
CRITERIA 7.1.10:

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard

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7.1.10
Code of Conduct



MODY
UNIVERSITY
OF SCIENCE AND TECHNOLOGY
LAKSHMANGARH • RAJASTHAN

A Leading Women's University

MODY UNIVERSITY
OF SCIENCE AND TECHNOLOGY

(Established u/s 2(f) of the UGC Act, 1956)

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Code of Conduct and Service Rule:

Mody University of Science and Technology strictly adhere to the UGC guidelines on the Code of Conduct and service rule.

The detailed annexed as per UGC guidelines code of conduct and service rule.

V. S. D. S.
29/01/2020
Registrar

Registrar
(Mody University of Science and Technology)
Lakshmangarh-332311 Dist. Sikar (Rajasthan)

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SCIENCE AND TECHNOLOGY

Code of Conduct of Staffs-Hand Book

Introduction

This information content has been developed by Human Resource Department (HR Dept) in order to familiarise employees with **Mody University of Science and Technology of Science and Technology (MUST)**, herein referred to as the **MUST**, and provide information about working conditions, key policies, procedures, and benefits of employment at **MUST** and to get acquainted with its general rules, service conditions, values, ethics and culture . The information contained here applies to all employees of the **MUST**.

The purpose of this information content is to maintain a harmonious work culture and to enable the employees to understand the values and culture that **University** stands for and to streamline the processes within the **MUST** and its Schools to ensure that employee satisfaction is inclined with these Cultures and Values.

The employee is held responsible for reading, understanding and complying with the provisions of this content. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

Principles:

Mody University of Science and Technology of Science and Technology (MUST) is a large organization and the actions and behavior of its employees have an impact on the education and livelihood of thousands of people, as well as on the local environment and the society. Employees are expected to have regard for the impact of their personal behavior on **MUST**, colleagues, the stakeholders of **MUST**, the environment and society.

It is essential that **MUST** maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behavior.

This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behavior guidelines, but it is not intended to be exhaustive.

Employee Definition and Status

An “employee” of Mody University of Science and Technology of Science and Technology is a person who regularly works for the University on a Permanent/Probation/Tenure/contract/Ad-hoc basis.

Probationary/Tenure Period for New Employees

MUST monitors and evaluates every new employee’s performance for a specific period to determine whether further employment in a particular position or with the University is appropriate.

Employment Policies

Terms of Employment

The terms of employment will be as per the details contained in the Appointment letter. The University shall reserve the right to amend, alter, and change any or all the terms and conditions governing employment. The University will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decisions thereon shall be binding on all employees. The employment contract is a contract between the individual employee and the university, and the terms of contract are individual to each employee. Hence the employee is expected not to share the terms of the contract with others, including fellow employees.

Equal Employment Opportunity

Mody University of Science and Technology of Science and Technology is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not based on gender, religion, caste, creed, or political affiliation.

Affirmative Action/Diversity

Mody University of Science and Technology of Science and Technology is committed to affirmative actions that will build on the strengths of our current Academic & Non-Academic workforce and continually enhance the quality of our organization. Our actions include, but are not limited to, the following:

- Sourcing the best faculty with outstanding academic and professional profile without any prejudice of caste, creed, religion, sex or any such human disparity.

- Create an environment for its workforce to improve upon the skills and professional talents providing emotional and social security.
- Build a work culture based on traditional values and ethics where the employees are committed to work and understand their responsibilities towards the society and deliver their roles as responsible citizens.

Employee Background Check

Prior to making an offer of employment, the University may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation.

New Employee Orientation

The formal welcoming process, or “employee orientation,” is conducted by a Human Resources representative. This will be followed by the concerned Dept to which the employee has been appointed to work with.

Personnel Records and Administration

The task of handling personnel records and related administration functions at Mody University of Science and Technology of Science and Technology is assigned to the Human Resources Department. Personal files will be kept confidential at all times and include some or all the following documents:

- Appointment Letter
- Educational Certificates & Work Experience certificates
- Joining Report on accepting appointment
- Selection Committee Minutes i.e. Salary fixation
- Bio data form Employee Confidentiality and Assignment Agreement (for Faculty belonging to various fields, if any, will be kept in a separate confidential file as an annexure.

Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the Human Resources Department.

Safety

The safety and health of employees is a priority. The University makes every effort to comply with all legal workplace safety requirements. The University's workplace safety rules and regulations are the following:

- Ensure fire-lit items like incense sticks or lamps are snuffed out before leaving the workplace.
- All electrical and electronic equipment are switched off while leaving the workplace.
- Any unusual electrical fault/smoke/foul smell is reported to the concerned dept immediately.
- Maintain a healthy viewing distance from the computer monitor.
- Employees working on electrical, electronic and mechanical equipment are to strictly adhere to all laid down standard safety and operating procedures.

Each employee is expected to obey safety rules and exercise caution and prudence in all work activities.

Building Security

An employee must follow all safety precautions while using the lift, entering a lab or any such specialized rooms. They are to adhere to general safety norms and are to be aware of fire safety and operating fire extinguishers. It is the responsibility of the employee to ensure care of the building furniture and electrical fixtures.

Employees are not allowed on the University property after working hours without prior authorization from their immediate superiors.

Visitors in the Workplace

For insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors adhere to instructions at the Main Gate security and then enter through the main reception area and sign in and sign out at the front desk.

Employment of Relatives

The University is pleased to consider for employment qualified applicants who are related to employees. When the University employs more than one member of a family, one family member may not supervise the other. Should such a situation arise, and the employees are unable to develop a workable solution, management will decide which employee may be transferred out.

Standard Guidelines:

General Guidelines

All employees are urged to become familiar with The University rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting their work.

General Hours of work

The normal hours are from 0900 hours to 1800 hours. There shall be a lunch break of an hour on all working days. However different campuses may follow different timings that best suits their location depending on various factors. You may be required to follow different work hours under special circumstances. Your immediate/ reporting head is to be consulted if there are any questions about work hours or if any change is required.

Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of Mody University of Science and Technology of Science and Technology and may be called upon to perform such duties, as may be assigned by competent authority, beyond scheduled working hours and on Closed Holidays and Sundays. These duties shall inter-alia include attendance at meetings of Committees to which an employee may be appointed by Mody University of Science and Technology of Science and Technology.

Shift / Duty Hours for Employees of Mody University of Science and Technology of Science and Technology: The rules regarding working hours, shifts, weekly holidays, rest intervals, etc. shall be in accordance with the rules applicable for the purpose, as prescribed by the Management.

Duty Hours: Duty hours of work in each department will be fixed by the concerned HOD and may be changed for the purpose of rotation to suit the requirements of MUST. Employee shall not object to split duty hours as per the requirements of the concerned Department. Management has the right to introduce additional shifts or modify the existing shifts in the exigencies of work.

Employees shall not change their shifts on their own, without permission from the concerned HOD.

Attendance

The University expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to religiously mark their attendance through the bio-metric attendance system or in the register book as instructed.

Work Schedule

Unless otherwise specified, regular full-time employees are expected to work only during the working hours as may be specified.

Absence and Punctuality

From time to time, it may be necessary for an employee to be late or absent from work. The University is aware that emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all

affected parties if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

Unscheduled Absence

Absence from work for three (03) consecutive days without notifying the superiors or the Human Resources Department will be considered sufficient to initiate disciplinary action against the employee.

Meal and Break Periods

Employees are allowed a one-hour lunch break generally between the hours of 1330 hrs-1430 hrs. or according to work schedule as may be fixed.

