



STUDENT CODE OF CONDUCT

WITH EFFECT FROM

1ST SEPTEMBER, 2021

1.0 GENERAL BEHAVIOUR

Woxsen University aims to create an environment in which students, faculty, staff, and individuals affiliated with the School can freely exchange ideas and thoughts, build their intellectual curiosity, and celebrate the School's diversity. To create such an atmosphere, members of the community must respect each other and act responsibly. The School expects students to follow a set of conduct guidelines that include, but are not limited to, the following:

- Tolerate and respect each other's ideas, beliefs, thoughts, and experiences.
- Respect each other's safety. Verbal and physical violence in any form is not acceptable.
- Avoid possession of articles that may be deemed harmful to others or yourself.
- Respect Woxsen University property and facilities. The School prohibits the misuse, stealing, or intentional damage of any of its property or facilities.
- Provide truthful information to the School. Provide accurate admission and personal background information by the requested date.
- Act in a lawful manner. If you participate in unlawful activities, the School will report these to the local authorities and you might be expelled.
- Desist from influencing other students to act in a manner detrimental to the interests of the institution and make efforts to force changes in the institution's policies and regulations.
- Desist from forming groups and act in concert against the policies and decisions of the institution.

2.0 JURISDICTION

2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 University may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.

e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3.0 ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

a) he/she shall be regular and must complete his/her studies in the University.

b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans

c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

3.3. University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying University property or property of other students and/or faculty members
- Any disruptive activity in a class room or in an event sponsored by the University
- Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards
- Participating in activities including organizing meetings and processions without permission from the University.
- Accepting membership of religious or terrorist groups banned by the University/Government of India

- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs
- Smoking on the campus of the University
- Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- Rash driving on the campus that may cause any inconvenience to others
- Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources
- Misbehaviour at the time of student body elections or during any activity of the University.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving;
- Inciting or participating in a riot or group disruption at the University.

3.5 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

3.6 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

3.7 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.8 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.

3.9 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.10 Damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.11 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.12 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition;

4.0 VIOLATIONS

If there is a case against a student for a possible breach of code of conduct, then the Disciplinary Committee shall recommend a suitable disciplinary action and inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct, take written statement(s) from the student(s) and suggest one or more of the following disciplinary actions based on the nature of misconduct:

4.1 WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 EXPULSION - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/ fellowship for a specific time period.

4.6 SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the University for a period of three years, and

4.8 Withholding the grade card or certificate for the courses studied or work carried out.

5.0 APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor. The Vice Chancellor may decide on one of the following:

5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration.

In any case the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6.0 CONFIDENTIALITY

All materials that you submit for admission to Woxsen University become the property of the School. The school will preserve all student information submitted at the time of admission, as well as that created during their attendance at the School. You are entitled to request and review information regarding your academic transcripts and admission files. This does not include confidential information disclosed in your admissions file, such as letters of recommendation or interview comments.

You may request for an official copy of your transcript. However, you cannot request for original copies of your applications - we can only provide photocopies. No individual(s) outside the Dean's Office, Program Office, Admissions, Honour Code Committee and select faculty/staff members may view an individual student's files without his or her consent. You must give a signed consent to the Dean. However, the Dean takes the final decision to release a student's files.

The School may disclose basic personal information without your consent as long as it is for education-related use, for example, name, address (permanent home), e-mail, phone number, other institutions attended, age, gender, activities involved in while at Woxsen University, year of graduation, specialization at Woxsen University, or company name and position. Education related use could include directories, alumni mailing, or aggregated demographic information, and must be approved by the VC. You can withhold publishing of basic information from directories or alumni mailing by simply sending a 'statement for removal' to the VC.

The School will not allow any unauthorized party to review your records. These include financials, admissions information, staff and faculty reviews, and Governing Board documents. When you arrive, we will ask you to designate a contact name and number in case of an emergency. The School defines an emergency as a critical health situation (such as long- term hospitalization), financial payment default, or expulsion. In other personal cases (such as basic health problems, sexual harassment, and general academic issues), the School will not contact the designated person without your consent.

7.0 ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity.

Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitutes a serious offence.

7.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE : These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students.

Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others.
- properly acknowledges all contributors to a given piece of work.
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

7.2 Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

(a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

(b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

(c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

(d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

(e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

(b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

(c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

(d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

(e) Creating sources, or citations that do not exist

(f) Altering previously evaluated and re-submitting the work for re-evaluation

(g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

7.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- (b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- (d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- (e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- (f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

8.0 DRESSING, GROOMING AND BEHAVIOUR

Minimum requirements: to be dressed in business formals from Monday to Thursday. On Friday and Saturday, students might dress in casual attire with the exception of printed t-shirts, shorts, ripped jeans, sandals, or similar.

