

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 21 / 2023-24

03rd January 2024

STUDENT CODE OF CONDUCT POLICY of SRM UNIVERSITY - AP

1. Purpose

SRM University-AP has an ecosystem dedicated to learning. Students get an opportunity to learn and work together in an atmosphere that is conducive to both their personal and academic growth. Students are given considerable freedom and flexibility which is coupled with responsibility and accountability, that at times, requires guidance and intervention. It is important that the students learn the core values articulated by the university and show compassion, develop trust, give mutual respect, and serve society and mankind with integrity. Our goal is to provide the students with a unique learning experience that empowers them to solve problems, communicate effectively, and contribute positively to the University and global community.

The aim of this "Student Code of Conduct" policy document is to provide guidance, accountability, and clarity on how to conduct oneself in SRM University - AP so as to have a safe, and healthy environment for inclusive growth. Any behavior that interferes with these goals, whether on or off campus, may constitute a violation of the Student Code of Conduct.

2. Scope and Applicability

The Code of Conduct applies to all registered students of the SRM University - AP. All students at the University are required to conduct themselves in an appropriate manner as prescribed in this document, in their day-to-day activities, including their dealings with other students, staff, external organizations, and the outside community. The Code applies to students' behavior and conduct both on and off University premises, where they are engaged in activities and services as students at the University, or where they represent the University, or



are otherwise identified as students at the University. The Code applies to all academic and community engagement activities, as detailed below in this document. Students must at all times, comply with all general, academic, financial, and administrative policies and regulations as reflected from time to time in the University's General Academic Regulations, and General Student Rules. Students need to ensure that they are familiar with these policies and regulations and ignorance will not be accepted as an excuse for any violation, or as a basis for an exception to any of these policies and regulations.

3. Key Definitions

- a) "Student" is a full or part-time registered student at SRM University - AP or participating in any event or a casual student in any exchange program with a partner university or (other educational institution) under the instruction and academic supervision of the university faculty, or under the guidance of university faculty and staff member.
- b) "SRMAP" refers to SRM University, Andhra Pradesh.
- c) "Warden" refers to the hostel warden employed at SRM University - AP.
- d) "Workmen" refers to maintenance and housekeeping staff employed or on contract or deputed at SRM University- AP.
- e) "Parents" refers to the mother and father or local guardian of the student.
- f) "Controlled substances" are medications that can cause physical and mental dependence.
- g) "Illicit Substances" or Illicit drugs are plants or substances of natural or artificial origin that have psychotropic effects and may affect the physical or mental health of a person.
- h) A "Day Scholar" or Day boarder is a student who comes to study at a university, but they do not stay overnight there.
- i) "University officials" means those persons in an official university capacity or those who have been given the authority and the responsibility by the appropriate agency or person, including regents, officers, faculty, and administrative staff.

4. General Guidelines

Students are expected to read and familiarize themselves well with the Guidelines, Rules, and Regulations as stated below:

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- i. Every student at the University is subject to and must adhere to the discipline of the University and abide by its rules and regulations of the disciplinary policies.
- ii. Students must be aware that all SRM University-AP rules and regulations are applicable in both the online and offline context.
- iii. Non-compliance with the rules and regulations could result in disciplinary action.
- iv. The Campus is a Smoke-free, Alcohol-free, and Drug-free zone. As per Andhra Pradesh - State Laws, any use or possession of intoxicants, drugs, or alcohol is illegal and not allowed on the University premises, and SRM University-AP has **Zero Tolerance** for such substances/material.
 - a. The use, peddling, or possession of smoking material, alcohol, illegal drugs, and other controlled substances in the University and hostel premises or being under the influence of these substances within the campus is strictly prohibited.
 - b. Tobacco products are not allowed on campus.
 - c. If any substance/material as mentioned above is found in hostel rooms, or in possession of a student anywhere on the campus strict disciplinary action (refer to the discipline policy of the University annexed herewith) will be taken against the room occupant(s)/student(s) if they are involved in consumption/peddling.
 - d. Allowing day boarders inside the hostel room with an intention to use illicit substances/material with or without the room occupant's consent will be dealt with as peddling. Severe action will be taken against both day boarders and hostel room occupants.
 - e. In case of substance abuse (a substance which includes narcotics, psychotropic substances, controlled substances, or any other substance under the law declared as controlled), the University Discipline Committee can expel the student at the first instance.
 - f. Security guards or wardens have the authority to frisk, check the bags, and use a breath analyzer in case of suspicion of consumption of alcohol.
 - g. University authorities have the right to inform parents of the students who breached any of the above sub-clauses.

