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UNIVERSITY OF MYSORE

Estd. 1916

CODE OF ETHICS & CONDUCT FOR STUDENTS



**The Internal Quality Assurance Cell (IQAC)
University of Mysore
Manasagangothri
Mysuru-570006**



UNIVERSITY OF MYSORE

VICE-CHANCELLOR'S MESSAGE

The University is a community of students, faculty and staff involved in teaching-learning, research and other activities to be carried out in accordance with the Karnataka State University's Act 2000 and the UGC Act(1956). All stakeholders of the University are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity and inclusiveness are valued, so as to assure the success of both the individual and the community.

The University of Mysore has its jurisdiction spread over four campuses located at Mysore, Mandya, Hassan and Chamarajanagar. The Student Code of Conduct sets out the standards of conduct expected of students enrolled and studying within the campuses of the University. The Student Code of Conduct reflects a concern for these values and tries to ensure that all members of the University and the public can make use of and enjoy the activities, facilities and benefits of the University without undue interference from others.

Students are expected to maintain the highest standards of discipline and behave in a dignified manner inside as well as outside the University campuses. They shall abide by the rules and regulations of the University and should act in a way that highlights the discipline and esteem of the University. The Student Code of Ethics and Conduct is applicable to each and every student enrolled in any of the programmes of the University. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University.

The list of misconducts explained in this handbook are to be prevented by every student in his/her life.

PROF. G. HEMANTHA KUMAR
VICE-CHANCELLOR
Vice-Chancellor
University of Mysore
Mysuru-570 005

1. Introduction

The set of practices that outlines the general norms, rules, and responsibilities of an individual or an organization are termed as the *Code of Conduct*. Essentially, these practices are an important part but not a comprehensive solution on its own, in establishing an inclusive culture. An organization's values and proper behavioral standards that accord with aforesaid values are fundamentally stated by most organizations. The purpose of the code of conduct is to define and promote crucial ethical principles important and relevant to the organization whereby identifies and disallows aspects of behavior that summons legal liability.

Principles that deem helpful for professionals to function with honesty and integrity are termed as *Code of Ethics*. This outlines the manner professionals are to approach the problems drawn through ethical principles on basis of core values of the organization and the professional standards that are to be adhered thereby upholding the mission of the organization.

This Code of Ethics and Conduct prepared for students highlights the best practices to be adopted by the students and also the worst practices to be abhorred by them as well.

2. A University's Student Life

The main reason for going to university is to get an academic qualification, improving personality, acquiring advanced knowledge and skills that are required for work and life. A Student's life during the stay at the university ground scircled attending classes, practicing at the laboratories, gathering information in the library, studying in their study room, getting involved in co-curricular and extra-curricular activities, and sometimes roaming with their friends to have fun during holidays. Student life at the university is considered one of the most memorable years of one's life. It is entirely different from school or college life. The student life in a university exposes him/her to new experiences and things that pupils are not familiar with earlier.

3. Academic Integrity

As one of the oldest Universities in India, established in the year 1916, the University of Mysore values its academic integrity and is committed to fostering an intellectual and ethical environment based on the underlying principles of it. Honesty, accountability, and awareness of ethical standards for learning, assessments, cultural exchange, social interactions, research, and

scholarships are all the components that encompass academic integrity. The university upholds the belief that in all aspects of academics, the ideas, as well as contributions of all stakeholders, must be duly acknowledged and appreciated. Failure to uphold these principles of academic integrity threatens both the reputation of the 100-year-old University and the value of the degrees awarded to its students.

Every student must ethically treat all other students, respecting their integrity and right to pursue their educational goals without any intrusion.

4. Take a proactive role in your learning

Learn from experts in diverse areas and advent your passion thereby tailor your academic and career explorations. Learning at this reputed and 100-year-old university doesn't restrict you to classroom learning alone but you have the chance to learn aspects of different programs.

