

CODE OF CONDUCT AND REGULATIONS FOR IIIT STUDENTS



Indian Institute of Information Technology Tiruchirappalli
An Institute of National Importance
Ministry of Education, Government of India
Sethurapatti, Tiruchirappalli 620012.



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1. INTRODUCTION

Indian Institute of Information Technology Tiruchirappalli (IIIT), an Institute of National Importance strives to develop technical human resources that are assets to the country. Students experience significant transformations during their time at the Institute, particularly Undergraduate students, who must mature from Boys and Girls into refined individuals while also developing a strong foundational understanding of their chosen discipline. It is required that each student of IIIT Tiruchirappalli is given a Code of Conduct to observe and adhere to the procedures outlined. This document describes the salient aspects of the said Code of Conduct. In general, any behaviour that negatively affects the progress and/ or smooth functioning of the Institute is considered to be a violation of the Code of Conduct. In all disciplinary matters, the Rules outlined in this document shall serve as the reference. In the event of occurrence of any situation than those articulated in this document, the decision of the Committee constituted by the Competent Authority to review the same shall form the basis for the Institute's Administration to take an objective decision on the matter.



2. THE CODE OF CONDUCT

Each student shall conduct herself or himself in a manner befitting the dignity of IIIT Tiruchirappalli. Each student is expected to be involved only in such activities that are likely to maintain the prestige of the Institute. Each student shall show due respect and courtesy to the Faculty and Staff members and due affection to the fellow students. Due attention and courtesy shall also be paid to the visitors to the Institute. Some of the desirable traits of students include courtesy and decorum (both within and outside the Institute); not damaging and/ or removing Institute property or belongings of the fellow students; allowing the fellow students to pursue their studies without disturbance; adopting only fair means during examinations; embracing the Rules and Regulations of the Institute with grace; and maintaining a calm and seemly behaviour. It is enjoined upon all the students to abide by all the Rules and Regulations, formulated and implemented by various bodies and offices of the Institute. The Code of Conduct pertaining to selected aspects of the student life is discussed in the sections below.



2.1 Handling of Prohibited Substances

Smoking is prohibited in all areas of the Institute including residential premises. Also, possession and consumption of alcohol is prohibited inside the Campus. Further, no student or their guests





shall stock, consume, distribute or encourage any student on the Campus to use any substance such as cigarette, alcohol, prohibited drugs, tobacco, and their variants in any form, which are prohibited by the Indian Laws. Violators in this regard shall be treated as per the applicable Laws of the Nation and of the State of Tamil Nadu. Any student, who is aware of such prohibited activities shall report the matter confidentially in person to the concerned Head of the Department (HoD)/ Warden.

2.2 Ragging

Ragging in any form is a serious offence. Any act that causes physical or mental harm, discomfort, embarrassment, or harassment to a fellow student, including forcing someone to perform humiliating tasks, falls under ragging and is punishable. Any conduct by a student or a group of them, whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling with rudeness a fresher or any other student, shall also be treated as ragging. Further, asking any student to do any act, which that student objects to do and which has the effect of causing or generating a sense of shame, torment or embarrassment (adversely affecting the physique or psyche of the student) shall be treated as ragging. All such cases shall be dealt with as per the Guidelines given by the Supreme Court of India. A detailed description about ragging and the preventive measures has been published in the Institute Website.



2.3 Sexual Harassment

Utmost care needs to be taken by each student, to ensure that his/ her behaviour is impeccable towards the persons of opposite gender. In particular, any unwelcome behaviour towards the female students and employees, whether spoken, written, gestural, physical or through social media, directly or indirectly, shall be dealt with as per the National Law on Prohibition of Sexual Harassment at Workplaces. Harassment includes, but is not limited to, striking, laying hands upon, intimidation, threatening with violence or doing bodily harm or invasion of privacy. It may be of verbal nature and include suggestive comments, insults, humour and jokes about sex or gender-specific traits, and sexual propositions, whether done directly or through email or social media or any other mode of communication. Persons who are victims of emotional/ sexual harassment of any form shall approach the members of the Internal Complaints Committee (ICC). The complaints shall be registered with ICC of the Institute. Detailed information is available in the Institute Website.





2.4 Social Media and Online Activities

No student shall interact with, participate in any show of or contribute any article to any form of media, except with the prior approval of the concerned HoD/ Warden. Approval is not required, if the contribution is purely literary, artistic or scientific nature. Further, no student(s) shall publish anything or participate in broadcast, either anonymously or in his/ her name, that has the effect of adverse criticism of any current policy or action of the Institute, or which is capable of embarrassing the relations between the Institute and the Central/ State Government, any other Institute or Organization or any member of the public. Students shall ensure that the internet facility given by the Institute is not misused. Internet resources are intended for professional development of the students. Further, each student is responsible for ensuring that he/ she does not violate the Cyber Laws of the Country and the IT Infrastructure Policy of the Institute. Social media has become an integral part of modern communication, allowing individuals to share opinions, network, and express creativity. To prevent any indiscretions by students while using social media, various types of activities listed below shall warrant disciplinary action.

