

NICMAR UNIVERSITY OF CONSTRUCTION STUDIES

HYDERABAD – TELANGANA

CODE OF CONDUCT

NUCS HYDERABAD, TELANGANA

CODE OF CONDUCT

INTRODUCTION

Considering the growing student strength at NUCS Hyderabad, the Academic Council met at Campus in September 2024, decided upon a comprehensive Code of Conduct deemed necessary for the smooth working of the University. It would provide insurance against potential problems arising out of the vast number of students within the campus premises and also help facilitate relations between:

- Students and Administration
- Students and Faculty
- Amongst Students
- Students and Community

The Chairman of the Academic Council then constituted a Committee to draft Code of Conduct for the students. The Committee has researched and benchmarked from several sources such as the existing NUCS guidelines, other Indian and international educational institutions.

OBJECTIVE

To provide general and specific behavioral expectations to be practiced within the NUCS premises and amongst the community in general.

SCOPE OF CODE

The code of conduct specifies the minimum level of acceptable behaviour and compliance standards. Students found falling short of the above are liable to the consequences and punitive action arising out of their failure to comply. The code covers all students of all disciplines and schools, centers, programmes/ courses of NUCS and covers both genders equally.

ACADEMICS

- i. 100% attendance in all academic sessions, seminars/guest lectures, field visits and co-curricular activities is essential.
- ii. Maximum 25% absence is allowed to meet exigencies beyond the control of one-self. If the absence is found to be above 25%, in individual courses, the student will not be allowed to take term-end examinations.
- iii. Good all-round conduct and behaviour worthy of a student of NUCS Hyderabad, particularly, during work visits, project work on site, placement representations, study tours and inter-institutional interaction etc. is mandatory.
- iv. All the students will be in possession of the University I-card and the same will be hung around their neck and visible to all, when they move within the campus.
- v. Use of cell-phones, reading newspaper, taking snap shots of test papers in classrooms and computer labs, during lectures/examinations is strictly prohibited. The student is liable to face disciplinary action if caught reading newspaper, sending/receiving messages, receiving/making calls etc. during the session.
- vi. Recording of lecture sessions/interaction with faculty is strictly prohibited.
- vii. All students will possess the University Admit Card in examination hall, without which they will not be allowed to sit for the term end examination.

- viii. Student should report on first day of every semester, failing which he/she will be fined as prescribed in 'Annexure-I', till the day of joining.
- ix. Late arrival to classroom will not be permitted.
- x. Academic Dishonesty
The University considers any incident of academic cheating or plagiarism as a very serious offence. Examples include:
- Copying another student's class work or homework or assignment.
 - Asking another student questions during a test or copying another student's test answers
 - Allowing a student to copy one's own homework or giving another student test answers
 - Submitting any material claimed as own but coming from another source (for example, copying material from a magazine/internet article without putting quotations around the words or documenting the source).
 - These actions are dishonest, unacceptable, and violations of the academic code. Academic dishonesty is one of the most serious violations and may result in dismissal.
- xi. Charges for issue of duplicate receipts from Accounts Department will be:
- Duplicate fee receipt : Rs. 200/-
- xii. **Loss of Admit Card:** Students should approach COE regarding loss of admit card and he/she needs to pay fine of Rs. 200/- for duplicate copy of admit card.

EXAMINATIONS / ASSESSMENT

- i. Student will be awarded zero marks in internal assessment, if he/she remains absent from class test, non-submission of assignment, late submission of assignment (without prior approval of concerned faculty), fails in class test, assignment and/or project work submitted is not satisfactory.
- ii. Student will be awarded 'absent' in Term End Examination, if he/she remains absent from Term-end exam or any of the courses.
- iii. Revaluation is applicable only for Term End examinations of theory courses.

Issues pertaining to above shall be addressed by the Controller of Examinations.

HOSTEL RULES

General

- i. Hostel admissions are on merit basis as per the rules and students have to pay fees as per revised rules.
- ii. Hostel admission is applicable for one academic year only and solely dependent on the student's performance.
- iii. Water taps of W.C. and baths should be turned off after use. A penalty of Rs.200/- will be imposed on the defaulters. Water and electricity should be used economically. Use of electrical appliances e.g. **heater, rod, speakers, stove, kettle, iron, hot plate etc.** is strictly prohibited in the room. Defaulters will be levied heavy fine if found using such appliances and will be liable for dismissal from the hostel.
- iv. All lights and fans should be switched off before leaving the room, failing which he/she will be fined Rs. 200 per incident.
- v. Students should always carry the University Identity Card and must produce it on demand.
- vi. At the end of the academic year, every student will have to obtain a **"No Dues"** certificate from the Accounts and Hostel Department to continue the hostel stay in the next term.

