

Quantum University Handbook of Ethical Policy and Code of Conduct

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Registrar
Quantum University

**Internal Quality Assurance Cell (IQAC)
Quantum University, Roorkee**

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 Registrar
 Quantum University

HANDBOOK

OF

ETHICAL POLICY & CODE OF CONDUCT

The Internal Quality Assurance Cell (IQAC) of Quantum University hereby publishes a Handbook of Ethics and Code of Conduct for Teachers, Management, Non-Teaching and Administrative Staff, and Students.

SHORT TITLE AND APPLICATION

This Handbook of Ethical Policy and Code of Conduct may be called "**Quantum University Handbook of Ethical Policy and Code of Conduct**".

APPLICABILITY

This Handbook of Ethical Policy and Code of Conduct shall be applicable to the entire community of faculty, staff, and students of Quantum University.

PART I : GUIDING PRINCIPLES FOR ETHICAL CONDUCT

PREAMBLE

In all aspects of academic endeavors, upholding ethical principles is of utmost importance. Any disregard for fundamental ethics has a profound impact on the integrity and credibility of the activity at hand, whether it pertains to teaching, research, administration, or management. At Quantum University, we place great emphasis on integrity, honesty, and fairness, striving to integrate seamlessly, these values into our teaching, research, and business undertakings. Every individual affiliated with the University bears the responsibility of upholding the highest ethical standards not only within the University but also within the larger community in which we operate.

POLICY OF ETHICAL CONDUCT

(To Uphold Standards Of Integrity And Quality)

Quantum University understands the importance of establishing and upholding a reputation rooted in integrity. This commitment extends beyond mere adherence to laws, regulations, and contractual obligations. Even the slightest hint of misconduct or impropriety can have far-reaching consequences for the University. Therefore, in all its endeavors, including business activities, the University is unwavering in its pursuit of maintaining the utmost standards of quality and integrity.

GUIDING PRINCIPLES FOR MANAGEMENT, ADMINISTRATORS, AND FACULTY MEMBERS

The members of Quantum University are dedicated to supporting and maintaining a scholarly community in which all share in the common enterprise of learning. As a central aim, the University promotes intellectual inquiry through vigorous discourse, both oral and written. The fundamental principles that must necessarily be the bedrock include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for University resources. In becoming part of the University, one has to accept the rights and responsibilities of membership in the University's academic and social community and assume the responsibility to uphold the University's principles.

1 STANDARDS OF INTEGRITY

1.1 RESPECT FOR THE INTEGRITY OF THE ACADEMIC PROCESS

Academic freedom encompasses both rights and responsibilities that are integral to the intellectual objectives of the University. As members of the University community, it is our duty to uphold and advance the University's academic mission through our actions and behaviors, both within and beyond its grounds. Faculty, staff, students, and all individuals associated with the University are thus expected to consistently exhibit integrity in all aspects of our learning, teaching, research, as well as in our management and support of these endeavors.

1.2 INDIVIDUAL INTEGRITY

To ensure the unwavering commitment of the University towards its academic and educational vision, it is imperative that individuals not only demonstrate personal integrity through honest and responsible actions but also exhibit a willingness to guide others away from actions that may prove detrimental to themselves or the community. Quantum University expects all members, ranging from the Board of Management to faculty and students, to consistently uphold truthfulness and forthrightness. Additionally, the University places emphasis on community members refraining from engaging in behaviors that jeopardize their own sustained effectiveness or have grave implications for their own safety, welfare, academic well-being, or professional responsibilities.

2. RESPECT FOR THE FREEDOMS AND PRIVILEGES OF OTHERS

Quantum University strives for a sense of community in which the individual growth of all members is advanced through the cultivation of mutual respect, tolerance and understanding. Quantum University values and encourages individuality while also affirming the need to maintain a climate in which the activities of academic and community life may be freely pursued. A socially responsible community provides a structure within which individual freedoms may flourish without threatening the privileges or freedoms of other individuals or groups.

2.1 STATEMENT OF NON-DISCRIMINATION

At Quantum University, there is a commitment to maintaining a discrimination-free environment. The University does not discriminate based on factors such as sex, race, color, religion, age, disability, veteran status, national or ethnic origin, sexual orientation, gender identity, gender expression, or any other protected category as defined by applicable law. This non-discriminatory stance applies to the administration of educational policies, admission policies, scholarship and loan programs, and all other programs managed by the institution. Moreover, the University actively fosters honest, open, and equitable engagement with diverse racial, religious, gender, ethnic, and sexual orientation backgrounds. It endeavors to cultivate an environment where diversity plays an integral role in fulfilling the academic, educational, and communal objectives of the institution.

2.2 ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION AND INQUIRY

Quantum University affirms the importance of academic freedom, granting its community members the freedom to teach, learn, and conduct research without restrictions. This includes the freedom of religious belief, speech, press, association, assembly, and the right to petition and

invite speakers. Students and faculty are not compelled to take oaths beyond those required of other citizens. Reasonable regulations may be imposed to maintain the University's functioning, but they must not unreasonably hinder the exercise of these rights on campus.

