

## **CODE OF CONDUCT**

### **Article 1: PREAMBLE**

The student Code of Conduct [Code] is established to foster and protect the core missions of Mahindra École Centrale, Hyderabad; to foster the scholarly and civic development of the Institute's students in a safe and secure learning environment, and to protect the people, properties and processes that support the Institute and its missions. However, the establishment and maintenance of a community where there is freedom to teach and 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 taking programmes 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 Institute, or who have been notified of their acceptance for admission are considered as “students”. The Code applies to all locations of the Institute.

### **Article 3: JURISDICTION**

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

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 Institute or by registered student organizations;
- D. Any activity that causes substantial destruction of property belonging to the Institute or members of the institutes community or causes serious harm to the health or safety of members of the institute 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.

Students continue to be subject to the laws of the land while at the institute, and violations of those laws may also constitute violations of the code. In such instances, the institute may proceed with institute disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

#### **Article 4: RESPONSIBILITIES OF STUDENTS**

Students are members of the Institute 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 Institute.

Admission to the institute 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 institute 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 (DMC)**

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 Institute 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 - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on institute premises or in connection with any institute-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 Institute.

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

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

DMC 6: Illegal or Unauthorized Possession or Use of Weapons - 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 – MEC strongly supports the goals of "Drug Free Campuses". It is policy of MEC 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 the Policy of Institute that smoking is prohibited in the campus.

DMC 8: Unauthorized Access and Use - Unauthorized access means accessing without authorization Institute 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 - Act of Violence, 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 rest-rooms. 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 Institute.

DMC 13: Failure to comply with institute or any other authority - Failure to comply with legitimate directives of authorized institute 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 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 Institute. The Institute 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 Institute or personal telecommunications, data communication networks for illegal or improper purposes or in violation of Institute regulations and policies, or related laws.

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

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 Institute rules - Violation of other published institute regulations, policies, or rules, or violations of law. These institute 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 every institute:**

Every 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:**

- I. Director
- ii. Senior Faculty nominated by the Director
- iii. One member of teaching faculty who will necessarily be a female member.
- iv. One representative of non-faculty members

#### **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 Institute 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.

#### **Article 7: PUNISHMENT AND PENALTIES**

One or more of the following programmes 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 institute 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 Institute regulations.
5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to some student facilities, placement programmes, institute 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 institute without opportunity to re-enroll in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the Institute singularly or in combination with any of the above-listed sanctions.

## **Hostel Rules & Regulations**

### HOSTEL RULES AND REGULATIONS FOR THE STUDENTS

A Student pursuing his / her studies at Mahindra École Centrale, may reside in the hostel, which is owned and maintained by the Institute during the studentship of the academic programme. Information regarding hostels is provided on the Institute's website. The rules and regulations of the hostel are framed to ensure that the hostel property is protected and discipline is maintained amongst the inmates; and the student staying in the hostel is comfortable in an environment conducive for healthy living.

#### **1. Admission and Termination**

##### **1.1 Admission:**

Admission to a Hostel is provisional and will be confirmed only after approval from the Location Manager and is also subject to provision of satisfactory medical certificate and payment of fee as given below:

a. Medical Examination: The Medical fitness certificate from a registered medical practitioner is to be produced at the time of reporting to the hostel. The Student is required to disclose all past medical history. Any non-disclosure of past medical history is at the risk of the student.

b. Hostel Fee: The student shall pay Hostel fee for one year as a one-time payment. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the concerned institute. The fee shall be paid by Demand Draft /Electronic Transfer.

## **1.2 Mandatory Accommodation**

Being a residential campus, hostel accommodation is mandatory. The hostel is treated as an extension of the institute and observance of rules and regulations of the Hostel is compulsory for all the students.

## **1.3 Room Allotment/Shifting**

Room allotment is done by the Hostel Warden in consultation with the Registrar/Facility Manager of the Institute. Each room can accommodate a maximum of 2 students. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the Hostel Warden. The Hostel Warden has the right to shift any student from his/her room to another room in the hostel.

## **1.4 No Creation of Tenancy**

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the Institute, from time to time.

