



ALLIANCE UNIVERSITY

*Private University established in Karnataka State by Act No.34 of year 2010
Recognized by the University Grants Commission (UGC), New Delhi*

STUDENT CODE OF CONDUCT

Name of the Policy	Student Code of Conduct
Description of the Policy	Code of Conduct for Students
Policy Applicable to	All Students of the University from July 2022
Approval Authority	Student Code of Conduct Committee
Approval Date	Meeting dated June 22, 2022
Responsible Office / Department	Department of Student Support Services; Deans of all Schools;



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Student Code of Conduct



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Preamble

The Code of Conduct Handbook for Students of Alliance University is established to foster and protect the core mission of the University of pursuing scholarly study and ensuring the holistic development of its key constituents in a safe and secure learning environment. It also ensures to protect persons, properties and processes that support the University and its mission. The University is morally responsible to students and other stakeholder, and strives to enhance their experience by providing an opportunity to teach and learn in a campus free of any disruption. In order to excel in this pursuit, it is necessary to have rules and regulations to maintain order and discipline, and mark the boundaries to these freedoms.

Students are members of the University community and citizens of India. Students are expected, as learners, to behave responsibly for which they are accountable to the stakeholder community.

It is presumed that students after seeking admission to the courses at the University will conduct themselves in an appropriate and responsible manner. High standards of academic and professional integrity and honesty are expected from students and they are required to respect the rights of fellow students, and property of other members of the academic community. Students are required to refrain from any conduct that would interfere with University functions or endanger the health, welfare or safety of other persons either inside or outside the premises of the University.

Students will not discriminate against self or others on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status. Students will not conduct themselves in a manner, which is prejudicial to any law of the land and their conduct will aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Applicability

The Code of Conduct Handbook is applicable to all students of the University enrolled in both full-time and part-time courses and at the established academic unit and pursuing undergraduate, postgraduate, doctoral as well as other courses. The term 'student' refers to persons who are enrolled for a particular course offered by the University for a term semester. The Code is applicable to all students enrolled in the established educational campuses of the University.

Any activity that causes the destruction of property belonging to the University; any conduct of the members of the University community that causes harm to their health or safety; and any activity in which a police report has been filed, a summon or indictment has been issued or an arrest has occurred for any act or omission, will be constituted as a breach of the University Code of Conduct.

Students will continue to be subjected to the laws of the land while at the University and any violations of those laws may also constitute violations of the Code. In such instances, the University will proceed with disciplinary action as under the Code of Conduct and independently of any criminal proceeding involving the same conduct imposing sanctions for the violation of the Code of Conduct, even if such criminal proceeding is not yet resolved.

Jurisdiction

The Code of Conduct applies to both the on-campus and off-campus conduct of all students and is in force at all the established educational campuses of the University.

The Code of Conduct covers off-campus behaviour during:

- i. Industry Internships, field trips, as well as study abroad and student exchange program.
- ii. Research at another institution or a professional practice assignment.
- iii. Student activities: sponsored, conducted authorized by the University or by a registered student organization.

Misconduct

Misconduct by any student or an attempt to flout the Code of Conduct is explained subject to appropriate disciplinary action. The instances of misconduct include, but are not restricted to the following:

General discipline

- i. Students are expected to conduct themselves at all times in the classroom and on campus in a manner that enables them to qualify as responsible citizens
- ii. The use of mobile phones, pagers and other wireless equipment is prohibited in the working areas of the University, which include the classroom, corridor, library and laboratories. The violation of this rule will lead to the confiscation of the instrument by the authorities with written warning to the student. The instrument will be returned only at the end of the course program.
- iii. The instances of misconduct are included in Annexure A to L in the Handbook and are required to be obeyed by the students, implicitly. Disciplinary action will be taken against students violating these rules.
- iv. Discipline proceedings will be conducted as per Annexure M.
- v. Punishment and Penalties are as per Annexure N.
- vi. The Grievance Redressal Mechanism is as per Annexure O.

Central Library Rules and Regulations

- i. Students are required to display their University ID cards while entering the library, and at any time when requested by the library staff.
- ii. All library users are required to enter their names and sign the register provided at the entrance.
- iii. 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.
- iv. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- v. 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.
- vi. Borrowers shall replace lost or damaged library materials with new versions of the same.
- vii. Renewal of library book and of other educational materials are generally allowed if no reservation has been made for the same.
- viii. Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
- ix. Case studies and project reports will not be issued to students and are for library reference purpose only.
- x. Library users are expected to maintain silence at all times in the library. Use of cell phones is prohibited
- xi. 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.
- xii. 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.
- xiii. Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- xiv. The membership of the library is not transferable.
- xv. Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- xvi. All library users are expected to read the notice board or browse the library website for library timings and other services.

- xvii. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- xviii. Students are requested to maintain the dress code of the University while they are in the library.
- xix. Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the University.

Information Technology: Acceptable Use Policy for Students

Scope

This policy applies to all students of Alliance University and other University affiliated institutes/entities. It applies to the use of all Information Technology (IT) resources, and includes components such as systems, networks, software, and facilities administered by ITS as well as those administered by other departments.

