

SRM UNIVERSITY -AP, ANDHRA PRADESH

SRMAP / Reg. Off/ Policies/ 21 / 2025-26

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STUDENT CODE OF CONDUCT POLICY of SRM UNIVERSITY – AP

1. Purpose

SRM University–AP maintains an academic environment dedicated to learning, intellectual development, and holistic growth. Students are afforded reasonable freedom and flexibility, which are inseparably accompanied by corresponding duties of responsibility, discipline, and accountability. Such freedom may, where necessary, be subject to guidance, regulation, and intervention by the University to ensure the orderly conduct of academic and community life.

Students are expected to internalize and uphold the core values of the University, including integrity, mutual respect, trust, compassion, and service to society. The University seeks to provide a distinctive educational experience that enables students to develop problem-solving abilities, effective communication skills, and the capacity to contribute positively to the University community and the society at large.

The purpose of this **Student Code of Conduct Policy** (Code) is to establish standards of behaviour, define responsibilities, and provide clarity regarding acceptable conduct within SRM University–AP, with the objective of maintaining a safe, orderly, and healthy environment conducive to inclusive growth. Any conduct, whether occurring on or off University premises, that undermines or interferes with these objectives shall constitute a violation of this Code.

2. Scope and Applicability

This Code shall apply to **all students duly registered** with SRM University–AP, as defined in definitions at Para 3 (a). Every student is required to conduct himself or herself in a manner consistent with the standards prescribed herein in all activities, including academic, residential, administrative, co-curricular, and extra-curricular engagements, and in all interactions with fellow students, University authorities, staff, external organizations, and the public.

The provisions of this Code shall govern student conduct **both within and outside the University premises**, where such conduct arises in the course of university-related activities, where the student represents or purports to represent the University, or where the student is otherwise identifiable as a student of SRM

University–AP and such conduct has a bearing on the discipline, safety, reputation, or orderly functioning of the University.

This Code shall apply to all academic and community engagement activities as specified herein. Students shall, at all times, comply with all general, academic, financial, and administrative policies, regulations, statutes, and rules of the University, including the General Academic Regulations and General Student Rules, as amended from time to time.

Lack of knowledge or awareness of such policies and regulations shall not be accepted as a justification, defence, or ground for exemption from compliance or disciplinary action.

3. Key Definitions

For the purposes of this Student Code of Conduct, unless the context otherwise requires, the following expressions shall have the meanings assigned to them hereunder: -

a. “Student” means any person duly registered, whether on a full-time or part-time basis, with SRM University–AP, and shall include students participating in any academic, co-curricular, extra-curricular, exchange, or mobility programme with a partner university or any other educational institution, as well as casual or visiting students, where such participation is under the academic supervision, instruction, or guidance of the University faculty or staff.

b. “SRMAP” means SRM University, Andhra Pradesh.

c. “Warden” means a hostel warden appointed or employed by SRM University–AP and entrusted with the supervision, administration, and discipline of university hostels.

d. “Workmen” means personnel engaged in maintenance, housekeeping, or allied services, whether employed directly by the University or engaged on a contractual, outsourced, deputed, or temporary basis.

e. “Parents” means the biological mother and father of the student and shall also include a legally recognized or locally appointed guardian, as applicable.

f. “Controlled Substances” means drugs, medicines, or substances regulated under applicable law, including those capable of causing physical or psychological dependence.

g. “Illicit Substances” or “Illicit Drugs” means any plant, substance, or preparation, whether of natural or synthetic origin, which produces psychotropic effects and is prohibited or restricted under applicable state or central laws, and which may adversely affect the physical or mental health of an individual.

h. “Day Scholar” or “Day Boarder” means a student who is enrolled at the University but does not reside in university hostels and commutes to the campus for academic or related activities.

i. “University Officials” means persons acting in an official capacity on behalf of the University, or persons who have been duly vested with authority and responsibility by the competent University authority, and shall include, but not be limited to, the Vice-Chancellor, officers, faculty members, administrative staff, and any other authorized personnel.

j. “Ragging” shall, unless the context otherwise requires, mean any act, conduct, or practice, whether individual or collective, by which the dominant power or status of senior students is exercised over students newly admitted or otherwise considered junior or subordinate, or vice versa and shall include all acts or practices recognized as ragging under applicable laws, statutes, and University Grants Commission (UGC) Regulations.

k. “Disciplinary Committee” means the committee constituted by the competent authority, including the Vice-Chancellor, for the purpose of maintaining discipline within the University, and which shall be empowered to receive complaints, conduct inquiries, investigate allegations, and adjudicate upon matters relating to student misconduct in accordance with these Regulations.

Words and expressions used but not defined in these Regulations shall have the meanings assigned to them under the applicable Acts, Statutes, Ordinances, Regulations, and rules governing the University.

3. Disciplinary Authorities and their Powers

a. All powers relating to the maintenance and enforcement of discipline among students, and the initiation and imposition of disciplinary action against students of the University and its Schools, Departments, Constituent Units, and Centres, shall vest in the Vice-Chancellor.

b. The Vice-Chancellor may delegate any or all of such disciplinary powers, as he deems appropriate, to such officers or authorities of the University as may be specified by him for this purpose.

c. The Heads of Schools, Departments, Constituent Units, or Centres shall have the authority to exercise such disciplinary powers over students within their respective jurisdictions as may be delegated or assigned to them under these Regulations.