## **1.5 Re-allotment of Hostel Accommodation**

Provision of hostel accommodation at the time of admission, for non-residential academic programmes does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re- allotment in the specified Performa. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re- allotment can be denied to students with TNG, low academic performance and those indulging in acts of indiscipline.

## **1.6 Local Guardian**

The student will register details of local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having a local guardian will be required to get a fax/e-mail from guardian / parent for night outs.

### **1.7 Safety & Personal Belongings**

The hostel warden shall provide keys of the allotted room to the respective student. The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. The Student should not leave mobile phones, ornaments and other valuables unguarded. Students will not change the lock and key without permission of the Hostel Warden and are advised to get duplicate keys made with the permission of Hostel Warden to guard against loss of keys.

### **1.8 Furniture & Fixtures**

The student shall not bring any extra furniture or other fixture into the room. All furniture and fixtures in the rooms allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from their room due to careless / negligent handling. The student will also be required to pay twice the charges of the repair of an item that is found to have been willfully damaged or damaged on account of misuse or unfair wear and tear.

a. Interchange of Furniture/Fixture: Student are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Hostel Warden, students involved in such activities may be expelled from the hostel.

b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

### **1.9 Electricity Restrictions:**

Electric appliances shall not be permitted in the room, defiance of which shall enable the Hostel Warden to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, the student/students would be penalized.

### **1.10 Water Timings:**

Water timings have been laid down and the same are always displayed on the hostel notice board. The students should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.

#### **1.11 Room Checking:**

The Location Manager/ Hostel Wardens/ or any other Officials of the Institute along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.

#### **1.12 Vehicles:**

Private Motor Vehicles of the students are not permitted on campus.

#### **1.13 Notice Period:**

A boarder is expected to stay in the hostel till the completion of the academic year. In exceptional circumstances, other than disciplinary cases, one-month notice is necessary in case a student desires to vacate the hostel. The balance of hostel fee and mess charges will be refunded after 10 days of vacating the room and on clearance of all dues. A student shall have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the Campus Administrator is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Hostel Warden in the presence of a senior officer with no responsibility of the Management for the loss, if any.

#### **1.14 Expulsion from Hostel:**

The student shall not bring, store, possess, consume and/or drink any alcohol/intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per the law of the land.

#### **1.15 Storage of Baggage during Vacation:**

During the vacation, belongings should be kept in the cupboard under lock and key. However, students may avail common storage facility for a limited quantity (2 cartons). One month before the vacation period starts, an application endorsed by the Director of the institute to the campus administrator must be submitted informing the warden about the student's official vacation period. On completion of the final year of

the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

## **2 Attendance, Hostel Timings, Leave and Visitors**

### **2.1 Attendance Register:**

Attendance is taken by the warden daily before 10:00 PM. After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action against the student(s).

### **2.2 Returning to Hostel:**

The student shall return to the hostel before 10:30pm (11:30 pm on Saturday/Sunday/Holidays) after which the gates will be closed. The gates will reopen at 6.00 a.m. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her Institute, parents and local guardians. Three late coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, local guardian.

### **2.3 Outside Competitions:**

Students are permitted to participate in Inter-Collegiate/Inter University/Interstate competitions after obtaining the approval of competent authorities.

### **2.4 Celebration of Festivals and Birthday's:**

The student shall take prior permission of the Hostel Warden /Location Manager for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for **15** minutes only. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

### **2.5 Medical Emergency:**

It is mandatory for all students to take medical insurance. Any student, who is not well, will immediately report to the Hostel Warden to avail treatment in nature of FIRST AID. In case of medical emergency, the student will be shifted/referred to the hospital. In case of hospitalization, minimum 24 hours stay in the hospital is essential for claiming reimbursement of expenses from the medical insurance company, provided other conditions and details of Medi-claim Policy. Please inform the Hostel Warden about any previous medical history / drug and your blood group. This would be required when emergency aid has to be administered by specialized institutions.

