



USTM



Unveiling Excellence

CODE OF CONDUCT

(Chapter - V, University Policies & Guidelines)

- Students
- Teachers
- Administration
- Library Users
- Governing Body



CHAPTER V

Code of Conduct

Code of Conduct for Students

As per General Code of Conduct for the students of USTM, all students must:

- Treat all employees, faculty members, consultants, coaches, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- Maintain a cooperative and collaborative approach to interpersonal relationships;
- Act honestly and ethically in their dealings with University employees, faculty members, consultants, coaches, volunteers any other members of the public and other students
- Respect the privacy and dignity of employees, faculty members, consultants, coaches, volunteers any other members of the public and other students
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students to carry out their study, research or work at the premises of the University,
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students to access or use the resources of the University
- Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

Students' Dress Code

- All students are expected to be in the prescribed dress code of the University.
- Students are to be in the fomenal uniform, University T-Shirt and Department T-Shirt.
- During all formal sessions and events, all students are to be present in formal uniform.
- Students visiting other institutes representing the University has to be in the formal uniform with University identity cards.
- Inside the campus: to maintain the good image of the University, students are reminded to be properly attired in a manner befitting the status of the University students when inside the campus.
- In case of the violation of the dress code the student concerned will be facing disciplinary actions.
- During informal sessions and events, it is expected that students will dress accordingly to maintain the decorum of the University.
- Students are expected to be in proper dress in the campus canteen or hostel canteen.
- Wearing indecent dress, i.e. Shorts, Mini-Skirts are prohibited in the campus.

Academic Conduct

All students must:

- Ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rules and resolutions of the University of Science and Technology, Meghalaya.
- Read all official correspondence from the University, including email.
- Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests.
- Avoid any activity or behavior that would unfairly allow or give advantage or disadvantage to another student academically.
- Conform to the University's requirements for working with humans, animals and biohazards;
- Behave professionally, ethically and respectfully in all dealings with the University's learning partners during extramural placements and practicums; and
- Use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless especial permission has been granted for non-University or private usage.

Classroom Conduct:

All program and courses of the university has been designed so as to facilitate learning. All stakeholders need to do their part for this to happen. Students, in particular, play a central role in creating an environment in which learning can occur. This code of conduct will clarify basic expectations in order to avoid misunderstandings of what is and is not appropriate.

Some of the rules to be followed in the classroom:

- All the students are required to wear university uniform in the most decent manners and present themselves in neat & tidy manner.
- All the students are to treat the faculty members with utmost respect and dignity.
- All students should attend classes regularly, arrive to class on time, stay through the full period and bring necessary materials.
- It is the duty of the students to maintain the minimum 70% attendance as prescribed in the attendance policy.
- All the students are required to have finished the pre-reading of the class contents and be present classes well prepared.
- Students should not engage in behaviour that detracts from the learning experience. Talking in class, sleeping, usage of gadgets (unless instructed to), unnecessary movement in and out of the classroom are strictly prohibited.
- It is against University regulations of using tobacco, *guthka*, *pan-masala*, *alcoholic products* in the classroom.
- Students may bring food items, water bottles and sealed beverages to the classroom for refreshments. But students are fully responsible for keeping the area clean and free of garbage.

- Classrooms properties are to be properly taken care of by the students and no damage should be done to any classroom property i.e. desk boards, tables, chairs, projectors etc.
- The classroom should be a place for the free and open discussion of constructive & creative ideas, students should conduct and express themselves in a way that is respectful to all the fellow classmates and the university community.
- All the students are expected to take all examinations, tests at the scheduled time and turn in all assignments in due time. Unless an adequate excuse or reason is validated and provided to the Head of the Department, grades will be marked down substantially for late submission.
- All the students are also required to show utmost respect to the external examiners, faculties from other departments, higher authorities and guests visiting the classroom on different academic/non-academic events and occasions.

University Examination

The following rules and regulations govern all University of Science and Technology, Meghalaya examinations and have been approved by the Controller of Examinations:

1. Examination candidates should attend for each examination at least fifteen minutes before the designated starting time.
2. Instructions from the Examination Invigilator must be carried out promptly.
3. No book, bag/handbag, notes, or other unauthorised material may be brought into the Examination Hall without the prior approval of the Invigilator.
4. Candidates must ensure that there is no writing on any rulers, set-squares, calculators and other such requirements brought into the Examination Hall.
5. Communication with another candidate is not permitted. If an examination candidate requires assistance, he/she should attract the attention of the Invigilator, taking care not to disturb the other candidates.
6. Any behaviour or activity, which causes inconvenience or disruption to other examination candidates, is not permitted. Please avail of the toilets before entering the Examination Hall.

7. MOBILE PHONES, ELECTRONIC DEVICES OR MOBILE COMMUNICATION DEVICES ARE NOT PERMITTED IN THE EXAMINATION HALLS.

8. Candidates

- (i) will not be permitted to enter the Examination Hall after thirty minutes of examination time has elapsed
 - (ii) will not be permitted to leave the Examination Hall during the last 15 minutes of the Examination and
 - (iii) at the conclusion of their examination must remain seated until their examination material has been collected by the Invigilator.
9. A candidate must under no circumstances leave his/her seat unless permitted to do so by the Invigilator. A candidate wishing to leave his/her seat should raise his/her hand to attract the Invigilator's attention.

10. All examination material must be handed up to an Invigilator after the candidate has finished his/her examination.

11. No candidate shall take out of the Examination Hall any answer book(s) or part of an answer book, whether used or unused, or other supplied material.

12. Where a pocket calculator is used it must be silent, self-powered and non-programmable. It may not be passed from one candidate to another. Instructions for its use may not be brought into the Examination Hall. The term 'programmable' includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable. Calculators with any of the following mathematical features are prohibited: Graph plotting Equation solving Symbolic algebraic manipulation Numerical integration Numerical differentiation Matrix calculations Calculators with any of the following features are prohibited Data Banks Dictionaries Language translators Text retrieval Capability of remote communication.