5. Get engaged

University facilitates greater learning not just via books but through various learning opportunities that are devised to enrich your student life. Engage yourself outside of the classroom to improve your hobbies and connect with personnel from diverse educational and cultural backgrounds. Make the most of these learning opportunities and alleviate yourself both personally and academically.

6. Enhance your Learning Curve

The learning curve is the rate of one's progress in gaining new skills or academic accolades. To enhance your learning curve:

- Share information about your backgrounds and academic interests with each other.
- Prepare together as an opportune for classes or assessments.
- Expand the knowledge base by studying in groups.
- Request and accept feedback and appreciation of each others' work.

7. Encourage Social Learning

The learning that takes place as a sole result of direct observation of people and their behavior under various social contexts is termed as social learning. The university urges the students to use various forms of social learning such as small group exercises, on-the-job mentoring, and

learning networks, whether formal or informal, bounce questions and ideas off one another, and create learning experiences that foster memorability.

8. Learn Towards a Goal

A goal represents a person's ambition or aim or desired result. Setting a goal gives you a purpose. Academically mere learning without a goal is worthless. Having a goal demands constant focus on learning and knowing their outcomes as well as a goal keeps one highly motivated and keeps one on right track for success.

9. Acquire the Key Competencies

The ability to skillfully achieve an outcome is termed as competency. The foundational or fundamental learning skills and their application is the key competency that is expected of a student at the university. For instance, to complete a dissertation/project to meet the learning outcome for demonstrating critical thinking, then a student will need to be able to effectively do research, validate his research, and prepare and present the findings, etc.

10. Acquire 21st Century Skills

The 21st century and the current millennium is an era of competition. Growing Human resource potential is seen throughout the world. Students of the university are expected to acquire knowledge of modern tools, techniques, skills, and competencies and showcase their capabilities and talents everywhere. There are several critical areas of 21st Century Skills. Some of them are as follows:

- Collaboration and team work
- Creativity and imagination
- Critical thinking
- Problem-solving
- Flexibility and adaptability
- Global and cultural awareness
- Information literacy
- Leadership

- Civic literacy and citizenship
- Effective oral and written communication
- Social responsibility and ethics
- Technology literacy
- Initiative

During the stay at the university, the students are expected to concentrate on learning skills, literacy skills, and life skills. Learning skills is the mental process required to adapt and improve upon a modern work environment. The literacy skills are those that help students to discern facts, publishing outlets, and the underneath technology and determine trust worthy and factual information. Life skills are intangible elements of everyday life that focuses on personal and professional qualities.

Learning is more effective and fun when it happens to take place in a team setup. Good learning is hence more collaborative and social than being in a sense of competition and isolation. Working in a team, sharing ideas, and responding to others' improves thinking and deepens understanding. The 21st century skills deem content knowledge, literacy, proficiencies more important than technological expertise, which gears up an individual to meet challenges of the day.

11. Take care of your Physical and Mental Health

'A sound mind in a sound body' is a famous quotation by a pre-socratic Greek philosopher Thales translated to English demonstrates the close association between physical exercise, mental equilibrium, and the ability to enjoy life.

Many a time, students give low priority to their health. Every student should follow the principles of DREAM; diet, relaxation, exercise, Attitude, and Motivation. Students are advised to sleep well, exercise, and eat healthily. In essence, you can't do something well if you're half-asleep, feeling lethargic, or working on an empty stomach.

The university encourages students to speak up about mental health issues. The university, as well as society in general, realize that mental health issues are becoming increasingly prominent among students. Students are therefore urged to feel no shame in admitting if having a tough

time and ask for help. Students! your health, physical and emotional, is crucial for keeping you on your feet and moving forward so you can enjoy your university years to the fullest.

12. Give Regular Attendance

Students are to attend university and admit to scheduled classes regularly. This enhances one's opportunity to succeed in academics.

