



From	Registrar, CHARUSAT University
To	All Deans & Principal of CHARUSAT University Faculty members & Staff members of CHARUSAT University
Copy to	The Provost, CHARUSAT University
Subject	Student Code of Conduct and Disciplinary Rules
Ref. no.	Resolution no. JM 22.26.07 of the 22 nd Joint meeting of the Governing Body and Board of Management held on 23 rd July, 2026
Notification no.	CHA/ADM/CoC & Dis_Rules/26-656
Date	28 th July, 2026

It is to notified for the information of all constituent institutions and departments that the "Student Code of Conduct and Disciplinary Rules" has been duly approved by the Governing Body and Board of Management in its 22nd Joint Meeting held on 23rd July, 2026. The comprehensive document is attached herewith as Appendix – A for information, guidance, and compliance.

The Code of Conduct has been formulated with the objective of fostering a disciplined, respectful, and conducive academic environment, upholding institutional values, and ensuring the safety, dignity, and well-being of all students across the University. It encompasses provisions relating to expected standards of student conduct on and off campus, categorisation of misconduct and corresponding disciplinary measures alongwith the roles and responsibilities of disciplinary committees at the constituent institution level and university level.

All Dean, Principal and Head of the Department(s) are requested to widely disseminate the provisions of this Code of Conduct among faculty, staff, and students within their respective institutions, and to ensure its diligent and effective implementation with immediate effect. All concerned are further advised to align their institutional disciplinary practices and grievance mechanisms within the framework laid down in this policy and to extend full cooperation in its successful rollout.

Institutions are also encouraged to periodically sensitise students and staff members regarding the provisions of the Code of Conduct to ensure continued awareness and compliance.

Dr. Binit Patel
Registrar

(Appendix – A : Student Code of Conduct and Disciplinary Rules)

Appendix – A

STUDENT CODE OF CONDUCT AND DISCIPLINARY RULES

1. PURPOSE :

A respectful, safe, and inclusive campus environment is essential for academic excellence and holistic student engagement. To uphold discipline and promote responsible behaviour, CHARUSAT has framed a comprehensive “Code of Conduct and Disciplinary Rules” for students. The policy recognises that student development extends beyond academics to encompass character, integrity, and civic responsibility. It is committed to nurture an environment where every individual feels safe, respected, and empowered to contribute meaningfully to the campus community. The policy adopts a balanced, reformatory approach prioritising guidance, mentoring, and behavioural correction alongside appropriate disciplinary measures with an aim of developing ethical and responsible professionals. The policy further affirms CHARUSAT's commitment to academic integrity, campus security, and personal dignity, ensuring that disciplinary decisions are made transparently, without bias, and in accordance with the principles of natural justice.

2. SCOPE AND APPLICABILITY :

This Policy shall be applicable to:

- All the Under Graduate (U.G), Post Graduate (P.G), and Research Scholars enrolled in various academic programmes (offline/online and full-time/part-time) at the constituent institutes / centres of the University.
- All students during off-campus activities such as industrial visits, sports competitions at other institutes/universities, field activities, and any other University-sanctioned events.
- Student conduct within university hostels and residential facilities, in addition to any specific Hostel Rules that may be in force.

3. OBJECTIVES & FUNCTIONS :

The primary objective of this policy is to maintain a disciplined and harmonious campus environment at CHARUSAT. To achieve this, the policy aims to fulfil the following objectives and functions:

- a. **Define Behavioural Expectations** : To define clear behavioural expectations for all students and ensure prominent display of the Student Code of Conduct on the University website and other official platforms, promoting awareness and adherence across all student activities.
- b. **Promote Accountability and Discipline** : To promote accountability by applying fair and proportionate disciplinary measures, and to take precautionary and preventive actions such as issuing notices, warnings, and instructions to maintain campus discipline including matters related to parking, road safety, maintaining silence in designated areas etc.

- c. **Safeguard Student Welfare** : To safeguard student welfare and prevent harm through timely intervention, and to take appropriate disciplinary action in cases of misconduct or violations.
- d. **Foster a Positive Campus Culture** : To foster a positive and respectful campus culture that reflects CHARUSAT's values by encouraging responsible conduct, mutual respect, and ethical behaviour among all students.
- e. **Encourage Reporting and Transparent Resolution** : To encourage the reporting and resolution of misconduct through transparent, fair, and consistent procedures that protect the rights of all individuals involved.
- f. **Support Corrective and Rehabilitative Actions** : To support corrective actions such as behaviour monitoring, mentoring, and periodic review, helping students improve and realign with CHARUSAT's ethics and values.
- g. **Organise Awareness and Training Programmes** : To organise student awareness and training programmes on discipline, ethics, and responsible conduct, including orientation and induction sessions, as well as periodic awareness drives throughout the academic year.
- h. **Other Functions** : To perform any other functions as may be assigned by the competent authority of the university from time to time.

