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CODE OF CONDUCT FOR STUDENTS OF GTU POST GRADUATE SCHOOLS

Code of conduct in the following pages describes the behavior expected out of students admitted at any of the Post Graduate Schools in terms of overall discipline, hostel residency, dress code and student section activities.

A) Overall Discipline:

Regulation No.	Particulars
1	Definition: (a) Student: means the student admitted in any institution of the University at any level i.e. Certificate, Diploma, Under-graduate or at Post-graduate course etc. (b) Institution: means the Schools established under Gujarat Technological University at Under-graduate, Post Graduate, Diploma or Certificate level courses whether on campus or on off campus. (c) Head of the Institution/ PG School: means the Director / Principal or any other person who is heading the institute/ PG School (d) Hostel: means the hostel managed or recognized by the Gujarat Technological University. (e) Term: A portion of an academic year, normally coinciding with a semester. The words "Term and semester" are generally used synonymously. (f) Ragging: Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student

	will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
2	Discipline Rules to be observed by the students admitted:
(1)	<p>All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the University / Institute / PG School and he / she will submit to the disciplinary jurisdiction of the Head of the Institution / Director and other competent officers or authorities or bodies of the University as the case may be and in this respect he / she has to submit the declaration in the Performa attached herewith as Enclosure - I.</p> <p>Ragging' means the doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student. All PG Schools will not entertain any activities of Ragging of the students. As per UGC norms, all newly admitted students have to submit Anti-Ragging Undertaking for students and their parents at the time of admission. The undertaking will be given to all the students along with admission form and the admission is confirmed only when they submit Anti-Ragging undertaking.</p> <p>The student will also be required to give an undertaking in the Performa attached herewith as Enclosure – II to be filled up and signed by the candidate and his parent/ guardian to the effect that he/ she is aware of the University's approach towards ragging and the punishment to which he/ she shall be liable, if found guilty of ragging.</p>
(2)	Rules of discipline to be observed in or outside the institute of the University:
	(i) Every student must carry his/ her Identity Card which should be produced when demanded;