1. Formal Dressing – For the benefit of all the students, we are documenting what generally qualifies as interview formals as under.

a. Women

i. Invest in 1-2 good dark colour pant suits. Invest in 4-5 collared Shirts – Solid Light Colours. Invest in a pair of plain black close toed kitten heels and a pair of plain black close toed flat shoes.

ii. The suit pants can be replaced with a skirt – knee length – which can be paired with the same suit.

iii. Cotton Kurta and cotton leggings set – sober colours, with no embellishments, plain open face sandals – flats & kitten heels – 2 pairs which can be used with multiple outfits.

iv. 2 Saree Sets (saree and blouse) – cotton blouse with half sleeves. It is important to get comfortable in a saree and unless you drape it often, you will not be able to carry it when required (formal occasions).

v. Shoes must be free of embellishments – better to be sober than sorry.

b. Men

i. Invest in 1 set of Dark Suit – 3 Color options – Black, Blue or grey.

- ii. 2-3 solid color shirts – Light colours – whites, blue and light grey. Printed shirts are not formal.
 - iii. 2-3 Ties that match the shirts – Stripes, checkered or light solid – (options for striped ties available on Amazon and tie kart).
 - iv. 1-2 belts with a simple buckle. Black or dark brown ONLY.
 - v. 2 pairs of formal shoes – plain black and brown – (Remember- brown doesn't go very well with black and most blues.).
 - vi. 3 pairs of socks with each of the suits (6-9 pairs in total) – same colour as the suits.
- c. It's called hygiene for a reason:
- i. Keep your nails and hands clean.
 - ii. Cut your nails as frequently as required.
 - iii. Comb your hair – tousled hair is not formal. Fancy hair doesn't go well with most employers.
 - iv. Clean shave- Beards are overrated, especially patchy ones. Shave as often as you can. If you have a skin ailment, produce a certificate and get it treated, if possible. A patchy or fancy beard is often frowned upon.
 - v. If you want to grow a full beard, keep it trimmed and well maintained.
- Collar should be buttoned while wearing a tie. The tie should be straight and well fitted, not hanging.

9.0 CLASSROOM GUIDELINES

- a. Missing lectures is not acceptable. Continuous absence for 4 or more times, without prior consent by the Program Chair, will lead to disciplinary action by the same authority, which can be in the form of credits, marks or suspension from the concerned subject.
- b. Coming late for lectures is not acceptable. Repeated late arrival for three or more times will translate into an "absent" marking.
- c. Disturbing or disrespecting the concerned faculty in any way is not acceptable. The same shall be reported to the Program Chair, who will consider disciplinary actions as stated in point a.
- d. If you have to complete an errand or a job – speak to the faculty and take permission for the required delay before class.
- e. In the unfortunate event that you are running late for a session and cannot speak to the faculty in person – inform the faculty via SMS or email or WhatsApp- State the time by which you will join the session, the reason you are running late. Reach the class at the time indicated in the message.
- f. In the unfortunate event that you have to miss a lecture – inform the faculty in advance via SMS or EMAIL or WhatsApp – stating clearly that you will be absent and WHY. Preferably email with a copy marked to the pertinent authority.

- g. In the event that you have to miss class for a sustained period of time, send an email to the Program Chair with copy to the Dean and once approved, share that approval with the required faculty.
- h. Find out what you enjoy doing- Lock yourself in a room, speak to your friends. Find out. Sooner the better.
- i. Communicate. Everyone has problems- You are not the only one. Talk to people around you. You will feel better and may find a solution. Failing to do so, you may push yourself down a hole that may be difficult to get out of. Most importantly – The world is not going to wait because you have problems. So managing them is important.
- j. Learn to prioritise – A family wedding, a party, an errand – all can wait until you finish your education. You are here to learn management and then get a job. Put the learning first and the job / career will follow.
- k. Your Health is your responsibility. If you do not invest in your health and fail to take care of yourself, the only person who will lose is you. Exercise every day and take care of your diet.
- l. Be Patient –We will get there. Stay the course and YOU WILL BENEFIT.

10.0 USE OF THE SCHOOL'S NAME AND LOGO

We strictly monitor the use of Woxsen University name, along with property featuring the school's name or logo. The School must approve all banners, advertisements, publications, Woxsen University merchandise, and distribution of materials implying endorsement by the School. Appropriate action will be taken against violators of these policies. More information on Woxsen University Communication Style and Brand Guidelines is available with Woxsen University IT team.

