



MANIPAL
ACADEMY of HIGHER EDUCATION



STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURE

2026- 2027

The Management of Manipal Academy of Higher Education, Dubai (MAHE Dubai) respects and protects the individual dignity, integrity and reputation of all its stakeholders. All students must comply with the rules and regulations of the institution that are necessary to maintain order, protect the individual and property, and fulfill the purpose and responsibilities of the institution.

Students enrolling in the institution assume an obligation to conduct themselves in a manner compatible with the institution's function as an educational institution. The code of conduct represents the institution's responsibility for maintaining order within the institution and emphasizes educating the students about their rights and responsibilities as members of the institution.

The student code of conduct is applicable to all students enrolled at the University. The code of conduct is applicable to all students on Campus and off-Campus owing to their status as students at the University.

As a student at the University, you are expected to behave according to the following standards:

- i. Adhere to dress code on the campus (during any academic, cultural, social or sport activities) in a manner that is respectful of themselves, the University and the community that they are in.
- ii. Always maintain a record of good conduct and behavior.
- iii. Respect all religions and beliefs. Refrain from acting in any manner offensive to the religious and cultural sentiments of others.
- iv. Treat other people with respect, and respect other people's personal space, physical/ intellectual property, and private information.
- v. Treat others with consideration and empathy, act in a manner to keep yourself and others safe.
- vi. Act in a manner that supports the work of the University and upholds its reputation.
- vii. Students shall abide by all applicable laws and rules of the UAE and shall refrain from committing any act that may affect their standing as respectable members of an educational institution and the community.

Behavior regarded as misconduct includes but not limited to:

- i. Disregarding University rules and procedures.
- ii. Damaging, defacing, trespassing on or misusing University property, systems or information whether deliberately or recklessly.
- iii. Obtaining/or disseminating materials infringing copyrights such as software, pornography materials and accessing other prohibited sites; Uploading audio visual material in public domain concerning the University or any of its officials, without prior permission of the concerned authorities.
- iv. Carrying and consumption of food items into the classrooms/labs/library/activity rooms.
- v. Littering on the institution's premises including classrooms and washrooms.
- vi. Use of any audio and communication devices including radios, CD players and mobile phones in the classrooms; unauthorized recording of learning activity or any student activity/ rehearsal (except with prior permission as applicable).

- vii. Issue of wallpapers, posters & logos, e-mails / SMS and holding meetings/seminars, distribution of bulletins, slogan shouting, use of loudspeaker, or any other act deemed or feared to be against the general regulations.
- viii. Any unlawful sit-in or use of the academia premises for activities not allowed by the institution.
- ix. Use of color to splash on someone at University/ Dubai International Academic City premises.
- x. Bursting of firecrackers.
- xi. Public Display of Affection; sexually intimate behavior at University/ Dubai International Academic City premises and transport provided by the University.
- xii. Endangering the safety of the students, faculty, staff and visitors at the University Campus, including acquiring, possessing, displaying, manufacturing or carrying any sort of arms or other material that may affect others' safety inside the University and means of transportation.
- xiii. Consumption of and/or possession of alcohol, or any prohibited drugs / substances on university premises or within Halls of Residence.
- xiv. Smoking cigarettes/E-cigarettes in non-designated areas on the campus.
- xv. Harassment, intimidation or bullying can take many forms including slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).
- xvi. Inconsiderate or inappropriate use of vehicles, including inconsiderate parking, tailgating into the car park and vehicle noise.

Violation of the above rules will lead to strict disciplinary action as deemed fit by the institution. Following misconduct towards fellow students, faculty members and staff will not be tolerated at the Campus and can lead to immediate suspension/ expulsion

- i. **Ragging** includes any conduct by a student, whether by words spoken or written or by an act which includes physical abuse, lewd acts, teasing, rough or rude treatment, indulging in rowdy, indiscipline and obscene activities which causes or is likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher / junior student or other students or forcing a student to do any act which such a student is not willing to do and which has the effect of causing or generating a sense of shame or embarrassment or danger to a student's life or adversely affect the physique or psyche of a fresher or a junior student.

Any incident of ragging must be reported to the below faculty members assigned in your respective Schools and / or the Office of Student Affairs:

Office of Student Affairs	Ms. Shalini K Nair
School of Engineering & IT	Dr. Balamurugan Balusamy
Manipal School of Commerce & Management	Dr. Sunitha Prabhuram
Manipal Business School	Dr. Praveen Gupta
School of Design & Architecture	Dr. Bhakti Amit More
Manipal Institute of Health & Life Sciences	Dr. Arif Hussain
Manipal Institute of Liberal Arts	Prof. Elsa Ashish

- ii. Bullying is a form of abusive behaviour involving repeated or serious conduct that may cause harm, distress, humiliation, or intimidation, and may involve an actual or perceived imbalance of power.

