



MANIPAL
ACADEMY of HIGHER EDUCATION
BENGALURU CAMPUS
(Institution of Eminence Deemed to be University)

INSTITUTION OF
EMINENCE



CODE OF CONDUCT FOR MAHE STUDENTS

INTRODUCTION AND PURPOSE

The core mission of MAHE is teaching, learning, service and research. The Code of Conduct for MAHE Students (“CODE”) is established to protect the core mission of MAHE, foster the scholarly and civic development of the students of MAHE in a safe and secure learning environment, and protect the people, properties and processes that support MAHE and its mission. A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning. To successfully achieve these outcomes, a clear set of responsibilities is expected from the student community. All rules and regulations are framed in the larger interest of the students and parents.

The aim of this Code is to inculcate a sense of discipline, conscientiousness, and co-existence in the students, and to create a system which will ensure student growth through individual and collective responsibility. This Code governs all the campuses of MAHE, and all students are expected to abide by it.

Ignorance of the rules shall not be an excuse for violation. Failure on the part of the students to keep up with the disciplinary rules will result in strict penal action.

1. DEFINITIONS:

- “MAHE premises” means all land, buildings and facilities owned, leased, or operated by MAHE-Campus and all hostels – in the campus and outside campus hostels of MAHE, Bangalore
- “Student(s)” means an individual who has paid an acceptance fee, registered for classes, or otherwise entered any other contractual relationship with MAHE to take instruction.

2. STUDENT’S RESPONSIBILITIES:

Students shall:

- Maintain strict discipline in their college premises.
- Obey the instructions of the faculty members and always interact with them with due respect. Behave politely, respectfully, and empathetically with all staff – both teaching and non-teaching, and other general public.
- Keep themselves aware of the rules and regulations, including this Code and the hostel rules, that are in force and subject to changes / modifications / amendments.
- Be aware of the Prevention of Ragging rules and the MAHE Policy on Prevention of Substance Abuse.
- Read all instructions / notices displayed on notice boards placed at different locations in the compliance of such instructions, announcements and notices shall not be accepted. Students are advised to look at the notice board every day to acquaint themselves with latest information / orders without fail. Orders / decisions notified from time to time, by dean / administration / HOD / librarian / Chief Student Officer / any other authorized person, shall be binding on the students.
- Follow the Institution’s dress code while attending classes (either online or offline), in the College, Laboratory, Library, Examinations (both internal and final) and while representing MAHE outside the campus.

- Be present inside the lecture hall / demonstration room / practical laboratory at the scheduled time before the commencement of the teaching-learning activity.
- Not ridicule, tease, abuse, manhandle and/or physically assault any other student / staff or any other person both inside and outside college premises. Any such incidence shall be dealt with campus. These notices shall be deemed to have been read by all students. Excuses for non-strictly.
- Not use mobile phones in the class, laboratory, library during working hours. Mobile phones can only be used judiciously as and when required.
- Not take the law into their own hands but must report all disputes to the Head of the Institution (HOI). All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreatment and/or abuse, either inside or outside the campus, are strictly prohibited. In such cases, a police complaint shall be filed immediately.
- Students are expected to adhere to all rules and regulations that are shared from time to time and cooperate with the authorities and provide correct information sought rather than intentionally share wrong details.
- Students in hostels and campus are expected to cooperate during the checking of bags, rooms, their belongings, and as required.
- As responsible students do share information of any wrongdoings that you may notice.

3. CLASSROOM CONDUCT

The Conduct of Students in the online/offline Class must be of a very high standard. The collegelays a lot of emphasis on classroom conduct where the following are expected from the student.

- Attend all classes on time. Always maintain decency, decorum and etiquette and behave in a proper manner with other students.
- Be honest with all staff and students. Extend a high level of courtesy to all teachers and other staff.
- Prepare for class with the appropriate materials and complete assignments.
- Participate in positive group activities and not involve themselves in any swarming, bullying, intimidating, or harassing of staff and/or students.
- Not leave the class without permission from the teacher during the class.
- Proxy is a serious offence and shall be punished promptly.
- Not participate in cheating or plagiarism. The student who, for the purpose of fulfilling or partially fulfilling any assignment or task mandated by the faculty as part of the curriculum, if found to resort to plagiarism or cheating, shall face disciplinary action.
- Not knowingly aid or abet the accomplishment of cheating (for example copying in any examination), which shall also be subject to disciplinary action.
- Respect and follow directions from all staff of MAHE.

- Respect the personal property of others.
- Not to leave their bags, books, or belongings unattended either in the classroom or anywhere else. Staff shall not be responsible for loss, theft, or damage to students' personal properties. Not write on the benches, chairs, tables, or walls. Students engaging in these activities are liable for disciplinary action.
- Not litter in the classrooms.
- Every student has the right to an uninterrupted and safe instructional environment. Behavior which interferes with student learning shall not be tolerated. Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subjected to disciplinary action.

