

## **Preamble to the Code of Conduct**

The student code of conduct [Code] is established to foster and protect the core missions of the Symbiosis International University, Pune [University], to foster the scholarly and civic development of the University's students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its missions. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order.

### **Objective**

The objective of providing the code is to provide a clear set of guidelines on how students are expected to behave towards each other. Adherence to these guidelines will help protect an important identity of the SIU i.e. providing an open, tolerant and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline and encourage students to see the benefits of compliance of work-place rules.

If the code appears to have been breached, do contact the relevant Head of Department or Head of School or Director/Centre or the Registrar of Symbiosis International University.

This code attempts to keep the following basic rules of good living as the framework.

### **Conduct and relationships**

1. Treat everyone with dignity, respect privacy and help those in need.
2. Respect different cultures and customs.
3. Oppose all forms of prejudice and be particularly vigilant against prejudice with respect to gender, age, ethnic, national or social origin, religion or belief, language, disability, political opinion, social or economic condition.
4. Be sensitive to the rights of the others.
5. Avoid injuring others, their property or reputation.
6. Avoid using words in oral, written or electronic communication that are necessarily aggressive or intimidating.

### **Professional Practice**

1. Honour confidentiality.
2. Maintain high standards of professional competence.
3. Always identify the source of information to avoid claims of plagiarism.
4. Familiarize yourself with relevant laws (e.g. health and safety) and University policies, procedures and codes of practice, and act in accordance with them.

### **Probity**

1. Act at all times with integrity and honesty.

2. Reject bribery or attempts to influence by unethical means and do not accept significant gifts or favours intended to buy influence. If in doubt seek advice.
3. Be alert to possible conflicts of interest and avoid them if possible. If they are unavoidable then declare them to the Institute.

### **CODE OF CONDUCT**

The student code of conduct is established to foster and protect the core missions of the Symbiosis International University, Pune. The SIU Code of conduct is available on the SIU as well as the SSIS websites. You are required to read through the same and comply with it in letter and spirit.

<http://www.siu.edu.in/pdf/resources/code-of-conduct.pdf>

If the code appears to have been breached, do contact the relevant authorities.

(Director/ Deputy Director/Administrative Officer of the institute/ or the Registrar of Symbiosis International University).

Points to bear in mind:

#### **1) Dress code & ID card**

As per the guidelines of SIU the students should adhere to prescribed dress code.

Wearing of **SSIS blazer** may also be made mandatory during events and examination. Formal shoes should be worn with uniform.

Students not adhering to the dress code will not be allowed to attend classes and will forfeit the attendance for the classes missed. For repeated violations even after 3 warnings, students will have to appear and explain their behavior to the Director.

#### **Wearing the Identity card is compulsory.**

The ID card is a symbol of belonging to a premier institution and also a means of identification in the event of accidents, medical and other emergencies. Every student of the programme must have an identity card. He/She should always wear it on person while on campus and should produce it whenever called upon to do so by the concerned authorities.

#### **Any student found without Id- Card maybe barred from entering the campus.**

Temporary ID- Cards are not allowed after receipt of permanent one.

Exchange/ transfer of ID card are strictly prohibited and will call for action by authority.

- A student is required to collect his/her I. Card within 15 days from the date of admission.
- The loss of I-card should be reported immediately to the coordinator with an application. The librarian must also be given the copy of the same. Rs. 500/- will be charged for duplicate I-card (including tag and holder).

On non- uniform days students should be decently attired and well groomed. Improper /indecent attire will call for action by authority.

Students not adhering to dress code will not be allowed to attend classes and will forfeit the attendance for the classes missed.

## 2) Attendance

Every student must attend at least 80% of the total number of lectures conducted in the class by the faculty. The student will not be eligible to appear for assessments if he/she fails to put in the required attendance.

The concession in attendance is meant to take care of medical leave and leave on personal grounds including the demise of immediate family, etc.