4. General Guidelines

Students are required to read, understand, and strictly comply with the following Guidelines, Rules, and Regulations:

a. Every student duly enrolled at SRM University–AP shall, at all times, remain subject to the disciplinary control and jurisdiction of the University and its respective Schools, Departments, and constituent units. Every student at the University shall be subject to and shall strictly adhere to the disciplinary framework of the University and comply with all rules, regulations, and disciplinary policies in force within and outside the university premises.

b. All rules and regulations of SRM University–AP shall be applicable to students in both **online and offline modes**, and violations in either mode shall attract disciplinary action.

c. Any act of non-compliance with the rules and regulations of the University shall render the student liable to disciplinary action in accordance with the applicable policies by the competent authorities.

d. At the time of admission, every student shall be required to execute a declaration affirming that, upon admission, he or she voluntarily submits to the disciplinary jurisdiction of the Vice-Chancellor and such other authorities of the University, Schools, or Departments as may be vested with disciplinary powers under the applicable Acts, Statutes, Ordinances, Regulations, rules, and guidelines framed by the University from time to time.

e. All Schools and Departments of the University shall be duty-bound to implement and comply with all instructions and directions issued under these Regulations and shall extend full cooperation and assistance to the Vice-Chancellor to ensure their effective enforcement.

f. The Heads of Schools and Departments, Deans of Faculties, Directors and Librarians shall exercise such authority over students within their respective Schools, Departments, or institutions as may be necessary for the orderly administration and proper conduct thereof. Such authorities may exercise their powers directly or delegate the same to designated faculty members, subject to the approval of the Vice-Chancellor.

g. The University campus is declared a **Smoke-Free, Alcohol-Free, and Drug-Free Zone**. In accordance with the laws of the State of Andhra Pradesh and other applicable laws, the possession, consumption, or use of intoxicants, drugs, alcohol, or prohibited substances is unlawful and strictly prohibited within and outside the university premises and premises operated by the university. SRM University–AP follows a policy of **zero tolerance** toward such substances or materials.

(i) The use, possession, consumption, distribution, sale, or peddling of tobacco products, alcohol, illegal drugs, smoking materials, **“Illicit**

Substances” or “Illicit Drugs or any controlled or prohibited substances, as well as being under the influence of such substances within the University campus or hostel premises, is strictly prohibited.

(ii) Tobacco products in any form are strictly prohibited within the University campus.

(iii) If any prohibited substance or material as specified above is found in a hostel room or in the possession of a student anywhere within the campus or premises operated by the University, strict disciplinary action shall be initiated against the concerned student(s) or room occupant(s), in accordance with the University’s disciplinary policy, where involvement in consumption, possession, or peddling is established.

(iv) Security personnel and wardens or any person duly appointed by the university are authorized to conduct frisking, inspection of baggage, and breath analysis using appropriate devices where there is reasonable suspicion of alcohol consumption or possession of prohibited substances, in accordance with law.

(v) Notwithstanding the foregoing, possession and use of medicines prescribed by a registered medical practitioner for legitimate medical treatment shall be permitted. A copy of such medical practitioner prescription shall be maintained by the student and will be subjected for verification if necessary.

(vi) In cases involving substance abuse, including narcotic drugs, psychotropic substances, controlled substances, or any substance declared controlled under applicable law, the University Disciplinary Committee shall be empowered **to impose expulsion at the first instance**, subject to due process.

(vii) Permitting or facilitating the entry of day boarders into hostel rooms with the intent of using, consuming, or distributing illicit substances or prohibited materials, with or without the consent of the hostel occupant, shall be treated as peddling. Severe disciplinary action shall be initiated against both the day boarder(s) and the hostel resident(s) concerned.

(viii) The University authorities reserve the right to inform the parents or guardians of students found to have violated any of the above provisions.

(ix) Where required under applicable law, or in cases involving serious violations, the University may refer the matter to appropriate law enforcement authorities. The decision of the University Management in such cases shall be final and binding, subject to applicable law.

(x) Permitting or facilitating the entry of a day boarder into hostel room without the knowledge or consent of the competent authority shall be treated as

misconduct and Sevier disciplinary action will be taken against the competent authority.

- h.** Any form of sexual misconduct, harassment, or related misconduct shall be treated as a serious offense and dealt with in accordance with the University's Policy on Sexual Harassment and applicable law.
- i.** No individual or organization shall use the name, logo, seal, restricted images, trademarks, or other identifiers of SRM University–AP, or any mark suggesting association with the University or any of its Schools, Departments, or Centres, without prior written authorization from the competent University authority or as otherwise permitted under applicable trademark laws.
- j.** The use of the official seal of the University on publications, manufactured articles, or any other material is strictly prohibited unless expressly authorized in writing by the University. Applications for such authorization shall be submitted to the Registrar of the University.
- k.** Students shall conduct themselves in a manner befitting the academic environment of the University and shall maintain decorum in classrooms, libraries, and all other campus facilities. While no formal dress code is prescribed, students shall maintain attire and appearance consistent with the dignity and ethos of an educational institution.
- l.** The use of mobile phones is prohibited in classrooms and libraries except with the prior permission of the concerned faculty member or authority. Sleeping in classrooms and libraries is also prohibited.
- m.** Students shall exercise due care and responsibility in the use of university facilities and resources and shall refrain from any act resulting in wastage, misuse, or damage.
- n.** Any act of vandalism, damage, or destruction of university property, including furniture, fixtures, equipment, or buildings, shall render the student(s) responsible liable to disciplinary action and to compensate the University for the loss or damage caused.
- o.** Consumption or carrying of food items is prohibited in classrooms, libraries, auditoriums, laboratories, or any other venue where academic or official activities are being conducted.

4. University Identity Cards

University Identity Cards ("ID Cards") shall be issued to incoming students by the Directorate of Student Affairs or the Warden Office, as applicable, during the official check-in or admission process.