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- h. Depending on the applicable legal regulations, law enforcement may be summoned to intervene in instances of significant violation of the law. The decision of the University Management will be final in such cases.
 - i. However, possession of prescribed medication from a medical Doctor for undergoing treatment is permitted.
- v. Any sexual/other misconduct or harassment is a serious offense under the University Policy of Sexual Harassment.
- vi. Ragging in any form is prohibited on Campus. Violation of this rule shall attract severe punishment including rustication/expulsion from the University.
- vii. No individual or organization may use the SRM University AP's name, logos, restricted images, or other identifiers ("marks"), or any marks that suggest SRM University - AP or any department, school, or center of SRM University-AP except to the extent such individual or organization has been authorized by the proper University officials or as permitted under trademark law.
- viii. The use of the seal of the University on publications, manufactured articles, and the like is prohibited, except when specifically authorized by the University officials in writing. Applications for such authorization must be made to the Registrar of the University.
- ix. SRM University-AP students are expected to behave in a manner that is appropriate to the University setting. This includes responsible conduct in Classrooms, the Library, or any other place on the campus. While there is no dress code on campus, students are expected to maintain an appearance that is in consonance with the ethos of an educational institution.
- x. Use of mobile phones is prohibited in the Library and Classrooms unless permitted by the instructor. Sleeping is also prohibited in the Library and Classrooms.
- xi. Students are expected to be mindful and sensitive while using the facilities and resources on the Campus to avoid any wastage or damage.



- xii. Students will be held responsible for any act of vandalism, damage, and destruction of Campus property such as furniture, fixtures, or built structures caused by them. They shall be required to compensate the University for the damage caused.
- xiii. Eatables are not allowed in any classroom, library, auditorium, lab, or any other such place where the academic event is taking place.

5. Hostel Life

Hostel Life at SRM University - AP welcomes its students to a community of diverse and talented scholars residing in a close-knit and dynamic learning environment. The Hostel Life Policy is dedicated to creating a safe, comfortable, and vibrant residential experience for students on campus. For civil and congenial participation in the campus hostel life experience, students are expected to familiarize themselves and abide by this policy. Any violation of this policy will result in a disciplinary infraction with a consequent course of action as decided by the appropriate University committee.

A. Hostel Facilities

(i) Room Allocation

- a. At the beginning of the academic year, room allotments are made for the entire academic year as per the allotment policy laid down by the University.
- b. For emergency preparedness, the University needs to know the hostel room assignment of each student living in campus housing. Students therefore should not change rooms or roommates without official authorization.

Note: Students who are not enrolled in any academic courses will not be allotted a room within any Hostel.

(ii) Disability-related Accommodations

- a. Students are expected to self-identify any specific disability-related needs and raise their requests via email to the **Directorate of Student Affairs** through **student.affairs@srmmap.edu.in** in order to avail of hostel accommodations before the start of the academic year. First-year incoming students may reach out to the Office of



Admissions first. The returning students (who have a newly diagnosed condition or a change to a previously documented condition) can register directly with the Directorate of Student Affairs.

- b. Students are required to provide comprehensive professional documentation of their disability to the Directorate of Student Affairs. They will then assess and recommend hostel accommodations (such as location, lights, washroom accessibility, ergonomic furniture, etc.) to the Chief Hostel Warden.
- c. The student must be willing to live in any Hostel Room (Sharing Rooms) and/or room that is determined to meet their disability/medical need by the University.
- d. All such accommodation will be made on a space-available basis and only for the concerned individual - not for a group.

(iii) Hostel Room Reassignment

- a. Occupants may submit a request for a room change due to non-functioning room facilities or any other difficulty experienced by the student with reference to the infrastructure.
- b. In all such situations, the concerned students should meet with their respective Warden for appropriate assistance.
- c. Once the Warden confirms the validity of the request made, they may recommend a room change for the occupants in consultation with the senior member(s) of the Hostel Authorities. (Chief Hostel Warden/Directorate of Student Affairs)
- d. If the room change request is approved, the Chief Warden will make an offer regarding the feasible arrangement. After the offer is made, the student will have 24 hours to decline or accept the offer. If the offer is accepted, the students will have 48 hours to move into the newly assigned room and return the keys to the previously assigned room. If the students do not respond to the offer within the stipulated duration of 24 hours, the offer will be withdrawn by the Warden of the respective hostel.
- e. Reassignments for special circumstances, such as a recommendation from the Directorate of Student Affairs, serious

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facility-related problems that can be a potential life hazard, etc., will be given the highest priority.

Important: The Warden's Office reserves the right to reassign any room if deemed necessary during the academic year.

(iv) Resident Rights

As a stressful living environment can affect a student's academic performance and emotional well-being, SRM University-AP is committed to ensuring that certain basic rights and duties are binding upon all students. These are -

- a. The right to privacy.
- b. The right to free and uninhibited access to the allotted room.
- c. The right to have the roommate and/or peers respect personal belongings.
- d. The right to study and sleep peacefully in the allotted room, free from any undue interference or hindrance from the roommate and/or peers.
- e. The right to be asked/consulted with and to grant/deny permission for having peers invited over in the allotted room.
- f. The right to a hygienic and clean-living environment
- g. The right to free and uninhibited access to common spaces at all times
- h. The right to be treated as equal without fear of harassment, intimidation, bullying, and physical and/or emotional harm.
- i. The right to discuss and resolve disagreements or conflicts in a respectful, civil, and open manner.
- j. Any violation of the above-stated rights can be reported to the concerned authorities for further action.

