



# **INTEGRAL UNIVERSITY**

**LUCKNOW INDIA**

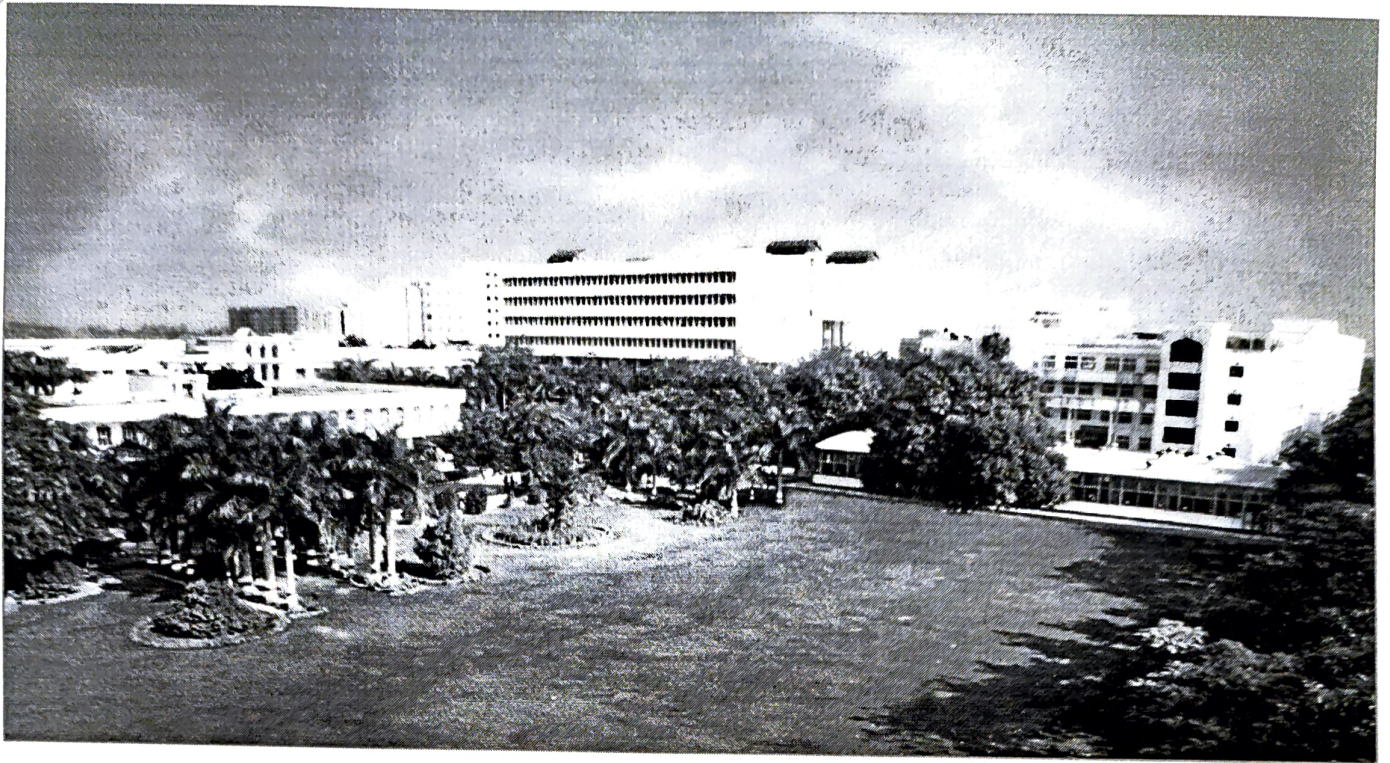
## **CODE OF CONDUCT**

**(For Students)**



**INTEGRAL UNIVERSITY, LUCKNOW**

*Approved on Sep, 2019*



## **INTEGRAL UNIVERSITY AT A GLANCE**

Integral University is situated in Lucknow, a city known for its culture, etiquettes, monuments and role in the freedom struggle. Lucknow is the capital city of the largest state of India, and has a population of about 5.3 million. Lucknow is the capital city of Uttar Pradesh and it has always been a multicultural city possessing unique culture of inclusiveness, diversity, personal and intellectual integrity and value-based education. The curriculum has a strong focus on individual growth and the development of essential tools so that its students make a mark in the corporate world and in the field of technology. The University has been approved by **UGC** under section **2(f)** and **12(b)** of the **UGC act 1956**. It is accredited by **NAAC** in 2015 and is also recognized as a **Scientific and Industrial Research Organization (SIRO)** by the Department of Science and Technology, Govt. of India. It has been imparting technical, professional and medical education with all dedications. The University maintains a decent and decorous atmosphere in the campus. The campus is highly disciplined and ragging-free, with all modern amenities for pursuit of higher education and sports. The campus provides state-off the-art hostel accommodation. Integral University is not only an academic institution but also has a mission and a vision to make the country progressive and prosperous in all walks of life.