13. Space your study time

A learning method in which highly condensed learning content is repeated several times with appropriate breaks during which other physical activities are performed is 'Spaced Learning'. The university encourages students to use 'Spaced Learning' that potentiate more long-lasting learning. Spaced learning involves considering the amount of study time and spread it over across a much longer period within the maximum limit.

14. Use self-testing

Self-testing, a test that can be administered to oneself, is a study strategy that the university advises the students to use for effective learning. It involves retrieving knowledge. This is a strong, proven learning technique. One can test self by trying to remember what you were learning or explaining it aloud to yourself or to someone prepared to listen. You can get friends to quiz you.

15. Take notes in class and review them

Note-taking is a process of reviewing, connecting, and synthesizing content and concepts delivered in the classroom or self-study. It is meant to help a student stay actively engaged in the lecture session, as well as during reading. Note-taking works your memory harder and immediately implies what you don't know.

16. Maintain Your Punctuality

Students are expected to be on time for classes, seminars, and conferences, special lectures organized within the campuses.

17. Improve Your Work Habits

The university urges that the students cultivate and exhibit good work habits and improve upon them. Habits such as being prepared for class and being participative in them, meet

performance standards, have necessary class materials, complete classwork and assignments on time, being ever prepared for quizzes, tests, assignments, and examinations., and so on.

18. Respect for Self and Others

The repute of the university relies heavily on how all its stakeholders' function. Students are an integral part of the university and are expected to uphold the university's repute. Students must conduct themselves with honesty and dignity, all the while showcasing respect and courtesy to others. The use of appropriate usage of language, actions, and attire are some factors that uphold decorum and potentiate human dignity.

19. Respect for Authority

The university expects that the students comply with all government and University rules and regulations. Students are to conduct respectfully to all queries and clarifications about their candidature, records, and data of other academic and administrative aspects,etc.

20. Respect for Property

Students are expected to treat all property belonging to the University and others with care.

21. Have Freedom from Fear but not create fear

Students are expected to contribute to a safe learning environment that is free from fear. Any Acts of violence, use of weapons, and contraband means are never acceptable and are punishable with criminal proceedings.

22. Conduct in Library & Usage of Resources

- i. Students of the university and other users of the library are required to enter their names and sign the register provided at the entrance of the library.
- ii. Students can borrow a certain number of books, periodicals (other than the current issue), CDs for a certain period as stipulated and communicated by the University library.
- iii. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- iv. 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.

- v. Borrowers shall replace lost or damaged library materials with new versions of the same.
- vi. Renewal of library books and educational materials are generally allowed if no reservation has been made for the same.
- vii. Personal books are not allowed in the library.
- viii. Case studies and project reports will not be issued to students and are for library reference purpose only.
- ix. Library users are expected to maintain silence at all times in the library. Cell phones and their use are prohibited.
- x. Library users should present their identity cards 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.
- xi. 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.
- xii. Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- xiii. The membership of the library is not transferable.
- xiv. Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- xv. All library users are expected to read the notice board or browse the library website for library timings and other services.
- xvi. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- xvii. Students are requested to maintain the dress code of the University, while they are in the library.
- xviii. Students should return all the borrowed items from the library, clear all dues, and return the library ID card before leaving the university (and take the No Due Certificate at the end of their study period).

23. Conduct in Internet Resource Centre (IRC)

A. Entry/Exit

1. Only students, faculty, and staff of the Institution are allowed inside the IRC.

2. Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
3. Students are required to sign the register at the time of entry and exit from the computer lab.
4. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs, or any other storage device are required to be registered with the staff at the lab.

Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

24. Conduct in Laboratories and Classes

1. Students are to report for the required laboratory and lecture sessions on time.
2. Students are required to wear laboratory/workshop uniforms if prescribed by the department. Care should be taken by the students to prevent accidents in the labs.
3. All Laboratory equipment/machinery/computer systems/appliances/chemicals need to be handled with care by the students.
4. Students must intimate the faculty/laboratory personnel of any breakages or malfunctioning of equipment immediately and as and when it is noticed.
5. Any damage caused to equipment/machinery/computer systems/appliances/chemicals will be recovered by the university from the concerned student/students.
6. Students should adhere to the instructions given by the faculty during the laboratory class.
7. Students are required to report to the laboratory/sessions with their record note books and must proceed to work silently on their experiments, either individual or in designated groups. Any unruly behavior such as unnecessary talking in the laboratory is strictly prohibited.
8. All materials used in the laboratory are the property of the university and should not be taken out of the laboratory except under the guidance of a faculty member in charge and with the permission of the Chairperson of the Department.
9. Students absenting themselves from the laboratory session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Chairperson of the Department will be final in this case.

25. Prevent Academic Misconducts

Academic misconduct is defined as a violation of the University's standards of academic integrity whether these violations are intentional or unintentional.

25.1. Prevent Misconduct-1 : Ragging

Ragging is a Menace and is also a Crime. The Country and the University have a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed because of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Universities all over India, and the students are requested NOT to indulge in activities of Ragging.

25.1.1. Ragging : Prohibition, Prevention, and Punishment

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009, has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging.

25.1.2. Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students 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 student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension there of in any other student;
- c) Asking any student to do any act which such student will not do in the ordinary course of study and which has the effect of causing or generating a sense of shame, or torment or embarrassment that adversely affects the physique or psyche of such a student;
- d) Any act by a senior student that prevents/disrupts, or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;

- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, fornication and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfort to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any other student.

25.1.3. Anti-Ragging Committee:s

The Anti-Ragging Committee, constituted by the University will examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/withdrawing scholarship/fellowship and other benefits.
- c. Debarring from appearing in any test/examination or other evaluation processes.
- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
- f. Suspension/expulsion from the hostels and mess.
- g. Cancellation of admission.
- h. Expulsion from the University and consequent debarring from admission to any other institution for a specified period.
- i. In cases where the persons committing or abetting the act of ragging are not identified, the university shall resort to collective punishment.

The Anti-Ragging Committee of the University shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.

The Committees Power of Punishment for Participation in/or Abetment of Ragging :

- a) Cancellation of admission.
- b) Suspension from attending classes.
- c) Withholding/withdrawing scholarship/fellowship and other benefits.
- d) Debarring from appearing in any test/examination or other evaluation processes.
- e) Withholding results.
- f) Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- g) Suspension/expulsion from the hostel.
- h) Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
- i) Expulsion from the institution and consequent debarring from admission to any other institution. 10 Fine up to Rs. 25,000/-

25.1.4. Affidavit by students and parents

Each student and his/her parents/ guardian shall have to furnish an affidavit alongwith the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

25.1.5. FIR :

If need be, given 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 guidelines lay down that on receipt of any information concerning any reported incident of ragging, the Chairperson of the department shall immediately determine, if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee, proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information.

25.2. Prevent Misconduct-2 : Sexual Harassment

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

25.2.1. Acts amounting to Sexual Harassment

- a) Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- b) A demand or request for sexual favors/unwelcome comments/sexual epithets
- c) Exposing the victim to pornographic material: audio or visual or BOTH or print
- d) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

25.2.2. Medium of conducting Sexual Harassment

A person can be charged as guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- a) Comments
- b) Remarks
- c) Jokes
- d) Letters
- e) Phone calls
- f) Emails
- g) Chats on any electronic medium like WhatsApp, Twitter, Facebook, etc.
- h) Gestures
- i) Remarks
- j) Showing of pornography clipping
- k) Lurid stares
- l) Physical contact
- m) Molestation
- n) Stalking
- o) Sounds or display of a derogatory nature
- p) Any other understandable medium

25.2.3. Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her advantage or benefit or to benefit anyone other than the one being exploited. This includes non-consensual electronically recording, photo graphing, or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism(spying on others who are in intimate or sexual situations).

25.2.4. Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence, and stalking.

