



**SOUTHEAST UNIVERSITY**

**STUDENTS' CODE OF CONDUCT**

## PREAMBLE

This Code of Conduct is formulated to provide a guideline to the students regarding their behavior and personal conduct. Students are expected to comply with the requirements set in this Code of Conduct. Violation of this conduct shall invoke disciplinary process as outlined in this document.

With a view to ensuring the general ethical responsibilities and obligations of all the students towards their class-mates, friends, teachers, officers, seniors, juniors & staff of the University the following have been adopted as the prescribed Code of Conduct for the students:

### **Academic Code of Conduct**

#### **1. Student's Conduct with the Faculty Member:**

- 1.1 They have to be very polite and modest in manners with their teachers.
- 1.2 They must keep their mobile/cell phone switched off while attending the classes.
- 1.3 They must enter and leave the class room with the permission of the teacher.
- 1.4 They must follow the instructions and guidance of the concerned teacher regarding matters related to the course.
- 1.5 Without prior permission they are not allowed to visit their teacher's office/chamber beyond the consultation hours fixed by the concerned course teacher.
- 1.6 The CRs (Class Representatives) are allowed to meet their teachers regularly to discuss matters related to class administration.
- 1.7 They must follow the instruction of their teachers even outside the campus. i.e. in the annual picnic, excursion, study tour, industry/court visit & similar programs organized officially by department, school and/or university.
- 1.8 They must not tell lies to escape punishment for their misdeeds.
- 1.9 They must not produce any false and fabricated document to their teachers to avail any benefit. i.e. forged documents of medical certificate.

#### **2. Conduct with the Officers of the University:**

- 2.1 All officers of this university should also be equally respected by all students.
- 2.2 The Identification Cards must be carried by all students at all times and **hung it around his/her neck while inside the Campus.**
- 2.3 The students must seek prior permission of the concerned officers before entering into their office. It is a matter of courtesy.

- 2.4 They must follow the instructions of the librarian while using library facilities.
- 2.5 They must follow the instructions of the IT expert/ Lab Assistant while using the computer lab.
- 2.6 They are not allowed to enter any office room of any campus of SEU, where entrance is restricted for the students except with prior permission of the authorized person.

**3. Conduct with University Staff Members.** Staff includes gateman, security guard, canteen boy, liftman, OSS, peon, and cleaners. The students are required to take their help at every step so long as they stay in the university campus. So, the students have to be very much cordial and humane while dealing with them. Students must keep in mind that none of them should be hurt by their behavior or attitude.

**4. Conduct with the Class-mates:**

- 4.1 The students are not allowed to use any offensive language in the class rooms as well as in the campus of the university.
- 4.2 They are not allowed to shout, use slang or show violent actions which are strictly prohibited in the class rooms as well as in the campus.
- 4.3 Under no circumstances the students should get involved in activities that are tantamount to eve-teasing, verbal/mental/physical or sexual harassment and the like. If any student is found to be involved in such activities, the matter will be seriously dealt with and if found guilty, immediate disciplinary action will be taken.

**5. Conduct with the Senior and Junior fellow Student.** It must be one of love and affection from the senior to the junior students and one of due respect and honor from the junior to the senior students.

**6. Conduct with the Public including the Students of other Universities.** The Code of Conduct of the students with the public generally should be of such a type that, the common people may feel at the very first impression that the students of the SEU are from good family, social, cultural and educational background. They must refrain from being involved in any street quarrel, unexpected conflicting issues so that the image, reputation and goodwill of their own university may by no means be degraded.

**General Code of Conduct**

**7.1 DISCIPLINE:**

The students should uphold the image of the university through maintaining discipline, following high morale and achieving better performance in studies.

**7.2 RULES AND REGULATIONS:**

They should follow the rules of the university and are not allowed to infringe upon the general discipline of the university.

**7.3 NO POLITICAL ACTIVITY:**

Southeast University is a 'Politics Free Zone.' Students are not allowed to participate in any overt or covert political activities which are strictly prohibited in the campus of the university.

**7.4 FREE MOVEMENT OF OTHER STUDENTS:**

They should not interfere with the free movement of the university students in attending classes or laboratories or field work.

