



**Shobhit
University**

EDUCATION EMPOWERS



Top 101-125 Band
in Pharmacy

CRITERION 7 - INSTITUTIONAL VALUES AND BEST PRACTICES

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 CODE OF CONDUCT IS DISPLAYED ON THE WEBSITE 2. THERE IS A COMMITTEE TO MONITOR ADHERENCE TO THE CODE OF CONDUCT 3. INSTITUTION ORGANIZES PROFESSIONAL ETHICS PROGRAMMES FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF 4. ANNUAL AWARENESS PROGRAMMES ON CODE OF CONDUCT ARE ORGANIZED

To reduce enormous use of paper and printing the ensure data, sign and a seal by the Competent Authority for all the papers, we have used the Class-3 Digital Signatures where a Registration Authority i.e. Dr. Mahipal Singh, Registrar of our University authenticate the documents and responses claimed in this pdf file.



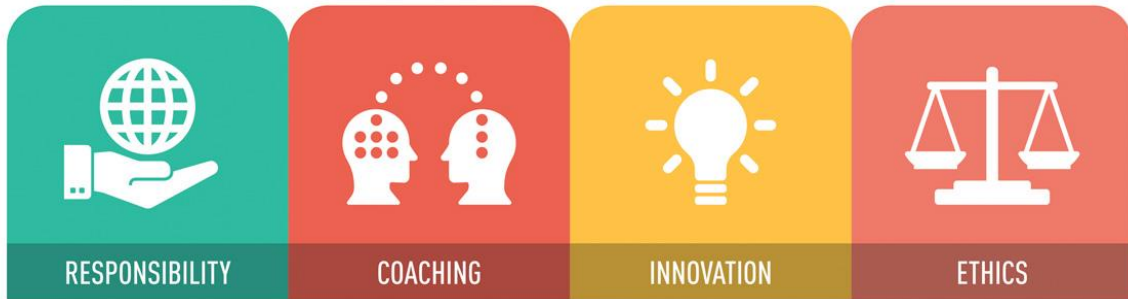
SHOBHIT UNIVERSITY, Gangoh

[Notified by Government of U.P. Act No.3 of 2012, Established u/s 2(f) of UGC Act 1956]

Adarsh Institutional Area, Babu Vijendra Marg,
Gangoh, Distt. Saharanpur - 247341, UP

35
YEARS
OF ACADEMIC
EXCELLENCE





UNIVERSITY CODE OF CONDUCT





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Area Gangoh, Distt. Saharanpur (U.P.)
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E-mail: registrargangoh@shobhituniversity.ac.in
U.: www.sug.ac.in

CODE OF CONDUCT

A Student of Shobhit University, Gangoh is expected to follow the code of conduct as mentioned below in order to maintain discipline in the institution, regulatory and to keep a high degree of professional integrity.

Shobhit University, Gangoh believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to Shobhit University property and to the safety of others. Following rules must be followed by the students of Shobhit University in immaculate manner.

1. General

- 1.1 Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- 1.2 Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website regularly.
- 1.3 The schemes for all academic works and for the examinations will be notified to the students separately by the Registrar/Academic Departments.
- 1.4 The Vice-Chancellor is overall In-charge of the academic activities including attendance and leave of students. Any complaint within the jurisdiction of the concerned section will be dealt-with by the Officer In-charge of the section.
- 1.5 Director overseeing the Administration will deal with the welfare and discipline in the campus including the Hostel and also outside the campus and will ensure maintenance of good conduct. Director will be assisted by other members of faculty. The jurisdiction will cover all places other than academic departments.





2.0 Conduct and Behavior

- 2.1 Students should be present in all their classes. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
- 2.2 Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- 2.3 **All students must carry I-cards with them at all times.** Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I-card is an important document. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.
- 2.4 Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
- 2.5 No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students. Girl students must be shown special consideration in this regard.
- 2.6 Students should not indulge in violence of any kind with fellow students, teaching faculty and employees of the University within or outside the campus. Violence by any student or group of students will lead to severe disciplinary action.
- 2.7 Students are not allowed to become members of outside societies or allowed to join discussion of a political nature or to take part in any political activity without prior permission of the University.
- 2.8 No meeting of the students other than those organized under the aegis of the various recognized students activities shall be called without the prior permission in writing from the Vice Chancellor / Director(s).