- a.** Students shall always wear their valid University-issued ID Cards while on campus and shall produce the same upon demand by security personnel or any other duly

authorized University official. Failure to produce the ID Card on demand, without satisfactory explanation upon inquiry, may be treated as an act of misconduct and shall attract appropriate disciplinary action.

b. The possession, use, lending, borrowing, alteration, or misuse of an ID Card issued to another student is strictly prohibited. Any student found in violation of this provision shall be liable to disciplinary action in accordance with the University's disciplinary policies.

c. In the event of loss, theft, or damage of an ID Card, the concerned student shall immediately notify the Warden Office or the Directorate of Student Affairs to enable deactivation of the card and prevent misuse. A replacement ID Card shall be issued subject to verification and processing timelines, and the cost incurred for such replacement shall be borne by the student.

d. Any student who comes across an unattended University ID Card within the campus shall promptly hand over the same to the Warden Office or any other designated University authority and shall not retain or use such ID Card under any circumstances.

e. Students under suspension/rustication will hand over their identity card at the Office of Director Student Affairs and collect it on rejoining.

f. Upon withdrawal from the University or upon completion of the academic programme and during the Exit Clearance process, every student shall mandatorily surrender the issued ID Card to the Directorate of Student Affairs, or such other authority as may be designated by the University.

5. Day Boarders

a. The class attendance timings for day boarder students shall be governed by the academic calendar and timetable issued by the Office of the Dean of Academic Affairs. Any extension beyond the prescribed timings for any specific academic or official purpose shall require prior approval from the concerned Head of Department or the Dean of the respective School, and such approval shall be duly intimated to the Directorate of Student Affairs.

b. A Day boarder seeking access to the University campus during weekends, holidays, or vacation periods for the purpose of using the library shall be permitted entry only upon production of a valid University-issued identity card. Such access shall be strictly limited to the library premises, and day boarders shall not be permitted to enter hostels or access any facilities exclusively designated for hostel residents.

c. Day boarder students shall strictly comply with the above provisions and shall not engage in any form of argument, discussion, or dispute with university authorities in relation to the enforcement of these regulations.

6. RAGGING

Ragging, in any form, being illegal as declared by the Hon'ble Supreme Court of India and prohibited under applicable law, is strictly forbidden within the premises of the University, including its hostels, Schools, Departments, constituent units, Centres, University transport systems, and any other area forming part of the SRM University–AP system.

Any individual or collective act, conduct, or practice amounting to ragging shall constitute gross indiscipline and shall be dealt with strictly under these Regulations and applicable law. Acts or practices constituting ragging shall include, but shall not be limited to, the following:

- a.** Conduct that subjects' students to ridicule, contempt, humiliation, or adversely affects their self-esteem.
- b.** Verbal abuse, aggression, indecent gestures, or obscene behaviour; Physical assault or threat of use of physical force against any student.
- c.** Abetment of ragging, whether by direct participation, instigation, encouragement, facilitation, or any other form of support, which shall be deemed to constitute ragging.
- d.** Any violation of this provision shall attract severe disciplinary action, including rustication or expulsion from the University, in addition to action under criminal law.

7. PROCEDURE FOR HANDLING CASES OF INDISCIPLINE OF STUDENTS

- a.** The Head of a School, Department, Constituent Unit, or Centre, the authorities of the University hostels, and the security staff shall take immediate action upon receiving information regarding any incident of ragging, indiscipline, misbehaviour, or misconduct and shall promptly inform the Director of Student Affairs and the Chief Security Officer.
- b.** Notwithstanding the above, the Director of Student Affairs may, suo moto, inquire into any incident of ragging, indiscipline, misconduct, or misbehaviour and submit a report to the Registrar or the Vice-Chancellor identifying the persons involved and describing the nature of the incident.
- c.** The Director of Student Affairs may, where deemed necessary, communicate with the parents or guardians of the concerned student(s) in matters requiring their assistance or intervention.
- d.** Upon completion of the preliminary investigation, the Director of Student Affairs shall submit an initial report to the Student Discipline Committee/ Registrar or Vice-Chancellor establishing, prima facie, the identity of the perpetrators and detailing the nature of the ragging, gross indiscipline, misbehaviour, or misconduct.
- e.** Where the Head of the School, Department, Institution, Constituent Unit, Centre, or the Director of Student Affairs is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to conduct a formal inquiry, appropriate recommendations may be made to the Registrar or Vice-Chancellor accordingly.

f. The Director of Student Affairs shall assist the Vice-Chancellor in the exercise of disciplinary authority in respect of students at the University and its Schools, Departments, Constituent Units, and Centres.

g. The Director of Student Affairs shall exercise such powers and perform such functions relating to student discipline as may be assigned by the Vice-Chancellor from time to time.

h. Where the Vice-Chancellor is satisfied that it is not expedient to hold a formal inquiry, his decision shall be final. In other cases, he may refer the matter to the Student Disciplinary Committee constituted by him.

8. PENALTIES FOR BREACH OF DISCIPLINE

Without prejudice to the generality of the powers vested in him for the maintenance of discipline, the Vice-Chancellor, or such other competent authority including the Heads of Schools, Departments, Constituent Units, or Centres, may, in the exercise of such powers, order or direct that any student:

a. Be expelled from the School, Department, or University, as the case may be, in which event the student shall not be eligible for re-admission to the University or Institution from which he or she is expelled, provided that such expulsion shall not preclude admission to any other institution with the prior approval of the Chancellor; or

b. Be rusticated for a specified period, during which the student shall not be admitted to the University or Institution until the expiry of the period of rustication; or

c. Be denied admission, for a specified period, to a course or courses of study of the University; or

d. Be imposed with a fine of such amount as may be specified by the competent authority; or

e. Be debarred from appearing in one or more University examinations for a specified period;

f. The Vice-Chancellor may also, in exercise of the aforesaid powers or upon the recommendation of the Head of the concerned School, Department, or Institution, order the cancellation of the result(s) of any examination(s) at which the student has appeared.