The University accepts people's right to Protest, however, actions such as the following, are unacceptable: blocking; obstructing, or impeding the passage of a person or vehicle; actions that result in bodily harm; erecting or placing of obstructions that result in depriving others of their rights. Halting a lecture, debate, or any public forum is an unacceptable form of protest. "Halting" means directly or indirectly preventing a speaker from speaking - even for a brief period of time - or seizing control of a public forum for one's own purposes.

3. MAINTAINING THE CONFIDENTIALITY AND PRIVACY OF INFORMATION

Sharing non-public information, such as tuition or salary plans, with external parties or within the University is not allowed unless necessary for legitimate purposes. These obligations continue even after your affiliation with the University ends. Compliance with laws, agreements, and University policies regarding confidential information is essential.

3.1 COMPUTING RESOURCES

Quantum University's computing resources support its educational, instructional, research, and administrative activities. Members of the Quantum University community have access to these computing resources. One's use of these services and facilities may allow one to have access to valuable University resources, to sensitive data, and to internal and external networks. Consequently, one should behave in an ethical, legal, and responsible manner.

4. CONFLICT OF INTEREST AND COMMITMENT

Members of Quantum University are required to make all decisions and actions in the conduct of University business in a manner that promotes the best interests of the University. If one has a conflict of interest or commitment, one must address both the substance and the appearance of the conflict, disclose it to the appropriate University representative, and withdraw from any debate, voting, or decision-making process where a conflict of interest exists.

4.1 CONFLICT OF INTEREST

A conflict of interest can manifest in various ways within the Quantum University community. It occurs when a member has the potential to utilize their position at Quantum University to:

- a Exert influence over the University's business decisions in a manner that grants improper advantages or financial benefits to oneself, a family member, or an associate.
- b Obtain financial benefits beyond the authorized compensation for fulfilling one's University responsibilities for oneself, a family member, or an associate.

4.2 CONFLICT OF COMMITMENT

A conflict of commitment arises when the obligations to external activities conflict with one's ability to fulfill their responsibilities at Quantum University. It is acknowledged that certain external service and professional commitments can positively impact Quantum University.

As a member of Quantum University, it is essential to disclose any outside activities that either present or may be perceived as a conflict of commitment. This disclosure enables the proper management of such activities.

5. RESPECT FOR UNIVERSITY RESOURCES

The general resources and physical property of Quantum University must be respected and conserved by its members. As these resources specifically support the University's mission, community members have a vested interest in them.

- a University resources encompass a wide range of assets available at Quantum University. These resources consist of, but are not limited to, equipment, communication systems, technology solutions, software and service licenses, procurement tools, and databases containing personal information. Additionally, the time and efforts contributed by employees, students, and others associated with Quantum University are considered valuable resources. It also encompasses resources acquired or funded by the University, including funds received from external sources such as government or other funding channels.
- b University resources are intended solely for operational purposes. Personal use or using them for personal gain, advantage, or benefit of others or outside entities (including those with vested interests) is strictly prohibited without permission. The University's name and visual identity should be used only within the scope of one's Quantum University responsibilities. Personal use of resources must comply with published limitations, not incur additional expenses, not interfere with University duties, not undermine official

business, avoid unlawful or inappropriate activities, and refrain from implying Quantum University's sponsorship of personal ventures.

- c Employees should consult with the competent authority in advance if they have any questions about the appropriateness of certain practices. However, such decisions cannot circumvent existing policies and procedures established by the University.

6. TREAT EACH OTHER WITH RESPECT

Quantum University is devoted to excellence and cultivates an environment that upholds this objective. A core principle of this commitment is the fair and respectful treatment of all community members. Discrimination and harassment are strictly prohibited, and equal opportunities are provided to all applicants and community members. As members of Quantum University, we share a dedication to conducting our responsibilities with utmost ethical standards, adhering to University policies, and complying with relevant laws and regulations.

7. MAINTENANCE AND REPORTING OF COMPLETE AND ACCURATE FINANCIAL INFORMATION

One will adhere to University policy for all University financial accounts, reports, expense reimbursements, time submissions, and other transactions and documents. One will maintain accurate books and records, and University financial reports will reflect complete and accurate information in a transparent manner.

8. DOCUMENTS OF CODE OF CONDUCT

The Principles of Quantum University are values that hold for the entire University. Specific standards of conduct and procedures for redress of violations of those standards for various members of the community can be found in the following University documents.

8.1 ALL STUDENTS, INCLUDING GRADUATE AND POST GRADUATE STUDENTS

The Handbook for Students contains comprehensive guidelines and procedures applicable to all students. It is expected that every student reads and understands the academic code, the Code of Student Conduct, and the Principles of Quantum University. Additionally, students are required to acknowledge their responsibility for these codes by signing a statement.

8.2 THE FACULTY MEMBERS

Faculty Handbooks, Policies and procedures regarding faculty members' rights and responsibilities are found in the Code of Conduct for Teachers, which puts into practice the ethical guidelines of the University.

8.3 MANAGEMENT, NON-TEACHING, AND ADMINISTRATIVE STAFF

The Code of Conduct for Non-Teaching and Academic Staff embodies the guiding principles of Quantum University and outlines the policies and procedures concerning rights and responsibilities. It serves as a practical framework for staff members to adhere to within the institution.

