

**Code of Conduct**  
**Students, Faculty and Administration**



**Uttar Pradesh University of Medical Sciences**

**Saifai Etawah UP-206130**

Ph.No.: 7060255949 & 05688-276569, Website: [www.upums.ac.in](http://www.upums.ac.in)

**Dr. Prabhat Kumar Singh**  
Vice Chancellor  
Uttar Pradesh University of Medical Sciences  
Saifai, Etawah (U.P.)-206130

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(Pankaj Kumar Singh)

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Dr. P. K. Singh  
Vice Chancellor

(Dr. Ajai Kumar)

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(Dr. Vikram Prasad Mathur)

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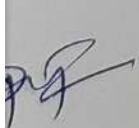
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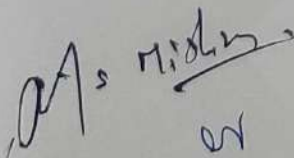
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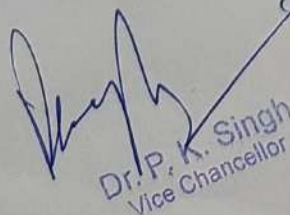
## IMPORTANT

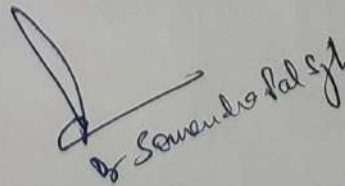
These code of conduct for student, faculty, Officers and subordinate staff will not violate and abide by the following in case of any dispute:

1. The Uttar Pradesh University of Medical Sciences, Saifai, Etawah ACT, 2015. UPAct No. 15 by 2016, as passed by Uttar Pradesh Legislature.
2. Standard operating procedure to be followed by the U. P. University of Medical Sciences, Saifai, Etawah with regard to prevention and prohibition of ragging(Ref. 69/ARC/UPUMS/2023-2024, Date- 31/05/2023).
3. No. R-19022/05/2022-Ethics, National Medical Commission Ethics & Medical Registration Board, Dated the 3rd April, 2023. Guidelines on "Professional Responsibilities of Medical Teachers".
4. UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009.
5. Medical Council of India notification, New Delhi, the 3<sup>rd</sup> August, 2009. No. MCI-34(1)/2009-Med./25453. In exercise of the powers conferred by Section 33 of the Indian Medical Council Act, 1956 (102 of 1956).
6. The U P Government Department Subordinate Accounts Cadre (Non Gazetted) Service Rules - 2014
7. The UP Government Servent (Discipline and Appeal) Rules,1999.
8. The UP Dental Surgeons Service Rules, 1979.
9. The UP Government Department Ministerial Cadre Service Rules,2014.
- 10.The UP Government Servents (Disposal of Representation Against Adverse Annual Confidential Reports and Allied Matters) Rules,1995.



  
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Dr. Suman Lal Singh



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*M. S. Mishra*  
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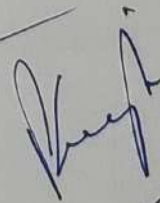
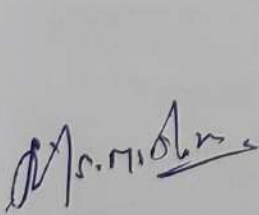
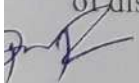
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Vice Chancellor

## CODE OF CONDUCT FOR STUDENTS, FACULTY, OFFICERS AND STAFF

### 1. Preamble:-

The University has formulated a Code of Conduct to improve the development of students, faculty, Officer and staffs and the University as a whole by creating an effective teaching-learning atmosphere. It promotes the professional behaviour and academic integrity. The reputation of University depends on the academic performance as well as on behaviour of the students. Our Motto is to emerge as a Centre of Academic Excellence in creating and disseminating knowledge and providing students a unique learning experience in Medical Science and providing students an environment for all round development, nurture them for a successful career as well as to contribute to the betterment of the society. These are certain social norms laid down by the University in order to ensure and support safe, healthy and inclusive campus community. This Handbook indicates the standard procedures and practices of UPUMS for all students enrolling with the University for pursuing various courses and employees (teaching & non-teaching). All students, faculty & staff must understand and abide by this Code of Conduct. Failure to abide by these guidelines may result in disharmony, withdrawal of privileges or the imposition of disciplinary actions and call for punitive action.



