



Dr. Bhimrao Ambedkar University, Agra - 282004

Code of Conduct-
Students, Teachers, Non-Teaching Staff

A. Student Code of Conduct and Discipline Rules

Part- I General

- All students admitted into different institutes of the University will have to observe and abide by these rules prescribed by the University, Head of the Institute and other competent officers or authorities or bodies of the University as the case may be.
- *Attendance:* All must remain present during the institute's prevailing timing and attend all classes. A student with less than 80% attendance due to whatsoever reason, including medical ground and participation in extracurricular activities in a course, will be barred by the concerned faculty member from appearing in the course and End Semester Examinations (ESE).
- *Dress Code:* The students are advised to wear decent dresses. They are free to wear fashionable dresses, but dressing in a provocative or unkempt manner is not allowed as it dilutes the institute's culture.
- *Identity Card:* it's essential to wear Identity card by all the students while at the campus without fail. No student without identity card will be allowed to enter the university campus.
- *Wearing Helmet:* Students commuting with two wheelers must wear genuine ISI recognized Helmets.
- *Two Wheeler/ Four Wheeler Speed in Campus:* The speed of the vehicle in the campus should be restricted to not more than 10km in any case. Any student not following the speed limit will be fined 2000/-. The fine may increase as per the disciplinary committee decision.
- *Language Code:* All students must use only dignified language while on the campus. All students are expected to maintain dignity while talking to faculty members, employees and other students of the institute.
- *Using Mobile Phones* in the lecture halls or instructional/academic area is strictly prohibited. The mobile phone would be seized and fine will be levied if any student

is found violating the same.

- While on the Institute's campus, all students are advised to take extra care of their personal belongings like a purse, university bag, mobile phone, identity card, etc. In case you find any belonging, please deposit the same at the student section/administrative office. If any belongings are lost/ stolen, the institute does not bear any responsibility for the same.
- All students are required to check the notice boards and emails regularly. The students are required to keep themselves updated with different notices, circulars etc. and revisions in the rules, if any, from time to time informed through emails/website/notices. For this, students have to check through their email ID allotted to them by the University and also check the University website/notice board regularly.
- All the rules and regulations, procedures and systems being framed by the institute from time to time are required to be followed by all students.
- University Campus is a "Smoking, Tobacco and Drug Free Zone." Chewing of tobacco & smoking and consumption of drugs on the campus is prohibited. All are requested to adhere to the prohibition of drinking alcohol on the campus. Spitting anywhere in the campus is strictly prohibited.
- Ragging or any kind of such activity is strictly prohibited in the campus. It is a punishable act. Ministry of HRD, AICTE and Hon'ble Supreme Court of India also view it seriously and you can be put behind the bars and your admission can get cancelled.

Part II

Academic Conduct and Discipline

- The University attaches utmost importance to strict integrity and honesty in all segments of academic work. Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of discipline shall include the following:

- Not carrying his/her Identity Card at all times and produce when demanded.
- Not attending classes, sessions, co-curricular activities etc. on all working days from the start to the end of the term/semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and/or leave application form from the parent/guardian is submitted to the Head of the Institute within 7 days.
- Any form of dishonesty including an attempt to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the teachers concerned, students must not collaborate / syndicate in any manner for completion of home assignments and projects.
- Penalty for breach of academic discipline includes expulsion from the University.
- Marking proxy attendance for others and having attendance marked by others will attract severe punishment.
- Cases of indiscipline or misconduct such as mass abstention from class, irresponsible behavior inside or outside the class, use of unethical practices during

B. Code of Conduct for Teachers

- a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibility/duties.
- b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues or administration/Governing body of the University.
- c) A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
- d) A teacher shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the University.
- e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any to student of the University private tuition.

- (f) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (g) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (h) Co-operate with the authorities for the betterment of the University's keeping in view the interest and in conformity with dignity of the profession.
- (I) Should adhere to the conditions of the contract.
- (j) Give and expect due notice before a change of position is made, and
- (k) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (l) Must follow the HR Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the University authorities from time to time.

C. General Code of Conduct for all Employees

The university expects its Employees to foster an environment which respects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence & be impartial in the discharge of official duties.
4. Must not be absent without sanctioned leave.
5. Render courteous services to the public.
6. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
7. Maintain political neutrality.
8. Keep away from demonstrations organized by political organizations.
9. Refrain themselves and their family from joining any organization that is involved in

subversive/criminal activities.

10. If arrested, must inform his/her superior in the office.

11. Avoid consumption of intoxicating drinks & drugs in office, in public place or at home.

12. Must not travel abroad without information to the university and must not express any view on Indian or foreign affairs while visiting foreign countries.

13. Must not take private consultancy work.

14. Must follow the social media Policy of Dr. Bhimrao Ambedkar University, Agra.

Apart from the points mentioned above, all the employee are expected to refrain themselves from any act which is against the mission, vision and core values of the University.