- vii. There will be a hostel committee of students who will report to the hostel-in-charge and be responsible for day-to-day working of the hostel, mess and housekeeping.
- viii. It is expected that all students treat the hostel as a home away from their own and keep rooms, toilets, dining hall etc. clean & tidy, and help the management in maintaining the premises clean.
- ix. The Students are required to procure the locks themselves and handover the duplicate keys to the hostel department on possession of the room. Penalty for the lost key will be charged Rs.300/- per key.
- x. If a need arises, the hostel-in-charge or any other authorized staff may access any room in the hostel at any time, without prior intimation to the occupants of the room.
- xi. Use of bathrooms and W.C. should be made with mutual understanding, following a time schedule & no complaints in this regard will be entertained.
- xii. The furniture arrangement should not be changed or shifted to any other place.
- xiii. Students are expected not to keep any valuable items/belongings in the Hostel. Management will not be responsible for the loss or damage of any personal belongings such as laptop, mobile, money, jewelry etc.
- xiv. Use of Litter / Dustbins is compulsory.
- xv. Housekeeping staff will clean the common areas and toilets of the hostel once every day.
- xvi. In case of failure / damage of any system or appliance in Hostel/Gym or any other area, the matter should be immediately reported to the hostel-in-charge during working hours and to warden/assistant/security supervisor on duty during off hours. No student should try to repair / restore it on his own.
- xvii. In case of damages/ failure of any system or appliance or property (including WIFI Access points) due to misuse, rough handling and negligence etc., the restoring / repair expenses with penalty will be recovered from the concerned occupants. In case of common things like Lifts, Gym equipment, T.V, Telephone, Cooler, Pots etc., charges will be recovered from all the occupants of the hostel.
- xviii. No visitors are allowed after 7.00 p.m. For the daytime visitors, a prior permission from the Hostel-in-charge should be obtained. If a visitor comes without prior notice, he/she should be introduced to the Hostel-in-charge/Warden/Lady Warden/Warden Assistant before going to the hostel. Female visitors are not permitted to enter Boy's Hostel and Male visitors are not permitted to enter Girl's Hostel.
- xix. Students can avail of the guest accommodation facility for parents/relatives in the (Executive Hostel) with the prior permission from the Manager (depending upon availability). Prescribed room charges per head shall have to be paid.
- xx. As harmful creatures/reptiles have been spotted in the campus, it is expected that students take due care in terms of protective gear (proper footwear etc). University does not take any responsibility, in case of any incident occurring due to negligence on the part the student.
- xxi. In case of any kind of trouble at night (such as fire, robbers, inebriated troublemakers etc.) all the students should make united efforts along with the security guards to solve the problem in an amicable way. Also the warden is to be immediately informed of any such activity on the campus. Male visitors are not allowed at any time inside girl's hostel.
- xxii. Pet animals are not allowed in the Hostel/University premises.
- xxiii. Students should take care to avoid dents, scratches, etc. on the steel/wooden furniture, hostel walls etc.
- xxiv. No alterations should be done in the electrification/wiring. This will be viewed as a very serious offence and may result in dire consequences for the students.
- xxv. Students are not allowed to enter Executive Hostel area except the occupants.

- xxvi. Firefighting devices are kept in all hostels/academic area/mess areas in order to act against any fire hazards. These are not to be tampered by the students as they are lifesaving devices. Any damage to these equipment may be communicated to the warden/hostel in-charge.
- xxvii. The right to admit or cancel hostel admission and to frame new rules, if required, is reserved with the authority to maintain peaceful, secure, and a healthy atmosphere in the hostel premises.
- xxviii. Four wheelers parking facility for the student is not available inside the campus. Students are therefore, advised not to bring the four wheelers. Permission should be obtained to use and park two-wheeler inside the campus after submission of copies of vehicle registration certificate and driving license. Helmet is compulsory for both the two wheeler rider and pillion rider. Triple riding is not allowed on two wheeler. The students are required to park their two wheelers in an orderly manner so that it should not cause inconvenience to the other students. Students should not park their vehicles outside the gate, along the road side. The Management will not be responsible for any damages caused to the vehicles.
- xxix. The student should strictly obey the instructions and rules given above. Violation of any of the above rules by the student, will be dealt with disciplinary action to the extent of even expelling him/her from the hostel. In this case the decision of the Warden/Manger/Head/Dean/Vice Chancellor shall be final and binding over the student and his parents/Guardian.

Discipline

xxx. Hostel Timings:

- a. Boys & Girls: Up to 10.30 pm from Monday to Friday
Up to 11.00 pm on Saturday & Sunday
- b. All Girls and Boys must sign the attendance register every night before 10:30 pm on Monday to Friday and before 11:00 pm on Saturday and Sunday, failing which action will be taken by the Disciplinary Action Committee.