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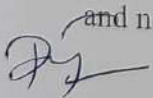
## 2. Principles:-

Considering the diverse backgrounds and expectations of students and employees, the University is committed to treating them, both academically and personally, in a fair and transparent manner. All of them must comply with the requirements laid down in this Code of Conduct. The University reaffirms its commitment to:-

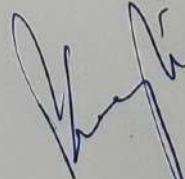
- 2.1. High academic standards, intellectual rigor and a high quality education
- 2.2. Intellectual freedom and social responsibility
- 2.3. Recognition of the importance of ideas and the pursuit of critical, and open inquiry
- 2.4. Tolerance, honesty and respect
- 2.5. High standards of ethical behaviour

## 3. Purpose: The purpose of the Code is to

- 3.1 Institutionalise the standards of educational and personal conduct for all the students.
- 3.2 Ensure the students for safety and security.
- 3.3 Inculcate human values, ethical sensitivity and social responsiveness among the students.
- 3.4 Formulate the requisite behaviour and relationship of students, faculty and non-faculty staff.



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## CODE OF CONDUCT FOR STUDENTS

**4. Rules and Regulations:** Following are the rules and regulations of the University Students

**4.1 Personal Conduct:** All students must

4.1.1 Treat all employees, public and other students with respect, dignity, impartiality, courtesy and sensitivity

4.1.2 Maintain a cooperative and collaborative approach to inter-personal relationships

4.1.3 Act honestly and ethically in their dealings with University employees and other students

4.1.4 Respect the privacy of employees and other students

4.1.5 Ensure that they do not act in a manner that unnecessarily affects the ability of employees and other students to carry out their study, research or work in the University.

4.1.6 Ensure that they do not get involved in or encourage discrimination against or harassment or bullying of employees and other students.

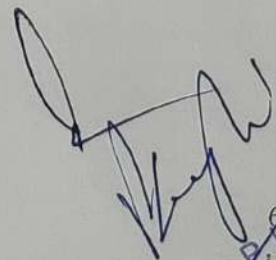
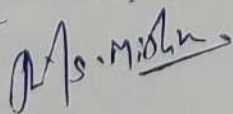
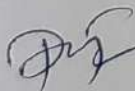
4.1.7 Any other act of gross indiscipline as decided by the University from time to time.

4.1.8 Students without uniform & ID cards will not be permitted inside the University.

**4.2 Academic Conduct:** All students must

4.2.1 Follow current information in the college website, notice board, signage board circular, academic calendar etc., and observe key dates and deadlines

4.2.2 Read all official correspondence from the college



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4.2.3 Act ethically and honestly in the preparation, submission and publication of academic work, and during all forms of behaviour, including final examinations

4.2.4 Avoid any activity or behaviour that would unfairly give advantage or disadvantage to another student academically

4.2.5 Use college resources, including information and communication technology resources, in a lawful and ethical manner and for academic purposes alone.

### 4.3 Prohibited Conduct:

4.3.1 Abuse or harassment, physical, verbal by any other means by any student in the University premises. This includes, abuse or harassment on the basis upon such factors as gender, cast, religion, race, ethnicity, color, national origin, handicap, age, sexual orientation, and political or religious beliefs.

4.3.2 Endangering the health or safety of others

4.3.3 Stealing, misusing, destroying, defacing or damaging University property or personal property of others.

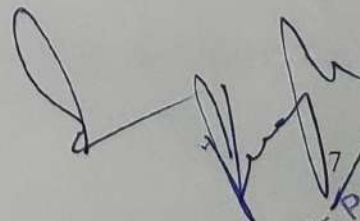
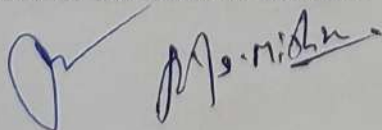
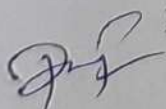
4.3.4 Disrupting University activities

4.3.5 Unauthorized collection of money.

4.3.6 Using University facilities, equipment, services or computers without authorization

4.3.7 Making false accusations against any member of the University

4.3.8 Failing to comply with disciplinary measures imposed under the procedures of the Code of conduct



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4.3.9 Parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles.

4.3.10 Rash driving on the campus.

4.3.11 Theft or unauthorized access to others resources

4.3.12 Audio or video recording in class rooms or actions of other students, faculty, or staff without prior permission

4.3.13 Posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.

4.3.14 Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.

4.3.15 Mutilation or unauthorized possession of library books.

4.3.16 Noisy and unseemly behaviour, disturbing studies of fellow students.

4.3.17 Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime, etc.

4.3.18 Use of cell phones inside the class rooms is not permitted; lengthy and unnecessary conversation anywhere in the campus.

