



**Delhi Metropolitan Education**

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India



## **DME Policy on Discipline and Student Conduct**

Delhi Metropolitan Education strives to maintain an academic environment that promotes respect, responsibility, and ethical behaviour. This policy outlines the standards expected from students to ensure a safe, inclusive, and productive campus atmosphere.

Enrolment at Delhi Metropolitan Education signifies a student's agreement to abide by these guidelines in all academic, social, and institutional activities conducted within or outside the campus.

### **1. Institutional Principles**

The conduct expected from students is grounded in the following guiding principles:

- i. **Respect for Individuals:** Students are expected to respect the dignity, rights, and diversity of every member of the academic community and to treat others with fairness and consideration.
- ii. **Compassion and Understanding:** Students should demonstrate sensitivity to the needs and concerns of others and support a cooperative and supportive campus culture.
- iii. **Integrity and Modesty:** Students should remain humble in their achievements and maintain openness toward learning, personal development, and constructive feedback.
- iv. **Contribution to Society:** Students are encouraged to contribute positively to society through responsible behaviour, knowledge sharing, and participation in activities that promote social welfare.

### **2. Standards of Academic Behaviour**

- 2.1 Students are required to maintain honesty, integrity, and sincerity in all academic work and educational activities. All academic submissions must be original and free from plagiarism, and students must ensure that their work reflects their own understanding and effort.



2.2 Any form of academic misconduct such as cheating, impersonation, falsification, or misrepresentation during examinations, assignments, or academic evaluations is strictly prohibited.

2.3 Students are also expected to attend classes regularly, complete assigned work responsibly, and follow academic instructions issued by faculty members.

### **3. Interpersonal Conduct and Campus Harmony**

3.1 Students are expected to maintain respectful and constructive relationships within the academic community. Polite and respectful communication must be practiced when interacting with fellow students, faculty members, administrative staff, and visitors.

3.2 Any form of harassment, discrimination, bullying, or intimidation is strictly prohibited and will not be tolerated within the institution. Students should recognize and respect cultural diversity, personal beliefs, and individual differences.

3.3 The privacy, dignity, and well-being of every individual must be protected at all times in order to maintain a harmonious and inclusive campus environment.

### **4. Orderly Behaviour within the Institution**

4.1 Students must conduct themselves in a disciplined and responsible manner within the institutional premises. Behaviour that disrupts teaching, learning, or any institutional activity should be strictly avoided.

4.2 Institutional facilities and resources should only be used with appropriate permission and for their intended academic or administrative purposes.

4.3 Students are expected to comply with all rules, notices, guidelines, and directions issued by the administration from time to time in order to ensure the smooth functioning of the institution.

### **5. Appearance and Conduct in Public Spaces**

5.1 Students are expected to maintain a standard of appearance and behaviour appropriate to a professional academic environment. Clothing should be neat, modest, and respectful of the institutional atmosphere. During academic hours and official events, excessively casual or revealing attire such as shorts, crop tops, short dresses, sleeveless tops, and slippers is discouraged.



5.2 Students should demonstrate maturity, responsibility, and respectful behaviour while using common areas of the campus including classrooms, corridors, libraries, and other shared spaces

## **6. Maintenance of Campus Environment**

6.1 Every student shares the responsibility of maintaining the cleanliness and infrastructure of the campus. Waste must be disposed of in designated areas and students should avoid littering within the premises. Classrooms, corridors, libraries, and other shared spaces should be kept clean, organized, and conducive to learning.

6.2 Institutional property and facilities must be handled with care, and any damage or misuse should be promptly reported to the concerned authorities to ensure timely action and maintenance.

## **7. Student Identification Requirements**

7.1 Students must carry their official Delhi Metropolitan Education Identity Card at all times while present on campus. The identity card must be produced whenever requested by authorized institutional officials for verification purposes.

7.2 Misuse, alteration, duplication, or lending of identity cards to others is strictly prohibited. In case of loss or damage to the identity card, the student must immediately report the matter to the administration and follow the prescribed procedure for obtaining a replacement.

## **8. Responsible Use of Digital Platforms**

8.1 Students must ensure the ethical, responsible, and lawful use of digital technologies and institutional online platforms. Activities such as cyberbullying, unauthorized system access, hacking, or misuse of institutional digital resources are strictly prohibited.

8.2 Students are expected to maintain respectful communication on institutional digital platforms and use them primarily for academic and official purposes.

8.3 The reputation and dignity of the institution must also be upheld in all forms of social media engagement.

8.4 For safety and security purposes, CCTV monitoring may be operational in certain areas of the campus.



## **9. Civic Responsibility and Institutional Representation**

- 9.1 Students represent Delhi Metropolitan Education not only within the campus but also in all external environments where they participate as members of the institution. Responsible and ethical conduct is expected from students both on and off campus.
- 9.2 Students are encouraged to actively participate in community engagement activities, leadership programs, and social initiatives that promote civic responsibility. Activities that foster integrity, service to society, and awareness of social responsibilities are strongly encouraged as part of the institution's commitment to holistic development.

## **10. Appropriate Use of Campus Spaces**

- 10.1 Students should use campus spaces in a responsible and appropriate manner. Unnecessary gathering, loitering, or obstruction in academic or administrative areas should be avoided to ensure smooth functioning of institutional activities.
- 10.2 Institutional facilities must be used only for their designated academic, administrative, or authorized purposes. Students are expected to respect the academic environment and maintain decorum in all areas of the campus.

## **11. Authenticity of Records and Documentation**

- 11.1 Students must ensure the authenticity and accuracy of all records and documents submitted to the institution. The submission of forged, fabricated, or manipulated documents is strictly prohibited.
- 11.2 Unauthorized signatures, false approvals, or misrepresentation of information in any academic or administrative process will be treated as serious misconduct. Such violations may result in disciplinary action including suspension, cancellation of admission, or expulsion from the institution, depending on the severity of the offence.

## **12. Prohibition of Alcohol, Drugs, and Tobacco**

- 12.1 Delhi Metropolitan Education maintains a strict substance-free campus policy to ensure a safe and healthy learning environment. The possession, consumption, distribution, or promotion of alcohol, drugs, tobacco, or any banned substances within the campus premises is strictly prohibited.



12.2 Any violation of this policy may lead to disciplinary action and, where applicable, legal consequences under relevant laws.

### 13. Institutional Mechanism for Complaints and Discipline

13.1 All violations of these guidelines will be reviewed by the Disciplinary Committee of Delhi Metropolitan Education. The committee will ensure that disciplinary proceedings are conducted with fairness, transparency, and adherence to due process.

13.2 Students involved in any alleged violation will be given an opportunity to present their explanation before any decision is taken. In case a student wishes to challenge a disciplinary decision, they may do so through the institutional grievance redressal mechanism in accordance with the prescribed procedures.

### 14. Policy Review

These guidelines may be periodically reviewed and revised to align with regulatory requirements, institutional policies, and evolving academic standards.

The image shows a handwritten signature in blue ink over a circular official stamp. The stamp contains the text "Delhi Metropolitan Education" around the top edge, "DME" in the center, and "B-1" and "New Delhi" around the bottom edge. There are two stars on either side of the "DME" text. The signature is written in a cursive style.

Director, DME