Note: Girl's hostel shall be locked after the above hostel timing, after taking the signatures of the students by the security Guard/ Warden. Girls staying in hostel are not allowed to come out in night hours after attendance signature is taken by the security Guard/warden/Lady Warden.

- xxxi. Hostelites should take prior permission from the Warden on duty, for returning to the Hostel beyond hostel timing, up to 11:30 p.m., under special and justified circumstances. Those who have any personal work after that can apply to stay-out from the hostel and come next day morning. The students will make the entry at security gate while going out and coming in. They should carry NUCS I-card with them and show it to the security on demand while entering the campus.
- xxxii. Students who come late without taking prior permission from the hostel warden shall be permitted after they make the entry in the late arrival form and prove their identity. Necessary disciplinary action will be taken against the defaulters as per '*Annexure II*'.
- xxxiii. Any student studying is not to be disturbed; also students studying late hours must not disturb others. Complaints to this effect will be viewed very seriously. Students are not allowed to play any music instruments/ radio etc. to avoid any disturbance to the on-going academic sessions.
- xxxiv. Students may entertain themselves in a moderate, decent and reasonable way. There should not be loud shouting, whistling, dancing, etc. particularly at nights after hostel timing.
- xxxv. The security guards or supervisor/warden or his assistant/Head/Mentor have been allowed to inspect the hostel at will. There should be no arguments with them on such visits.
- xxxvi. Consuming alcohol in the campus and coming to campus after consuming alcohol from outside is strictly prohibited. If anybody is found indulging in such activity, he/she will be punished severely and even dismissed from the hostel/University.
- xxxvii. Smoking or consumption of narcotics inside the campus is strictly prohibited.

- xxxviii. Any kind of event/party celebration is strictly prohibited in the hostel room. If anybody is found indulging in such activity, he/she will be punished severely and even dismissed from the hostel.
- xxxix. If anybody is found in infringement of security guard's instructions, misbehaving in the hostel premises or University premises or on road and indulging in spurious activities likely to damage the image of the University shall be punished.
- xl. Girls' hostel area is strictly out of bound for boys, similarly Girls are not permitted to enter Boys' Hostel rooms.
- xli. Security and/or any admin staff have been given instructions to check the bag and baggages of the students at any time inside the campus. Students are not allowed to bring any type of explosive, fire-crackers, arms, etc. inside the campus. The entire student community will be punished for such an act.
- xlii. Students found jumping through windows in academic/hostel area will be dealt with seriously.
- xliii. Students are not allowed to accommodate any relative/friends at their allocated or any other room. If any unauthorized occupant is found in the students' room, the students will be held responsible, and are liable for strict punishment including expulsion from the hostel.
- xliv. If any NUCS student staying outside wants to stay back in campus hostel for combined study, they need to take permission from the hostel warden and make necessary entry at security gate.
- xliv. Students should not bring any outside agency (NGO, Police, any authority etc.) in the hostel without prior permission of the University Authority/Dean Academics
- xlvi. The Management/Manager/Incharge reserves the right in respect of allotment of rooms. Students cannot have the option to have any particular room or choice of his/her roommates.

Leave

- i. Boy student proceeding on week-end leave can avail leave by entering his details in the leave register. Girl student has to submit leave application to lady warden for the week-end leave before making entry in the leave register.
- ii. Students proceeding on any other leave where classes are involved, leave form is to be submitted to the Warden after taking signatures from Dept. Head and Manager.
- iii. The students who are required to stay-out from the hostel during night(s) must make necessary entry in the leave register kept at security gate after submitting leave application signed by the individual to the hostel warden. Entry will be made while rejoining also. No student will be permitted to move out from hostel after 09:00 p.m. unless there is an emergency.
- iv. Students proceeding on official work will inform the warden in writing before they move out from the hostel/campus.
- v. Students will strictly observe the due dates mentioned in the fee notice drawn for respective semester. Tuition fees, hostel & mess fees paid after the due date will be subject to a late fine as mentioned in the prospectus, up to the delay of 15 days from the due date. In respect of tuition fee payments, for any delay beyond 15 days from the due date in addition to late fine, University may cancel the registration of the student in his/her programme if no valid justifiable ground is established for the delay. Student availing of educational loan from Bank is specifically advised to ensure that the fee is received in time, failing which he/she will be subject to the above late fine and subsequent penal action.
- vi. Students wanting to go on leave should submit an application for leave to the Head of the programme well in advance with necessary justification.