9. PENALTIES FOR RAGGING

a. Upon receipt of a report or determination by the competent authority under these Regulations establishing the occurrence of ragging, the Vice-Chancellor or any authority empowered under these Regulations may order the expulsion of the student(s) involved for such period as may be specified. Students found to be involved in ragging shall also be proceeded against under the applicable criminal

laws of India. Former students found guilty of ragging shall be rendered ineligible for admission to any Department of the University for a period of five years. All such actions shall be taken in compliance with the principles of natural justice, including the grant of a post-decisional hearing.

b. Where a student who has already been awarded a degree or diploma of the University is subsequently found guilty of ragging under these Regulations, appropriate action shall be taken in accordance with the provisions of the relevant Statutes and Regulations governing the conduct of examinations and award of degrees.

10. Transport

a. Students availing University-provided transport for daily commutation shall ensure that they possess a valid transport identity card issued by the Transport Department upon payment of the prescribed annual bus subscription. Any unauthorized use of university transport, including the use of forged, expired, or previously issued identity cards for the purpose of obtaining transport services, shall constitute misconduct and shall render the student liable to disciplinary action and financial penalties, which may include recovery of the full semester bus charges.

b. University buses shall operate strictly in accordance with the schedules notified by the Transport Department. Delays caused due to a student's failure to adhere to prescribed bus timings shall not be entertained and may attract disciplinary action. In such circumstances, students shall be required to make alternative conveyance arrangements at their own cost.

c. Hostel residents and students commuting by personal means of transport shall not be permitted to avail University bus services, except with prior written approval of the competent authority for a specified purpose or in cases of emergency.

d. Any act of indiscipline, misconduct, or inappropriate behaviour by a student towards fellow students, staff, or faculty while using University bus services shall attract disciplinary action in accordance with University regulations.

e. Any student availing University transport services without payment of the prescribed annual subscription shall be liable to disciplinary action and imposition of financial penalties as determined by the competent authority.

11. Internships

a. All applicants staying in hostel seeking permission to leave the campus for the purpose of undertaking internships shall be duly endorsed and approved by the respective Head of Department or Dean of the School concerned.

b. International students shall be required to submit to the Directorate of Student Affairs through Directorate IR & HS a copy of their internship offer letter, travel documents, approvals from the Head of Department or Dean, and written parental

consent for completion of formalities and documentation, including those required by the Foreigners Regional Office (FRRO). Parental consent through official email communication shall be mandatory.

c. Indian students shall submit their applications for leaving the campus for internships to the Warden or competent authority along with the internship offer letter and approval from the Head of Department. Parental consent through email or telephonic confirmation shall be mandatory.

12. Social Media Usage – Code of Conduct/Communication The competent authority shall assign and entrust certain social media-related updates to a student committee that is authorized to upload approved content on the social media pages of the University. They are to be mindful of what is appropriate and what is not, in order to maintain the goodwill and reputation of the University. Each and every content posted in social media by such a person should be approved and authorised by the competent authority. Any deviation in obtaining approval or posting unauthorised content will result in disciplinary action.

a. Students are expected not to interact on behalf of the University with media representatives or invite media personnel to the campus without the permission of the University.

b. Students are not permitted to audio/video-record lectures in classrooms or actions of other students or staff without prior permission/consent.

c. Students are not permitted to provide audio or video clippings of any activity on the campus to the media without prior permission.

d. Students are expected to use social media carefully and responsibly. They are not to post derogatory comments about other individuals from the University on social media or indulge in any related activities that cause grave ramifications on the reputation of the University.

e. Students are not to create audio/video recordings or take photographs or stream audio/video content of any person in a location where the person has a reasonable expectation of privacy without that person's knowledge/expressed consent.

13. General Do's and Don'ts

a. Any form of groupism, including fighting or unlawful conduct that disrupts campus harmony, is strictly prohibited.

b. Students are encouraged to utilize their free time constructively in academic facilities such as libraries and laboratories, extra co-curricular activities and sports.

c. Disorderly movement in verandas, congregations in front of offices, obstruction of campus roads, or sitting in unsafe or prohibited areas such as parapets, staircases, and footpaths is prohibited.

- d.** The SRM University–AP campus shall be maintained as a smoke-free, alcohol-free, and drug-free environment. Possession, use, or consumption of tobacco, alcohol, or any intoxicating substances within the campus or hostels is strictly prohibited.
- e.** Silence and decorum shall be maintained in libraries, classrooms, examination halls, laboratories, dining halls, and other public areas.
- f.** Use of mobile phones in classrooms, libraries, and laboratories is prohibited unless expressly permitted by the competent authority. The possession and use of mobile phones and other electronic communication devices in examination halls is strictly forbidden.
- g.** Students shall refrain from participating in any undesirable activity and shall always maintain the highest standards of discipline.
- h.** Students shall not engage in anti-institutional, anti-national, antisocial, communal, immoral, or political expressions or activities within the campus or hostels.
- i.** No student shall exert undue influence or coercion over fellow students.
- j.** Politically affiliated students, organizations, or outfits are not permitted on campus. Students shall not organize, participate in, or attend activities sponsored by political organizations, including wearing politically symbolic attire or displaying slogans, accessories, or speeches.
- k.** Students shall not deface, damage, destroy, or cause loss to any public, private, or University property, including but not limited to gym facilities, dining halls, classrooms, hostels, toilets, lifts, music rooms, sports equipment, and laboratory equipment.
- l.** Unauthorized entry of outsiders into the campus or hostels is prohibited. Students shall not bring outsiders into university premises without prior permission from the competent authority.
- m.** Distribution, circulation, or display of unauthorized notices, pamphlets, leaflets, or obscene material by any means within the campus or hostels is prohibited.
- n.** Display of banners, flags, boards, or similar materials within campus premises, buildings, gates, or compound walls is prohibited without authorization.
- o.** Collection of money by solicitation or coercion within the campus or hostels is prohibited.
- p.** Any form of strike, procession, agitation, protest, gherao, blockade, or violent disturbance within or outside the University premises is prohibited.
- q.** Gherao, unlawful confinement, or detention of any University official is strictly prohibited.