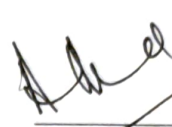
## PREFACE

A code of conduct is a set of rules and regulations that spell out what behavior is acceptable and expected what is not. The code of conduct specifies an institution's VALUES and establishes boundaries for all students' behavior in relation to their expected behavior, discipline & duties. A well thought out rules of conduct connects an organization's Mission, Values, and Principles to ethical behavior requirements.

A well-written code of conduct and ethics can serve as yardsticks by which student's behavior and responses might be judged in the purview of ethical & moral context and discipline. It also serves as a central guide and reference for students to use in performing day-to-day academic activities & affairs. It promotes ethical and compliance dialogues, giving students the tools and guidance they need to deal with ethical challenges they face during their academic journey.


## MEMBERS OF CODE OF CONDUCT COMMITTEE

1. **Prof. Aqil Ahmad**  
**Pro Vice Chancellor**  
**Chairman**




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2. **Prof Abdul Rahman Khan**  
**Dean Faculty of Science**  
**Convener**




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3. **Prof A. K. Saxena**  
**Dean Faculty of Commerce & Management**  
**Member**



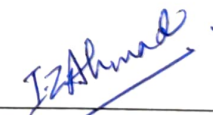
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4. **Prof. Misbahul Hasan**  
**Chief Provost**  
**Member**



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5. **Prof (Dr.) Iffat Zareen Ahmad**  
**Chairperson, Women's Grievance Cell**  
**Member**



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**CHAPTER-1****GENERAL RULES FOR STUDENTS**

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1. Any candidate who has been admitted to the University shall have to abide by the University rules and regulations, or any other amendments made therein from time to time. No litigation shall therefore be tenable.
2. Every student must carry/bear his/her identity card while being in campus.
3. Students should be regular and punctual in classes, and extracurricular/co-curricular activities from the start to the end of the semester.
4. Students should follow a decent dress code when they come to the University.
5. Students are expected to behave in a responsible manner and maintain decorum in the University.
6. This University strictly follows the directions of the Hon'ble Supreme Court and the regulations of the University Grants
7. Admission entitlement is not by virtue of right, even if a candidate is otherwise eligible.
8. 50% of the total seats are reserved for Muslim minorities and 50% of the seats are open to the general category. Reservations for girls, physically handicapped, and NRI are also available within these categories.
9. Candidates shall have to submit a transfer/migration certificate, from the university or college where he/she was studying earlier, at the time of reporting for admission to a course in this University.
10. At any stage, if it is found that a candidate has used some fraudulent means to seek admission, or has made an incorrect statement (s), he/she shall not be granted admission or if already admitted, such admission shall be cancelled at any stage.
11. Applications of the candidates whose qualifying examinations are recognized by the University shall only be considered for admission.
12. During the processing or verification of the documents, if any error or omission is found, the University shall have the right to cancel such admissions.
13. Eligibility criteria shall not be relaxed.

14. The candidate must ensure his/her eligibility to appear in the entrance examination if applicable. If a candidate, who is ineligible to appear in the examination, does so, he/she will not have any claim whatsoever on admission.
15. Candidates are required to produce the original documents such as marks-sheet and certificates of the qualifying examination at the time of interview/ reporting for admission. Candidates in respect of whom, the result of the qualifying examination has not been declared by the date of admission, due to any reason whatsoever, shall only be eligible for provisional admission. The candidates will have to produce original documents within 2 months from the commencement of classes to confirm their admission, failing which, the provisional admission will be cancelled.
16. Commission for preventing and curbing the menace of ragging in Educational Institutions. These regulations, in full, are displayed on notice boards and are also posted on the website of this University. All the candidates, in their own interest, are advised to study and follow these regulations in both letter and spirit during their studies and stay in this university. Ragging is completely prohibited on and off the campus. If any candidate is found indulging in any form of ragging, he/she is liable to be punished as per University rules. Similarly, a complaint committee of women against sexual harassment has also been formed to deal with any such untoward cases, as per the directions of the Hon'ble Supreme Court of India.
17. The candidates selected for admission counselling to different courses shall be intimated by post/email. The applicant can also check the admission counselling dates from Integral University website. The University shall not be responsible for any delay or non-delivery of letters.
18. The chance of the candidate not reporting for admission on the due date and time shall be forfeited and the offer of admission shall be made to the next candidate in order of merit. No correspondence in this regard shall be entertained.
19. No intimation shall be sent to the students not selected and their application /fee/photocopy of certificates/documents shall not be returned.
20. Canvassing in any form shall render an applicant disqualified.
21. No candidate shall be allowed to take admission simultaneously in two regular courses.
22. Late applications / incomplete applications/applications without requisite fee/applications not submitted on the prescribed form, shall not be entertained.

