

## CODE OF CONDUCT FOR MCNUJC STUDENTS

### Preamble

In its commitment to fostering an excellent environment for teaching, research, and learning, Makhanlal Chaturvedi National University of Journalism and Communication (MCNUJC) recognizes the imperative of educating students to be responsible contributors to both the university and society. The Code of Conduct for Students delineates disciplinary policies aimed at providing students with insights into the values underpinning our academic mission as well as the expectations the university has regarding their conduct.

### Short Title and Commencement

- i. These rules shall be referred to as "The MCNUJC Students Discipline and Conduct Rules," hereafter termed the "Rules."
- ii. These Rules shall become effective from the date of official notification.

### Scope of Code and Conduct of Student Discipline

The student discipline system at MCNUJC is conceived as an educational framework, divergent from a legal court setting. Therefore, procedural matters, including evidence considerations, will align with an educational focus. In cases of severe allegations leading to significant consequences where legal recourse is essential, the university may engage in legal processes, including filing FIRs. Students instigated by staff, faculty, or peers for potential violations of civil laws or university policies may face disciplinary or legal procedures. It is emphasized that the university, as an educational institution, should minimize FIRs and reinforce reliance on the disciplinary committee for just and swift actions.

### Violations

Violations are broadly classified into three categories based on the context and location of the offense: hostel level, department level, and The subsequent paragraph details various grounds leading to disciplinary proceedings.

### Composition of Disciplinary Committee

The Disciplinary Committee, constituted by the Vice-Chancellor for a **two-year** term, comprises members representing diverse university roles. The committee includes:

1. Rector/ VC Nominee (Chairperson)
2. Dean Students' Welfare (Convenor)

Contd. to Page 2

1. प्रो. (डा.) श्री. शशिबाल
2. प्रो. (डा.) अविनाश वाजपेयी
3. प्रो. (डा.) मनीष माहेश्वरी

4. डॉ. सुनीलकुमार
  5. श्री. मुनेश चौरसे
  6. डॉ. अरुण कोठारे
  7. श्री. प्रीति जोशी (अवकाश 40)
- कोर 40 एरनाम मय.

- 3. In-charge/Coordinator SC/ST Cell (Member) <sup>Development</sup> ~~Cell~~ ~~Culture~~ ~~Sports~~
- 4. Chairperson/Coordinator (Women D/Cell/ICC) (Member)
- 5. Head/Coordinator of concerned Department/Cell/Section (Member)
- 6. Supervisor (in case of Ph.D. students) (Member)
- 7. Chief Warden / Administrative Warden of the Concerned Hostel (Member)
- 8. Security In-Charge (Member)
- 9. Any other member(s) as per requirement/ nominated by the Vice-Chancellor (Member)
- 10. Finance officer

**A quorum requires 50% attendance of members in general, with exceptions for urgent matters.**

**Modalities of Investigation**

Upon receiving information about a potential/reported violation, the DSW, assisted by the Concerned Department head, initiates an inquiry within a week. The investigation involves summoning the student(s) in writing, with the Chairman having the authority to dispose of baseless allegations. If a violation is substantiated, the DSW refers the matter to the disciplinary committee with findings in the form of a charge sheet. Commensurate with the gravity of indiscipline, the disciplinary committee may recommend punishments such as fine, community work, F-grade, suspension, rustication, or expulsion within 15 working days. Non-compliance with DSW summons may result in disciplinary probation, temporary suspension, or barring against readmission.

No punishment is imposed without establishing the student's guilt through normal procedures, providing ample opportunity for defence.

**Grounds of Disciplinary Proceedings**

All students are expected to uphold the rights, dignity, and freedom of each university member. Violation of any outlined clause may result in strict disciplinary action, with the Chairperson initiating an inquiry against suspected violators. Additionally, if the university lodges an FIR, immediate suspension of the student is implied.

Offenses are categorized into Category I and Category II based on gravity and nature.