1. **Identification of Examinee:** An examinee shall carry his / her Identity Card and Admit Card to the examination hall and shall produce the same when asked for.
2. **Late comer:** A student arriving at the examination hall 15 minutes after the scheduled time shall not be allowed to seat in that examination. No examinee shall be allowed to go out of the examination hall within 1 hour from the commencement of the examination.
3. **Adoption of unfair means:** An act of possessing unauthorized materials and attempting to copy, copying there from, copying answer scripts from other students and from any other sources or sharing his / her answer scripts, discussion with others during any examination, creating disturbances or acting in a manner so as to cause inconvenience to other students in the examination hall and near about shall be treated as adoption of unfair means. The Disciplinary Committee constituted by the Vice Chancellor will look into the matter and recommend punishment depending upon the degree of offence. The necessary order will be issued by the Registrar in this regards intimating all concerned.
4. **Ban on electronic gadgets:** No students shall carry any electronic goods in the examination hall. If found carrying the gadgets will be forfeited forever. But in special occasions electronic calculator can be used when permitted for the purpose.

Dissertation, Thesis and Project Works:

Sources that must be acknowledged include, but are not limited to, lab manuals, books, articles in books, journal articles, and web pages, along with graphs, charts, tables, data sets, etc.in any of the sources just mentioned. Proper acknowledgment must indicate both the source and how it served as a source for any specific portions of the student's assignment. The informal nature of some writing may obviate the necessity of rigorously formal citation, but still requires honest attribution to original authors of all borrowed materials. Students should feel free to consult with instructors whenever there is doubt as to proper documentation.

Academic Misconduct

Academic misconduct is defined as a violation of the University's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an examination, plagiarism on an academic assignment, or unauthorized collaborative work.

Evidence of academic misconduct may include, but is not limited to, the following:

- Some of the student's work coincides with or closely paraphrases a source that is not properly acknowledged.
- Glaring coincidences in the work of students on examinations, papers, problem sets, etc. where cooperation in producing the work was not permitted.
- Submission of the same work in more than one course. When submitting any work to an instructor for a course, it is assumed that the work was produced specifically for that course. Submission of the same work in more than one course without prior approval is prohibited.

Non Academic Misconduct:

Prohibition of Illicit drugs and other substance

The unlawful possession, use, purchase, or distribution of alcohol on University campus or as part of any University activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on University property or as part of any University activity.

USTM recognizes that there may be situations in which students would be in need of swift medical assistance for themselves or others, as a result of alcohol and/or drug use. The University expects each student to share in the safety and wellbeing of their fellow students and to seek out assistance from USTM officials and/or medical emergency services through 100, without fear of University disciplinary action for the consumption of alcohol and/or use of controlled substances.

Smoking and vaping is prohibited in all indoor spaces throughout the University, including meeting rooms, lounges, offices, and residence halls (including individual's residential rooms). Violation(s) may result in a referral to the student conduct, a fine, and/or other potential penalties, including exclusion from campus housing. Altering smoke detectors creates danger for all building occupants and may be met with disciplinary action.

Assault, Endangerment, of Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of physical harm is subject to disciplinary action, whether or not the risk is realized. The Director of Student Welfare, in consultation with the dean of students, will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanctions and punishments.

Bullying and Intimidation

- Bullying: Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause or any reasonable person should know would cause physical or substantial emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:
 - (i) substantially interfering with a community member's education, employment, or full enjoyment of the University;
 - (ii) creating a threatening or intimidating environment; or
 - (iii) substantially disrupting the orderly operation of the University.

Bullying is prohibited, and participating in such acts will result in disciplinary action.

- Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited and will result in disciplinary action. Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the student conduct process will be in violation of retaliation as described within this handbook and will be subject to disciplinary action. When acts of bullying and intimidation occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Sexual Assault and Harassment Policy/Act as per the University laws of the land.

Discrimination, Including Harassment, Based On A Protected Class

Discrimination, including harassment, based on a protected class is defined as unreasonable, unwelcome conduct, based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification, that objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person's educational opportunities, full enjoyment of residence and community, or terms of employment. This type of discrimination can occur in any form and can be directed at individuals or groups. Depending on the severity of the circumstances, infractions may be resolved through a variety of appropriate methods, ranging from informal, remedial steps, including training, counseling, or mediation to disciplinary action, up to and including suspension or expulsion. In all cases, the University encourages individuals to seek support and assistance as soon as possible. Before any behavior can be considered for the student conduct process, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of discrimination. If a person has been subject to discrimination including harassment on the basis of a protected classification, as described above, the student should consult with the director of equal opportunity and engagement for guidance.

The University's Sexual Assault and Harassment Policy/Act prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence, and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, stalking, physical assault, and discrimination.

If a person has been subject to sexual misconduct in any form, the person should consult with the Dean, Student Welfare for guidance and resolution of sex or gender based complaints under the Sexual Assault and Harassment Policy.

Disorderly Conduct

Students at USTM have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means.

These freedoms of expression extend so far as expression does not impinge on the rights of other members of the community or the orderly and/or essential operations of the University. Disorderly conduct is not permitted.

Disorderly conduct is a violation that prevents the orderly operation of the University, which includes, but is not limited to:

1. Excessive noise, which interferes with classes, University offices, residence hall neighbors, or other campus and community activities;
2. Unauthorized entry into or occupation of a private work area;
3. Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
4. Failure to maintain clear passage into or out of any University building or passageway, and/or work space;

5. Failure to disperse when a building, office, or campus space is closed; and/or
6. Other conduct that disrupts the operations of the University, such as lectures, meetings, events (such as admissions tours or job interviews), ceremonies, or other necessary business and community functions.

Events

The USTM defines an event as an academic, intellectual, cultural, and/or social gathering, held by students or a student organization on campus space. Events can be open to the entire campus community, open to all enrolled students, or closed events held for a smaller group of students and/or members of an organization. Typically, guest(s) of enrolled students are permitted at campus events. Both open and closed events follow the same expectations and process for registration.