4. RIGHTS OF THE STUDENTS:

- A student has the right to fair and equal treatment in all areas of academics.
- A student has the right to a fair evaluation of his/her academic work.
- A student has the right to appeal against any academic disciplinary action to the disciplinary committee.

5. IDENTITY CARD:

- Students are expected to possess the identity card issued by MAHE at all times and are required to produce the same when asked for by MAHE authorities and Police Authorities.
- Loss of the identity card should be promptly reported to the respective MAHE Institute who will provide the necessary guidance.
- The cards should not be mutilated, defaced or rendered ineffective for identification.
- The card must be returned to the Institute at the termination of the course / withdrawal from the institute.

6. ATTENDANCE AND PREPARATION FOR CLASS:

- It is understood that student's academic achievements are a direct result of attending and participating in classroom instruction and classroom activities. Students who come late shall not be given attendance and may also be denied entry to the class.
- Attendance and internal assessment are two valuable tools to monitor the academic progress of a student. To avoid anxiety and stress before the examination, students are advised to maintain a good record of attendance and internal assessment. Though 100% attendance is essential, 25% absenteeism is permitted to cover ill health and family commitments.
- Parents & guardians are informed regularly about the absence to classes and progress of their wards. They are also requested to keep in touch with the college office / teacher guardians to know about their wards even otherwise.

7. DRESS CODE:

- MAHE believes in preparing its students for their professional life and therefore, it becomes important for all the stakeholders to understand and actively participate in this endeavor. It is expected that our students will be aware of what constitutes a socially acceptable behavior, professional dress code and appropriate decorum on all occasions, on campus and outside while representing the institution.

In addition, every student shall follow institutional regulations regarding the dress code in all academic activities.

8. CONDUCT DURING THE EXAMINATION:

Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by MAHE and a candidate found guilty of any violation shall not be permitted to attend the examination.

9. GRAFFITI / VANDALISM (PROPERTY AND/OR EQUIPMENT):

Students are solely responsible for all books borrowed from the Library and the maintenance of any equipment taken on loan from MAHE. If the book / equipment is misused or damaged, the student shall be held responsible for charges for repair or replacement. If charges are not paid, students may have institutional privileges removed or suspended. Interfering or tampering with any office records of MAHE is a serious offence and will result in suspension / rustication.

10. RESPECT FOR AUTHORITY:

Students are required to demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by MAHE and its staff. Instructions given to them by the staff are expected to be followed and adhered to. Failure to follow such instructions may lead to intimation to parents, loss of privileges, suspension or expulsion.

11. ILLEGAL DRUGS AND ALCOHOL (POSSESSION\PERSONAL USE\PROVIDING TO OTHERS):

Illegal drugs and/or alcohol are not permitted on MAHE property or on any college excursion. If students are found to be experiencing difficulty with substance abuse, they shall be referred for counseling and rehabilitation programs. Persistent disregard or denial of medical assistance could result in criminal charges and possible expulsion. MAHE shall take disciplinary action against the students if they are found committing any offence relating to substance abuse as per the policy prevailing in MAHE. There is a zero tolerance for possession/consumption/supply of drugs and alcohol to any other students is a serious offence and can lead to suspension from academic, hostels and the entire MAHE campus and hostels both inside and outside hostels. Any specific privileges provided to the student will be withdrawn.

12. SMOKING:

Smoking is completely prohibited within the campus / academic premises of MAHE, including hostels, food courts, mess halls and any area owned and operated by MAHE. Fine will be levied for each infraction of this rule. Parents will be informed.

13. POLICY ON SUBSTANCE ABUSE:

- MAHE has framed a separate policy for the prevention of substance abuse and all students are hereby governed by the said policy relating to offences concerning Substance Abuse.
- The objective of this policy is to prevent substance abuse and to create a secure, conducive atmosphere for learning among the students in the campus.
- MAHE adheres to the following guidelines concerning the possession, use and/or distribution of illicit substances: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.
- The possession, use and/or distribution of illicit substances are prohibited on premises owned and/or controlled by MAHE.
- Institutional squads may carry out random checks on students / residential premises for illicit substances.
- Possession, use and/or distribution of illicit substances shall attract appropriate disciplinary action which may include expulsion. Offenders shall also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and shall be liable for penal action.

14. DISCIPLINARY PROCEDURE:

A student violating the MAHE policy on substance abuse may face:

- Immediate suspension from the college, pending enquiry.
- Parent / legal guardian shall be informed immediately and shall be expected to meet the HOI and Chief Student Officer/team within a week of suspension of the student.
- The disciplinary committee shall conduct an enquiry and submit the report to the HOI
- The Office of Chief Student Officer shall initiate further action in consultation basis the policy and the decision of the disciplinary committee.

