

GLS UNIVERSITY

Established under Gujarat Private Universities (Amendment) Act, 2015
& approved under Section 2(f), UGC Act, 1956
(Sponsoring Body: Gujarat Law Society since 1927)

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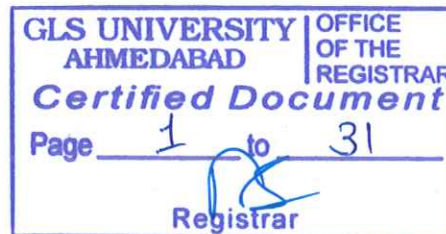
7.1 Institutional Values and Social Responsibilities

Metric 7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The institutional Code of Conduct principles are displayed on the website
2. There is a committee to monitor adherence to the institutional Code of Conduct principles
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized.

Document : Handbooks, manuals and brochures on human values and professional ethics



GLS University



Student Handbook 2022-23

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STUDENT HANDBOOK 2022-23:

RULES, POLICIES AND CODE OF CONDUCT FOR STUDENTS

1.0 INTRODUCTION

GLS University is a modern organization that retains the cultural & heritage values of providing a creative learning environment in a manner that is nationally entrenched, regionally recognized, and globally relevant. GLS University is a safe and inviting space with student-centric infrastructure located in the heart of Ahmedabad. Within the lush green campus of the University, students avail all the facilities of learning and recreation such as modern classrooms, computer labs, library, indoor and outdoor sports areas, gym, seminar halls, auditorium, canteen, and so on.

With its heritage in Gujarat's pioneering education field, GLS University has been an innovative force in education for many years. Our strong relationships with industry and impeccable career services complement high-quality teaching to ensure GLS students gain the knowledge and skills they need to match their ambition. Our academicians are experts in their fields and driven to deliver research that makes a meaningful social and environmental impact on the nation.

GLS University is also known as an education hub with liberal thoughts and rigorous learning along with policy from NEP - 2020. We offer flexible entry-exit options in relevant programs and also a dual degree program to accelerate the multi-discipline approach for students. GLS University also aligns with an industry-oriented curriculum and offers an industry apprenticeship program through various corporate collaborations which leads the university to focus on experiential learning.

2.0 ADMISSION RULES

The University Admissions shall be open to all persons irrespective of caste, class, creed, gender or nationality. All admissions shall be made on the basis of merit in the qualifying examinations and as per the Rules and Guidelines prescribed by the Government of Gujarat, other concerned Regulatory Bodies and the Entrance Examinations conducted by the University.

- 2.1.** The students shall be admitted to a Program of Study of the University subject to fulfillment of eligibility criteria, as prescribed from time to time, by the University for the respective Program of Study. The eligibility criteria for admission to the various Programs of the University would be clearly specified in the respective Program Regulations and Curriculum, issued periodically.
- 2.2.** A student admitted to a Program of Study, shall continue to remain registered for such a Program, till she/he successfully completes the Program or she/he withdraws from the Program in accordance with the then prevalent Regulations.
- 2.3.** Every student duly admitted to the University for a Program after compliance with prescribed formalities and payment of prescribed fees, and submission of prescribed documents and certificates shall be allotted a Unique Identification Number.
- 2.4.** If a student fails to pay the University Fee and Deposits, as applicable, for admission to a Program of Study, and/or fails to produce all the mandatory documents and certificates required for admission to the University,

before the prescribed last date thereof, the Provisional Offer of Admission to the student shall stand withdrawn.

- 2.5. If a student desires to join the University on the basis of Lateral Entry or Transfer of Credits from other Institutes/Universities during the Program, she/he shall be examined for eligibility for admission as per the procedure and criteria laid down in the Academic Regulations of the University and the concerned respective Program Regulations, and admission shall be dependent on his/her eligibility so determined.

3.0 UNIVERSITY Scholarship Guidelines

3.1. SCHOLARSHIP POLICY – RULES AND GUIDELINES

GLS University has a defined policy containing rules and standard administrative procedures for awarding scholarships to meritorious students from poor or middle-class families by lowering or removing the financial barrier to study.

University offers various scholarships to students in each discipline every academic year depending upon their previous academic performance, financial conditions., gender, academic performance, sporting & cultural performance/achievements during the study at university. University follows the defined procedure to offer various scholarship schemes to all students who seek admission in any programs of the University and to all their existing students who are pursuing any program in the University.

This scholarship policy provides the details of procedure, rules and regulations to be followed by the University along with the details of various existing scholarship schemes, its eligibility criteria, scholarship benefits and process to apply and avail the scholarships.

University follows below procedure to get approval for each scholarship schemes:

- Draft of Scholarship scheme will be discussed and deliberated in the University Dean's committee meeting which comprises President, Executive Director, Provost, Registrar, Chief Accounts Officer, and deans of all the faculties, Principals and Chairpersons of constituent institutes/colleges of university.
- The Scholarship scheme with the recommendations of the Dean's committee will be placed and tabled before the University's Finance Committee for recommendations and approval.
- The Scholarship scheme with the recommendations of the University's Finance Committee will be placed before the University's Board of Governors for approval.
- After receiving the approval from the Board of Governors, the Registrar issue the Notification of Scholarship scheme and it will be shared and communicated to all the concerned members of the university

3.2. ELIGIBILITY CRITERIA :

The eligibility to qualify for scholarship varies on the nature of scholarship which could be merit, merit cum means, reservation, gender, government eligibility criteria and many more.

The guidelines for eligibility as decided and approved by the Board of Governors will be indicated and communicated clearly through notification by the University from time to time each academic year.

While awarding the scholarship, several other indicators are also considered which includes previous academic performance, academic excellence or excellence and achievements in any sports/cultural programme and financial hardship of meritorious candidates.

All eligible students are required to follow and complete the process defined by the University well within the stipulated time to avail the scholarships. However recommendations by competent authorities/Deans/Principals are also to be considered in a few deserving cases who are financially weak for award of scholarship/financial assistance. Deserving students are required to apply along with all supporting information and documents as required for assessment of student's financial conditions. The University's committee evaluates the student's case and may request for additional information and documents as deemed appropriate. It is the responsibility of the student to submit all documents along with application for consideration. Incomplete or inadequate information will render the application rejected.

3.3. GLS UNIVERSITY SCHOLARSHIP SCHEMES:

University offers various scholarships schemes as below:

- GLS UNIVERSITY DUAL DEGREE SCHOLARSHIP
- GLS UNIVERSITY STUDENTS' ACHIEVEMENT SCHOLARSHIP
- GLS UNIVERSITY CULTURAL SCHOLARSHIP
- GLS UNIVERSITY GIRLS' EMPOWERMENT SCHOLARSHIP
- GLS UNIVERSITY MERITORIOUS SCHOLARSHIP
- GLS UNIVERSITY NEED BASE SCHOLARSHIP
- GLS UNIVERSITY SCHOLARSHIP [FEES WAIVER]
- GLS UNIVERSITY SPORTS SCHOLARSHIP
- GLS UNIVERSITY STAFF WELFARE

3.3.1 GLS UNIVERSITY DUAL DEGREE SCHOLARSHIP

Those students opt for dual degree programmes offered by GLS University from the academic year 2022-23 onwards, they will get entitlement of amount approved by the competent authority.