Students are expected to fill in the leave form and submit the same to the SSIS office. Attendance will be granted on medical grounds only in extreme cases subject to the expert opinion of Symbiosis Centre for Health Care (SCHC).

**On no account will students be allowed to remain absent for any continuous assessment conducted by the school.** The student will be entirely responsible for such absence. Absence from classes and assessments will be detrimental to the overall performance and final grades of the student.

**No student should leave the city without the prior permission (written) of the concerned authority.** Students will also have to take prior permission to remain absent from any activity of SSIS.

The students should be punctual in attendance and must be in his/her seat at the commencement of lectures.

**The Course Not Granted (CNG) and Term Not Granted (TNG) rules will apply as per SIU rules.**

**CNG-** If the course attendance is below 75% then the student will not be granted the permission to appear for the examination of the concerned course. However, if the cumulative attendance for all the courses of the semester is more than 75%, CNG should not be given.

**TNG-** Minimum 75% in aggregate is mandatory for all the students, to be eligible to appear for the external examination of all courses of the term. If the aggregate attendance is below 75%, the student will not be granted the permission to appear for the term end examination.

### 3) Leave Rules

#### Leave on medical grounds

1. The student should report about the sickness to the institute on telephone.
2. A leave application on medical grounds should be attested by the 'On Duty'

Medical officer (MO) of Symbiosis Centre of Health Care.

3. **For leave up to 3 days:** If the student takes treatment from a private doctor, then he/she has to submit the leave certificate to the institute on the day of rejoining the college. The office of the institute will at the discretion of the Head may accept it or require the student to have it authenticated from SCHC. *However **the medical issue should be reported to the SCHC MO at the onset itself.***

4. **In case the medical leave is likely to extend for a period of more than three days:** *For local students it is mandatory for the students to be present in person or to inform on telephone to SCHC (020-66861250/+ 91-95525-89179; 9552525651, email - [mo.svc2@schcpune.org](mailto:mo.svc2@schcpune.org)) as the case may be about the sickness.* Sanction of leave for more than three days will have to be obtained before the fourth day itself and not at the time when the student comes back to college. Continuation of sick leave beyond three days will have to be notified to SCHC on the number / email id provided above.

5. **For outstation students:** In case the student is admitted to a hospital or has fallen sick during his visit home or is so incapacitated, it is obligatory for him/her to send a medical certificate issued by the doctor treating him/her and giving details of his/her medical condition by fax/ email. This should be addressed to the medical officer indicating the possibility of medical leave extending beyond three days.

6. Please note that except in the case of hospitalization authenticated by SCHC, absence on medical grounds beyond 25% shall not be condoned i.e. the student is still required to have 75% attendance.

7. In case of hospitalization duly authenticated by SCHC, absence beyond 25% may be condoned as per the advice of the doctors at SCHC and at the discretion of the Head. However, for no reason including hospitalization will the student be

permitted to appear for the semester end examinations, if his/her attendance has fallen below 50% for the semester.

8. No back dated medical leave will be granted to the students on any ground whatsoever.

**Note: The total number of lectures missed on the grounds mentioned above should not in any case exceed 25%. Grant of permission does not mean that the absence has been condoned for the purposes of computing attendance. However, cases under point 6 may be exceptions.**

#### Absence from the Seminars, Workshops & Presentations

- **Attendance for Guest lectures, Workshops and Seminars is compulsory.**
- **Students are required to strictly observe the uniform code prescribed and wearing of Identity cards is compulsory.**
- Students should be punctual in attendance and must be in his/her seat at the commencement of seminars and workshops.
- Students are expected to maintain the decorum in the institution and interact respectfully with the guest.

#### **4) Discipline Rules**

Any act of indiscipline/insubordination or misbehavior by any student will call for action by authority.