25.2.5. Redressal Process

Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Anti-sexual Harassment Committee in writing with her signature within 10 days of the occurrence of the incident.

The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

25.3. Prevent Misconduct-3: Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Students should always prevent this misconduct.

25.4. Prevent Misconduct-4: Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Students should always prevent this misconduct.

25.5. Prevent Misconduct-5: Use of Alcohol and Other Drugs

The unlawful possession, use, purchase, or distribution of alcohol on university premises is strictly prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia, or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed, is prohibited inside the campus.

25.6. Prevent Misconduct-6: Assault, Endangerment, or Infliction of Physical Harm

Physical restraint, assault, or any other act of violence, or use of physical force against any

member of the community, or any act that threatens the use of physical force is forbidden. Conduct, whether reckless or intentional, that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized.

25.7. Prevent Misconduct-7: Anti-Government Banners, Chalkings, and Posters

Banners, chalkings, and posters are subject to reasonable requirements on their display and may be removed when a violation of Government policies are committed. Any act of displaying a poster or banner containing matter of Anti-Government, Anti-Indian and pro-militant organizations and any content degrading the sovereignty of Indian Constitution and against the Indian patriotism, displayed by a student, alumni or parent, or public within the university individually or in groups, alone or in the name of justification rallies, will be considered as severe offense and will be subjected to sedition cases by the Police Department. Such acts will lead to FIR under Section 153(B) of the Indian Penal Code (IPC).

25.8. Prevent Misconduct-8: Bullying, Intimidation, and Stalking

Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause or any reasonable person should know would cause physical or substantial emotional harm to another person or group. Bullying conduct may not only hurt individuals targeted, but also others who observe the conduct. Bullying is prohibited, and participating in such acts will result in disciplinary action.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited and will result in disciplinary action.

Stalking is engaging in a course of conduct, repeated acts, or communication toward another person, including the unauthorized following, which demonstrates either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.

Anyone who attempts to use bullying, intimidation, or stalking to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation will be in violation of retaliation as described within this Handbook and will be subject to disciplinary action.

25.9. Prevent Misconduct-9: Discrimination including Harassment

Discrimination, including harassment, based on a caste class is defined as unreasonable, unwelcome conduct, based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification, that objectively and subjectively harms the person by severely, persistently, and/or pervasively which denies the person equal access to educational opportunities, residence and community life in the university campuses.

25.10. Prevent Misconduct-10: Disorderly Conduct

Students have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means. These freedoms of expression do not impinge on the rights of other members of the community or the orderly and/or essential operations of the University. Disorderly conduct is also related to excessive noise, which interferes with classes, offices, hostel neighbors, or other campus academic activities.

25.11. Prevent Misconduct-11: False Representation

A student may not knowingly provide false information or make a misrepresentation to any of the University's offices. Also, forgery, alteration, or unauthorized possession or use of university documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action.

25.12. Prevent Misconduct-12: Hazing

Hazing includes, but is not limited to, any behavior and/or acts of servitude that are designed or intended to humiliate, degrade, embarrass, harass, or ridicule an individual, or that which a reasonable person would deem harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, as an actual or perceived condition of new or continued affiliation with any organization, and/or team. The University prohibits any form of hazing, whether the activities occur on or off property owned or operated by it.

25.13. Prevent Misconduct-13: Housing Violations

Students are expected to familiarize themselves with the policies, rules, and regulations concerning conduct in the hostels.

25.14. Prevent Misconduct-14: Retaliation

The University will not tolerate any act of retaliation. Retaliation against any person or group who makes a complaint/cooperates with an investigation, or participates in a resolution process is a violation of the code of Conduct.

25.15. Prevent Misconduct-15: Smoking

The University Campuses are non-smoking areas. Smoking is prohibited in all indoor spaces throughout the campuses, including meeting rooms, lounges, offices, and hostels (including individual staff rooms).

