

# Code of Student Conduct

## MAHE, GUIDELINES

### Introduction and purpose

The code of student conduct is established to foster and protect the core missions of the MAHE, to foster the scholarly and civic development of the university students in a safe and secure learning environment and to protect the people, property and processes that support the MAHE, and its missions. The core missions of the university are teaching, learning, service and research. The code governs all campuses of the university.

### Definitions

“MAHE premises” means all lands, buildings, and facilities owned, leased, or operated by the university. The term “student” means an individual who has paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction. A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning. To successfully achieve these outcomes, it is necessary to develop a clear set of student expectations.

### Student expectations:

#### Students should

- ✍ Attend all classes on time.
- ✍ Be prepared for class with the appropriate materials and homework completed. Students will not participate in cheating or plagiarizing their work or the work of others.
- ✍ Be honest with all staff and students.
- ✍ Express themselves without the use of profane language or offensive gestures.
- ✍ Participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- ✍ Show respect for others by not participating in teasing and ridiculing.
- ✍ Show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal drugs or gang related).
- ✍ Respect the personal property of others.
- ✍ Respect and follow direction from all staff of the institution/ University.
- ✍ Respect the safety of others by not bringing real or imitation weapons to Institution/University or in the hostel/campus.

## Attendance and Preparation for Class

It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities. It is, therefore, a requirement for students to attend all classes on time and with the appropriate materials. Students who come late will not be awarded attendance and may be denied entry to the class.

**Students are expected to have the necessary percentage of attendance as per the governing council of the institution in order to appear for the university examination.**

## Classroom Behaviour

Every student has the right to an uninterrupted and safe instructional environment. Behaviours which interfere with student learning will not be tolerated.

Mobile phones: Use of mobile phone in the class, laboratory, library and in the hospital wards during working hours is not allowed. Mobile phones with camera are banned.

- Wearing caps and shorts, eating, chewing and drinking during the class is strictly forbidden.
- All students must be in possession of their identity cards. Any loss should be promptly reported to the Dean. The cards must not be mutilated, defaced or rendered ineffective for identification. The card must be returned at the termination of course / withdrawal from the institute.

## Conduct during Examination

**Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by the university and the candidate found guilty shall not be permitted to take practical and viva examination till appropriate authority clears.**

## Graffiti/Vandalism (property and/or equipment)

Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have in-school privileges removed or suspended. Interfering or tampering any of the office records of college / university is a serious offence and will result in suspension / rustication.

### **Weapons or Replicas of Weapons**

Weapons or replicas of weapons are not permitted on University Campus at any time. Criminal charges will be filed in every instance, as well as suspension or expulsion. Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.

Engaging in trade/trade activities within the premises/campus is prohibited.

### **Smoking**

Smoking is not permitted in any college/hostel/campus. Fine will be levied for each infraction.

### **Risky Behaviour**

- Students are strongly discouraged from owning and riding motor cycles
- Students riding noisy two wheelers are warned that their vehicles will be locked/seized by the security/police.
- As the Arabian Sea is rough throughout the year, it is dangerous to venture into these waters. Hence students are strongly advised not to venture swimming in the sea.

### **Fighting/Criminal Assault**

Any student involved in or encouraging the involvement of another student in fighting will be suspended. Persistent involvement will result in expulsion from the college.

### **Respect for Authority**

Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the institution/ university and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to intimation of parents, loss of privileges, suspension or expulsion.

### **Harassment/Threatening**

Harassment will not be tolerated. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional, or racial, is a serious offence and will be treated as such.

### **Bullying/Intimidation/Swarming**

No student will participate in or initiate any form of bullying, intimidation or swarming. Persistent disregard would result in suspensions, expulsions, and or criminal charges.

## Ragging

Ragging within or outside the penal code and Karnataka Education act 1983. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be suspended, expelled or rusticated from the institution and shall also be liable to fine. The punishment includes rigorous imprisonment, cancellation of and other financial benefits, withholding cancelling the results. Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which causes him/her shame or embarrassment or danger to his/her life or indulging in eve teasing.

**Any form of Cybercrime (Illegal activity committed on the internet) by the student is strictly prohibited and will be dealt with suspension/loss of privileges and as per the law of the land.**

## Identity Card

Students are expected to possess the identity card issued by the University at all time and are required to produce the same when asked for by the institutional and University authorities / District Police Authority.

## Public Demonstration of Affection

Public demonstration of affection is not permitted in the campus. The Security personnel on duty are authorized to check the identity card of students who are involved in public demonstration of affection. Parents of the involved students will be informed and appropriate disciplinary action will be initiated amounting to suspension / loss of privileges.

## Dismissal/Denial of Award of the Degree

The University reserves its right to dismissal/denial of the award of the degree to the student under following circumstances:

- ✍ Involvement in criminal case which brings disgrace to the image of the University.
- ✍ Involvement in case of Ragging.
- ✍ Repeatedly violating the Code of Conduct and showing no improvement after several warnings.

- ✍ Violating the ethics of the profession.
- ✍ Involvement in anti-national/anti-social activities.
- ✍ Certified by qualified professional and approved by the University that the student is mentally ill and is unfit to pursue the profession.
- ✍ Students who do not show any improvement in academic progress despite all the support, found to be involved in substance abuse and refuse rehabilitation.
- ✍ Involvement in Sexual Harassment.