B. Residential Access

(i) Keys

- a. Students will be issued keys to their allotted room including keys for the wardrobe and desk drawers at the beginning of the academic year. They will be responsible for keeping their keys safe as the University is not liable for losses/damages



sustained to personal belongings because they lend their keys to another individual(s).

- b. Possession and/or misuse of keys belonging to other students is strictly prohibited and those found in violation will be liable for disciplinary action.
- c. Duplication of the keys and/or use of duplicate keys for unauthorized access is a punishable offense and will be reported to the concerned committee.
- d. If the key(s) is lost, a replacement key may be issued by the Warden subject to the availability of the concerned personnel. Any costs incurred for the replacement key will have to be borne by the student.
- e. Replacing, exchanging, or otherwise tampering with room/wardrobe door handles and locks is prohibited. If the lock is non-functional, it is expected that the student will reach out to the respective Warden for assistance.
- f. Students are required to entrust the Warden with any unattended keys that they chance upon anywhere on campus.
- g. Students are not allowed to leave their keys in their room or entrust their keys with their peers at the end of the academic year. They are expected to complete the check-out process, including returning the keys themselves.

(ii) ID Card

- a. Incoming students are issued with University ID Cards by the Directorate of Student Affairs/Warden Office during the check-in process.
- b. Possession and/or misuse of ID cards belonging to other students is strictly prohibited and those found in violation will be liable for disciplinary action.
- c. If the ID card is lost, the student should immediately alert the Warden Office so that the card can be deactivated to prevent any misuse. A replacement will be issued subject to processing time. The cost incurred for replacing the ID card will have to be borne by the student.



- d. Students are required to entrust the Warden with any unattended University ID cards that they chance upon anywhere on campus.
- e. Students must carry their university always issued ID cards and produce them on demand by the security staff or any other authorized personnel. Failure to produce the ID card on demand may be treated as an act of misconduct if satisfactory reasons are not provided upon further enquiry.
- f. During the Exit Clearance process from the University, due to withdrawal from/completion of their academic programme, the students must surrender their ID card back to the Directorate of Student Affairs.

C. Hostel Support System

The Hostel System is managed through the efforts of a robust team of staff. The descriptions of their position are as below:

The Hostel system is led and overseen by the Director of Student Affairs who is responsible for maintaining discipline alongside, providing pastoral care and support within the Hostels. The efforts of the Director are supported by the dynamic program and executive teams. The program team comprises the Associate Director, Chief Hostel Warden, Faculty Wardens, Resident Wardens, and Assistant to Wardens (caretakers). The executive team consists of the Faculty Wardens, Resident Wardens, and Assistant to Wardens. Together, they are all responsible for providing an inclusive, safe, positive, and comfortable hostel experience to students.

Each hostel building is staffed by at least one executive team member from the Directorate of Student Affairs. Their primary role is to manage the student check-in and check-out process, respond to emergencies and disciplinary infractions, manage building infrastructure, coordinate in-room housekeeping and maintenance staff, and conduct business necessary to the well-being of the student community. Concerns about Hostel Life policies, sources of conflict in the hostel, conduct, infractions, or building infrastructure should be reported first to the Warden, before reaching out to the Directorate of Student Affairs.



D. Common Area Conduct

1. Hostel corridors and balconies must always be kept clean and neat.
2. Events and/or group activities are not permitted on corridors and balconies without the written approval of the Warden. Please limit the number of people in such spaces and exercise extreme caution.
3. Please keep washrooms clean after use and if found choked or unclean due to negligence or deliberate action repeatedly, the housekeeping staff will not be expected to clean these areas and the students on that floor will have to take the responsibility to get it cleaned.
4. The common rooms shall always be open to students subject to the maintenance schedule and space bookings.
5. The University is not responsible for money lost from the rooms.
6. Students are strictly prohibited from monopolizing the common areas.
7. Sleeping in the common rooms and shifting furniture or removing it from a designated area to change the interiors of the common rooms fundamentally is not permitted.
8. Playing games in the corridors, obstructing high-traffic areas (such as doorways, corridors, stairwells) directly and/or through decorations/displays, and all forms of vandalism including but not limited to tampering with emergency signage/response materials (fire extinguishing facilities, exit signs) is strictly prohibited.
9. Upon any damage or loss to university property in common areas including but not limited to the lounge, floors, corridors, washrooms, and reading rooms, costs incurred for the purposes of repair or replacement will be billed to the student(s) found responsible.
10. Advertising and publicity materials (i.e., fliers, posters, and banners) can be posted only on bulletin boards and only by members of the SRMAP community. All fliers/posters must clearly identify the name of the individual or organization responsible for the content. They should be limited to one per bulletin board and must not block windows, doorways, or walkways. The individual who posted the materials is responsible for removing any fliers/posters after the event or opportunity being advertised has ended. No one should cover or remove another's flier, poster, or banner.
11. Blackboard/Spray chalking is strictly prohibited on walls of the hostel/rooms as well as all fixtures and will incur a cleaning fee.