- r.** Possession or use of weapons, explosives, or any object capable of causing injury or damage to life or property is prohibited.
- s.** Rash, negligent, or reckless driving within university premises is prohibited. Use of personal vehicles without valid documents or protective gear, including triple riding on two-wheelers, is strictly prohibited.
- t.** Students shall not enter or exit classrooms during sessions without prior permission of the faculty or competent authority.
- u.** Students charged with criminal offenses or under suspension or expulsion shall not enter University premises without prior written permission of the competent authority.
- v.** Any criminal activity or breach of law and order within university premises shall be reported to the police authorities.
- w.** Waste shall be disposed of only in designated bins provided across the campus, including classrooms, hostels, offices, canteens, and mess halls.
- x.** Any conduct that brings disrepute or lowers the esteem of the University is prohibited and will result in strict disciplinary action.
- y.** Students shall respect the rights and dignity of others in expressing opinions.
- z.** Students shall refrain from inciting or provoking fellow students, colleagues, or the University administration.
- aa.** Non-compliance with any of the above provisions shall attract strict disciplinary action.
- ab.** Students should not involve in any illegal, immoral activity of any kind wearing the Student ID issued by the university. If found suitable actions will be taken against them.
- ac.** If a student is found guilty or with any pending criminal proceedings against him/her in any courts or police station across India and outside India, then the university reserves the right to take appropriate action against students at any point of time.
- ad.** Be informed that any indiscipline or misconduct will be recorded in the student ERP to trace the history by the Directorate of Student Affairs.
- ae.** Respect the wellness, privacy and safety of others and abstain from unwanted behaviour thereby not supporting, participating and committing any violation of this Code.
- af.** Co-Operate and provide information at a disciplinary hearing.
- ag.** Acknowledge that the decision of SRMAP is final and binding.

ah. Understand and acknowledge that sanctions as deemed essential will be imposed on violating any of the disciplinary policy.

ai. It is mandated to complete the sanctions (punishments) imposed by the university.

aj. Students should avoid disgraceful public display of affection (indecent position/ objectionable pose, etc)

PROCESS

Step 1:

All instances of student misconduct shall be reported to the Directorate of Student Affairs (DSA) for preliminary examination and action. Repetition of any act of indiscipline shall attract penalties under the next higher or any other appropriate level of the Policy.

Step 2:

Where the alleged misconduct is assessed by the Directorate of Student Affairs as falling within Levels 1 or 2, the Directorate shall convene a meeting involving the concerned student, the Faculty Mentor assigned by the respective School and/or representatives of the concerned academic department. The parents or guardians of the student shall be duly informed. Upon completion of such proceedings, appropriate sanctions shall be imposed on the student(s) in accordance with the prescribed policy.

Step 3:

a. Where the alleged misconduct is assessed as falling within Levels 3 to 6, the Directorate of Student Affairs may convene a Fact-Finding Committee to ascertain the facts.

b. In case found blameworthy by the Fact-Finding Committee, a Show cause Notice shall be issued to student(s) with a copy to parents, to be replied within three days.

c. In case the reply to Show cause Notice is not found tenable/plausible / no reply is received within stipulated time, Director Student Affairs shall convene a meeting of the Disciplinary Committee. The parents or guardians of the concerned student(s) shall be informed and may be required to participate.

d. Upon conclusion of the proceedings, appropriate sanctions shall be imposed on the student(s) in accordance with this Policy.

e. Defaulter(s) may be referred to the Wellness centre for counselling.

f. An undertaking from the student and parents for not getting involved in any case of misconduct shall be submitted within seven days of the decision communicated.

APPEAL PROCESS

Students retain the right to appeal against disciplinary action under level 5 & 6 only in accordance with prescribed procedures.

Step 1

Where a student is aggrieved by the decision of the Directorate of Student Affairs or the Disciplinary Committee and the sanctions imposed there upon, the student may submit a written appeal to the Appeal Committee, SRM University–AP, within the prescribed time of seven days, detailing specific grounds like: -

- (a) Procedural errors
- (b) New evidence.
- (c) Disproportionate penalty (ies)

Step 2

Upon receipt of the appeal, the Appeal Committee, after providing an opportunity of hearing to the student, may either:

- Refer the matter to the Disciplinary Committee for reconsideration; or
- Reduce/mitigate/increase punitive action to maintain status quo.
- Constitute or convene an Appellate Committee for adjudication.

The decision of the Mercy Committee/ Appellate Committee or the outcome of the Mercy Appeal, as the case may be, shall be final and binding on all parties.

The final decision shall be formally communicated to the student by the Office of the Registrar.

Step 3

If the student continues to remain aggrieved by the decision of the Appellate Committee, the student may submit a Mercy Appeal to the Hon'ble Vice-Chancellor.

REVIEW APPEALS

a). Any student aggrieved by a decision taken by Appeal Committee, under this Policy may prefer an appeal to the Vice-Chancellor seeking review of such decision within thirty (30) days from the date of communication of the decision. The student shall be afforded a post-decisional hearing, in strict compliance with the principles of natural justice.

b) Upon consideration of the appeal, if the Vice-Chancellor is satisfied that the matter warrants review, he may refer the appeal to the Appeal Committee / Student Disciplinary Committee for reconsideration. The decision of the Vice-Chancellor on such appeal shall be final and binding.

c) In case, the student is still not satisfied by the decision of the Honourable Vice Chancellor, the student may appeal to the “Ombudsman”.