9. COMPLIANCE WITH THE LAW

Quantum University maintains the highest standards of ethical and professional conduct. It is the responsibility of all members, including faculty, staff, student employees, and volunteers, to comply with applicable laws, regulations, policies, and procedures relevant to their roles. Managers and supervisors are accountable for ensuring compliance and providing guidance. If there are questions or uncertainties about policies, individuals can seek clarification from the respective policy overseer. Senior officers may consult the appropriate authority for unresolved matters or interpretations of laws and regulations.

10. CONTRACTUAL OBLIGATIONS

Accepting an agreement or contract, such as sponsored project funding, can create legal obligations for Quantum University. It is imperative to adhere to the terms, conditions, and relevant laws and regulations outlined in the agreement. Only individuals with delegated authority from a competent authority are authorized to enter into agreements or contracts on behalf of the University. Otherwise, signing agreements is not permitted.

11. ENVIRONMENTAL HEALTH AND SAFETY, INCLUDING WORKPLACE HEALTH AND SAFETY

Members of the University have a shared responsibility to ensure a safe workplace and to protect the health and safety of all students, faculty, staff, and visitors. This means one needs to adhere to good health and safety policies and practices; comply with all environmental health and safety laws, regulations, and related University policies; attend required training; and report unsafe conditions, equipment, or practices to University officials.

12. NON-UNIVERSITY PROFESSIONAL STANDARDS

Certain professions and disciplines at the University are subject to specific standards and codes governing their practice. This applies to professions such as attorneys, certified public accountants, and medical doctors. These professional standards are designed to enhance the quality of their respective fields by establishing ethical codes, conduct guidelines, and professional responsibilities. If one is a member of such professional organizations, it is expected to comply with both University policies and the Code of Conduct, in addition to the relevant professional standards. In the event of a conflict between a professional standard and University policy, it is advised to discuss the matter with the respective Head of Institution.

13. COMMUNICATION POLICIES

The rights and permissions affecting communication produced by Quantum University members are governed by government laws. Privacy laws require permission for the use of an individual's image or likeness for marketing or promotional use. Individuals or units at Quantum University that violate these laws in their communications may be subject to individual or joint liability. Quantum University outlines policies on image use and copyright this applies to all members of the University to limit institutional and personal liability.

14. GUIDELINES FOR PROMOTIONAL ACTIVITIES

Quantum University fosters constructive partnerships with its partners, contractors, vendors, and stakeholders. As employees or representatives of the University, Quantum University faculty and staff are not permitted to endorse non-affiliated, for-profit businesses or operations. Any inquiries regarding participation in press releases, testimonials, or other promotional activities should be directed to the relevant department office at the University.

15. APPROPRIATE REPORTING OF SUSPECTED VIOLATIONS

Quantum University values ethical conduct and integrity. As a member of the community, one should report any suspected violations of laws, regulations, grant requirements, or the Code of Conduct. Start by informing one's immediate superior, instructor, or advisor. If that's not possible, report to higher management or contact Quantum University's competent authority. Reports should be made in good faith, aiming to address issues or provide reliable information.

15. SUSPECTED FISCAL MISCONDUCT

Every employee and student of Quantum University bears the responsibility to handle University resources and fiscal matters with care and integrity, in compliance with applicable laws, regulations, University policies, and ethical business standards. The Misconduct Policy of the University mandates that any actual or suspected fiscal misconduct involving University resources, whether committed by members within or outside the University, must be promptly reported to the competent authority. If such misconduct is initially reported to a superior or another responsible individual, they are required to immediately inform the competent authority.

16. ANONYMOUS AND CONFIDENTIAL REPORTING

Quantum University members. (including faculty and staff) can report concerns to competent authorities in confidence. All necessary contact information of competent authorities is publically displayed on the University website and visible places on the University campus.

17. COOPERATION

As a member of Quantum University, one will cooperate fully with any audit, inquiry, or investigation undertaken at Quantum University's direction by its attorneys, investigators, internal auditors, or independent agencies.

18. QUANTUM UNIVERSITY POLICY AGAINST SEXUAL HARASSMENT AND GENDER DISCRIMINATION

Quantum University strictly prohibits all forms of sexual harassment and gender discrimination in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, the Vishakha Guidelines laid down by the Hon'ble Supreme Court in the Vishakha v/s State Government case in 1997, and the Protection of Children from Sexual Offences (POCSO) Act, 2012.

18.1 FEATURES

a. This policy applies comprehensively to the students of the Institute, and they have the right to access and review it in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

b. According to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, "sexual harassment include one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- i. Physical contact or advances, or
- ii. A demand or request for sexual favors, or
- iii. Making sexually colored remarks, or
- iv. Showing pornography, or
- v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature."

c. Students should be aware that sexual misconduct or harassment encompasses a wide range of behaviors, including but not limited to sexual assault, unwanted physical contact, and persistent unwelcome comments, emails, or images of a demeaning or offensive sexual nature. Whether such conduct constitutes harassment depends on the specific circumstances of each case.

d. As per the provisions of the Act, Quantum University has established an Internal Complaints Committee, the composition of which is available on the University's website and prominently displayed within the University premises. The Act outlines the procedure for filing complaints and conducting inquiries, which the university follows diligently.