### **2.6 Night Out:**

Night out shall be permitted by the Hostel Warden only under following conditions and circumstances:

i) When permitted in writing by the Director of the Institute/Dean of Students for academic reasons.

ii) On holidays with written consent from parents/local guardian.

iii) Once night out permission is accorded; student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the Hostel Warden directly.

## **2.7 Identity Card**

The student will always carry their Identity cards provided to them by the Institute with them when moving out of the Campus, so that in case of an emergency/accident the institute can be contacted and informed. It is also necessary for treatment in an empanelled hospital under the Medical Insurance Scheme. Student should co-operate with security personnel for verification and checking of Identity Card. The name of the student's not carrying, Identity card with him/her will be reported to the Campus Administrator for action.

## **2.8 Visitors/Parents:**

Visitors/parents are allowed to visit a student only in the Visitor's Lobby on the service floor between 6.00 pm to 8.00 pm on working days and between 9.00 am to 5.00 pm on Sundays and public holidays. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

## **3 Mess and Dining Facility**

### **3.1 Mess:**

The student shall pay mess fee for one year in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the Location Manager and medical certificate should be given to the supervisor for serving food in the room.

### **3.2 Mess Committee:**

A Mess Committee comprising of Dean-Students, Hostel Warden, Location Manager, Faculty and students will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.

### **3.3 Wastage of Food:**

Only members of the mess are permitted to dine in the mess. Outside food is strictly forbidden in the Mess. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance, to avoid wastage of food.

### **3.4 Guests:**

Guests are allowed in the Mess only with prior permission of the Location Manager and on payment of charges applicable.

### **3.5 Mess Timings:**

Breakfast - 7.30 am to 8.30 am (up to 10.00 am on Sundays)

Lunch - 12.30 am to 2.30 pm

Dinner - 7.30 pm to 9.30 pm

Note: These timings shall be strictly adhered to by all hostellers. Any changes to these timings will be intimated to students.

## **4. General**

### **4.1 Dress Code:**

The students should be decently dressed when they are out of their rooms/hostels. For girls, tight body-hugging clothes, short tops, revealing clothes etc. are forbidden outside the room.

### **4.2 Maintaining Noise levels:**

Care shall be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed.

### **4.3 Cleanliness:**

The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The warden may confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.

### **4.4 Registration of Personal computers, use of licensed antivirus software and compliance to Internet policy**

It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software as they may log on to the MEC network to access the web. The student shall also abide by the Internet Usage Policy of MEC.

#### **4.5 Hostel Staff**

The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.

### **5 Strictly Prohibited Activities**

#### **5.1 Ragging:**

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Hostel Warden / Location Manager / Security Personnel / Director directly at any time of the day / night.

#### **5.2 Alcohol / Drugs / Smoking:**

The student shall not bring, store, possess, consume and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land.

#### **5.3 Gambling:**

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per the law of the land, in addition to expulsion from the institute.

#### **5.4 Misuse of Internet and Online Social Media:**

Any act of uploading derogatory remarks or images ridiculing a person / institute or any other outside individual or organization, will invite disciplinary action. Students should strictly refrain from indulging in any act of violating the code of Internet use.

#### **5.5 Political or Communal Activity:**

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

### **5.6 Information to Media**

The student shall take prior written permission of the Director/Registrar before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

### **5.7 Firearms**

Any type of storage or possession of fire-arm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institute.

### **5.8 Pets**

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

## **6 Violations of Hostel Rules**

### **6.1 Disciplinary action:**

In addition to penalties, punishment and fines mentioned in these Rules, Disciplinary action as per the Institute's Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

### **6.2 Recovery of Damage/Losses to Property**

If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, from those who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to student(s), then collective fine to recover the loss will be levied by the Hostel Warden / Location Manager.

## **7 Suggestion Box/Register**

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises. Suggestion Forms will also be available in the hostel.

## **Anti-Ragging Measures & Committee**

### **Anti - Ragging Measures**

Being a part of this college means accepting to abide by the rules and regulations that are laid down by the institution.

DMC 14: Ragging- Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009 is strictly prohibited.