ANTI-RAGGING

As per the Telangana State Prohibition of ragging Act, 1997 -

Ragging within or outside any educational institution is prohibited.

i. Penalty for Ragging: - Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby, -(i) teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both ; or (ii) assaults or uses criminal force to or criminally intimidates a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both ; or (iii) wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both ; or (iv) causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees ; or (v) causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

ii. Dismissal of student: - (1) A student convicted of an offence under Section 4 and punished with imprisonment for a term shall be dismissed from the educational institution. (2) A student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

iii. Suspension of student: - (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is *prima facie* found true, shall suspend the student or students complained against for such period as may be deemed necessary.

As Per NUCS Policy

- i. Ragging within or outside of any educational institution is strictly prohibited.
- ii. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall on conviction, be punished, with imprisonment for a term, with fine which may extend to Rs. 10,000/-
- iii. Any student convicted of an offence of ragging shall be dismissed from the institution and such student shall not be admitted to any other educational institution for a period of five years from the date of order of such dismissal.
- iv. If any student is found indulging in behaviour with colleagues, faculty, staff members or visitors on campus inconsistent with the norms of decent behaviour, and typically involved with the opposite gender will be strictly dealt with in accordance with the law on sexual harassment.
- v. Whenever any student or as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, *prima facie*, in the complaint received; he/she shall intimate the fact, in writing, to the complainant. **The decision of the Head of University shall be final.**

MESS FACILITY

- i. Mess is mandatory for all the students who stay in NUCS. If at all any student wants to discontinue the mess facility he/she will have to vacate the hostel after taking permission from Dean and Manager.
- ii. Mess facility is run by a contractor
- iii. Breakfast, lunch, evening tea with snacks and dinner are served in the Mess every day except Sunday evening snacks and dinner.
- iv. The mess charges are on per day basis. Mess & Hostel Fees are to be paid per Term as per notification issued by management. Charges may be modified as per changes in essential commodity prices.
- v. Mess menu is decided by the Mess Manager in consultation with students' Mess Committee, keeping in mind common taste & seasonal availability of the vegetables. No complaints are entertained regarding the taste of the food; however suggestions are welcome to improve the service.
- vi. Breakfast & evening snacks are served in limited quantities but lunch & dinner are buffet style with unlimited servings, except sweet dish.
- vii. The mess timings are:
Breakfast : As per Academic Term Time-table.
Lunch : As per Academic Term Time-table.
Evening Tea : 5.00 pm to 6.00 pm
Dinner : 8.00 pm to 9.00 pm

Note: Students are not permitted to carry any meals/food from the mess to the hostel room. Mess will be closed sharp at above given timings of breakfast, lunch, evening tea and dinner.

- viii. These timings should be followed very strictly. Mess will be closed at 10.00 pm every day.
- ix. "Mess-cut" is allowed only for authorized absence from hostel for more than 7 days and more. Mess refund is to be filled before proceeding on leave duly signed by Mess Contractor and is to be submitted to hostel office along with Xerox copy of sanctioned leave application. Any absence not informed and sanctioned by the authorities will be treated as presence.
- x. Except Mess co-ordinator/Mess committee member, no students will be allowed to enter the Mess kitchen area. If any unauthorized student is found in this area he/she will be fined as per 'Annexure I'.

Any issues pertaining to above shall be addressed by the Mess-in-charge.

LIBRARY RULES

The Library comprises of Books, Periodicals, Standards, Theses, Reference Books, Bound Volumes of Periodicals, Video's, E-Resources etc.

1. Library Timings:

- Monday to Friday 9.00 am to 9.00 pm
- Saturday, Sunday 11.30 am to 8.00 pm

2. Issue / Return Timings:

- Monday to Friday 9.00 am to 9.00 pm
- Saturday, Sunday & Holidays 11.30 am to 8.00 pm

3. Number of Books Issued: Depends on Course

- 01 Nos. of Library Cards is provided to each student.

- The Library Cards are not transferable.
- The Books should be issued / returned from / to the Library by the Card Holder only.
- Books in demand will not be renewed. Other books may be renewed for a period of 5 days only. There is no excuse for return of books on Saturday, Sunday & Holidays.

4. **Loan Period** : 07 days

5. **Late Fine** :Rs. 5.00 / Day / Book

6. **Reference Materials:**

- They include Reference Books, Loose Issues of Periodicals, Theses, Standards, CD-ROM's & DVD's etc. They will not be issued out of the Library. CDROM's & DVD's are available for Faculty only.