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- 2.9** No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor / Director(s).
- 2.10** No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- 2.11** Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- 2.12** Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- 2.13** Students must handle the laboratory equipments, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use of negligent handling will have to be made good by the students concerned.
- 2.14** Use of mobile cellular phone inside the Academic, Administrative area, Library, Labs, Corridors, Toilets, Coffee shop, Tuck shop, Classrooms is strictly prohibited. Mobile phones must be kept in silent mode and attended to outside the Academic/Administrative block. Violation will lead to confiscation of the mobile phone.
- 2.15** All the students are required to observe the prescribed dress code while moving in the Administrative/Academic block including Labs & Library on working days. Students not wearing the prescribed dress code may be denied entry to the University except PG students.
- 2.16** Consumption of liquor or any other intoxicating drug or smoking is strictly prohibited within the hostel, campus or outside. Offenders will be summarily expelled.





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2.17 Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them.

3.0 Attendance

- 3.1** As per University rules, the attendance of any student in Lecture, Tutorial and in Practical classes should be 100%. A relaxation of 25% can be considered only on medical grounds or inevitable reasons by the competent authorities. 'F' grade will be awarded to students whose attendance is poor (less than 75% or as the case may be) in the subject. Students who obtain 'F' grade have to repeat the course as an extra course during the next semester or during summer/ winter break, whenever the course is offered.
- 3.2** Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and given Fail grade and may be asked to leave the University.
- 3.3** If in a particular class/period more than 50% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.

4.0 Library

- 4.1** Students must follow the Library rules for borrowing books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- 4.2** Library books should be used with great care. Tearing or folding or cutting of library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
- 4.3** Library cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- 4.4** Before leaving the Library, a student should make sure of getting the Library books properly issued at the counter against the card.





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- 4.5 Personal property or books other those belonging to the Library must be deposited at the entrance gate.
- 4.6 The loss of Library books or borrowers card must be immediately brought to the notice of the Library staff in writing.
- 4.7 Polite and courteous behavior inside the Library is expected from all the users and silence must be observed inside the reading hall.

5.0 Punishment

The University expects its students to follow disciplinary norms and has also set the rules for the punishment. The punishment to the students is served under three levels as under:

5.1 LEVEL-1

If a student is found involved in an in disciplinary activity, he/she will be asked to PAY a FINE as decided by the University within a stipulated period for the FIRST offence .

5.2 LEVEL-II

If the same student is found involved in a in disciplinary activity for the second time he/she may be detained in the same semester.

5.3 LEVEL-III

If the same student breaks the rules for the third time, he/she may be expelled from the UNIVERSITY.

Please note, the UNIVERSITY reserves the rights to decide on quantum of the offence and may skip a LEVEL depending on the seriousness of the offence committed by a student(s)

HOSTEL STAY RULES (Applicable for HOSTEL inmates only)

A new student, on arrival, will report to the Hostel Warden/Administrator who will allot him/her a room/seat in one of the Hostels after the student has paid fees' and got registered.





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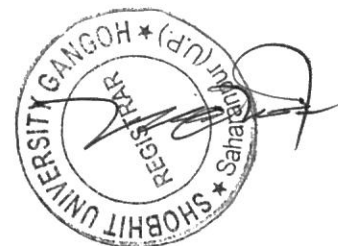
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The following are the Standing Orders for Hostel inmates:

1. At the time of occupying the room:

- A student is required to check the room furniture, fixtures, electrical fittings etc.
- The student will sign a receipt for, the same.
- The student will be responsible for upkeep of the same during his/her stay.
- Any shortage will have to be made good by the students staying in that room before handing over the charge of the room at the end of the academic session or while leaving the room.
- He/she will charge for any damage done to furniture, fixture, fittings and the articles issued to him/her along with the disciplinary action if so warranted.

