

STUDENTS' CODE OF CONDUCT

I. OBJECTIVE

The reputation or brand value of any educational institution depends on its students and faculty. All other institutional attributes, such as infrastructure, are only enablers of the brand. Students play a major role in building this brand, not only while they are students at the institution but also as brand ambassadors when they leave to take on responsible positions outside. The following codes of conduct have been established to enable students to make significant contributions to building the institution's brand. The students of SNU Chennai should display exemplary conduct and character, not only within the campus but also outside, in society and the world at large.

II. SCOPE

This document outlines the expected standards of behaviour for all students of Shiv Nadar University, Chennai. These guidelines aim to promote a safe, respectful, and inclusive environment that supports both academic and personal development.

The Code of Conduct applies uniformly to all students and is applicable in all university-affiliated spaces. The term '*campus*' refers not only to the physical university premises but also includes university buses (even when operating off-campus), extension offices, and any other location where students are officially representing the university or participating in university-related activities.

III. ACADEMIC CODE OF CONDUCT

1. Identity and Presence

- Students must wear/display their **identity cards** at all times in academic spaces such as classrooms, laboratories, workshops, libraries, sports grounds, and university buses.
- Students are expected to be **punctual** and **regular** in attending classes and must uphold **dignity and decorum** in their behaviour, reflecting their professional aspirations.

2. Attendance and Participation

- Students must attend all classes as scheduled in the **official timetable**.
- **Active participation** in classroom discussions is encouraged to enhance collaborative learning.
- All **assignments and coursework** should be submitted within the specified deadlines.
- **Internal tests** are mandatory and should not be missed without a valid justification.

3. Assessments and Academic Integrity

- The decisions of the **faculty or HoD** regarding academic assessments will be considered **final**.
- **Lab records and reports** must be completed and submitted on time, with the appropriate faculty signatures.
- **Academic dishonesty**, including **malpractice in examinations**, is a serious offence and will be dealt with strictly as per university disciplinary guidelines.

4. Respect and Conduct

- Students must treat all **teaching and non-teaching staff** with **respect**. Acts of **disrespect or discourtesy** will be considered disciplinary violations.
- **Celebrations or gatherings** in classrooms or other academic zones require **prior approval** from the authorities.

5. Mobile Phone Usage Policy

To support focused learning and academic integrity, the following guidelines apply:

- Use of mobile phones is **strictly prohibited** in classrooms and laboratories during teaching sessions.
- Using or checking phones while a faculty member is teaching may lead to **confiscation** of the device and further disciplinary action.
- **Carrying mobile phones during tests or examinations is not allowed under any circumstances** and will be treated as a violation of examination rules.

Please keep your devices on silent mode and use them responsibly in designated areas outside academic sessions.

6. Student Dress Code Policy

At SNU Chennai, students are encouraged to express themselves through their attire while maintaining a respectful, inclusive, and distraction-free academic environment.

What to Wear

Students are encouraged to wear **comfortable, modest, and neat clothing** that suits the campus's academic and cultural setting.

Recommended attire includes:

- **Girls:** Salwar kameez, churidars, kurtis with leggings or full-length bottoms, Formal shirts and pants, full-length jeans (without rips or distress), T-shirts with non-offensive graphics/text paired with modest bottoms.
- **Boys:** Formal shirts and pants, full-length jeans (without rips or distress), T-shirts with non-offensive graphics/text paired with modest bottoms.



7. Language and Communication Etiquette

Respectful and appropriate language is expected from all students at all times, especially in shared and common areas. The use of offensive, abusive, or inappropriate language is strictly prohibited, as it can negatively impact the well-being and comfort of others.

Any violation of this guideline may lead to disciplinary action, including warnings or penalties, depending on the severity and frequency of the behaviour.

8. Public Display of Affection (PDA)

Students are expected to maintain respectful boundaries in public and shared campus spaces like buses, classroom, auditorium, canteen, sport facilities and so on. Intimate physical gestures such as hugging, close intimacy, etc., are not appropriate in academic or public spaces.

These guidelines are in place to ensure **comfort, inclusivity, and cultural sensitivity** on campus. Repeated disregard may lead to counselling or disciplinary action.

IV. GENERAL

1. Campus Entry & Exit Regulations

- Students are not permitted to leave the campus during working hours without written permission/out pass from the authorities concerned.
- The permission/out pass must be shown at the gate when exiting.

2. General Conduct and Discipline

- Students should not disturb the peace, serenity, and academic environment of the campus.
- Violence, assault, harassment, intimidation, threats, coercion, or any activity endangering health and safety is strictly prohibited.
- Eve-teasing in any form is strictly forbidden.
- Smoking, drinking, or indulging in immoral activities within the campus (including hostels) will lead to suspension or dismissal.
- Students must maintain decorum during all internal and external events. Unruly behaviour like heckling, shouting, or throwing objects is prohibited and punishable.

3. Ragging and Harassment

- Ragging is strictly prohibited both inside and outside the University campus and is a punishable criminal offence.

