

PANDIT SUNDARLAL SHARMA (OPEN) UNIVERSITY CHHATTISGARH



POLICY DOCUMENT OF LEARNERS CODE OF ETHICS AND CONDUCT

बिलासपुर

VERIFIED

REGISTRAR
Pt. Sunderlal Sharma (Open)
University Chhattisgarh
BILASPUR (C.G.)

Shri Resham Lal Pradhan
Incharge NAAC Criteria-V
PSSOU, CG Bilaspur

Pandit Sundarlal Sharma (Open) University Chhattisgarh

LEARNERS' CODE OF ETHICS AND CONDUCT

1. PREAMBLE

This standard procedures and practices described in the paras, defines the learners Code of Ethics and Conduct of the Pandit Sundarlal Sharma (Open) University Chhattisgarh, for all the Learners enrolled in the University. All learners of the university must be abide by this Code of Ethics and Conduct.

University's endeavor by means of enforcing this Code is to guide and administer a learner's discipline process that must be simple, understandable, and effectual; and providing a system which promotes learner growth through individual and collective responsibility.

All Learners are requested to be well known of this Code, which can also be viewed on the official website of the University.

2. JURISDICTION

- a) The University has the jurisdiction over learners of the whole state of the Chhattisgarh. Hence University have the jurisdiction over the conduct of the learners associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging, harassment, or otherwise related activities which are taking place on the campus.
- b) University may also exercise jurisdiction over conduct which occurs off- campus violating the ideal learner conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:
 - Any violations of the Sexual Harassment Policy of the University against learners of the University.
 - Physical assault, threats of violence, or conduct that threatens the health or safety of any person including learners of the University;
 - Possession or use of weapons, explosives, or destructive devices off/on campus
 - Manufacture, sale, or distribution of prohibited articles, drugs, alcohol etc.
 - Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off on - campus community.

The University, while determining whether or not to exercise such off- campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. ETHICS AND CONDUCT

- a) This Code shall apply to all kinds of conduct of learners that occurs on the University premises including in University sponsored activities, functions and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.
- b) Each Learners must accept that
 - He/she shall be disciplined and must complete his/her studies in the ODL Mechanism of the University.
 - In the event, a learner is forced to discontinue studies for any legitimate reason, such a learner may be relieved from the University subject to written consent of the Vice Chancellor.

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- As a result of such relieving, the learner shall be required to clear pending Library, hostel dues.
- c) University believes in promoting a safe and efficient climate by enforcing behavioral standards. All learners must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- d) All learners must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially.

The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying University property or property of other learners and/or faculty members.
- Any disruptive activity in a class room or in an event sponsored by the University.
- Participating in activities including:
 1. Accepting membership of religious or terrorist groups banned by the Government of India.
 2. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 3. Unauthorized possession or use of harmful chemicals and banned drugs.
 4. Smoking on the campus of the University.
 5. Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus.
 6. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 7. Rash driving on the campus that may cause any inconvenience to others.
 8. Not disclosing a pre-existing health condition, either physical or psychological, to Registrar which may cause hindrance to the academic progress.
 9. Theft or unauthorized access to others resources.
- e) Learners are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
- f) Learners are not permitted to provide audio and video clippings of any activity on the campus to media without prior-permission.
- g) Learners are expected to use the social media carefully and responsibly meaning that that they cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.

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- h) Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- i) Damage to, or destruction of, any property of the University, or any property of others on the Institute premises.
- j) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- k) Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4. MISCELLANEOUS of ETHICS AND CONDUCT

If there is a case against a learner for a possible breach of code of conduct, then a standing investigating committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said learner. The committee may meet with the learner to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- a. **Warning** - Indicating that the action of the said delinquent learner was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- b. **Restrictions**- Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- c. **Expulsion** - Expulsion of a learner from the University permanently. Indicating prohibition from entering the Institute premises or participating in any learner related activities or campus residences etc.
- d. **Suspension** - A learner may be suspended for a specified period of time which will entail prohibition on participating in learner related activities, classes, programs etc. Additionally, the learner will be forbidden to use various University facilities unless permission is obtained from the Competent Authority.

Appeal

If the delinquent learner is aggrieved by the imposition of any of the afore mentioned penalties, he/she may appeal to the Vice-Chancellor. The Vice-Chancellor may decide on one of the following:

- a. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- b. Refer the case back to the investigating committee for reconsideration.

In any case the Vice-Chancellor decision is final and binding in all the cases where there is a possible misconduct by a student.

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5. ACADEMIC INTEGRITY

The University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitute a serious offence.

Cheating: Cheating includes, but not limited to:

- a. Copying during examinations, and copying of homework: assignments, term papers, theses or manuscripts.
- b. Allowing or facilitating copying, or writing a report or taking examination for someone else.
- c. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e. Creating sources, or citations that do not exist.
- f. Altering previously evaluated and re-submitting the work for Re-evaluation.
- g. Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

Any violation of the Academy Integrity will be brought to the notice of standing Investigating Committee for their consideration and suitable recommendations.

6. ANTI-RAGGING

The University has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [here in after referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. Ragging is strictly prohibited in the university Campus.

Ragging constitutes one or more of the following acts:

- a. Any conduct by any learner whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b. Indulging in rowdy or undisciplined activities by any learner which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other learner.
- c. Asking any learner to do any act which such learner will not in the ordinary course do 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 such a learner;
- d. Any act by a senior learner that prevents, disrupts or disturbs the regular academic activity of any learner;
- e. Exploiting the services of a learner for completing the academic tasks assigned to an individual or a group of learners;
- f. Any act of financial extortion or forceful expenditure burden put on a learner by other learners;
- g. Any act of physical abuse including all variants of it: sexual abuse, snatching, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or

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- person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other learner ;
 - i. Any act that affects the mental health and self-confidence of any other learner with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other learner.

Anti-Ragging Committee

The Anti-Ragging Committee, as constituted by the Registrar shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. A student found guilty by the committee will attract punishments, as imposed by the Anti-Ragging Committee. This may be:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- If needed, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the university with the local police authorities.

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging. An Appeal against any of the orders of punishment enumerated herein above shall be submitted to the Vice-Chancellor of the University.

7. SEXUAL HARASSMENT

The University Policy on prevention and prohibition of sexual harassment at workplace, shall also apply to the learners of the University. Learners should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

8. STUDENT GRIEVANCE PROCEDURES

Any Learner of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the University. Further, any learner who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Registrar. Said grievance must be in writing. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

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9. LEARNERS PARTICIPATION IN GOVERNANCE

As Learners are members of the University, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of learner involvement in governance in both administrative and academic areas is essential and it is pivotal that Learner must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Learner Participation is encouraged and must be strengthened through the involvement of learners in all levels. Therefore, all learners who are a part of the University are advised to uphold the policy and inform the University of any Violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

Dehary
Shri Reshma Devi
Incharge UACG C
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[Handwritten Signature]

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