Harassment Policy

There shall be no bullying or harassment and everyone is free to work and participate in the activities of MUST without fear of harassment, bullying or intimidation. The University does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Gender Harassment Policy

The university has a zero-tolerance policy on gender harassment, which may include unwelcome advances, requests for immoral /unsocial/unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employees must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

Relationships with Other Members of Staff, Students and Other Stakeholders

While private lives of staff shall not be a matter of jurisdiction, every staff must ensure that they must at no point reflect badly on the reputation of MUST and shall be strictly out of work place.

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.

Employees must inform the HR Dept if they have a close personal relationship with another employee, a student, or a stake holder of MUST which could be considered by colleagues, students or others, as impacting on the way they conduct themselves at work.

Violence at Workplace

The University prohibits any act of workplace violence and will have a zero-tolerance policy. Consistent with this, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the University or which occur on Mody University of Science and Technology of Science and Technology, will not be tolerated.

Confidential Information and Non-disclosure

Employment with the University shall invariably require employees to agree that they will not disclose or use any of the University's confidential information, either during or after their employment. The University sincerely hopes that its relationship with its employees will be long term and mutually rewarding. However, employment with the University assumes an obligation to maintain confidentiality, even after an employee quits the University's employment. To this effect every employee shall enter into an agreement which will also require employees belong to the Sciences fraternity to separately disclose their inventions prior to joining University and those inventions and research papers after joining University as that of the sole property of Mody University of Science and Technology of Science and Technology.

Ethical Standards

Mody University of Science and Technology of Science and Technology insists on the highest ethical standards and human values. When faced with ethical issues, employees are expected to make the right professional decision consistent with the University's principles and standards.

Dress Code & ID Card display

Employees of the University are expected to present themselves in a clean and professional appearance, both inside and outside the University. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects Mody University of Science and Technology of Science and Technology reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the university, during hours of work. This will also apply to employees who may represent the university at various forums within and outside the university.

Academic integrity

MUST shall always strive to maintain the highest standards in all the teaching and research that it undertakes, and staff must not conduct themselves in ways that may undermine the academic standards of its awards or the conduct and dissemination of its research.

Use of Office Equipment

MUST will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of University—unless it is approved for a job that specifically requires use of University equipment outside the physical facility.

Use of Computer, Phone, and Mail

The University property, including computers, phones, electronic mail, and voice mail, should be used only for conducting the University's official work. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other official-related information and messages.

Use of Internet

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for official purposes and must not interfere with employee productivity.

Publication of Articles

No employee shall publish any article written by him on any matter whatsoever in Newspapers, Journals or other publications, without the written permission from the Concerned Head, provided such permission shall not be necessary for articles that has no bearing on any matter concerning Mody University of Science and Technology of Science and Technology.

Use of Computer Software

Mody University of Science and Technology of Science and Technology does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. "It is illegal to make or distribute copies of copyrighted material without authorization" The only exception is the user's right to make a backup copy for archival purposes.

Printer & Photocopier, Letterhead usage

Employees should understand the importance of using the office equipment economically. Letter Heads are to be used with the permission of the Reporting Heads only. Letter Heads are to be utilized for official purposes only and not to be left around work stations unattended. Also, when not in use Letterheads to be kept under Lock and Key.

Use of Official Telephone

Telephones are intended for the use of conducting the University's day to day affairs. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

Use of Personal Cell phones at workplace

As far as possible, uses of personal cell phones are to be avoided or restricted to bare minimum unless it becomes extremely important in a particular situation. Conversations during personal calls should be kept brief and crisp to avoid distraction to other employees at work, to maintain office decorum and observance of work etiquette. It is advised that employees keep their cell phones on silent/vibration mode or to an extent where it is audible to self only and not to employees around.

Smoking

Smoking of any kind is NOT PERMITTED and STRICTLY PROHIBITED inside any of the University campuses.

Gambling

Gambling activities of any nature must not be conducted within the University premises

Alcohol and Substance Abuse

It is the policy of the University that the workplace and the campus will be free of known kinds of substance abuse and alcoholic beverages. The university has a zero-tolerance policy in this regard. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

Conduct outside work

MUST does not dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise its reputation or position will be dealt with through the disciplinary procedure.

Intellectual property

Where appropriate the rights to personal benefit from inventions, discoveries and patents are defined in the Intellectual Property policy.

The copyright in any work or design compiled, edited or otherwise brought into existence by an employee as a 'scholarly work' produced in furtherance of his/her professional career shall belong to MUST. 'Scholarly work' includes items such as books, contributions to books,

articles and conference papers, and shall be construed in the light of the common understanding of the phrase in higher education.

The copyright in any material produced by employees for their personal use and reference, including as an aid to teaching, shall belong to the employee.

However, the copyright in course materials produced by employees in the course of their employment for the purposes of the curriculum of a course run by MUST and produced, used or disseminated by MUST shall be considered as its property, as well as the outcomes from research.

Conflicts of interest

The highest standards of behaviour are also expected in all areas of MUST end-to-end cycle as an employee, especially where individuals are in positions to make decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

Access to confidential information

MUST shall operate as far as possible in a transparent environment. However, there will be instances when individuals, through their positions as members of committees, selectors/recruiters, managers etc., become aware of confidential information, either about other individuals or in connection with such activities which require confidentiality. Employees should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Prevention and detection of fraud

The University has a policy for the prevention and detection of fraud, corruption and other irregularities. All staff have a role to play in preventing fraud and the University policy.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from any organization. Employees are also not permitted to give unauthorized gifts to any person or organization without the prior approval of the management.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute any non-official literature in work areas at any time during working time.

Complaint Procedure & Grievances

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, the University encourages employees to contact the Human Resources Department. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of the University, should immediately report the violation in accordance with the following procedures:

1. As far as possible the complainant should not post an anonymous
2. Complaints should be addressed to the Head-Human Resources, Mody University of Science and Technology of Science and Technology.
3. Employees are encouraged to hand over the complaints in person to the Head-Human Resources depending on the nature and gravity of the complaint.

Mody University of Science and Technology of Science and Technology has a mechanism to address the grievances of employees at work should they experience any issues that may have a direct bearing on them in effectively discharging their duties and responsibilities at University. Any such grievance should be brought to the notice of the concerned HoDs who shall take all measures to address the issue.

Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Counselling, (b) Oral Reminder, (c) Written Warning, (d) Decision-Making Paid Leave/Counseling Session, (d) suspension pending investigation.

Misconduct

An employee, who commits an act of misconduct, or, violates the sanctity of the University, or any of its policies, detrimental or otherwise, will be dealt with in accordance with the university rules and regulations. The university reserves the right to take the appropriate disciplinary action as may deem fit.

Transfer Policy

MUST due to administrative or functional exigencies may transfer an employee to any other location as part of the employment. The university also recognizes that a desire for career growth or personal needs may lead an employee to request a transfer to another position. However, in such cases the employee will be facilitated with a change in location but not on

transfer but as a case of fresh appointment at the new locations and will not be considered as transfer of service.

Outside Employment

Employees shall not take an outside job, either for pay or as a donation of their personal time nor will employees work on their own or any such assignments if it competes or interferes in any way with the official work of the University.

Employment Termination/Resignation

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of the University practices, rules, or standards of conduct, Leave, employment with Mody University of Science and Technology of Science and Technology will be terminated.

Employees may tender resignation serving 01 month notice period after completed 02 year probation period of services. Members of faculty can only tender resignation at the end of a semester.

Exit Interview

In a voluntary separation situation, the University management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the University.