Notes:

1. Where required by law, the University shall comply strictly with legal mandates, including reporting or handing over students involved in offenses relating to objectionable material, narcotics, or prohibited substances to law enforcement agencies.
2. Academic suspension may be carried forward to the subsequent semester if misconduct under Levels 1 to 4 occurs at the conclusion of an academic session.
3. Final-year students involved in acts of indiscipline close to course completion shall also be subject to disciplinary penalties.
4. In cases of misconduct not expressly covered under this Policy, appropriate penalties shall be determined by the competent authorities.
5. Levels 5 and 6 shall not apply in cases involving ragging or commercialization of drugs or smoking materials.
6. All disciplinary cases under various levels shall be forwarded by the Directorate of Student Affairs or Discipline Committee to the Office of the Registrar, SRM University–AP, for issuance of formal orders.
7. For final-year students, conduct certificates and examination results shall be withheld until completion of the punishment awarded by the inquiry committee.
8. The University reserves the right to amend, modify, or repeal any provision of this Policy at any time.

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 parents 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.

TYPE OF MISCONDUCT	CONSEQUENCE
<p><u>Level 1</u></p> <p><u>A. Identity Card, Dress Code & General Discipline</u></p> <ol style="list-style-type: none"> 1. Loitering or moving within the University campus without wearing a valid identity card. 2. Failure to adhere to the prescribed dress code within the University campus. 3. Littering or causing pollution within the University campus <p><u>B. Classroom & Academic Environment Misconduct</u></p> <ol style="list-style-type: none"> 4. Use of a mobile phone during an ongoing class without prior consent of the faculty member. 5. Any act that disturbs or disrupts the teaching-learning process. 6. Any act that disrupts or interferes with the conduct of online classes. 7. Displaying impolite, rude, or disrespectful behaviour within classrooms or elsewhere on 	<p><u>Consequences (Applicable to All Level-1 Misconduct, Based on Severity & Repetition)</u></p> <ul style="list-style-type: none"> ● Intimation to Parents ● Fine of INR 5,000/-/INR 7500/-/10,000/- ● Three (03) days/(07) Academic Suspension and/or Social Service (inside or outside campus), as decided by the competent authority

the University campus.

C. Hostel Conduct & Behavioural Violations

8. Celebrating birthdays within hostel premises or classrooms.
9. Disturbing fellow hostel residents during designated quiet hours by shouting, running, playing, keeping room lights on, or speaking loudly on mobile phones.
10. Playing cards within hostel premises or classrooms, including playing cricket/football in hostel corridors.

D. Misuse of Hostel Facilities & Services

11. Use of electrical appliances not authorized under the Hostel Manual (excluding laptops and mobile phones) without prior approval or causing disturbance through loud music or similar activities.
12. Any act of indiscipline within the Gymnasium or Dining Hall.
13. Removing mess utensils or mess food from the designated dining area to hostel rooms or any unauthorized location.
14. Assigning or directing hostel housekeepers, security personnel, or any other staff for personal use beyond the

<p>scope permitted under Hostel rules.</p> <p><u>E. Unauthorized Access & Presence (Higher Severity within Level-1)</u></p> <p>15. Unauthorized entry into hostel premises or kitchen areas.</p> <p>16. Presence of a non-resident student in a hostel room or availing meals in the hostel mess; disciplinary action shall be initiated against both the hosteller and the non-resident student.</p> <p><u>F. Movement Violations & Out-Pass Non-Compliance (Most Severe under Level-1)</u></p> <p>17. Leaving the hostel premises without obtaining a valid out-pass or reporting back beyond the permitted time specified in the out-pass.</p> <p>18. Being outside the hostel premises beyond the permitted hours, constituting a violation of university rules and regulations.</p>	
<p><u>Level-2 : Misconduct and Consequences</u></p> <p><u>a. Hostel Administration & Leave Violations (Lower Severity within Level-2)</u></p> <p>1. Availing leave from the hostel without proper authorization.</p> <p>2. Changing hostel rooms without obtaining prior permission from the Hostel</p>	<p><u>Consequences (Applicable to All Level-2 Misconduct, Based on Gravity & Recurrence)</u></p> <ul style="list-style-type: none"> • Intimation to Parents • Five (05) days Academic Suspension and Social Service (inside or outside campus)

<p>Authority.</p> <p><u>B. Repeated Non-Compliance & Escalation of Level-1 Violations</u></p> <p>3. Late reporting from an out-pass on the second occasion or thereafter.</p> <p><u>C. Misconduct Beyond Campus / Institutional Image</u></p> <p>4. Any complaint of minor misconduct received against a student from outside the University campus, bringing disrepute to the institution.</p> <p><u>D. Digital / Cyber Misconduct (Highest Severity within Level-2)</u></p> <p>5. Any act of cyberbullying, including harassment, intimidation, coercion,</p> <p>6. Emotional harm caused through electronic or digital means.</p>	<ul style="list-style-type: none"> • Fine of INR 10,000/- • Any one or more of the above penalties may be imposed by the competent authority, depending on the seriousness of the misconduct.
<p><u>LEVEL – 3 : Serious Misconduct and Consequences</u></p> <p><u>A. Property Damage, Theft & Misuse of University Assets</u></p> <p>1. Wilful breakage, defacement, damage, theft, misappropriation, unauthorized use, or misuse of university property, including infrastructure,</p>	<p><u>Consequences LEVEL – 3 (Applicable Based on Nature & Gravity of Misconduct)</u></p> <ul style="list-style-type: none"> • <u>For Points 1, 2, and 3</u> • Parents to report to the University and sign an undertaking. • Seven (07) days Academic Suspension and Social Service (inside/outside campus) • Recovery of ten (10) times the cost of damaged property +

