



SHRI GURU RAM RAI
UNIVERSITY
Quest for Excellence

Code of conduct and Ethics Policy



Code of Conduct

I. Purpose

The Code of Conduct delineates expected behavior for students, student groups, and student organizations at SGRR University. Aligned with the institutional values, it assists the university in fulfilling its legal obligations.

II. Philosophy

SGRR University is a vibrant community committed to the holistic growth of its students, serving as an educational, cultural, and economic driver for Uttarakhand and the greater public good. The university aims to equip students with essential tools for effective communication and conflict resolution.

Freedom of inquiry and expression are cherished as vital elements for the generation and transfer of knowledge, supporting the university's mission. The Code of Conduct aims to foster an environment of reasoned discourse, integrity, intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals.

Students, by choosing to be part of the SGRR University community, are expected to demonstrate respect for themselves and others. They should conduct themselves in line with SGRR University rules, policies, central, state, and local laws, and city ordinances. Membership in the SGRR University community is a privilege, and adherence to the Code of Conduct determines the continuation of that privilege.

III. Jurisdiction

A. Application This policy applies to behaviour committed by:

1. A University student, student group, or student organization.
2. An applicant who becomes a student, for alleged violation(s) committed during the application process.
3. An individual who has transferred, graduated, been academically disqualified, or expelled from the University, for alleged violation(s) committed before separation.

B. Location and Manner Behaviour subject to review include those occurring:

1. On University property.
2. Off-campus, if:
 - a. In connection with a University or University-recognized program or activity.
 - b. In connection with academic assignments, internships, co-ops, practicums, field experiences, clinical experiences, student teaching, research, or other academic activities.
 - c. In connection with any activity sponsored, conducted, or authorized by, or affiliated with, any student group or organization.
 - d. Involving a crime of violence or illegal drug-related activities.
 - e. In a manner that may pose an ongoing, obvious, and/or serious threat of harm or create a hostile environment for any member of the University community.

This Code of Conduct may also be applied to behaviour conducted online or through electronic mediums. SGRR University does not regularly search for this information but may take action if brought to the attention of University officials.

Prohibited Conduct

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and be accountable for their behaviour choices. Violations include any behaviour that aids, attempts, assists, promotes, condones, encourages, requires, conceals, or facilitates acts prohibited by this Code. Prohibited conduct also encompasses allowing or permitting visitors to violate University policy. Lack of familiarity with University policy is not an excuse, and intoxication or impairment is not a defence.

The following list describes actions prohibited by the Code of Conduct, excluding constitutionally protected activities:

Ragging

SGRR University follows regulations to combat ragging in higher educational institutions, as defined by the University Grants Commission (UGC). Ragging is described as any act of physical or mental abuse targeted at another student based on various grounds. The university strictly adheres to these regulations, providing definitions and guidelines for prevention and punishment.

Academic Integrity Engaging in academic misconduct, as outlined in the Student Academic Integrity policy.

A. Alcohol, Drugs, & Other Substances

1. Consumption of Alcohol
2. Unauthorized Possession and/or Consumption of Alcohol: possession and/or consumption of alcohol except as expressly permitted by law and University policy.
3. Unauthorized and/or Unlawful Distribution, Sale, and/or Service of Alcohol: engaging in the distribution, sale, and/or service of alcohol regardless of age, except as expressly permitted by law and University policy.
4. Social Host: permitting any individual or group to consume alcohol in a space owned, occupied, or controlled by the University, except as expressly permitted by law and University policy.
5. Unauthorized Possession, Use, and/or Misuse of Drugs and/or Other Substances: unauthorized possession, use, and/or misuse of drugs and/or other substances that may alter a student's mental state or impair behavior.
6. Driving While Impaired: control or operation of a vehicle (e.g., automobile, motorcycle, bicycle, scooter, etc.) when impaired by alcohol, drugs, or another substance.

7. Public Intoxication: being impaired by alcohol or another substance to the point where behavior adversely affects, or could affect, the regular operations of members of the University community.

B. Damage and/or Destruction of Property

1. Participating in the deliberate, reckless, and/or unauthorized defacement, damage, or destruction of SGRR University property or the property of another.