Return of University Property

Any of the University property issued to employees, such as computer equipment, keys, employee ID card, must be returned back to the University at the time of relieving. Employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

Compensation Policies

Base Compensation

It is MUST to pay all employees' wages or salaries that are competitive with other employers in the market and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and their performance, and in compliance with all applicable laws.

Performance (Variable) Pay

Variable Pay up-to a maximum of one month's gross salary comprising Basic Pay, DA and HRA, may be given to employees at the discretion of management, every year. The factor that typically determines Variable Pay is Personal Performance.

Performance and Salary Reviews

Employees will strive to succeed in their jobs and to grow professionally. In an effort to support this growth and success, University has a review process for providing formal performance feedback. Feedback includes a Performance Evaluation, and appraisal. Salary/wage reviews occur annually typically in conjunction with the performance review process. The calculation and implementation of changes in base salary/wage depend on personal performance and will generally occur at the beginning of an academic cycle.

Opportunities for Advancement—Progression and Promotion

Mody University of Science and Technology of Science and Technology wants employees to use every opportunity to advance to other positions or opportunities within the University. Approval of progression moves or promotions depends entirely upon performance and suitability and is at the sole discretion of the management in line with existing norms as laid down by regulatory authorities.

Tax Compliance

Employees are expected to comply with tax, and other legal requirements applicable, at all times. The University reserves the right to deduct income tax at source/other statutory contributions as required by law on a monthly basis, from employee's salary.

Group Health Insurance and Related Benefits:

Social Security

Mody University of Science and Technology of Science and Technology is registered in Employee's State Insurance (ESI) scheme for employees of the University. Under this scheme the employee and his/her family member can avail free Medical Treatment in the cases of hospitalisation subject to the amount insured, according to the grade of the employee. The university also extends the benefit of paid leave on maternity for 06 weeks to married women employees under the rules prescribed.

Retirement Age

The retirement age (also called superannuation age) for all the employees of Mody University of Science and Technology of Science and Technology is 60 years. Faculty shall superannuate from service on the last day of the month in which they attain the age of superannuation. The provision for re-employment for employees superannuating from the services of Mody University of Science and Technology of Science and Technology shall be solely at the discretion of the Competent Authority based entirely on the specific requirements on a case to case basis, and cannot be taken for granted automatically.

Educational Assistance

Universities encourage higher education and may consider on a case by case basis to pay for courses which are directly related to an employee's present job or which will help an employee prepare for more responsibilities or promotions within the organization. This should be beneficial to the University and gainful at a larger level through imparting of knowledge so acquired.

Leave / Compensatory Off

Employees are to note that Leave is not a matter of right but a privilege. The objective of this policy is to explain the leave entitlement and procedure for availing leave. The various types of leave, its entitlement, procedure for availing and the eligibility are mentioned here.

General Leave Policy Information:

Privilege Leave

Librarians, Lab Assistants & Other Administrative staff members will be entitled to 25 days Privilege Leave on a pro-rata basis. Academic Staff are not entitled to PL as they are entitled to VL.

Vacation Leave

Faculty members of the University are authorized to take 30 days vacation leave in an Academic Year on a pro-rata basis. The leave must be continuous and can be broken in parts only in exceptional cases with the permission from the concerned Dean/Principal. With the permission of the Dean, a college faculty member can go on long breaks when the classes are not in session as per academic calendar of the University such as Holi, Diwali and Year end break(New Year). However all such leaves would be accounted for with the above 30 days vacation leave.

Casual Leave

Both Academic and Administrative staff members will be entitled to 12 days casual leave. It is not to be combined with any other leave and shall not be granted for more than 3 days at a time. The Casual leave will expire at the end of the year in which it is earned.

Maternity Leave:

Maternity Leave on full pay may be granted to the teaching staff members on the recommendations of the competent medical authority for 8 weeks, 2 weeks prenatal and 6 weeks postnatal. The female faculty should have been in continuous service of the University/Foundation for not less than one year. The applicant shall be required to produce supporting medical certificates to establish that the leave applied for is for maternity reasons. Maternity leave can be availed of only twice during the service of the employees in the University.

Unauthorized Leave

An employee who remains on unauthorized leave shall be treated absent and may attract disciplinary action against him / her as deemed fit.

Study Leave

- i) Special Academic Leave –Special Academic Leave may be granted to a faculty at the discretion of the Dean and the leave should not exceed 15 days in a calendar year. In case of Principals, Vice-Principal, Deans, Vice-President, Dean-Academics, Director and President it will require the President's and MC's Chairperson's approval, respectively. Special Academic Leave shall be subject to prior submission of relevant documents and specific sanction from the Dean. The Special Academic Leave may be used for the following purposes:
 - a) To attend examination work / BOS /Senate/Academic Council at other university
 - b) To attend professional / orientation courses / workshops
 - c) To attend official / professional / academic activities as directed or permitted by HoD / Dean
 - d) To attend sports meets / cultural events / election duties
- i) Special Academic Leave cannot be accumulated.
- ii) Special Academic Leave cannot be combined with any other form of leave.
- iii) Submission of Attendance certificate is mandatory.
- iv) Employees shall not claim TA / DA from the Home institution.
- v) Since Special Academic Leave involves financial outlay, this leave may be granted only after taking the corresponding financial sanction.

Expenses

Introduction

The following is a comprehensive guide to the University expense policy and procedures for the reporting and reimbursement of expenses. Any manager who approves expense reports should be familiar with this policy—authorizing an expense report indicates to University that the expenses reported are legitimate, reasonable, and complies with this policy.

Expense Reimbursement

Under ordinary circumstances, it is the policy of the University to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on official engagements of the university are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort. Expenses for attending national and international conferences and presenting various papers at different forums are also reimbursed.

Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the Competent Authority or in the performance in good faith of the duties assigned to the employee, communicate directly or indirectly, any official document or information to any person to whom they are not authorized to communicate such document or information.

No employee shall, publish, broadcast any document or make any statement of fact or opinion anonymously or under a false name, to the media including social media or any other public forum or domain which has the potential for

1. Adverse criticism of any current or recent policy or action of MUST
2. embarrassing the relation between MUST and the Government of the day or other institution or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in their official capacity or in the due performance of the duties assigned.

Private Trade or Employment

No employee shall engage directly or indirectly in any trade or business or any private business activity or employment outside the official assignments.

Insolvency, Habitual Indebtedness and Criminal Proceedings

An employee shall manage the private affairs as to avoid habitual indebtedness or Insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a part of the salary is continuously being attached, then the employee shall be liable to dismissal. An employee who becomes the subject of legal proceeding for insolvency shall forthwith report full facts to the Competent Authority.

An employee who gets involved in some criminal proceedings shall immediately inform to the Competent Authority through the Head of the Department to which the employee belongs, irrespective of the fact whether the employee is on bail or not.

Vindication of Acts and Character of Employee

No employee shall, except with the previous sanction of the Competent Authority, have recourse to any court of law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an act of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating the private character on any act done by the employee in a private capacity.

Representations

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to the employee, it must be forwarded through proper channel, ensuring that no advance copies or the application is sent to any higher authority, unless the lower authority has rejected the claim or refused relief or disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

Punishment, Appeals etc

An employee shall be governed by the provision of the relevant rules regarding imposition of penalties for breach of any of these Rules and preference of appeals against any such action taken against the employee.

Interpretation

The decision of the Board on all questions relating to the interpretation of these provisions shall be final.