18.2 .JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

- a. By a member of the university against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- b. Reports of sexual harassment can be made by a resident against a member of the university, regardless of whether the incident occurred on or off campus.
- c. If the alleged sexual harassment took place within the campus, reports can be made by an outsider against a member of the university or by a member of the university against an outsider.
- d. In cases where the alleged sexual harassment occurred outside the campus, reports can be made by a member of the university against an outsider. In such instances, the Committee will recommend that the university/college authorities take appropriate action by filing a complaint

with the relevant authority. The committee will actively support and provide resources to the complainant in pursuing the complaint

PART II (SECTION-I)

CODES OF CONDUCT

CODE OF CONDUCT FOR TEACHERS AND STAFF

The teachers at Quantum University adhere to the guidelines set forth by the University Grants Commission (UGC) for college and university teachers. According to the UGC guidelines, individuals who choose teaching as a profession have a responsibility to conduct themselves in line with the profession's ideals. Teachers are constantly observed by their students and society as a whole. It is essential for every teacher to ensure that their principles align with their actions. The teacher's own ideals should reflect the national ideals of education. The code of ethics emphasizes the values of care, trust, integrity, and respect, which are integral to the teacher's role and social responsibility.

BASIC CONDUCT RULES EVERY TEACHER AND STAFF OF THE QUANTUM UNIVERSITY MUST ADHERE TO:

1. INTERPRETATION- Employee means any person appointed by the University to any post in the University.

1.1 Every employee shall at all times:-

- a. Maintain absolute integrity;
- b. Show devotion on duty; and
- c. Do nothing, which is unbecoming of an employee of the University.

1.2 Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

1.3 Employees are expected to exercise their best judgment and act in accordance with their official duties and powers. However, if they are acting under the direction of their official superior, they must follow those directions. It is preferable to obtain such directions in writing whenever possible. In cases where obtaining written directions is not feasible, employees should seek written confirmation of the direction as soon as possible after the action has been taken.

1.4 Unless mentioned in the appointment terms, full-time employees may be required to perform additional duties as assigned by the competent authority, even outside regular working hours, on weekends, and holidays.

1.5 An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

1.6 Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services are deemed terminated.

EXPLANATION

Sub-rule (1.3) should not be interpreted as allowing an employee to avoid their responsibilities by unnecessarily seeking instructions or approval from a superior officer or authority, where such instructions are not required as per the delegation of powers and responsibilities.

2. JOINING OF ASSOCIATIONS BY EMPLOYEES

No employee shall be a member of an association that engages in activities detrimental to the interests of the University or contrary to public order, decency, or morality.

However, this rule does not prohibit employees from participating in or running for elections in various bodies such as Parliament, State Legislative Assemblies, Municipal Corporations, etc. on the same terms and conditions applicable to teachers, provided that employees use their own leave for contesting the elections. If elected or nominated to any body, employees will be required to take a leave of absence during their term, similar to teaching staff.

3- DEMONSTRATION AND STRIKES

Any employee of the University should not participate in any demonstration or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offense.

4- CONNECTION WITH PRESS OR RADIO

Without prior approval from the University, no employee shall own, operate, or be involved in the editing or management of any newspaper or periodical publication, whether in full or partial ownership.

Furthermore, unless granted permission by the University or the designated authority, or in the legitimate performance of their duties, no employee shall engage in radio broadcasting, contribute articles, or write letters or books, either under their own name or using a pseudonym or anonymously, or in the name of any newspaper or periodical.

Provide that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic, or scientific character.

5- REPRESENTATION

An employee, when desiring to present a claim or address a grievance, should follow the prescribed procedure and submit the case through appropriate channels. Unless the claim has been rejected or relief has been denied by the lower authority, or if there has been a delay of more than three months in resolving the matter, the employee should not submit advance copies of the application to higher authorities.

No employee shall be a signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY

Save as provided in sub-rule (5), no employee shall, except with the previous sanction of the University, give evidence in connection with any inquiry conducted by any person, committee, or authority.

Where any sanction, has been accorded under sub-rule (1 and 5) no such employee giving such evidence shall criticize the policy or any action of the University or the Government.

NOTHING IN THIS RULE SHALL APPLY TO

- a The evidence was given at an inquiry before an authority appointed by the Chancellor, Vice-Chancellor, Government, and Parliament or any State Legislature; Or
- b The evidence is given in any judicial inquiry; Or
- c The evidence is given in any departmental inquiry ordered by authorities subordinate to the Vice-Chancellor.

6. UNAUTHORIZED COMMUNICATION OF INFORMATION

An employee shall not, unless authorized by the University or when performing assigned duties in good faith, disclose any official document or information, either wholly or partially, to any unauthorized employee or individual. This restriction applies to both direct and indirect communication of such documents or information.

6.1 . SUBSCRIPTION

Unless explicitly authorized by the University or when fulfilling assigned responsibilities in good faith, an employee must not disclose any official document or information, either in full or in part, to any unauthorized employee or individual. This prohibition encompasses both direct and indirect communication of such documents or information.

6.2. PRIVATE TRADE OR EMPLOYMENT

- a. Without prior permission from the University, no employee shall be involved, directly or indirectly, in any trade, business, or additional employment.
- b. However, an employee may engage in voluntary social or charitable activities or occasional work of a literary, artistic, or scientific nature, provided that it does not interfere with their official duties. If directed by the University, the employee must discontinue such work.