- ❖ Open events are defined as an event where all students are permitted to attend, without an entry fee. Open events may or may not be open to the larger campus community.
- ❖ Closed events may be held for a smaller group of students and/or members of an organization. A guest list may be required depending on the size and scale of the event.

Failure to Comply

The University expects students to comply with the directions of law enforcement officers or University officials acting in the performance of their duties. Furthermore, the University expects students held responsible for Student Code of Conduct violations to fully comply with all disciplinary sanctions imposed by the University. A responsible student's failure to comply with imposed sanctions or any related directions of a University official in the performance of their duties will be subject to further disciplinary action.

False Representation

A student may not knowingly provide false information or make misrepresentation to any University office. In addition, forgery, alteration, or unauthorized possession or use of University documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Upon request, students are obligated to provide University personnel with accurate identification and must present their Identity Card when requested. A student may not knowingly provide false information or make misrepresentations to any University office.

In addition, forgery, alteration, or unauthorized possession or use of University documents, records, or instruments of identification, or forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action.

Fire Safety

Fire regulations prohibit personal cooking appliances (hot plates, toaster ovens, or other items with open-heat elements), space heaters, candles, incense, other open-flame items, vapes, and halogen lamps. Open flames, including the burning of candles, incense or other unauthorized objects, are not permitted in residence halls or any other unauthorized area of campus. It is also a violation to hang items from any part of fire safety equipment including conduits and sprinkler heads. Any student with an open flame (e.g., candles, incense, etc.) may be subject to a fine.

Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment is prohibited and is a violation of state law. Any student who causes an alarm to be set off for improper purposes may be liable for the expenses incurred by the fire department(s) in responding to the alarm, in addition to any fines, charges or sanctions that may be applied for violation(s) of this policy.

If no individuals accept responsibility when a violation of this policy occurs in a residence hall, all residents of that residence hall may be subject to fines and charges for costs incurred by the University and/or fire department(s).

Fire drills are held on a regular basis. Failure to vacate any University building during an active fire alarm, including drills is a violation of University policy, may result in disciplinary action. Directions for fire drill procedures are posted in every building. Hallways and stairwells must be kept clear of bicycles, trunks, and furniture, and may not be used for storage. Items impinging on free movement in public spaces, including halls and stairways, will be removed (including cutting locks, when necessary) and their owners may be charged for their removal.

Students are financially responsible for damages resulting from reckless conduct or violation of this policy. Any student in violation of the University's fire safety rules (e.g., unauthorized candle/incense/object burning, tampering with fire safety equipment, etc.) may be subject to restitution and replacement costs, a fine, adjudication through the student conduct process, or other reasonable resolution as deemed by the student conduct administrator.

Any student in possession of prohibited items and/or in violation of the fire safety policy may be referred to the student conduct process.

Behaviors that are inconsistent with our norms and expectations include actionable harassment or bullying; threats, intimidation, or incitement of violence; and defamation or other unlawful invasion into the privacy of others. All are encouraged to engage in the civil exchange of viewpoints, with the understanding that even where we disagree, we can still recognize that we are all valued members of the University.

Posters:

All advertisements, flyers, notices, etc., constitute posters and may only be posted on public bulletin boards. Outdated posters must be promptly removed; anyone may remove outdated posters from public boards.

Posters may not be placed on light posts, trash cans, buildings, walls, floors, doors, windows in doors, walkways, bike racks, handrails, stairs, or trees, nor may they be placed on the assigned group bulletin boards in Parrish without permission from the group.

Posters need to be “signed ” with a recognized student organization or the individual name of a matriculated student. No mentions or images of alcohol are allowed. If posters do not conform to these rules, they may be removed, and the individual or group may be fined or held financially responsible for damage.

Hazing

USTM prohibits any form of hazing, whether the activities occur on or off property owned or operated by the University. Hazing includes, but is not limited to, any behavior and/or acts of servitude that is designed or intended to humiliate, degrade, embarrass, harass, or ridicule an individual, or that which a reasonable person would deem harmful or potentially harmful to an individual’s physical, emotional, or psychological well-being, as an actual or perceived condition of new or continued affiliation with any organization, and/or team. Hazing also includes knowingly or recklessly engaging in such behavior and/or acts.

Engagement in any of these behaviors, regardless of the intent to cause harm or the willingness of an individual to participate in such activity, for the purpose of initiation, admission, or continued affiliation and/or membership, is a violation of this policy and liable to be punished according to the set rules of USTM.

Housing Violations

Students are expected to familiarize themselves with the policies and rules concerning conduct in the residence halls/hostels.

Acceptance of space in University hostels constitutes knowledge, willingness, and agreement to abide by these housing policies. Living in University housing is a privilege and not a right. The Dean’s Office and/or Office of the Student Welfare may, at any time and at its own discretion, withdraw this privilege due to behavior, which does not rise to the standards outlined below. Students who lose their housing privileges are not typically entitled to a refund of their room and board charges for the remaining weeks of the semester.

Retaliation

The University will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in^[1]_{SEP} a resolution process is a violation of University policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.

Retaliation should be reported promptly to the senior class dean and director of student conduct and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

Theft, Vandalism, or Property Damage

Theft, negligent, intentional, or accidental damage to personal or University property is prohibited, as is possession of stolen property. Restitution may be charged to the appropriate individual(s) and may warrant University disciplinary action. In the event that damage occurs in residence-hall common space for which no one assumes responsibility, restitution may be divided equally among all residents of that hall. Administrative fees may be added if students do not comply by the end of the semester.

For damage that occurs during a student event in a space other than a residence hall and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organizations may be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed University buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Climbing on any University building or University-owned structure or being present on building roofs is prohibited without authorization. Tampering with locks to University buildings, unauthorized possession or use of University keys, and alteration or duplication of University keys is against University policy. Participation in any of these activities may subject a student to fines and/or further disciplinary action.