**Category I**

1.1.1. All acts of violence and any form of coercion, such as gheraos, sit-ins, or any variation thereof, disrupting the normal academic and administrative functioning of MCNUJC, or any act that incites or leads to violence and damage to university property.

1.1.1a. Damage to personal properties of university employees as vehicle etc, within the university premises will be treated as a disciplinary case.

1.1.2. Gheraos, laying siege, or staging demonstrations around the residence of any member of MCNUJC, or any other form of coercion, intimidation, or disturbance of the right to privacy of the university fraternity.

1.1.3. Sexual Harassment/misconduct, including unwelcome sexual propositions/advancements, sexually offensive pictorial comments, unwelcome touching, patting, pinching, leering of body parts, or persistent offensive or unwelcome sexual jokes or comments.

1.1.3.1. Offensive or derogatory comments or conduct reflecting gender bias that creates an intimidating environment and represents substantial violations of the rights or opportunities of the victim(s). Such conduct includes but is not limited to:

- a. Conducts violating the University's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
- b. The use of phone, email, or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
- c. Any act of moral turpitude.

1.1.4. Use of the university name, logo, images either online /offline without official permission will be treated as violating university copyright, and the case will be referred to disciplinary committee for further investigation.

- a. Any tampering, distorting, hacking, or giving misleading information about the university or the website or any social media handle of the university and its related teachers and officials will be considered as a violation of the rules of the university.
- b. Any violation of any sort relevant to the Indian Penal Code/ IT act leading to an FIR by the university, resulting in the immediate suspension of the student.

**Category II**

1.1.5. Violation of any published MCNUJC policies, rules, or regulations. It is the responsibility of the student to be familiar with all MCNUJC policies that refer to appropriate behaviour on or off-campus.

1.1.6. Ragging in any form is prohibited on the premises of MCNUJC campus.

1.1.7. Failing to comply with orders or directives of MCNUJC officials, University authorities, University Security Personnel, or any other law enforcement officers performing their duties.

1.1.8. Furnishing false or misleading information to the university, staff, student, or law enforcement official acting in an official capacity either online or offline.

1.1.9. Failure to appear and/or report to any MCNUJC office in conjunction with any disciplinary matter, at the specified time or to request an alternative appointment.

1.1.10. Violation of MCNUJC policies causing a threat to academic integrity.

1.1.11. Forgery, alteration, destruction, misuse, and unauthorized possession of official MCNUJC documents, including University identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, program/course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identification cards, etc.

1.1.12. Abuse of the University disciplinary system, including but not limited to:

- a. Knowing falsification or misrepresentation of information presented to any university authority.

- b. Interference with university functioning through coercion, intimidation, threats, or bribery.
  - c. Failure to promptly obey any mandate of any MCNUJC authority.
  - d. Lodging a complaint with prior knowledge based on unfounded facts.
  - e. Influencing or attempting to influence another person to commit or abuse the Code and Conduct of Students.
- 1.1.13. Damage, defacement, or destruction of University property or property of the members of the university fraternity.
- 1.1.14. Attempted or actual theft or possession of University property of the university fraternity.
- 1.1.15. Possession, duplication, or use of keys to any MCNUJC premises without authorization; entry or use of University premises without permission.
- 1.1.16. Violation of the MCNUJC Code of Computing lab, studio practices, including but not limited to, the misuse of MCNUJC computers or computer network or hardware equipment or software.
- 1.1.17. Violation and/or sabotage of safety systems, including but not limited to, the below-listed behaviours as well as any other behaviour prohibited by the University rules/regulations.
- a. Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment, which could result in death, injury, or substantial damage to university property.
  - b. Intentional setting off of false fire alarms.
  - c. Bomb threats or similar threats involving dangerous explosive devices or substances.
  - d. Behaviour which leads to significant hazard (fire/water/air, etc.).
- 1.1.18. Conducts that endanger the health or safety of members of the MCNUJC community or other persons.
- 1.1.19. In campus, violation of Government rules/guidelines pertaining to traffic rules, including two, three, and four-wheelers, that jeopardizes orderly traffic and safe journey on the road.
- 1.1.20. Disorderly conducts including, but not limited to, verbal abuses or inappropriate behaviours or any other activities or behaviour prohibited by the University authority.
- 1.1.21. Instigation of a disturbance to others in MCNUJC by using a non-permissible level of noise.
- 1.1.22. Discriminations against any member of the MCNUJC community, or a visitor, through biased or prejudiced behaviors related to the person's race, color, nationality, sex, religion, disability, age, or sexual orientation.
- 1.1.23. Failing to discourage/prevent illegal activity or violation of the Code and Conduct of Students by active/passive participation during the activity.
- 1.1.24. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.
- 1.1.25. Harassment, abuse, coercion, or threats by means other than the use of physical force. These include, but are not limited to, any behaviour prohibited by the law.
- 1.1.26. Gambling for money or other items of value on MCNUJC premises: including but not limited to, playing cards or other games of chance or skill for money or other items of value, either manual /offline or digital/online.