EXPLANATION

Engaging in canvassing activities to promote the business of an insurance agency, commission agency, etc., owned or managed by the employee's spouse or any other family member will be considered a violation of this sub-rule.

- a. Every employee shall report to the University if any member of his family is engaged in a trade business or owns or manages an insurance agency or commission agency.
- b. Unless authorized by the University or when fulfilling official duties, no employee shall participate in the registration, promotion, or management of any bank, company, or cooperative society engaged in commercial activities as required by the Companies Act 1956 (1 of 1956) or any other applicable law.
- c. Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the Co-operative Society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the societies Registration Act, 1861 (2 of 1960) or any corresponding law in force.
- d. Accepting of any fee for any work done by the employee for any public body or any private person without the sanction of the prescribed authority is prohibited.

7. INSOLVENCY AND HABITUAL INDEBTEDNESS

An employee is expected to handle their personal matters in a manner that prevents recurring indebtedness or insolvency. If legal proceedings are initiated against an employee for debt recovery or declaring them insolvent, they must promptly inform the University about the details of the legal proceedings.

Note: *It is the responsibility of the employee to demonstrate that the insolvency or indebtedness was unforeseeable and beyond their control, and not caused by reckless or extravagant behavior.*

8. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

An employee shall not, without prior authorization from the University, resort to legal action or engage with the media to defend any official act that has been subject to adverse criticism or defamatory attack.

However, this rule does not restrict an employee from defending their personal character or actions taken in their private capacity. If legal action is pursued to vindicate personal character or acts in a private capacity, the employee must submit a report to the designated authority regarding such action.

9. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE

An employee shall refrain from using political or any other form of influence to gain personal advantages concerning matters related to their service under the University.

10. BIGAMY

No employee shall contract another marriage unless prescribed by his/her law.

11. INTERPRETATION

If any question arises relating to the interpretation of these rules (1-10), it shall be referred to the Board of Management, which shall decide the same.

12. DELEGATION OF POWERS

The Board of Management has the authority to delegate its powers, with the exception of the powers under Rule 11, to designated officers or authorities, as specified in a general or special order. The delegation may be subject to any specified conditions.

13. CONDUCT RULES RELATED TO PROFESSIONAL VALUES AND INTEGRITY

13.1 PROFESSIONAL VALUES

- a The teacher should prioritize the students' interests and be dedicated to their needs, providing assistance even outside of regular class hours without expecting payment.
- b They should demonstrate openness to diverse viewpoints, encouraging students to express their opinions freely. Furthermore, teachers should be receptive to constructive criticism, embracing it as an opportunity for growth.
- c Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- d She/he should try to **develop an educational environment**. Her/his aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- e The teacher should instill a **liberal and forward-looking outlook** among her/his students, making them community-oriented, patriotic, broad minded.
- f Above all a teacher should **conform to the ethos of her/his profession and act in a dignified manner**. She/he should keep in mind that society has entrusted her/his with their children.

13.2 PROFESSIONAL DEVELOPMENT AND PRACTICES

- a IT IS CRUCIAL FOR TEACHERS TO CONTINUALLY UPDATE THEIR KNOWLEDGE IN THEIR FIELD AND RELATED AREAS TO ENHANCE THEIR OWN GROWTH AND THAT OF THEIR STUDENTS. THIS INCLUDES STAYING INFORMED ABOUT RECENT METHODOLOGIES AND APPLICATIONS.
- b Engaging in research and participating in seminars and workshops fosters innovation and contributes to the ongoing progress of the subject.
- c Teachers should actively contribute to the development of new teaching strategies, curriculum enhancements, and the advancement of the academic system. In addition to their academic responsibilities, teachers are expected to fulfill other educational duties of

the institution, such as admissions, organizing seminars/conferences, providing employability assistance, and promoting entrepreneurial activities.

- d Furthermore, teachers are encouraged to actively participate in extra-curricular activities offered by the university, such as sports, extension programs, and cultural events. This holistic approach facilitates the overall development of students and fosters a positive rapport between teachers and students.

13.3 PROFESSIONAL INTEGRITY

- a Teachers must maintain **ethical behavior** in professional practice by accurately representing certifications, licenses and other qualifications.
- b Integrity in research is essential at Quantum University. The institution has a policy on Academic Integrity and Anti-Plagiarism, which teachers are expected to follow. They must maintain high standards of originality in their own work and that of their students. The university prioritizes the quality and originality of research and academic scholarship, and any violation of honesty will result in strict disciplinary and potentially legal actions as per the policy.
- c **No conflict between professional work and private practice.** A teacher in the University shall not be providing private tuitions against remuneration which compromises her/his duties at the University.
- d Teachers at Quantum University are required to maintain confidentiality regarding exam-related information, as well as matters concerning colleagues and students, unless there is a legal or legitimate demand for disclosure. Respecting confidentiality is an important aspect of their professional responsibilities.

13.4 PROFESSIONAL COLLABORATION

- a Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- b Teachers should **refrain from lodging unsubstantiated allegations** against their colleagues in order to satisfy personal vested interests.
- c All the **non-teaching and administrative staff** of the University shall be shown the same level of respect and cooperation as the teaching faculty.