15. POLICY MATTERS ON ALCOHOL & TOBACCO:

MAHE campus is declared as “Alcohol and Tobacco free campus”. If any student is found possessing and/or consuming Tobacco and/or Alcohol OR Vape or E-Cigarettes and lighters in the premises owned or controlled by MAHE, the Disciplinary Committee (DC) shall take appropriate action against them.

16. RAGGING:

- Ragging within or outside the educational institution is strictly prohibited. Ragging is an offence under the Indian Penal Code and the Karnataka Education Act 1983. Whoever, directly or indirectly, commits, participates in, abets or instigates ragging inside or outside the MAHE premises shall be suspended, expelled or rusticated from MAHE and shall also be liable to pay a fine. The punishment may also include rigorous imprisonment, cancellation of admission, suspension from attending classes, withholding / withdrawing degree certificate /fellowship / scholarship / other financial benefits / results, etc.
- Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdiness, indiscipline and obscene activities, which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma, or raise apprehension or fear in a fresher or other students, or forcing a student to commit any act which such he/she is not willing to do, or which causes him/her shame or embarrassment or danger to his/her life, or indulging in eve teasing.

17. RISKY BEHAVIOUR:

- Students are strongly discouraged from owning and riding motor cycles within the campus.
- Speed limit to be followed for vehicles to parking area and outside the gate is 20 kms/hr.
- Students to follow the stern advisory shared against illegal activities done outside the campus.

18. WEAPONS OR REPLICAS OF WEAPONS:

- Students shall respect the safety of others by not bringing real or imitation weapons inside MAHE campus, including the hostel premises. Violation of this rule may result in the filing of a police complaint, and suspension or expulsion from MAHE.
- Involvement in any criminal offence under the Law may also result in suspension or expulsion from MAHE.
- Students are hereby also prohibited from engaging in trade / trade activities within MAHE premises.

19. HARASSMENT \THREATENING:

Any form of harassment shall not be tolerated at MAHE. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional or racial, is a serious offence and shall be dealt with as per the Policy prevailing in MAHE.

20. BULLYING \INTIMIDATION \SWARMING:

No student shall participate in or initiate any form of bullying, intimidation or swarming. Persistent disregard of this rule shall result in suspension, expulsion and/or criminal charges.

21. FIGHTING /CRIMINAL ASSAULT:

Any student involved in or encouraging the involvement of another student/s in fighting shall be suspended. Persistent involvement in such behavior shall result in expulsion from the college.

22. MISCONDUCT IN PUBLIC PLACES:

- All students must refrain from indulging in any form of misconduct including partaking in any activity off-campus which may affect MAHE's interests and reputation, including:
- Declared and being carried in the register of the police as a bad character or conviction by any court of law for any criminal offence.
- Registration of any criminal case for any action directly or indirectly connected with MAHE.
- Making false, vicious, and malicious statements in public, or otherwise, against MAHE or any student, member or employee of MAHE.
- Engaging in disorderly, lewd, or indecent conduct during online classes conducted by MAHE.

23. DISCIPLINARY ACTION: Any student indulging in any misconduct contained hereinabove shall be dealt with in the following manner:

- A report from the relevant authority is received – wardens, security, faculty, HOI, any other stakeholder
- A statement from the student is received explaining his stand on the incident
- A Memo containing brief charges shall be served on the student.
- The student shall be called upon to submit an explanation. In case of admission of misconduct, the Enquiry Officer / Committee may recommend punishment proportionate to the gravity of the misconduct.
- In case of denial of misconduct, the Enquiry Officer / Committee shall call upon the student to appear before such Officer / Committee. The Officer / Committee shall record its proceedings, statements of witnesses, etc.
- The accused student shall be given an opportunity to give a statement and produce witnesses on their behalf.
- The accused student shall not engage any third-person or advocate to defend them in the Enquiry. However, the student shall be free to engage the assistance of another student of MAHE to assist them in the enquiry. The student who desires to assist shall submit their consent in writing to the Officer / Committee.
- The Enquiry Officer / Committee shall submit the report within 90 days of commencement of proceedings to the Deputy Registrar of MAHE.
- Before imposing any punishment, the Deputy Registrar shall provide a copy of the Enquiry Officer / Committee's Report and call upon the student to submit their statement of defense in writing.

24. TRESPASS:

- In the instance of any event that the HOI deems to be disruptive of order, or an impediment to the movement of persons or vehicles, or a disruption or threat to disruption of the ingress or egress of persons from college facilities, the HOI may prohibit the entry of any person, or withdraw from any person, the permission to enter the premises, or instruct them to remain within certain premises, until further instructions.
- Unlawful entry into hostel blocks or any other MAHE accommodations shall be deemed as a violation of MAHE rules and dealt with strictly. Entry of male students into MAHE Ladies' Hostels and entry of female students into MAHE Men's Hostels are both strictly forbidden.