Entry & Exit

1. All students are supposed to enter the campus on or before 10.10 am. After 10.10 am the main gate will be locked. No application will be entertained in this regard.
2. The main gate will be closed during the class hours (i.e. 10.10 AM till 4.00 PM).
3. During the break hours if any student desire to go out of the campus for lunch, they have to deposit their ID card in the main gate
4. If any student desire to exit early for any emergency, they have to take prior permission/ gate pass from the respective HODs

Unauthorized Use of University Facilities or Services

The unauthorized use of University property, including but not limited to University buildings, spaces and grounds; University documents and records; or University furnishings, equipment and materials, is a violation of University policy and is subject to disciplinary action. The Acceptable Use Policy under Academic Policies provides guidelines for use of University computer systems and networks.

Violation of Local, State, or Federal Law

Any violation of local, state, federal, or international law may subject a student to University disciplinary action.

Social Media Use

Social media is a platform for constructive communication. It shall be used for the benefit of all the stakeholders. The University of Science & Technology, Meghalaya encourage the use of social media to connect with others, including students, employees, alumni, and the University. The purpose of the University's social media accounts is to promote the University, to initiate new conversations, respond to feedback, and to continue an active dialogue with students, prospective students, alumni, faculty, staff and admirers of USTM.

When posting on social media, students must not:

- breach others' privacy through sharing or promoting private information, images or other content
- fraudulently assume the identity of another
- post or promote content which harasses, bullies or otherwise intimidates
- post or promote content intended to incite violence or hatred post or promote abusive content relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age
- post or promote content threatening to cause harm repeatedly make unwanted or unsolicited contact with another person post or promote content which damages, or has the potential to damage, the University's relationships with the local community or other bodies or organisations
- use the University logo or any other University images or icons on personal social media sites.

Procedure for Grievance & Response

1. Informal Resolution
2. Formal Complaint to the Head of the Department
3. Formal Complaint to Dean, Student's Welfare
4. University Standards Committee
5. Final Review
6. Recordkeeping

Disciplinary Action

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall 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 and suggest one or more of the following disciplinary actions based on the nature of misconduct.

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.

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

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.

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

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

ANTI RAGGING

USTM strictly follows the guidelines as per UGC REGULATIONS on CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

This booklet primarily contains the abstract from the UGC's Regulations issued vide No. F1-16/2007(CPP-II) dated 17 June, 2009.

The names and contact information of Anti Ragging Squad are also provided for the assistance of the new comers if required. Besides the contacts, information of some statutory officers are also provided in this booklet.

1. Abstract from the UGC Regulation 1.1 Education, specially higher education, should open new vistas of learning and knowledge. Equal opportunities and high regard for human rights are two fundamental pillars of effective learning and practical knowledge. We, at USTM are committed towards building a society that is just, equal and free from any prejudice. 1.2 We jealously guard the privileges of students and protect basic human rights and liberties of all, especially of the newcomers to the University. We all welcome the newcomers with an open and warm heart and Endeavour to make their entry into this sacred temple of learning as smooth as possible.

1.2.1 Therefore we are pledge to have a Ragging Free University. *Ragging is totally prohibited in the University and anyone found guilty of ragging and/or abetting it, whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished strictly in accordance to the rules laid down by the University, University Grants Commission and in accordance to the provisions of the Assam Prohibition of Ragging Act, 1999.* 1.3. Ragging, as defined by the Honourable Supreme Court of India in its landmark judgment in 2001, is defined as,

“Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.” In UGC Regulations in Curbing the menace of Ragging in Higher Educational Institutions, 2009 ragging is defined as “Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the

ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.” 1.3.1 Ragging, which is also known as *hazing* or *fagging* in the western world is a punishable offence according to **The Assam Prohibition of Ragging Act, 1999**. The Assam legislation which is treated as the Law of the Land for this purpose defines raggingas, *“Either display of noisy or disorderly conduct or doing of any act which causes or is likely to cause social, physical or psychological harm or raise apprehension or fear or shame or embarrassment to any student in any educational institution and includes teasing, abusing of, playing practical jokes on or causing hurt to, such students; or asking the student to do any act or perform something which such student will not, in the ordinary course, willingly do.”* 1.3.1A The University Grants Commission in its document “UGC Regulations on Curbing The Menace of Ragging in Higher Educational Institutions, 2009” has **defined ragging as 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 indisciplined 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, 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 or any other student. 1.3.2 The University Grants Commission in the document mentioned at clause 3.1A has recommended certain measures to be adopted by Universities. We, at USTM are bound to implement these measures in strict compliance, in letter and spirit.

1.3.2.1 Anti Ragging Committee (ARC): An Anti Ragging Committee is already set up with members from outside and inside the University under the Chairmanship of the Vice Chancellor to oversee overall anti ragging initiatives.

1.3.2.2 Anti Ragging Squad (ARS): The Anti Ragging Squad of the University under the Chairmanship of the Dean of Students’ Welfare and members taken from all sections of the University employees takes up the following measures to prevent ragging. The names and mobile numbers of the members are attached in this document.

a. Vigilance at all hours including at odd hours, all around the Campus, particularly in the hostels. b. Arrangement and conduct of joint sensitisation programmes to counsel newcomers and old students.

c. Arrangement of and presence in “ice breaking” sessions among the new and old students in the hostels and elsewhere (*detailed schedule of these sessions will be made available in the notice boards of the departments and hostels on the first day of the new academic session*). d. Occasional dining with the boarders in the hostels to instil confidence among the new-comers. e. Monitor and direct the working of Hostel Level Anti Ragging Cells which consist of student volunteers from all categories within the particular hostel. f. Conduct anonymous random surveys among freshers to check whether the Campus is indeed free from ragging. g. Any other activity the Anti Ragging Committee might delegate to the Squad.

1.3.2.3 Hostel Level Anti Ragging Cell (HLARC): These Cells are already active in all

Hostels of the University with the Warden as the Chairperson and student volunteers as its members. The names and telephone numbers of all the members are notified prominently in different places of the hostel premises. Hostel level cells are responsible for carrying out the directives from the Anti Ragging Committee or Anti Ragging Squad. The Cells will plan and organise “ice breaking” sessions and explore the talents among the new-comers, and guide each of the freshers in understanding the rules and traditions of the hostel and that of the University. They are responsible at the grassroot level to prevent and report any incidents of ragging.