<p>furniture, equipment, sports goods, hostels, canteen facilities, University buses, ITKM systems, and security or surveillance equipment.</p> <p>2. Theft of cash or any other items belonging to the University, its students, staff, employees, or visitors, including laboratory equipment and safety/security apparatus.</p> <p><u>B. Possession of Prohibited Substances or Items</u></p> <p>3. Possession, consumption, or transportation of any smoking product, nicotine-containing substance, alcohol, or any other intoxicant within the University campus or hostel premises.</p> <p>4. Possession of prohibited or banned items, including but not limited to firecrackers, weapons, sharp objects, pornographic material, or any prohibited physical or digital content (hard copies, CDs, or electronic storage).</p> <p><u>C. Violence, Threats & Serious Misconduct Against Persons</u></p> <p>5. Any act of physical assault, threat of use of physical force, or causing injury to any student, faculty member, staff, employee, or any other</p>	<p>INR 10,000/- fine</p> <ul style="list-style-type: none"> ● Damage to common facilities to be recovered from the entire group/users. ● Ban on short leaves and out-passes for one (01) month. ● Debarment from End-Semester Examination, if warranted ● Disqualification from further placement assistance in case of misconduct during placement drives <p><u>For Point 4 (Intoxicants / Smoking)</u></p> <ul style="list-style-type: none"> ● Seven (07) days Academic Suspension ● Expulsion from Hostel ● Fine of INR 10,000/- <p><u>For Points 5, 6, and 7</u></p> <ul style="list-style-type: none"> ● Twenty (20) days Academic Suspension ● Fine of INR 15,000/- <p><u>For Points 8 to 20</u></p> <ul style="list-style-type: none"> ● Thirty (30) days Academic Suspension ● Fine of INR 20,000/- per student, per instance ● One or more of the above penalties may be imposed, depending on the seriousness of the offence, recurrence, and recommendations of the Student Disciplinary Committee.
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<p>person within or outside the University campus, including hostels and University transport facilities.</p> <p>6. Any violent, indecent, disorderly, threatening, intimidating, or offensive conduct or use of language—verbal, written, or electronic— including through blogs, social networking sites, or other digital platforms.</p> <p>7. Any public display of affection, socially unacceptable behaviour, or being found in an indecent or objectionable position or pose with another person within the University premises.</p> <p><u>D. Group Indiscipline, Agitation & Disruption of University Functioning</u></p> <p>8. Forming or participating in a group with the intent of taking the law into their own hands, exhibiting arrogant behaviour, or engaging in confrontations with university authorities or staff.</p> <p>9. Participation in or organization of any agitation, public demonstration, slogan-raising, or collective disruptive activity—violent or otherwise—within or outside the University campus.</p>	
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10. Indulging individually or collectively in any act that disrupts or obstructs the orderly conduct of classes, examinations, placements, academic work, or other authorised University activities, including mass bunking.

E. Cyber, Digital Misconduct causing Emotional trauma.

11. Causing emotional disturbance or trauma through electronic media, including unauthorized recording of conversations of students, faculty, or staff without consent, and misuse or circulation of such recordings.

12. Inciting students against fellow students or the University administration through verbal communication or electronic means such as WhatsApp messages, reels, videos, or other digital platforms.

13. Distribution, display, or publication of posters, notices, signs, audio-visual content, blogs, or webpages that are offensive, threatening, intimidating, illegal, or defamatory.

F. Financial, Ethical & Commercial Misconduct

14. Any act of bribery or attempted bribery, including offering, giving, soliciting, or accepting money, gifts, or undue advantage to influence official conduct.
15. Any form of betting, gambling, extortion, extraction of money, or unauthorized borrowing or lending of money among students.
16. Indulging in, facilitating, or promoting any business, commercial, or trading activity within the University campus, hostels, or University transport facilities without prior authorization.

G. Non-Compliance, Defiance & Residual Misconduct

17. Failure to comply with punishments imposed under university disciplinary procedures, or any act amounting to contempt of, non-cooperation with, or obstruction of such procedures.
18. Breach of any undertaking or declaration given to the University, or refusal to comply with lawful directions issued by the HOD, Dean, Director Student Affairs, Registrar, Chief Proctor,

<p>Vice-Chancellor, or other competent authority.</p> <p>19. Organizing, attending, or participating in activities, events, or agitations sponsored by political or religion-based organizations, including use of specific dress, slogans, accessories, or speeches.</p> <p>20. Any other act of commission or omission which, in the opinion of the Student Disciplinary Committee, constitutes serious indiscipline or breach of university rules and regulations.</p>	
<p><u>LEVEL – 4 : Grave Misconduct and Severe Penalties</u></p> <p><u>A. Serious Public Misconduct & Reputational Harm</u></p> <p>Any complaint of major misconduct received from within or outside the University campus, including but not limited to cheating shopkeepers, creating nuisance in public places, or any act that brings disrepute to the University, its officials, staff, or students, or adversely affects its reputation, standing, or good name.</p> <p><u>B. Physical Violence Causing Serious Harm</u></p> <p>Engaging in physical fights resulting in serious injury, or acts committed with malicious intent, whether among</p>	<p><u>Consequences (Applicable to All Level-4 Misconduct)</u></p> <p>Depending on the nature, gravity, and findings of the Disciplinary / Statutory Committee, one or more of the following penalties may be imposed:</p> <ol style="list-style-type: none"> 1. Parents / Guardians shall be required to report to the University in person and sign an undertaking. 2. Rustication for one semester or one academic year, or longer as deemed appropriate. 3. Debarment from appearing in semester-end examinations. 4. Debarment from placement drives and University placement assistance.

students or involving any member of the University staff.