C. Disruptive Behaviour

1. Failure to Comply — not adhering to reasonable directives or requests, including attending meetings or student conduct hearings, from a University official, law enforcement officer, including but not limited to No Trespass Notices, building or campus bans/restrictions, or removal from campus housing facilities.
2. Interference with a University Process or Procedure — engaging in behavior that disrupts, disturbs, impairs, interferes with, or obstructs the orderly conduct, processes, and functions of SGRR University or the rights of other members of the University community.
3. Academic Environment Disruption — engaging in behavior that disrupts, disturbs, impairs, or interferes with the orderly conduct, processes, and functions within a classroom, laboratory, or other academic environment. This includes interfering with the academic mission of SGRR University, hindering other students' ability to benefit from the educational program, or impeding a faculty member's ability to carry out normal educational functions.
4. University Event Disruption — engaging in behavior that disrupts, disturbs, impairs, or interferes with the orderly conduct and processes involved in a SGRR University event. University events include, but are not limited to, meetings, concerts, speakers, film screenings, theatre or musical performances, Convocation, and Commencement.
5. Disruptive Behavior — engaging in behavior that the person knows or should have known will disturb, alarm, anger, or provoke others or constitutes a breach of the peace, including, but not limited to, unauthorized or unlawful assembly or engaging in public fighting.

D. Fire and General Safety

1. Breaking the Plane — throwing, dropping, or releasing any object or substance out or off of a SGRR University building or vehicle without express authorization by a University official. This includes, but is not limited to, balconies, railings, roofs, or windows.
2. Failure to Follow Emergency Procedures — not following emergency procedures during an actual emergency or drill, including but not limited to evacuating during a fire emergency or drill, failure to move to the designated shelter during a tornado emergency or drill, or failure to notify SGRR University of a fire explosion, chemical spill, or other safety hazard.

3. Falsely Reporting an Emergency — making a false report regarding an emergency, including but not limited to a bomb threat, a fire, or other emergency.
4. Fire, Explosion, or Other Safety Hazard — intentionally or recklessly causing a fire, explosion, or other safety hazard, including but not limited to blocking emergency exits.
5. Fireworks, Hazardous Chemicals, or Explosives — unauthorized possession or use of fireworks, hazardous chemicals, or explosives.
6. Interference with or Misuse of Emergency Equipment — tampering with, damaging, disabling, interfering with, or misusing emergency equipment, including but not limited to fire alarms, fire doors, fire extinguishers, fire sprinklers, fire hoses, the Shocker Alert system, or an emergency call box.

E. Harm and Endangerment

1. Physical Violence — engaging in behavior that intentionally or recklessly causes physical harm, including but not limited to scratching, biting, pulling, throwing objects, pushing, shoving, punching, slapping, spitting, pinching, kicking, or holding another against their will.
2. Threats — engaging in behavior, written or verbal, that causes a reasonable expectation of injury to the health, safety, or well-being of any individual, student group, or student organization, or damage to property. This behavior includes implied threats or acts that cause another individual a reasonable fear of harm, occurring through written, electronic, verbal, or any other form of communication.
3. Harassment — engaging in behavior that is severe, pervasive, or persistent to a degree that it interferes with a reasonable person's ability to work, learn, live, participate in, or benefit from the services, activities, or privileges provided by SGRR University. Harassment may occur through written, electronic, verbal, or any other form of communication, or through physical presence, including but not limited to bullying, cyberbullying, intimidation, or coercion.
4. Endangerment — engaging in behavior that endangers the health, safety, or well-being of any individual, student group, or student organization by posing a risk of physical or emotional harm and/or creating hazardous conditions.
5. Harm or Endangerment of Animals — engaging in behavior that threatens or endangers the health or safety of any animal, except as permitted by law or SGRR University policy.

F. Keys/Unauthorized Entry

1. Unauthorized Entry — engaging in the misuse of access privileges or unauthorized access or entry to any SGRR University property, building, structure, or facility of any individual or group.
2. Unauthorized Keys — engaging in the unauthorized possession, duplication, or use of keys or access cards or codes for any property, building, structure, or facility of any individual or group.

