



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



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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 shall be made before the start of the academic semester / year 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 suspension of academic services ; loss of attendance or even cancellation of admission of the defaulting student.
- iii. If a student does not pay even with the late fee deadline, he/ she shall not be allowed to avail of any academic services and his/ her attendance will also not be counted.

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.

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

All students residing in the Halls of Residence/Hostels provided by the University shall follow the rules and regulations mentioned below and supplementary addendums that may be framed from time to time. Failure to abide by these rules will invoke appropriate disciplinary action by the University.

- i. Students residing at the Halls of Residence and hostels will return to their respective rooms before the night re-entry deadline, and will log their entry. Failing to sign in will result in the student being marked as absent from the Halls of Residence/Hostels. Students seeking to stay out beyond the re-entry deadline shall seek written permission in advance from the hostel management and submit the same to the Hostel security guard. Failing to follow this procedure can result in the expulsion of the student from the Halls of Residence and educational hostel immediately and without notice.
- ii. Students will adhere to the Halls of Residence/Hostels and the educational campus entry timings, which are stipulated below (and maybe subject to changes). Failure to adhere to the timings will invite appropriate disciplinary action. Students who wish to stay out of the hostels in the night for genuine reasons, may do so, upon having secured the prior permission from their respective parent/ guardian, and by submitting appropriate leave forms to the hostel warden. In the case of Undergraduate students, the Leave form must necessarily be accompanied with the written consent of the parent/guardian.

Sl. No.	Location	Course	Entry to the educational campuses		Entry to the Halls of Residence / Hostel
			Monday to Friday	Saturday, Sunday and Holidays	
1.	Central Campus	Under graduate	9:00 PM	9:00 PM	11:00 PM
		Post graduate	9:00 PM	9:00 PM	11:00 PM
2.	City Campus and Off	Under graduate	N.A.	N.A.	10:00 PM
		Post graduate	9:00 PM	9:00 PM	10:00 PM
3.	Day Scholar	Day scholars will exit from all educational campuses by 9:00 pm.			
4	Students enrolled in EMBA, Ph. D. and International Students		9:00 PM	10:00 PM	11:00 PM

- iii. Students residing in the Halls of Residence and hostel are not permitted to change their hostel rooms allotted in the Halls of Residence or hostels without prior permission from the hostel management.
- iv. Students residing in the Halls of Residence/hostel will pay the hostel fees for 12 months, irrespective of academic vacations.
- v. Six months' hostel charges are to be paid in advance to the University at the time of joining by the student. Halls of Residence and hostel charges for the subsequent period(s) must be

paid on or before the date notified. A late penalty of Rs.25/- per day will be levied in case of any deviations. The Hostel charges of the Halls of Residence and hostels may be revised periodically as per the decision of the management.

- vi. Students residing of the Halls of Residence and hostels will retain the allotted room till the completion of the course. At the time of vacating the Halls of Residence and hostels, the student must submit the 'No Dues Certificate' from the hostel management along with the room keys, hostel identity card and original deposit receipt. The deposit will be refunded to the students after deducting maintenance charges of Rs. 2,000/- along with any other charges the University deems appropriate to hold.
- vii. Students who choose to use the Halls of Residence and hostel facilities are obliged to use the services for a minimum period of one academic year (inclusive of vacations). If they seek to vacate in the middle of the year they have to pay the hostel charges for the entire one year period (inclusive of vacations). However, the student can vacate the Halls of Residence and hostel if and when the option is given to them by a separate notice by the University. Undergraduate students must obtain written consent of their parents to discontinue availing of the hostel facility.
- viii. All valuables (cash, jewellery, clothes, laptops, transistors, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or embezzlement of such items.
- ix. Cooking and cooking equipment are not allowed in the Halls of Residence and hostels. No electrical appliances such as electric irons, heaters, electrical coils, etc., are to be used in the room. The violation of this rule will result in the confiscation of such items as well as a penalty of Rs. 2,000/- in which may be returned to the defaulting student at the time of vacating the Halls of Residence and hostels.
- x. Student residents are expected to be considerate to other mates and should refrain from noisy activities at all times.
- xi. Playing of loud music or engaging in activities that may disturb other residents or neighbours is prohibited.
- xii. The student residents are collectively responsible for keeping the premises clean and organized. Halls of Residence and hostel residents are required to clean their rooms and to keep a dustbin in each room. Scribbling, spitting or hanging of posters/artifacts on the walls is strictly prohibited. Similarly, drilling, nailing and fixing other fittings are not allowed.
- xiii. The University reserves the right to periodically check allotted rooms in the Halls of Residence and hostel rooms. If required, the hostel management will take appropriate curative action including charging students for cleaning the room.
- xiv. Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches are turned off and that water taps and faucets are closed while not in use.
- xv. Damage or loss caused to University properties (both movable and Immovable) by student residents such as furniture, fittings, etc. will be repaired or replaced by the University at the expense of the defaulting hostel residents.

