



JOY UNIVERSITY
semper paratus

Student Code of Conduct

Code of Conduct for Students

Students are expected to conduct themselves with integrity and proper consideration for others at all times. They are expected to exhibit proper respect for others in their personal behaviour and interpersonal interactions, both within and outside the campus. The Joy University strictly prohibits ragging and sexual harassment; any instance of either should be reported immediately to Dean - Student Welfare and will be dealt with as a serious offense. Students are expected to respect Joy University property and follow all Joy University Rules and Regulations at all times.

If the students feel victimized by the conduct, academic or personal, of any other member of Joy University, they may register a complaint with the statutory bodies such as the Internal Compliance Committee(ICC), Student Grievance Committee, Anti-Ragging Committee, Grievance Redressal Committee, Disciplinary Committee, Anti-Ragging Squad & etc.

Essential DOs for Students

- ▶ Always wear Joy University ID cards in and around the Campus. Students shall also carry their ID Cards while they are outside the campus and while travelling for their safety.
- ▶ Daily bring your own LAPTOP to attend the classes since it will be very useful to take notes directly on the laptop and for doing any lab sessions in the class as well.
- ▶ Be always regular in attending all the lectures since 75% attendance is Mandatory for being eligible to write the examinations at Joy University and take an active part in all the labs as well.
- ▶ Extend your discipline in keeping the classroom and keep the campus clean.
- ▶ Follow the instructions given by the Officers of the University and suggestions given by the JU Professors. Be honest with your Professors and try to ask questions in class if you have anything which you could not understand in the class w.r.t subject under discussion.
- ▶ Know that all tasks/assignments are important and do your best to be sure that your work is done to the best of your ability and within deadlines.
- ▶ Please Use the calendar and planner in the online portal to keep track of all your assignments/classes.
- ▶ Please participate in various club activities, mentorship programmes, sports, games and Gym activities for your well-being and personality development.

Essential DON'Ts for Students

❖ GENERAL CONDUCT

1. **DON'T create any problems inside and outside the JU campus since it may land you into legal troubles with strict police action.**
2. **DON'T** get involved and do not be a part of ragging, strikes and any other bad circumstantial activities inside/outside the campus/hostels.
3. **DON'T** do anything that is derogatory to your self-respect.
4. **DON'T** loiter about or outside the classroom while the lecture is in progress.
5. **DON'T** mark, underline, or annotate the library books and other library material.
6. **DON'T** over participate in the class discussions. Give others a fair chance to contribute and learn from their input.
7. **DON'T** leave the class early or unannounced.
8. **DON'T** act disinterested, pompous or bored.
9. **DON'T** sleep through the class. Class time equals your money and it will cost in the end if you skip.
10. **DON'T** be too intimidated to ask questions. It's your career, you have the right to know.
11. **DON'T** view learning as an obstacle.
12. **DON'T** waste time unnecessarily. Plan to execute by setting proper goals.
13. **DON'T** shrug off opportunities that arise. Joy University presents opportunities you may never get again. Take advantage of these, they are designed for you.
14. **DON'T** spend money unnecessarily.
15. **DON'T** make flattering, rude remarks, or any other inappropriate or provocative statements on other fellow students.
16. **DON'T** expect JU Professors to be anything like your high school teachers. The best students are those who take the time to learn from the Professor and then devise a plan to live up those expectations.
17. **DON'T** get in the habit of skipping classes. Attending class is a critical component of learning the material and class notes are often a key part for exams.
18. **DON'T** study for the sake of studying but analyze and understand the subject to achieve better grades while you study the smarter way.
19. **DON'T** compare your academic performance with other students. Each student is unique and has his/her way of style of understanding the subject.
20. **DON'T** disturb others while moving from one lecture room to another for attending the classes.

❖ EXAMINATION

1. **DON'T** waste time reading the whole passage each time for each set of questions.
2. **DON'T** panic if there are questions which you cannot answer.
3. **DON'T** write more than one answer when only one is required.
4. **DON'T** panic if you get grades that are not up to your expectations, but **do** develop a Strategy and Action Plan with the help of JU Professors to improve your grades.
5. **DON'T** get in the habit of skipping classes. Attending class is a critical component of learning the material and class notes are often a key part for exams **(remember 75% of attendance is mandatory)**

❖ IMPORTANT

1. **Ragging is a punishable crime under Indian Penal Code.** Ragging is strictly prohibited inside and outside of the hostel and in Campus.
2. **DON'T** participate in any political, anti-national, anti-social or undesirable activity in or outside the hostel.
3. **DON'T** organize personal trips without prior permission from wardens and parents. Take permission at least a day before leaving. Permission cannot be granted in the last minute.
4. **DON'T** leave the Hostel without obtaining proper permission from the Warden otherwise, students will be subjected to **Strict Disciplinary Action as per Joy University Rules.**
5. **DON'T** involve yourself in Immoral acts.
6. **DON'T** bring intoxicants i.e., liquor, drugs, smoking, tobacco inside the hostel. Consumption of the same inside the hostel or Campus is strictly prohibited which may attract **strict police action as per Joy University Rules.**
7. **DON'T** use any unauthorized electrical or electronic appliances.
8. **DON'T** spit/paste/scribble anything on the walls.
9. **DON'T** bring any personal guests to stay in hostels without proper permission from the Warden.