## CHAPTER-2

**Code of Conduct for Students**

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1. Students must maintain high standards of decorum in their attitude and behavior. They should carry their ID cards while they are in the University premises. They are also expected to pay respect to their elders and teachers which is in line with our culture.
  2. Students must not indulge in any type of quarrelling or fighting or any other indecent verbal or physical activity. Severe disciplinary action will be taken in all such cases which may lead to suspension or even rustication of the concerned student from the University.
  3. Ragging is against the norms of civilized society and has been declared a Criminal Offence by the apex Court of India. Ragging is banned by the University and will attract Severe Exemplary Punishment
  4. Any type of indecent/disruptive behavior under the pretext of any festival/celebration is not permitted and will result into a disciplinary action.
  5. Mobile phones and/or any other electronic gadgets are to be switched off during academic or any kind of curricular, co-curricular or extra-curricular activity.
  6. Possession of firearms, life-threatening weapons, and involvement in group/ gang fighting will lead to the rustication of the student.
  7. Students are allowed to wear only formal & decent dress. No slippers are permitted.
  8. Outsider friends of any student are not allowed in University premises without the permission of the authority concerned.
  9. Students are not permitted to take out any procession, nor stage any sit-up under any circumstances. This will lead to their rustication.
  10. If a student is found involved in activities resulting in direct or indirect loss/ damage to the University, the same shall be borne by the student. He/ she will be asked to compensate the University for the same.
  11. Students, if found roaming in corridors, sitting outside the lecture hall/ lab or any other place of the University campus during lecture/ tutorial/ practical lab will be treated as a violation of the code of conduct and will lead to disciplinary action.



- 12.** Students boarding in hostels are expected to remain in University academic areas except for lunchtime and attend classes as per the timetable. Permission to stay in hostels for medical reasons is to be taken from HoD/ Provost.

## CHAPTER-3

## HOSTEL RULES

**Rules for Students:**

1. Ragging is strictly prohibited in any form. If anyone is found guilty, strict action will be taken against defaulters, as per the UGC Regulations on Curbing Menace of Ragging in Higher Educational Institutions, 2009, and the instructions issued by the University in this regard from time to time.
2. Substance abuse, Smoking/chewing of tobacco and related substances, consumption of alcohol, use of drugs and narcotics, and even possession of such things is strictly banned in the hostel. Anyone found indulging in such things, a fine of up to **Rs. 5,000/-** will be imposed.
3. Possession of any lethal weapon or any instrument/contrivance, which is likely to cause physical harm to others, is strictly prohibited.
4. All girl students are expected to be back in the hostel by **6.00 pm** (in summer) & by **5.00 pm** (in winter). All students are required to sign on the attendance register kept with the concerned warden positively on or before the stipulated time. Any student who fails to do so/refuses will be liable for disciplinary action. The parents and guardians will also be notified regarding their absence and explanations will be sought in writing.
5. A fine of up to **Rs. 5,000/-** will be imposed if any external/ unauthorized person/student is identified along with a student in the hostel room/mess without prior permission of the Warden. Repeated offenses will lead to expulsion from the hostel.
6. The Permission of the warden should be obtained in advance while leaving the hostel. The Girls' student will have to make an entry to that effect in the register maintained at the hostel office. She must write the address of the place where she is going, along with the contact telephone number.
7. Girls Students are not authorized to go out of station/leave station/night leave without prior Parent's approval in writing through their registered email ID, etc. and express permission of the Warden. A fine of **Rs. 1000/-** per day will be imposed if any student is going on leave/home or elsewhere without prior permission from the Hostel Warden. All