7. **Library E - Resources:**

Library subscribes to 14 Nos. and Trial Access to 1 Nos of E-Resources the details of which are as follows:

- **ASCE Journals Online; URL: <https://ascelibrary.org>**
41+ Online full-text journals in Civil Engineering, construction, & allied areas with back files 24X7 and unlimited user access.
- **ASCE Proceedings Online; URL: <https://ascelibrary.org>**
More than 65000 ASCE Conference / Proceeding Papers in 884 Books Format, Complete archive from 2000 to present. Around 2,000 papers are added annually. 24/7 Unlimited user access.
- **PROQUEST ABI Inform Complete; URL: <https://search.proquest.com/>**
9836+ Online full-text titles in Management, Construction, Real Estate, Project management, etc. with back files. 24/7, unlimited user access.
- **EBRARY - Business & Economics / Engineering; URL: <https://ebookcentral.proquest.com/>**
Database of more than 68,967 + eBooks in Business, Economics & Engineering. 24/7, unlimited user access.
- **SCIENCEDIRECT - Business, Management & Accounting; URL: <https://www.sciencedirect.com>**
122 Online full-text journals in **Business, Management & Accounting, Civil Engineering** etc. with Back files & archives with back files and archives. 24/7, Unlimited user access.
- **Elsevier eBooks; URL: <https://www.sciencedirect.com>**
155+ eBooks in Construction, Engineering, Civil Engineering, Green Technology, Infrastructure, Transportation, Project Management, Smart Cities, etc. 24/7 unlimited user access.
- **PEARSON e-Books; Business & Management; URL: <https://journals.sagepub.com>**
66+ eBooks (Text Books) in Management, Construction, Project Management, etc. 24/7 Unlimited user access.
- **McGraw Hill - Express Library at Vital Source; URL: <https://resolver.vitalsource.com>**
50+ eBooks Recommended textbooks and reference books as per the syllabuses of our programs. 24/7 Unlimited user access.
- **CMIE – PROWESS; URL: <https://prowess.cmie.com/index.php>**
Register as a 'New User' for Access.

50+ eBooks Recommended textbooks and reference books as per the syllabuses of our programs. 24/7 Unlimited user access.

- **CMIE – ECONOMIC OUTLOOK; URL: <https://economicoutlook.cmie.com>**

Economic Outlook is the solution to reliable data, independent analysis and short to medium-term projections on the Indian economy. It brings together time-series of over half a million indicators from several official and reliable sources. It presents projections five years ahead and is a comprehensive service which provides a complete picture of the past, the present and the future of the Indian economy. 24/7 unlimited user access.

- **CMIE - CAPEX; URL : <https://capex.cmie.com>**

CapEx is a database of more than 35369 + new & ongoing projects that aim to create new capacities in India. It allows you to look up the details of individual projects & is updated continuously. 24/7 Unlimited user access.

- **CMIE - INDUSTRY OUTLOOK; URL: <https://industryoutlook.cmie.com>**

Industry Outlook helps to anticipate trends in nearly 209 industries. It is a risk management tool that provides real time analysis & forecasts. 24/7 Unlimited user access.

- **CMIE STATES OF INDIA; URL: <https://statesofindia.cmie.com/>**

Statistical Compendium of 37 Indian states and union territories & 724 Indian districts. Over 85 million time-series data points from 1990–1991. 24/7 unlimited user access.

- **TURNITIN; URL: <https://www.turnitin.com/>**

Anti-Plagiarism Software, 24X7 User access to faculty.

- **WILEY E-LIBRARY; URL: <https://ebooks.wileyindia.com/home> (Trial Access)**

1553+ eBooks Recommended textbooks/reference books as per the syllabuses of our Programs / Schools. 24/7 Unlimited user access.

8. Photocopying:

Photocopy services available from 3:00 – 5:30 pm for students purpose.

9. Loss of Book / Library Card:

Students should approach the Librarian regarding any loss of book, library card or any other matter with respect to the Library. The loss of book should be informed immediately.

- In case of loss of book, the student either needs to replace the book or has to pay the current cost of the book along with an appropriate fine & late fine.
- In case of loss of library card, the student needs pay a fine of Rs 50.00 /- Card for a Duplicate Library Card.

10. Other Rules:

- Students should be dressed properly while coming to the Library. Shorts / Half pants / track pants will not be permitted and will result in serious action.
- Books should be handled carefully. Markings / folding of any kind in the book is strictly prohibited. In case any book is found with markings or torn pages, the last borrower has to replace the book or has to pay the current cost of the book along with an appropriate fine.
- Eatables or drinks of any type are not allowed in the library.
- Students should maintain discipline in the Library.
- Mobile phones should be "SWITCHED OFF" in the Library. Any student found using a mobile phone will be charged a fine of Rs 50.00.
- Students are not allowed to sit in the Library when the Classes are on.

- Students should cooperate with the Library Staff.
- Students should carry their **Identity Cards** while visiting the Library. Reference Books will be issued for reading against Identity Cards in the Library only.
- Misuse of E - Resources / Misbehavior in the Library will be referred to the Disciplinary Committee for appropriate action.