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MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

Students' Code of Conduct & Handbook

Preamble

Mody University of Science And Technology, a pioneer in women's education has formulated the Students' Code of Conduct to uphold the mission of academic excellence, quality teaching, research and development with a view to groom highly competent women professionals. The University also intends to groom responsible, civic minded citizens with a strong sense of ethics in consonance with the traditional Indian cultural ethos. The purpose of the policies outlined in the Code is to foster and protect the scholarly and civic development of the students of the University in a safe and secure learning environment, and to protect the rights of the University Community, University properties and processes that support the University and its missions. It is also meant to make the students aware of the provisions to safeguard them from any hostile condition, discrimination or harassment.

Applicability

The Code is applicable to all students, which includes all persons pursuing academic programmes at the University, either fulltime or part-time, pursuing undergraduate, postgraduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all Faculties/ Colleges of the University

Jurisdiction

The Code applies to the on-campus conduct of all students of the University.
The code also applies to the off-campus conduct of students in direct connection with:

- (a) Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
- (b) Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- (c) Any activity sponsored, conducted, or authorized by the University or by registered student organizations;
- (d) Any activity that causes substantial destruction of property belonging to the University or members of the University community or causes serious harm to the health or safety of members of the University community.

Students continue to be subject to the laws of the land while at the University, and violations of those laws may also constitute violations of the Code. In such instances, the University may

proceed with University Disciplinary Action under the Code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Code.

Responsibilities of Students

Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University.

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the society. They should refrain from any conduct that would interfere with University functions or endanger the health, welfare, or safety of other persons.

As a citizen of State, a student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Academic Conduct Rules

Punctuality - Students are required to be punctual for their classes as well as for seminars, presentations and assessment tests, as well as other activities/events of the University.

Academic Misdemeanor - The following are considered as serious offences at the University, and may result in the immediate dismissal from the course. The Controller of Examination records all offences for any future reference.

(i). Plagiarism - Plagiarism occurs when a student submits work (that is, research, essays, and assignments) that steals and attempts to pass off another's ideas or words, or that uses another's work / product without properly crediting the source. In such cases, the parties involved will:

- (a) Forfeit marks available for a given assignment and / or
- (b) Fail the course.

(ii) Academic Misconduct - Students engaging in any form of activities construed as cheating, copying, assisting others or receiving any form of assistance during the examinations will be subject to disciplinary action.

Any breach of requirements relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a 'gross misconduct' and a flagrant violation of the Examination Conduct Rules. The Controller of Examination will refer the matter to the Standing Committee for Unfair Means, which can take any action deemed necessary.

Examination Rules pertaining to Unfair Means and Misconduct will be applicable in these cases.

(iii) Proxy Signatures - Signing in by proxy in classroom attendance or elsewhere by students amounts to signature forgery and will be treated as a serious offence by the University. Students involved in such forgery will be liable to stringent disciplinary action.

(iv) Attendance Requirements

- (a) Every student is expected to have a minimum of attendance as prescribed in the Ordinances & Regulations for Undergraduate and Postgraduate programmes during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the semester-end examination.
- (b) An exemption of attendance may be given to students involved in work assigned to them by the University. This will be entirely at the discretion of the Dean.

Attendance at special seminars and guest lecturers as well as other activities/events of the University is compulsory for students

Library Rules and Regulations

- (i) All library users are required to enter their names and sign the register provided at the entrance.
- (ii) Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the librarian.
- (iii) Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- (iv) Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- (v) Borrowers shall replace lost or damaged library materials with new versions of the same.
- (vi) Renewal of library book and of the educational materials is generally allowed if no reservation has been made for the same.
- (vii) Personal items, for example books, folders, files, overcoats, etc. are not allowed in the library.

(viii) Case studies and project reports will not be issued to students and are for library reference purpose only.

(ix) Library users are expected to maintain silence at all times in the library. Use of Cell Phone inside the library is prohibited.

(x) Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.

(xi) Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.

(xvii) Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.

(xviii) The membership of the library is not transferable.

(xiv) Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.

(xv) All library users are expected to read the notice board or browse the library website for library timings and other services.

(xvi) The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.

(xvii) Students are requested to maintain the dress code of the University while they are in the library.

(xviii) Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the University.

Computer Lab Rules and Regulations

A. Entry/Exit Rules for Lab

(i) Only students, faculty and staff of Mody University are allowed inside the computer lab.

(ii) Visitors are allowed inside the lab only with prior permission from the appropriate authorities.

(iii) Students are required to sign the register at the time of entry and exit from the computer lab.

(iv) Students should be dressed in a formal attire (as per the dress code stipulation of the University as laid down in the MORP on Dress Code) to gain entry into the lab during working hours.

(v) Any kind of footwear inside the lab is strictly prohibited.

(vi) Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other

storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining tenure of the programme.

B. Rules Inside the Lab

- (i) Students have to maintain silence at all times in the lab.
- (ii) Students will use the computer systems as identified by the lab-Incharge.
- (iii) Students will login with their username and password.
- (iv) Where the students have carried storage devices such as pen drives CDs the same will be tested for presence of computer viruses or other undesirable content.
- (v) Students should not attempt to access IT servers.
- (vi) Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or computer programs from computers and IT servers located in the Computer lab, or anywhere else as well as the server.
- (vii) The internet facility at the University is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable web chatting.
- (viii) Whenever a student has copied any data or computer program from the computer system, the same should be shown to the lab-in-charge for verification or approval.
- (ix) The lab-in-charge / system administrator inside the Computer lab or the University is shall not be responsible for the loss of any personal property of the students.
- (x) Beverages and food are prohibited inside the Computer lab.
- * (xi) Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned to the student only at the end of the programme.
- (xii) Chatting and talking is prohibited in all the Computer labs of the University.
- (xiii) Students are prohibited from visiting any sites that do not add learning value or any other website which are illegal.
- (xiv) Students should use the Computer lab only for academic learning. Activities of the students on the campus network are tracked by using monitoring software for regulation purposes.

Conduct Rules for Laboratory and Workshop Classes

- (i) Students should report for the required Laboratory and Workshop sessions on schedule time.
- (ii) Students are required to wear Laboratory / Workshop uniforms as prescribed by the University. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the Laboratory/ Workshop.

- (iii) All Laboratory equipment/Workshop machinery/appliances/chemicals need to be handled with care by students-in-charge.
- (iv) Students must inform the faculty member / Laboratory assistant / Workshop assistant of any breakages or malfunctioning equipment immediately when it is noticed.
- (v) Any damage caused to equipment / machinery / appliances will be recovered by the University from the concerned student / students.
- (vi) Students should adhere to the instructions given by the faculty-in-charge / laboratory technician / workshop technician during the laboratory class.
- (vii) Students are required to report to the laboratory / workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the Laboratory / Workshop is strictly prohibited.
- (viii) All materials used in the Laboratory / Workshop are the property of the University and should not be taken out of the Laboratory / Workshop except under the guidance of a faculty member- in - charge and with the permission of the Head of the Department / Dean.
- (ix) Students absenting themselves from Laboratory / Workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion / decision of the Head of the Department / Dean shall be final in this regard.

Dress Code

Students are required to follow the dress code strictly as laid down in the Manual of Rules & Practice (MORP) on Dress Code.

Hostel Rules & Regulations

Students are required to follow the rules and regulations as laid down in the MORP on Hostels.

Payment of Fees

Students are required to make the payment of fees by the dates notified by respective Colleges / Faculties failing which they shall be liable to pay fines as decided by the Colleges / Faculties.