4. STRUCTURE OF THE COMMITTEE :

To ensure uniform, transparent, and effective implementation of discipline across the University by monitoring institute-level activities, reviewing major cases of misconduct, and strengthening the overall campus environment, the following committees are constituted separately at University & Institute level.

a. Institute Level Discipline & Surveillance Committee (IDSC)

Sr. No.	Particular of nomination	Designation in the committee
1	Principal of the concern institute (<i>ex-officio</i>)	Chairperson
2	Senior Faculty Member of the institute (i.e Professor / Asso. Professor)	Member
3	One Male Faculty member	Member
4	One Female Faculty member	Member
5	One Lab Technician, Clinical Instructor etc.	Member
6	Dy. Registrar of concern institute	Member Secretary

[Note : nomination for sr. no. 3 to 5 shall be made by the Principal of concerned institute and wherever required Faculty Mentor shall be called as invitee]

Roles and Responsibilities of IDSC

- To ensure students follow the institute's rules and the university's code of conduct.
- To encourage respect, cooperation, and good behaviour among students by appropriate ways.

- To provide guidance, mentoring, or reformative measures to help students to improve his / her conduct.
- To review and act on cases of indiscipline such as absenteeism, misbehaviour, property damage, etc.
- To implement preventive measures and closely monitor student behaviour during their presence on campus to foster well campus culture.
- To conduct sessions or campaigns to promote discipline and ethical behaviour.
- To keep records and share serious / notable cases with the University Level Discipline & Surveillance Committee.

b. University level Discipline & Surveillance Committee (UDSC)

Sr. No.	Particular of nomination	Designation in the committee
1	Provost, CHARUSAT (<i>ex-officio</i>)	Chairperson
2	Registrar, CHARUSAT (<i>ex-officio</i>)	Member
3	One Dean (<i>to be nominated by the Provost</i>)	Member
4	One Principal (<i>to be nominated by the Provost</i>)	Member
5	Representative of Academic Section of the University (<i>to be nominated by the Registrar</i>)	Member
6	Representative of Student Section of the University (<i>to be nominated by the Registrar</i>)	Member
7	Representative of International Students Cell (ISC) (<i>to be nominated by the Registrar</i>)	Member
8	Representative of the Knowledge Resource Centre (KRC) (<i>to be nominated by the Registrar</i>)	Member
9	Representative of Central Examination Section (<i>to be nominated by the Registrar</i>)	Member
10	Representative of Research Cell (<i>to be nominated by the Registrar</i>)	Member
11	Representative of Infrastructure Development Maintenance Section (IDMS) (<i>to be nominated by the Provost</i>)	Member
12	Representative of Sports Section (<i>to be nominated by the Registrar</i>)	Member
13	Representative of Girls' Hostel (<i>to be nominated by the Registrar</i>)	Member
14	Representative of IT Cell (<i>to be nominated by the Registrar</i>)	Member
15	One Deputy Registrar (<i>to be nominated by the Provost</i>)	Member Secretary

Roles and Responsibilities of UDSC

- To ensure that the discipline and standards of conduct established by the CHARUSAT are consistently followed across all the constituent institutes.
- To oversee and coordinate with Institute Level Discipline & Surveillance Committee (IDSC) on serious or repeated misconduct cases.
- To review the impact of awareness programmes and suggest improvements.
- To visit institutes at least once in a month to ensure proper implementation of discipline measures.

5. STUDENT CODE OF CONDUCT AND DISCIPLINARY ACTION :

The following behaviours are considered as violations of the Student Code of Conduct and are strictly prohibited. Disciplinary action(s) will be taken by the constituted committee of concerned institute / university based on the seriousness and frequency of the violation. Disciplinary actions are classified into three categories based on the nature, gravity, and frequency of the violation.