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12. Access to non-residential spaces (e.g., attics, mechanical rooms, equipment rooms, roofs) is restricted to authorized university personnel.

E. Quiet Hours

1. To encourage a comfortable studying and resting environment for all students, Quiet Hours on the entire campus, including the Hostel Rooms, are to be observed between 10:00 pm to 06:00 am every day.
2. During Quiet Hours, students are expected to refrain from playing music or creating loud noise in the Hostel Rooms, common spaces, washrooms, corridors, etc.
3. Even at all other times, students are expected to not cause disturbance to other members of the SRMAP community.
4. Construction, renovation, and repair projects (both on and off campus) will necessarily cause increased noise around directly involved and nearby Hostel Rooms/Common spaces. While all possible measures are taken to minimize the impact of these projects, any student moving into or living in affected areas should be prepared to accept the unavoidable aspects of life on campus under construction and post-construction.
5. Students moving out of the University campus to adjoining village areas and institutions must ensure that they do not create any disturbance that will inconvenience the residents of the neighbourhood.

6. Policies and Regulations

Hostel Life is governed by various rules and regulations to ensure seamless functioning and harmonious and healthy living conditions for one and all. Listed below is a brief outline of these rules and regulations:

1. SRMAP University Campus - including the Hostels - is an alcohol-free, smoke-free, and drug-free campus, governed by national, state, and university laws and regulations for the same.
2. The University does not permit both check-in and check-out from the campus between the hours of 12:00 AM (midnight) to 6:00 AM. This means that no student is allowed to enter/exit campus after 12:00 AM (midnight) and no student is allowed to enter/exit campus before 6:00 AM (In exceptional cases permission may be given if the student is accompanied by parents/guardians).



3. Off-campus visitors will not have access to the Hostel rooms. They are allowed to visit students on campus between 8:30 am and 6:00 pm. Parents/Guardians will be permitted to access their ward's room during moving-in at the time of Orientation and moving out at the end of the academic programme (and on occasions of medical emergencies, with prior knowledge and approval of the respective Warden.) Off-campus students are expected to carry their University ID Card with them and sign in at the front desk to gain admittance inside the respective hostel. They will not have access to the hostel rooms but may meet with their peers in the Common Cafeterias or Food Court.
4. Misuse, duplication, and/or lending of your keys and ID Card is prohibited.
5. Students will be personally responsible for the maintenance of their rooms, furniture, bathrooms, and University property in their use. The University does not take responsibility for the personal belongings of students on or off campus.
6. Students are prohibited from having private vehicles, pets, weapons, and weapons-grade material within campus premises.
7. Any deviation (from usual hostel timings to get in) owing to reasons like university events or preparations will require prior approval from the Directorate of Student Affairs. The same must be documented by the hostel warden to issue permission slips or through the student portal application (which will be launched soon) These permission or slips should be handed over to security and must be filed by them post-cross verification. The closing time should also be mentioned in the permission letter.
8. Any student quitting the hostel facilities due to any reasons or if expelled from the hostel shall submit/surrender his hostel ID card immediately to the Warden Office. If the student is retaining the Hostel ID for any intentional misuse is liable for punishment and recovery of services used by him in the hostel after quitting the hostel.

A. Indian Hostel Students' Out-passes

1. The campus permits student mobility inside the campus until 20:50hrs daily. It is mandatory for all students to return to the respective hostel premises by 21:00hrs i.e., 9:00 pm daily.
2. Students can go out on a home leave-out-pass between 9:30 AM to 06:00 PM (weekend days/holidays). An out-pass can be obtained one day prior in case flights/trains/buses are scheduled in the night or early morning. Out-passes will not be issued after 10:00 AM on the days of holidays/weekends hence students



have to plan it before the day of departure. These out-passes will be issued by the respective hostel wardens. This does not require any special approval from the authority. (Home Leave or City Outings to be mentioned very clearly on the out-pass)

3. All the students with city out-passes must return to the campus by 20:50hrs. Any changes in the out-pass to further stay back for night outings are not permitted.
4. Students should carry the out-pass and the same must be handed over to the warden on arrival at the university. They should also carry an ID card.
5. An intimation will be sent to parents for any arrival after 21:00 hrs. from the city out-pass and the report of the delay will be sent to the Directorate of Student Affairs by the Security office for taking further action.
6. In case of a change in the registered email address/ phone number of parents, and residential address, they must intimate the same to the Directorate of Student Affairs using the following mail ID:

student.affairs@srmap.edu.in

B. Overnight Stay/Holiday

1. For Home Leave or short day out-pass, a warden-issued out-pass is permitted. In exceptional cases (for overnight stays/holidays) email permission from parents for UG students is mandatory, specifying the destination and accommodation details. Parents are responsible for the student's safety and stay.
2. Parent's approval should be sent at least 03 days before the date of travel.
3. For International students, the parent's permission email must be approved by the Directorate of Student Affairs.