- 1.1.27. Use or possession of a controlled substance, narcotic, or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the University authority/Government of India.
- 1.1.28. Sale, manufacture/ distribute, or intent to manufacture a controlled substance, narcotic, or drug paraphernalia, including but not limited to, any actions or activities prohibited by the University authority/Government of India.
- 1.1.29. Possession or distribution use of any dangerous/prohibited weapons/chemicals without proper authorization by competent MCNUJC official.
- 1.1.30. Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite without proper authorization by authorized MCNUJC official.
- 1.1.31. Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the hostels.
- 1.1.32. Using barbecue grills or gas grills in any residence hostel facility. Items such as toasters, toaster ovens, hot plates, electric skillets, or appliances with an open heating element are prohibited in hostel rooms.
- 1.1.33. Alterations, additions, and/or unauthorized use of furnishings and fixtures within university premises.
- 1.1.34. Playing of sports or activities that present a risk of injury to other persons or properties within hostels.
- 1.1.35. University premises are prohibited for the use of liquor/narcotics or other prohibited items.
- 1.1.36. Permitting non-resident hostel students to utilize equipment or services intended for the exclusive use of hostel students.
- 1.1.37. MCNUJC Hostel facilities are not open to unauthorized residents. Hostels are special-purpose buildings and are not open to the general public.
- 1.1.38. All guests visiting hostels after due approval of wardens must be escorted by their hosts at all times in the hostel.
- 1.1.39. The host is responsible for familiarizing the guest with pertinent MCNUJC rules and regulations and is responsible for the conduct of the guest(s).
- 1.1.40. Any other act that may be considered by the competent authority as an act of violation of discipline and conduct at MCNUJC.

**Punishment**

The competent authority, acting on the Disciplinary Committee's recommendations, may impose a range of punishments, including cancellation of admission, rustication, expulsion, admonition, fine, recovery of dues, withdrawal of facilities, denial of academic processes, and more. The Chairperson of the Disciplinary Committee may, based on the gravity of the misconduct, award a punishment exceeding or deviating from the mentioned sanctions, recommended by the disciplinary committee.

**Interpretation and Appeal**

In case of doubt, interpretations of the Code of Conduct may be sought from the DSW. Disputes or appeals against the Disciplinary Committee's decisions shall be referred to the Vice-Chancellor for adjudication. Further appeals may be pursued under the relevant sections of the MCNUJC Act to the Board of Management.

-----  
 -----  
 -----

1. प्रो. (डॉ.) पी. शशिकला ✓
2. प्रो. (डॉ.) अविनाश वाजपेयी ✓
3. प्रो. (डॉ.) मनीष माहेश्वरी MKMahaeswar
4. डॉ. सुनीता शिवेदी Ms
5. श्री मुकेश चौरासे MKChaurase
6. डॉ. अरुण खोबरे eAOS
7. श्री गिरीश जोशी.