

MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY)
Mullana, Ambala, Haryana,133207
(Established under section 3 of the UGC Act, 1956
(NAAC Accredited Grade 'A')

CODE OF CONDUCT

**CODE OF CONDUCT FOR STUDENTS OF MAHARISHI MARKANDESHWAR
(DEEMED TO BE UNIVERSITY) [MM (DU)]**

A Student of Maharishi Markandeshwar (Deemed to be University), Mullana is expected to follow the code of conduct as mentioned below in order to maintain discipline in the institution, regulatory and to keep a high degree of professional integrity.

MM (DU) believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to this Deemed to be University property and to the safety of others.

Following rules must be followed by the students of this deemed to be University in immaculate manner.

- It is mandatory to maintain minimum 75% attendance in each subject in odd/even /summer semester failing which the student shall be detained in that particular subject(s). In exceptional circumstances relaxation of 10% may be granted by the Directors / Principals on valid grounds. Details are given in the respective Ordinances which may be thoroughly studied by the students and their parents.
- If there is a mass cut in any of the period, students shall be charged a special fine of Rs. 50/- per period. If there is mass cut for the day, special fine of Rs. 200/- shall be charged.
- Students are encouraged to participate in technical/cultural festivals, sports meets, tournaments, seminars, workshops, conferences, etc. by the reputed educational institutions in the country /abroad, with prior approval of the Directors / Principals. However, no relaxation in minimum attendance criteria shall be provided in this regard.
- Student who has been detained due to shortage of attendance in a particular subject shall not be allowed to appear in term end examination in that subject. He/she will be required to study that subject in summer semester again and deposit additional fee as mentioned above.
- Dean of the school concerned shall announce the names of all such students who are

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not eligible to appear in the term end examination in each subject, before the start of the term end examination and simultaneously intimate the same to the controller of examinations. In case any student appears by default, who in fact has been detained by the school his/her result shall be treated as null and void.

- The students are advised to ensure that they meet the minimum attendance requirement for appearing in the semester end examination failing which they shall not be allowed to sit in the examination.
- Students are also advised to maintain utmost expected discipline in and outside the University Campuses. Disturbance of tranquillity of the campuses in particular and society in general, through any means shall be treated as an act of indiscipline and suitable disciplinary action shall be taken against the defaulting students.
- Students are also advised to dress appropriately, while in campuses, as per demand of the occasion.
- University has zero tolerance for indiscipline in and outside the campuses by students. Drinking, taking drugs, damaging University Property, indulging in any kind of violence, misbehaving with fellow students/teachers, ragging etc. are included in the list of undesirable activities and constitute the moral turpitude. Very strict action including suspension /rustication from the rolls of the University may be taken against the students who are found indulging in any of the above mentioned or undesirable act.
- All Boarders/Hostellers must follow the Hostel/Mess Rules and must not indulge in any kind of damage to the Hostel/Mess/University property failing which strict action as per Rules shall be taken against the defaulters including suspension /rustication from University /Hostel.

In addition to above, every student of this Deemed to be University should feel responsible to ensure the highest standards of commitment and moral behavior. Following are few aspects regarding academic integrity which are to be followed by students:

(a) **Plagiarism:**

The students of Maharishi Markandeswar (Deemed to be University) are expected to follow the code of conduct pertaining to plagiarism as described by University Grants commission, Statutory Regulatory authorities from time to time.

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(b) Use of unfair means:

The students found indulged in cheating or malpractices during examination shall be treated according to the norms prescribed by the MM (DU) authorities from time to time regarding "Use of Unfair Means"

(c) Ragging:

The MM (DU) has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational University's, 2009 (hereinafter referred to as the 'UGC Regulations') or after Statutory Regulatory authorities from time to time. Ragging in any form is strictly prohibited, within or outside the premises of MM (DU) or its Academic units. Any individual or collective act or practice of ragging shall amount to gross indiscipline and shall be dealt strictly under UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 and the rules of MM (DU) from time to time.

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CODE OF CONDUCT FOR EMPLOYEES (TEACHERS/STAFF/ADMINISTRATORS)

1. Every employee of this Deemed to be University shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings
2. An employee shall at all-time should be courteous in his dealings with other members of the staff students and general public
3. Unless otherwise provided specifically in terms of appointment, every employee shall be whole time employee of the university, and may be called upon to perform such duties, as may be assigned to him by the concerned authorities or offers, beyond schedule working hours and on holidays and during vacations. These duties shall inter alia include attendance at meetings of committee to which one may be appointed by the university
4. An employee shall be required to adhere to the scheduled hours of work, during which he/she is required to present at the place of his/her duty.
5. Except for valid reasons and for unforeseen contingencies, no employees shall be absent from duties without prior written permission.
6. No employee shall leave station except with the previous written permission of proper authority, even during leave or vacation.
7. Before leaving the station, an employee shall inform the head of the department of the address where he would be available during the period of the absence from the station.
8. No employee shall take active part in politics in the campus of the university or exploit his official position or permit the use of facilities of this Deemed to be University for political purposes.
9. No employee shall, except in accordance with any general or special order of the concerned authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
10. No employee shall, except with the prior written permission of the concerned authority, engage himself directly or indirectly, in any trade or business or undertake any employment outside his official assignments.
11. Employee of this Deemed to be University shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt

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or has recourse to insolvency or when it is found that a moiety of his/her salary is being continuously attached, he / she may be liable to dismissal.

12. Employee of this Deemed to be University who are suffered with any contagious disease it should brought into the notice of Authorities of the MM (DU) in order to control the spread of disease.

13. Every employee of MM (DU) is expected to follow the code of conduct pertaining to plagiarism as described by University Grants commission and Statutory Regulatory authorities from time to time.

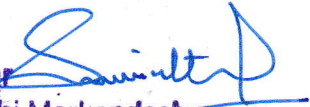
14. Employees shall not write, publish post or release any information which is considered confidential.

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CODE OF CONDUCT FOR MEMBER OF GOVERNING BODIES

The Governing Bodies of this Deemed to be University are responsible for ensuring the effective management and monitoring the performance and growth of the MM (DU).

- a) The Governing Bodies should act to approve the mission and strategic vision of MM (DU), long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- b) The Governing Bodies are formed to monitor the performance and quality assurance arrangements of MM (DU) which should be, where possible and appropriate, benchmarked against other Universities.
- c) Governing Bodies should ensure compliance with the Act, statutes, ordinances and other provisions regulating the Deemed to be University, including regulations of the Statutory Bodies, such as UGC, MCI, INC, PCI, DCI etc. as well as regulations laid out by the State Government and the University.
- d) The Governing Bodies should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students without any discrimination of caste, race, colour, gender, religion, region, disability etc.
- e) The Governing Bodies should actively monitor that this Deemed to be University implements the requirements of State and National Governments.
- f) The general principle of transparency of the Governing Bodies applies that students and staff of MM (DU) should have appropriate access to information about the proceedings of the Governing Bodies.


Registrar
Maharishi Markandeshwar
(Deemed to be University)
Mullana-Ambala 133-207