G. Misrepresentation

1. Providing False or Misleading Information — providing false or misleading information to a SGRR University official or law enforcement officer, or purposefully omitting facts that are material to the purpose for which the information is provided.
2. Falsification of Records/Documents — forging, altering, or misusing any record or document, including but not limited to medical documentation, letters of recommendation, transcripts, contracts, financial aid forms, receipts, test results, admissions applications, or other materials, transfer documents, or applications for residency classification.
3. Misrepresenting Self, the University, or Another — misrepresenting oneself to a SGRR University official, law enforcement officer, potential employer, or other individual or entity; acting as a representative of SGRR University, any group or organization, or any individual without prior authorization; or engaging in the unauthorized use or misuse of SGRR University, University-affiliate, group, or organization's names or images. This includes, but is not limited to the misuse of SGRR's ID card or other forms of identification, or permitting another to use your identification for unauthorized purposes.
4. Fraudulent Identification — manufacturing, distributing, delivering, selling, providing, purchasing, using, or possessing any form of fraudulent identification.

H. Misuse of Computers and/or Communication Technology

1. Misuse of Computers or other Technology - Involving unauthorized access, use, modification, destruction, disclosure, or taking of data, programs, or supporting documentation maintained by an SGRR University or SGRR affiliate computer, computer system, account, computer network, phone, tablet, or causing an authorized user to be denied system, computer, account, or network access.
2. Misuse of Communication Technology - Using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not limited to persistent contact with a University employee or other entity via communication technology.
3. Violation of Copyright Law - Engaging in unauthorized use or possession of copyrighted material, including, but not limited to; downloading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law.

I. Retaliation –

Engaging in, or causing another to engage in, an adverse action or threat of an adverse action against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of University policy; including any individual who attempts to intervene or prevent behavior prohibited by this policy. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Retaliation can take many

forms including threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. Any complaint regarding retaliation by a student, student group, organization, employee, or visitor should be reported to the Office of the Registrar.

J. Solicitation –

Engaging in unauthorized canvassing or solicitation, including, but not limited to, sending advertisements or recruitment materials via Blackboard or other forms of communication not intended for canvassing or solicitation; placing flyers under and/or on doors in SGRR University facilities or on vehicles.

K. Theft –

Engaging in the taking, misappropriation, or possession of SGRR University property or the property of another, including anything of value, goods, services, funds, and/or other valuables or possession of property that can be reasonably determined to have been stolen.

L. Tobacco Use and Smoking –

Engaging in the use of any tobacco product or device, including, but not limited to, cigarettes, cigars, e-cigarettes, vaping, hookah, or chewing tobacco within SGRR University facilities or University vehicles.

M. Unauthorized and/or Unlawful Gambling –

Conducting, organizing, or participating in any gambling activity except as expressly permitted by law and University policy.

N. Violation of Law or University Policy

1. Violation of Law - Behaviour that would constitute a violation of any central, state, and/or local law; city or county ordinance; or when in another state or country, the laws of that state or country.

O. Weapons

Engaging in the possession, use, sale, distribution, or display of any firearm, replica firearm, ammunition, weapon, replica weapon, or similar device unless expressly permitted by law and/or University policy. This includes the use of any object or material to cause or threaten physical harm.

Process Outcomes & Consequences

Students, student organizations, and student groups who are found to have violated this Code of Conduct will receive consequences appropriate to the current violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances. For student groups and organizations, "prior conduct history" includes incidents occurring within the preceding five years. Consequences may be issued individually, or a combination of consequences may be issued. In the case of student groups and organizations, if a consequence issued by a national or other governing body exceeds that of the University, the University may concur with that consequence.

Appeals

Following written notification of the outcome of their cases, Respondents may submit one appeal. The presumption is that the investigation and decision processes were appropriately conducted, and the burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews are reviews of the record only.

Authority

The Registrar serves as the primary conduct administrator, as designated by the University Chancellor. In this capacity, the Registrar is responsible for the development and implementation of policies and procedures for the administration of this Code of Conduct.

Ethics Policy

I. Purpose

To establish the expectations for the responsible acquisition, discovery, and application of knowledge by students at SGRR University, including the ethical use of information resources, and to ensure the integrity of academic credit and degrees conferred by the University.