25. CYBER CRIME:

- Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, faculty member, library, department, or any other section of MAHE shall be subject to disciplinary action.
- Any student who engages in the above-mentioned activity, either with a camera or mobile phone, where such act offends another student or MAHE staff, shall be subject to disciplinary action. Posting of information or photographs of another student or MAHE staff, without their consent, on the internet is strictly prohibited and shall be subject to disciplinary action.
- Any form of Cybercrime or illegal activity committed on the internet by the student is strictly prohibited and shall result in suspension / loss of privileges, and if deemed necessary, a complaint may be filed before the competent authority.

26. SOCIALLY UNACCEPTABLE BEHAVIOR (PUBLIC DEMONSTRATION OF AFFECTION):

Socially unacceptable behavior within MAHE, B'LRU campus- being disrespectful to any stakeholders, using foul and abusive language when questioned, intimate acts that are obscene or sensual in nature will fall under the purview of this code of conduct.

Security personnel are empowered to keep surveillance of the various activities in MAHE premises, check the id cards/take note of the names of the students, report the same to the appropriate authorities. Students are hereby cautioned to refrain from such kind of behavior which can be a potential threat to situations involving invasion into one's privacy. Students shall always maintain discipline and decorum within the campus, any violation will result in disciplinary action. Action taken can include information to parents, fines, suspension from hostel, academics, withdrawal of academic privileges, as applicable.

27. WASTE MANAGEMENT AND RECYCLING:

It is an offence to litter in the College premises. Designated litter bins are placed in frequent intervals for this purpose.

28. BOARDING:

Students residing in MAHE hostels shall obtain written permission and signature of the warden for extended duration of absence from the hostel.

29. FRAUDULENT MISREPRESENTATION-

Students found writing letters, emails, faking parents, providing contact numbers of friends as parents and using wrong data for submission of leave applications etc are all fraudulent misrepresentations and are criminal offences and liable for fine and necessary information will be shared with the parents.

30. FINANCIAL FRAUD

Any student using fraudulent methods of payment to gain advantage with an intent to fool the system will be dealt with strictly. Use of fake apps to make payment for goods and services in offence. MAHE, vendor or any third party can take up the matter legally hence the students are strictly advised to refrain from such behaviors.

31. STALKING:

Stalking is a criminal offence, and it includes attempting to contact, follow with an intent to foster personal interaction with or without the knowledge of the student concerned. As this act is likely to instill fear in the mind of the student the same will be dealt with strictly.

32. DISCIPLINARY ACTION AND NATURE OF PENALTY:

If there is a case against a student for a possible breach of this Code, the existing Disciplinary Committee at the institute shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions, based on the nature of misconduct.

- **Warning and fines:** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- **Restrictions:** Reprimanding and restricting access to various facilities in the college/campus for a specified period of time.
- **Suspension:** The student may be suspended for a specified period of time which shall entail restriction on participating in student-related activities, classes, programs, hostels etc. Additionally, the student shall not be permitted to use certain MAHE facilities, unless permission is obtained from the Competent Authority. Suspension may also be followed by possible dismissal, along with the following additional penalties.
- Ineligibility to reapply for admission to the Institute for a period of three years.

- Withholding the grade card or certificate for the courses studied or work carried out.
- Expulsion: Repeated misconduct, along with failure to comply with any conditions imposed, may lead to expulsion of a student from MAHE permanently, including prohibition from entering MAHE premises, or participating in any student related activities or campus residences etc.
- Appeal: If the delinquent student is aggrieved by the imposition of any of the penalties, he/she may appeal to the concerned HOI.

33. DISCONTINUATION FROM THE COURSE:

- If a student is certified by qualified professional and approved by MAHE that he/ she is mentally ill and is unfit to pursue the academic career, MAHE has the authority to direct such student to discontinue from the course.

34. DISMISSAL / DENIAL OF AWARD OF THE DEGREE:

MAHE reserves the right to dismiss / deny the award of the degree to a student under the following circumstances:

- Involvement in any criminal case.
- Involvement in case of Ragging.
- Repeatedly violating the Code of Conduct and showing no improvement despite several warnings.
- Violating the ethics of the profession.
- Involvement in anti-national / anti-social activities.
- Lack of improvement in academic progress despite all the support.
- Involvement in substance abuse and refusal of rehabilitation.
- Involvement in Sexual Harassment.

35. ADOPTION & PUBLICATION:

- This Code shall be adopted from the date of Resolution to such effect by the Board of Management of the Institute.
- The Code shall be effective from the date of its adoption and will be publicized in conspicuous places in the Institute and on its Website.

36. AMENDMENT:

MAHE reserves the right to amend any provision contained in this Code prospectively. No amendment shall be deemed effective, unless approved by a Resolution by the Board of Management of the Institute.