C. International Hostel Students

1. Parents' approval in the form of an email which would be a blanket approval (valid for an entire semester) is required to go out of the campus (timelines as applicable for other students) with an out pass issued by the warden.
2. Students should carry an out pass and the same must be returned on arrival. They should also carry an ID card. The approval from the parent must be from the registered email address that was given at the time of admission.
3. Intimation will be sent to parents for any arrival after 20:50 hrs.
4. Clause A - 6 will be applicable here also in case of a change in the registered email address/ phone number and a change in the residential address of parents.



5. International students, if admitted to the local hospitals for a specified period, must inform the same to the Directorate of Student Affairs and the respective Head of the Department by email.

D. Weekday out-pass during class hours

1. Day boarders and hostelers must obtain a signed letter from their HOD, which must be presented at the security gate. Hostelers must show this letter to the warden, collect the out-pass, and then hand over the out-pass at the security gate. (Such Passes will be issued on emergency grounds viz. someone falls sick at home etc.)
2. If the HOD is unavailable, the students can get approval from their faculty mentor.

Note: Kindly refer to the Hostel Policies available on the SRM University-AP portal for more details.

7. Day Boarders

- i. The day boarder (students) timings for attending classes will be according to the academic calendar and timetable set by the Office of the Dean of Academic Affairs, any extension in the time for any specific purpose will require approval from the respective department HOD or Dean of the respective school, and it should be informed to the Directorate of Student Affairs.
- ii. Any day boarder who wants to access the library on weekends, holidays, or vacations, is permitted inside campus if they carry a valid ID card issued by the University but their entry will be restricted to the library only, they cannot access any hostel, or any other areas or facilities given to a hostel student.
- iii. The students are required to follow this strictly without engaging in any discussion with any authorities.

8. Transport

- i. The students using University transport for daily commutation must ensure that the transport department has issued valid ID cards for daily commutation after paying the annual bus subscription. Unauthorized use of bus transport or using fake ID cards/old ID cards for taking undue advantage of the service will be



liable for punishment and fines that may include recovery of entire SEMESTER bus charges.

- ii. The University buses will run strictly as per the daily schedule given by the transport department, any delay because the student is not able to follow bus timings will not be permitted/entertained (may lead to disciplinary action), in such cases, the student must make his/her own arrangement of conveyance.
- iii. Hostel resident students or the students commuting by their own transport are not permitted to use bus transport unless it is approved by the concerned authority for any specific purpose or there is any kind of emergency to use bus transport.
- iv. Any indiscipline in the University Buses by any student with any other student or staff or faculty is liable for punishment.
- v. Any student availing of the University bus service without an annual subscription will be liable for punishment and financial penalties by the authorities on such students.

9. General Restrictions

- i. Day scholars are not permitted to access any hostel.
- ii. Access to the male hostel is strictly prohibited for female students, and similarly, male students are not permitted to enter the female hostel.
- iii. Substances like cigarettes, alcohol, illegal drugs, and tobacco are strictly forbidden inside the University Campus. If any banned substance is found in the possession of any student on the campus, strict action will be taken against the students and peddlers.
- iv. Parents are not allowed inside the classrooms/hostel rooms unless it is specifically allowed by any faculty/authority/warden for any purpose after getting approval from the concerned authority. Parents can meet the students in the common waiting areas in hostel dining and cafeterias.
- v. Students are not allowed to invite any outsider guest or host inside the campus/classrooms/any public place or common area in the University premises without prior approval from the concerned authority or faculty in charge.
- vi. The use of personal electrical appliances such as electric stoves, hot plates, electric irons, etc. is forbidden on the campus.
- vii. Students must switch off the air conditioner, fans, lights, TV, etc. before leaving their classrooms, and hostel rooms.

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viii. Meddling with any ITKM equipment viz. CCTV, Wi-Fi access devices, biometrics, etc., and safety equipment viz. fire-extinguishers, hydrants, smoke, and heat detectors in any area of campus are strictly prohibited, and violations will lead to disciplinary actions as per university disciplinary rules and regulations.

10. Privacy Rules

- i. Students are responsible for all their personal belongings, especially jewelry, personal laptops, cell phones, and expensive gadgets. Theft of such items or loss of such items, the campus management will not be held responsible.
- ii. Students are strictly prohibited from any inappropriate behavior with a fellow student in public places, in the classroom, or anywhere on the campus and are liable to strict disciplinary actions.
- iii. Students cannot use any room, lab, or classroom specifically for their own personal reasons without official permission from HOD or faculty mentors.
- iv. Parties and social gatherings in the classrooms/hostel rooms/Campus premises are strictly prohibited.