- Use of mobile phones in the academic block of the institute is strictly prohibited. Violation of the rule will result in confiscation of SIM card.
- Loud/impolite talk/use of unparliamentarily language which offends the listener would be dealt with seriously.
- The behavior of the students at all times, within or outside the campus must be above board and must reflect a sense of responsibility.
- Students are required to strictly observe the uniform code prescribed and wear ID cards at all time. Non-compliance will attract corrective action. Any student found in improper uniform will be sent back even during college hours and the student will him/herself be responsible for the loss of attendance.
- Students are required to show due regard for the rights and property of the SSIS. Any student found guilty of tampering/damaging the property, fixtures, equipment, furniture, books, and buildings, vehicles etc. of the institute would attract punishment and compensation for loss caused.
- Instigating or abetting collective insubordination will be viewed very seriously.
- No society or association of the students will be started without the written permission of the concerned authority.

- No person shall be invited to address or entertain the students of the college without the previous written permission of authorities.
- Consumption or possession of alcohol/drugs and being under influence while on campus or at functions is prohibited.
- Eatables are not permitted in classrooms, computer lab, studio, hall, library and office area.
- Use of net connectivity for non-academic purpose is not permitted during the institute hours.
- Littering in the campus will attract action by authority.
- The admission of a student who had been admitted to the programme/ institute based on any form of misinterpretation of facts, will be cancelled as soon as such misinterpretation surface no matter at what stage of the programme he/she is studying in. Further he/she will forfeit the tuition fees paid for the programme.
- Any student misbehaving in class and/ behaving arrogantly towards the faculty and staff will be reported against to the authority. The nature of punishment will depend upon the severity of the offence and will be decided by the Director on a case to case basis.
- Theft, gambling, sexual harassment, physical fights/ bouts with each other, smoking on Symbiosis Campus, indecent behavior in public places will be dealt with severely by the authority. Any other offence not included in this list will be dealt with on a case basis by the Director.

#### 5) Hostel Rules

- Students residing in hostels - if caught with banned substances will face severe disciplinary action.  
<http://www.siu.edu.in/pdf/resources/Hostel-Rules-and-Regulations.pdf>

#### **Ragging:**

Ragging is totally prohibited in Symbiosis International University and in its Institutes and anyone found guilty of ragging and / or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.

<http://www.siu.edu.in/student-affairs.php>

<http://www.siu.edu.in/pdf/resources/SIU-Anti-Ragging-Measures.pdf>

**Anti-Ragging Helpline of the University: 9552525725**

**UGC: Toll Free No. : 1800 - 180 - 5522**

**E-mail: [studentaffairs@siu.edu.in](mailto:studentaffairs@siu.edu.in)**

At SSIS the nodal officer for Anti Ragging Complaints is the Deputy Director.

Email: [dydirector@sssispune.edu.in](mailto:dydirector@sssispune.edu.in) ; Phone No.020-66861229

***Anti-Ragging Measures: (As per UGC Notification No. F.1-16/2009(CPP-II) dated September 2009)***

Ragging is totally prohibited in Symbioses International University and in its Constituent Institutes and anyone found guilty of ragging and /or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.

As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Ragging constitutes one or more of any of following acts:

I. Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

II. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

III. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

IV. Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

V. Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

VI. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

VII. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd act, gestures, causing bodily harm or any other danger to health or person.

VIII. Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student.

IX. Any act that affects the mental health and self- confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Symbiosis International University ensures that the congenial and welcoming environment is given to the flashers in all its constituent institutes. To achieve this objective following committees have been formed by the University as per UGC Regulation 2009:

1 University Anti Ragging Committee

2 Anti Ragging Squad at Institute level

3. University Monitoring Cell

4. Monitoring Cell will be constituted by all the constituent Institute of the University at the beginning of each academic year.

***Administrative Action in the event of Ragging:***

The Anti Ragging Committee may, depending upon the nature and gravity of the guilt established by the Anti Ragging Squad, award, to those found guilty, one or more of the following punishments:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc
6. Suspension/expulsion from the hostel
7. Cancellation of admission
8. Rustication from the institution for period ranging from one to four semesters



9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

### **Student Grievances:**

Every institute has a **Grievance Redressal Committee**, appointed in accordance with SIU guidelines, to look into issues of student grievances.