Responsible Use of Social Media

Social media sites, as with most other web sites, are public and easily accessible. In addition to students and other key constituents of the University, sites may also be accessed by future employers, aspirants to the University as well as personal acquaintances of the students, faculty members and staff. The use of social media brings with it a greater need for personal responsibility, particularly when engaging in online discussions or web chats as well as when exchanging or posting information using web based platforms. While the University has clear guidelines and policies regarding certain aspects of its operation, for example academic policies for students, IT and library, among others, these do not explicitly cover all the aspects of the usage of social media.

Mody University hereby releases the Social Media Policy and Guidelines to be followed by

all students of the University. The primary purpose of this policy is:

- (i) To encourage good and responsible practice in the use of social media
- (ii) To protect the interest of the University and its stakeholders including faculty, staff, students, alumni and other secondary stakeholders.
- (iii) To promote an effective and innovative use of social media by the student community.

Social Media Regulation

- (i) Students should post meaningful and respectful comments: no spam and remarks that are off-topic or offensive should be posted on social media.
- (ii) Students should always pause and think before posting any comment or remark and reply responsibly to comments when a response is appropriate.
- (iii) Student should respect and honor proprietary information, content and confidentiality.
- (iv) When disagreeing with another's opinion, keep it appropriate, polite and respectful.

Judiciousness in Posting Content

(i) Students will ensure that their efforts to be conversational do not violate University's privacy, confidentiality and proprietary guidelines. Student will seek permission to publish or report on any academic and administrative content that are meant to be private or for the internal use of the University. All such statements must be true and not misleading, and all claims must be substantiated and approved. Confidentiality of all academic and administrative content must be maintained at all times by the students. When in doubt, students may approach University authorities.

(ii) Students will never comment on anything which is related to academic or administrative matters of the Universities without the appropriate approval of the University officials. Students are advised to be careful enough to protect their privacy and the confidential information of the University. Students must bear in mind that whatever they post on the social media, will remain there for a long time. Hence, they must consider the content, the manner of its presentation and likely consequences of posting of the same very carefully.

(iii) The lines between public and private contents as well as that between personal and professional contents are often blurred on social media. By identifying oneself a student of Mody University, one may influence perceptions about the University, particularly of those who have access to the student's social network profile or weblog. All contents associated with the student must be consistent with one's position at the School / College/ Faculty and with the University's values and professional standards.

(iv) Unprofessional contents posted by others on a student's social media page may reflect very poorly on the student. Students must monitor others' contents on their profile and strive to ensure that the content is not viewed as unprofessional. Students are strongly advised to immediately delete any undesirable contents posted by other on their social media page.

(v) Students will help their peers by alerting them to any unprofessional or potentially offensive comments made online or on any social media platform. Students are supposed to protect the good name of their University as well as that of their peers and friends, apart from

their own reputation.

(vii) Students are required to follow this document both in letter and spirit.

Students, therefore, must remember that digital footprints are not easy to erase. They will have an impact both on their life and the career that they themselves wish to build, as well as the legacy that they want to create for their *alma mater*.

Responsible behavior

Every student has a duty to understand and abide by the policy and guidelines of the University with regard to the responsible use of social media. A lack of knowledge of University policy will not be accepted as an excuse for failure to comply with the Code of Conduct. Any non-compliance by the students shall be subject to appropriate reprimand and disciplinary action.

Disciplinary Misconduct

Any student found to have committed or to have attempted to commit any of the following misconducts is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take appropriate disciplinary action in circumstances not set out in this Code.

The illustrative list of misconduct is as follows (Not exhaustive):

(1) **Academic Misconduct** – Academic misconduct means plagiarizing, cheating on assignments or in Examination.

(i) **Cheating:** The act of obtaining or attempting to obtain credit for someone else's work by use of dishonest, deceptive, or fraudulent means.

(ii) **Plagiarism:** The act of taking ideas, words, or specific substances of another and offering them as one's own.

Examination Rules pertaining to Use of Unfair Means & Misconduct shall be applicable in these cases.

(2) **Disruptive Conduct** - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on University premises or in connection with any University sponsored activity or event.

(3) **Discrimination** - Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, cast, creed, gender, religion, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in

words or pictures, which demonstrate bias or discrimination against any individual or group within the University.

- (4) **Forgery / Concealment / Falsification** - Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents.
- (5) **Refusal to Identify** - Refusal to identify or falsely identifying one's self when requested by an authorized University official.
- (6) **Illegal or Unauthorized Possession or Use of Weapons** - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
- (7) **Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** - Mody University strongly supports the goal of "Drug Free Campus". It is policy of the University that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in the campus of the University
- (8) **Unauthorized Access and Use of University properties etc.-** Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.
- (9) **Act of Violence, Threatening, Harassing, or Assaultive Conduct** - Act of violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behaviour.
- (10) **Theft, Damaging and Vandalism of University property-** Theft, damaging, and vandalism including embezzlement or destruction or unauthorized possession or wrongful sale or gift of University property.
- (11) **Recording of Images Without Knowledge** - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and / or distributing of such unauthorized records by any means is also prohibited.
- (12) **Causing Disrepute to Other Students** – Indulging in an act or inciting other students to engage, by any means whatsoever, in such acts, and performing or attempting to perform an act, which bring disrepute to other students / faculty of the University.
- (13) **Failure to Comply with directives of the University or any Other Authority** - Failure to comply with legitimate directives of authorized University officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.
- (14) **Ragging:** Students shall refrain from ragging of any kind and those who violate this rule

shall be instantly suspended from the University and the hostel for a period of one week. The matter will be placed before the Anti-Ragging Committee, which shall investigate the incidents of ragging and take action according to the due process of law. Students must take note that ragging results in dismissal from the University. The attention of the students is also drawn to the judgment of the Hon'ble Supreme Court of India wherein it is mandatory for the institution to file a complaint with the police and with all resulting consequences.

(15) Anti-Ragging Measures

- (i) Government/University Grants Commission (UGC), guidelines notified *vide Circular* No.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented by the University.
- (ii) In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one of the following or combination thereof:
 - (a) Expulsion from the University / Hostel;
 - (b) Suspension from the classes;
 - (c) Fine with a public apology;
 - (d) Withholding of scholarship or other benefits extended to those involved in ragging
 - (i) Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected
 - (ii) Withholding examination results
 - (e) Entering the ragging incident on the Transfer Certificate/Migration Certificate of the students that may adversely affect their career.
 - (f) No placement assistance.
 - (g) Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
 - (h) All students are required to submit an anti-ragging affidavit as per the UGC notification.
 - (i) Continuous watch and vigil over ragging by the University and the University will promptly deal with the incidents of ragging brought to its notice
 - (j) The University will summarily punish or reprimand the guilty student, either by itself or by following due procedures through the Anti-Ragging Committee.

(15) Contracts - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind on the University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized agreement/contract.

(16) Abuse of Electronic Communication - Using University or personal telecommunications, data communication network for illegal or improper purposes or in violation of University regulations and policies or related laws.

- (17) **Media Contact** - Students are expressly prohibited from speaking on behalf of, or for, the University with any media organization or publication house, or from inviting the same to any University owned or operated property, facility or event without the written permission of the University authorities.
- (18) **Organization and Event Registration** - A student or group of students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.
- (19) **Giving False Testimony** - Knowingly making false statements regarding a disciplinary matter before, during and after the disciplinary adjudication process.
- (20) **Violation of University Rules** - Violation of any rule, regulations, policies of the university. These University rules, regulations, policies include, but are not limited to, those rules which regulate dress code, submission of assignments, examinations, use of library, use of computing resources, use of laboratory, hostel rules and regulations etc.
- (21) **Sexual Harassment** - Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- (i) submission to such conduct is made a term or condition for participating in educational courses;
 - (ii) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
 - (iii) such conduct has the purpose or effect of unreasonably interfering with a student's academic performance thereby creating an intimidating, hostile or offensive working or learning environment.

