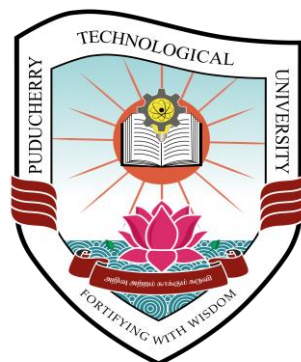


PUDUCHERRY TECHNOLOGICAL UNIVERSITY

STUDENTS' CONDUCT AND DISCIPLINARY CODE





DESCRIPTION		Page No
Section 1	Preamble	3
Section 2	Title and Commencement	3
Section 3	Objectives of the Code	3
Section 4	Applicability of the Code	3
Section 5	Responsibilities of the Students'	4
Section 6	Behaviour and Conduct of the Students'	5
Section 7	University Student Council	9
Section 8	Disciplinary Sanctions	10
Section 9	Ragging	13
Section 10	Functionaries under the Code	15
Section 11	Right to Appeal	16
Section 12	Assistance from Law Enforcement Agencies	16
Section 13	Grievance Redressal Committee	17
Section 14	Undertaking by the Students'	17
Section 15	Opportunity for Hearing	17
Section 16	Ultimate Authority	17
Section 17	Amendments to the Code	18



SECTION 1: PREAMBLE

To lay down appropriate rules and regulations to enforce discipline in the University Campus which will be binding on all the students studying in the University, this Code of conduct is implemented with immediate effect.

SECTION 2: TITLE AND COMMENCEMENT

This Code is called as “Puducherry Technological University Students’ Conduct and Disciplinary Code”. The Code shall be deemed to have come into force from the date on which the Governing Body resolved to implement this Conduct and Disciplinary Code.

SECTION 3: OBJECTIVES OF THE CODE

Puducherry Technological University is established to develop high quality technical personnel, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adopting themselves to changing technological environment with the highest ethical values.

The code of student conduct is established to foster and protect the missions of the University, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its missions.

It is necessary that the University should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property, respect for human rights among its students. For achieving this the student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in consonance with and supportive of and conducive to the University’s main purpose and core values.

SECTION 4: APPLICABILITY OF THE CODE

The Code shall be applicable to all the students admitted to the University including any academic programme, activity or event conducted by the University. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the University to any



academic programme/ activity/event has knowledge of this Code. All Students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the University and this Code would be binding on and enforceable against them or any among them.

SECTION 5: RESPONSIBILITIES OF THE STUDENTS'

It shall be the responsibility of the students

- i) To read, become familiar with and adhere to this Code and any amendment brought to this Code.
- ii) To behave and conduct themselves in the University campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- iii) To follow decent and formal dressing manners.
- iv) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the University.
- v) To access all educational opportunities and benefits available at the University and make good use of them to prosper academically and develop scientific temper.
- vi) Strive to develop appropriate work attitudes and habits.
- vii) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- viii) To respect the cultural and social values nurtured and followed by People of this Country.
- ix) To report any violation of this Code to the functionaries under this Code.
- x) To inform the parents'/guardians' about such code of conduct enforced by the University authorities and the parents'/guardians' are expected to cooperate with the University authorities in enforcing the code of conduct for the betterment of their wards.



SECTION 6: BEHAVIOUR AND CONDUCT OF THE STUDENT'

A. General

- i) Students will not participate in cheating or plagiarizing their work or the work of others.
- ii) Be scrupulously honest in all academic activities and with all staff and students.
- iii) Express themselves without the use of profane language or offensive gestures.
- iv) Participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- v) Show respect for others by not participating in teasing and ridiculing
- vi) Show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, and references to alcohol/illegal drugs or gang related).
- vii) Respect the personal property of others.
- viii) Respect and follow directions from all staff of the University.
- ix) Respect the safety of others by not bringing real or imitation weapons to University or to the hostel/campus.
- x) Student's should not indulge in gossip or spread rumours.

B. In Campus

- i) Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandahs or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- ii) All students must wear their identity cards while on the campus.
- iii) Possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels. PTU Campus is a "Smoking free Campus".
- iv) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- v) Engaging in trade /trade activities within the campus is prohibited.