1.3.2.4 Departmental Anti Ragging Cell (DARC): In each Department of the University

an Anti Ragging Cell is in place. The Cell is responsible for prevention of occurrence of ragging specially within the Departmental area. However, they will also assist the Anti Ragging Committee and Squad to formulate and implement measures to curb the menace. 1.3.3 Full publicity to be given to the provisions of punishment to be inflicted on the students found guilty of ragging through open circular, suitable posters in Academic Buildings, Hostels, Canteen and other such places where maximum exposure can be generated. 1.3.4 Irrespective of these formal groups all members of the community will remain vigilant and any incident of ragging will immediately be notified to the Squad or the Anti Ragging Committee. 1.3.5 The Vice Chancellor/Dean of Students’ Welfare will address the students on the first day of the session or in the evening before, which will be followed by address of the Head of the concerned Department to instil confidence among the freshers against ragging. Concerned course teachers are also to address the students in class room regarding this.

1.4. Rights and Duties of New-comers and their guardians : A fresher should consider the University community as his/ her family and should maintain cordial relationship with other members of the community particularly with the senior students. He/she, like any other student, enjoys all rights and privileges that are available to any free citizen of this country. It is the duty of the students, therefore, NOT to obey any orders or requests from anyone in the hostel (apart from the administrators) or within or outside the Campus if he/she feels embarrassed or undignified by complying with such requests. It is the responsibility of the fresher or any other person(s) who is/are aware about such request or order to bring it to the immediate notice of the Dean of Students’ Welfare or any member of the ARC, ARS or Cells mentioned above. It should be noted that failing to do so is an offence as per University rules and thus liable to be punished. **The confidentiality of such student(s)/guardian(s) will be strictly maintained.** The guardian should cooperate with the University Authority to seek redressal of the grievances of the freshers, if any. 1.4.1. Honourable Supreme Court also suggested (on the recommendation of Raghavan Committee) that every single incident of ragging where the victim or his parent/guardian or the Head of the Institute is not satisfied

with the Institute's arrangement for action, an FIR must be filed by the institutional authorities with the local police. As soon as the FIR is lodged the offence will be treated as per provisions of the Law of the Land (i.e., Assam Prohibition of Ragging Act, 1999)

1.5. Rights and Duties of the Old (Senior) Students: As the new-comers are, in most of the cases, first timers in USTM, it is the duty of the seniors to guide the freshers properly so that they feel at home. The seniors should remember the days when they left their parents, the security of home and set foot in this hitherto unknown Campus. It is the modesty, helpfulness, love and cooperation of the seniors that will contribute towards making the newcomers good and responsible members of the University community. It is also the responsibility of the old students to explore the talents in the freshers in the "ice breaking sessions" in hostels. However, they should note that this can be done only in the presence of the members of the ARC, or ARS or their representatives. 1.5.1 Seniors should take active and whole hearted part in making sure that no ragging takes place anywhere on the Campus and should report any such incidents immediately. It is the commitment of the University authority to keep the identity of such students in strict confidence. It is noteworthy that people involved directly or indirectly in ragging including the onlookers are liable to be punished under the University rules.

1.6. Punishment: 1.6.1 A student found guilty of ragging under the provision of *Regulations on Maintenance of Students' Discipline* of USTM is punishable by suspension/rustication from University. 1.6.2 Under the provisions of the Assam Prohibition of Ragging Act, 1999 ragging is a criminal offence and punishable by a fine of Rs. 10000/- and imprisonment upto 6 months. 1.6.2.a Under the provisions, educational Institutions are also liable for disciplinary proceedings if they fail to or neglect in taking action against the erring students.

1.6.2.b Students found to indulge in ragging will be expelled from the University for a period not less than one academic session, while the authority concerned shall have to put out advertisements in local newspapers making the announcement public. The advertisement shall also carry the name of the father as well as the permanent address of the student expelled and punished for indulging in ragging.

1.6.3 The offenders will also be punished under the provisions as

per clause 9.1 of the UGC's aforementioned Regulations. 6.3a Under clause 9.3 (of the said Regulations) the faculty and staff of the University are liable for disciplinary action if they fail to report, take timely action, and/or found guilty of showing apathetic or insensitive attitude towards prevention of ragging.

1.7. Epilogue:

As mentioned in the UGC Regulations the aim of this document is to disseminate the idea of prevention of ragging through educational campaigns. We sincerely hope that the provisions highlighted here will restrain any misadventure on the part of the senior students, who are indeed path breakers for their juniors.

Pledge of Students

All students of University of Science & Technology Meghalaya are required to submit online Anti-ragging undertaking as per the UGC format through the website: www.amanmovement.org or www.antiragging.in/Site/Affdevits_registration_form.aspx after admission/enrolment and submit print out of the undertaking with signature of the students and their parents to the respective departments.

Anti Ragging Squad of USTM

Date: 30th June 2018

As per Clause No.6.3 (c) of UGC Regulation No. F. 1-16/2007(CCP-II) dated 17th June, 2009, the Anti Ragging Squad of USTM for the Academic Session 2018-2019 is constituted with the following members:

SL. NO.	NAME	DESIGNATION	E-MAIL	PHONE NO.
1.	Dr. Balendra Kr. Das	DIRECTOR (ADMINISTRATION)	balendradas1958@gmail.com	7086929097
2.	Mr. Shamim Goney	Dy. Registrar(Admin)	shamimgoney@gmail.com	9864026097
3.	Ms. Fahmida Saheen Bora	ASST. PROFESSOR (Dept. of Political Science)	saheen.bora@gmail.com	9706151620
4.	Mr. Gautam Gogoi	ASST. PROFESSOR (Dept. of Library & Information Science)	gautamgogoi7@gmail.com	9678525749
5.	Dr. Nituborgohain	ASST. PROFESSOR (Dept. of Physics)	nituborgohain.ism@gmail.com	9534048774

The squad will assist the Anti Ragging Committee in curbing ragging of any form within the University.