Some examples of sexual harassment may include, but are not limited to the following:

- (A) Creating an offensive learning environment by repeated written, verbal, physical and/or visual
- * contacts with sexual overtones such as:
 - (i) Written forms include suggestive or obscene letters, notes and invitations.
 - (ii) Verbal forms include derogatory comments, slurs, jokes and epithets.
 - (iii) Physical forms include assault, unwelcome touching, impeding or blocking movements.
 - (iv) Visual forms include leering, gesturing, display of sexually offensive objects, pictures, cartoons or posters.
- (B) Establishing a pattern of conduct that causes discomfort and/or humiliates a student to whom the conduct is directed and includes:
- (a) Unnecessary touching, patting, hugging or brushing against a student.
 - (b) Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.
 - (c) Continued expressions of sexual interest after being informed that the interest is unwelcome.
 - (d) Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behavior.
 - (e) Retaliating against a student for reporting or threatening to report sexual harassment.

Punishment and Penalties

Constitution of Disciplinary Committee:

All case of student misconduct shall be referred to the Disciplinary Committee of the University. The Disciplinary Committee of the University shall consist of:

- (i) Dean of the College other than the one to which the concerned student belongs to be nominated by the President
- (ii) One senior female faculty member other than the one to which the concerned student belongs to be nominated the Dean
- (iii) One female faculty member from the concerned College from the college from where the student belongs.

Procedure of hearing: Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. The procedure of the hearing is as follows:

- (i) Once a case has been referred to the Disciplinary Committee, Committee shall call the student against whom a case of misconduct has been reported.
- (ii) A show cause notice shall be served to the concerned student to explain why not to initiate the disciplinary action against her.
- (iii) After submission of the explanation the committee shall consider the case. Based on the charges leveled against the student, explanation submitted by the student and evidence produced for and against explanation by the student, the committee shall decide whether to take any disciplinary action against the student or not or to exonerate .
- (iv) One or more of the following actions may be taken when a student has been found to have violated the Students' Code of Conduct:
 - 1. **Warning:** A written letter of reprimand resulting from a student's misconduct.
 - 2. **Suspension:** Suspension is a sanction that terminates the student's enrollment with the University for a specified period of time.
 - 3. **Monetary Fines** - Monetary fine is a sanction in which a student is required to deposit an amount as penalty or any amount deposited by her / him is forfeited or adjusted, resulting from misconduct. It also includes restitution which means making compensation for loss, injury, or damage.
 - 4. **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of University regulations.
 - 5. **Restriction of Privileges:** Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to students' facilities, placement programmes, University events for a defined period of time.
 - 6. **Withholding of Diploma or Degree:** Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
 - 7. **Dismissal:** Dismissal is a sanction which permanently separates a student from the University without an opportunity to re-enroll in future.
 - 8. **Sexual harassment:** In case of sexual harassment, the University may take appropriate action based on the investigation of a Committee constituted for the said purpose, as per the rules and regulations of the University.

9. **Other Sanctions** - Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above listed sanctions.

Appeals Procedure thereof

Any student who is aggrieved by the decision of the Disciplinary Committee shall be afforded an opportunity to file an appeal before an Appellate Authority. The Authority shall consist of:

- (i) President – Chairperson
- (ii) Dean of the College other than the one to which the concerned student belongs
- (iii) Registrar
- (iv) One faculty member (female) from the Faculty / College other than the one where the grievance has been submitted.

The decision of the Appellate Authority shall be final

Grievance Cell of Every College / Faculty

Every College / Faculty shall form Grievance Committee to address grievances of students. The students should be informed of the existence of such a Committee, its members and the procedure of submitting grievances.

Constitution of Grievance Committee:

The committee shall be constituted by the President/ Vice-Chancellor and shall have following members:

- (i) Dean
- (ii) One senior faculty member nominated by the Dean
- (iii) One female faculty member
- (iv) One administrative staff member to convene the meetings of the Committee.

Procedure:

- The aggrieved student shall submit in writing her / his grievance to the member of the Grievance Committee of the College / Faculty.
- A meeting of the Grievance Committee of the Faculty / College will be convened within ten days of the receipt of the complaint.
- The report of the Committee must be submitted to the Registrar / President within five working days of the meeting.
- The decision of the Committee will be communicated to the student within three further working days.
- Further, the student can appeal to the University Grievance Committee / President (Appellate Authority) within five working days. The decision of the Appellate Authority will be final and binding on the student.



MODY
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OF SCIENCE AND TECHNOLOGY
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RESEARCH

REPORT ON WEBINAR: ETHICS IN RESEARCH-

With the blessings of University Management and constant encouragements of our respected President Dr. Uma Bhardwaj and Director, Dr. Rajeev Mathur, a WEBINAR was conducted on "Ethics in Scientific Publications" to enhance the skills and knowledge of our faculties and students. The program was organized by IQAC cell of the University.

Topic: "Ethics in Scientific Publications" Date: July 13, 2021

Resource person: Prof. Ranjana Aggarwal, Director, NIScPR, CSIR New Delhi.

Time: 10:00 AM to 11:00 AM

About the speaker:

Prof Aggarwal obtained her BSc, MSc and PhD degrees from KU and carried out her postdoctoral research from Cambridge University, UK. She joined her Alma mater in 1995 as lecturer. Subsequently, she worked in many well-known European Labs such as Cambridge University, Trinity College Dublin, University of Trieste. She is actively collaborating with scientists of US, Spain, and Ireland. Prof Aggarwal also served as a Professor of Chemistry and Director, Women's Studies Research Centre (WSRC) at KU. As director of WSCR she had been actively engaged in capacity building programs, promotion of Gender sensitization and skill development particularly among rural women. As an accomplished academician she has been nominated as Member of National Monitoring Committee for Minorities Education by MHRD, New Delhi. She is visitor's Nominee for Delhi University and Central University Assam, Silchar and Chancellor's Nominee for many Haryana State Universities.

Description:

The speaker of the webinar was focused on the topic "Ethics in Scientific Publications". In the webinar the speaker Professor Ranjana Aggrawal explained to the gathering that how we should maintain the ethics issues in other publications like research papers book chapters conference proceedings and magazine articles etc. She has also elaborated that how one can design his/ her research article.

Program: For this Webinar, registration link using Zoom ID and password was created. The link was circulated among students and faculties across all the departments of the university and other institutions. Total 217 participants both Teaching Faculty Members and Students were registered for the event and 173 participants have attended the event. The certificates were also provided to all attendees.

At the beginning, Prof. K. L. Ameta, Assistant Director, IQAC gave a welcome address to the participants and after the presentation of Prof. Aggarwal, Dr. Sarita Kathuria, Assistant Professor in Chemistry proposed the delivered the vote of thanks.

Recording... You are viewing Ranjana Aggarwal's screen View Options

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 - Physics to Radio-physics
 - Chemistry to cChemical tech.
 - Exp. biology to Biotech
 - Intellectual Property Rights to Traditional knowledge
 - Medicinal and Aromatic Plants Abstracts (MAPA)
 - Indian Science Abstracts (ISA)

Popular Science Magazines

- ❖ Three popular science magazines
 - Vigyan Pragati (Hindi)
 - Science Reporter (English)
 - Science ki Duniya (Urdu)

Participants (110)

Q Find a participant

- Mody University of Science ... (Host, me)
- RA Ranjana Aggarwal
- Dr K L Ameta (Co-host)
- M Mahima
- AV Aarti Verma

Invite Mute All

Participants (110)

Mody University of Science ...