11. Internships

- i. All applications for leaving campus for Internships should be signed by the respective HOD/Dean of School.
- ii. International students must also provide the Directorate of Student Affairs with a copy of their internship offer letter, travel documents, and approval from their Head of Department/Dean and parents, for proper formalities or any documentation to be done at the FRO office. Parental consent via email is mandatory.
- iii. Indian students can submit their applications for leaving campus for Internships to the warden with an internship offer letter and HOD approval. Parent approval via email/phone is mandatory.



12. Vacations

- i. Indian Students should get an out-pass issued by the warden, which will only be issued after obtaining parents' approval.
- ii. International students are required to submit their travel documents and obtain parental approval via email, which must include contact information and the address of their destination (if not returning home). If there are overnight layovers, students must provide details of their accommodation along with other documents to the Directorate of Student Affairs.
- iii. HOD's approval is mandatory for long leave during academic working days. The remaining procedure remains the same as above.

13. General Do's and Don'ts

- i. Any form of groupism that disrupts harmony, including fighting and unlawful behavior, is strictly prohibited.
- ii. Students are encouraged to spend their free time in the Library/Labs.
- iii. Students should avoid disorderly movements along the verandas and should not crowd in front of the offices or block the campus road. Students should refrain from sitting in places such as parapets, stairs, footpaths, etc.
- iv. SRM AP Campus maintains a "Smoking, Alcohol, and Drug-Free environment". Possession or consumption of tobacco, alcohol, and any other intoxicating substances is strictly forbidden on campus and in the hostels.
- v. A quiet environment must be maintained in the Library, Classrooms, Examination Halls, Labs., Dining halls, and other public places.
- vi. In the classroom, library, and labs, students are not allowed to use their phones unless it is specifically permitted by the concerned authority, and in the Examination Halls use of cell phones is completely forbidden.
- vii. Students should refrain from participating in any undesirable activity and shall maintain the highest standards of discipline.
- viii. Engaging in any activities that are considered ragging, which is a criminal offense, is strictly prohibited for students.
- ix. Students are prohibited from engaging in anti-institutional, anti-national, antisocial, communal, immoral, or political expressions and activities within the Campus and Hostels.
- x. No student shall exert undue influence on fellow students.



- xi. Politically influenced students and other organizations or outfits are not allowed on the Campus. Students are strictly prohibited from organizing, attending, or participating in any activity or agitation sponsored by politically based organizations, including a form of dress, slogans, accessories, and speeches.
- xii. Students shall not deface, disfigure, damage, destroy, or cause any loss in any manner to or regarding public, private, or University properties, not limited to the gym, dining hall, classroom, hostel, lift, music room, sports, and lab equipment.
- xiii. Unauthorized entry of outsiders into the campus, as well as hostels, is strictly prohibited. Without specific permission from the authorities, students shall not bring outsiders to the University or Hostels.
- xiv. No one shall bring, distribute, or circulate unauthorized notices, pamphlets, leaflets, etc. within the Campus or hostels. The possession, distribution, or exhibition of any item by any means which is per se obscene is prohibited within the Campus or on any property owned/managed by the University.
- xv. No one shall exhibit any type of banners, flags, boards, etc. inside the campus, gates, buildings, or on the compound walls.
- xvi. No student shall collect money either by request or by coercion from others within the campus or hostels.
- xvii. The University upholds a peaceful academic environment and prohibits any form of strike, procession, or agitation, including verbal protests, gherao physical blockades, and symbolic burnings. Any violent behavior or disturbance in the Campus and Hostels is strictly prohibited, as well as outside the University.
- xviii. Engaging in gherao, keeping under captivity, or illegally confining any official of the University is prohibited.
- xix. Possession or usage of weapons, explosives, or anything that causes injury/damage to human life, body, or property is prohibited.
- xx. Negligent or reckless driving of vehicles on the University premises is prohibited. Additionally, the use of personal transport without valid documents and helmets inside and outside the campus is prohibited. (Includes triple bike riding - which is strictly prohibited).
- xxi. No student shall enter or leave the classroom when the session is on without the permission of the faculty/concerned authority.
- xxii. Students charged with a criminal offense or under suspension or expulsion shall not enter the University Campus without the permission of the Competent Authority.



- xxiii. Any case of criminal activity or violation of law and order on the University Campus will be reported to the police.
- xxiv. Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels, offices, canteen, and mess hall.
- xxv. Any conduct which leads to lowering the esteem of the University is prohibited.
- xxvi. Respect the rights and dignity of other students in expressing their opinion.
- xxvii. Refrain from inciting students against other students, colleagues, or administration.
- xxviii. Nonadherence of all the above will lead to strict disciplinary actions.

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PENALTIES FOR MISCONDUCT AND INDISCIPLINE

Students are expected to follow these guidelines to conduct themselves as law-abiding citizens of India.