Use of IT infrastructure, even when carried out on a privately-owned computer/system(s) that is not managed or maintained by Alliance University, is also governed by this policy. The Acceptable Use Policy may be modified as deemed appropriate by the University.

The Need for the Policy:

Information Technology: a vast and growing array of computing and electronic data communications facilities and services is used daily to create, access, examine, store, and distribute material in multiple media and formats. Information technology plays an integral part in the fulfillment of Alliance University's research, education, administration, and other related roles. Users of Alliance University's IT resources have a responsibility not to abuse those resources and to respect the rights of the members of the University as well as the University itself. The Alliance University IT Acceptable Use Policy provides guidelines for the appropriate use of Alliance University's IT resources as well as regulation and enforcement of these policies.

When any use of information technology at the University presents an imminent threat to other users or to the University's technology infrastructure, the system administrator may take whatever steps are necessary to isolate the threat, without notice if circumstances so require. This may include changing passwords, locking files, disabling computers, disconnecting specific devices, or entire sub-networks from University.

Computers, network connections, accounts, usernames, authorization codes, and passwords are issued to students to identify them as eligible users of the University's information technology services. Students are responsible for not sharing their privileges with others, and especially for ensuring that authorization codes and passwords remain confidential. Users of computers connected to the University network, permanently or temporarily, are responsible for ensuring that unauthorized users do not thereby gain access to the campus network or to licensed resources.

Use of information technology that violates this policy and rules based on it may result in disciplinary proceedings and, in some cases, in legal action. Unauthorized use of University information technology by excluded users may result in disciplinary or legal action.

Regulations for Responsible use of Information Technology:

- i. Students are advised to collect their LAN username and password to access the University's network. The login credentials are to be kept confidential to avoid misuse of the same.
- ii. Students are advised to register their laptops for Wi-Fi Access in the University campus.
- iii. Students are advised to make use of the Internet facility for academic learning and research purposes only.
- iv. Students will be provided with a unique email ID that is registered to the Alliance University domain. Students are advised to use that email ID for academic purposes only. Students are advised not to send anonymous and offensive emails, as it will be tracked and may lead to legal action.
- v. All users are prohibited from posting or writing anonymous or defamatory content in any online media against the University, its staff, or students.
- vi. Students must abide by the terms of copyright laws, software licensing agreements, and contracts that pertain to the University's computing, information, and communications resources. Reproduction or distribution of copyrighted works, including, but not limited to, images, video, text, audio, or software, without permission of the owner can lead to legal issues.
- vii. The University's information technology resources are intended for use to fulfill the University's mission. Use of any of the University's information technology resources for personal either for profit, gain, or for commercial purposes is prohibited.
- viii. Students are responsible for the security of their computer accounts, including the changing of passwords on a regular basis. Students are also responsible for all activities that originate from their accounts. Computer accounts are University property and are deactivated according to the University's policies and procedures.
- ix. Allowing another individual to use one's computer account or password is strictly prohibited.
- x. Students may not attempt to access another user's electronic communications, nor may they read, copy, change, or delete another user's files or software without the permission of the user.
- xi. Use of the campus network to gain unauthorized access to any computer account or computer system, bypass data protection schemes, uncover a security loophole, or mask the identity of a computer account or machine, is prohibited.
- xii. Although the University respects the privacy of an individual's electronic communications, students should be aware that files and mail messages are not guaranteed to be private or secure. Files and messages may be viewed in the course of routine management of computing, telecommunications, and network services. In the event of a security breach—suspected breach, suspected illegal activity, or suspected violation of University policy—file(s) and/or email account(s) may be accessed by authorized personnel.

- xiii. Students may not deliberately perform an act that will interfere with the normal operations of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with any component of the Local Area Network (LAN), Intranet, or Wide Area Network (WAN).

Enforcement of Policy:

Alleged or suspected violations of the IT Acceptable Use Policy should be reported to either the ITS Help Desk, Alliance University or the concerned University authorities. All alleged or suspected violations will be reviewed in collaboration with the Disciplinary Committee, Alliance University. Abuse of information technology privileges is subject to disciplinary action, which may include the loss of these privileges and other disciplinary sanctions up to, and including dismissal. A student who abuses the University's computing, information, and communications resources may also be subject to legal action under the provisions of the IT Act. Individuals will also be responsible for any financial loss to the University that results from inappropriate use of information technology resources.

Computer Lab Rules and Regulations

Entry/Exit

- i. Computer Lab will be open during University working hours only
- ii. Only students, lab faculty and staff of the University are allowed inside the computer lab
- iii. No visitors are allowed inside the lab without prior permission from appropriate authorities
- iv. Students must log-in and log-out in the biometric reader or attendance register at the time of entry and exit from the computer lab
- v. Students should be dressed in a formal attire (as per University dress code stipulations) to gain entry into the lab
- vi. Students shall not carry any pen drives, CDs or other storage devices without prior permission from the lab in-charge and the details of these storage devices shall be registered. Failure to observe this code of conduct will result in the student being barred from using the Lab for the remainder of the program.