	<p>(ii) It is mandatory for the students to attend the classes, sessions, co-curricular activities etc. on all working days from the start to the end of the term/ semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application form is submitted to the Head of the Institution.</p> <p>(iii) Students are expected to behave in a responsible manner and refrain from chatting amongst themselves while the class is in progress;</p> <p>(iv) Students are expected to be polite individually or as a group and show respect to the faculty/ staff of the institute/ University;</p> <p>(v) Any indiscipline or misbehaviour in class or in the campus or in the transit vehicle of GTU or even outside the campus would warrant disciplinary action against the student(s);</p> <p>(vi) The student should follow the academic calendar displayed on notice board or shared with them and complete the term work on time. If a student does not complete the required term work, his or her term will be revoked, and he or she will not be permitted to sit for the college internal examination and university examination. In the examination, students should not attempt to copy.</p> <p>(vii) As per GTU guidelines, a student would be allowed to a semester examination provided he or she has attended regularly the required classes of subject for the relevant semester and has attended not less than 75% of the total number of classes held.</p> <p>(viii) Students must keep their parents updated on their attendance status, academic progress and any other issues that may arise.</p>
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	<p>They should also make timely payments of College and hostel fees.</p> <p>(ix) Students must have a greater sense of commitment to the institute. Maintain a clean and orderly appearance, as well as a pleasant learning environment. They are not permitted to draw or write derogatory sketches on the walls, furniture, parking lots, doors, or other amenities.</p> <p>(x) When representing the college, students are expected to act appropriately both on and off campus. Any observed, undesirable behaviour inside or outside the campus is subject to disciplinary action.</p> <p>(xi) They should receive notifications from the notice board, college website, and emails on a regular basis to avoid missing essential information.</p> <p>(xii) Students are required to build positive relationships with their classmates and faculty. Their actions must demonstrate respect for faculty members and foster a sense of community and equal respect among themselves.</p> <p>(xiii) Students must maintain proper silence in the classrooms, laboratories and libraries and refrain from causing noise. They must adhere to classroom, laboratory and library schedules to avoid unnecessary annoyance and overcrowding.</p> <p>(xiv) Students must take proper care of the laboratory and library resources.</p> <p>(xv) Male students must not make derogatory remarks about female students and must treat them with respect.</p> <p>(xvi) Any action of any individual, group or a section of students, which amounts to interference in the regular administration of</p>
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	<p>institute, is prohibited. Disciplinary actions will be initiated against such student(s);</p> <p>(xvii) Causing disfiguration or damage to the property of the University or belongings of staff members or other fellow students is prohibited.</p> <p>(xviii) No student shall indulge in any activity that might be illegal or may lead to disorderliness;</p> <p>(xix) No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things on the premises of the university.</p> <p>(xx) Smoking cigarettes/ chewing pan or tobacco or gutkha is strictly prohibited.</p> <p>(xxi) Indecent behaviour in any form will not be tolerated.</p> <p>(xxii) Usage of mobile phone & electronic gadgets in classroom is prohibited without the permission of the concern course Instructor / Faculty. Noncompliance of same will be subject to strict disciplinary action decided by competent Authority.</p> <p>(xxiii) In Examination Hall (classroom /Lab) Usage of mobile phone & electronic gadgets is completely prohibited without the permission of the concern Supervisor/course Instructor / Faculty. Possession of same will be considered as Unfair Means and accordingly actions will be initiated as per the rules of Unfair Means adopted during Examinations.</p> <p>(xxiv) Usage of mobile phone & electronic gadgets on campus is allowed (except in Classroom and Examination hall) subject to compliance of discipline and not disturbing the decorum of Educational Campus.</p> <p>(xxv) Repeated violation is subject to confiscation of the gadget.</p>
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	<p>(xxvi) Activities like video shooting, photography, playing musical instruments and listening to music or any other entertainment. are prohibited on the Campus except with the permission of the Head of the Institution.</p> <p>(xxvii) The students are expected to be in the class rooms/ Laboratory or any place of study on time prior to the commencement of the study.</p> <p>(xxviii) Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus;</p> <p>(xxix) Students should follow a decent dress code when they come to the University.</p> <p>(xxx) Any kind of ragging in the class, campus or even outside the campus is strictly prohibited.</p> <p>(xxxi) Any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.</p> <p>(xxxii) Disobeying any instructions of any kind issued by the Head of the Department or Head of the Institution will be considered as indisciplinary action on the part of the student.</p> <p>(xxxiii) Students need to be responsible towards usage of social media. No content which is objectionable or derogatory in nature for the image of GTU or any of its PG Schools has to be put up or approved in any form of social media.</p> <p>(xxxiv) All students need to strictly follow the rules for usage of library, computer laboratory or any other laboratory as decided by the concerned PG School.</p> <p>(xxxv) The items which are not covered above and which the Head of Institution considers as indisciplinary action will be dealt with, under these rules.</p>
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3	Procedure to be followed for imposing penalties:
	For disobeying any disciplinary rules, the competent authority will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following indisciplinary actions on the part of the student shall be subjected to the major penalties:
(1)	Damaging the property of the University / Institutions (moveable or immovable)
(2)	Involving in violence on and outside the campus including instigating the violence.
(3)	Involving himself / herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
(4)	Ragging in and outside the campus.
(5)	Any act which deteriorates the overall atmosphere in the campus or the institute.
(6)	Theft of University property or the property of the other students, staff or any other person on the campus.
(7)	Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above category.



Enclosure-I

Declaration to be submitted by the students admitted to Different Programmes of the University

DECLARATION

I, _____ having Enrollment No. _____ admitted in the Graduate School of _____ under Gujarat Technological University hereby declare and undertake that I will abide by the disciplinary rules of the University prescribed under the relevant regulations which I have already gone through failing which I know I am subjected to the major / minor penalties as the case may be.

Date: _____

Place: _____

Signature of the Student

Name of the Student: _____

Signature of the Parent

Name of the Parent: _____



Enclosure-II

Undertaking for not involving himself/herself for ragging

DECLARATION

I, _____ having Enrollment No. _____
_____ admitted in the Graduate School of
_____ under Gujarat Technological University hereby declare and
undertake that I am aware of the University's approach towards ragging and the punishment
to which, I shall be liable, if found guilty of ragging.