Any issues pertaining to above shall be addressed by the Librarian.

DRESS CODE

- i. On formal University occasions:
 - **For boys:** Dark colour trousers, light colour shirt, tie and polished shoes. No chappals or sandals are allowed.
 - **For girls:** Saree with blouse or salwar kameez, is the prescribed dress.
- ii. On regular days:
 - **For boys:** Clean, ironed and neat trousers & shirts
 - **For girls:** Neat and clean trousers and tops/shirts, salwar kameez of their choice (no colour restrictions)
- iii. For construction workshops:
 - Track pants and NUCS T-shirt/track suits with safety gears (PPE).
- iv. Informal dress code is permitted before and after academic activity. They are not expected to wear Half Pants/Shorts/Chappals in the academic area, Library, Labs, Hostel area or in entire campus area.
- v. Clothing should be clean and tidy.
- vi. Excessively revealing dresses and shorts/skirts are prohibited.

BEHAVIORAL EXPECTATIONS

Throughout the day, students are expected to demonstrate the basics of courteous behavior.

- i. Students are expected to be courteous with the staff & faculty members of University. They should demonstrate mannerism in all their interaction with the staff and faculty.
- ii. Students should move without being asked if they are blocking a hallway or passageway.
- iii. Students must always behave politely with the faculty as well as classmates.
- iv. Students should strictly avoid loose talk/derogatory remarks on fellow students, staff, faculty, deans, VC, Director general, Board of trustees and Board of governors. Serious action will be taken against students found guilty of such misbehaviour.
- v. Students should also be very careful when they are out of the University campus. They should not involve in any acts which may adversely impact their own/University's reputation.
- vi. Students desirous of taking leave during academic semesters should approach the Head of their Programmes well in advance with an application along with other papers concerned and obtain his / her permission for leave. In case a student has to leave the campus urgently for reasons such as ill health of self, ill health of a close family member, death of a close family member, passport verification and attendance in a court of law, he /she should inform the Head / Faculty Coordinator suitably. Any non-compliance will result in non-approval of the leave and absence from classes will not be condoned.
- vii. Students who are unwell and are undergoing medical treatment should inform or send a message of their illness through their parents / classmates / class representatives / friends / local guardians to the Head of the Programme / Faculty Coordinator / Staff Coordinator.
- viii. Students are expected to be seated in the classrooms / laboratories before the arrival of the faculty member. Students coming later may not be allowed to attend that session.

- xi. Students should strictly avoid consumption of food / beverages in the Academic block. They may however carry the same with them and consume it in the canteens provided by the University.

The guiding principle for all daily rules is respect. We strive to create an environment where students learn to show respect for themselves, for others, and for their surroundings. Rudeness, unkindness, or malicious behavior, either physical or verbal, will not be tolerated. This includes behaviour in class meetings, all-school assemblies, and school transportation.

Noise

- xi. Because classes and other school activities are always in session, every effort must be made to maintain reasonable quiet and order in the hallways, entryways, and outside areas adjacent to classrooms and offices.
- xii. To maintain an atmosphere that is conducive to learning, the use of radios, CD players, electronic games, beepers, and cellular phones is not permitted on campus during school hours.

Classroom Behavior:

- xiii. The primary responsibility for managing the classroom and computer labs environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remaining of the class period. If the action is of serious nature, as ascertained by the instructor, severe punishment may be levied on the parties after due consideration. This punishment could amount to denial of campus placement service, award of failure grade, denial of hostel accommodation and even expulsion from the University.
- xiv. Students should maintain classroom decorum strictly. All activities that disturb the class or earn a bad name should be avoided. Activity such as 'Proxy Attendance' will be treated very severely by the University.

Behavior during summer placement:

Students should observe the company guidelines on internship programme. Strict action will be taken against those who misconduct themselves, or remain absent or disregard the company rules and regulations.

GAMES TIMINGS

Out-door games:

- On working days - 5.30 pm to 8.30 pm
- On holidays - Upto 8.30 pm

In-door games:

Upto 11.00 pm on all days

These timings should be followed very strictly.

Birthday Celebration or other events:

Such celebrations will be held before **10.30 pm from Monday to Friday** and before **11.00 pm on Saturday and Sunday** in the lobby (ground floor) of Pranidhana only and not in the hostel room or other places in the premises. Use of objectionable things like colour water, paint etc. are strictly prohibited. For any misconduct, fine will be imposed on the birthday boy/girl as per '*Annexure I*'.