Anti Ragging Committee

The members of the committee will conduct a surprise visit in the hostels during different hours of the day. They will also dine sometimes with the residents of the hostels, conduct orientation and ice-breaking sessions in the hostels till the freshmen social is held. The members will also initiate, take an active part and monitor the Anti Ragging activities in the concerned academic department. In case any instance of ragging is reported, the squad will conduct immediate enquiry and will report to the Anti Ragging committee for further necessary action.

ANTI-RAGGING COMMITTEE

2018-2019

SL. NO.	NAME	DESIGNATION	E-MAIL	PHONE NO.S
1.	Dr. Balendra Kr. Das	Chairperson	balendradas1958@gmail.com	7086929097
2.	Dr. Alpana Choudhury	Secretary	alpana.choudhury2014@gmail.com	9954708001
3.	Ms. AnjuHazarika	Member	anjuhs28@gmail.com	9864032522
4.	Dr. Ajmal Barbhuiya	Member	barbhuiyaajmal@gmail.com	9859978137
5.	Dr. A.C. Talukdar	Member	atultalukdar@yahoo.com	9435405484
6.	Dr. Tarun Ch. Sarma	Member	tarunchandrasarma@yahoo.com	9435347068
7.	Dr. Amit Choudhury	Member	amich1970@gmail.com	9954705230
8.	Dr. EnamulKarim	Member	ekarim2404@yahoo.com	9436100644
9.	Dr. Anil Kumar Sinha	Member	anilsinha29@gmail.com	9435552192
10.	Dr. JonaliChetia	Member	jonali_c@yahoo.com	9435010953

11.	Dr. P.C.Mahanta	Member	mahantapcl@sivy.com	9706040829
12.	Dr. NabarunPurkayastha	Member	dr.npurkayastha@gmail.com	9401851854
13.	Ms. SangitaMahanta	Member	mssangitamahanta@gmail.com	8474827050
14.	Ms. Sarmistha Choudhury	Member	sarmisthacbaruah@rediffmail.com	9707930795/ 8876445890
15.	Ms. Ali Bordoloi	Member	oleesaikia@gmail.com	9864509497
16.	Dr. Papiya Dutta	Member	papiyadt3@gmail.com	8473026143
17.	Dr. Garima Kalita	Member	garimakalita56@gmail.com	9435013329
18.	Dr. Abdur Rashid	Member	marashidmcomllb@gmail.com	9436176518
19.	Dr. Polakshi B. Baruah	Member	polakshibb@gmail.com	9864328350/ 6362771019
20.	Ms. KhanjanaHazarika	Member	khanjanahazarika07@gmail.com	9864420823
21.	Dr. Dipankar Dutta	Member	dipankar.dd.26@gmail.com	9864264723
22.	Dr. PoojaChaudhuri	Member	dr.poojachaudhuri@gmail.com	9864251437
23.	Dr. Sony Kumari	Member	sonykumari_15@yahoo.com	9706782348
24.	Dr. P.K. Baruah	Member	pkbaruah10@yahoo.com	9435309187
25.	Dr. SankarThappa	Member	sankarbhakta@yahoo.com /hodnbaustm@gmail.com	7636036323
26.	Dr. Bhairab Sarma	Member	sarmabhairab@gmail.com	9856224242
27.	Dr. Sanchita Roy	Member	rsanchita1@gmail.com	9706016516
28.	Dr. UttamThappa	Member	uttamthapa85@gmail.com	9436343841
29.	Dr. Eahya Al Huda	Member	ea.huda@gmail.com	9854357629
30.	Dr. Gitumani Sarma	Member	gmani.sarma@gmail.com	7896338158
31.	Mr.Gautam Gogoi	Member	gautamgogoi7@gmail.com	9678525749
32.	Dr. NazeerHussain	Member	nzrhussain04@gmail.com	9319560051/ 9084094244
33.	Dr.Tiewlasubn Kharbyngar	Member	lasubon0210@gmail.com	8170807374

IMPORTANT CONTACTS

Name & Designation, Phone No.

- Dr. Alpana Choudhury, Director Students' Affairs, 9954708001
- Dr. Ajmal Barbhuiya, Academic Registrar, 9859978137
- Dr. Papiya Dutta, HOD, Dept of Rural Development, 8473026143

Code of Conduct for Teachers

Teachers are expected to be connected with teaching, learning and research related activities leading to quality education. Since a teacher is constantly under the scrutiny of his/her students and the society at large, he/she must ensure that there is no incompatibility between his precepts and practice. The national ideal of education sought to be inculcated among students must be his/her own ideals. The profession further requires that the teachers must be calm, patient and communicative by temperament and amicable in disposition coupled with a spirit of dedication, moral integrity and purity in thought, word and deed.

A code of ethics is part of any profession. The University, as an institution imparting higher and professional education, has in place a Code of Ethics to serve as a guideline for forming

attitudes, directing conduct and maintaining an environment of personal and institutional integrity.

In keeping with the dignity in his calling, a teacher should be guided by the following provisions:

TEACHERS' RESPONSIBILITIES:

Teachers should

- Teachers should always be connected with teaching, research and continuous learning.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Strive to achieve consistent professional growth through study and research;
- Perform their duties towards teaching, tutorial, practical seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the University/Institute, such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of examinations, including supervision, invigilation and evaluation;
- Participate in extension, co-curricular and extra-curricular activities including community service
- Maintain active membership of professional academic organizations and strive to improve education and profession through them.