Inside the Lab

- i. Students have to maintain silence at all times in the lab
- ii. Students will occupy the systems as identified by the lab in-charge
- iii. All the students should login to the system with their username and password
- iv. Where students have carried pen drives, CD's or other storage devices, the same will be tested for any presence of virus/undesirable content
- v. Students should not access servers
- vi. Students shall not indulge in:
 - a. Hacking or retrieval of sensitive information
 - b. Destruction of data or programs in individual machines as well as the server
- vii. The Internet facility is provided purely for academic learning and acquiring knowledge. Students shall not use this facility for sending unproductive, provocative, illegal mails or indulge in undesirable chat.
- viii. Whenever any student has copied any data or program from the system, the same should be shown to the lab in-charge for verification or approval
- ix. University or its staff are not responsible for loss of any personal property of the students
- x. Beverages and eatables are strictly prohibited inside the lab

- xi. Mobile phones are strictly prohibited in the lab and the violation of the rule results in the confiscation of the instrument and expulsion from the lab
- xii. Internet usage is free of cost, subject to certain conditions. Students are requested to vacate the system after 60 minutes if required by other fellow students.
- xiii. Audio or video chatting is prohibited in all the labs of the University
- xiv. Students are prohibited from visiting any sites which do not add learning value or are illegal
- xv. Students should use the computer lab only for academic learning and activities of the students over a campus network will be monitored for security purposes

Media Contact

Students of Alliance University are prohibited from interacting or speaking on behalf of or for the University with any media organization or publication without written and prior approval of the Registrar or any other authorised body or persons of the University. Students on their own are also not allowed to invite any media person without the written permission of the Registrar or any other authorized body or persons of the University.

Recording of photo images/video recording without the knowledge of another person

Using electronic media, inviting outside media or engaging an outside person or media to video record actions without the permission of an individual is an offence likely to be punished under law.

Exhibiting pornographic material or emailing pornographic material or using other forms such as SMS through mobiles etc. will not be tolerated by the University and is a criminal offense punishable under law. The recording, exhibiting, broadcasting or displaying of such materials, causes injury, distress, or damage to reputation of the University and harms its self-integrity as also of the community of scholars and learned. 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 distributing of such unauthorized records by student by any means is also prohibited.

All provisions in the Indian Penal Code (IPC) as applicable to the IT sector will be binding on the students.

Responsible Use of Social Media

Social media sites, as with most other web sites, are public and easily searchable. In addition to students and other key constituents of the University, sites may also be searched by future employers, aspirants to the University as well as personal acquaintances of the students, faculty 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 by students, IT and library, among others, these do not explicitly cover all the aspects of the usage of social media.

Alliance 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 stake holders.
- iii. To promote an effective and innovative use of social media by the student community

Social Media Regulation

- i. Students will post meaningful and respectful comments: no spam and remarks that are off-topic or offensive will be passed on social media.
- ii. Students always pause and think before posting any comment or remark on that said, reply responsibly to comments when a response is inappropriate.
- iii. 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

Students will ensure that their efforts to be conversational do not violate Alliance University's privacy, confidentiality and proprietary guidelines. Student will seek permission to publish or report on content (academic and administrative) that are meant to be private or internal to the University. All 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 student. When in doubt, approach University authorities.

Student will never comment on anything related to academic or administrative matters without the appropriate approval of University official(s). Also please be smart about protecting yourself, your privacy and Alliance University's confidential information. What you publish is widely accessible and will be around for a long time, hence consider the content carefully.

The lines between public and private as well as that between personal and professional content are often blurred on social media. By identifying yourself as a student of Alliance University, you may influence perceptions about the University, particularly for those who have access to your social network profile or weblog. All content associated with the student will be consistent with your position at the School/College and with the University's values and professional standards.

Unprofessional postings by others on a student's social media page may reflect very poorly on the student. Please monitor another's postings on your profile and strive to ensure that the content will not be viewed as unprofessional. It may be useful to block such postings from individuals.

Students will help monitor their peers by alerting them to any unprofessional or potentially offensive comments made online or on social media platform. Please help to protect the good name of your University as well as that of yourself, your peers and friends.

Student are required to follow through on this document both in letter and spirit.

Students 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 for as well as the legacy that they want to create for their alma mater.

Responsible Behaviour

Every student has a duty to understand and abide by the policy and guidelines 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 Student Code of Conduct on it. Any non-compliance by the students shall be subject to appropriate reprimanding and disciplinary action.

Student Code of Conduct for Laboratory and Workshop classes

- i. Students are to report for the required laboratory and workshop sessions on time.
- ii. Students are required to wear laboratory/workshop uniforms as prescribed by the Alliance College of Engineering and Design. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- iii. All Laboratory equipment/workshop machinery/appliances/chemicals should be handled with care by students.
- iv. Students must intimate the faculty.
- 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/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 behaviour 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 in-charge and with the permission of the Head of the Department.
- 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 will be final in this case.

Academic Conduct

Punctuality

Students are required to be punctual for their classes as well as for seminars, presentations and assessment tests.