- vi) Politically based students' and other organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- vii) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to public, private or University properties.
- viii) 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 in any property owned/ managed by the University.
- ix) No one shall exhibit any type of banners, flags, boards etc. inside the campus, gates, buildings and/or on the compound walls.
- x) No student shall collect money either by request or by coercion from others within the campus or hostels.
- xi) The University being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the Campus and hostels and even outside.
- xii) Engaging in *gherao*, keeping under captivity or illegally confining any official of the University is prohibited.
- xiii) Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
- xiv) Students are not permitted to undertake any Educational tours or Industrial visits without the prior approval and permission of the Vice chancellor. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students'
- xv) Students are strongly discouraged from coming to the University in their own vehicles. Vehicles should be parked in the parking space only. Rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than one pillion riders in the University premises is prohibited. Any case of accidents causing injury



will be notified to the Police. Students are warned that any violation of rules, their vehicles will be locked/seized by the security.

- xvi) Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the University or hostels.
- xvii) In order to avoid loss and to prevent occurrence of embarrassing situations students should avoid wearing or carrying of or keeping with them any item of expensive jewellery nor should they carry / keep with them more money than required nor expensive electronic gadgets.
- xviii) Any case of criminal activity or violation of law and order in the University Campus will be reported to the police.
- xix) Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the University.
- xx) Students charged with criminal offence or under suspension shall not enter the University Campus without the permission of the competent authority.
- xxi) Any conduct which leads to lowering of the esteem of the University is prohibited.

C. In Academic area

- i) It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities. It is, therefore, a requirement for students to attend all classes on time and with the appropriate materials.
- ii) Every student has the right to an uninterrupted and safe instructional environment. Behaviours which interfere with student learning will not be tolerated.
- iii) Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- iv) Silence shall be maintained in all the academic premises of the University.
- v) Attend all classes on time. Students who come late will not be awarded attendance and may be denied entry to the class.
- vi) Be prepared for class with the appropriate materials and assignments completed
- vii) No student shall enter or leave the classroom when the session is on without the permission of the teacher.



- viii) Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the University and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.
- ix) Students should keep the class rooms tidy. They should switch off lights and fans when they are not required.
- x) Chewing Gum inside the academic area is strictly prohibited.
- xi) Malpractice of any kind will not be allowed during the Laboratory classes / internal / University Examination.
- xii) Students who indulge in any form of malpractice/copying from neighbors with Paper bits/Books/Notes/Calculators/Cell Phones etc., in the internal tests / assignments , will not be evaluated in that course.
- xiii) Students who indulge in copying in any examination or tests from neighbors with Paper bits/Books/Notes/Calculators/Cell Phones etc., will be severely dealt as per the prescribed University norms.
- xiv) All students have to attend laboratory classes with full presentation.
- xv) Prescribed dress code have to be maintained in respective labs.
- xvi) Records should be brought and instructions should be followed accordingly.
- xvii) Students are not permitted to use mobile phones in any of the academic area (class room, Library, Computer Centre, Examination Halls, etc).
- xviii) Use of Internet for the purpose other than academic related activities is banned.
- xix) Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have in-university privileges removed or suspended.
- xx) Interfering or tampering any of the office records of University is a serious offence and will result in suspension / rustication.



D. Dress Code

- i) Students should wear clean and decent dress. Wearing faded/ stone wash/ acid wash/ teared Jeans, T. Shirts, casual pants are strictly prohibited inside the campus.
- ii) Students should come to the class room in decent and presentable attire. Dressing of students should be formal.
- iii) Male students should wear shirt and full pants, with Neat haircut and beard shaved. They are not permitted to have any form of beard like French, Long etc.,
- iv) Female students should wear only salwar kameez with duputta / churidars with dupatta / saree. Wearing middies, sleeveless tops, ankle length leggings, tight pants and jeans are strictly prohibited inside the campus.
- v) Students should wear the respective uniforms and shoes to attend their practical classes.
- vi) For the workshops and laboratories which have rotating machines Male students should wear Dark ash / Steel Gray coloured shirt and full pants with shoes. Female students should wear a Dark ash / Steel gray coloured overcoat (Doctors clinical coat type) with shoes.
- vii) Student shall not wear clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal drugs or gang related).
- vii) Any student wearing dress in an inappropriate way which degrades the dignity and decorum, will not be permitted to enter the University campus.
- viii) Students should compulsorily wear their I.D. cards with sling in the campus, class rooms and also in the university bus, failing which stern action will be taken.

SECTION 7: UNIVERSITY STUDENT COUNCIL (UG- Programme)

The University approves a Student council to help the administration in smooth conduct of students' related activities.

A) Members

The student council comprises of

1. Vice chancellor (Patron)
2. Dean (Students)
3. Convenor, Students Council
4. Director of Physical Education



5. Secretaries: 4 (Cultural / Sports / Literary /Fine arts) shall be a final year student who is a member of general council, elected by the members of the General Council.
6. Joint Secretaries: 4 (Cultural / Sports / Literary /Fine arts) shall be a pre final year student who is a member of general council, elected by the members of the General Council elected from a Pre final year.
7. Class Representatives of all years and Branches.