Eligibility:

1. Students should be duly enrolled at GLS university for both the degree programmes
2. Students will successfully complete both the programme academic requirements and successfully clear their respective years examination of both the programmes.
3. Existing students who are already enrolled in any programme of GLS University and taken the admission in other programme in current academic year are eligible to avail the Dual Degree Programme Scholarship.

3.3.2 GLS UNIVERSITY STUDENTS' ACHIEVEMENT SCHOLARSHIP

GLS University offers multiple amounts of scholarship to students who achieve in academic/non-academic discipline of different events organized across the globe.

Eligibility:

- Students to intensity of achievement and amount of scholarship will be decided by the dean/provost of the university.
- All the relevant documents related to the achievement need to submit at the time of application of scholarship.

3.3.3 GLS UNIVERSITY CULTURAL SCHOLARSHIP

GLSU Sports Scholarship aims to provide financial support to young artists and recognise their achievements at the international, national and state levels. Along with the financial support, the scholarship will also focus on encouraging the budding talents by proper mentorship as and when required.

Eligibility:

Existing student of GLS University who showed achievements or excellence in Cultural/ Non- Academic Events by winning or participating in any cultural championship or events at the international, national and state levels.

3.3.4 GLS UNIVERSITY SPORTS SCHOLARSHIP

GLSU Sports Scholarship aims to provide financial support to young sportspersons and recognise their achievements at the international, national and state levels. Along with the financial support, the scholarship will also focus on encouraging the budding talents by proper mentorship as and when required.

Eligibility:

Existing student of GLS University who showed achievements or excellence in sports by winning or participating in any sports championship or tournaments at the international, national and state levels.

3.3.5 GLS UNIVERSITY MERITORIOUS SCHOLARSHIP

In order to encourage the students to achieve higher academic performance during their studies in any programme, the University provides merit scholarships for them as recognition of their academic achievements on the concerned programme of the study. These scholarships will be awarded at the end of every academic year on the declaration of the results on the basis of academic performance of students at the end of every semester.

Eligibility:

At the end of each academic year, a panel of first three rank holders will be drawn for each semester of each programme of study containing names of first three rank holders in descending order of their merit determined on the basis of SGPA as per university notification, subject to SGPA not less than 6.50. These scholarships are different from the ones given at the time of admissions.

These Scholarship shall be awarded on the basis of semester/trimester performance (SGPA/TGPA of the semester/trimester, as applicable).

The amount equivalent to Net Tuition Fees (means Tuition Fees prescribed for general category minus any other kind of scholarship received by GLS University) shall be considered for awarding the merit scholarship to the student studying in any program of GLSU.

3.3.6 GLS UNIVERSITY NEED BASE SCHOLARSHIP

The University will provide the Merit-cum-means scholarship/financial assistance to deserving students who are academically good and may need financial assistance to pursue their studies in the University. These scholarships cum financial assistance will be granted to financially weak students each academic year subject to the approval of University committee and board of governors.

Eligibility

- Student should enroll the programme of GLS University

3.3.7 GLS UNIVERSITY GIRLS' EMPOWERMENT SCHOLARSHIP

The University will provide the Merit-cum-means scholarship/financial assistance to deserving female students who are academically good and may need financial assistance to pursue their studies in the University. These scholarships cum financial assistance will be granted to

financially weak female students each academic year subject to the approval of university committee and board of governors.

Eligibility

- Student should enrol the programme of GLS University
- Students need to present the certificate for Economic Weaker section.

3.3.8 GLS UNIVERSITY SCHOLARSHIP [FEES WAIVER]

The University will provide the scholarship/financial assistance to deserving students who are academically good and may need financial assistance to pursue their studies in the University. These scholarships cum financial assistance will be granted to those students who suffering from unwanted situation of their personal life.

Eligibility

- Student should enrol the programme of GLS University
- Students need to present the relevant document to justify the various situation of their life.

3.3.9 GLS UNIVERSITY STAFF WELFARE

GLSU employee benefit Scholarship is offered only to the child of an employee of GLSU.

Eligibility:

Child or spouse of an existing employee of GLS University who enrolled in any program of GLS University. Non-Teaching Staff will get the 50% scholarship on total tuition fees of the programme and Teaching Staff will get 25% of scholarship on total tuition fees of programme.

3.4. GOVERNMENT SCHOLARSHIPS:

Apart from the GLSU Scholarship schemes, the University guides their students regarding eligibility, process and scholarship benefits of various government scholarships from time to time each academic year. The University encourages the eligible students to apply for applicable government scholarships and help them to get the scholarship benefit from the state and national government. Details of various government scholarships shown below :

3.4.1 Government scholarships specially for reserved category students who obtain admission in any program of University under state quota through Government's Admission committee (ACPC)

- **Tuition Fee Waiver (TFW)**

Any reserved category student from SC or ST who obtained admission in any program in any program

under TFW seats as a state quota through the government's admission committee (ACPC). Full tuition fee will be waived for such students till the completion of the program.

- **Freeship Card Scholarships**

Any reserved category student from SC or ST who obtained admission in any program in any program under state quota through the government's admission committee (ACPC) and who submits the original free ship card issued by complete authority of state government shall be eligible to receive full tuition fee and other fees as a scholarship from the government.

Students are required to apply at relevant government portals as per the scholarship guidelines issued by the government from time to time.

- **Other Government scholarships**

There are several other government scholarships available for the students. Students who fulfill the eligibility criteria, are required to apply at relevant government portals as per the scholarship guidelines issued by the government from time to time. The University guides all their students from time to time about the same each academic year.

- **Digital Gujarat Government Scholarships for SC, ST and OBC students**

Digital Gujarat Scholarship is a scholarship scheme launched by the government of Gujarat to provide financial assistance to the SC, ST and OBC students of the state of Gujarat. Detailed guidelines of various digital gujarat scholarship schemes which contains online application process, eligibility criteria, list of required documents are updated by the Government of Gujarat every year from time to time at Digital Gujarat Government Scholarship Portal as per below link:
<https://www.digitalgujarat.gov.in/GSSP/StudentCorner/ScholarshipServices.aspx>

- **Mukhyamantri Yuva Swavalamban Yojana(MYSY) Scholarship**

Mukhya Mantri Yuva Swavalamban Yojana (MYSY) scholarship is a scholarship program offered by the government of Gujarat, India for students pursuing higher education. The scholarship is aimed at providing financial assistance to students from economically and socially disadvantaged backgrounds to help them pursue higher education. The scholarship is open to students who are enrolled in undergraduate and postgraduate courses in recognized universities and colleges in Gujarat. Detailed guidelines of MYSY Scholarship schemes which contain online application process, eligibility criteria, list and formats of required documents are updated by the Government of Gujarat every year from time to time at MYSY Scholarship Portal - <https://mysy.guj.nic.in/> .