Academic Misdemeanour

The following are considered as serious offences at Alliance University, and may result in the immediate dismissal from the course. The Registrar (Examination and Evaluation) 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 Code of Academic Integrity. The Registrar (Examination & Evaluation)/Dean will refer the matter to the Academic Standards Committee/Enquiry Committee, which can take any action deemed necessary.

iii. Proxy Signatures

Signing in through proxy in classroom attendance or elsewhere by students amounts to signature forgery and will be treated as a criminal offence by Alliance University. Students involved in such forgery will be liable to prosecution.

iv. Attendance Requirements

Every student is expected to have a minimum of attendance as prescribed in the academic instructions for different courses during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the semester-end examination.

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 is compulsory for students.

Ragging

Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the University and the hall of residence hostel for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will review the incident 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 Honorable Supreme Court of India wherein it is mandatory for the institution to file a complaint with the police and with all resulting consequences as per "The Circular of the Education Department, Government of Karnataka dated 16/08/1999 on Prohibition of Ragging in Colleges and Hostels."

Anti-Ragging Measures

- i. Government/University Grants Commission (UGC), guidelines notified vide 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 at Alliance 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 or combination thereof:
 - a. Expulsion from the University/Hall of Residence
 - b. Suspension from the classes
 - c. Fine with a public apology
 - d. Withholding of scholarship or other benefits extended to those involved in ragging
 - e. 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
 - f. Withholding examination results
 - g. Community Service
- iii. Entering the ragging incident on the Transfer Certificate/Migration Certificate of the students, which may adversely affect their career.
- iv. No placement assistance.
- v. Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
- vi. The affected student is required to submit an anti-ragging affidavit as per the UGC notification.
- vii. Continuous watch and vigil over ragging by Alliance University and the University will promptly deal with the incidents of ragging brought to its notice
- viii. The University will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special Enquiry

Committee and put forth its findings or recommendations before the competent authority to take a decision.

- ix. Students are encouraged to report any ragging act witnessed or experienced by them to the University's administrators, faculty, Student Affairs and Grievances Committee or other any staff member with whom the student may feel comfortable. The University ensures the confidentiality of such a disclosure by the student.

Disciplinary Action

The Disciplinary Committee will deal with all disciplinary matters. The Committee shall constantly monitor the behaviour of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and take action according to the due process of law.

The Disciplinary Committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary. The decision of the committee shall be final and binding.

Payment of Fees

- i. All fee payments to the University will be made on or before the date specified by the University.
- ii. Failure to make fee payments by students on time will invite appropriate penalties as the University may prescribe, which also includes the cancellation of admission of the defaulting student.
- iii. The fees for the entire course/program will be paid by the student who intends to discontinue for any reason whatsoever and at any time during the course/program.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours 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
 - a. Written forms include suggestive or obscene letters, notes and invitations.
 - b. Verbal forms include derogatory comments, slurs, jokes and epithets.
 - c. Physical forms include assault, unwelcome touching, impeding or blocking movements.
 - d. 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 at 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 behaviour.
 - e. Retaliating against a student for reporting or threatening to report sexual harassment.

Disruptive Conduct

Disruptive conduct is termed as conduct that is intentionally disruptive, substantially obstructs or disrupts the teaching in the University community; restricts the freedom of movement or other lawful activities on University premises; or in connection with any University-sponsored event or activity.

Discrimination

Engaging in verbal or physical behaviour directed at an individual or a group based on origin, race, creed, gender, religious belief, 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.

Discrimination as a form of disruptive conduct includes remarks made by a student that are derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or communicated as graphic messages, either in words or pictures, and which demonstrate a bias or discrimination against any individual or group within the University.

Falsification

Falsification means wilfully providing University offices or officials with false, misleading or incomplete information; forging or altering official University records or documents; either further conspiring with or inducing others to forge and/or alter University records and documents.

Refusal to identify

Refusal to identify means falsely identifying oneself when requested by an authorized University official including members of the hired security personnel. Signing in by a student of proxy attendance amounts to signature forgery and this will be treated as a criminal offence by Alliance University. Students involved in such forgery will be liable to prosecution.

Illegal or unauthorized possession or use of weapons

Illegal or unauthorized possession or use of a weapon by a student means possessing or using weapon or articles and substances which are usable as weapons and include, but are not limited to: firearms, incendiary devices, explosives which are dangerous, biological or chemical agents. The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.

Illegal or unauthorized possession or the use of drugs, alcohol and smoking

Alliance University strongly believes in a 'Drug Free Campus'. It is the policy of Alliance University that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.

- i. Possession of paraphernalia associated with the illegal use, possession or manufacture of a controlled substance is also prohibited.
- ii. Smoking as a policy is prohibited inside the premises of all the campuses including the halls of residence hostels of the University. This is considered a serious offense and is likely to be prosecuted under disciplinary action.

Unauthorized access and use

Unauthorized access and use means accessing without authorization from University by a student such as its property, facilities, services, information systems and obtaining or providing to another student or person the means of such unauthorized access, which includes but is not limited to using or providing without authorization keys, access cards or access codes of the University. Unauthorized access and use also include using the University's telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.