Sr. No.	Category of Conduct	Description	Disciplinary Action		
			Minor Violation	Repeated / Continued Violation	Severe / Major Violation
1	General Conduct	Behaviour that is inappropriate, harmful, or detrimental to the reputation and values of the institute or disrespecting / defaming / intimidation to any individual Rudeness and disrespecting to teaching, non-teaching staff and support staff (sweeper, security personnel, any service provider etc.) Use of abusive language/ slangs / possession of weapon	Written warning / Mentoring	Suitable disciplinary action	Suspension
2	Attendance during schedule teaching hours / institute timings	Students shall not leave the institute/university premise during teaching hours without prior written permission from the Principal / Head of the Dept. / Mentor	Written warning / Mentoring	Intimation to Parent / Guardian	Expulsion
3	Dress Code	Dignified appearance & attire must be maintained on campus	Denial of entering to campus	Fine per breach of instruction	Suspension
4	Identity Card	Must be worn prominently on campus & to be presented to authorised staff on demand.	Denial of entering to campus & Fine per breach of instruction		
5	Inappropriate Public Display of Affection	Actions that make others feel uncomfortable, embarrassed, or violate personal space.	Mentoring / Written warning / denial of entering to campus	Suitable disciplinary action	Suspension
6	Rowdy Behaviour	Engaging in disruptive physical conduct or excessive noise that interferes with the academic environment (i.e playing loud music, blowing horns, intentionally making noise etc.)	Warning / denial of entering to campus	Suitable disciplinary action	Suspension

7	Obscene or Rude Gestures	Using hand signs or physical postures interpreted as vulgar, insulting, or disrespectful to others, including staff or visitors.	Warning / denial of entering to campus	Suitable disciplinary action	Suspension
8	Property & Equipment	Damage to institute / university properties such as furniture, part of building, lab equipment, tools, books etc.	Warning & Fine	Recovery of damage cost <i>[i.e depends on estimated / actual damage repair cost]</i>	Suspension
9	Theft	Theft or any illegal behaviour is strictly prohibited.	Suitable disciplinary action	Suspension / Expulsion	
10	Political & Unauthorised Activities	Demonstrations, strikes, or gatherings on campus without permission of competent authority.	Suspension / Expulsion		
11	Unauthorised events & Fundraising	Organising meetings, events, or fund collection without prior permission of competent authority.	Cancellation of event	Confiscation of Funds and suitable disciplinary action	Suspension of involved individuals
12	Use of Electronic devices	Use of mobile phones and cameras during lectures, library, at laboratories, tutorials etc. without permission of the authority of the university	Written warning	Fine	
13	Cyber & Digital Misconduct	Hacking, unauthorised access, cyberbullying, sending offensive content, morphing image, sharing of confidential data, or spreading misinformation or any violations which attracts action under IT Act, 2000.	Written warning / Mentoring	Suspension	Legal Judiciary Action
14	Social Media Conduct	Students must maintain dignity in posts /comments on any social media about the University and its staff.	Written warning / Mentoring	Suspension / Expulsion	
15	Substance Prohibition	Consumption / Selling / Possession of tobacco, alcohol, drugs, or cigarette including e-cigarette.	Suitable disciplinary action / Mentoring	Suspension / Expulsion	
16	Ragging & Sexual Misconduct	Ragging and any form of sexual misconduct or harassment is strictly prohibited on and off campus. Referred to ICC / Anti-Ragging Committee.	Suspension / Expulsion and Legal Action		

17	Examination Malpractice	Cheating, plagiarism, use of unfair means, or academic fraud.	As per the specified guidelines of the university		
18	Utilising facilities such as library, laboratories, and sports grounds on non-working days / during vacations with / without prior permission	Found in areas outside the scope of their permitted access Not observing instruction of security personnel / designated staff / untoward behaviour if asked to vacate the place	Immediately leave the campus & issuance of written warning	Denial of access of facilities on non-working days / during vacation & Suitable Fine	Suitable disciplinary action
19	Filing knowingly false complaint against any individual i.e. student or staff	Any student found to have filed a knowingly false, fabricated, or malicious complaint against another student or staff member.	Suitable disciplinary action	Suspension / Expulsion	

NOTE :

- (i) Wherever the university has specified fine / monetary penalty, will invariably be applicable and in case of no specification, fine for minor violation will be Rs. 500/- and for major violation, it will be Rs. 1000/- or actual cost of damage.
- (ii) In cases involving international students, the ISC Representative shall advise the committee on visa and regulatory implications before a final decision on suspension or expulsion is made.