B) Eligibility criteria:

1. The member of the council shall be a regular student on rolls and of Indian origin.
2. The candidate shall not have a previous criminal record, that is to say he should not have been convicted of any criminal offence or misdemeanor.
3. The candidate shall not been subjected to any disciplinary action by the University authorities due to his misconduct at any time during his course of study.
4. The candidate should have attained the minimum 75% attendance throughout the previous and present years of study in the University.
5. Although, the University would refrain from prescribing any particular minimum marks to be obtained by the members of student council, the candidate should not have any academic arrears in the year of contesting the election.

SECTION 8: DISCIPLINARY SANCTIONS

Any student exhibiting prohibited behavior mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary sanctions.

A. Minor Sanctions

i) Warning or Reprimand

This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.

ii) Tendering Apology

The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.



iii) **Fines**

The student engaged in any prohibited behaviour/conduct may be asked to pay a fine upto Rs. 5000/- towards students welfare fund.

iv) **Forfeiture**

The tool used by the student in violating the code of conduct shall be forfeited.

B. Major Sanctions

i) **Non evaluation of course**

Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source, he/she shall not be evaluated in that course.

ii) **Debarring from attending campus recruitment**

A student/group of students may be prevented from registering for University placement cell and debarred from attending any campus placement related activities.

iii) **Suspension of Privileges**

A student/group of students may be prevented from availing privilege like using common academic facilities like library, computer centre, etc; recommendations for loan/scholarship/fellowship etc; representing the institution in any national or international meet, tournament, youth festival, etc.

iv) **Suspension from University**

A) If any student violates the code of conduct which leads to lowering of the esteem of the University or involves in ragging or involves in any activity which endangers the dignity and safety of other students or staff of the University and if the University authorities finds *prima facie* evidence is available against the student, he/she shall be suspended from the University for a maximum period of 15 days, pending further enquiry by the University authorities.

B) A student may be suspended from the University for Violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period. The period of suspension shall be decided based on the findings and recommendation of the enquiry committee.



v) **Restitution**

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the University or any property kept in the premises of the University in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the University or any property kept in the premises of the University due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

vi) **Debarring from Examinations**

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/have joined.

vii) **Expulsion**

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the University. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous even after warning and punishments, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this University.



viii) Punishments on Violation of Code of Conduct

Sl.no	Code of Conduct	Punishments on violation
1	All students must wear their identity cards while on the campus.	Fine of Rs.100
2.	Dress Code: Male students should wear shirt and full pants (Neat haircut with beard shaved). Female students should wear salwar kameez with duputta / churidar with dupatta / saree.	Fine of Rs.500 (First time). After 3 times he/she will be suspended for one week. Parents will be informed.
3	Violation of seating and speed limits in campus driving	Fine of Rs. 500. After 3 times he/she will be suspended for one week. Parents will be informed.
4.	If any student violates the code of conduct which leads to lowering of the esteem of the University	Suspended for 15 days and punishments will be decided based on enquiry.
5.	Indecent behaviour with opposite gender against our culture	Depending on the severity, punishment may vary from Rs.500 fine to suspension from the academic classes/hostel.
6.	Consumption of drugs	Suspension from the University /Punishments as per the Antinarcotics norms.
7.	Assault	Suspension from the University /Punishments as per the recommendation of the Enquiry committee
8.	Ragging	Fine of Rs. 5000/Suspension from the University/Punishments recommended as per the Antiragging regulation/norms.
9.	Malpractice in Exams	Punishments as per the Exam Regulation.

SECTION 9: RAGGING

Ragging within or outside the educational institution is prohibited. Ragging is an offence under Indian Penal Code. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be punished. Any authority of the University can also *suo moto* recommend action against any student/students indulging in ragging to the Vice chancellor.

A. Definition

The word 'ragging' means the acts "causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him or by



using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force." The term 'ragging' may include; display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, indulging in rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life.

B. Forms of ragging:

Ragging is found to take the following forms (the list is only indicative and not exhaustive)
Crisp orders : to address seniors as 'Sir', to perform mass drills, to copy class notes for the seniors; to serve various errands, to do menial jobs for the seniors; to ask/answer vulgar questions, to look at pornographic pictures to 'shock the freshers out of their innocence'; to force to drink alcohol, scalding tea, etc., to force to do acts with sexual overtones, including homosexual acts; to force to do acts which can lead to physical injury/mental torture or death, to strip, kiss, etc.; to do other obscenities it can be seen from the above that most of them, except the first few, constitute perverse forms of ragging.