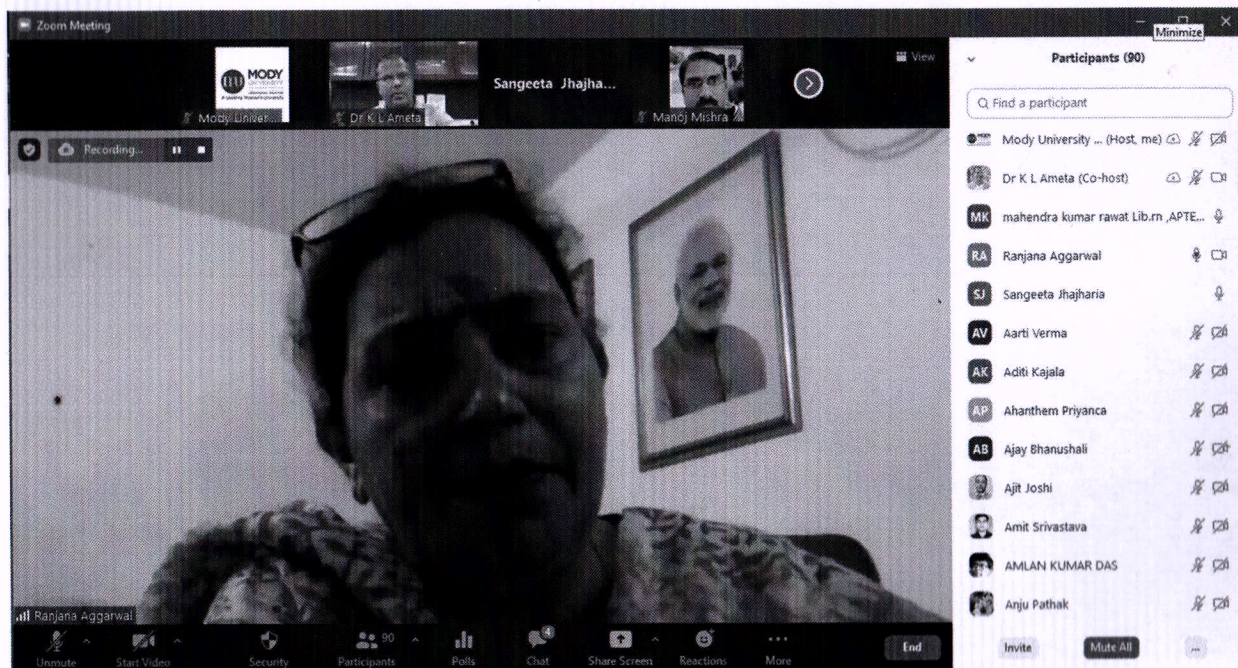
Ranjana Aggarwal

Amit Chirania

Mahima

Vigyan Suchna Bhawan

Unmute Start Video Security Participants Polls Chat Share Screen Pause/Stop Recording Reactions More End



REPORT ON ETHICS IN BUSINESS:

Date: 28/04/2021

Topic: Fireside Chat on ethical issues and success is a Journey.

About the Speaker:

Dr. Mukund Rajan is an IIT B.Tech & PhD from OXFORD. He has been a Tata Administrative Service (TAS) recruit to the TATA group - handpicked by Ratan Tata as Vice President for the Chairman's Office. He thereafter served as MD, Tata Teleservices - which he thereafter helped the TATA group to sell out. He then served as the Brand Custodian and Chief Ethics Officer of the TATA Group; Chair of the Tata Global Sustainability Council, Member of the Group Executive Council at Tata Sons Limited, Head of Private Equity at Tata Capital, Founding Managing Partner of the Tata Opportunities Fund. He was picked up thereafter by Cyrus Mistry - who then took charge as Chairman, TATA Sons - as a member of the hi-powered 5 Member Group Executive Council (which unfortunately got dismantled with moving out of Cyrus Mistry from the Group). He served on the boards of various Tata companies including Tata Teleservices, Tata Communications, Roots Corporation, Piem Hotels, Tata SIA Airlines, Tata AIG, and the TCS Foundation.

Dr Rajan serves as the Chairperson of the Environment Committee of the Federation of Indian Chambers of Commerce and Industry (FICCI). He has also served as the Chair of the India@75 Council of the Confederation of Indian Industry (CII) and Chair of the CII Core Group on China. In 2007, the World Economic Forum honoured Dr. Rajan as a Young Global Leader.

Currently - he is the Chairman of ECube Investment Advisors Private Limited, which focus on Environment, Social and Governance (ESG) issues in India. ECube announced a partnership in 2019 with Quantum Advisors to invest in the mid-market space in the Indian public markets.

Incidentally, Dr. Mukund Rajan happens to be the younger brother of Dr. Raghuram Rajan, the ex-RBI Governor.

Speaking to him will be Rajshree Sharma, student of MBA I. This is the first in the series of Fireside Chats to be run by SOB - where it will be an MBA student conducting a one-hour interview with a CXO level executive - in the presence of an audience of 100. It requires a thorough research on the interviewee and days of preparation. Hopefully - it will be providing the student a kind of experience and confidence - which is almost impossible to be imparted in the classroom.



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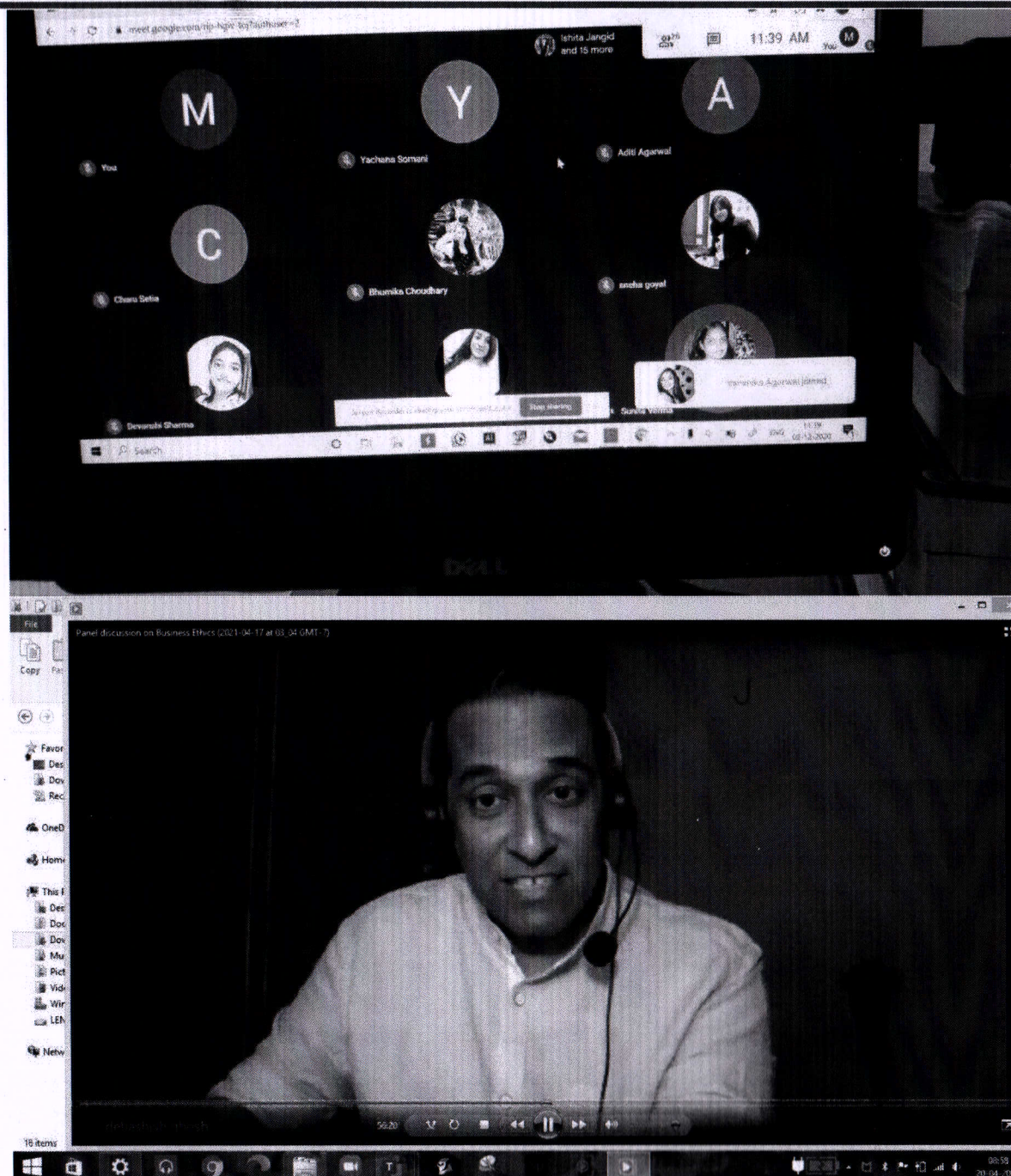
OF SCIENCE AND TECHNOLOGY