TEACHERS AND THE STUDENTS

Teachers should:

- Respect the right and dignity of the students in expressing their opinions.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainments of the student in the assessment of merit;
- Make them available to the students even beyond their class hours and help and guide them without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals;
- Refrain from gross partiality in assessment of students, deliberately over-marking, under-marking, or attempts at victimization on any grounds; and from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should:

- Treat other members in the profession in the same manner as they themselves wish to be treated
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

TEACHERS AND AUTHORITIES:

Teachers should

- Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies or professional organization for change of any such rules related to professional interest.
- Refrain from undertaking any other employment and commitment perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; including private tuitions and coaching classes
- Co-operate in the formulation of policies of the institution or other institutions by accepting various offices and discharge responsibilities which such offices may demand
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- Adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

TEACHERS AND GUARDIANS:

Teachers should try to see, through teachers' bodies and organizations, that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary, and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

TEACHERS AND SOCIETY

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- Carry out the decisions by appropriate administrative and academic bodies or functionaries of the university

- Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred and enmity among different communities, religions and linguistic group, but actively work for National Integration.
- No faculty shall join or be a member of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India
- When a Member represents the Society, he should as far as possible state the policy of the Society. If he has any disagreement with a policy of the Society, he may so inform the Society. The Executive Council will then decide the further course of action (including the question of the Society's representation) that is to be taken.
- Where, having regard to this Code of Conduct a Member wishes to make a complaint against another Member of the Society, he should do so in writing to the Executive Council. If the Executive Council is of the opinion that prima-facie case of infringement of the Code of Conduct has been established it will appoint a Committee for investigation. On the basis of the report of the Committee, the Executive Council will take a final decision on the matter.

PRIVATE TRADE EMPLOYMENT OR TUITION:

No member shall:

- Except with the previous sanction of the Vice Chancellor, engage directly or indirectly in any trade or business or under any other employment.
- Borrow money from his subordinate or students.
- Enter into any pecuniary arrangement with any other faculty or student of the University, as the case may be, so as to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.
- Engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the University or Institution in which he is working.

PERSONAL CONDUCT:

- From the very first day, every member is a representative of the University. His personal appearance, actions and the impressions made - both during and after business hours - are important to the his/her advancement and to the continuing development of the University's image and reputation.
- While there are no rigid rules for personal behavior, there exists a standard for personal conduct for every member connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times

SECRECY MAINTENANCE AGREEMENT:

- Except to his/her direct superior authority, a member will not give out to any person any of the administrative and/or organizational matters of confidential/secret nature which it may be his/her personal privilege to know by virtue of being a member of the University.

- All books, records and articles belonging to the University shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place.
- No record will be removed from the premises to any other place without the prior permission of the competent authority.
- No member shall, except in accordance with any general or special order of the University or the Institute, or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

ACCEPTANCE OF OUTSIDE ASSIGNMENT:

During the period of employment with the University, every member will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment – honorary or remunerator or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the competent authority. The members will, in all respects, obey and conform to the management's orders and put in their best endeavor to promote the interest of the organization.

TAKING PART IN POLITICS & ELECTIONS:

- No member shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.
- No member shall, without previous intimation to the Vice Chancellor, stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner, force his subordinates or his students against their will for the canvassing of his election.

DEMONSTRATIONS AND STRIKES:

No member shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality.

CRITICISM OF UNIVERSITY, COLLEGE OR GOVERNMENT:

No member shall in any electronic broadcast or any document published anonymously or in his own name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:

- Which is in the nature of character assassination, reflection on the personal life of his superiors.
- Which is in the nature of criticism of an individual as distinct from policy decision. Provided that nothing in this rule shall apply to any statement made or view expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

MEMBERSHIP OF LOCAL/PUBLIC BODIES/ASSOCIATIONS:

No member will seek membership of any local or public body/ Association without obtaining prior written permission from the competent authority. Also, no employee shall join or continue to be a member of an organization, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order, or morality.

ARTICLES/TALKS/INTERVIEWS, ETC.:

While all members are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines. In all matters connected with the media, they should first consult their competent authority. Unless authorized by the competent authority, no member is permitted to interact with the media, on behalf of the organization.

CANVASSING OF OUTSIDE INFLUENCE:

No member shall bring or attempt to bring any political or other influence to bear upon any senior executives to further his/her interests in respect of matters pertaining to service in the organization.

OFFICE PROPERTY:

Each member is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any member.

OFFICE STATIONERY:

As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

DRESS CODE:

A dress code expresses both professionalism and uniformity. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. Hence the university may deem it fit to propose a dress code for the faculties.

Code of Conduct for Governing Body & Administration

PERSONAL CONDUCT:

- From the very first day, every member is a representative of the University. His/her personal appearance, actions and the impressions made - both during and after business hours - are important to the his/her advancement and to the continuing development of the University's image and reputation.
- While there are no rigid rules for personal behavior, there exists a standard for personal conduct for every member connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times
- Respect the right and dignity of others in expressing their opinions.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

TAKING PART IN POLITICS & ELECTIONS:

- No member shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.
- No member shall, without previous intimation to the Vice Chancellor, stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner, force his subordinates or his students against their will for the canvassing of his election.

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Dress Code

A dress code expresses both professionalism and uniformity. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. Hence the university may deem it fit to propose a dress code for the faculties.

Code of Conduct for Library Users

Purpose:

In the interest of protecting the rights of all users and in order to provide an environment suitable for pursuit of scholarly activities, the University of Science and Technology, Meghalaya have enacted a Code of Conduct for Library Users. This Code of Conduct supplements existing University and other Library policies and provides guidance for all library users. Library users must ensure their use of library facilities, services, collections, electronic resources, and equipment does not infringe on or disrupt the work, research, and use by other library users. The Code of Conduct is designed to encourage the maintenance of a positive and productive learning environment in which all persons treat each other with respect and courtesy.

Applies To:

Library users and staff will interact with mutual respect and consideration.

Library users will:

- Respect private and Institute property
- Abide by all Institute and Libraries' policies, licensing and contractual agreements
- Comply with all requests made by library staff
- Show valid identification upon request
- Use Library resources (content, equipment, or facilities) safely and appropriately
- Every library user

Library Rules and Regulations (Maulana Azad Central Library, USTM)

RULES

- No Library Entry without University Identity Card (Students / Teacher)
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the library premises

Admission to Library:

Students are allowed to library only on production of their authorized/valid Identity Cards

Working Hours of the Library:

Monday to Saturday: 8 am to 10 pm

Sunday: 9.30 a.m. to 2 p.m.