- such cases will be liable for strict disciplinary action which may even lead to expulsion from the hostel/restriction for University.
8. Students are personally responsible for the safekeeping of their valuables like Cash, Jewelry, Laptop, Mobiles and any other expensive items. Students should use their own locks and should take proper care of their belongings.
  9. Students are not allowed to take Hostel's newspapers to their rooms at any time.
  10. Students should handle hostel equipment, furniture, and mess property carefully and not abuse or tamper with it. If they do so, an applicable fine will be charged by the hostel management.
  11. Students must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms.
  12. Care is to be taken to avoid misuse of water coolers.
  13. Students are not supposed to use any electrical equipment/Gadgets in the hostel room such as Induction Plate, Room Heater, Electric Kettle, Electric Iron, Immersion Rod, Refrigerator etc. without prior permission of authority. A fine up to Rs. 1,000/- is imposed if anyone is found using the same for the first time and Rs. 5,000/- for the second time with confiscation of Gadgets/Equipment. A fine of Rs. 15,000/- or more is imposed if anyone is found using a third time onwards and strict disciplinary action will be taken against them as decided by authorities.
  14. Private cooking is not allowed in the hostel premises. If anyone is found guilty, then a fine up to Rs. 10,000/- can be imposed or disciplinary action will be taken on the recommendation of the University.
  15. Every case of illness and accident must be reported immediately to the hostel authorities. Students suffering from the contagious disease will not be allowed to stay at the hostel. Decision of the Chief Warden in this regard will be final and binding.
  16. No function or celebration shall be organized at hostel premises except with the prior permission of the Warden.
  17. Playing woofer/speaker etc. is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of the Hostel room.
  18. Students are not permitted to take food to their own rooms. A fine up to Rs. 1000/- will be imposed, if anyone is found doing it.

19. Students will not enter the room of other students without the permission of the inmate(s).
20. Students indulging in use of abusive and threatening language, physical fights, use of force, etc. to get anything accomplished, etc. will be liable to disciplinary action. Further, they are liable to be expelled from the Hostel/University.
21. Students are requested not to paste or sketch on the walls and doors of their rooms. The furniture and fixture as per the inventory list must be handed over to the designated staff member.
22. Any damage/breakage to the hostel property will be charged to the occupant(s) of the room along with a penalty as decided by the competent authority. Disciplinary action may also be initiated.
23. Students will ensure that they will enter their complete details in the in-out register. Wrong entry, improper / lack of entry in the exit register, signing on behalf of another person, tampering with the entries, proxy attendance, and misguidance of any nature are punishable.
24. Students during their stay in the hostel will be governed by the hostel management rules. Students are instructed to cooperate with the Warden as well as other staff of the Hostel/University.
25. Spitting is strictly prohibited and the hostel premises are to be kept neat and clean.
26. The Hostel/University authorities will conduct surprise checks periodically and if anyone is found violating the rules, disciplinary action will be taken against him/her.
27. Students are requested to visit the Notice Board and Hostel Website regularly. All instructions/notices displayed on Notice Boards in the hostels will be deemed to have been read by all students and excuses of ignorance and consequent to non-compliance of the rules and instructions put up from time to time will not be accepted.

**Rules for Guests/Visitors:**

1. Guests are not allowed to stay in the hostel.
2. Visitors must leave the premises before **6.00 P.M.**

**Regarding Room Allotment:**

1. Allotment of room, furniture etc, will be entirely at the discretion of the Warden.
2. Hostel accommodation (room) is liable to be changed by the university at the end of every academic year or if necessary, at any point of time in exceptional circumstances.
3. Students and Parents are expected to comply with the same.

## CHAPTER-4

**ANTI- RAGGING RULES****Regulation to Curb the Menace of Ragging**

**1. OBJECTIVE:** To Throw out ragging in all forms from the University by prohibiting it by law:

1.1 Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, post, or 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.

i) 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.

## **2. PUNISHMENTS:**

Depending upon the nature and gravity of the offense as established by the Anti Ragging committee of the University, the possible punishments for those found guilty of ragging at the University, shall be any

one or any combination of the followings:

- 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 University in any regional, national, or international meets, tournaments, youth festivals, etc.*
- g) *Suspension/expulsion from the hostel*
- h) *Rustication from the University for a period from 1 to 4 semesters*
- i) *Expulsion from the University and consequent debarring from admission to any other University.*
- j) *Fine ranging between Rs. 10,000/- to Rs. 25,000/-*
- k) *Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.*

**3. SETTING UP of COMMITTEES & THEIR FUNCTIONS for PREVENTION of RAGGING:**

**3.1 The Anti-Ragging Committee:** - The Anti Ragging Committee will consist of following members: -

<b>1) Pro Vice Chancellor</b>	<b>Chairperson</b>
<b>2) DSW</b>	<b>Member</b>
<b>3) All Deans</b>	<b>Member</b>
<b>4) All Head of Departments</b>	<b>Member</b>
<b>5) Chief Proctor</b>	<b>Member</b>
<b>6) Chief Provost</b>	<b>Member</b>
<b>7) Chief Hostel Warden</b>	<b>Member</b>

**3.2 Anti-Ragging Flying Squad:** - The Anti-Ragging Flying Squad will have nine groups each consisting of seven faculty members from various departments of the University. It will have surprise visits in the campus & ensure that duties assigned to the anti-ragging committees are properly executed.