2. Any student may be required to vacate his/her room as and when notified by the competent authority.
3. Students are cautioned to be very careful about the safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Any theft either of a student's personal property or of the University property should be reported promptly to the Warden/Administrator.
4. Students should not keep large sums of money or valuable articles with them or in their rooms. They are advised to open a Savings Account in a Bank/Post Office.
5. Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
6. Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
7. **Smoking, consumption of liquor/intoxicants/drugs inside or outside the Campus is strictly prohibited. Any violation will invoke rustication from the Hostel and even from the University.**
8. Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.





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9. Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not to be used in hostel rooms. However, their use may be permissible in the common room with the written permission of the Warden / Administrator.
10. Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
11. Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource, conserve them.
12. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
13. Before proceeding on summer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel Supervisor / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The Institute University authorities shall not be responsible for the private belongings of the students found in such rooms.
14. The Warden / Administrator is assisted by a Supervisor / Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden / Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
15. Cars, Two Wheelers, Cycles are allowed to be parked at the places earmarked for them. They must be properly locked.
16. No furniture shall be removed from the room and used elsewhere either inside of outside the Hostel without the permission of or under the orders of the Warden / Administrator.





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17. No student is allowed to engage private servant. Also no pets such as dogs / birds etc. are allowed in the Hostels.
18. Female members in the boys hostel and male members in the girls hostel are not allowed to visit or stay in the rooms of the students. They shall however be allowed to visit only up to the visitors / parents lounge and that too during the specified visiting hours.
19. Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
20. Students are prohibited from giving shelters to any other student / outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation / shelter to any outsider will be reported to local administration for suitable action.
21. With the permission of the Warden, girl students may be permitted to go out in batches of two or more but not singly, for shopping, purchases etc. This is for their own safety.
22. All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden / Administrator.
23. Any student, who does not occupy the Hostel room allotted to him within seven days of his registration, shall lose the Hostel seat and the same may be allocated to the next student in the queue.
24. Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
25. All students staying in the hostels during summer vacations (only in very exceptional cases, that to with the permission of the Vice-Chancellor) shall have to abide by the Hostel Rules in vogue.
26. Students are required to observe the mess timings religiously. They will be denied entry & food beyond the prescribed timings.
27. Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.





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28. Students not returning back from outside, to their hostels well within the prescribed time without the permission from the Warden will attract disciplinary action by way of deduction of disciplinary marks if found guilty. The student will be expelled from the Hostel forthwith in case of repeated offences.
30. Students staying in the Hostel may visit their parents & LGs provided name, address & phone Nos. are registered with the Warden's office, on weekends by obtaining an out pass. Out pass during week days will not normally be given unless there is an emergency. Delay in returning back for any reason whatsoever must be notified to the Warden immediately and his/her permission sought.
31. All the students are charged Hostel fee for the academic year, as such they must completely vacate their rooms within three days of conclusion of the academic year. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
32. **Ragging in any form is unlawful and strictly prohibited. Student found ragging may be expelled from the Hostel as well the Institute. FIR will also be lodged against student indulging in ragging.**

Code of Conduct for Teaching Staff

Code of professional ethics extracted from UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018 I. Teachers and their Responsibilities: Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. Teacher should: (i) Adhere to a responsible pattern of conduct and demeanor expected of





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them by the community. (ii) Manage their private affairs in a manner consistent with the dignity of the profession; (iii) Seek to make professional growth continuous through study and research; (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge; (v) Maintain active membership of professional organisations and strive to improve education and profession through them; (vi) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication; (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research; (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition; (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and (x) Participate in extension, co-curricular and extra-curricular activities, including the community service. II. Teachers and Students Teachers should: (i) Respect the rights and dignity of the student in expressing his/her opinion; (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics; (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs; (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare; (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace; (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason; (vii) Pay attention to only the attainment of the student in the assessment of merit; (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward; (ix) Aid students to develop an understanding of our national heritage and national goals; and (x) Refrain from inciting students against other students, colleagues or administration.