Act of violence, threatening, harassing, or assaultive conduct

An act of violence and threatening, harassing or assaultive conduct by a student means engaging in conduct that causes injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes but is not limited to threatening, harassing or assaultive conduct. A student who engages in such conduct is liable for disciplinary action under the University code of conduct.

Theft, property damage and vandalism

Theft, property damage and vandalism by a student includes theft, embezzlement, damage, destruction, unauthorized possession or wrongful sale or gift.

Public display of affection

Alliance University promotes a healthy interaction between genders at its educational campuses provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact by students in public places is banned and is construed as a punishable offence.

Students of Alliance University are refrained from displaying public affection towards another student and at all the establishments of the University. Students are required to maintain decency in behaviour and discipline at all times and must refrain from indulging in boisterous activities including birthday celebrations. Festival celebrations, however, can be planned with prior approvals.

Dress Code

All students are expected to be appropriately attired-formally dressed while in the Administrative Building, Learning Center and Laboratories at all times, Monday through Friday. On Saturdays and Sundays, students may wear smart casuals. One can be casually, but appropriately and decently dressed at other locations in the campus.

- i. Men will wear formal trousers, formal shirts and leather and/or faux leather shoes and women will wear formal trousers, formal suits, salwar kameez or sarees.
- ii. All students are required to wear suits/blazers/sarees on formal occasions, during special seminars and presentations and other functions organized by the University.
- iii. Distinguished guests and visitors frequently visit the University and its educational campuses and therefore, students must bear in mind that they are projecting the image of the University.
- iv. In addition to the above, students have to adhere to the respective dress codes as prescribed by their Schools/Colleges.
- v. Inappropriate and/or indecent clothes will not be appreciated at any stage.

Annexure K

Vehicle Parking

- i. Students who wish to avail the parking facility for two and four wheelers are to register with the University by paying a nominal fee and obtain a parking sticker. Displaying the sticker on the vehicle is mandatory to gain entry into the educational campuses of the University. Without the parking sticker the vehicle is not allowed inside the educational campuses. The parking sticker will be issued to the student upon submitting a copy of valid driving license and the RC book. Parking facility on the central campus is limited, and can be obtained on a first- come-first-served basis.
- ii. Vehicles are not permitted beyond the parking lot and students are advised to follow all precautions for safe driving.
- iii. Parking is at the owner's risk and the University shall not be responsible for any loss or damages to their vehicles.
- iv. The concerned student will be held responsible for any violation of rules even if the vehicle is not driven by student.
- v. Entry and exit of vehicles will not be permitted without the driver(s) wearing a helmet (two-wheeler vehicles) and seat belts (four-wheeler vehicles).

Halls of Residence / Hostel Rules and Regulations

A student pursuing his / her studies at Alliance University, may reside in Hall of Residence (Hostel) owned, or leased, and maintained by the University during the duration of the academic program. The University may provide housing on the campus and off-campus residences to the students desirous to avail the hostel facility. The information regarding hostels is provided on the University student portal along with the accompanying Rules and Regulations that govern the residents. The Rules and Regulations are framed to ensure that the student-residents are comfortable, secure and safe in an environment that provides for high quality living, while conducive for academic pursuits; at the same time ensuring that the residents be equally responsible to ensure the protection and safekeeping of the university properties and maintaining of good order.

As per University's notification no. AU/HOSTELS/2023-24/010 dated 20-01-2023 the Rules and Regulations for the Resident-Students come into immediate effect and the students shall abide by the same.

1. Admission and Termination

1.1 Admission

Admission to a Hostel is provisional and will be confirmed only after approval from the Hostel Administrator and is also subject to satisfactory medical examination and payment of fee as given below:

- a. Medical Examination: The Medical examination is conducted by Alliance Centre of Health Care (ACHC). The student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.
- b. Hostel Fee: The student shall pay Hostel fee for one academic year (paid in 2 installments), along with interest-free refundable deposit in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective program of the concerned School/College.

The hostel fee is inclusive of room rent, electricity and water charges, canteen meal Scheme and Laundry services. The details of terms and conditions for laundry services and that of meal scheme are published from time to time.

A student availing University - provided residence may on certain occasions not be residing in the allotted room, but is still required to pay the hostel fee, notwithstanding any circumstance whatsoever, owing to such reasons including but not limited to vacation, internship work, medical or early placement, etc.,

The hostel fee shall be paid by Electronic Transfer/ Demand Draft.

Link for the hostel payment: <https://fees.alliance.edu.in>

1.2 Accommodation

A hostel provides feeling of home-away-from-home to students. The University has Halls of Residence for students with a secure and a comfortable environment. Each Hall of Residence has a warden and assistants, who are supervised by a chief warden and the hostel administration to promptly address the day-to-day issues of the hostel residents. The Halls of Residence accommodates students in single; double; triple and quadruple sharing rooms with round-the-clock internet connectivity. The rooms are available on a 'first-come-first-serve' basis ONLY.