4. Anti-Social and Illegal Activities

- Collection of money against a person's will or by coercion is an offence.
- Possession, storage, or use of weapons, hazardous materials, or illegal substances is not allowed.
- Strikes, picketing, and gheraos are banned on campus.
- Political activity of any kind is not permitted.



5. Cleanliness and Preservation of Property

- University premises must be kept clean and litter-free.
- Writing on walls or sticking posters/notices is prohibited.
- Any damage to university property—whether intentional or accidental—will lead to punishment and recovery of costs.

6. Events and Activities

- All student events (e.g., symposia, competitions, cultural events) require prior approval from the HoD or Vice-Chancellor.
- No solicitation of sponsors is allowed without written permission.
- All financial contributions must be in the form of DDs or Cheques and monitored by an authorized faculty member.
- University guidelines must be strictly followed when conducting events.

7. Student Leadership and Committees

- Students with disciplinary issues or academic arrears are not allowed to hold positions of responsibility.
- Formation of student committees requires prior written permission from the Vice-Chancellor.

8. Communication and Notices

- All notices must carry an authorized signature.
- Students should regularly check notice boards or official email IDs for updates, circulars, and announcements.

9. Grievance Redressal

- Students may communicate suggestions via the representative body or utilize the Grievance Redressal Committee.

10. Security and Safety Regulations

- Students must not bring outsiders to the campus to resolve disputes.
- Students are not permitted to use four-wheelers or motorized two-wheelers on campus.
- The University is not responsible for vehicle loss/damage at the gate.
- Students outside the hostel or entering/leaving campus between 10:30 p.m. and 4:30 a.m. may be subject to discretionary security checks.

11. Fee Payment and Penalties

- All fees and dues must be paid by the announced due dates.
- Late payment will attract penalties and may result in being barred from attending classes.

V. BUS TRANSPORTATION GUIDELINES

University-provided transportation is an extension of the campus. Therefore, all students' conduct expectations and institutional policies apply during travel on these buses, including those operated under contract.

1. Prohibited Activities

- Unofficial celebrations such as “Bus Day” are not permitted, as they may disrupt safety, decorum, or the purpose of the transport service.



- Playing loud music or engaging in activities that disturb fellow passengers or the driver is not allowed. Students may, however, use personal audio devices with earphones to avoid disruption.

2. Identification & Access

- Students must carry their **University Identity Cards** while travelling on university buses.
- ID cards must be presented upon request by the designated bus in-charge or University staff.

3. Courtesy and Mutual Respect

- Students are expected to demonstrate **courtesy** and **respect** by offering seats to faculty members or senior staff when needed.
- Maintaining respectful interactions with fellow passengers and the bus staff is essential.

4. Eligibility and Use

- Buses are primarily intended for **day scholars**. While hostel students may use them, it is not considered a guaranteed right.
- All students are expected to **adhere to the prescribed rules** and not create personal exceptions or informal norms.

5. Consequences for Misconduct

- Any student who violates the transport conduct guidelines may be **denied access to university buses**.
- Continued misuse or disregard of the rules may lead to further **disciplinary action** as per the University's code of conduct.

VI. IT INFRASTRUCTURE

1. The institution provides 24-hour internet connectivity with adequate bandwidth to facilitate learning by students. Hence, this facility is to be used only for academic and related purposes.
2. Internet facilities should not be used for chatting or downloading non-academic materials such as movies, music, etc. While the former is an unnecessary distraction, the latter eats up bandwidth and denies the same to users with genuine needs.
3. Students found to be involved in any of the following activities will be referred to the disciplinary committee.
 - By-passing the institute Proxy by connecting to public proxies outside
 - Visiting pornographic sites and sites with inappropriate content
 - IP Spoofing, email spoofing, hacking computers inside or outside the campus
4. The firewalls that are installed automatically deny access to certain sites likely to contain objectionable materials. They also prevent downloads of files beyond a certain size. Since they work on heuristics, some genuine sites may also be blocked. In such



cases, students are advised to contact the network administrator at the email address helpdesk@snuchennai.edu.in. Similarly, if large files are to be downloaded for academic purposes, the network administrator may be contacted.

VII. THE GRIEVANCE REDRESSAL COMMITTEE

1. Departmental Student Grievance Redressal Committees (DSGRC) under each school and Institutional Student Grievance Redressal Committee (ISGRC) are constituted to facilitate the Redressal of the grievance of a student or group of students.
2. More information about these committees has appeared on the University's website.
3. The committee meets as and when a situation warranting the conduct of the meeting arises.
4. Grievances may be brought to the committee by the student through a written document addressed to the HoD/Registrar in one of the following ways.
5. The common academic issues should be represented through class representatives to the HoD.
6. Anonymous grievances will not be considered.
7. The committee will meet the aggrieved student(s) in person. In case this pertains to an entire class of students, the class representative can meet the committee on behalf of the entire class.
8. The committee shall investigate the grievances and take corrective actions, wherever necessary, and the students concerned will be informed about the action taken.
9. The committee will maintain confidentiality regarding the particulars of the student(s), who have brought the issue to the notice of the committee.

Please note:

- You must strictly adhere to the code of conduct. Failure to comply with this will call for punishment as decided by the authorities.

