

## MALPRACTICES/ USE OF UNFAIR MEANS- DURING EXAMINATIONS

1. Text books, notes and mobile cell phones are not allowed in the examination hall.

2. The Examination Halls are under CCTV surveillance. Any malpractice may lead to punishment ranging from fine to rustication.

3. During the University or college examination if a candidate is found in malafide possession of papers, books or notes or written notes on his clothes, body or table or chair, which is relevant to the examination(s) he may be punished or disqualified from appearing in any university exam for an unspecified period. If found having actually copied, may draw higher punishment.

4. If a candidate is found talking to another candidate or person inside or outside the examination hall without permission even after a warning, the answer book for that particular paper shall be confiscated.

5. If a candidate shows his / her answer book to another candidate or if he receives or attempts to receive help from any source, including consulting books, notes or papers or any other electronic means from outside the exam hall or has given help or attempted to give help, he / she shall be disqualified from appearing in any university exam as imposed by competent authority.

6. If a candidate swallows or attempts to swallow a note or paper or runs away with the paper or causes willful disappearance or destruction of any such evidence, the punishment may be expulsion / rustication.

7. Those guilty of smuggling in or out or of replacing answer book or additional sheet during or after the exam with or without the connivance of any staff or outsiders, he / she shall be liable to punishment decided by Vice-Chancellor, whose decision shall be binding.

8. If a candidate takes away the answer book outside the examination hall or intentionally tears off or otherwise disposes of his answer book or any part there of or additional sheet, he / she may be disqualified for an unspecified period.

9. Any serious misconduct in the examination hall or of misbehaviour towards the supervisory staff even outside the examination hall or any other place during the period while the examination is in progress, he / she may be summarily expelled.

10. If a person impersonates a candidate, the matter may be handed over to the police.

### MISCELLANEOUS

BIHER University is a Tobacco-Free Zone.

Smoking, chewing of paan or tobacco, use of liquor or any allied psychotropic or narcotic substances is strictly prohibited in institutions/hostels and hospital premises. Students are not allowed to keep / carry weapons in the college, hostel or hospital.

Indoor / outdoor games are prohibited during college and hospital duty hours except with special exemption. Students are not allowed to use mobile cell phones during lecture, laboratory and clinical work.

All cases of sickness must be reported to the SUM Hospital authorities.

Every student shall abide by Hostel Rules imposed by the authorities, to be separately intimated.

In dealing with any breach of discipline, infringement of the rules and regulations mentioned above, the authorities may decide to order appropriate penalty including unconditional written apology, fine, temporary suspension from the institution, removal from the hostel, rustication (for limited period or permanent), police action or legal action.

Any defamatory statement (verbal/ written/ electronic/ media or indirect 'Likes' on social media) against the University or any of its officials by name or by designation shall invite legal action



**Bharath**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

## CODE OF CONDUCT

**Important Information for Students & Parents**

Bharath Institute of Science & Technology  
173, Agaram road, Selaiyur,  
Chennai -600073. Tamil Nadu.

## CODE OF CONDUCT FOR STUDENTS

All students and parents are advised to read these rules carefully and abide by them. These are applicable to students of all Campuses/Faculties/Institutions under BIHER University. Violation of these rules tantamount to a serious breach of discipline which, if required will be prima facie investigated by senior members of the staff. If it is of serious nature it will be forwarded to the Disciplinary Committee or a specially constituted committee for further enquiry/investigation. Its recommendations will be forwarded to the competent authorities for further necessary action. Certain matters may be referred to the Academic Council for further directions. The contents of this document are not necessarily exhaustive. IT MAY BE NOTED THAT SPECIFIC SITUATIONS NOT LISTED HEREIN WILL BE DEALT WITH AS PER DIRECTIONS OF COMPETENT AUTHORITIES.