Bullying may include, but is not limited to, name-calling, mocking or humiliating others, spreading rumours, social exclusion, intimidation, harassment, and participation in initiation or hazing activities that involve humiliation, intimidation, coercion, or harm.

- iii. **Sexual Harassment** includes anyone or more of the following unwelcome acts or behavior (whether directly or by implication), namely:

- a) Physical contact or advances - Intimate contact without consent i.e. kissing, touching
- b) A demand or request for sexual favors.
- c) Bullying, harassment, or other inappropriate behaviour based on a person's sex, gender, or sexuality, whether physical, verbal, non-verbal, or online. Sharing, displaying, recording, or distributing sexualised images, videos, or other materials of another person without their consent, whether or not the person is fully or partially nude. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature, including sexually suggestive comments, gestures, or indecent exposure.

Disciplinary Procedure & Actions

Students are required to comply with the rules, regulations, policies and student code of conduct always as specified by the institution. In the event of failure to comply, the institution will implement a disciplinary procedure. Please refer to ***Schedule 1*** for the category of misconduct and disciplinary actions indicated. This will be used only as a guideline. The Management will use its discretion considering the circumstances of each misconduct and vary by the penal actions as deemed appropriate.

Disciplinary procedure

Minor Misconduct:

The student found to be in violation of conduct classified as minor misconduct will be imposed a verbal warning by the Head of Student Affairs/faculty member or staff.

An e-mail will be sent to the student with a copy to the parent, the Program Coordinator/ Dean by the Head of Student Affairs.

The remedy and the course of action in case of a repeat of misconduct will be specified.

The student found to be in violation of conduct classified as minor misconduct repeatedly will be issued a fine on discussion with the Program Coordinator/ Dean and the Head of Student Affairs.

An e-mail will be sent to the student with a copy to the parent, the Program Coordinator/ Dean by the Head of Student Affairs.

The remedy and the course of action in case of repeated misconduct will be specified.

Gross Misconduct:

The student found to be in violation of conduct classified as gross misconduct will be dealt with by a Disciplinary Committee.

The details of the incident will be shared with the Head of Student Affairs. Relevant information and evidence will be gathered by the Head of Student Affairs.

The report will be shared with the Pro Vice Chancellor who will institute a Disciplinary Committee.

The details of the allegations will be shared with the student and allowed to respond to them on the day of the Disciplinary Hearing.

The student will be given 1 working days' notice at the Disciplinary Hearing.

At the Disciplinary Hearing, the student will be given the opportunity to present their version of the incident and the evidence if any.

The allegations will be probed and discussed by the Committee.

The recommendation of the Disciplinary Committee will be shared with the Academic President.

Disciplinary and Penal action is finalized by the Academic President.

Penal Action is communicated by the Head of Student Affairs to the student(s) alleged of misconduct, and the parent is also informed.

A scan copy of this letter will be sent via e-mail to the student with a copy to the parent, the Program Coordinator/ Dean / Head Student Affairs/ members of the Disciplinary Committee.

The remedy and the course of action in case of a repeat of misconduct will be specified as applicable.

Please refer to Diagram 1 for the process flow on the disciplinary procedure.

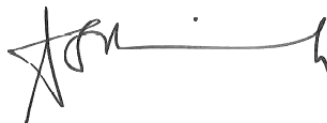
Right of Appeal

- i. **Students have the right to appeal a disciplinary decision by submitting a written appeal to the Pro Vice Chancellor within seven (7) days of the date the decision is issued.**
- ii. The appeal will only be accepted if made on one of the following grounds
 - Procedural irregularities
 - Presenting new evidence
 - Inconsistency of the decision
- iii. The appeal will be considered by a committee set up by the Pro Vice Chancellor.

Pro Vice Chancellor will call for hearing within 5 working days and process the appeal. Post the review by the Committee and recommendation, the Pro Vice Chancellor will finalize the decision.

Office of Student Affairs communicates the decision to the grievant through email / hard copy within another 3 working days.