- **Hon.Chief Minister Scholarship Scheme (CMSS) Scholarship**

The government of Gujarat has also launched a scholarship scheme called CMSS Scholarship. Through this scheme, financial assistance will be provided to the students of specific categories so that they can pursue their education. Detailed guidelines of CMSS Scholarship scheme which contain online application process, eligibility criteria, list and formats of required documents are updated by the Government of Gujarat every year from time to time at MYSY Scholarship Portal - <https://scholarships.gujarat.gov.in/>

- **National Scholarship for Minorities Students**

The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability. The scholarship is to be awarded for studies in India in a government or private higher secondary school/college/university, including such residential institutes of the Government and eligible private institutes selected and notified in a transparent manner by the State Government/Union Territory Administration concerned. Detailed guidelines of CMSS Scholarship scheme which contain online application process, eligibility criteria, list and formats of required documents are updated by the Government of India every year from time to time at National Scholarship Portal (NSP)- <https://scholarships.gov.in/> .

4.0 ACADEMIC REGULATIONS

Every student can access the Academic Regulations of the University along with the concerned Program Regulations and Curriculum on the Website of the University (www.glsuniversity.ac.in). The students and parents must read these documents so that they are well aware of the Regulations, Policies and Rules of the University. The students are required to comply with all the Regulations, Policies and Rules issued by the University from time to time. A person seeking admission to any Program of the University shall be deemed to have read, understood and accepted the Academic Regulations and the concerned Program Regulations and Curriculum. Few important points from the Academic Regulations are summarized below for ready reference of the students. For the Batch admitted in Academic Year 2023-2024, the Academic Regulations, 2021 are applicable, as may be amended from time to time.

4.1. Academic Calendar

The academic activities of the University are regulated by the Academic Calendar approved by the Provost, and published at the beginning of each Academic Year. The Academic Calendar is available on the Website of the University (www.glsuniversity.ac.in). The University shall conduct the Classes, Tests, Mid- term Examinations, End-Term Examinations, Co-curricular Activities and other University Activities as per the Academic Calendar issued at the commencement of the Academic Year. However, the University shall reserve the right to make any

changes in the Academic Calendar. It is mandatory for Students and Faculty Members to strictly adhere to the Academic Calendar for completion of Academic and other University activities.

4.2. Registration

The University follows a Credit Based Semester System. Hence, it is mandatory for all students to register themselves at the beginning of each Semester on the dates prescribed in the Academic Calendar and through notifications issued by the University to this effect. The Process and Rules of Registration is prescribed in the Academic Regulations of the University, as is applicable to the respective Batches of the Program of Study and all the students shall strictly adhere to the provisions of the applicable Academic Regulation.

4.2.1 Registration is the sole responsibility of the student. Every eligible student (refer applicable Academic Regulations for eligibility criteria) shall register in person, at the beginning of each Academic Term, on the dates specified in the Academic Calendar and/or notifications issued by the University/respective Department from time to time in this regard. The eligible student shall register for the respective Courses as prescribed by the respective Program Regulations and Curriculum. Without registration, no students shall be entitled to pursue any academic activity (Course/Seminar/Practical/Project/work/Internship, etc.) for the said Semester.

4.2.2 An eligible student will be permitted to register for the Academic Term only after payment of the Annual University Fee and other dues/charges as applicable.

4.2.3 If an eligible student fails to register for an Academic Term on the notified dates, the concerned student shall not be allowed to attend the classes in the concerned Academic Term under any circumstances whatsoever. Students are cautioned that failure to register on the notified dates will result in the loss of an Academic Term/Year.

4.2.4 Complete details regarding Registration are provided in Regulations, as applicable to the respective students.

4.3. Attendance Requirements

To maintain high standards of academics, every student is required to attend every Lecture, Tutorial, Practical Classes and other Co-Curricular activities mandated by the Curriculum Structure of the concerned Program. Every student must attend every class scheduled in the Time-Table notified by the University/respective Department. The attendance requirement shall be a **minimum of 80%** of the classes actually conducted in **every Course** the student has registered for in the Academic Term. A student with attendance shortage (i.e., less than **80%** of the classes conducted in **every Course** in the concerned Academic Term), **shall not be permitted to appear in the End-Term Examinations for the Course(s) in respect of which the student has a shortage of attendance**, irrespective of the student's academic performance in the Continuous Assessments. In case the student has an attendance below 80%, it is the sole responsibility of the student to make up the short fall of attendance.

4.4. Attendance Policy

Attendance will be duly recorded by the concerned Course Instructor for every Lecture, Tutorial, and Practical Class as scheduled in the concerned Time-Table for the Program of Study as notified by the Dean of the respective Department.

- 4.4.1 The student shall be kept informed of her/his attendance record so as to ensure that he/she is aware of any possible shortage of attendance. Efforts will be made to inform the Parent/Legal Guardian of the concerned student regarding Shortage in attendance from time to time purely on the address provided by the student at the time of admission/revised thereafter. The student is expected to take note of such periodic notifications regarding shortage of attendance and ensure that the minimum attendance requirement is maintained. Failure to do so shall result in the student becoming ineligible to appear for the End-Term Examination of the Course concerned. In such cases, it shall be the sole responsibility of the student to register and complete the Course when it is next offered as per the applicable Academic Regulations of the University.
- 4.4.2 The Student and Parent/Legal Guardian are cautioned that shortage of attendance below the minimum eligibility criteria (i.e., **minimum of 80%** of classes conducted in every Course the student has registered for in the Academic Term) for appearing in the End-Term Examinations, may result in the loss of an Academic Year for the student. The student is advised to adhere to all attendance requirements as prescribed by the applicable Academic & Program Regulations and Curriculum.

4.5. Academic Performance Evaluation, Grading and Yearly Promotion

The criteria and process of Academic Performance Evaluation, Grading and Yearly Progression to the next Higher Semester is prescribed in the applicable Academic Regulations of the University. The relevant Program Regulations and Curriculum also prescribe the methods of assessments and the weightage of marks associated with the various components of assessments. All the students must read these Regulations and understand them accordingly.

5.0 CURRICULUM STRUCTURE; COURSE HANDOUT/COURSE PLAN

- 5.1. Every student admitted to the First Year of any Program of Study shall have access to relevant Curriculum Structure at the commencement of the First Academic Year of the Program of Study. In case of changes in the Curriculum Structure at any stage of the Program of Study, every student shall be intimated of the fact of change and shall have access to the revised and updated Curriculum Structure as uploaded on the Website. Any subsequent change in the shall be notified to all students separately from time to time.
- 5.2. At the commencement of every Semester, every eligible student would be given the Course Handout/Course Plan as prescribed by the Academic Regulations and the relevant Curriculum Structure. The student must use the Course Handout/Course Plan diligently and adhere to the guidelines provided in the Course Handout/Course Plan in order to enhance learning and performance in the respective Courses.