(<http://www.siu.edu.in/pdf/resources/code-of-conduct.pdf>) (Art 5(a), pg. 7)

#### *Procedure:*

The aggrieved student would submit in writing his /her grievance to the Registrar / Office Superintendent.

The Registrar / Office Superintendent would convene a meeting of members within ten days of receiving the complaint.

Where the Director is not a member of the committee, the report of the committee must be submitted to him / her within 5 working days of the meeting.

The decision taken would be communicated to the student within 3 further working days.

#### GRC Register Location:

Office of the Deputy Director, SSIS

3rd Floor, SSIS Faculty Office.

<http://www.siu.edu.in/pdf/resources/Student-Grievance-Form.pdf>

University has appointed Dr. Anil Keskar as the Ombudsman.

If the aggrieved student is not satisfied with the decision of the Grievance Redressal Committee of the Institute, he/she may appeal to the Ombudsman by registering grievance with the Administrative Officer of the Institute

Contact details:

Dr. Anil Keskar

Address: 108/11, Bharati Niwas Colony, Erandawane,

Pune - 411004

## 6) Student Communication

- Any changes affecting the students (class schedule / examination/ programme etc.) will be communicated to the students via e-mail or any other officially communicated mode of communication. It is important that the students keep themselves abreast of any changes of time table details and other relevant announcements. Students are advised to visit the SSIS and SIU websites, Curiosity link, notice boards and also the coordinator's office on a regular basis.
- The students can meet the Director with prior appointment from her RA.
- The students can meet the Distinguished Visiting Faculty with prior appointment through the SSIS office.
- The in-house faculty and staff are also available for mentoring and guidance at a mutually suitable time, within the office hours at the institute premises.

## 7) Examination Rules

- Students need to sign on their candidature for fresh exams.
- Students are required to strictly observe the uniform code prescribed and carrying Identity cards are compulsory. Students will be sent back if this is not adhered to.
- Students must carry Hall tickets during examination.
- Students are required to carry the required stationery for writing examination.
- Mobile phones are not allowed in the examination hall.
- Students should not indulge in any verbal/non-verbal conflict with the invigilator.
- Students should not resort to any unfair means. SIU rules pertaining to procedure to deal with cases of unfair means resorted to by the students will apply for any such case.

### **A. Regarding Backlogs:**

Students will have to fill forms for Internal as well as External backlogs along with the undertaking.

### **B. Rules for ATKT for 2 year programme**

A student cannot appear for end Semester 3 exams, if he/she has CGPA less than 4.00 up to Semester 1, irrespective of backlogs in Semester 1.

A student cannot appear for Semester 4 exams if he/she has CGPA less than 4.00 up to Semester 2, irrespective of the number of backlogs up to Semester 2.

A student cannot appear for Semester 5 exams if he/she has CGPA less than 4.00 up to Semester 3, irrespective of the number of backlogs up to Semester 3.

### **C. Validity of Term for Programme**

The students admitted to all post graduate programmes of the University, will be allowed to keep terms for a period of one year from the date of admission beyond the normal period of the programme, i.e. the students joining a two years programme must complete the programme in three years from the date of admission.

Further details are available with the Examination Department.

### **8) Library Rules**

The following persons will be eligible for making use of the institute library.

- Students of Symbiosis School of International Studies.
- All members of the Teaching staff and Non-teaching staff of the Symbiosis Institutions.
- Members of Symbiosis Society.
- Others: - (Only in exceptional cases) The Director and the Librarian may in their personal discretion allow some other persons to use the Library.

#### Home Lending Facility

Home Lending Facility is available to the members of the Teaching and Non-Teaching staff and students.

The Library Book must be returned on or before the last date stamped on the Due Date slip, pasted on the first page of the book.