11.0 ELECTRONIC INFORMATION POLICY

We strictly prohibit unauthorized copying or use of Woxsen University licensed software by any member of the Woxsen University community. Woxsen University and its members must comply with all contractual software obligations. In addition, the School and its members will abide by all local, state, and national intellectual property laws and information technology regulations. You must report any violation of this policy to the Dean. Violating this policy could lead to expulsion or legal action.

Intellectual Property Rights / Copyrights: Woxsen University strictly abides by the Intellectual Property rights.

12.0 ALL USERS SHOULD ALSO NOTE THE FOLLOWING

1. Books: Photocopying of an entire book either on campus or outside is strictly prohibited. Illegal storage of such material anywhere within the campus is not permitted. A chapter of a book or less than 10% of the book may be photocopied for personal use only.
2. Software: Loading pirated software programs onto single/several computers for simultaneous use is not permitted.

13.0 CAMPUS POLICY

13.1 Identity Cards

All students are required to wear their valid identity card issued to them by the School at all times.

13.2 Staying On Campus

Students must ensure that the doors are locked and all electrical switches are switched off when not in use. Students must use water judiciously while on campus and must keep in mind conservation of water at all times. Water is a very scarce resource which we cannot afford to waste. All visitors must register at the security station/main gate upon arrival and departure. No visitors are allowed after 9.00 pm. No visitor, under any circumstance, is allowed to stay in the hostel if the student does not provide prior intimation to the Student Affairs Division/Campus Manager. Students are personally responsible for ensuring all visitors comply with the rules and regulations and they would not cause any inconvenience to other students. Visitors are strictly prohibited from staying overnight. However, if the student informs the concerned authorities well in advance, exceptions or alternative arrangements for stay may be made. Students cannot stay on the premises after their academic term has concluded. Special permission will be required to be obtained in writing from the School for doing so. For internship projects, students will have to make their own arrangements for stay outside the campus. Students are solely responsible for valuables they keep on the premises, including cash, jewellery, mobile phones and other devices. The School will not be responsible for loss or theft of any valuables. Students must obtain prior permission before organizing any social events in the hostel or anywhere in the campus. Girls are not permitted to enter the sections reserved for boys in the residential premises. Similarly, boys are not permitted to enter the sections reserved for girls in the residential premises. Violation will result in the student(s) being expelled from the campus. Students are not permitted to put up notices on the campus without the permission of the School.

13.3 Smoking, Alcohol and Drug Consumption

Woxsen is a smoke-free campus. Smoking, consumption of alcohol and usage of drugs are strictly prohibited on campus. Students found in possession of drugs or under the influence of intoxicants will be rusticated from the Woxsen University with immediate effect.

13.4 Vandalism

Vandalism/Damage/removing institute property including sports equipment is a very serious offence. Strict disciplinary action would be taken against students causing damage to school property. The cost of damage will be recovered from student's caution deposit. If no student takes ownership for damage caused, the cost of repair/replacement will be recovered from the entire student group.

13.5 Cooking

Cooking food on the premises is strictly prohibited. Violation could result in the student(s) being expelled from the campus.

13.6 Sexual Harassment

Sexual harassment is a very serious offence. Students found causing embarrassment, unsolicited compliments, and sexually tainted jokes and "ragging", spreading false rumors will be evicted from the institute immediately.

13.7 Physical Violence

Fighting or any physical violence is not allowed. Students found committing such an offence will be expelled immediately.

13.8 Safety

Students' safety is of prime importance for the institute. In this regard, a strict security team is stationed at the gate. The school reserves the right to check student vehicles and bags at the time of entry and exit into/from the campus. Security personnel hold the right to enter student rooms for random checks at any time. Students involved in illegal activity/possession of illegal material will immediately attract disciplinary action. Students are required to cooperate with the security during such checks.

13.9 Leaving the Campus

Students should not leave the campus while academic terms are in progress without obtaining permission in writing from the Chairperson Academic Administrator or Sr. Manager – Campus Operations.

13.10 Vehicles

13.10.1 Bicycles on Campus (BYOB – Bring Your Own Bicycle)

Bicycles are a popular mode of transportation on campus and everyone is encouraged to use bicycles for transportation on campus - they are quick, easy to park and environmentally friendly. Cycles can be parked at different locations. The initiative aims to increase awareness among the Woxsen University community on the issue of sustainability, keep the campus clean and green while improving the health of the Woxsen University community.