Hostel Students to Note:

- ▶ All residents shall carry their Institute ID cards and produce them on demand.
- ▶ Residents are not permitted to stay in the rooms during their University timings except on genuine grounds with permission from the Resident Assistant.
- ▶ Residents are not supposed to indulge in any type of verbal or physical violence with their fellow residents or staff. Any resident who indulges in such activity will face disciplinary action.
- ▶ Ragging is criminal offence and shall be dealt with as per ruling of Hon'ble Supreme Court to the extent of expulsion from the University.
- ▶ Smoking is strictly prohibited inside hostel premises.
- ▶ Possession and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises or entering hostel in intoxicated state are strictly prohibited. Disciplinary action may include expulsion/rustication from hostel/University and handed over to the Police Authorities.
- ▶ Abnormal activities of any nature, causing disturbance to the neighbors should not be carried out in the room.
- ▶ Pets are not allowed in the rooms or hostel.
- ▶ Celebrations are allowed only after the approval of the Warden & Registrar and in designated areas and at specified times to avoid inconveniencing other residents. Any unauthorized celebration, gathering is strictly prohibited.
- ▶ Outdoor games and sports which are likely to cause damage to facilities are not permitted.
- ▶ Any kind of discrimination based on religion/caste/race will lead to disciplinary action based on severity of the violation.
- ▶ Students must cooperate fully and should not argue with Security Personnel, Hostel Wardens, Resident Assistants.
- ▶ Use of powered vehicles/parking of any vehicles by residents within the hostel compound is banned.
- ▶ Any tampering with the network devices and other electronic devices installed in hostel premises or any disruption in the campus internet due to penetration to the network settings would be considered very seriously and would invite disciplinary actions.
- ▶ Using any heavy electrical, electronic appliances are strictly prohibited.
- ▶ If the rooms, toilets are not kept cleaned, it will attract penalty and may include expulsion from the hostel.

- ▶ Any damage to fixtures, appliances, devices fixed at the hostels will attract severe punishment.

Rules pertaining to visitors/guests

- ▶ Unauthorized visitors in hostels must be reported to the JU Security Unit – they may be handed over to the Police, if required.
- ▶ The visit of male students to the women's hostel and vice versa is restricted.
- ▶ Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

Upkeep of Rooms and Hostel Premises

- ▶ All Students should keep their rooms & hostel premises clean. Posters/ captions/graffiti should not be written/pasted on the walls/doors etc. Students should not throw litter indiscriminately in the hostel premises.
- ▶ Students should bring to the notice of the Estate Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- ▶ When the students go out of their room they should switch off all the electrical / electronic appliances. Violation will attract suitable penalty and punishment as decided by authorities.
- ▶ Residents are not allowed to take food from mess to room except for medical reasons already approved by the resident assistant.
- ▶ Students are responsible to lock the cupboards and doors while leaving the room. Jewels & other costly items are not to be possessed in hostel. University is not responsible for loss of any of your belongings. Any case of theft should be reported promptly to the Security Officer.
- ▶ The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron is forbidden in student rooms. Private cooking in student rooms is strictly forbidden. Such appliances, if found will be confiscated and a heavy fine will also be imposed.
- ▶ In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
- ▶ The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- ▶ The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If any hostel furniture other than the allotted ones is found in a room, the occupant of the room will have to face disciplinary action.

Timings & Attendance

- ▶ Students are not permitted to leave the hostel between 8.00 pm - 6.00 am. They should be inside the university campus within 07.30 pm.
- ▶ Attendance will be recorded by the residence managers between 9:00 pm and 10:00 pm every night. Each resident has to personally sign the attendance register/ record biometric attendance every evening during the mentioned time at the hostel office.
- ▶ After recording attendance, the student is not permitted to leave the hostel premises. If any students fail to record the attendance by 10:00 pm, then an automated message will go to the parent/guardian and to the concerned authorities. Strict action will be taken on those who fail to adhere to the rule.
- ▶ Residents who wish to leave the hostel for overnight or longer duration (Leave of absence) shall first obtain permission from their parents. They can then apply for leave and obtain permission in writing two days in advance by submitting an application form to the Resident Manager (or) through online permission mode available. The Resident Manager will verify the leave permission from parents/guardians. Upon verification, he/she will approve the leave accordingly. Any unauthorized leave from hostel will render severe punishment.
- ▶ Students shall make an entry into the 'Leave of Absence' register and intimate the name, contact details and address of their stay during this period & date of returning back to hostel.
- ▶ **Emergency Contact Details:** All Students SHOULD PROVIDE the genuine/correct “emergency contact details” (of their parents/guardians only). This details are MAINTAINED BY ALL HOSTEL RESIDENT ASSISTANTS. Hostel wardens will be responsible to look into this requirement is maintained properly.
- ▶ For the boarders of girl’s hostels, for day outings on holidays, parents/guardians can give permission to the students in two ways:
 - ▶ Once at the beginning of the semester for the entire semester - Once parents specify such permission to students, students may take a day outing after making the necessary entry in the day outing register. (Not applicable for 1st year UG students). Timings will be 6:00am to 6:00pm on holidays.
 - ▶ Every time their ward wants to avail the facility for day outing on holidays - In such cases, students may apply for day outing to resident assistant 24 hours prior and resident assistant will verify the request from parents and issue permission to students.