- xvi. Parents or guardians may visit the Halls of Residence and hostels only with prior permission obtained from the hostel management. Parents and guardians are not allowed to stay in the Halls of Residence and hostels.
- xvii. The hostel management along with student representatives are responsible for taking care of health-related issues of student resident until the preliminary treatment is completed. In case of a medical emergency, the student resident are advised to use the campus medical ambulance facility to reach the nearest hospital or doctor for further treatment and the local guardian or parent will be informed immediately. The local guardian or parent will have to take or hospitalization expenses thereafter and the entire responsibility for treatment and related expenses will have to be borne by the parents or local guardian. In case of contagious health problems, the student resident must vacate the Halls of Residence and hostels and will reside either in the parents' home or at that of the local guardian.
- xviii. Men are not allowed in the women's Halls of Residence or hostels and vice versa. The violation of this rule will result in an immediate eviction of the student resident from the Halls of Residence/hostel, and suspension from classes for a period of seven days. These student residents can also be expelled from the University immediately.
- xix. It is imperative that student residents do not indulge in any activities that are considered inappropriate, unethical or illegal. Such activities include, but are not limited to the following: use of narcotics, smoking, drinking (consumption of liquor), use of gutka, use of abusive language, quarrels and arguments, driving without a license and other appropriate documents, and rash driving, among others. Students residents found indulging in any of these activities and other such behaviour considered detrimental to the image of the University will be liable for disciplinary action by the University, which includes the filing of a First Information Report (FIR) with the local police for appropriate and necessary legal action, as well as expulsion from the Hall of Residence and hostels and from the University.
- xx. Indulging in any anti-social or unwarranted dangerous activities that may cause of nuisance to neighbours and the neighbourhood will be viewed seriously and can lead to expulsion of the student from the Halls of Residence or the hostels and the University immediately.
- xxi. Ragging, in any form, in the residing Halls of Residence or hostels as well as is prohibited. Ragging will be viewed seriously and dealt with as per the anti-ragging rules and regulations, which can result in the dismissal of the student residents from the University.
- xxii. All complaints must be recorded in the complaint book only.
- xxiii. The University reserves the right to instruct any student resident to move from one room to another in the same the Halls of Residence or hostels or alternatively, from one hostel to another hostel, if need be, without explanation. Student residents are bound to carry out such instructions.
- xxiv. The University reserves the right to change and introduce any new rules from time to time, in the larger interest of the University and the student residents. Rules and regulations formulated and those added from time to time are to be followed strictly. Violation of any rules and regulations will result in an immediate eviction of the student residents from the Halls of Residence or hostels as well as a suspension from the University. A student resident facing such charges will be summoned to appear before the Policy Implementation/

Disciplinary Committee. This committee will hear the matter and take fitting action according to the due process of law and pass resolutions for termination, suspension, penalty or any other action as deemed fit and necessary. The decision of the Disciplinary Committee shall be final and binding.

- xxv. The hostel charges for the Halls of Residence or hostels will be increased by 10 percent each every academic year.
- xxvi. Alliance University promotes a healthy interaction between genders provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact in public places by student residents is banned and construed as a punishable offence.

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 readdressal 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 Appellate Committee of the University within five working days thereafter.



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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