CODE OF CONDUCT/ANTI RAGGING

Mahindra ÉcoleCentrale

Article 1: PREAMBLE

The student code of conduct [Code] is established to foster and protect the core missions of the Mahindra ÉcoleCentrale, Hyderabad; to foster the scholarly and civic development of the Institution’s students in a safe and secure learning environment; to protect the people, properties and processes that support the Institution and its missions. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order.

Article 2: APPLICABILITY

The Code is applicable to all students, which includes all persons enrolled in programmes at various institutes of the Mahindra Educational Institutions, either full-time or part-time, pursuing undergraduate, graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the Institution, or who have been notified of their acceptance for admission are considered as studentship. The Code applies to all locations of the Institution.

Article 3: JURISDICTION

The Code applies to the on-campus conduct of all students at all the location / campus of the Institution.

The code also applies to the off-campus conduct of students in direct connection with:

A. Academic course requirements or any credit bearing experiences, such as internships, field trips, study abroad / student exchange;

B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;

C. Any activity sponsored, conducted, or authorized by the Institution or by registered student organizations;

D. Any activity that causes substantial destruction of property belonging to the Institution or members of the Institution community or causes serious harm to the health or safety of members of the Institution community; or
E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission. The Students continue to be subject to the laws of the land while at the Institution, and violations of those laws may also constitute violations of the code. In such instances, the Institution may proceed with Institution disciplinary action under the code independently of any criminal proceeding.

Article 4: RESPONSIBILITIES OF STUDENTS

The Students are members of the Institution community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the Institution.

Admission to the Institution carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with Institution functions or endanger the health, welfare, or safety of other persons.

As a citizen of State, a student should not discriminate 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. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Article 5: DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the Institution reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The illustrative list of misconduct is as follows (Not exhaustive):

DMC 1: Academic Misconduct: Academic Misconduct means plagiarizing; cheating on assignments or examinations.
DMC 1[a]: Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

DMC 1[b]: Plagiarism: The act of taking ideas, words, or specific substances of another and offering them as one’s own.

DMC 2: Disruptive Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on Institution premises or in connection with any Institution sponsored event or activity.

DMC 3: Discrimination - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, 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. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the Institution.

DMC 4: Falsification: Falsification means willfully providing Institution offices or officials with false, misleading, or incomplete information; forging or altering official Institution records or documents or conspiring with or inducing others to forge or alter Institution records or documents.

DMC 5: Refusal to identify or falsely identifying one's self when requested by an authorized Institution official.

DMC 6: Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking. The Institution strongly supports the goals of "Drug Free Campuses". It is policy that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also a Policy of the Institution that Smoking is prohibited in all the campuses of Mahindra ÉcoleCentrale.

DMC 8: Unauthorized Access and Use of Unauthorized access means accessing without authorization the Institution property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access,
including, but not limited to, using or providing without authorization, keys, access cards, or access codes.

**DMC 9: Act of Violence, Threatening, Harassing, or Assaultive Conduct** - Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

**DMC 10: Theft, Property Damage, and Vandalism** - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of Property.

**DMC 11: Recording of Images without Knowledge** - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. 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/or distributing of such unauthorized records by any means is also prohibited.

**DMC 12: Causing Disrepute to other students** - Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the Institution.

**DMC 13: Failure to comply with Institution or any other authority** - Failure to comply with legitimate directives of authorized Institution officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

**DMC 14: Ragging** - Any act which amounts to ragging in any form as defined under the Andhra Pradesh Prohibition of Ragging Act, 1997 and also under the UGC Prohibition of Ragging Regulations, 2009.

**DMC 15: Contracts** - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for Institution. The Institution will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

**DMC 16: Abuse of Electronic Communication** - Using Institution or personal telecommunications, data communication networks for illegal or improper purposes or in violation of Institution regulations and policies, or related laws.

**DMC 17: Media Contact** - Students are expressly prohibited from speaking on behalf of, or for the Institution with any media organization or publication, or from inviting the same
to any Institution owned or operated property, facility, or even without the express written permission of the Office of Institution Communications.

DMC 18: Organization and Event Registration. A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the Institution.

DMC 19: Presenting False Testimony - knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

DMC 20: Violation of Institution rules - Violation of other published Institution regulations, policies, or rules, or violations of law. These Institution regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

Article 5 (a): Grievance Cells of institute: The institute shall form Grievance Committee to address grievances of students. The students should be informed about the existence of such a committee, the members and the procedure of submitting grievances.

Constitution of Grievance Committee:

- Director
- Senior Faculty nominated by the Director.
- One member of teaching faculty who will necessarily be a female member.
- Registrar/ Office Superintendent. (Convener of the meetings)

Procedure:

- The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.
- The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint.
- Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
- The decision taken would be communicated to the student within 3 further working days.
- Further the student can appeal to the Institution Grievance Committee (appellate) authorities) within 5 working days.
Article 6: HEARING AND APPEALS

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Director shall ensure that there is an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

Composition:

- The Director - Chairman
- The Dean - Student Affairs
- The Registrar
- The Faculty Member (Female) Other than the institute from where the students submit grievance.
- The Campus Manager

Article 7: PUNISHMENT AND PENALTIES

One or more of the following programs of action may be taken when a student has been found to have violated the student code of conduct:

1. Warning: A written letter of reprimand resulting from a student’s misconduct.

2. Suspension: Suspension is a sanction that terminates the student's enrollment at the Institution for a specified period of time.

3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.

4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of Institution regulations.

5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, Institution events for a defined period of time.

6. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the Institution without opportunity to re-enroll in the future.

8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the Institution singularly or in combination with any of the above listed sanctions.

**Anti-Ragging Measures - Anti-Ragging Committee**

The following Anti Ragging Committee has been constituted at Mahindra ÉcoleCentrale as per UGC Regulations F, 116/2007(CPP• JII) dated June 17, 2009;

- The Director of the Institute
- Dean of Student Affairs
- Registrar of the Institute
- 3 to 4 Faculty members of the Institute
- Student Representatives not exceeding three Members

During the first month of the semester for the new incoming batch, the institute would organize an anti-ragging squad comprising of faculty and staff of the institute. This squad visits the girls and boys hostel regularly to prevent ragging.

**Other Measures**

The institute endeavors to prevent ragging by creating awareness among the students through posters, discussions, providing information on the institute website and by displaying notices on all notice boards of the institute and hostels.

**Medical Facilities**

The Institution takes utmost care of life students and their health. The state of the art medical facilities coupled with a comprehensive insurance scheme ensure the safety and well-being of all students, whether they are on or off campus.

**Emergency Contact**

The contact number in case of an emergency: Dean of Student Affairs: 7032710923

The number is to be used only in case of an emergency. Call for any other issues made on this number will be termed as indiscipline.