Policy Amendment Date: 25th August 2027

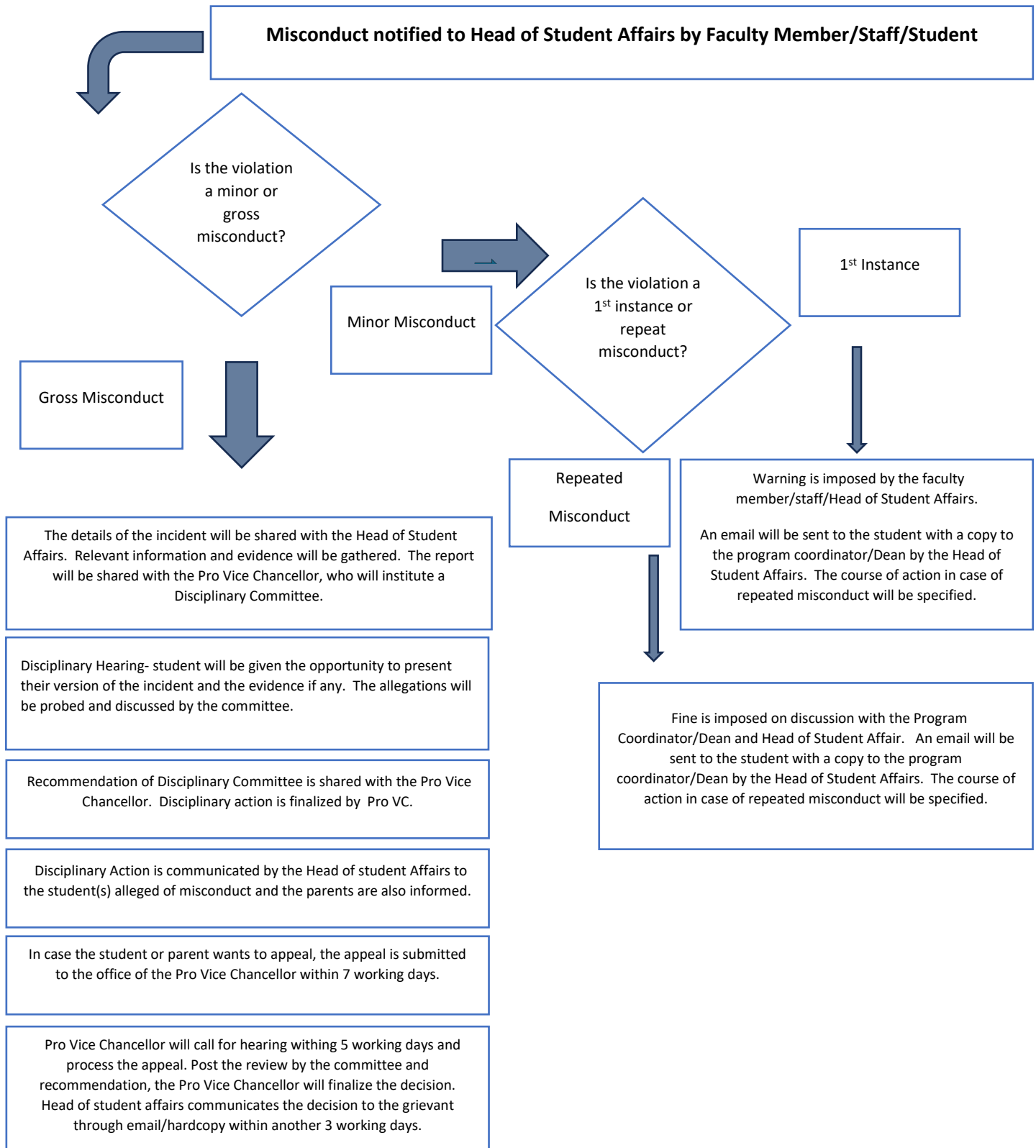


.....
Policy Approved by

Dr Sudhindra Shamanna

Pro Vice Chancellor

Manipal Academy of Higher Education, Dubai



Schedule 1

Students violating the provisions of the Student Code of Conduct contained herein, or any other institution shall be subject to one or more of the adequate disciplinary and penal actions below. The tables below indicate the behaviors classified as minor or major misconduct.