6.0 UNIVERSITY TIMINGS FOR STUDENTS

- 6.1. Class Time-Table** will be published at the beginning of each Academic Term. The details of class/laboratory timings shall be notified by the respective Departments.
- 6.2.** The University reserves the right to revise the class timings in the academic interests of the students.
- 6.3.** Every student must be present on time, inside the classroom for every class. Students who arrive late will be marked absent for that class.
- 6.4. Late-comers:** All students are required to be present in the University Campus and class on time. Any student who comes late to the class shall not be permitted to attend the session. Such students are required to maintain University Discipline and Code of Conduct during the missed session and attend the remaining Classes/sessions. It is the sole responsibility of the students to cover up the portion of the class that he/she has missed.
- 6.5.** Special training classes, extra classes and other co-curricular activities may be conducted on specified timings on any day as notified by the University or the Academic Calendar. All students must attend such notified activities without fail.

7.0 COMPUTER LABORATORY RULES

- 7.1.** Computer Laboratories will be open during the University working hours and/or as required or notified by the Dean/HOD of the concerned Department. Students should use the Computer Lab for Academic Learning activities and Curricular-related Assignments/Project.
- 7.2.** All Internet-based activities of the students, through the University Campus Network will be monitored for security purposes.
- 7.3.** The rules governing access to the Computer Labs and conduct inside the Labs are listed below:
- 7.4.** Only faculty members, students and staff of the University are allowed into the Computer Lab. No visitors are allowed into the Lab without prior permission from the concerned Dean/HOD.
- 7.5.** Each student will be provided with Unique Login Id and Password for University's Wi-Fi access. Students are directed to change the Password immediately. It will be the responsibility of student to safeguard his/her Password and should not be shared with any other student. Any misuse of the Login Id will amount to an act of misconduct and strict action would be initiated.
- 7.6.** Students must carry and produce the Identity Cards whenever asked by the any authority/concerned person. Students without Identity Card and/or violating any other rule shall not be permitted to enter the Lab.
- 7.7.** Students shall not carry any Pen Drives, CD's or other Storage Devices without prior permission from the Lab In-charge/Course Instructor. Failure to comply with this requirement shall result in disciplinary action against the concerned student and the unauthorized storage device(s) used or possessed by the student shall be confiscated. Whenever a student has copied any data or program from the system, the same should be shown to the Lab In-charge for verification or approval.
- 7.8.** Students shall occupy/use only the systems as identified/assigned by the Lab In-charge/Course Instructor. Any attempt by a student to use the system without authorization shall result in disciplinary

action against him/her and/or against the student who receives the information referred to above.

- 7.9.** Students shall not indulge in hacking or any such unethical/unauthorized attempt to access information in files/systems other than their own.
- 7.10.** Any attempt to destroy or damage data or programs in individual machines as well as in the server shall result in stringent disciplinary action against the guilty/errant student, which may include debarment from Placement Assistance and/or participation in University Competitions/Events.
- 7.11.** The Internet/ Wi-Fi facility is provided purely for academic learning and acquiring knowledge. Internet usage is free of cost, subject to certain conditions. Students shall vacate the system after 60 minutes if required by other fellow students. Audio or Video chatting is prohibited in all Computer Labs of the University. Students are prohibited from visiting any sites which do not add learning value or are illegal. Violation of this regulation shall be deemed - a serious act of indiscipline. Use of the Lab and/or the facilities provided therein for any purpose other than the bonafide purpose of prescribed academic learning shall be deemed to be a serious act of indiscipline and the University shall be entitled to take action as it deems fit.
- 7.12.** Students shall not use the Internet/Wi-Fi facility to send unproductive, provocative, and illegal mails or indulge in undesirable chat. Any attempt to misuse the Internet/Wi-Fi facility shall result in disciplinary action against the concerned student, which may include withdrawal of Internet/ Wi-Fi facilities for the student, debarment from Placement Assistance and/or participation in University Competitions/Events.
- 7.13.** Beverages and eatables are strictly prohibited inside the Lab.
- 7.14.** Mobile phones are strictly prohibited in the Lab and violation of the rule results in the confiscation of the mobile phone and expulsion from the Lab.
- 7.15.** If any damage is caused to any computer system or its peripherals due to negligence and or deliberate mischief by student(s), the entire cost of the system/peripherals will be recovered by the University from the delinquent student(s).

8.0 CODE OF CONDUCT FOR STUDENTS

Every student shall observe discipline and decorum, and proudly contribute to the academic ambience and prestige of the University. Students must treat each other with dignity and a spirit of friendship and brotherhood to create and nurture harmonious student community. Every student must respect the faculty members and every staff member of the University. For the well-being of the student community, any violation of Discipline and Code of Conduct will be strictly dealt with, including expulsion from the University.

8.1. Student Identity Card

Every student admitted to the University is provided with a University Identity Card. Each student should display/carry their Identity Card at all times on the University Campus.

- 8.1.1 A student will not be allowed into the University Campus without the Identity Card.
- 8.1.2 A student must produce the Identity Card to use any University facility like Library, Laboratories, etc.
- 8.1.3 A student must return the Identity Card to the University Office at the time of graduation/withdrawal/expulsion or when asked for. In case of failure to do so, Security Deposit, if any, will be forfeited and Certificates will not be issued.
- 8.1.4 Every student should preserve the Identity Card and not give it to any other student or outsider for any purpose. Any misuse of the University Identity Card (belonging to self or others) will lead to Disciplinary Action against the student, including expulsion from the University.
- 8.1.5 The University reserves the right to ask the students to surrender their Identity Card without assigning any reason.
- 8.1.6 In case a student loses the Identity Card, she/he should apply for a fresh Identity Card along with a penalty fee prescribed by the University.

8.2. Student Dress Code

Personal grooming and dress code is very essential for self-esteem, a sense of belonging and camaraderie, pride in the University and preparedness for corporate/professional careers. All students must follow the dress code applicable to them. Students are advised to be well groomed and dressed gracefully, befitting the image of an Ambassador of the University.

8.2.1 General Dress-Code for Students

Students may come to the University attired in smart casual/Formal clothes.

Clothing with objectionable Slogans, Tag-lines and Images are strictly prohibited.

8.2.2 Dress Code for Special Events/Programs in the University:

For Special Events/Programs such as all Placement Activities, Academic events, Guest or Expert Lectures or Industrial Visits etc., all students of MBA and Law Programs are required to be attired in their designated Uniform consisting of Blazers and formal shoes.

Students of the other Departments must be in formal dress code and wear formal blazers and formal shoes. Gentlemen-students must wear ties. Lady-students may wear formal dresses, or sarees.

For games, sports or similar activities, students must wear the University Sportswear and/or tracksuit/ T-shirts, as prescribed.

8.2.3 Violation of the University Student Dress Code:

Any violation of the University Student Dress Code shall result in stringent Disciplinary Action. A caution notice will be issued to a student violating the Dress Code. Subsequent violation will result in disciplinary action against the student which may include debarment from Placement Assistance and/or representing the University in any Event/Competition.