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III. Teachers and Colleagues Teachers should: (i) Treat other members of the profession in the same manner as they themselves wish to be treated; (ii) Speak respectfully of other teachers and render assistance for professional betterment; (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour. IV. Teachers and Authorities: Teachers should: (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest; (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities; (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand; (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices; (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession; (vi) Adhere to the terms of contract; (vii) Give and expect due notice before a change of position takes place; and (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule. V. Teaching and Non-Teaching Staff: Teachers should: (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff. VI. Teachers and Guardians Teachers should: (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution. VII. Teachers and Society Teachers should: (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided; In addition to the professional





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code of ethics outlined by the UGC in its regulation, the college faculty is committed to follow the code of conduct outlined below: 1. The College teachers shall devote their energy to develop and improve their academic and scholarly competence, while practising intellectual honesty all the while. 2. They are committed to exercise self-discipline and sound judgment in using, extending, and transmitting knowledge. 3. It is the obligation of the faculty member to pursue professional and academic development. 4. The college teachers will make every effort to foster honest academic conduct and ensure that their evaluations of students are transparent and fair to the best possible extent. 5. The teachers shall respect the confidential nature of the relationship between professor and Faculty members (Teaching & Non-teaching shall avoid any exploitation, harassment, or biased treatment of students on any ground. 7. Faculty needs to openly express a zero tolerance policy toward academic dishonesty. Students who behave dishonestly should face the punitive measures consistent with the college rules and regulations. The code of conduct for students is regulated by the following rules of discipline for students.

GENERAL RULES OF DISCIPLINE FOR STUDENTS

1. **SMOKING:** Smoking is strictly prohibited within the College premises and is punishable with a fine of Rs. 200 (Rupees two hundred).
2. **DRINKING:** Drinking of any liquor with alcohol content and taking other intoxicants is prohibited within the University campus and during University functions (university Week, Inter-university Sports and other functions). Students found guilty of such prohibited acts are punishable by suspension from University for a period not exceeding one month. Such students will be prohibited from attending all other university activities/ functions. All kinds of unruly behavior, whether as an outcome of drinking alcohol or not, is strictly prohibited. Habitual offenders will be expelled from College.
3. **CELL- PHONES:** Active use of Cell-phone/ Ipods/ Music Players during lecture classes and practical classes is not allowed. Anyone found misusing such gadgets and indulging in such acts will have the material confiscated and parents will have to collect the same, with a fine, from the Principal.





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4. DRESS CODE: All students are expected to come to College in decent costumes. Proper haircuts/ hairstyles must be maintained by all students in and around the campus.
5. RESPECTING TEACHERS: Students are expected to show respect to all teachers regardless of whether they are directly taught by them or not. Stern action will be taken against students who are disrespectful to teachers in words or in actions.

RULES OF DISCIPLINE IN CLASS ROOMS AND LABORATORIES

1. LATE ARRIVAL Late arrival into Classrooms/ Laboratories is a breach of discipline. A student will not be allowed to enter the Classroom /Laboratory 15 minutes after classes have commenced.
2. CLASS TESTS/INTERNAL EXAMS a) All students are expected to appear in class tests and other internal examinations. b) All students must submit Laboratory Records and Assignments on time. Failure to turn in such works is a breach of College Rules and is punishable.
3. ATTENDANCE MATTER a) All students are expected to be regular in attendance b) A student must fulfill 75% monthly attendance failing which Parents/Guardians will have to meet the Principal.
4. MATTER REGARDING ABSENCE AND LEAVE a) Staying away from College without proper leave will not be tolerated, except when the case is sudden illness or unforeseen circumstance b) After an absence from College, students must submit a letter of absence to the Principal duly signed by Parents/Guardians. c) Application for leave on Medical ground should be supported by authentic medical documents. d) Unauthorized absence from College at a stretch for a period exceeding 15 days may result in the student having his/ her name removed off the rolls and may not re-admitted.
5. MATTERS RELATING TO ATTENDANCE BY-PROXY Tendering one's attendance through proxy is a serious breach of discipline. The punishment of guilty students is as follows: a) For every single offence, the attendance given through proxy plus three previous classes attended of the concerned students will be summarily cancelled. b) Students acting as proxy and found marking attendance of classmates have three class attendance records cancelled from the total attendance.





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CODE OF CONDUCT FOR MEMBER OF GOVERNING BODIES

The governing body of the university is responsible for ensuring the effective management of the institution and for planning its future development.

- The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required administrative to minority groups.
- The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