Minor Misconduct (include and not limited to those listed below will attract the disciplinary and penal action as indicated)	Stage 1 (First Instance)	Stage 2 (Repeated misconduct – 2nd instance) - Fine
Refusal to readily identify themselves/ by presenting Student ID card	Warning	Fine
Disruptive behavior including disruption of the student learning activity or recreation of others	warning	Fine
Behavior in any part of the Campus or on placement that interferes with the rights of others, namely playing loud music, loud telephone conversations, etc.	Warning	Fine
Disruption of teaching or learning activity through usage of mobile phones	Warning	Fine
Insubordination/ refusal to comply with a lawful instruction of university faculty/staff	Warning	Fine
Offensive language (profanity) or rude/impolite/inconsiderate behavior	Warning	Fine
Failure to adhere to an employer's rules when on a visit/ industrial visit, internship, international study tour, etc.	Fine	Fine
Causing safety hazard through negligence	Fine	Fine
Smoking Cigarettes/E-cigarettes in non-designated areas	Fine	Fine
Misuse of email/ the internet/ College resources	Fine	Fine
Disrespect for University faculty member/staff	Warning	Fine

Gross Misconduct (include and not limited to those listed below will attract the disciplinary and penal action fine as indicated)	Fine Applicable/ Suspension Period Applicable/ Expulsion
Being under the influence of/ possession of/use of/ distribution of alcoholic beverages/ drugs/ other illegal substances on Campus or off- Campus (on a university related activity)	fine/ suspension / expulsion
Repeated or persistent acts of minor misconduct	fine/ suspension / expulsion
Vandalism - deliberate/ willful act causing damage to university property or the property of others at the University Campus	fine/ suspension / expulsion
Bullying/intimidation/ ragging	fine/ suspension / expulsion
Attempting to enter University during one's suspension period	fine/ extended suspension / expulsion
Gross negligence/ recklessly causing a serious safety hazard	fine/ suspension / expulsion
Possession/ use of a weapon or anything which can be used as a weapon	Immediate Expulsion
Any criminal activities / failure to disclose a criminal record	Immediate Expulsion

SCHEDULE FOR AUTHORISED OFFICIALS ONLY

Students violating the provisions of the Student Code of Conduct contained herein, or any other institution shall be subject to one or more of the adequate disciplinary and penal actions below. The tables below indicate the behaviors classified as minor or major misconduct.

Minor Misconduct (include and not limited to those listed below will attract the disciplinary and penal action as indicated)	Stage 1 (First Instance)	Stage 2 (Repeated misconduct – 2nd instance) - Fine
Refusal to readily identify themselves/ by presenting Student ID card	warning	AED 100
Disruptive behavior including disruption of the student learning activity or recreation of others	warning	AED 250
Behavior in any part of the Campus or on placement that interferes with the rights of others, namely playing loud music, loud telephone conversations, etc.	warning	AED 250
Disruption of teaching or learning activity through usage of mobile phones	warning	AED 250
Insubordination/ refusal to comply with a lawful instruction of university faculty/staff	warning	AED 250
Offensive language (profanity) or rude/impolite/inconsiderate behavior	warning	AED 300
Failure to adhere to an employer's rules when on a visit/ industrial visit, internship, international study tour, etc.	AED 300	AED 500
Causing safety hazard through negligence	AED 500	AED 1000
Smoking cigarettes/E-cigarettes in non-designated areas	AED 500	AED 500
Misuse of email/ the internet/ College resources	AED 500	AED 1000
Disrespect for University faculty member/staff	Warning	AED 1000

Gross Misconduct (include and not limited to those listed below will attract the disciplinary and penal action as indicated)	Fine Applicable	Suspension Period Applicable
Being under the influence of/ possession of/use of/ distribution of alcoholic beverages/ drugs/ other illegal substances on Campus or off- Campus (on a university related activity)	AED 1000 – AED 5000	2 weeks to 1 month/ expulsion
Repeated or persistent acts of minor misconduct	AED 1000 – AED 5000	2 weeks to 1 month/ expulsion
Vandalism - deliberate/ willful act causing damage to university property or the property of others at the University Campus	AED 2000 – AED 5000	1– 3 months/ expulsion
Bullying/intimidation/ragging	AED 2000 – AED 5000	1-3 months/ expulsion
Attempting to enter University during one's suspension period	AED 2500	3 months
Gross negligence/ recklessly causing a serious safety hazard	AED 3000 – AED 5000	1– 2 months/ expulsion
Failure to abide by the laws of UAE including but not limited to the Dubai Code of Conduct related to PDA	AED 1000- AED 1500	1-3 months/expulsion
Possession/ use of a weapon or anything which can be used as a weapon	Report to Authority/Immediate Expulsion	
Any criminal activities / failure to disclose a criminal record	Report to Authority/Immediate Expulsion	