- d Teachers should discharge their responsibilities in accordance with the **established rules outlined** by the competent authorities and adhere to the conditions of contract.

13.5 STUDENT-TEACHER CONDUCT

- a Teachers should respect the rights and dignity of students in expressing their opinions. They should treat all students justly and impartially, regardless of their religion, caste, gender, political beliefs, economic background, social status, or physical characteristics. Teachers should encourage students to enhance their individual achievements, develop their personalities, and contribute to the welfare of the community.
- b Teachers should refrain from inciting students against their peers, colleagues, or the administration. They should foster regular interactions with students' guardians to gain a comprehensive understanding of the students' experiences and practices outside the classroom.

PART II (SECTION –II)

CODE OF CONDUCT

FOR

MANAGEMENT, ADMINISTRATIVE AND NON-TEACHING STAFF

The entire Management, Administrative, and Non-Teaching Staff at Quantum University are required to uphold the principles and values that reflect the esteemed nature of an educational institution. They are expected to adhere to the code of conduct prescribed by the State Government of Haryana. The University has established its own code of ethics for the Management and Administrative staff, which encompasses the following guidelines:

1. GENERAL CODE OF CONDUCT RULES

INTERPRETATION- Employee means any person appointed by the University to any post in the University.

GENERAL:

1. EVERY EMPLOYEE SHALL AT ALL TIMES:-

- (i) Maintain absolute integrity;
- (ii) Show devotion on duty; and
- (iii) Do nothing which is unbecoming of an employee of the University.
 - a Every employee in a supervisory position is responsible for taking all necessary measures to uphold the integrity and commitment to the duty of the employees under their control and authority.
 - b In the performance of their official duties and exercise of conferred powers, no employee should deviate from their best judgment, except when acting under the guidance of their official superior. In such cases, it is preferable to obtain written directions whenever

possible. If obtaining written directions is impractical, the employee should seek written confirmation of the directions as soon as possible thereafter.

- c unless specifically stated otherwise in the terms of appointment, every full-time employee may be required to perform additional duties assigned by the competent authority, beyond the regular working hours and on holidays, including Saturdays and Sundays.
- d An employee is expected to adhere to the scheduled working hours and be present at the designated place of duty.
- e Absence from duty without prior permission is not permitted, except for valid reasons or unforeseen circumstances. If an employee is absent without prior permission for a continuous period of 90 days, it will be considered as absconding from duty, and their services will be terminated accordingly.

EXPLANATION: Clause (ii) of sub-rule (2.2) should not be interpreted as granting an employee the authority to avoid their responsibilities by seeking unnecessary instructions or approvals from a superior officer or authority, contrary to the delegation of powers and responsibilities.

2. JOINING OF ASSOCIATIONS BY EMPLOYEES

No employee is permitted to join or remain a member of an association that promotes activities or objectives detrimental to the interests of the University, public order, decency, or morality.

However, this rule does not prohibit employees from participating in or contesting elections for various bodies, such as Parliament, State Legislative Assemblies, and Municipal Corporations, under the same terms and conditions applicable to teachers. It is important to note that employees must utilize their own leave for participating in elections. In the event that an employee is elected or nominated to any such body, they will be required to take a leave of absence during their term, similar to teachers.

3. DEMONSTRATION AND STRIKES

Employees are prohibited from engaging in or participating in any demonstrations or strikes that are detrimental to the interests of the University, public order, decency, or morality. Such demonstrations or strikes should not involve contempt of court, defamation, or incitement to commit an offense.

3. CONNECTION WITH PRESS OR RADIO

No employee shall engage in owning, conducting, or participating in the editing or management of any newspaper or periodical publication without the prior sanction of the University. Similarly, without the previous sanction of the University or the prescribed authority, no employee shall take part in a radio broadcast, contribute articles, write letters, or publish books under their own name or any pseudonym in any newspaper or periodical.

However, it should be noted that no sanction is required if such broadcast, contribution, or writing is purely of a literary, artistic, or scientific nature.

4. REPRESENTATION

In order to address any claim, grievance, or wrongdoing, an employee must follow the established protocol and forward their case through the proper channel. It is important not to send advance copies of the application to higher authorities, unless the claim has been rejected or relief has been denied by the lower authority, or if there has been an unreasonable delay of more than three months in resolving the matter.

Additionally, it is not permitted for any employee to be a signatory to any joint representation that is addressed to the authorities for the purpose of seeking redressal of grievances or any other matter.

3. EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY

No employee shall, without the prior sanction of the University, provide testimony in relation to any inquiry conducted by any individual, committee, or authority. Once sanction has been granted under sub-rule (1), any employee giving such testimony shall refrain from criticizing the policies or actions of the University or the government.

NOTHING IN THIS RULE SHALL APPLY TO

The evidence given at an enquiry before an authority appointed by the Chancellor, Vice-Chancellor, Government and Parliament or any State Legislature;

Or

The evidence given in any judicial enquiry;

Or

The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

4. UNAUTHORIZED COMMUNICATION OF INFORMATION

Unless in accordance with a general or special order issued by the University or in the faithful execution of assigned duties, no employee shall directly or indirectly disclose any official document, in whole or in part, or share any information with another employee or unauthorized individuals to whom they are not authorized to provide such documents or information.