8.3. Restricted Use of Mobile Phones in the University:

Mobile Phones may be carried by students on campus, to stay connected with family and friends, however appropriate usage is equally important to ensure attention to academic sessions, safety of people and privacy.

- 8.3.1 Use of Mobile Phones is strictly prohibited in the Academic Blocks, which includes Classrooms, Laboratories, Workshop, Library, Moot Court and the Corridors of Academic Blocks and Administrative Block.
- 8.3.2 Students are strictly prohibited from using Mobile phones during meetings, seminars, workshops, Guest lectures and Conferences.
- 8.3.3 Students may use their Mobile phones in the permissible/designated areas in the University Campus as stipulated by the University Notifications.
- 8.3.4 Privacy is of highest importance and photographs of On-Campus persons with a mobile phone shall not be taken without the consent of the person involved. [This restriction applies to DSLR Cameras as well].
- 8.3.5 Any Student using mobile phone in restricted areas as specified in Sub-Clauses 8.3.1 and 8.3.2 will be cautioned and the mobile phone will be confiscated. A second violation will result in stringent disciplinary action against the student which may include debarment from Placement Assistance and/or representing the University in any Event/Competition.

8.4. Use of Student's personal Laptop in the University

Students may bring their Personal Laptops/Tablets to the University Campus. The rules for usage of Personal Laptops/Tablets are specified in the following Sub-Clauses:

- 8.4.1 Students may use Laptops/Tablets in the Tutorial Classes if required as part of the coursework/class

assignments, with prior permission of the concerned Course Instructor.

- 8.4.2 Students may use their Laptops/Tablets in the Classrooms/Seminar Halls for Assignment/Seminar/Paper presentation purposes, or any other academic activity as required/approved by the concerned Course Instructor.
- 8.4.3 In case a student wants to use her/his Laptop/Tablet during a class/lecture for academic purpose, they must seek prior permission from the concerned Course Instructor to use the laptop in the classroom. Students are not permitted to use personal laptops in the classroom during a lecture without prior permission of the Course Instructor. Violation of this rule will result in strict disciplinary action, and the errant student's laptop/tablet will be confiscated by the Course Instructor.
- 8.4.4 Students are not permitted to use/take their personal Laptops/Tablets to the Computer Labs during a practical/laboratory period/class. Violation of this rule will result in disciplinary action on the student, and the errant student's Laptop/Tablet will be confiscated by the Course Instructor.
- 8.4.5 Students may use their Laptops/Tablets in the Computer/Project Laboratories to complete assignments/project work, with prior permission of the concerned Course Instructor.
- 8.4.6 Use of personal Laptops/Tablets in the University Laboratories/Classrooms for any nonacademic/curricular work or activity is strictly prohibited. Violation of this rule will result in stringent disciplinary action on the student and immediate confiscation of their Laptop/Tablet.

8.5. Student Discipline in the University Campus

A student shall not indulge in any act of indiscipline which includes:

- 8.5.1 Any violation of Regulations, Policies and Code of Conduct for Students of GLS University as may be prescribed and be prevalent from time to time;
- 8.5.2 Breach of an Undertaking or Declaration and/or refusal to obey the directions/instructions of the HOD/Dean, Registrar, Chief Proctor and/or Provost or any other Senior University Official;
- 8.5.3 Failure to provide proof of identity when requested to do so and /or not producing Identity Card;
- 8.5.4 Displaying the approved out pass before moving out of the campus during class hours.
- 8.5.5 Violent, indecent, disorderly, threatening, intimidating or offensive behavior or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means);
- 8.5.6 Shouting, whistling, use of verbal/written abuses, derogatory or foul language/ terms against any officer, academic staff, administrative staff, other employee or student of the University;
- 8.5.7 Distribution or publication of a poster, notice, sign or any publication including audio-visual material, blog or webpage, which is offensive, intimidating, threatening or illegal;
- 8.5.8 Any kind of betting/gambling/extraction of money from a fellow student;
- 8.5.9 Any act of malpractice related to any examination/test/evaluation process/ conducted by the University;
- 8.5.10 Littering in the University Campus including classrooms;
- 8.5.11 Mass Bunking of classes and other University activities or causing disruption in any manner of the functioning of the University;
- 8.5.12 Possession and/or use of banned/prohibited substances such as tobacco products, alcohol, narcotics, etc., within the premises of the University, including hostels of the University;
- 8.5.13 Physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee or student of the University, and/or causing injury to any person within or outside the

University Campus, including Hostels and Transport facility;

- 8.5.14 Carrying any weapons or prohibited items or chemicals; or usage of/ a threat to use them;
- 8.5.15 Violation of status, dignity and honor of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation;
- 8.5.16 Creating ill-will or intolerance on religious/ communal grounds. Distribution of literature/propaganda material, in print/electronic form, pertaining to his/her religion, political views and group views (based on caste, creed & place of residence) within the University Campus;
- 8.5.17 Accessing banned sites and/or pornographic sites and/or material in the University Campus.
- 8.5.18 Any behavior which could be construed as discriminatory or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion, disability or age of any student or member of staff of the University, or any visitor to the University;
- 8.5.19 Fraud or deception in relation to the university or its staff, students or visitors: Possession of duplicate Identity card.
- 8.5.20 Bribery or attempted bribery including but not limited to offering or giving money, gifts or any other advantage to any student or employee of the University, or any visitor to the University with the intention of inducing that person to perform his/her role improperly or of rewarding that person for performing his/her role improperly;
- 8.5.21 Theft, misappropriation, unauthorized use or misuse of the University property, or the property of its students, staff or visitors;
- 8.5.22 Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures;
- 8.5.23 Ragging is strictly prohibited. Indulging in any activity that amounts to ragging or any similar act shall result in the student being suspended from the University immediately;
- 8.5.24 Any act that tends to bring the University and/or its Officials, staff or other students into disrepute and/or adversely affects its reputation and good name;
- 8.5.25 Misbehavior/disrespectful behavior, physical assault or threat to use physical force against any member of Teaching or Non-Teaching Staff of any Department/School/University, Security Staff, fellow Students and Public within or outside the Campus.
- 8.5.26 Indulging in any act either singly or with others that creates disturbance within any part of the Campus/class rooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus;
- 8.5.27 Indulging or promoting any business or trading activity within the University Campus, including Hostels and Transport Facility;
- 8.5.28 Participation and involvement in any Agitation or Public Demonstration or any other form of collective activity in or outside the University. Raising any slogans or indulging in any violent activity in pursuance of any demands or issues;
- 8.5.29 Indulging in Cyber Crimes like Hacking any University Data Centre/sending obscene communal/hate messages with criminal intent. Hacking online classes.
- 8.5.30 Any act, whether verbal or otherwise involving the violation of the Status, Dignity, Honor and/or derogatory to women. Eve-teasing, accosting, molesting, using unrestrained abusive language, making suggestive obscene gestures, sending emails/WhatsApp/MMS to Lady Faculty Members and Students.
- 8.5.31 Public display of affection/ socially unacceptable behavior.
- 8.5.32 Any other act of commission or omission, which constitutes indiscipline in the view of the Code of Conduct/Disciplinary Committee.

