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# NETAJI SUBHAS UNIVERSITY

Estd. Under Jharkhand State Private University Act, 2018

## Code of Conduct for Students

for  
VIC  
VIC CHANCELLOR  
NETAJI SUBHAS UNIVERSITY  
JAMSHEDPUR, JHARKHAND  
5.12.21

Registrar  
Netaji Subhas University  
Jamshedpur, Jharkhand

# NETAJI SUBHAS UNIVERSITY

## CAMPUS CODE OF CONDUCT FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the University campus. They shall abide by the rules and regulations of the University and should act in a way that highlights the discipline and esteem of the University.
2. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.10 p.m. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 100. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and "Thank you Sir/Miss" when the teacher leaves the classroom.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from

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Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gatekeeper.

10. All students shall leave the classes immediately after 4.15 p.m. No students shall wander \_\_\_\_\_ or \_\_\_\_\_ gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leaves shall be accompanied by valid medical certificates.
12. Students shall come to the University in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi covered chappels. Hawaii type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coat.
13. Students shall not make any alteration to the Uniform issued from the University without the permission of the concerned HoD and any violation of this will attract a fine of Rs300 and repetition of this could result in suspension from the University .
14. All the students are expected to attend all University \_\_\_\_\_ functions in University uniform unless otherwise specified.
15. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
16. Students planning to make pilgrimage to Sabarimala can avail relaxation in dress code \_\_\_\_\_ by \_\_\_\_\_ producing \_\_\_\_\_ a letter of intention \_\_\_\_\_ certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation
17. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing

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social norms and which could go against the spirit of NSU academic values will be referred to the discipline committee.

18. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
19. As per the Govt. order, students shall not bring powered vehicles inside the campus.
20. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviors such as shouting, whistling, loitering etc. will be treated as an instance of indiscipline.
21. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
22. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the University beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00 PM.
23. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline:
24. All the students are advised to follow the NSU Mobile phone policy and bring to the notice of the authorities violations if any.
25. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the University campus however access to these sites are permitted in hostel building during times specified by the hostel wardens.
26. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
27. Consumption of intoxicants / psychotropic substances in any form or smoking or

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using chewing-gum, pan masala etc. are strictly prohibited.

28. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the University and destroy the academic ambience.
29. Carefully handle the furniture, equipments, fixtures and appliances of the University and lab. Careless handling/misuse of the above could result in personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
30. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
31. Students are not permitted to distribute or display (both physically and electronically) materials such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
32. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
33. Students who intend to represent the University in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
34. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
35. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy their seat 5 minutes before the commencement of the examination.
36. The third series test will be optional and the students, who desire to attend this, need to register well in advance with the concerned tutor. The syllabus for third series

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shall be 3rd and 4th modules from the university syllabus.

37. The University Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No. 6.2.4 of Lyngdoh Committee recommendations.
  38. Political activity in any form is not permitted in the University campus. Unauthorized meetings, propagandawork, processions or fund collections are forbidden within the University, hostels, and outside the University .
  39. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
  40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
  41. Pay fees, mess bill setc. in advance or in time, which will avoid fines.
  42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the University .
  43. Expulsion from the University is enough for expulsion from the hostel.
  44. In case of any instance of non compliance of existing rules or any observed matter/behavior that deviates from the vision and mission of NSU, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
- Fine policy of NSU: The money collected from the students as fine on instances of non compliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.

*Dr. Ananya 5-12-21*  
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1

### MobilePhonePolicy: Introduction

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

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### MobilePhonePolicy

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile phones within the campus.
- Students who are staying in University hostels should not bring the mobile phones to the University.
- Days scholars carrying mobile phones to the University shall deposit the same in the designated place before 8.55 AM and can collect the same after 4.10 PM.
- The mobile phones shall be kept in silent mode while depositing in the designated place.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the student only after the completion of their course.
- Staff members are allowed to use mobile phones in their respective cabins.

*Pranay 5/12/21*  
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