**3.3 Departmental Disciplinary Committee:** - The Departmental disciplinary committee shall be chaired by the Assistant Proctor of the respective department with at least three faculty members at the departmental level. These committees will have to be vigilant, overseeing and patrolling functions. These committees shall be mobile, alert, and active at all times during their assigned duty hours and shall be empowered to inspect places of potential ragging.

**3.4 Counseling Cell on Ragging:** - The counseling cell shall advise students for maintaining discipline and conduct so as to avoid being liable to punishment under these regulations. The committee shall be chaired by a senior faculty member with at least four members from different departments.

**3.5 Other Actions: -**

It is mandatory for every student to fill up Annexures –I and II& III.



## ANNEXURE-I

### AFFIDAVIT BY THE STUDENT

I, \_\_\_\_\_ (full name of student with admission/registration/enrollment number)s/o, \_\_\_\_\_ d/o \_\_\_\_\_ Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3.4 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3.4 and clause 4 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3.4 and clause 4 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 7 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_ year.

\_\_\_\_\_

**Signature of deponent**

Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place) on this the ..... (day) of ..... (month),  
..... (year) .

\_\_\_\_\_

**Signature of deponent**

## ANNEXURE-II

### AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_, (full name of student with admission/registration/enrollment number) , having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3.4 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3.4 and clause 4 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3.4 and clause 4 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 7 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place) on this the ..... (day) of ..... (month),  
..... (year) .

\_\_\_\_\_

**Signature of deponent**

## ANNEXURE-III

### DECLARATION and UNDERTAKING

(Student's Copy)

1. I declare that I will attend all classes, and maintain 100% attendance.
2. I hereby undertake, if admitted, to abide by the rules and regulations enforced or that may be hereafter made for the governance of the University and attached hostels. I further undertake that so long as I am a student of this university, I will do nothing either Inside or outside the University that will interfere with the orderly governance and discipline.
3. I hereby undertake that I will not cause damage to books, apparatus, furniture, building, and other articles belonging to the University and its attached hostels. I undertake that I make good any loss or damage caused by me due to carelessness, negligence, and wantonness on my part.
4. I promise not to litter in campus. I promise to use the dustbins to throw waste paper, wrappers, packets, and other items that need to be disposed-off.
5. I undertake that I will not consume tobacco (in any form) or alcohol in the University campus, and in its hostels. I understand that in case of being caught doing so, I will be liable for strict punishment.
6. I, hereby assure that I will not indulge myself in, or resort to, any form of anti-social and prohibitive activities or violence, such as "Ragging," or any kind of harassment, physical or otherwise. If I am found indulging in such prohibited and anti-social activities, I am liable for severe punishment including suspension from the University and handing over to the police.
7. I shall abide by the decision of the Admission Committee for admission in a branch of study according to my merits as per choices given by me.
8. I undertake to prominently display my identity card while in the University premises, and will readily prove my identity if required to do so.
9. I further declare that I am not involved in any criminal activity and/ or no such case is pending against me in any court of law.
10. I hereby declare that I have been allotted the email ID akbarshaun@student.iul.ac.in and University internet account access username **9335558865** by the University. I undertake that I will use these facilities judiciously, and will never use it in a manner contrary to the policies of the University.

**Note: The password for email ID and University internet account is 2021502011.**

*(You are advised to change this password at your earliest convenience and treat your password as you would treat the PIN to your bank card - keep it secret and don't share it with anybody.)*

11. I declare that I will carry myself in a dignified manner, while I am a student of this University, and will not commit any action, or make a speech, that will cause harm to the reputation of the University.
12. I hereby declare that I shall abide by the above-mentioned conditions, rules, and regulations, and I shall strive to maintain the peace and academic ambiance at the University.
13. I, hereby solemnly affirm that the statements made and information furnished in my admission form and also in all the enclosures submitted by me, are true. Should it, however, be found at any time that any information furnished is untrue in material particulars, I realize that I am liable to criminal prosecution and also to forgo my admission and forfeiture of fee in the University.

**Date:**

**Place: Lucknow**  
**applicant**

**Signature & Full name of**

I, hereby declare that I hold myself responsible for the timely payment of all fee and dues of my ward / sponsored candidate (Name of Student) Mr./ Ms. ....further undertake that myward / sponsored candidate shall abide by all conditions of the declaration signed by him/ her during the period of study in the University.

**Place: Lucknow**

**Date**

**Signature of Parent/ Guardian / Sponsor**