1.3 Room Allotment/Shifting

Room allotment is done by the Hostel Administrator in consultation with the General Manager – Administration & Facilities. Students shall not interchange their rooms with other students or shift into vacant rooms/beds without prior written permission from the Hostel Administrator. The Hostel Administrator may however direct a student to shift from his/her room to another room in the same hall of residence or to any other university-provided residence as and when there arises a need to do so.

1.4 No Creation of Tenancy

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.

1.5 Re-allotment of Hostel Accommodation

While provision of hostel accommodation at the time of admission usually provides for continuation of availing hostel facility in the subsequent years, the University reserves its right to discontinue a student's stay in the hostel at the end of an academic year based on its needs. Continuation of stay in the hostel will be denied to those students who have indulged in acts of indiscipline or are facing any disciplinary charges.

1.6 Local Guardian

The student will register details of local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get an e-mail from parents to this effect.

1.7 Safety & Personal Belongings

Every room has provision for being locked and the students will at all times keep their room doors locked with their own padlocks. The student is personally responsible for safety of his/her valuables, and these should be kept in the cupboard under lock and key. The student should not leave mobile, ornaments and other valuables unguarded. Student will not change lock and key without permission of the Hostel Administrator and are advised to get duplicate keys made with the permission of Hostel Administrator to guard against loss of keys. The University under any circumstance will not be liable for any loss of students' belongings.

1.8 Furniture & Fixtures

The student shall not bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from the room due to careless / negligent handling. The student will also be required to pay twice the charges of the repair of an item that is found to have been wilfully damaged or have been damaged on account of misuse.

- a. Interchange of Furniture/Fixtures: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Hostel Administrator, students involved in such activities may be expelled from the hostel.
- b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, recoveries will be made from all the occupants of the hostel.

1.9 Electricity Restrictions

Electricity is a scarce resource and must be used responsibly.

Electric appliances shall not be permitted in the room and any defiance of this shall authorise the Hostel Administrator to confiscate the gadget forthwith. However, Table lamps can be used for study purpose, the lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, an appropriate fine per default-occasion will be imposed by the Hostel Administrator.

1.10 Water Timings and Hot Water Facility

Water is a scarce resource and must be used responsibly.

Hot water timings have been laid down and the same are displayed on hostel notice board. The student should not leave taps open when the taps are dry for any reason, as it will result in subsequent loss of water and aggravate water problem.

1.11 Room Inspection

The Hostel Administrator / Hostel Wardens/ or any other Officials of the University may at their discretion inspect/check any room or student's belongings during any time of the day or night.

Maintaining cleanliness, therefore shall be sole responsibility of the occupants, while unkempt rooms will be viewed seriously.

1.12 Vehicles

Students who have two wheelers shall get due sanction from the Hostel Administrator by submitting a copy of registration papers and driving license. Vehicles with Alliance University sticker only will be permitted inside the campus. Four wheelers of the students are discouraged to be brought inside the campus and strictly forbidden in the residential areas of the university. Students may however park their four/two wheelers in the designated parking space provided opposite the main campus. Parking of the vehicles alongside the main road outside the campus is discouraged as it would be gross violation of the traffic rules; students will be solely responsible for any damage of the vehicle or theft or towing away of the same.

1.13 Duration of Residence

A student-resident is required to stay in the hostel till the completion of the course. However, the University by way of appropriate communication, usually issues a notification during the ending months of an academic year calling for applications from students who may wish to not to continue to avail the hostel residence, and such applications are considered on a case-to-case basis granting approval to a student to withdraw from the hostel facility. At no other time, under any circumstance can a student apply for withdrawal from hostels except when announced by the University as stated supra.

A student shall have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the Hostel Administrator is required. In case a student does not vacate her/his room, the belongings will be removed from the room and the room will be locked by the Hostel Administrator in the presence of a senior officer with no responsibility of the Management for the loss, if any.

1.14 Expulsion from Hostel

The University reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases, the deposit shall be forfeited, and hostel fee will NOT be refunded. Students recommended for expulsion from the respective Schools/College will also be expelled from the hostel, and the hostel deposit and the hostel fee will not be refundable.

1.15 Use of residence facility during vacation and other time

A student during vacation or during internship or an opportunity of early placement or for any reason not living in the university-provided residence will be required to pay the hostel fee. On completion of the final year of the program or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

2 Attendance, Hostel Timings, Leave and Visitors

2.1 Attendance Register

Attendance is taken by the warden every night before the end of the deadline prescribed for residence entry. Each resident must personally sign the attendance register / biometric attendance record every day before the deadline time, after which- prescribed time, the student is not allowed to exit from the hostel, else will be liable to face disciplinary action.

2.2 Campus and Hostel Timings

CAMPUS ENTRY TIME

Monday to Friday: by 9:00 pm

Saturday, Sunday & Holidays: by 9:30 pm

HOSTEL TIMINGS

The student shall return to the hostel before 10:00pm. The entry and exit timings are, however, subject to change and notified from time to time. The hostel entry doors will reopen at 5.00 a.m. the next day. Late comers will have to make an entry of their late coming in the register kept at the entrance, which will be informed to his / her parents and local guardians. Three late-coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, and local guardian.