## DISCIPLINARY COMMITTEES UNDER RESPECTIVE DEANS

Respective Institutional Disciplinary Committee authorities under Deans of Faculties concerned will keep effective watch over maintenance of discipline and code of conduct.

A team of Proctors, Teachers, Wardens and Hostel Superintendents and caretakers will remain vigilant and assist the disciplinary authorities. In addition, matters of serious or persistent indiscipline shall be routinely referred to the Vice Chancellor for appropriate and necessary action. In all matters pertaining to indiscipline/ malpractice, the decision taken by the authorities will be final and cannot be challenged. The quantum of punishment stated herein is only indicative. Fines may range from Rs.1000.00 to one full year's fees. Other penalties imposed shall depend on gravity of the offence and decided on a case to case basis. This includes expulsion/ rustication for varying periods. Ordinarily, precedents or parallels shall play no role.

## GENERAL RULES

The students must display their identification tags while within the university/ institutions premises as well as while on field posting or representing the university in any event.

All students are to maintain decorum in institutional premises. Students are forbidden to sing, whistle, hoot, create noise, use abusive language, fight, and indulge in any unseemly, indecent or vulgar behavior or activity

Code of conduct for students within the campus at any time. Public display of affection will invite exemplary punishment.

No student is allowed to loiter and move around within and around institution/ hostel premises or while-away time in any manner whatsoever while classes/ practical's / clinic, etc. are in progress.

Punctuality to class timings and proper discipline in the classrooms, practical, demonstrations and tutorials should be of highest order. Students have to be present on time at any specified activity of the University/ Institution.

Chronic absentees' will be reported to their parents/guardians, who are expected to contact university authorities within a week.

Any damage to university property in any form caused by the students due to their negligence or deliberate act shall lead to exemplary fine and recovery of amount from the student / students responsible for negligence or vandalism. Walls, fixtures, models, specimens, charts, laboratory items, museum objects, electronic equipment, biometrics, CCTV cameras and etc should not be tampered with, defaced, mutilated or damaged in any way or form. Otherwise penal provisions will be beyond mere financial recovery.

Students' notices/messages will be displayed only on the notice boards placed by the college authorities. Use of electronic gadget including mobile phone in examination hall will be treated as cyber crime and punishable as per law.

This is also applicable in recruitment process of the students in campus selection.

It is the duty of each student to maintain highest degree of cleanliness of institutional premises and the hostels including toilets and kitchens like defacing walls, orders on notice boards, fixtures, furniture & use of electronic appliances is strictly prohibited.

BIHER is a RAGGING-FREE university. Any proven instance of ragging of a BIHER student by another BIHER student s likely to lead to expulsion of the latter.

Any instance of Gender Harassment within the university will be dealt with as per law of the land. Cyber-crimes committed within the university will be reported to the police.

## ATTENDANCE RULES

For leave or absence, the students must apply in writing and state the reasons for his/her request. Medical certificates/ prescriptions or allied documents must belong to Hospital or be endorsed by a senior professor of the concerned specialty.

Repeated absence from the lectures, classes, seminars, demonstrations and from hospital ward will make a student liable to be penalized. To be eligible to appear in the professional examination, every student is required to attain at least 75% attendance at lectures, practical, clinics, workshops, field work and designated assignments.

The margin of 25% of absence from lectures, practical classes and demonstrations is intended to cover those absences, which result on account of sickness, special emergencies in families or unforeseen events. A written application should be sent to the Dean by the student or their parents in this regard. For any prolonged health related absence, a specially constituted medical board will be asked for opinion.

The attendance in each subject inclusive of theory and practical/clinical separately must not fall below 75%. Mass Bunking (where 75% or more students are absent from a class) will invite a flat fine of Rs. 500.00 per students per class, and will be automatically billed to the parents. Those present will be exempted from fine. Deans are empowered to make the mass bunking percentage more stringent. Specific rules/ regulations/ guidelines of regulatory authorities shall be applicable, if at variance with the above.