C. Gender-Based Harassment & Crimes Against Women

Any act—verbal, written, visual, or electronic—that violates the dignity, modesty, or honour of women, including eve-teasing, molestation, accosting, making sexually suggestive or obscene gestures, using abusive language, or sending offensive emails, WhatsApp messages, MMS, or any other electronic communications to female students, faculty members, or staff.

D. Caste-Based Atrocities & Social Discrimination

Any act that violates the status, dignity, or honour of students belonging to Scheduled Castes (SC) or Scheduled Tribes (ST), including use of abusive or derogatory language, humiliation, intimidation, or any activity intended to demean, ridicule, or tarnish their reputation, whether directly or indirectly.

E. Discrimination, Harassment & Hate-Based Conduct

Any behaviour that constitutes discrimination, harassment, or victimization on the basis of sex, sexual orientation, gender identity or reassignment, race, religion, disability, age, or any other protected characteristic, directed towards any student, staff member, employee, or visitor of the University.

The University reserves the right to initiate criminal or statutory proceedings wherever the misconduct attracts provisions under applicable laws, in addition to the above disciplinary action.

LEVEL – 5 : Extreme / Zero-Tolerance Misconduct

A. Substance Abuse, Intoxication & Illegal Materials

1. Attending the University campus or classes in an inebriated condition, or possessing, consuming, or transporting alcohol in any form within university premises.

2. Possession, consumption, transportation, creation, distribution, or inducement of others to bring objectionable, dangerous, or illegal material into the University campus, including but not limited to non-prescribed or illegal drugs, cannabis/weed, hazardous or controlled substances, or any items prohibited under the NDPS Act or other State/National laws.

B. Academic, Administrative & Identity Fraud

1. Forgery of signatures of any University authority; submission of false or fabricated documents; providing false information related to hostel or academic matters; or creating, using, or possessing **fake, old, invalid, or duplicate identity cards, bus passes, or hall tickets**.

2. Any act of **fraud, impersonation, or deception**, including lending identity cards, providing or marking proxy attendance, impersonating another person, or using fraudulent credentials to obtain academic, hostel, transport, or financial benefits.

Indicative Consequences: Level 5 (Zero-Tolerance Level)

Any one or more of the following actions may be imposed, depending on the gravity of the offence and statutory requirements:

- Immediate suspension pending inquiry.
- Expulsion from the University and permanent removal from rolls
- Debarment from examinations and placements
- Expulsion from hostel and withdrawal of all University facilities
- Reporting to law-enforcement agencies and initiation of criminal proceedings under applicable laws (IPC, IT Act, NDPS Act, etc.)
- Parents/Guardians to be summoned and informed in writing.

Level–5 offences are non-compoundable within the University and may mandatorily require police or statutory reporting, irrespective of internal disciplinary action.

C. Cybercrime, Data Tampering & System Abuse

Tampering with, hacking, or gaining **unauthorized access** to the University's **ERP/ITKM or IT systems** for personal gain, including alteration of marks, attendance, records, or unauthorized access to confidential or restricted information through cyber tools or digital means.

D. Sexual Misconduct, Exploitation & Coercion

1. Indecent exposure, cohabitation, or sexual acts in **confined or unauthorized areas** of the University campus, including but not limited to empty classrooms, laboratories, offices, fire exits, elevators, hostel rooms, or hostel mess facilities.

2. Engaging in **harmful, exploitative, or coercive behaviours** affecting the safety or well-being of others, including creating, possessing, or sharing private or obscene videos to **blackmail, threaten, or coerce** fellow students; pressuring others into pornography; maintaining connections with potential drug suppliers; or manipulating parents during admissions for personal or illegal gain.

LEVEL – 6 : Ultimate / Expulsion-Level Misconduct

A. Recidivism of Serious Offences

Repetition of any misconduct classified under LEVEL–3 or LEVEL–4, whether of a similar or different

Indicative Consequences: Level 6 (Mandatory & Discretionary)

Depending on the findings of the Disciplinary / Anti-Ragging Committee and statutory requirements, one or more of the following may be imposed:

- **Rustication for one or more semesters or permanently**

<p>nature, shall constitute a serious and aggravated violation of university rules and regulations and shall attract stringent disciplinary action, including rustication or expulsion, as determined by the competent authority.</p> <p><u>B. Management-Determined Grave Misconduct</u></p> <p>Any act or omission committed by a student which, in the considered opinion of the University Management, warrants rustication or expulsion, shall be treated as a grave violation of university rules and regulations and shall be subject to disciplinary action deemed appropriate by the competent authority, notwithstanding its classification under any other level.</p> <p><u>C. Ragging (Zero-Tolerance / Statutory Offence)</u></p> <p>Engaging in ragging, in any form, as defined under the University Grants Commission (UGC) Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, shall constitute a grave and non-compoundable offence and shall attract strict disciplinary action, including rustication or expulsion, in addition to action under applicable civil or criminal law</p>	<ul style="list-style-type: none"> • Expulsion from the University and permanent removal from rolls • Debarment from examinations, placements, and all University facilities • Cancellation of admission and forfeiture of fees, as per university rules • Mandatory reporting to statutory authorities / police, where applicable • Parents / Guardians to be summoned and informed formally. <p>Decisions under Level 6 shall be final, subject only to statutory appeal or judicial review, and shall override penalties prescribed under lower levels.</p>
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IMPLEMENTATION

1. This Policy shall come into force with effect from the academic year 2025–26.
2. The provisions of this Policy shall be enforced strictly and uniformly, without any relaxation or exception, except as expressly provided herein.

AMENDMENTS

The University reserves the right to amend, modify, suspend, or repeal any provision of this Policy, in whole or in part, at any time, as deemed necessary by SRM University–AP, without prior notice.