II Philosophy

SGRR University is committed to the ethical pursuit of knowledge. In order to ensure the integrity of faculty evaluation of students, all members of the University community share responsibility for ensuring that students have demonstrated success in mastering the learning objectives for each academic activity. By conferring a degree, SGRR University assures the general public that the student has successfully met all requirements for graduation, including meeting the learning objectives for each academic activity. Indifference to academic misconduct is not a neutral act—failure to confront or deter such behaviors will reinforce, perpetuate, and increase the prevalence of academic misconduct in the University community. Students are expected to complete independent, original work for each academic activity unless otherwise specified by the faculty member. Students should seek clarification when in doubt. Faculty members are required to communicate their expectations regarding academic integrity, including, but not limited to, collaboration, information sharing, and conducting ethical research. All syllabi must contain a section that includes information on the Student Academic Integrity policy. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and resolution of alleged violations of the Student Academic Integrity policy.

Discretion is expected by those involved in the academic integrity process, especially as related to investigations of academic misconduct allegations. Details should only be shared with those that are on a need-to-know basis.

III Prohibited Conduct

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior. Lack of familiarity with University policy is not a defense to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. Academic misconduct includes a broad range of infractions. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by students at SGRR University:

A. Plagiarism — Representing the words, ideas, graphics, or any portion of another's work, whether published or unpublished, as one's own and/or without appropriate and/or accurate citation/attribution.

B. Unauthorized Use or Possession of Materials or Resources — Using or possessing any materials or resources during an academic activity without the express permission of, or in a manner that is inconsistent with the express permission of, the faculty member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual's current or previous academic work. This includes the submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g., ghostwriting or pay-for-paper services).

C. Unauthorized Collaboration or Consultation — Collaborating or consulting with another individual or group during an academic activity without the express permission of the faculty member.

D. Fabrication, Falsification, or Misrepresentation of Information — Providing fabricated or falsified information or misrepresenting information in an academic activity or related to academic attendance or other academic requirements. **E. Academic Interference** — Engaging in any behavior or taking any material(s) for the purpose of interfering with an academic activity. Academic Interference includes, but is not limited to:

1. Removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an academic activity.
2. Tampering with another person or group's work; and/or
3. Interfering with another student's academic performance.

F. Unauthorized Resubmission — Submitting an academic activity which has been previously submitted for credit, publication, or presentation without authorization from the faculty member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was awarded for the previous enrollment period.

G. Facilitation of Academic Misconduct — Engaging in behavior that facilitates another person or group's ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another student with a copy of the student's work and/or access to unauthorized materials or resources, or forcing or coercing another student to complete academic work on behalf of another.

H. Bribery — Offering, giving, receiving, or soliciting any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.

I. Unauthorized Sale, Distribution, or Receipt of Academic Materials — Buying, selling, receiving, or distributing academic materials without the express permission of the faculty member, including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowd-sourced digital databases and web platforms.

J. Use of Unfair Means and /or Misconduct during examinations — The Central / Departmental Examination Committee shall appoint the requisite number of Central Superintendents and Assistant Centre Superintendents for the proper conduct of all examinations. The Examination Committee / Centre Superintendents, in consultation with Heads of the Departments, will assign flying squad / invigilation duties to faculty members in the requisite number to ensure the smooth conduct of examinations as per the set rules. Any student observed not focusing on working on his/her answer sheet shall be duly warned. An entry of the act shall be made in

IV. Reporting, Procedures, and Appeals—Any individual with a good faith basis for believing a student has violated this policy is encouraged to report the alleged violation to the faculty member responsible for the course and the Office of the Dean Academic Affairs. When a faculty member has a reasonable, good faith belief that a student has committed academic misconduct, that faculty member has the discretion to assign a sanction, including academic sanctions (e.g., failing grade on the assignment or failing grade for the course) or educational sanctions (e.g., plagiarism training or reflection activities). Any faculty member imposing a sanction against a student for a violation of this policy must report the violation to the Office of the Dean Academic Affairs to ensure due process. To identify habitual offenders, faculty members are encouraged to report all alleged Academic Integrity violations to the Office of the Dean Academic Affairs, even when the faculty member chooses not to sanction a student for violations of this policy, or if the violation was resolved without an academic sanction.