2.3 Staying out of the hostel for Night (s)

A student is permitted to stay night(s) out of the hostel only with the prior approval of the Hostel Administrator and with prior approval of the parents, including for such reasons as visiting the guardian or travelling outstation for participating in various events / competitions approved by the University. Such permission is considered only after submitting proofs and application along with parent's consent to the Hostel Administrator. The student will inform the Warden and make an entry in the Outstation/night-out Register kept with the Warden. However, in case of medical emergency student can contact the warden directly.

2.4 Celebrations / functions

Students shall not congregate in any place in the hostel premises for such reasons as to celebrate certain events including but not limited to festivals, birthdays etc. However, with prior permission of the Administrators, students may celebrate such events at a common place in the canteen/food courts only, and restricted for one to two hours during the day time. Any activity that can cause discomfort to other residents and loud noise is strictly forbidden during the night. No outside guest or interference of any kind will be allowed.

2.5 Medical Emergency (Alliance Center of Health Care)

ACHC provides First Aid to the students. Any student, who is not well, will immediately report to ACHC to avail treatment in nature of FIRST AID given by ACHC. In case of medical

emergency, the student will be shifted/referred to the hospital by the Campus ambulance. Emergency Medical Help Line numbers are displayed in all the Hostels.

2.6 Identity Card

Students will at all times carry their Identity cards provided to them by the University when moving out of the Campus, so that in case of any emergency, the University can be contacted and informed. Students should co-operate with security personnel for verification and checking of Identity Card. The name of the student not carrying Identity card with him/her will be reported to the Hostel Administrator for action.

In the event of loss of the Identity Card, student must immediately report the fact and get a replacement issued at cost.

2.7 Visitors / Parents

Visitors / parents are allowed to visit a student only in the visitor's lobby between 9.00 am to 11.00 am and 5.00 pm to 7.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. Parents are requested to give an undertaking to cooperate with the university authorities and be available on call.

3 Mess and Dining Facility

3.1 Mess

The student shall pay mess fee for one academic year (paid in 2 installments) in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the Hostel Administrator and medical certificate by ACHC should be given to supervisor for serving food in the room.

3.2 Mess Committee

The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback on quality and other aspects of mess and dining. Students are encouraged to offer their valuable and responsible suggestions to enhance the services.

3.3 Wastage of Food

Only members of the mess are permitted to dine in the mess and canteen. Outside food is strictly forbidden in the mess and canteens. Members are expected to inform their absence on such occasions that they may not eat at the mess or canteen with the view to help prevent wastage of food.

3.4 Day Scholars / Guests

Day Scholars / Guests are allowed to dine in the mess and canteens on payment of charges applicable.

3.5 Mess Timings (subject to change)

Breakfast	-	7.30 am to 9.30 am (8.00 am - 10.00 am on Sundays & Government Holidays)
Lunch	-	12.15 PM to 3.00 pm
Snacks	-	5:00 PM to 6.00 PM
Dinner	-	7.30 pm to 9.30 pm

These timings shall be strictly adhered to by all members.

Timings for dining is subject to change from time to time and accordingly notified.

4 General

4.1 Dress Code

Students should be fittingly, suitably, and agreeably dressed when they are out of rooms. The dress worn should most certainly be decent and becoming of a responsible member of the university. Entry into any of the university facilities can be denied if a student is dressed in contravention of this code.

4.2 Silence and Responsible Behavior

Residents must be sensitive to the fact that others too have their rights and privileges and hence no act(s) that oppose or disregard this fundamental principle shall be allowed. The University shall take serious exception to any behavior or act that even remotely indicates discrimination of others for any reason whatsoever; while ragging, harassing, altercations, quarrels, manhandling, etc. shall entitle the University to summarily dismiss the resident from the hostel and the University.

Strict silence shall be observed in hostels. Care shall be always taken to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise creating activities, which may cause disturbance to other residents, will not be allowed.

4.3 Cleanliness and Hygiene

Students shall keep their rooms, verandah, and surrounding areas tidy, neat, and clean at all times and shall not throw anything including trash, in such places or any premises in the resident buildings, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. No student shall store any cooked food in the room. Rooms with attached bathrooms / toilets shall be cleaned by the University housekeeping staff once fortnight, while common bathrooms / toilets shall be cleaned and maintained by the University housekeeping staff every day. Care to ensure that the living conditions are absolutely clean and hygienic is the joint responsibility of all the residents.

4.4 Registration of Personal computers, use of licensed antivirus software and compliance to internet policy

It is mandatory for all students to register their laptops/PCs and install licensed antivirus software. Students shall abide by the Internet Usage Policy of Alliance University.

4.5 Resident Staff

Students shall treat the staff members always including the housekeeping staff of the university with due courtesy. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.

5 Strictly Prohibited Activities

5.1 Ragging

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the University. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Warden / Hostel Administrator / Security Personnel directly at any time of the day / night.