1. Such celebration will be allowed only with prior approval of Head Programme/Dy Dean (Academics)/Dean/Vice Chancellor
2. Only selected national level festival/celebration will be allowed with prior approval and such celebration will be restricted up to **10:00 pm** as per law.

Electronic Communications and Use Policy:

- Students have access to the use of computer hardware and the Internet facilities for official use only. Attempting to view or actual viewing of objectionable websites is strictly prohibited. University Internet facilities shall not be used for personal communication. Use of any type of Messenger Service facility is strictly prohibited.
- Students must not register with any network on the internet using the email ID provided by NUCS, nor they should create any internet network using any NUCS IT facilities. The student website is a distinctive feature of giving forum to the students of NUCS. However the student representatives must adhere to the guidelines of the website policy and along with the faculty in charge of the website.
- Students shall under no circumstances view, copy, transfer, download files from shareable folders not directly related to their use. In case student/s is/are found indulging in this activity punitive action will be taken.
- Students shall also not upload any academic or objectionable material on internet, social network websites or email systems.
- Use of group email sending is prohibited.
- A register has been kept in the laboratory to record the time and purpose of lab use. Students failing to comply with this will be warned. In case the behaviour continues the access to the lab will be denied. Communication that is deemed objectionable and sent to colleagues, faculty, and/or administrative staff of any of the schools of NUCS will be treated as a serious offence. Appropriate action will be taken by the Dean, Deans of respective schools, faculty - in charge of computer lab and VC. NUCS will treat any misconduct in IT/electronic as a serious offence under cyber law.

Possession of Unlawful / Objectionable Material

Students found carrying on their person, circulating, storing illegal reading materials in any form, or contraband, and such other substances etc. will be liable to strict action and in extreme cases may face police action and expulsion.

Any cases of non-compliance to the above shall be referred to the Dean/Head of concerned course.

NUCS : Annexure I

Fine Chargeable from Students

A) Faculty / Academics			
Sr.	Offence	Fine Amount 1st Offence	Fine Amount 2nd Offence
1	Late joining the Semester without genuine reason	Rs 200/- per day till the day of joining each time	Rs 300/- per day till the day of joining each time
2	Misconduct reported during visit / Project work / Study Tours	Rs 200/- to Rs. 2000/- depending upon the nature of misconduct	Rs 200/- to Rs. 2000/- depending upon the nature of misconduct
3	Use of Cell phones during lectures	Rs 300/- per student	Rs1000/- per student and there after mobile will be confiscated
4	Copying another students Classwork / Homework / Assignment	Rs. 500/- per student	Rs. 1000/- per student + Warning by Dean / Head of the concern programme & report to the Disciplinary Committee for appropriate action
5	Allowing to copy one's own Homework/Assignments	Rs. 500/- per incident	Rs. 1000/- per student + Warning by Dean / Head of the concern programme & report to the Disciplinary Committee for appropriate action
6	Copying any material from Magazine / Journals without mentioning source	Rs 200/- per incident	Rs. 500/- per student + Warning by Dean / Head of the concern programme & report to the Disciplinary Committee for appropriate action
7	Misconduct in the examination/assessment like loaning any item or discussing with other etc.	Rs. 1000 fine with 'X' grade in that course	Rs. 2000 fine with 'X' grade in that course.
8	Found copying or possessing any unauthorized material/ paper etc.	Rs. 2000 fine with 'X' grade in that course	Rs. 5000 fine with 'X' grade in that course
8(a)	Found copying using technology	Rs. 5000 fine with 'X' grade in that course	Rs. 10000 fine with 'X' grade in that course
9	Case of impersonation during examination/ assessment/ online examination	Rs. 5000 fine and TNG in that course	Debar from the programme.

10	Using Internet, Mail or any IT resources for non-official and objectionable activities	Rs. 2000 per student & warning from Dean	Rs. 5000 per student / Debar from programme
11	Involved in the situation of proxy attendance	Rs. 500	Rs. 2000
12	Found forging somebody's signature	Rs. 500	Rs. 2000
B) <u>Hostel</u>			
1	Absent from Hostel without leave/Permission	Rs. 200/- per day from the date till joining	Rs. 300/- per day from the date till joining + Warning by Manager, Letter to parents
2	Late joining from leave without genuine reason	Rs. 200/- per day of absence period	Rs. 300/- per day of absence period + Warning by Manager, Letter to parents
3	Sharing of accomodation allotted with a non -Hostelite	Rs. 1000/- per incident	Cancel Hostel accommodation allotted.
4	Loss of Room key	Rs. 300/- per key (in new hostel actual cost of replacement of key)	Rs. 500/- per key
5	Consumption / possession of Narcotics in hostel premises	Rs. 7500/- per student from those involved	Debar from Hostel, Letter to parents
6	Consumption / possession of Liquor in hostel & coming to campus after consuming liquor	Rs. 5000/- per student from those involved	Debar from Hostel, Letter to parents
7	Smoking in NUCS Campus including all Hostel Premises	Rs. 500/- per incident	Rs. 1000/- per incident
8	Damage to TV, Set top Box, Telephone, Cooler, AC, Window Glass, WiFi access point, LAN ports, Network devices, any other assets.	<ul style="list-style-type: none"> - The cost of replacement to be borne by the student, where culprit is established. - Uniform prorata recovery from all students the cost of asset. 	<ul style="list-style-type: none"> - The cost of replacement to be borne by the student, where culprit is established. - Uniform prorata recovery from all students the cost of asset.
9	Use of Heater Rod / Stove / Hot Plate / Iron / Kettle in the Hostel room.	Rs. 200/- per incident & confiscate the item	Rs. 1000/- per incident & confiscate the item