8.6. Defacement/Damage/Theft of University Property

Students shall not indulge in any willful breakage, defacement, damage or theft of the University property (which includes any University infrastructure, equipment, furniture, sports goods, canteen facilities, hostel facilities, furniture, University buses, and such other facilities and equipment of any kind belonging to the University). Any student or group of students guilty of stealing, defacing, breaking or damaging any property, equipment, facility and/or infrastructure of the University shall be subject to stringent disciplinary action and penalties which include:

- 8.6.1 Penalty to recover the cost of the damaged/defaced property of the University from the guilty student(s).
- 8.6.2 Forfeiture of the Security Deposit, if any, deposited by the student at the time of Admission.
- 8.6.3 Debarment from Placement Assistance of the University and from representing the University and/or participating in any Competition/Event.
- 8.6.4 Penalty and Suspension from the University.
- 8.6.5 Expulsion from the University.
- 8.6.6 The decision of the Provost, based on the recommendations of the Code and Conduct/Disciplinary Committee, in such cases, shall be final and binding.

8.7. Banned Substances/Material in University Campus (Tobacco/Narcotics/Alcohol Products/Weapons/Firearms and Pornographic Material)

The following articles/substances are strictly banned in the University Campus

- 8.7.1 Tobacco Products;
- 8.7.2 Alcoholic Beverages, Spirits and Wines;
- 8.7.3 Narcotics, Drugs or Solvents;
- 8.7.4 Fire arms, Weapons or replica of a weapon or any instrument which is considered dangerous and/or destructive;
- 8.7.5 Pornographic material in any form;
- 8.7.6 Unauthorized tranquilizer medicines other than prescribed by the examining physician; or
- 8.7.7 Any other Objectionable Material as notified by the University as such.

NOTE: Possession of any of the articles/substances listed above in the Sub-Clauses 8.7.1 to 8.7.7, anywhere in the University Campus including the Hostels and in the University Buses, is a serious violation and strict disciplinary action will be taken against the errant student which includes immediate suspension from the University till the completion of enquiry by the Code and Conduct/Disciplinary Committee. The guilty student(s) may be expelled from the University on the recommendations of the Code and Conduct/Disciplinary Committee.

8.8. Social Media Usage – Code of Conduct/Communication

Competent Authority shall assign and entrust certain social media related updates to a Student Committee which is authorized to upload approved content on the Social Media pages of the University. They are to be mindful of what is appropriate and what is not, in order to maintain the goodwill and reputation of the University.

- 8.8.1 Students are expected not to interact on behalf of the University, with Media- representatives or invite Media-personnel to the campus, without the permission of the University authorities.
- 8.8.2 Students are not permitted to audio/video-record lectures in classrooms or actions of other students or staff without prior permission/consent.

- 8.8.3 Students are not permitted to provide audio or video clippings of any activity on the campus to the Media without prior permission.
- 8.8.4 Students are expected to use Social-Media carefully and responsibly. They are not to post derogatory comments about other individuals from the University on Social-Media or indulge in any related activities that cause grave ramifications on the reputation of the University.
- 8.8.5 Students are not to create audio/video recordings or take photographs or stream audio/video content of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge/ expressed consent.

9.0 Code of Conduct Monitoring Committee

- 9.1. Any act of indiscipline pertaining to the Code of Conduct for Students listed above in Section 12.0 and its Clauses/Sub-Clauses, will be investigated by the Code of Conduct Monitoring Committee of the University. Based on the seriousness of the act of indiscipline, disciplinary action against the guilty student shall be imposed, which may range from a penalty/fine and/or recovery of costs/expenses (incurred by the University to restore or replace or repair any property destroyed or damaged or defaced by the student), and suspension or expulsion from the University.
- 9.2. All powers relating to discipline and disciplinary action are vested in the hands of the Provost, who may delegate all powers as she/he deems fit, to such a Person/Committee as she/he may specify in this regard.
- 9.3. The Provost may on recommendation of the Code of Conduct Monitoring Committee or on her/his own order/ direct that any student found guilty of indiscipline shall:
 - 9.3.1 Be kept under disciplinary probation with or without supervision for a stated period; or
 - 9.3.2 Be suspended for a stated period; and/or
 - 9.3.3 Be fined monetarily with a specified amount; and/or
 - 9.3.4 Not receive the result in the examination in which she/he has appeared to be withheld for a stated period or cancelled; and/or
 - 9.3.5 Be debarred from one or more examinations conducted by the University; and/or
 - 9.3.6 Be debarred from the Professional/Industry Practice provisions/facility of the University; and/or
 - 9.3.7 Be debarred from the Placement Assistance of the University; and/or
 - 9.3.8 Be debarred from Registering for a specified Academic Term of the University; or
 - 9.3.9 Be expelled from the University; or
 - 9.3.10 Any other punishment which the Provost may deem fit.
- 9.4. In case a student is found guilty of indiscipline and is punished as stated above, his/her scholarship (if awarded) under the University Scholarship Policy shall be withdrawn with immediate effect. He/she shall be liable to refund the full amount received as Scholarship from the University from the date of admission.
- 9.5. The University shall be entitled to issue public notice with or without the photograph of the student concerned to intimate the general public of the misconduct or the punishment imposed upon the student.

- 9.6.** The decision of the Provost regarding punishment shall be final and not open to question.
- 9.7.** Nothing stated herein shall prevent the University from initiating or instituting appropriate action in accordance with the prevalent law, both civil and/or criminal, in addition to the actions defined above.
- 9.8. Disciplinary Action:** If a student is found indulging in any act of indiscipline that violates the standard of ethics and conduct, the University shall initiate the required disciplinary action, without being biased. University Officials should handle students' issues with utmost care and with an open mind. Punishment must not be the sole agenda while enforcing discipline. Students are to be encouraged and motivated to adopt the right path through proper Counselling by Faculty, Mentor and/or the Student Counsellor. The nature of disciplinary actions shall be based on the severity & the frequency of indiscipline noted against that particular student's name and the procedure followed could be any one or a combination of the below:

9.8.1 Positive Advice/ Counselling:

The student is first referred to a Mentor (Faculty) who would offer him/her words of advice to guide them towards positive alternatives of behavior. If the student is unable to reflect upon their own actions and rectify them accordingly, then engaging the student with the Counsellor shall be mandatory. This will ensure positive behavioral change and if required subsequent follow-up Counselling sessions shall continue to take place.

9.8.2 Warning/ Fines:

If the student's behavior is found inappropriate, a formal warning notice will be issued by the concerned authority in the University. They will also be instructed further that they shall be provided with one chance to display positive/appropriate student behavior after realizing their mistake. In some cases of misbehavior such as theft, misuse/damage of institutional property, fines may be imposed. The written evidence of fines shall be recorded in the student's file as proof of behavioral history, in case such kind of behavior is repeated in the future. If students are engaged in behavior such as smoking, consuming alcohol and/or taking drugs, then a fine as well as strict disciplinary action may be imposed.