**7.5 DRESS CODE:**

Boys should wear full-sleeve shirts and long trousers. Girls should wear salwar-kamiz, full-sleeve shirts, long trousers or sari. Improper and indecent dresses are not allowed in the campus.

**7.6 NO SUNGLASS WITHOUT MEDICAL REASON:**

They are not allowed to wear or use sunglasses in class rooms and examination halls except for medical reasons.

**7.7 CHEWING GUMS:**

Chewing gums during the class or examination is strictly prohibited.

**7.8 REASONABLE CARE:**

Every student should take care and protect all types of properties of the university and refrain from damaging any property of the university.

**7.9 NO MISUSE:**

They should exercise austerity in using all types of resources of the university.

**7.10 CLEANLINESS:**

Writing on the walls, chair, table, furniture etc and pressing shoes against the walls of the class rooms are strictly prohibited.

**7.11 NO WRITING/POSTURING ON THE WALLS:**

They are not allowed to hang or paste any poster, any leaflet or write any slogan or anything of the sort on the walls of the class room, outside the class room or within the of the university campus area without prior permission of the authority.

**7.12 SWITCHING OFF ELECTRIC DEVICES AFTER ENDING OF CLASS:**

Every student should ensure and take care to put off the lights, fans and air conditioners while leaving the class room. They shall take proper care of the multimedia projector, computer, etc.

**7.13 NO SELF-DECISION:**

They are not allowed to use or operate any instrument, apparatus, chemicals, machine etc of their own or bring them in the campus without prior permission of the university authority.

**7.14 SWITCHING OFF MOBILE PHONES/iPAD:**

They must switch off cell phone before entering class rooms or examination halls. Cell phones must stay switched off until the end of the class/examination.

**7.15 MAINTAINING QUEUE IN USING THE LIFT:**

While using lifts, the students should stand in a queue in front of the lifts. They shall maintain discipline to avoid unnecessary hassle.

**7.16 CO-CURRICULAR ACTIVITIES:**

They should take part in all the programs organized by the department and by the university.

**7.17 NO UNOFFICIAL PROGRAMS:**

Unofficial programs, meetings, parties or entertainments organized by the students on their own are not allowed in the university campus without the permission of the university authority.

**7.18 NO OUTSIDERS INSIDE THE CAMPUS:**

They cannot invite outsiders to SEU campus without the permission of the authority.

**7.19 NO OTHER CLUBS/SOCIETIES:**

They are not allowed to form clubs or societies other than the ones approved by the university authority.

**7.20 SMOKING FREE ZONE:**

Smoking is strictly prohibited in all university campuses and student hostels.

**7.21 SAY NO TO DRUGS:**

Possession, use, transfer or trafficking of all kinds of unauthorized drugs and anything of that sort is strictly prohibited in the campus.

**7.22 FRIENDSHIP TO ALL, MALICE TO NONE:**

They should keep peace and harmony among themselves. They are not allowed to create violence and participate in activities detrimental to the peace and harmony of the campus. They should follow the policy of “friendship to all, malice to none”.

**7.23 ABIDE BY THE LAW:**

They should ensure that their enrolment and activities in the university are lawful and consistent with the statutes, rules and regulations of the university.

**7.24 KEEPING IN TOUCH WITH OFFICIAL CORRESPONDENCE:**

They should read all official emails as well as circulars correspondence posted on the NOTICE BOARD from the university, including email.

**7.25 BEING HONEST WITH HIMSELF/HERSELF:**

They should act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests.

**7.26 NO MALPRACTICE:**

They should avoid any activity or behavior that would unfairly create advantage or disadvantage for another student academically.

**7.27 TO BEHAVE REASONABLY:**

They should behave professionally, ethically and respectfully in all dealings with the university’s learning partners during extramural placements and practicum.

**7.28 USE OF UNIVERSITY RESOURCES:**

They should use university resources including ICT resources in a lawful, ethical manner and for university purposes only.

**7.29 TO SHOW ADMIT CARDS:**

They must bring/produce their admit card while attending their mid- term and semester final exams and must show it to the concerned invigilator before she/he signs in their answer scripts.