5. SUBSCRIPTION

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. for Reception/farewell or for financial assistance to a member of the University staff or his family in distress.

6. PRIVATE TRADE OR EMPLOYMENT

No employee shall, unless authorized by the University, directly or indirectly engage in any trade, business, or additional employment.

However, with the prior sanction of the University, an employee may undertake honorary work for social or charitable purposes, or occasional work of a literary, artistic, or scientific nature. Such engagements should not interfere with the employee's official duties. If directed by the University, the employee must discontinue such work.

EXPLANATION: Engaging in canvassing by an employee to promote the business of an insurance agency, commission agency, or any similar entity owned or managed by their spouse or family member shall be considered a violation of this sub-rule.

- a Every employee shall report to the University if any member of his family is engaged in a trade business or owns or manages an insurance agency or commission agency.
- b No employee shall without the previous sanction of the University except in the discharge of the official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

However, an employee is allowed to participate in the registration, promotion, or management of a cooperative society that primarily benefits employees and is registered under the Co-operative

Society Act, 1912 (2 of 1912), or any other applicable law. Similarly, they may also be involved in a literary, scientific, or charitable society registered under the Societies Registration Act, 1861 (2 of 1960), or any corresponding law in effect.

Additionally, it is prohibited for an employee to receive any fees for work performed for a public entity or private individual unless authorized by the prescribed authority.

7. INSOLVENCY AND HABITUAL INDEBTEDNESS

An employee must responsibly manage their personal affairs to prevent recurring debt or insolvency. If any legal action is initiated against an employee for the recovery of a debt owed or to declare them insolvent, they are required to promptly inform the University about the details of the legal proceedings.

Note: *The burden of providing that the insolvency or indebtedness was the result or circumstances which, with exercise or ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.*

8. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

No employee shall seek recourse to any court or media outlets to justify or defend any official act that has been subjected to adverse criticism or defamatory attacks, unless prior sanction is granted by the University.

It should be noted that this rule does not prohibit employees from vindicating their personal character or defending actions carried out in their private capacity. However, in such cases, the employee must report the details of such actions to the prescribed authority.

9. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE

Employees are strictly prohibited from exerting any political or other influence on their superiors to advance their personal interests regarding matters related to their service at the University.

10. BIGAMY

- a No employee shall contract another marriage unless prescribed by his her law.

INTERPRETATION

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Management which shall decide the same.

11. DELEGATION OF POWERS

The Board of Management is empowered to issue General or Special orders, authorizing designated officers or authorities to exercise certain powers outlined in these rules, subject to any specified conditions. This delegation of powers expands the scope of authority beyond rule 14 of these Rules and ensures efficient functioning of the University.

12. CONDUCT RULES RELATED TO PROFESSIONAL VALUES AND INTEGRITY

12.1 PROFESSIONAL CONDUCT

- a. They shall fulfill their assigned duties with sincerity, diligence, transparency, and accountability.
- b. They should provide advance notice for planned leaves and absences. In case of unforeseen circumstances, they must promptly inform their reporting authority about their absence.
- c. It is strictly prohibited for them to undertake any additional employment or business activities during office hours. Engaging in private trade or business within the University premises is also prohibited.
- d. They must refrain from participating in any activities that are against secular principles and may disrupt the academic functioning of the University.
- e. Respectful conduct towards non-teaching colleagues, teaching staff, and students is expected, and they should refrain from making disrespectful remarks or engaging in behavior that undermines the dignity of others.

12.2 WORKPLACE CONDUCT

- a They are expected to be punctual, ensuring their presence before the commencement of daily University activities for smooth functioning.

- b They have the responsibility to appropriately use and maintain University equipment and furniture.
- c They must refrain from being under the influence of drugs or alcohol during office hours.
- d Maintaining strict confidentiality is essential, especially concerning examination information, personnel matters related to colleagues, and any other confidential matters.
- e They should perform their duties with honesty and integrity. There should **be no falsification of official documents** entrusted to them.
- f They should show **no discrimination on basis of gender, caste or religion**.

12.3 PROFESSIONAL RELATIONSHIP

- a Interactions between them and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with them in libraries, science laboratories and computer laboratories. It is expected that they behave in a **helpful, friendly and patient manner** towards the students.
- b They should give **due respect to the decisions made by the college authorities**. Any matter of contention should be attempted to be settled amicably and not through antagonistic behavior.
- c A friendly and **cooperative relationship** should be maintained with the **teaching faculty** of the university to help generate a friendly and harmonious environment.
- d They are the first to come into contact with students and guardians, and their behavior should be keeping with the ethos and policies of the institution. They should demonstrate patience, politeness and an eagerness to help.

(PART II SECTION –III)

CODE OF CONDUCT FOR STUDENTS

All students enrolled in any program at Quantum University are required to adhere to the rules and regulations outlined by the UGC (University Grants Commission) and the specific guidelines set forth by the University, as mentioned in the Students' Handbook. The University has established a code of ethics for the administrative staff, which is as follows:

1. CONDUCT

- a** All students are required to uphold academic integrity and demonstrate respect towards all individuals, their rights, college property, and the well-being of others.
- b** Regular attendance in classes is expected from every student.
- c** It is strictly prohibited for students to engage in any form of misconduct, both on-campus and off-campus, that may significantly impact the interests and reputation of the University.
- d** In the event that a student needs to discontinue their studies due to legitimate reasons, they may be granted permission to leave the University, subject to the written consent of the competent authority.
- e** If a student is granted permission to leave the University, they must settle any outstanding dues. Additionally, if the student was awarded a scholarship upon admission, it will be revoked.