10	Not Switching off Light / Fan before leaving Room	Inform Individual student with warning.	Rs. 200/- per incident
11	Damage/loss of computer peripherals like monitor, CPU, keyboard, mouse, cable, access point etc., from computer lab or hostel	Rs. 2000 fine and cost of the item/s.	Rs. 5000 fine and cost of the item/s.
12	Misconduct/violation of rules during celebration of birthday	Rs. 5000 fine from the Birthday boy/Girl.	Debar from the hostel.
13	Unauthorized personal entry in Mess kitchen area	Rs. 1000 fine	Rs. 2000 fine.
14	Fail in giving attendance	Rs. 100 fine	Forwarded to disciplinary committee

Fine Chargeable from Students

Offence	Stepwise Action: <u>Annexure II</u>			
	1	2	3	4
<u>(a) Minor</u>				
1. Late arrival to Hostel without permission.	<u>First Offence</u> • Warning by warden with a record made against their names	<u>Second Offence</u> • Forward names to Manager, with a fine of Rs.200/- each offence.	<u>Onwards</u> • Forward names to Disciplinary Committee. • Monetary fine up to Rs. 500/- each offence	
2. Failing to follow the timings/ other aspects during stay in Hostel e.g. Games timing /	----do----	• Forward names to Manager with a fine of Rs.200 for each offence.	-----do----	
3. Shouting / Playing music loudly etc.		Rs.100/- each offence.		
<u>(b) Medium</u>				
1. Absent from Hostel for 24 hrs.	• Warning by warden with a record made against their names	• Forward names to Manager • Impose a fine of Rs. 200/-each offence	• Further forward names to Disciplinary Committee. • Monetary fine up to Rs. 300/- each offence	
2. Moving out from Hostel without permission during night.	-----do---	-----do-----	-----do-----	
<u>(c) Major</u>				
Quarreling/ Hitting/ Rowdy behaviour in Hostel	• Forward names to Disciplinary Committee through Manager	• Forward names to Disciplinary Committee through Manag • er	• Forward names to Disciplinary Committee through Manager	• Inform Parents, • Debar from Hostel, • Forfeiture of Hostel fees for the term. • Monetary Fine up to Rs 5000/- each offence

Procedure to be followed in the case for the consideration of the disciplinary cases and actions thereof.

In all cases pertaining to the violation of the academic discipline, provisions of the code of conduct or any other wrong doings on the part of the students need to be reported to the Disciplinary Committee.

Disciplinary Committee (DC) comprises of Dean (Chairman of DC), Dy. Dean and Head Students' Activities. Heads of the concerned programme/Warden/Manager will be members by invitation for their respective matters. DC will decide the penal action, which will depend upon the severity of the offence and corresponding action/s. Cases need to be reported to the DC, the following procedure will be adopted.

- Dean/Head of the concerned academic programme will prepare a detailed report on the case.
- Dean/Head will also obtain from the students involved in the case their statements describing their involvement in the case.
- The Dean's report and the student's statement will be placed before the DC for the consideration and taking necessary action.
- If the Chairman of the DC also so wishes, he will invite students to present themselves before the DC.
- DC will take a final decision after consideration of all the facts of the case.
- The decision of the DC including the penal action decided will be final and binding.
- The penal action will normally depend upon the severity of the case can result in the extreme case rustication of the concerned student from the University.
- The decision taken by the DC will be communicated to the concerned student through the Dean/Head of the concerned programme.
- In the extreme case of rustication the concerned student will have a final right of appeal to the VC , NUCS. In such cases VC will constitute an Appeal Committee for the consideration of the appeal and recommendation. The decision of the Appeal Committee will be final and binding.

This Code of Conduct as it appears on date is indicative. Clauses/Sub-clauses may be modified/added or/and deleted to reflect realtime events, without prior notice.