Appeal Students who disagree with the sanction imposed by the faculty member may request a hearing by the Dean Academic Affairs who will hold a hearing to review the evidence to determine if a violation occurred, and if so, if the sanction is appropriate. The Office of the Dean Academic Affairs will maintain a record of all reported incidents of Academic Misconduct. In some cases (e.g., repeat offenders or egregious offenses), the Office of the Dean Academic Affairs may determine that additional sanctions, including disciplinary sanctions, are appropriate. In these instances, the Office of the Dean Academic Affairs will hold an additional hearing to review the evidence and determine if additional sanctions are appropriate, and may consider previously documented violations, regardless of outcome, along with the current incident and the possibility of additional sanctions.

V. Sanctions Potential sanctions include educational, academic, and disciplinary. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/or assignment/course grade reduction. In cases where egregious and/or repeat offenses are found to have occurred, disciplinary actions such as probation, suspension, or expulsion are possible.

VI. Jurisdiction This policy applies to behavior that is committed by:

1. a University student, student group, or student organization;
2. an applicant who becomes a student, for alleged violation(s) committed as part of the application process; or
3. an individual who has transferred, graduated, been academically disqualified, or expelled from the University for alleged violation(s) committed prior to separation from the University.

This policy may be applied to any academic activity conducted on campus or elsewhere. Scholarly research is considered an academic activity, which may or may not be related to a specific course. This additionally includes behavior conducted online, via e-mail, or through other electronic media. SGRR University may take action if an alleged violation of this policy is brought to the attention of University officials.

VII. Definitions: For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may have different meanings in other contexts.

- **Academic Activity** — any draft, assignment, assessment, examination, project, applied learning (e.g. internships, co-ops, practicum, field experiences or trips, clinical experiences, or student teaching), research, publication, presentation, or other activity that is completed, submitted, and/or required to fulfill course or degree requirements or obtain a specific distinction, or is conducted in conjunction with an academic program or course.
- **Academic Integrity Committee** — A panel of five (5) individuals comprised of three (3) faculty appointed by the Faculty Senate and two (2) students from the Student Conduct Board. The Committee is responsible for determining whether or not the Respondent(s) violated this policy and appropriate sanction(s) (if applicable). One (1) panellist will serve as the Committee Chairperson, selected by the Associate Vice President of Student Affairs (or designee).
- **Advisor** — an individual selected by a Respondent to assist the Respondent throughout the student academic integrity process, including, but not limited to, a parent, friend, faculty member, advocate, or legal counsel. An advisor may advise and assist the Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Respondent through all process meetings, interviews, or hearings; or assist the Respondent in preparing an appeal. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of a Respondent in any aspect of the student academic integrity process, including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student academic integrity process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.
- **Appeals Committee** — As appointed by the Vice Chancellor
- **Faculty Member** — any member of the University community who has responsibility for classroom or other teaching activities, mentoring, or academic

evaluation of a student. This includes, but is not limited to, instructors, researchers, applied learning supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course directors.

- **Respondent** — any student, student group, or student organization who has been accused of or reported for allegedly violating University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain, or other member of student leadership will participate in the student academic integrity process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, inactive members, or coaches in the student academic integrity process; however, such individuals may be selected by a student group or organization to serve in the role of Advisor in the student academic integrity process.
- **Student** — any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in a University-owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Student Exchange, and Study Abroad. An individual is considered a student until they notify the University they are no longer a student, or the University informs them that they are no longer a student for reasons including, but not limited to, withdrawal, transfer, graduation, academic disqualification, or expulsion. An individual who has been suspended is still considered a student during the suspension period. Students who leave the University before an academic integrity complaint is resolved may be prohibited from future enrolment and/or accessing University records until the matter is resolved.
- **Student Group** — any number of persons who are associated with the University and each other but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.
- **Student Organization** — any student-led organization that has been approved and is recognized by the Student Government Association
- **University** — SGRR University and its affiliates
- **University Business Day** — refers to any day the University is open for official business (usually Monday through Saturday, not including University breaks or holidays)
- **University Official** — any individual employed by the University, acting within the scope of their employment including, but not limited to, faculty, staff, Resident Assistants,



Quest for Excellence”

SHRI GURU RAM RAI UNIVERSITY

(Established By Govt. of Uttarakhand, vide Shri Guru Ram Rai University, Act no. 3 of 2017)

*Enlightening lives
through Education...*