- A. At the time of application and on admission, each student along with his/her parent is obliged to sign an affidavit confirming their consent to abide by this Code of Conduct.
- B. Every student shall uphold this Code of Conduct and refrain from indulging in any form of misconduct that can affect the university's interests and reputation.

LEVEL - 1	
MISCONDUCT	CONSEQUENCE
1. Being out of the Hostel after permitted hours.	1. Intimation to Parents 2. Three days academic suspension and/or Social Service (Inside or Outside Campus) 3. Fine of INR 5000/-
2. Use of Electrical appliances other than the ones mentioned in the Hostel manual without the approval of the Hostel Authority (Other than laptops/cell phones). Disturbing others with loud music in the room.	
3. Celebrating Birthdays in the hostel and classrooms.	
4. Indiscipline in the Gym/Dinning Hall	
5. Taking mess utensils outside the dining area and mess food to the rooms	
6. Unauthorized entry into the hostel/ kitchen	
7. Assigning housekeepers/security for personal use other than mentioned in the hostel rules	
8. Non-Resident student found in the hostel room (Action against both hostler and the non-resident)	

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9. Loitering on campus without an ID card.
10. Not following a proper dress code inside the campus.
11. Late reporting from out-pass
12. Using of mobile phone in the ongoing class without the consent of Faculty members
13. Disturbing/disrupting the teaching-learning process
14. Displaying impolite or rude behavior in the class/hostel/campus
15. Disturbing fellow mates in the hostel during night-time by way of shouting, running, playing, and keeping room lights on in the silence hours
16. Littering the campus
17. Any disruption during online classes

LEVEL - 2	
MISCONDUCT	CONSEQUENCE
1. Late reporting from out-pass second time onwards	1. Intimation to parents 2. Five days of academic suspension and Social Service (Inside or Outside Campus). and/or A fine of rupees 5000/-
2. Changing Hostel rooms without proper permission	
3. Availing of unauthorized leave (From the Hostel)	
4. Any complaint of minor misconduct received from outside the campus	
5. Any act of cyberbullying.	



LEVEL - 3	
MISCONDUCT	CONSEQUENCE
1. Damage to the campus property/ meddling with ITKM property or e-surveillance equipments in the campus.	1. Parents to come to the university and sign an undertaking + 2. Seven days of academic suspension and Social Service (Inside or Outside Campus). (In the case of points 1,2 and 3) +
2. Possession of banned items such as - Firecrackers, weapons, sharp objects, pornographic literature as well as CDs/any other storage (hard and soft copies).	3. In case of property damage ten times of cost of the property would be recovered plus a fine of INR 10000/- and in case of meddling with ITKM/Security equipment fine of INR 10000/- will be imposed +
3. Using bad words/gestures with fellow students/staff/faculty/security	4. Ban on short leaves and out-passes for the period of one month
4. Possession/consumption/transportation of any kind of smoking or another form of substance containing nicotine.	5. In case of smoking etc. seven days academic suspension + expulsion from hostel+ fine of INR 10000/- (for point no. 4)
5. Any physical aggression among students or with any staff	6. 20 days of academic suspension + fine of INR 15000/- (for points no. 5,6 and 7)
6. Theft of cash or any other items (Labs or Safety or security equipment)	7. 30 days of academic suspension + 20000/- fine on each for misconduct (for points 8, 9 & 10)
7. Found in indecent position/objectionable pose with a fellow student(s).	8. In case of misbehavior during placement drive disqualification from further placement assistance
8. Making a group with a view to taking the law into their own hands, arrogant behavior, and arguments with any authority and staff	9. The cost of property damage would be recovered from the entire group/users when there is damage to general utility services viz. washrooms, and classrooms among the student users of that floor/area, including other punishments.
9. Causing emotional disturbance, and trauma through electronic media/materials.	AND/OR
10. Shouting slogans and raising voice in a group	Barred from End Semester examination



LEVEL - 4	
MISCONDUCT	CONSEQUENCE
1. Any complaint of major misconduct received from inside the campus (e.g. - Cheating with shopkeepers, eve-teasing, creating a nuisance in public areas.) 2. Physical fights that result in grave injury or with malicious intent among students or with any staff	1. Parents would be required to come to the university in person and sign an undertaking. 2. Rustication for One SEMESTER And/or 3. Barred from writing his/her semester-end examinations. And/or 4. Barred from placement drive

LEVEL - 5	
MISCONDUCT	CONSEQUENCE
1. Coming to campus/class in an inebriated condition and possession or transporting of alcohol in any form. 2. (a) Forgery of signatures of authority/producing false documents/giving false information pertaining to hostel and academics and making fake IDs/old and invalid IDs (b) Meddling with ERP/ITKM System for personal benefits (viz. Changing marks, Attendance, obtaining other confidential information) using cyber tools. (c) Indecent exposure (University Campus) or cohabitation in a confined area viz. empty classrooms, labs, fire exits, elevators, etc.	Debarring from End SEMESTER Exam or Rustication for the same period. (For points 1 and 2(a)) OR Recovery of Hostel Charges or Transport charges if the facility was used using invalid/old/fake IDs. Rustication for One Year (For points 2 (b) & (c) and point 3)



Level - 5 Continued.....