**7.30 NO CHEATING IN THE EXAM HALL:**

They should be honest in examination halls and must not cheat or adopt any unfair means in their examinations. In addition, they should abide by the rules and regulations related to examination.

**7.31 TO PAY ALL DUES IN DUE TIME:**

They must be bound by an obligation to deposit their tuition fees and other fees in due time and should always be up to date in paying outstanding dues of the university.

**7.32 COURSE REGISTRATION IN PROPER TIME:**

They must register their courses in due time prescribed by the university so that they may avoid any unnecessary harassment before or after publishing their results.

**7.33 COMPLIANCE WITH SEU ACADEMIC CALENDAR:**

They must comply with all deadlines set forth in the semester-based academic calendar of SEU.

**8. Disciplinary Procedure to Deal with Complaint.**

Any member of the community in this university may file a complaint against any student for misconduct or for otherwise being in violation of the university policies.

8.1 The complaint shall be prepared in writing or as an incident report and directed to the Proctor of the university or his/her delegate.

8.2 The written complaint or incident report should include the nature of the offense, date, approximate time and location of the incident. The name of the victim, offender and any witness(s) may be included.

8.3 Complaints or incident reports should be submitted within 72 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

8.4 The Proctor or the Proctorial Committee may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations. The recommendations of the Proctor/the Proctorial Committee will be submitted to the Disciplinary Committee for appropriate action.

**9. Sanctions.**

The subsequent sub-paragraph elaborates the types of sanctions that may be imposed upon any student or any student's club found to have violated the southeast University Students' Code of Conduct:

**9.1 Disciplinary Warning:**

It is a notice to the student that his/her conduct was questionable and that future breaches will be treated more severely. The warning may be issued verbally or in writing that a student has violated provisions of the Code of Conduct or failed to meet some aspect of the university's standards and expectations. This will be recorded in his/her academic file.

## **9.2 Disciplinary Probation:**

It is used for repeated violations or a specific violation of a serious nature as a first course of action. This may be imposed for a specific period of time. A student who is under disciplinary probation will not be permitted to participate in intramural, intercollegiate or any student club activities. A Student receiving tuition waiver/scholarships for any activities enumerated above may have that scholarship suspended or terminated.

## **9.3 Disciplinary Sanctions:**

The student will be required to complete an educational service, attend counseling or have restricted privileges.

## **9.4 Disciplinary Suspension:**

Suspension of the student from the University for a pre-determined period of time. The student may be allowed to return to the university once specified conditions for re-admission are met. The student may not allowed to attend classes, use university facilities, participate in or attend university's activities, or be employed by the university during his/her suspension. Disciplinary suspension is a matter of record in the students file.

## **9.5 Disciplinary Expulsion:**

The student will be expelled from the university immediately. The student will not be permitted to continue his or her studies at the university and may not return to the university or activities at any time or for any reason. Disciplinary expulsion will be recorded in the student's transcript.

## **9.6 Restitution to the University:**

Compensation for loss or damage to property leased, owned or controlled by the university. This may take the form of monetary or material replacement. This may be imposed separately or in addition to other sanctions.

## **9.7 Temporary or Interim Suspension:**

An interim suspension is a temporary removal of a student from the University Campus. It may be imposed upon a student by a Department Head (Academic) or the Proctor or his/her delegate. There should have reasonable cause to believe that the student is an immediate threat to the safety of persons, property or essential functions of the university. The person who imposed the interim suspension on the student must notify the Disciplinary Committee in writing by the next working day for subsequent action. A student who has been issued an interim suspension is denied access to university campus (including classes) and to all other university activities until an official enquiry is conducted by the Disciplinary Committee. The hearing shall severally be held within 5(five) working days of the notice of suspension.



Suspension is an outcome of the student conduct. Any student who has been suspended from the university has been offered/afforded due process including the opportunity to participate in a hearing to determine the appropriate consequences of his/her behavior.

## 9.8 Offences Related to Theft, Stealing, Cyber Crime and Terrorist Connection

If a student is found guilty of offences related to theft/stealing, abuse of social network or internet, any cyber crime, rioting or terrorist connection and other criminal & destructive offences within the Campus, he will be expelled from the University.

