	Parents are to meet the Director SA on being called. Their ward who is under the disciplinary process however, must attend classes without attendance until the finalization of the matter+ Warning letter
11	Physical fight among students or with any staff	Parents are to meet the Director SA on being called. Their ward who is under the disciplinary process however, must attend classes without attendance until finalization of the matter+Suspension

12	Theft of any form	Warning Letter + Fine, if proven
13	Ragging	As per Anti Ragging Act, suspension leading to rustication + can also be handed over to law enforcement agencies/ Law applicable in full
14	Any act by a student which management deems fit for rustication/expulsion through the Disciplinary Committee recommendations.	Expulsion and rustication from the university with immediate effect
15	Coming to campus in intoxicated condition	Suspension for 7 days + Disciplinary Committee Action
16	Forgery of signature of authority / producing false documents	Suspension for 7 days pending enquiry+ Disciplinary Committee Action