Issue System:

Users are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Category	Books (Qty)	Duration (Days)
Faculty	4	30
Research Scholar	3	15
Admin Staff	3	30
Student	3	7 (2 times renew after 7 days)

Students:

3 (*Three*) books will be issued on presentation of the library card and books will be issued for 7 days only. After 7 days 2 times book renew allowed and 2 times renew is over issued books have to return to the library and can issue new books.

Research Scholar:

Books will be issued to the research scholar 3 books for 15 days only after taking the library membership.

Overdue Charges

It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip attached in the book depriving other students. In order to prevent such students from keeping Library books with them beyond the due date, the fine charged will be as follows: Books will be issued to the students for 7 days only. In the last page slip is pasted and stamped mentioning the due date and the fine will be charged @ Rs. 5 /- (Five) per day per book from the due date until the book is returned to the library.

N.B. Overdue Charge/Fine will be imposed to all the members of the University.

Book Lost

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double the cost of the book after getting permission from the librarian.

Care of library borrower cards

Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards, members are responsible for the entire set of library borrower card issued to them.

Loss of cards

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.100/- per card.

Validity of cards

Library borrower cards are valid for the respective academic year only and fresh cards will be issued for each year.

At the end of the academic year borrower cards shall be returned to the library.

No due/ Library Clearance Certificate

Each student shall obtain No dues certificate/ Library Clearance Certificate from the library after returning all books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Care of Library Books

Students are required to handle the books/ Journal very carefully; marking with pencil , writing or highlighting , tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

Reference section

This section has Encyclopedia, dictionaries, Text books reference books etc. which are only available for reference. User can make use of these resources.

Reference material should not be taken outside the Library.

Journal Section

In these section journals, general magazines and newsletters are available. They are arranged alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in racks alphabetically and are meant only for reference within the library.

Amendment

These rules may be amended time to time as per advise of stake holders.

Campus

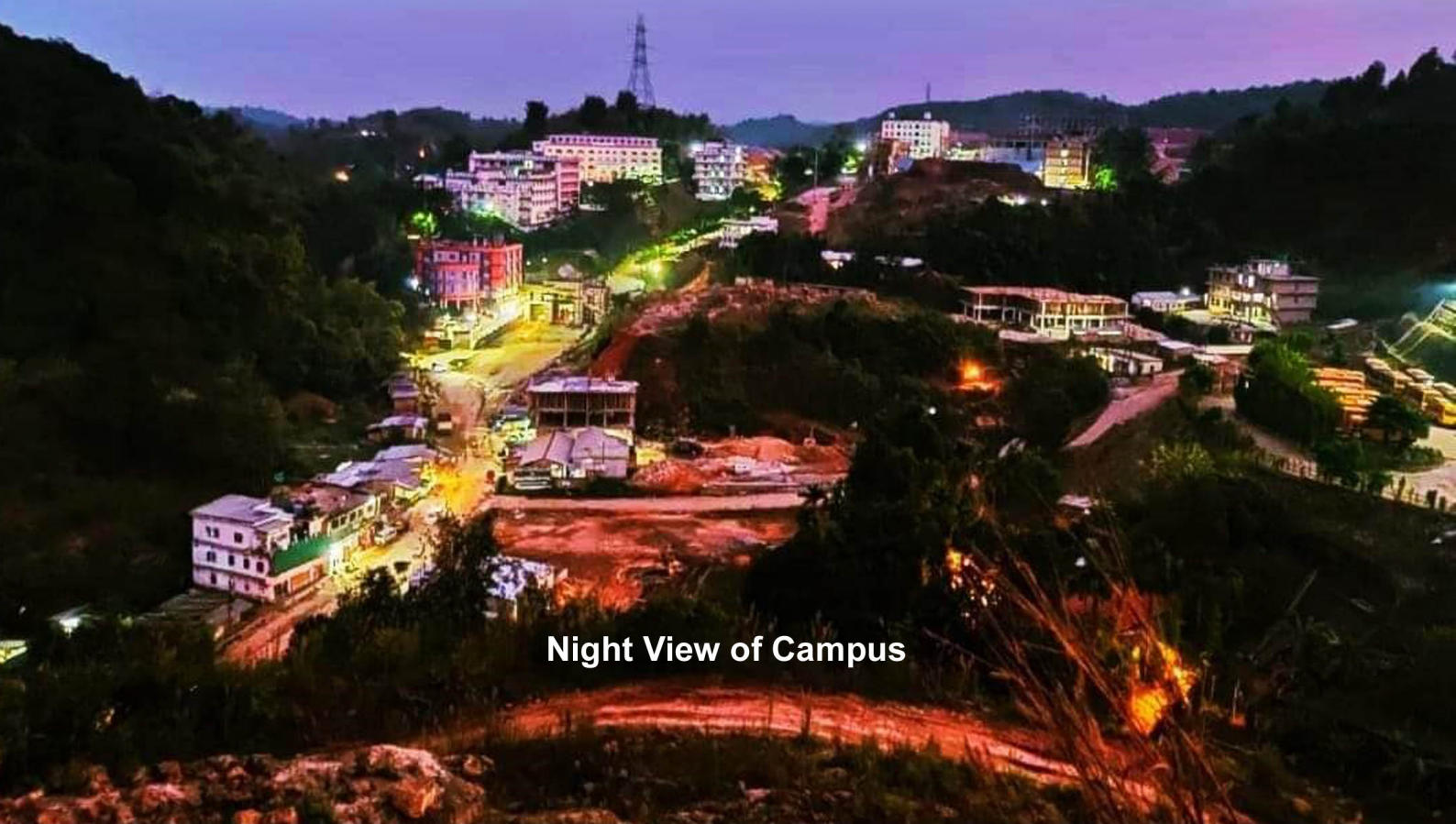
Techno City, Khanapara, Kling Road, Baridua

9th Mile, Ri-Bhoi, Meghalaya-793101

Ph. 0361-2895030/ 07002303751/ 098540-23060

E-mail : ustm2011@gmail.com

Web : www.ustm.ac.in



Night View of Campus