25.16. Prevent Misconduct-16: Theft, Vandalism, or Property Damage

Theft, negligent, intentional, or accidental damage to personal or University property is prohibited, as is the possession of the stolen property. For any damage that occurs during a student event in a space for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organizations may be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

25.17. Prevent Misconduct-17: Unauthorized Entry or Access

Unauthorized entry into or presence within the campus buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Climbing on any fence or compound wall of the buildings or through building roofs is not allowed. Tampering with locks of buildings, unauthorized possession or use of office/lab/ gate keys, and alteration or duplication of such keys is against the code of conduct.

25.18. Prevent Misconduct-18: Unauthorized Use of University Facilities or Services

The unauthorized use of property, including but not limited to buildings, spaces, and grounds; documents and records; or furnishings, equipment, and materials, is a violation of the code of conduct and will be subjected to disciplinary action.

25.19. Prevent Misconduct-19: Weapons and Fireworks

No student may possess or use a firearm. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed.

No student may possess or use fireworks, dangerous devices, chemicals, or explosives on the campuses. Items such as knives that could be viewed as weapons are forbidden, to be used only for cutting fruits.

25.20. Prevent Misconduct-20: Violation of Local, State, or Central Govt. Law

Any violation of local, state, federal, or international law committed by a student will lead to legal and disciplinary actions.

26. Fire Safety

Fire regulations prohibit personal cooking appliances (hot plates, toaster ovens, or other items with open-heat elements), space heaters, candles, incense, other open-flame items, vapes, and halogen lamps.

Open flames, including the burning of candles, incense, or other unauthorized objects, are not permitted in Hostels or any other unauthorized area of campus. Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment are prohibited and are a violation of state law.

27. EVIDENCE OF ACADEMIC MISCONDUCT

Evidence of academic misconduct also includes the following:

a) Plagiarism

- 1) Plagiarism means the use of material, ideas, figures, code, or data as one's own, without
- 2) appropriately acknowledging the source.
- 3) This may involve the submission of material, verbatim or paraphrase, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
- 4) Reproducing, in whole or part, text/sentences from a report, book, project, publication, or the internet.
- 5) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- 6) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers, or project without proper attribution.

- 7) Self-plagiarism constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- 8) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- 9) Paraphrasing or changing an author's words or style without citation.

b) **Cheating**

Cheating includes, but is not limited to:

- 1) Copying during examinations, and copying of home work assignments, term papers, theses, or manuscripts.
- 2) Allowing or facilitating copying, or writing a report, or taking the examination for someone else.
- 3) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- 4) Fabricating (making up) or falsifying (manipulating) data and reporting them in projects and publications.
- 5) Creating sources, or citations that do not exist.
- 6) Altering previously evaluated and re-submitting the work for re-evaluation.
- 7) Signing another student's name on an assignment, report, research paper, project, or attendance sheet.

28. Failure to Comply with the code of conduct

The University expects its students to comply with the code of ethics and conduct. Further more, the University expects students held responsible for their violations which will lead to disciplinary actions and punishments imposed by the University Authorities. Any failure to comply with these codes will be subjected to disciplinary actions.

29. Disciplinary Measures

Disciplinary Measures that may be imposed under the Code include but are not limited to:

- Written warning or reprimand
- Payment of costs or compensation for any loss, damage, or injury caused by the conduct
- Issuance of an apology made publicly or privately

- Loss of certain privileges
- Restriction or prohibition of access to, or use of, University facilities, services, activities, or programs
- Fines or loss of fees
- Relocation or exclusion from residence
- Suspension
- Expulsion

30. Submission of Complaints

The students affected due to someone's misbehavior shall be reported to any officer on campus, who in turn will take further steps to the superior authorities for taking actions on the matter. Misconduct identified by a teacher or employee of the University may be brought to their superiors for immediate action.

Prepared by

The Internal Quality Assurance Cell (IQAC)

University of Mysore, Manasagangothri,

Mysore-570 006.