### **Policy on Substance Abuse**

*Objective:* To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students in the campus

**The MAHE adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse:** Cannabis, Heroin, Benzodiazepines, Barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic Acid Diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.

The possession, use and/or distribution of substances of abuse are prohibited on premises owned or controlled by the MAHE.

MAHE squads will carry out random checks on students/residential premises for substance of abuse.

Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.

Offenders will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action.

### **Disciplinary procedures**

- a. A student violating the MAHE policy on substance abuse will face: a) Immediate suspension from the college pending enquiry.
- b. Parent/legal guardian will be informed immediately and will be expected to meet the Head of Institution (HOI) at the earliest.
- c. The Institutional disciplinary committee will conduct an enquiry and submit the report to HOI who will initiate further action in constitution with the Director Student Affairs Manipal University

## Policy Matters on Alcohol & Tobacco:

- The University campus is declared as “Alcohol / Tobacco free campus”
- If a student is found possessing / consuming Tobacco/Alcohol in the premises owned or controlled by the University, the Disciplinary Committee (DC) will take appropriate action.

## Dress Code

Students will wear clean, neat and presentable clothing. Following is the dress code of the university. Visiting students are also expected to observe the dress code.

Students are advised to follow the following dress code while attending the colleges for lectures / practicals / dissections / library / labs and formal function of the institution.

The dress should be neat, clean and pressed.

Please note that few departments in MCHP have introduced uniform for their students from this academic year. Details will be provided during the departmental orientation program.

Boys	Girls
<ul style="list-style-type: none"><li>✓ Trousers and collared shirt</li><li>✓ Shoes and Socks</li><li>✓ Clean white apron with name tag</li></ul>	<ul style="list-style-type: none"><li>✓ Formal wear dress like Salwar, Kameez, Chudidar, Saree</li><li>✓ Formal foot wear</li><li>✓ Hair (beyond shoulder length to be tied up)</li><li>✓ Clean white apron with name tag</li></ul>
Prohibited for boys	Prohibited for girls
<ul style="list-style-type: none"><li>× T. Shirts</li><li>× Tight fitting dirty jeans</li><li>× Caps</li><li>× Chappals/Sports Shoes</li><li>× Shorts</li><li>× Ear rings</li><li>× Torn trousers touching the floor</li><li>× Pony tails</li><li>× Trousers with 6 or more pockets</li></ul>	<ul style="list-style-type: none"><li>× Tight fitting dirty jeans</li><li>× Torn trousers touching the floor</li><li>× Skirts, Shorts</li><li>× Revealing deep top</li><li>Spaghetti top</li><li>Sleeveless top</li></ul>

In case of violation of the dress code, the student concerned will be asked to leave the academic session.

**For Health Sciences:** Aprons (extending to mid-thigh or below) and name tags are compulsory for boys and girls especially during dissection/practical/demonstration. Wearing the apron outside the campus is discouraged.

### WHITE COAT

**When to wear:** Students are required to wear clean coats during dissection/practicals / laboratory work/ clinicals

#### When not to wear

Students are reminded not to wear their white coats whenever they are outside the university/ college / hospital premises

Students are strongly encouraged to carry their student ID card/ ID issued by the Consul general/Passport photocopy at all times when they travel outside Manipal. We recommend only the utilization of Kasturba Hospital service through Medicare system in case of sickness

- ✍ Students are advised to meet their mentors or the Dean in case of need for medical help.
- ✍ Student Identity (ID) card is valid for availing Medicare facilities in the associated hospitals of Kasturba Medical College for their regular course duration at Manipal.
- ✍ Students should ensure that they possess the valid ID cards and hence renew the card if their course is extending beyond the regular duration.

If a student does not renew the **ID card** before the dates of expiry, he/she cannot avail the facilities and the Medicare facility coverage will begin only after one month from the date of payment of Medicare fee/renewal.

# Dress Code for Men

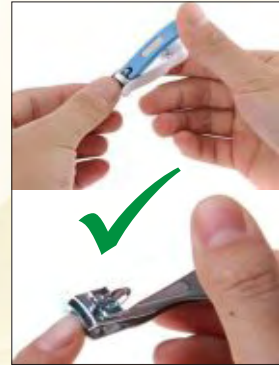
**Tucked in full length formal shirt and pant**



**Formal shoes with socks/ closed sandals**



**Trim nails regularly**



**Regular hair cut and well groomed**



**Tucked out formal shirts**



**T-shirts**



**Fancy jewellery**



**Jeans/ cargos pants/ short pants**



**Slippers/ flip flops & sport shoes**



**To be Followed During Lectures,  
Clinics & Examinations**



# Dress Code for Women

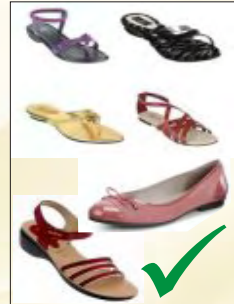
**Knee length shallow neck kurtas with chudidhar/ salwar pants**



**Full length leggings**



**Regular wear formal sandals**



**Short length tops with ankle length leggings**



**Jeans/ short pants**



**Slippers/ flip flops & sport shoes**



**Trimmed nails**



**No nail paints**



**To be Followed During Lectures,  
Clinics & Examinations**