## 10. Disciplinary Action.

Sl. No.	Type of Offence	Type of Disciplinary Action
1.	Student(s) (Undergraduate and Graduate) found guilty for misbehaving with the Invigilator/Faculty/Official in the examination hall or outside the Campus.	A written warning letter will be given to the student to the effect that if he/she commits any such offence in future, severe action will be taken against him/her.
2.	Student(s) (Undergraduate & Graduate) found guilty <b>1<sup>st</sup> time</b> for adopting cheating/ copying/ unfair means in the examination hall.	Cancellation of reported course and fresh registration is required for that course.
3.	<p>i. Student(s) (Undergraduate and Graduate) found guilty <b>1<sup>st</sup> time</b> for adopting cheating/ copying/ unfair means in the examination hall.</p> <p style="text-align: center;"><b>and/or</b></p> <p>ii. Involved misbehaving with the Invigilator/Faculty/ Official in the campus or outside the Campus.</p>	<p>i. Cancellation of reported course and fresh registration is required for that course.</p> <p>ii. A written warning letter will also be given to the student with a copy to his/her guardian to the effect that if he/she commits any offence in future, he/she will be expelled from the University without showing any reason.</p>
4.	<p>i. Student (Undergraduate &amp; Graduate) found guilty for <b>2<sup>nd</sup> time</b> for adopting cheating/copying/unfair-means in the examination hall.</p> <p style="text-align: center;"><b>and/or</b></p> <p>ii. Involved misbehaving with the Invigilator/Faculty/ Official in the campus or outside the Campus.</p>	<p>i. Cancellation of reported course and fresh registration is required for that course.</p> <p>ii. (a) A written warning letter will also be given to the student with a copy to his/her guardian to the effect that if he/she commits any further offence in future, he/she will be expelled from the University without showing any reason.</p> <p style="text-align: center;"><b>Or judging by the gravity of offence committed.</b></p> <p>(b) Expulsion from the University for 1(one) semester.</p>
5.	<p>i. Student (Undergraduate &amp; Graduate) found guilty for <b>3<sup>rd</sup> time</b> for adopting cheating/ copying/ unfair means in the examination hall.</p> <p style="text-align: center;"><b>and/or</b></p> <p>ii. Involved misbehaving with the Invigilator/Faculty/ Official in the campus or outside the Campus..</p>	<p>i. Cancellation of all the courses appeared in the Semester and fresh registration for all the courses.</p> <p>ii. (a) A written warning letter will also be given to the student with a copy to his/her guardian to the effect that if he/she commits any further offence in future,</p>

		<p>he/she will be expelled from the University without showing any reason.</p> <p><b>Or judging by the gravity of offence committed.</b></p> <p>(b) Expulsion from the university for 3(three) semesters.</p>
6.	Student(s) (Undergraduate and Graduate) found guilty for threatening/intimidating/physically assaulting the Invigilator/Faculty/Official in the examination hall or in the campus or outside the campus.	Expulsion from the University forever.
7.	Forgery of University documents and/or any financial fraudulence.	<p>i) Expulsion from the University forever.</p> <p><b>or</b></p> <p>ii) Expulsion for 1 to 4 semesters depending on the nature and gravity of the offence.</p>
8.	<p>Student(s) (Undergraduate &amp; Graduate) found guilty for the offence of:</p> <p>(a) creating violence/ rioting;</p> <p>(b) eve teasing &amp; moral turpitude;</p> <p>(c) destruction of properties of the University or the State;</p> <p>(d) theft/stealing;</p>	<p>i) Expulsion from the University forever.</p> <p><b>or</b></p> <p>ii) Expulsion for 1 to 4 semesters depending on the nature and gravity of the offence.</p>
9.	<p>Student(s) (Undergraduate &amp; Graduate) found guilty for the offence of:</p> <p>(a) possession, use, transfer or trafficking of drug or alcohol;</p> <p>(b) abuse of social network on internet;</p> <p>(c) terrorist connection and other criminal offences.</p>	i) Expulsion from the University forever.