<p>3. Having harmful habits that may adversely affect other students' behavior and safety (For instance, <i>influencing other students by making their private videos, blackmailing, involving, or pressurizing for pornography, having a connection with potential drug suppliers, influencing parents while admission for better branches and confirming admission into this campus by taking money from them.</i>)</p>	
<p>4. Possession/Consumption/Transportation of Objectionable Material (Includes making/Threatening fellow students to bring the material inside campus). Any material that is dangerous or illegal in nature including non-prescribed or illegal drugs, dangerous or controlled materials, or any other items restricted by the state and/or national government falls within the purview of this provision.</p>	<p>(Parents will be called to take their ward immediately. If the parents don't come in a day the student would be sent to his/her parents along with a person assigned the task by the university. The cost of the time and travel of both people will be borne by the student).</p> <p>OR</p> <p>Expulsion from University (for point 4)</p>

LEVEL - 6	
MISCONDUCT	CONSEQUENCE
1. Repetition of any misconduct under Level 3 and Level 4	<u>Expulsion from the University</u>
2. Any act by the student which management deems fit for Rustication/Expulsion	(Parents will be required to take their ward home immediately. If the parents don't come in a day the student would be sent to his/her parents along with a person assigned by the university.
3. Ragging (as defined by UGC provisions)	The cost of the time and travel of both persons will be borne by the student).

Notes:

1. The misconduct mentioned under Levels 1 and 2 will be reported directly to the Directorate of Student Affairs for further action, and on their recommendations,



orders will be released from the Registrar's Office. The rest of the misconducts of higher order will be forwarded to the University Discipline Committee through the Directorate of Student Affairs.

2. Repetition of any or other act of indiscipline will lead to the next higher or any other level of the above Policy as the case may be.
3. Please note that the rules and regulations in this Policy will be strictly implemented. You are not required to venture into any act of indiscipline after the imposition of any penalty. However, you will be allowed to appeal in your defense. - Please bear in mind that these are for your safety, and comfort and to develop you into a great professional.
4. If the law of the land demands some actions on the part of the University Authorities such as handing over students involved in Objectionable Material (Drugs), the law will be ruthlessly followed.
5. The academic suspension may be commuted to the next semester, in case of the involvement of the student in any misconduct under Levels 1, 2, 3 & 4 at the end of completion of academic session.
6. Any final-year student involved in any indiscipline on the margin of completion of the course will also be punished.
7. If a student is involved in any other indiscipline act (other than those mentioned above), the punishment for the same would be decided by the authorities appropriately.
8. Levels 5 & 6 will not be applicable if the offense comes under the category of Ragging and commercialization of Drugs or any other smoking materials]
9. All cases mentioned here under various levels will be forwarded by the Directorate of Student Affairs/Discipline Committee to the Office of the Registrar, SRM University - AP for the release of office orders.
10. For final year students conduct certificate and results will be withheld until the awarded punishment by the inquiry committee is completed by the student.
11. The above Clauses or Policy are subjects to change as per the University any time.

PROCESS

Step 1- Student misconduct is reported to the Directorate of Student Affairs (DSA)

Step 2- If the issue is deemed fit to be in Levels 1 and 2, DSA convenes a meeting with the concerned student Faculty Mentor (assigned by the concerned school) or the



concerned academic department and/or the Director of Campus life in addition to informing the parents after which sanctions are meted out to the student(s).

Step 3-If the issue is deemed fit to be in Level 3 to 6 DSA convenes a meeting of the Disciplinary Committee along with the parents after which sanctions are meted out to the student(s).

APPEAL PROCESS

Stage 1

If a student is not satisfied with the decision of the DSA/Disciplinary Committee and the sanctions imposed by it, then he/she can appeal for his/her case in writing to the Registrar, SRMAP.

Stage 2

On receiving the request from the student, the Registrar, after hearing the student may decide to refer the case to the disciplinary committee for reconsideration or convene the Appellate Committee. If a student is still not satisfied with the decisions of the Appellate Committee, he/she may opt for Mercy Appeal with the Hon'ble Vice-Chancellor.

Stage 3

The decision of the Appellate Committee or the decision of Mercy Appeal is final & amp, binding.

The decision will be given to the student by the Registrar.

***Note - An appeal is permitted for any misconduct at Level 5 and Level 6 only.**

IMPLEMENTATION

1. This policy is effective from the academic year 2023-24.
2. This Policy will be enforced without any compromises.

AMENDMENT

The above policy is subject to amendment at any time by SRM AP.



Registrar

Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240