PROCEDURE TO BE FOLLOWED BY HOSTEL STUDENTS TO PROCEED ON LEAVE DURING THE SEMESTER / UNIVERSITY WORKING DAYS

In case of any unforeseen circumstances, if any student staying in JU hostels wishes to avail leave from the University/hostel, the following procedures should be followed:

Step 1: Approval from Parents/Guardians: Require prior approval from the parents/guardians, either through a signed letter or via a phone call/email, confirming their consent. The Hostel Resident Assistants will verify this by calling the parents or confirming with them through email.

Step 2 : Application Submission and Approval: The student must submit a written request/application to the Dean/HoD of the School/Department mentioning the reason(s) for leave, duration, destination and the reference of their parent/guardian's consent.

The HoD/Dean will see the merit of the case and if recommended, the student can submit the same to the Hostel Warden (Faculty member assigned with the responsibility as hostel warden) for his/her approval. Wardens will approve the leave request ONLY if it is less than 05 days.

If the period of leave exceeds for 05 (five) working days and above, such request should be forwarded by the Hostel Warden and the approval of the Registrar is mandatory.

Step 3: Signature in Student Hostel Leaving Register: Before leaving the hostel premises, the student should submit the sanctioned leave request/ application to resident hostel assistant of their concerned hostels and they should sign the "student hostel leaving register", indicating the date/day & time of their leaving the hostel premises and when they are expected to return.

Mess timings are as follows

- ▶ Breakfast: 7:30 am -8:30 am
- ▶ Lunch: 12:30 pm – 2:30 pm (as Notified by the University)
- ▶ Snacks: 5:00 pm – 6:00 pm
- ▶ Dinner: 7:30 pm – 8:30 pm
- ▶ Residents have to keep their own plates and mugs and bring them to the mess hall during the mess timings.
- ▶ Residents should not waste food. Paying mess bill does not entitle a diner to waste food.
- ▶ Students should not enter the dining area wearing lungies and in appropriate dress.
- ▶ Students while leaving the hostel rooms should always ensure all electrical points & electrical appliances are switched off.

Nature of Penalties: PANALTY MATRIX

The following penalties may, for act of indiscipline or misconduct, be imposed on a student, namely:

- i) Written warning and information to the parents/guardian.
 - ii) Fine of Rs.5,000/- which may extend up to Rs.25,000/-.
 - iii) Suspension from the Class/Department/College/Hostel/Mess/Library/Lab or from availing of any other Facility.
 - iv) Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
 - v) Recovery of pecuniary loss/damage/destruction caused to University Property.
 - vi) Disqualification from placement process, or from holding any representative position in the Class/College/Hostel/Mess/Sports/Clubs and in similar other bodies.
 - vii) Expulsion from the Department/ Faculty/ Hostel/ Mess/ Library/ Club for a specified period.
 - viii) In case of malpractice and use of unfair means in examination; Cancellation of Student Registration for the Course/Program or non-registration for the subsequent semester along with any other punishment as may be decided.
 - ix) Issue of Transfer Certificate.
 - x) Permanent Expulsion from the University for Very Serious Misconduct.
 - xi) Disqualification from further studies, or prohibition of further admission or re-admission.
- ▶ In addition to the above penalties, the discipline authority may direct the student to undergo compulsory counseling sessions as prescribed by the psychologist/ psychiatrist and /or campus community works.
 - ▶ Any student against whom a serious charge of misconduct has been made may be suspended from the hostel/rolls of the University by the disciplinary authority pending enquiry or pending trial on a cognizable offence by a court of law.
 - ▶ Penalties in certain cases of serious misconducts are as per the rules of the University.
 - ▶ Notwithstanding anything mentioned above, a student shall be liable for expulsion forthwith from the JU on being found involved in or committing any offence cognizable and punishable under the Narcotic Drugs and Psychotropic Substances Act, 1985. Such student will be handed over to the police.

- ▶ All serious cases of in discipline / misconduct shall be intimated to the parents/guardian of the concerned students by email / letter by the Administration / Student Services department at the earliest.
- ▶ Notwithstanding anything in the rules, the VC/Registrar may impose any one or more of the penalties provided in these Rules, taking into account the gravity of the misconduct along with facts and circumstances.

"Joy University enforces a Zero Tolerance Policy on drug abuse, ragging, property damage, caste or community-based discrimination, and harassment of any kind, especially against women. We are committed to maintaining a safe, respectful, and inclusive campus for all."

All students are required to adhere to the JU Student Code of Conduct.