(Established u/s 2(f) of the UGC Act, 1956)

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Session 2021-2022

SET : Via Zoom

(For registered students only)

10:00 – 10:15	: Address by Director Sir.
10:16 – 10:25	: Address by HOD
10:26 – 10:40	: Guest Speaker (Talk)
10:41 – 10:55	: Guest Speaker (Talk) (* Alumni)
10:56 – 11:10	: Address by GM CDC / Nominated Person
11:11- 11:25	: Chief Warden (Discipline/ Code of Conduct)
11:26 - 11:35	: Address by Principal SEFS / Nominated Person
11:35 – 11:40	: Question & Answers

SOB : Via Google MEET

(For registered students only)

10:00 – 10:15	: Address by Dean Sir.
10:16 – 10:25	: Address by HOD (UG & PG)
10:26 – 10:40	: Guest Speaker (Talk)
10:41 – 10:55	: Address by Principal SEFS / Nominated Person
10:56 – 11:10	: Address by GM CDC / Nominated Person
11:11- 11:25	: Chief Warden (Discipline/ Code of Conduct)
11:26 - 11:35	: Address by Principal SEFS / Nominated Person
11:35 – 11:40	: Question & Answers

Session – 2

SET : Via Zoom

(For enquired students only) Post Lunch

03:00 – 03:15	: Address by Director Sir.
03:16 – 03:25	: Address by HOD
03:26 – 03:40	: Guest Speaker (Talk)
03:41 – 03:55	: Guest Speaker (Talk) (* Alumni)
03:56 – 04:10	: Address by GM CDC / Nominated Person
04:11 – 04:25	: Chief Warden (Discipline/ Code of Conduct)
04:26 - 04:35	: Address by Principal SEFS / Nominated Person
04:35 – 04:40	: Question & Answers

SOB : Via Google MEET

(For enquired students only)

03:00 – 03:15	: Address by Dean Sir.
03:16 – 03:25	: Address by HOD (UG & PG)
03:26 – 03:40	: Guest Speaker (Talk)
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03:56 – 04:10	: Address by GM CDC / Nominated Person
04:11 – 04:25	: Chief Warden (Discipline/ Code of Conduct)
04:26 - 04:35	: Address by Principal SEFS / Nominated Person

04:35 – 04:40 : Question & Answers

10th September 2021 : School of the Day : (SLAS and SOL) as per the schedule given below :

Session – 1

SLAS : Via Zoom

(For registered students only)

10:00 – 10:15 : Address by President Ma'am.
10:16 – 10:25 : Address by Asst. Dean / HOD
10:26 – 10:40 : Guest Speaker (Talk)
10:41 – 10:55 : Guest Speaker (Talk) (* Alumni)
10:56 – 11:10 : Address by GM CDC / Nominated Person
11:11- 11:25 : Chief Warden (Discipline/ Code of Conduct)
11:26 - 11:35 : Address by Principal SEFS / Nominated Person
11:35 – 11:40 : Question & Answers

SOL : Via Google MEET

(For registered students only)

10:00 – 10:15 : Address by Director Sir.
10:16 – 10:25 : Address by Dean Sir
10:26 – 10:40 : Guest Speaker (Talk)
10:41 – 10:55 : Address by Principal SEFS / Nominated Person
10:56 – 11:10 : Address by GM CDC / Nominated Person

11:11 - 11:25 : Chief Warden (Discipline/ Code of Conduct)
11:26 - 11:35 : Address by Principal SEFS / Nominated Person
11:35 – 11:40 : Question & Answers

Session – 2

SLAS : Via Zoom

(For enquired students only)

03:00 – 03:15 : Address by President Ma'am.
03:16 – 03:25 : Address by Asst. Dean / HOD
03:26 – 03:40 : Guest Speaker (Talk)
03:41 – 03:55 : Guest Speaker (Talk) (* Alumni)
03:56 – 04:10 : Address by GM CDC / Nominated Person
04:11 – 04:25 : Chief Warden (Discipline/ Code of Conduct)
04:26 - 04:35 : Address by Principal SEFS / Nominated Person
04:35 – 04:40 : Question & Answers

SOL : Via Google MEET

(For enquired students only)

03:00 – 03:15 : Address by Director Sir.
03:16 – 03:25 : Address by Dean Sir
03:26 – 03:40 : Guest Speaker (Talk)
03:41 – 03:55 : Address by Principal SEFS / Nominated Person
03:56 – 04:10 : Address by GM CDC / Nominated Person

04:11 – 04:25 : Chief Warden (Discipline/ Code of Conduct)
04:26 - 04:35 : Address by Principal SEFS / Nominated Person
04:35 – 04:40 : Question & Answers

11th September 2021 : School of the Day : (SOA and SOD) (Combined) as per the schedule given below :

Session – 1

-

SOA and SOD : Via Zoom (Combined)

(For registered students only)

10:00 – 10:15 : Address by Director Sir.
10:16 – 10:25 : Address by Dean Sir /HOD
10:26 – 10:40 : Guest Speaker (Talk)
10:41 – 10:55 : Guest Speaker (Talk) (* Alumni)
10:56 – 11:10 : Address by GM CDC / Nominated Person
11:11 - 11:25 : Chief Warden (Discipline/ Code of Conduct)
11:26 - 11:35 : Address by Principal SEFS / Nominated Person
11:35 – 11:40 : Question & Answers

Session – 2

SOA and SOD : Via Zoom (Combined)

(For enquired students only)

03:00 – 03:15	: Address by Director Sir.
03:16 – 03:25	: Address by Dean Sir /HOD
03:26 – 03:40	: Guest Speaker (Talk)
03:41 – 03:55	: Guest Speaker (Talk) (* Alumni)
03:56 – 04:10	: Address by GM CDC / Nominated Person
04:11 – 04:25	: Chief Warden (Discipline/ Code of Conduct)
04:26 - 04:35	: Address by Principal SEFS / Nominated Person
04:35 – 04:40	: Question & Answers