C. Punishments

The following could be the possible punishments for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the court of law. In the case of any ragging reported, the burden of proof lie on the perpetrator and not on the victim to prove that ragging did not take place. In the cases where the perpetrators could not be identified, collective punishment will be awarded.

While the first 8 types of punishment can be awarded by the appropriate authority of the University itself, the last punishment can be awarded only by a court of law.

Any incident of ragging reported to taken place outside the University campus, with out any enquiry, the complaint shall be forwarded to the police.

- i) Cancellation of admission.
- ii) Suspension from attending classes.



- iii) Withholding/withdrawing scholarship/fellowship and other benefits.
- iv) Debarring from appearing in any test/examination or other evaluation process.
- v) Withholding results
- vi) Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- vii) Expulsion from the hostel expulsion and from the institution for periods varying from 1 to 4 semesters.
- viii) Expulsion from the institution and consequent debarring from admission to any other institution Fine up to Rs 25,000/-.
- ix) Rigorous imprisonment up to three years.

SECTION 10: FUNCTIONARIES UNDER THE CODE

A. Heads of the Departments/ Faculty Advisors/ Wardens of Hostels.

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged under this code. As these functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Heads of the Departments/ Warden so that any serious issue can be settled before the same goes out of control.

The Head of the Departments/ Warden shall have the power to impose minor sanctions as envisaged under section 8(A) of this Code. Any impose of sanction shall be formally informed to the Vice chancellor. They can also recommend imposition of major sanctions as envisaged under Section 8(B) of this Code to the Vice chancellor.

Before impose of any sanctions, a written complaint shall be obtained from the plaintiff and a written statement or oral statement recorded and signed by the defendant shall be received. In the case of a confession the sanctions shall be imposed or recommended. In the absence of confession, the complaint shall be properly enquired and the sanctions shall be imposed or recommended.

The Head of the Departments/ Faculty Advisors/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction



imposed/proposed is commensurate with the gravity of the prohibited behaviour. Head of the Departments/ Faculty Advisors/ Wardens of Hostels can also *suo moto* recommend action against any student/students indulging in prohibited behaviour which is brought to his/ her notice.

Any implementation of minor or major sanction against the student for the violation of code of conduct shall be reported to the Vice chancellor for information and record.

Any lapse on the part of a teacher /Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Vice chancellor by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Sections 6 and 9 of this Code.

B) Vice chancellor

The Vice chancellor shall be the ultimate authority in imposing major sanctions as envisaged under Section 8(B) against the students for acts of prohibited behaviour. In the case of a confession by the student who violated the code of conduct, the sanctions shall be imposed or recommended. In the absence of confession, the complaint shall be properly enquired and the sanctions shall be imposed or recommended. The Vice chancellor can also *suo moto* recommend action against any student/students indulging in prohibited behaviour which is brought to his/ her notice. The Vice chancellor can also entertain any appeal from any student/students aggrieved by the action of any authority of the University under or subordinate to the Vice chancellor and decide the case on merit.

SECTION 11: RIGHT TO APPEAL

The student/students aggrieved by the action of any authority of the University under or subordinate to the Vice chancellor can appeal to the Vice chancellor and any student aggrieved by the action of the Vice chancellor can appeal to the Chancellor of the University. The decision of the Chancellor shall be final and binding on the students.

SECTION 12: ASSISTANCE FROM LAW ENFORCEMENT AGENCIES

Vice chancellor / Heads of Departments/ Warden shall have the power and duty to call the Police immediately with the concurrence of the Vice chancellor 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 HoDs/ Warden shall in such a case give a detailed report to the Vice chancellor. The Vice chancellor/ HoDs/ Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

SECTION 13: GRIEVANCES REDRESSAL COMMITTEE

The University will also set up “Grievance Redressal Committee” where the students can air their grievances. The Vice chancellor shall also constitute *ad-hoc* committees to redress the grievances of the students’. Apart from these students can meet the University authorities any time and air their grievances personally or by E-Mail.

SECTION 14: UNDER TAKING BY THE STUDENTS

The students joining any academic programme of the University will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

SECTION 15: OPPORTUNITY FOR HEARING

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/ Students.

SECTION 16: ULTIMATE AUTHORITY

For all disciplinary matters related to students, the Vice chancellor shall be the ultimate authority as provided herein. Any person try to influence any of the authorities in implementation any of the sections of the code shall be seriously viewed and action will be initiated against such person.



SECTION 17: AMENDMENTS TO THE CODE

The Governing Body of the University /University council shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and Faculty of the University through notice put on the notice boards of the University.

- END -