9.8.3 Suspension of Classes:

Temporary Suspension from the University involves the exclusion of the student's participation in academic or other activities of the University for a specified period. The suspension order shall be issued to the student with a copy marked to the Parents/Guardian. The act of suspension shall be noted against the student's disciplinary record, and if required he/she will be withdrawn from all courses. The student may forfeit fees. Suspension may include any other disciplinary action that is deemed appropriate. Once the suspension period has concluded and the student has completed all accompanying conditions of suspension, he/she must submit a letter to the Dean (Student Affairs). The letter must be a request for reinstatement to the course and should contain supporting documents attached as evidence that one has complied with the terms of suspension. The student may return to the University only after an affirmative decision is made by the concerned authority.

9.8.4 Rustication:

Rustication is a serious disciplinary action of the University and it involves exclusion of the student from the University for a longer period of time, however not beyond a year. It involves forfeiture of all rights and their degree not being conferred at the time of rustication. It also implied that the student is withdrawn from all courses and fees forfeited. The Rustication order shall be issued to the student with a copy marked to the parent/guardian and the same shall be maintained in the student's disciplinary records and academic transcripts permanently. Rusticated students are not allowed to enter the University campus.

9.8.5 Expulsion:

Students may receive the most serious disciplinary action involving permanent expulsion from the University and in such case, all their rights as a student of the University shall be forfeited. The student will be withdrawn from all courses and fees forfeited. Expulsion also implies that the student may not be conferred with the final degree certification or awards. The details shall be issued to the student with a copy marked to their Parent/Guardian. The notification of expulsion shall be maintained in the student's disciplinary records and academic transcript, permanently. The expelled students are not allowed to enter the University Campus.

9.8.6 Postponement of Conferring of Awards and Degrees

The University reserves the right to defer, postpone or cancel the conferring of any Award and Degree during the course of disciplinary measures or during the period of suspension.

10.0 CO-CURRICULAR AND EXTRA – CURRICULAR ACTIVITIES

10.1. The University is committed to the overall development and transformation of each student by providing different mandatory co-curricular activities and extra- curricular activities such as Sports, Cultural, Hobby Clubs, etc. Some Programs include mandatory National Study Tour, Internships and other Training Programs.

10.2. NSS and NCC: Students are encouraged to become members in NSS and NCC, and actively participate in the NSS/NCC programs of the University.

10.3. Students must attend and participate in the special programs and activities organized by the University.

11.0 LIBRARY POLICY AND RULES

The University Library promotes a welcoming environment that is conducive for study, research and learning. It has a good collection of all textbooks, reference books and general reading materials apart from important e-resources. Library Rules are framed for effective utilization of the library by the students and will be reviewed periodically in accordance with the latest updates/revisions. Students are advised to visit the library regularly and utilize the resources available.

11.1. Internet Browsing

- Internet browsing facility is available in the library only for subject- related searches and to access the electronic databases subscribed by the University.
- Online chatting and playing games are strictly prohibited inside the library.
- Students are not allowed to download and install any software program without the knowledge of the Library Staff.
- Use of computers is limited to thirty minutes when others are waiting for access.

11.2. Use of Electronic Equipment

Use of Electronic Equipment such as Mobile phones, Audio players and similar gadgets are strictly prohibited inside the library. However, students may use their personal laptop/tablet in the library for academic work only with prior permission of the Librarian. A student bringing a laptop inside the library will have to enter the details of the Laptop in the Register kept for this purpose. Any misuse of the Laptop in the Library will result in the confiscation of the Laptop by the Librarian and the errant student will be debarred from bringing the Laptop to the Library.

11.3. Rules for Borrowing Books

Lending of Library books can be done after one produces their University Identity Card as per the rules/procedure listed below:

- Identity cards are not transferable. Library staff may refuse to issue books to anyone who uses others' cards. Books should not be lent to others.
- Books will be issued to all students for a period of 15 days.
- Books borrowed should be returned on or before the date mentioned in the due date slip. Overdue charges will be collected as mentioned in Clause 15.9 below.
- Books have to be returned to the library as and when they are recalled by the Librarian.
- The condition of a book must be checked before borrowing and any book found in a damaged condition will not be issued. The Library Staff must be notified immediately if any damage or defect is noticed while borrowing.
- The Borrower is fully responsible for the books issued on his/her card. Any damage to the book or marking during the borrowed period will lead to a penalty or total replacement of the book.
- If books borrowed are damaged or lost by the borrower, he/she should replace the book or pay the value thereof as mentioned in Clause 11.5 below.

11.4. Reference Books

Dictionaries, Encyclopedia, Handbooks, Manuals, Year Books, Periodicals, Back Volumes of Periodicals,

Reports, Text Books, Newspapers and all those books bearing the stamp “Reference” will not be lent out. These resources are meant for reference within the library premises only.

11.5. Overdue Charges, Loss of Books and Identity Card

For late returns of books, the following overdue charges will be levied:

- First 10 days after due date: Rs. 5.00 per book day
- From 11th day after due date: Rs. 10.00 per book per day
- Any book that is lost by the borrower must be brought to the notice of the Librarian immediately.
- The Borrower is liable to replace the book that is lost or damaged. If unable to replace the lost book, recovery of cost of the book must be made on the following basis:
 - a) Three times the current price of the book, if loss of the book is reported before the due date;
 - b) Three times the current price of the book with overdue charges, if the borrower has reported the loss after the due date;
 - c) If the lost book is rare in nature (i.e. not available in the market or is out of print) then, five times of the book’s cost will be recovered from the borrower;
 - d) Absence from the University will not be allowed as an excuse for delay in return of books;
 - e) No reminders will be issued to individual defaulters; and,
 - f) All books borrowed from the library have to be returned, and all outstanding dues be cleared before getting a No-Dues Certificate.

11.6. General Instructions

- Access to the Library is restricted to Faculty, Staff and Students of GLS University only. Always bring your Identity card for all Library transactions, without which the Library Staff will not issue books/ other resources.
- Always use the Call Number for locating the books; the call number is printed on the spine of the book for easy identification. Approach the subject rack with the help of the Call Number. In case of any difficulty in locating the books, please contact the Library Staff for help.
- Use the Online Public Access Catalogue (OPAC) for identifying the books you require and to know the availability.
- After referring the books, please leave them on the tables. Library staff will replace them.
- Personal belongings must be left in the property rack before entering the library. However, no valuables should be left in the racks and the library will not be responsible for any loss of a users’ belongings left in its premises.
- “A book misplaced is a book lost forever” – Replacing books in different locations on the racks should be avoided. Since the Library follows open access system, books taken out of the racks should be left on the tables. Library staff shall replace them later.

- Strict silence is to be observed inside the library. If conversation becomes necessary, it should be in low tones only.
- Food and Beverages are not allowed inside the library.
- If any books are defaced, such as marking / underlining / folding or tearing of pages etc., twice the cost of the latest edition of the book will be charged from the student. If a student is found guilty of theft, tearing parts of the books, and/or causing damage to the library property, disciplinary action will be taken against the students with penalties ranging from forfeiture of the Security Deposit to expulsion from the University.