Date: _____

Place: _____

Signature of the Student

Name of the Student: _____

Signature of the Parent / Guardian

Name of the Parent / Guardian: _____

B.) RULES AND DISCIPLINE FOR STUDENTS RESIDING AT GIRLS /BOYS HOSTEL

- Admission is open to full time students of Gujarat Technological University- PG courses/GTU Foreign students. Preference will be given to out-station students.
- The application form, Anti-Ragging form and affidavit form completed in all respects should be submitted to the Administration office of the respective Graduate School in which they are going to take admission on any working day during office hours. Admission will be considered only after submitting these documents with fees.
- Student has to furnish all the necessary documents, testimonials and information as and when required by GTU. At any stage if GTU finds any sort of misinterpretation they can impose the penalty on student or expelled from the hostel.
- Admission to the Hostel will be cancelled if incomplete or false information is furnished.
- Applicants who are offered admission in the Hostel will be informed by letter/email or any other manner. They will have to take the accommodation within the time frame given, failing which his/her admission will be cancelled and the seat will be offered to other student.
- For every year the fees has to be deposit in two phases The fees duration will be from Phase 1: August to January and Phase 2: February to July . If the student takes admission in hostel then they are liable for complete hostel fee in any of two phases. If any student takes admission in between month of any phase then also he/ she has to pay complete phase fees.
- Hostel fees should be paid in university account within specified time. If fees are not paid within the specified time, the admission given is liable to be cancelled or penalized as per the decision taken by Rector/Hostel authorities.
- Admission will be valid for duration of the programme only.
- Students has to inform the Rector/Hostel authorities one month prior in case he wants to cancel his hostel admission. He has to submit an application in regards to the cancellation of hostel admission as no oral conversation will be considered as the information for cancellation of admission.

- Students are required to give their consent about continuing the Hostel facilities in the next semester in the form of application.
- Gujarat Technological University reserves its right to cancel admission of undeserving students without giving any reason.
- Gujarat Technological University and its officials will not be liable for any kind of safety/security/legal/judicial/grievance issues occurred to students inside the hostel premise at their duration of stay in hostel.
- The student in any case of withdrawal from the hostel after paying hostel fee he/ she will not be eligible for the refund of hostel fee deposited during the admission procedure. Only Hostel deposit fee will be refunded to the student.
- Gujarat Technological University reserves its right to increase the hostel fee, if necessary.
- Hostel accommodation is tentative, which depends on availability of the accommodation.
- Student residing in the Hostel managed by Gujarat Technological University shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite rustication / fine.
- During their stay in the Hostel they will be under the control of the Officials of Gujarat Technological University/Rector.
- Smoking, consumption of alcoholic drinks and spitting is strictly prohibited in the hostel premises and if student is found in these activities will be expelled from the hostel and that results to their cancellation of hostel admission.
- No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the Visitors room or Reception area only between 9.00 a.m. to 9.00 p.m.
- Every student shall be in his hostel by 09:00 p.m. If he/she has to stay out after the said timing owing to any special reason, he must obtain prior permission in written from the Rector/Officials of hostel. The application for leave of absence from the

hostel shall be made in writing through Rector and his/her permission shall be obtained.

- The student has to inform their parents or local guardians for their absence in the hostel.
- No students shall use the service of a hostel servant for personal work even on payment. He shall also not bring any servant from outside even temporarily.
- No functions or celebrations shall be organized except with the permission of the Officials of Hostel /Rector.
- No poster etc. should be put up anywhere, either in rooms or lobbies.
- Throwing of water, colour etc. on one another and on the walls / property of the Hostel is strictly prohibited.
- Allotment of the room, furniture etc. will be entirely at the discretion of the Officials of Hostel /Rector.
- Every student shall keep the room allotted to him/ her clean and neat. He / She shall take proper care of the furniture and fixtures handed over to him / her. The Hostel authorities have the right to enter and inspect the rooms at anytime, even in the absence of students.
- The student will be solely responsible for any disaster/financial loss in their hostel premises. GTU and its official will not be responsible at any point of time.
- Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions with respect to electricity consumption in an economical way.
- Charges for any damages to the property as well as to the furniture and fixtures caused by a student negligence will be recovered from the student/students staying in the said flat / room.
- Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Officials of Hostel /Rector who will arrange for repairs.