Some guidelines for using bicycles on campus

- Bicycles must be parked in the designated bicycle racks on campus. If they are parked elsewhere, they may be removed.
- When not in use, bicycles should be parked in bicycle rack at all times

13.10.2 Parking and Use of Vehicles

Students are encouraged to bring their vehicles. Ample parking is available on campus. There is no covered car parking facility available. In the case of students joining Woxsen University from out of state,

- 1) You need to give your vehicle RC copy and Driving License Copy to facilities team.
- 2) However, you need to park your private vehicles at the main entrance parking area only.
- 3) Using motorized vehicles inside the campus is allowed only if there is a permission letter is available from School.

One must park all vehicles within the marked bays and not on verges, access ways, or any area not intended for such a purpose. One must obtain a parking permit from the Security Officer. The school does not accept responsibility for damage to or loss of vehicles on its premises, or for damage to or loss of accessories or contents. Parking in front of the admin block and the hostel entrance is strictly prohibited. For more information on parking, please contact the facilities team.

13.11 Posters on Campus

The Dean of the School & Registrar approves all banners, posters, and advertisements to be posted by students. The School reserves the right to remove posters that damage Woxsen University property or violate the School's values. In addition, we expect the student council to properly remove and dispose of posters after the event is promoted or within 3 weeks of posting, whichever comes first. No external organisations may place advertisements on Woxsen University property without prior permission.

13.12 Religious Guidelines

Woxsen University is a secular institute that does not affirm or deny any specific religious tradition, philosophy, or practice. Woxsen University does not discriminate against any religion or sect in terms of hiring, admission, or grading. Students are expected to respect the religious preferences of others on campus, and are required to refrain from practicing their religion in the public sphere or in any common areas. For prayer, puja, or worship times, you may wish to use your personal room

- For safety reasons, no fire is permitted on campus. Even small candles unattended have been known to burn entire at student hostels.
- No spice/paint/stickers may be placed on any floors or walls whatsoever. Paper coverings could be placed to ensure easy clean-up
- No loud music, singing, or chanting that might disturb others
- Please clean up any mess to ensure that others are not affected by your event
- Use good judgment and safety precautions at all times

13.13 Environmental Protection

We want to make the campus green and environment-friendly. To protect the environment, Woxsen University service providers use only environmentally friendly chemicals for upkeep of the rooms, offices, toilets, etc.

13.14 Pets

Pets are not permitted to be kept in the student hostels.

13.15 Overnight Visitors

Visitors staying overnight at the students' housing units must obtain prior approval and may stay for a limited period. Approval is given after taking into account the convenience of other residents. Visitors will be charged at the prescribed rates for the duration of the stay. You may contact Campus Facilities Team if you need any assistance.

13.16 Safety and Health

Everyone of Woxsen University community are collectively responsible for the quality of life and level of safety on campus. We need to be considerate and careful and comply with all regulations.

13.17 Fire Safety

Fire extinguishers have been placed in every Student Hostel block and at the Admin & Faculty block. If there is a fire, call for help at extension 5550 and state your location clearly.

The Student Handbook details the regulations and the code of conduct governing students while they are enrolled in the program of the school. Students are expected to abide by the regulations. Any deviations from the regulations will be referred to the appropriate authority of the school/ University. The decision of the appropriate authority of the School/University will be binding in the student.

13.18 Student ID cards

When you arrive, Woxsen University will issue a Student ID Card to you. One needs the ID card for entering the campus and at various other areas of the campus. In addition, the ID card serves as the library pass. Please take care of the ID card, if it is lost, report the loss immediately to Program Office and Facilities team. A new ID card will be issued on a chargeable basis of Rs. 750/- and it will take 14 working days for re-issue.

13.19 Decision to be binding

Students shall abide by the decisions taken by the School, which shall be treated as final and binding. Disputing such decisions will result in the student(s) being expelled from the campus.

14.0 RIGHT TO ALTER, AMEND RULES

The School reserves the right to alter, amend, add or delete any of the rules and regulations at any time without prior notice.

ANNEXURE

UNDERTAKING FOR STUDENT CODE OF CONDUCT

I, _____ Admission Number _____,
a student admitted into the _____ programme in _____.

I have read and understood the Student Code of Conduct (SCC) which contains the guidelines, policies, procedures and redressal mechanisms pertaining to 'Prevention of Ragging' and 'Prevention of Sexual Harassment' among others.

I understand that the University will take appropriate action if I am found violating the Student Code of Conduct and the decision of the University in this regard will be final and binding.

I also understand that the University will report cases of violation to appropriate regulatory authorities, where required by law. The University reserves the right to contact my Parents / Guardians in case of any concerns.

Place: Hyderabad.

Date: __/__/20__

Signature of student with date