6. PROCEDURE FOR REPORTING AND ACTION TAKING

Step	Stage	Process Detail
1	Initial Reporting	Any incident of misconduct by the student must be reported in writing (<i>physical or official email</i>) to the Principal (<i>i.e. Chairperson of IDSC</i>) of the concerned institute immediately. Complaints may be submitted by staff, students, or any authorised personnel. Verbal complaints must be converted into written records for formal processing.
2	Preliminary Action by the Institute (IDSC)	The Principal of concerned institute shall review the matter, verify facts, and take immediate corrective or preventive measures based on severity (<i>i.e. within five working days</i>) in consultation with the constituted IDSC. Minor cases may be resolved at the institute level through mentoring, warnings, or fines as may have deemed appropriate.
3	Referral to University Committee (UDSC)	In cases of repeated or major misconduct, the IDSC shall refer the matter to the UDSC (<i>i.e. within seven working days of repeated conduct</i>) along with a brief report containing findings, previous action taken if any, recommendations, and supporting evidence.
4	Interim Measures (<i>if applicable</i>)	In serious cases involving threats to safety (<i>e.g. assault, grave misconduct</i>), the Principal / Registrar / Provost may impose interim measures such as suspension from attending the classes or restricted

		campus access, till the investigation is completed. Consideration of suspension duration as absent / presence for the schedule classes lies with the Chairperson of the committee.
5	Review by UDSC	The UDSC shall examine the case, seek clarifications if required from the Chairperson of IDSC / Student, and recommend suitable disciplinary action. The decision shall be communicated to the concerned institute for implementation within 10 working days of receipt of report from the institute.
6	Appeal & Review Mechanism	A student aggrieved by a penalty (<i>only in case of Major penalty</i>) may submit a written appeal within 10 working days of communication of the decision to the Provost (through Registrar). The authority shall review the appeal and communicate its final and binding decision within five working days of representation.
7	Implementation & Record Keeping	The Member Secretary of (UDSC / IDSC) shall ensure prompt implementation of the recommended action and shall maintain confidential records of all complaints, investigations, actions taken, and outcomes. The records may invariably be presented to the authority of the university on demand.

NOTE :

- (i) In cases of a severe nature, no student shall be entitled to the right of representation, and the concerned authority reserves the right to take appropriate disciplinary action as deemed necessary.
- (ii) The timeline specified above is provided solely for procedural reference and guidance, and shall not be construed as a mandatory obligation binding upon any individual or authority.

7. TERM OF NOMINATION, CONDUCTION OF MEETING AND QUORUM FOR UDSC AND IDSC

- The term of nominated members other than Ex-officio in the UDSC and IDSC will be for three years from the date of official notification.
- Where nomination is made by virtue of position, then as soon as he / she ceases to hold such position, the nomination will be treated automatically as cancelled.
- The meeting of UDSC shall be convened atleast two times in a year and meeting of IDSC shall be convened atleast four times in a year.
- In case of absence of Chairperson, the senior most person (*in terms of position*) shall preside over the meeting and the decision taken shall be abiding.
- A quorum of at least 50% of the total members, including the Chairperson or designated presiding officer, shall be required for a valid meeting.

8. REFORMATIVE AND SUPPORT MEASURES

In appropriate cases, the UDSC or IDSC may refer a student to the Student Wellness Mentoring Cell for professional guidance, prior to or alongside disciplinary action. Such referral shall not be treated as or used as evidence of guilt. Students who

voluntarily seek help shall also be extended appropriate institutional support in accordance with privacy norms.

9. CONFIDENTIALITY

All disciplinary proceedings, complaints, investigation records, and outcomes handled by IDSC and UDSC shall be treated as strictly confidential. The identity of the complainant, respondent, and witnesses shall not be disclosed to any unauthorised person. All committee members and officials involved are bound by a duty of confidentiality, any breach shall be treated as serious misconduct. Disciplinary records shall be stored securely, accessed only on a need-to-know basis, retained as per university policy, and disposed of securely thereafter. A student's voluntary referral to the Student Wellness Mentoring Cell shall remain confidential and shall not be used as evidence of guilt. No member or student shall publicly share case-related information on social media. Confidentiality may be set aside only in cases of imminent safety threats or when mandated by law.

10. DECLARATION

The above descriptions of conduct, disciplinary actions, measures, and penalties are not exhaustive and are for primary information only. These may be expanded, and actions not conducted in a conducive manner shall also be covered without any written intimation / circulation to any student. The decision of IDSC and UDSC shall be abiding to all the students and decision of awarding appropriate penalty lies with the committee members / chairperson only.

- - - - - X X X X X - - - - -