- Hostel is meant only for the use of bonafide students of Gujarat Technological University- UG/PG course. Visitors are not allowed to enter any room.
- Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the Officials of Hostel /Rector.
- The Hostel Authorities are not responsible for the safe custody of the property of the students staying in the hostel. Students should have their own locks and should take proper care of their belongings. They should not leave the key of the room anywhere around. Gujarat Technological University will not be responsible for the loss of personal belongings of the students.
- All the facilities including additional facilities misused, shall be discontinued without giving any notice and disciplinary action will be taken against the students involved.
- If any student is found misbehaving and misconducting himself, he will be expelled from the hostel immediately and the fees paid by him will be forfeited.
- Permission must be sought and obtained, if night outs (only for local guardian and parent's house) are desired from hostel in charge, 2 days in advance.
- Any complaint (indecent behaviour/noisy) from the neighbours/society will result in severe action.
- Do not write with Pen, Pencil, Paint on walls, Doors and Windows. Do not paste Posters, Photos, on the wall/Doors. Fine will be imposed if any student is found to indulge in the above mentioned activities.
- Furniture should not be changed-exchanged with other room/other occupants without knowledge of Rector/Hostel authorities. Furniture items of the rooms should not be put outside the room/corridor.
- Refund of Hostel deposit is allowed only in the case of cancellation of admission
- Use of electrical appliances (such as burner, heater, stove, induction plate, cooler, AC etc.) Is strictly prohibited. A penalty of Rs 1000/- shall be charged to defaulters for each defaults.



DECLARATION TO BE SIGNED BY THE STUDENT/ PARENT

We have read all the Rules and Regulations of the Hostel. We hereby agree to abide by the rules and regulations of the Hostel in force from time to time. We are liable for disciplinary action in case of any breach.

Signature of Student

Signature of Parent

Date:

Place:

C.) Dress code- (for students of GSMS - within institute and while representing the institute)

Graduate School of Management studies (GSMS) is imparting professional education to the students so for the overall development of students, dress code plays very important role. Following the philosophy of “First impression is the Last impression”, GSMS has identify two dress code i.e. Formal Dress Code and Informal Dress Code for the students of various programs.

Formal Dress Code: The formal dress code of the students (Male and Female) includes **Blazer in Navy Blue colour with White Shirt. The students has to wear black formal shoes/bellies.** The identification of Material and tailor would be carried out by the students of Dress Code Committee members. All students have to wear this formal dress when they are appearing for interview, subject presentations, representing GSMS outside of campus, the organizing team members of any event/activity, etc. The students have to wear this formal dress code as when informed to them.

Informal Dress Code: The informal dress code of the students (Male and Female) includes **Half sleeve T-Shirt in Maroon Colour where GSMS, GTU is printed on the back side and GTU logo is printed on the front side with Black trouser.** The identification of Material and vendor would be carried out by the students of Dress Code Committee members. All students have to wear this informal dress on every Thursday, Sports day, supporting members of any event/activity, etc. The students have to wear this informal dress code as when informed to them.

D.) Student Section

Students are main stake holders of GTU PG Schools. The operative function of the student section are to assist various activities of the institute namely, reporting, enrolment, anti-ragging, student grievance, mentoring, scholarships, student affairs, maintenance of records, and certifications from the institute and the University. All daily routine activities of the students are to be carry-out by the section. It is an attempt to create a platform to minimize load and smooth operation for the students.

Following accomplishments are to be carry out by the section.

- To fill a joining report with required documents after an admission
- To enrol with the Gujarat Technological University (GTU)
- To sign Anti-ragging affidavits; as per AICTE rules and regulations, available @ <https://set.gtu.ac.in/wp-content/uploads/2020/09/AICTE-Ragging.pdf>
- To issue Student I-cards
- To issue Library cards
- To collect of semester receipts
- To issue various academic certificates
- To assist students in scholarship schemes, National Scholarship Portal, Mukhyamantri Yuva Swavalamban Yojna (MYSY), AICTE, UGC, Digital Gujarat Portal (OBC, ST, SC etc) as per government rules. For further information, visit <https://set.gtu.ac.in/scholarship/>
- To certify concessional pass from ST/BRTS/AMTS/ Railway public transport services.
- To assist in student grievance and student affairs
- To assist for endorsements/certifications for various academic requirements.
- To distribute mark sheet, NAMO e-Tablet to the students.
- To circulate various notice regarding student activities.

For further information, visit <https://set.gtu.ac.in/student-corner/>