Reference Books of biographical/ philosophical general nature can be issued to the student for a week on request

On failure of returning books on due dates a fine of Rs.20/- per day will be charged. A fine of Rs.50/- per day will be charged in case of the reference material.

Students should use their own library card and I-Card. The students should not lend their library card and I-Card to others. If they do, they will have to suffer the losses incurred in process of loss, damage, fines, etc.

In case of loss of a book/s the student will either have to replace the same or pay the current value of the book, with an additional fine of Rs. 100/-.

## General Library Rules

- 1) Every student entering the Library must present his/her own Identity Card as well as Library card, otherwise the use of the Library will be denied.
- 2) The Library Attendant at the entrance and the counter are authorized to examine everything that passes into or out of the library.
- 3) Students are advised not to keep any personal items with their Identity Card.
- 4) Readers are responsible for any damage or injury done to the reading materials or any other property of the Library, and shall be required to replace such books/property as has been damaged or injured or be required to pay the full value there of as determined by the Library Authorities.
- 5) CDs or any other accompanying materials available with books may be viewed / used only in the library.
- 6) Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials. The Library property and furniture is to be handled with utmost care.
- 7) Students should maintain silence in the Library.
- 8) No Library material will be issued against Identity Card.
- 9) Reference Material (Newspaper/Current Periodicals) will be issued but it should not be taken out of the Library.
- 10) When it is a uniform day the students should wear uniform to the library. No excuses will be entertained.
- 11) Home Reading books will be issued only against Reader's ticket for a week.
- 12) On failure of returning home reading books by due dates, a fine of Rs 20/- per day will be charged. On failure of returning reference material, a fine of Rs 50/- per day will be charged.
- 13) If a book is lost by a student, he/she should replace it with a new copy of the same book to the library.
- 14) The loss of Tickets should be reported immediately to the Librarian. After submitting written application, Duplicate ticket will be issued against a fine of Rs.25/- for Readers Ticket.
- 15) Eatables and beverages are not allowed in the library premises.
- 16) Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in or near the Library.
- 17) Use of Mobile Phones is prohibited within the library premises.

- 18) Bags and other belongings should be kept on the racks outside the library.
- 19) Entry in the student entry register is mandatory.
- 20) Students are supposed to come in proper uniform to the library; should they be inappropriately attired, they would not be permitted in the library.

#### Reader's suggestions

Readers' suggestions are appreciated and welcome. Readers desirous of proposing any title or others types of additions to the materials of library may do so by filling the details of the "Books Suggestion Form" available with the Librarian.

Note:

*For the smooth functioning of the Library and for the collective convenience the Director/Librarian holds the power to suspend the use of the Library to the readers and found negligent, regarding any of these rules or who fails to cooperate with the Library staff. Important notices and information regarding the library as well as changes, if any, will be notified from time to time on the Library Notice Boards and via e mail.*

#### 9) Rules towards Co-curricular Activities

- Students are encouraged take active part in game, debates, dramatics and such other co-curricular activities, as they are absolutely essential for the development of the student.
- There are student clubs which are formed through nominations and elections and ratification by the Student Council and Institute authorities.
- Any student allowed to represent the institute in any activity will not do anything, which will affect the prestige and reputation of the institute. Malpractices will be dealt with strictly and as per SIU rules and regulations.
- Any advance taken by a student towards any activity co/ extra-curricular should be settled with the accounts assistant/faculty- in -charge within four days from the completion of the activities. To substantiate the expenses proper receipts must support the statement.
- Students will not be granted attendance for practice sessions.

#### **Important:**

The students are bound by all the rules and regulations made by the institute from time to time. The Head also reserves the right of modifying these rules as and when felt necessary. Where any rule is not explicitly provided for, the rules of SIU will apply. All disputes pertaining to the department/institute shall fall within the jurisdiction of Pune, Maharashtra only and will be settled through arbitration.