Anti-Ragging Measures –Anti Ragging Committee (ARC)

The following Anti-Ragging Committee has been constituted at Mahindra Ecole Centrale as per the UGC Regulations F,116/2007 [CPP]II dated June 17,2009:

- The Director of the institution
- Dean of Students Affairs
- Registrar of the institute
- 2 Faculty members
- 2 Student representatives

The institute will organize an anti-ragging squad comprising of faculty, students and staff of the institute. This squad will visit the hostels regularly without prior notice to prevent ragging.

### **What constitutes Ragging?**

Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling with rudeness any student; indulging in rowdy or undisciplined activities which can cause or are likely to cause annoyance; hardship or

psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.

### **Following actions shall constitute ragging:**

- (a) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- (b) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

(c) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

(d) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults and stripping; forcing obscene and lewd acts, gestures; causing bodily harm or any other danger to health or person.

(e) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

(f) Any act that affects the mental health and self-confidence of a fresher or 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 fresher or any other student.

This institution has a Zero tolerance towards Ragging and any attempt to indulge into or encourage such activities will receive serious action from the authorities. The action may vary depending upon the severity of the situation. Any student indulging in such activities is liable to receive the punishments mentioned in Article 7.

### **Punishments (to be decided based on the nature and gravity of offence)**

(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 process

(e) Withholding results

(f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

(g) Suspension/expulsion from the hostel

(h) Rustication from the institution for period ranging from 1 to 4 semesters

(i) Expulsion from the institution and consequent debarring from admission to any other institution.

(j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

(k) Whoever directly or indirectly commits, participates, abets or propagates ragging within or outside any educational institution shall be punished with imprisonment.

The College has also developed procedures for responding to incidents of all other forms of Ragging.

These procedures are described below:

- Ordinarily students should direct their initial inquiries to the members of the anti-ragging committee.
- If any student at MEC feels that such members are unavailable then they can inform the Student Counsellor, faculty members or the student representatives of the anti-ragging committee. They shall work towards resolving the issue.
- If the matter cannot be resolved satisfactorily by informal methods, the student can lodge a complaint with the office of the Dean of Student Affairs. Depending on the circumstances and in consultation with the student making the complaint, the Dean along with the faculty will carry out necessary action.
- If the matter cannot be resolved satisfactorily through these ordinary channels, the Dean may refer it to the Director of the Institution for further appropriate action.

#### Other Measures

This 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.

#### **(a) Anti-Ragging Committees**

(i) MEC has its own “Anti-Ragging Committee” as described earlier.

(ii) This Committee will be fully responsible to ensure that no incidence of ragging as given in these regulations takes place and will also monitor and ensure that the instructions of these regulations are followed fully at all times.

(iii) The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads of the Institutions carry out their functions properly.

#### **(b) Anti-Ragging Squads**

(i) The Dean, Student Affairs will constitute a number of Anti-Ragging Squads. The number of squads will be based on the number of blocks / floors and strength of the students so that the Anti-Ragging Measures can be effectively implemented.

(ii) Anti-Ragging Squads will comprise of senior faculty members and responsible representatives of senior and some fresh students. Its function will include going

around / patrolling the Institution and the Campus common areas, maintaining vigil and taking action if they notice any incidence of ragging either in their Institution or any other Institution / or in the Campus.

(iii) The Squads will also have the responsibility and authority to investigate incidences of ragging and to report to the Anti-Ragging Committee / Anti-Ragging Control Room for immediate action / punishment wherever required.

iv) On the report of Anti-Ragging Squad or any other person who witnesses the incidence of ragging or on the complaint of any fresh student, immediate action will be taken by the Anti-Ragging Committee to decide appropriate punishment from the list of punishments in the Regulations and award it with intimation to the appropriate authorities.

- I. Director
- ii. Senior Faculty nominated by the Director.
- iii. One member of teaching faculty who will necessarily be a female member.
- iv. One representative of non-faculty members

#### **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 Institute 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.

#### **Article 7: PUNISHMENT AND PENALTIES**

One or more of the following programmes 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 institute 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 Institute 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 facility, placement programmes, institute 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 institute without opportunity to re-enroll in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the Institute singularly or in combination with any of the above-listed sanctions.