5.2 Alcohol / Drugs / Smoking / sexual harassment / discrimination

Alliance University is an ALCOHOL-FREE; DRUG-FREE; SEXUAL HARRASSEMENT-FREE AND SMOKE-FREE Campus. No student shall ever bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug, or substance of any kind whatsoever and/or smoke in the room and/or in any part of premises of the University Campus. The same shall apply to visitors also. Any act or behavior of even the slightest hint of sexual harassment or discrimination against others for any reason whatsoever will be viewed seriously. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from the Hostel and the University.

The Security shall have the right to check the belongings / bags / pockets at the main gates or any entrance to any of the University buildings. Students are strictly advised to not come into the University premises after consuming alcohol / contraband substances; and if discovered so even in mildly inebriated state, strict disciplinary action will ensue.

Any student or member found guilty of indulging in any of these acts shall summarily be dismissed and the university shall report the incident to the appropriate authorities for further criminal actions as per law of the land.

Notwithstanding what is here above stated, any act or behavior detrimental to the image of the university or to other members will be viewed strictly.

5.3 Internet and Online social media

All students are required and expected to adopt responsible behavior when using the internet facility as also the social media, remembering the fact that the digital footprints stay for a very long time. Students are invited to refer diligently to the code of conduct stated in the overall code-of-conduct handbook; specifically related to the media contact and responsible use of social media sections.

Any act(s) or behavior in contravention to the same will forthwith invite disciplinary action.

5.4 Political or Communal Activity

Students shall not indulge in any political or communal activity which is detrimental to the law-and-order situation. Students shall refrain from participating in any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

5.5 Firearms and other dangerous materials

Any type of storage or possession of firearms, ammunition, explosives, and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to immediate expulsion from hostel and the University.

5.6 Pets

No student shall bring or keep any pet(s) in the premises including fish, cats, dogs, and so on. Students should desist from pampering, petting, or feeding dogs or cats that may occasionally be found on the campus.

6 Violation of Rules and Regulations

6.1 Disciplinary action

In addition to penalties, and punitive actions provided in these Rules and Regulations, Disciplinary action as per the University Code of Conduct shall be taken against a student violating these Rules and Regulations.

6.2 Recovery of Damage/Loss to Property

If any common property is lost/damaged/disfigured/stolen, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss. In case the damage/loss cannot be pinpointed to specific group of residents, then collective fine will be levied.

7 Suggestion Box / Register

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register/ Student portal kept in the hostel premises; students are encouraged to write their suggestions responsibly to the Campus and Estate Administrator.

Disciplinary Proceedings

An incident of indiscipline/breach of the Code of Conduct by a student of Alliance University will be reported to the Secretary, Disciplinary Committee. The defaulting student will be issued a Show Cause notice where necessary. Such students will appear before Disciplinary Committee which will hear and take appropriate action(s). The Disciplinary Committee will communicate the decision to the defaulting student(s) in writing, a copy of which will be sent to respective parents and relevant departments/sections of the University for appropriate action(s).

Punishment and Penalties

One or more of the following courses of action can be taken when a student is found to have violated the student's Code of Conduct:

- i. A written letter of reprimand by the University resulting from a student's misconduct.
- ii. Suspension is a sanction that terminates the student's enrolment at the University for a specified period of time.
- iii. Monetary fines are a sanction in which a student is required to deposit a specified amount of money as penalty or any amount deposited by the student previously is forfeited or adjusted, resulting from misconduct. It also includes restitution which means providing compensation for loss, injury, or damage to the University, properties.
- iv. Confiscation: means confiscation of goods used or possessed in violation of the University regulations.
- v. Restriction of privileges: means the denial or restriction of specified privileges, including but not limited to, access to a student facilities, placement programs, University events for a defined period of time.
- vi. Withholding of Diploma or Degree: withholding of diploma or degree means the withholding of diploma or degree of a student otherwise earned for a defined period of time or until the completion of assigned sanctions.
- vii. Dismissal: is a sanction which permanently separates a student from the University without opportunity to re-enrol in the future.
- viii. Community service assigned for a specific number of hours of service.
- ix. Restitution: Repair or replacement of property damaged.
- x. Other sanctions: other appropriate sanctions may be imposed by the competent authority of the University singularly or in combination with any of the sanctions noted above.

Grievance Redressal Mechanism

The Grievance Redressal Committee at Alliance University addresses the redressal of grievance of students. The students are informed about the existence of such a committee, the members, and the procedure of submitting grievances.

The Grievance Redressal Committee

- i. Dean/Director.
- ii. Two nominees from the academic community.

Procedure

- i. The aggrieved student is required to submit in writing the grievance or complaint to the Registrar, Alliance University.
- ii. The Registrar, Alliance University will convene a meeting within ten days of receiving the complaint.
- iii. The report of the Committee must be submitted to the Registrar, Alliance University and the same is to be placed before the Vice-Chancellor/Pro Vice-Chancellor within five working days of the meeting.
- iv. The decision taken would be communicated to the student within three further working days.

Further the student can appeal to the University Grievance Committee (appellate authorities) Vice-Chancellor/Pro Vice-Chancellor within five working days thereafter.


N. Mishra
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ALLIANCE UNIVERSITY

Private University established in Karnataka State by Act No. 34 of year 2010
Recognized by the University Grants Commission (UGC), New Delhi