2. THE VARIOUS FORMS OF MISCONDUCT, THE STUDENTS SHOULD REFRAIN FROM, INCLUDE

- a** Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- b** Intentionally damaging or destroying University property or property of other students and/or Faculty members & non-teaching and administrative staff.
- c** Any disruptive activity in a class room or in an event sponsored by the university.

- d Inability to produce the identity card, issued by the university, or refusing to produce it on demand by campus security personnel.
- e Participating in activities including-
 - (i) Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India
 - (ii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - (iii) Unauthorized possession or use of harmful chemicals and banned drugs.
 - (iv) Possessing, consuming, distributing, selling of alcohol, cigarettes, drugs or any banned substances.
 - (v) Rash driving on the campus that may cause any inconvenience to others or animals
 - (vi) Pilfering or unauthorized access to the resources of others.
 - (vii) Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving.
- f Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms without prior permission.
- g Unauthorized entry, tampering of property or facilities of private residences of Teaching/Non-teaching staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
- h Causing damage to or destruction of any property of the university, or any property of others in the university premises would invite punishment.

In the event of a possible violation of the mentioned codes of conduct by a student, a committee will be constituted to investigate the alleged breach. The committee will conduct a thorough inquiry to determine the misconduct and subsequently propose appropriate disciplinary measures against the student.

The committee may provide the student with an opportunity to present their side and explain the circumstances surrounding the alleged misconduct. Based on the nature and severity of the misconduct, the committee will recommend one or more disciplinary actions to be taken.

3. ACADEMIC INTEGRITY

The university's Code includes a Policy on academic integrity that all students must follow. Upholding these principles is crucial for maintaining the university's reputation and the value of its degrees.

Students are expected to take personal responsibility in upholding the highest standards of academic integrity. The university has a specific policy called "Plagiarism Policy" based on UGC guidelines, which provides detailed information on academic integrity.

As per the Quantum University policy on Plagiarism, a student should

- a Properly acknowledges and cites use of the ideas, results, material or words of others.
- b Properly acknowledge all contributors to a given piece of work.
- c Make sure that all assignments in a course are submitted by her/his own.
- d Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reporting them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.

Violation of this policy includes, but is not limited to:

- a **PLAGIARISM:** The definitions, descriptions, provisions and penalties are described in details in the Quantum University policy on "Academic Integrity and Anti plagiarism".
- b **CHEATING:** Cheating includes various actions such as copying during exams or assignments, facilitating cheating for others, using unauthorized materials, fabricating data, creating false citations, and altering previously evaluated work. The specific definitions, descriptions, provisions, and penalties related to cheating are outlined in the Quantum University's policy on "Examinations."

CONFLICT OF INTEREST: Conflicts of interest can arise when personal interests interfere with professional activities. These conflicts can occur in various academic endeavors, including

teaching, research, committee work, and funding. It is important to maintain professional independence, objectivity, and credibility by avoiding any appearance of impropriety. Disclosure of potential conflicts of interest is necessary to ensure transparency and enable informed decision-making by the appropriate authorities.

Some additional information is available in the section below dealing with resources.

4. ANTI-RAGGING POLICY IN QUANTUM UNIVERSITY

Quantum University strictly adheres to the anti-ragging policy in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. These regulations have been formulated to comply with the directives of the Hon'ble Supreme Court of India in order to prevent and eliminate ragging in all educational institutions and colleges throughout the country. The Institution fully applies and adopts the UGC Regulations, making necessary modifications as applicable.

Ragging constitutes one or more of the following acts:

- a Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student.
- b Engaging in disorderly or undisciplined behavior by any student or group of students that causes or is likely to cause annoyance, hardship, physical or psychological harm, or instill fear or apprehension in any other student is strictly prohibited.
- c Requesting or compelling a student to engage in any activity that they would not typically undertake, resulting in feelings of shame, torment, or embarrassment that negatively affect their physical or mental well-being, is strictly prohibited.
- d Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- e Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students
- f Any act of financial extortion or forceful expenditure burden put on a student by other students.

- g Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, and gestures, causing bodily harm or any other danger to health or person
- h Any act or form of abuse, including verbal harassment, written communication (such as emails or posts), and public insults that derive perverted pleasure, sadistic thrill, or vicarious enjoyment from causing discomfort to another student, is strictly prohibited.
- i Any act, whether intentional or not, that negatively impacts the mental well-being and self-confidence of another student, with the aim of deriving sadistic pleasure or demonstrating power, authority, or superiority over them, is strictly prohibited.

5. ANTI-RAGGING COMMITTEE: The University has established an Anti-Ragging Committee in accordance with the UGC regulations. This committee is responsible for investigating all complaints related to ragging and providing appropriate recommendations based on the nature of the incident. Any student found guilty of engaging in any form of ragging will be subjected to the prescribed punishments outlined in the UGC regulations.

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Registrar
Quantum University