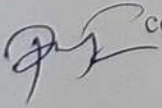
4.3.19 Any malpractice in examination

4.3.20 Smoking, Use of tobacco products, alcohol and addictive drugs are strictly prohibited in the University premises

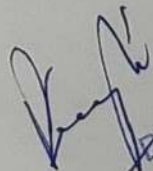
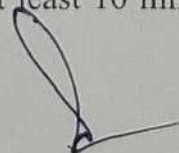
#### 4.4 Hostel rules:

4.4.1 Hostellers must occupy the room allotted to them and must not change the room without permission of the warden. They have to keep their rooms clean and hygienic

4.4.2 All the inmates should leave the hostel at least 10 minutes before the commencement of the classes



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4.4.3 No student is allowed to stay in the hostel during the college hours without prior permission of the warden

4.4.4 Hostellers falling sick should be reported to the warden who will take necessary steps for the treatment

4.4.5 Inmates should not involve themselves in any unlawful or undesirable activities (such as smoking, drinking, gambling, writing on walls and doors, etc....)

4.4.6 Hostellers will be held responsible for the damage to the rooms they occupy and items like fan, furniture, tube light, switches, toilet sink, etc. In case of damage or disfigurement of any hostel property they will have to pay the cost as fixed by University.

4.4.7 Students are advised not to bring any valuables to the hostel. The management will not be responsible for any loss due to their negligence

4.4.8 Parents/guardians (of same sex) are permitted to stay in the hostel after getting permission from warden.

4.4.9 No electrical appliances should be used inside the hostel

4.4.10 Ragging is strictly prohibited inside the hostel. If found guilty they will be expelled from the hostel.

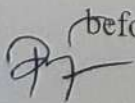
4.4.11 If the student wants to go out of the hostel on leave/outing they must produce permission letter from the parents at least one day in advance

**4.5 Actions:** The following disciplinary actions may be imposed independently or jointly. The University reserves the right to impose other sanctions or disciplinary actions not listed in this handbook.

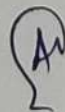
4.5.1 The issues of disputes related to the students themselves or with teaching/non-teaching staff are resolved amicably through Consensus.

4.5.2 Disciplinary Notice or Warning: students will be issued a written notice about violation of the Code that may result in more serious action against the student.

4.5.3 The case of failure of student to pay the penalties towards damage/recovery in any form after lapse of notice period, recovers from students/parents before the issue of migration certificate or degree.



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Vice Chancellor



4.5.4 The students having attendance less than 75%. Will not be allowed to appear in University exam.

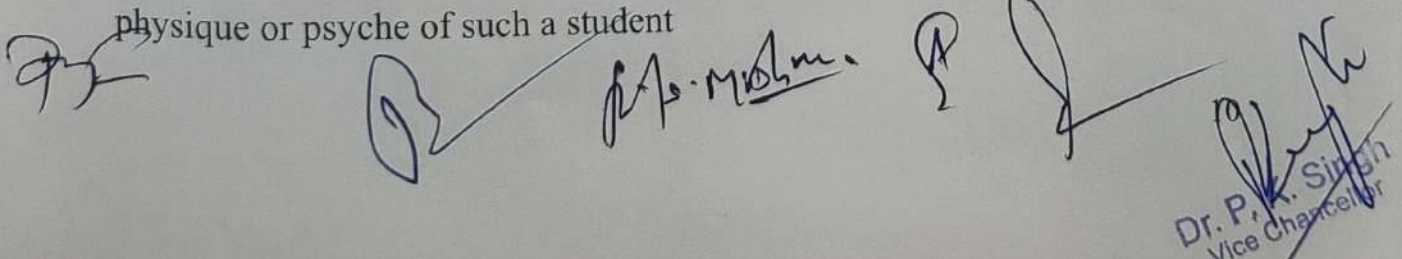
4.5.5 A student involved in misconduct of a serious nature will be asked to cancel his/her admission.

**5. Anti-Ragging:** The University has a coherent and an effective anti-ragging policy in place (Standard operating procedure to be followed by the U. P. University of Medical Sciences, Saifai, Etawah with regard to prevention and prohibition of ragging(Ref. 69/ARC/UPUMS/2023-2024, Date-31/05/2023)) and the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

It is mandatory to all Students to fill the Anti-ragging affidavit issued by the University at the time of Admission.