12.0 PARKING FACILITY

- 12.1.** The University provides limited parking space for the two-wheeler vehicles of students.
- 12.2.** Students must park their vehicles in the allocated parking zones. Every student using the parking facility must comply with the parking and traffic guidelines displayed on the University Campus.
- 12.3.** Students using two-wheelers must wear helmets while riding their vehicle. Students without helmets will not be allowed to park their two-wheeler vehicles in the allotted parking area.
- 12.4.** Exceeding speed limits within the Campus is strictly prohibited.
- 12.5.** Any violation of these rules will result in the parking facility being withdrawn from the student.

13.0 INTERNSHIP, PROFESSIONAL PRACTICE AND PLACEMENT ASSISTANCE

The University has a dedicated Industry Interface and Placement Cell to provide assistance for Internship, Professional Practice (as applicable) and career Placements to all the eligible students. The students must strictly follow the Rules and Guidelines issued by the University on a timely basis, to avail such facilities.

- Every student must have a minimum attendance of 80% or above, in all Courses in every Semester/Academic Term to be eligible to avail the facilities offered by the Industry Interface and Placement Cell.
- The University shall not extend any Professional Practice or Placement support to students penalized in Disciplinary cases.
- The students are advised to refer the Program Regulations and Curriculum, 2021 pertaining to the concerned Program of Study for more details on the Policy on Placement and Internships, as applicable to the relevant Program of study.
- The relevant Placement Rules and Guidelines will be issued to the pre-final year students of a Program of Study by the Placement Cell at the appropriate time.

14.0 ANTI RAGGING POLICY

University campus is a place to find valuable friendship and to cherish unforgettable moments. The GLS University strongly condemn any kind of ragging practices. The students welcomed the freshers with flowers and advice, and they do not believe in violence or unhealthy practices. The faculty members of the University impart good values with education and that is what set GLS University apart.

Ragging constitutes one or more of any of the following acts:

- 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.
- indulging in rowdy or indiscipline 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.
- 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.
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- 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.
- 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.
- 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.

Actions Suggested by AICTE/UGC against students indulging and abetting in Ragging.

1. The punishment to be meted out to the persons indulged in ragging must be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 1. Cancellation of admission
 2. Suspension from attending classes.

3. Withholding/withdrawing scholarship/fellowship and other benefits
 4. Debarring from appearing in any test/examination or other evaluation process
 5. Withholding results
 6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 7. Suspension/expulsion from the hostel
 8. Rustication from the institution for period ranging from 1 to 4 semesters.
 9. Expulsion from the institution and consequent debarring from admission to any other institution.
 10. Fine of Rupees 25,000/-
 11. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
 5. Courts should try to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

15.0 POLICY FOR PREVENTION OF SEXUAL HARASSMENT

If a female student/employee experiencing sexual harassments at the workplace/university/institution, or if you want to help a victim, read on the following act provides for protection.

The Sexual harassment of Women at Workplace Act, 2013 came into effect on 9th December 2013. The GLS makes University issued the notification on this Act.

The Act makes it mandatory to set up a Complain Committee to deal with incidents of sexual harassment. Accordingly, the University set up the Internal Complaints Committee (ICC).

The ICC includes in its purview all faculties, departments, centres of the GLS University. The institutions/faculty of the University have constituted their own ICCs.

What constitutes sexual harassment?

Sexual harassment includes unwelcome sexual behaviour of direct or implied nature such as:

- Physical contact and advances
- Requests for sexual favours
- Sexually coloured remarks
- Showing pornography
- Unwelcome physical, verbal, or non-verbal sexual conduct

How does one prepare a complaint?

- Write exactly what happened with details, dates, names of witnesses & documents, if any.

- Be specific about the incident/incidents.
- Be honest, as false complaints can invite penalties.

What is the time limit for filing a complaint?

- You need to file a complaint of sexual harassment within three months of the incident.
- The period may extend to another three months, in grave circumstances that may have prevented you from filing the complaint on time.

How to file a complaint?

- Submit the complaint:
 - Directly at the office of the ICC
(_____)
 - Send an Email:

How does the ICC proceed on your complaint?

- On receipt of the complaint, the ICC assesses it.
- If it is a valid case, the ICC will ask for six copies of the complaint with supporting documents, if any,
- One copy of the complaint will be sent to the respondent (i.e. the person who allegedly committed the harassment) within seven working days.
- The respondent must file his reply within ten working days.
- The ICC follows the principles of natural justice during the proceedings which include:
 - Right of hearing to the Parties
 - Examination and cross-examination of Parties and witnesses
 - Supply of copy of the findings to the Parties for their responses

Is there any provision for conciliation?

- The ICC can take steps to settle the matter between the victim and the respondent.
- This option will be used only at the request of the woman (victim).
- Monetary settlement shall not be the basis of conciliation.
- If the settlement is not reached, you can go back to the committee and initiative an enquiry.

What is the period of enquiry and action?

- The committee is required to complete the enquiry within 90 days.
- On completion of the enquiry, the report will be sent to the employer.

What if the complaint is false / malicious?

- If a complaint is false with malicious intent, one can be penalized as per the service rules.

Does the Act guarantee protection against disclosure of identity?

- The identity and address of the aggrieved woman, respondent, and the witness cannot be disclosed.
- Anyone who discloses the name or identify of the aggrieved woman or witness will be liable to pay a penalty of Rs. 5,000.
- However, information regarding justice secured for any victim can be published without disclosing the identity.

Ex-Parte decision

- Ex-parte decisions are those that are reached in the absence of the complaint/respondent. The ICC can give an ex-parte decision if the complaint/respondent fails without sufficient cause, to present her or himself for three consecutive hearings. The ICC can also terminate the enquiry proceedings on these grounds. However Ex-parte or termination order will not be passed without giving the complaint/respondent a 15-day notice in writing.

Supply of copy of the enquiry report

Parties are entitling to get a copy of the report after the ICC submits the report to the University.

Presiding Officer,

Internal Complaints Committee, GLS University

For Details:

<http://spa.ac.in/writereaddata/MHRD%20Gazzete%20Notification%20May%202%202016.pdf>

16.0 THE RIGHT TO INTERPRET, REVISE, MODIFY OR CHANGE

The University reserves the sole right to interpret, revise, modify or change all provisions contained in this Student Handbook: Rules, Policies and Code and Conduct for Students. All Rules and Policies are subject to review and periodic revision.

The Vice Chancellor is responsible for the final interpretation and will decide necessity for reviews, interpretations or possible revisions of the Rules and Policies. All changes, amendments and/or additions shall be binding on all students during the total duration of the Program of study.

17.0 JURISDICTION

All disputes in matters related to the Student Handbook: Rules, Policies and Code and Conduct for Students shall be subject to the exclusive jurisdiction of the Courts of Ahmedabad only.