**5.1 Ragging constitutes one or more of the following acts:**

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student
- b) Indulging in rowdy or undisciplined 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 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 a student



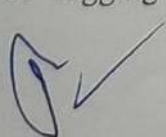
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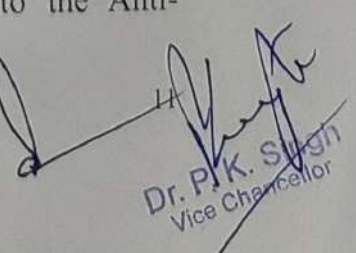
- d) d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) g) Any act of physical abuse including all variants of it: sexual abuse, 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 any other student ;
- i) Any act that affects the mental health and self-confidence of 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 other student.

**5.2 Anti-Ragging Committee:** The Anti-Ragging Committee, as constituted by the University shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

**5.3 Anti-Ragging Squad:** To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-



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ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

4.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Suspension/ expulsion from the hostels and mess.
- f) Cancellation of admission.
- g) Expulsion from the University and consequent debarring from admission to any other institution for a specified period.
- h) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the University with the local police authorities.

**5.5 Student Grievance Procedure:** Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

**5.6 Student Participation in Governance:** As Students are members of the University, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and



academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

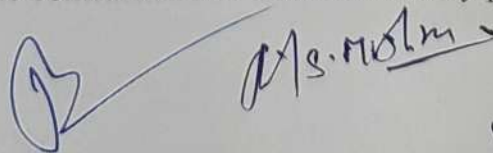
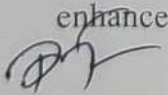
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## CODE OF CONDUCT FOR FACULTIES

**Introduction-** The contribution that the teaching profession makes to society is significant. Whoever accepts teaching as a profession assumes the obligation to conduct himself/herself as per the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that have already been set forth and which he/she seek to inculcate among students must be his, her ideals. Teachers should be caring, fair, and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality, and specific needs of students and promote their holistic development. He should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, etc. A teacher should take pride in having joined the teaching profession and under no circumstances should express his/her disregard for the profession by repenting his/her decision.

University Grants Commission prescribed measures including Code of Professional Ethics for teachers. However, despite the expectation of the voluntary observance of the code, some cases of violation or partial adherence to it are likely to occur. Therefore, to ensure that all members of the profession follow the ethical principles enshrined in the code of professional ethics, the University of Mumbai prepared this Code of Conduct for University and College teachers under its jurisdiction. This code of conduct for teachers will enhance and deepen the confidence and trust that society places in teachers.



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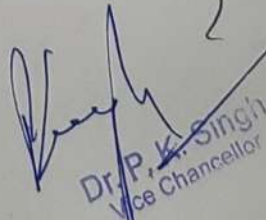
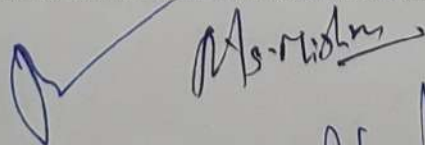
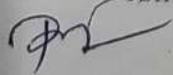
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## 1. Professional Values:-

- a) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. They should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- b) They shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- c) They should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- d) Their aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- e) The teacher should instill a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
- f) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. They should keep in mind that society has entrusted them with their children.

## 2. Professional Development and Practices:-

- 1) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to



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upgrade themselves and the student community. They must also acquaint himself with recent methodologies and other applications.

2) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. They should involve himself in seminars and workshops where there is interchange of academic topics.

3) A career long professional development is therefore a necessity.

4) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.


5) The teacher will have to carry out the University educational responsibilities such as conducting admissions, workshop, CME, conference, seminars and so on. He should also be participating in extra-curricular activities of the University as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

### 3. Professional Integrity:-

1) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

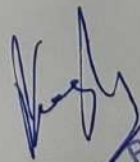
2) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

3) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.



M.S.M. Srinivasan

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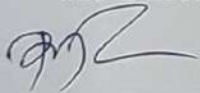


Dr. P. K. Srinivas  
Vice Chancellor

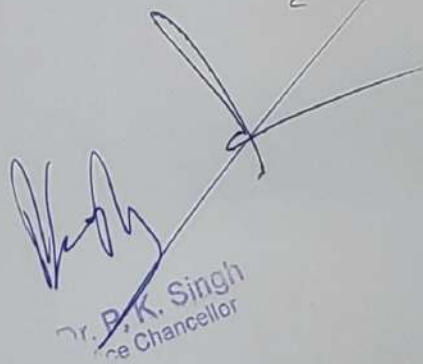


#### 4. Professional Collaboration:-

- 1) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- 2) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- 3) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- 4) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- 5) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
- 6) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the University.



Dr. P. K. Singh



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