- Posting comments, photos, or other content on social media with the intent to mock, harass, or humiliate an individual, as perceived by those viewing the social media.
- Posting content online giving the impression that he/ she is speaking on behalf of the Institute or Department without proper permission from the Competent Authority.
- Unauthorized recording of audio or video and posting them in social media.
- Posting inappropriate material, including images or morphed images shall be perceived as threatening, harassing, illegal, obscene, indecent, defamatory, discriminatory, or hostile toward any individual, group, or entity, or any other content that constitutes or shall constitute a criminal offence.
- Comments posted using fake accounts or impersonating someone without their consent.
- Anything which shall bring the Institute into disrepute or compromise the safety or reputation of the fellow students, Alumni, Faculty members, Staff members and all others connected with the Institute.
- Misuse of official Institute accounts.
- Maliciously, negligently, or recklessly spreading rumours, false information, or gossip through SMS, email, WhatsApp, or other means in connection with IIIT.





2.5 Campus Living

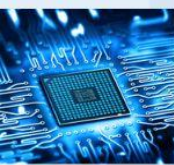
Rules and Regulations laid down for conduct in Hostels shall have to be strictly adhered by the students.

- Possession and consumption of alcohol, substances of abuse, and smoking are strictly banned in both the Hostel and Institute premises.
- No one is allowed to enter the Hostel or Institute premises in an inebriated condition.
- Each student is responsible to ensure that the Hostel property is maintained properly.
- Each student is expected to make positive contribution towards creating and maintaining an overall ambience in the Hostel premises, which is conducive for studies and holistic growth of the students.
- Students shall return to their Hostel by the time announced by the Warden.



2.6 Use of Motorized Vehicle

No student shall possess or use any motorized vehicle throughout his/ her stay at the Institute. Students not residing in Hostels may use motorized vehicles for commuting, provided they have a valid reason and obtain prior permission from the Institute. They shall not use it within the Campus. In no case, they shall loan these vehicles or allow these vehicles to be driven by any other student at the Institute or anyone else.



2.7 Conduct at and Outside the Institute

At all times, students shall be polite amongst themselves and towards the Faculty and Staff members. Students are bound to comply with the guidance and directions of the Institute officials; any disorderly or abusive conduct towards them or interfering in their performing their duties, is a serious offence. Equally serious are offences, like adopting unfair means in examinations, plagiarism in assignments and dissertations, disrupting classes, falsifying information to the Institute, forging or altering the Institute documents, and damaging the Institute property.

Each student shall exercise utmost caution and be on constant vigil to ensure that his/ her behaviour does not harm anyone, directly or indirectly, and that the Laws of the Country are always upheld. Further, no student is allowed to be associated with any political party either directly or indirectly in the Campus. No regular student shall have any professional engagement outside the Institute without written permission from the Institute. Each student shall comply with the mandatory





attendance requirement as mentioned in the Regulations of the Academic Programmes of the Institute. Behaviour of student(s) shall not constitute any form of harassment or treatment that is demeaning, abusive, threatening or alarming, including disparagement based on an individual's race, creed, ethnicity, national origin, religion, and gender. Further, all the students are expected to positively contribute to ensuring harmony among all sections of the Institute community and take advantage of efforts of the Institute towards providing an atmosphere that is conducive for academic excellence and overall development.

Further, all the students shall refrain from making any kind of campaign against the Institute either individually or collectively. Students are encouraged to follow the hierarchy of the Student Council when submitting any complaints. In case of no response or dissatisfaction, the student may approach the Institute authorities. The Institute has established norms and procedures for addressing any legitimate grievance of the students. The Student Council shall coordinate with the concerned Head of the Department/ Academic In-Charge/ Warden while processing the complaints to ensure a fair and efficient resolution. Any attempt to sidestep the established procedure by an organized activity shall be considered as a serious violation of the Code of Conduct.



When a student undertakes any journey outside the Campus of the Institute (anywhere in India and abroad) as a representative or ambassador of the Institute, he/ she shall:

- Complete both the onward and return journey between the Institute and the specified destination without deviation, and shall not leave midway to go home or to any other place until the event is concluded
- Not involve in any of the illegal/ betting/ anti-sports activities, adventure sports and gambling
- Take full responsibility for any consequences arising from their personal outings
- Maintain the proper timing as instructed by the concerned Faculty Advisor and go to only such places as approved by the Faculty Advisor; they shall return to the place of residence by the time as agreed with the Faculty Advisor
- Follow all the safety precautions as applicable at each place of visit
- Not enter any altercation or brawl with an unknown person
- Not deal with any persons from the Press and Media
- Not canvas in any Election activity.





2.8 Extracurricular Activities

The Institute encourages participation of all the students in extracurricular activities, without affecting their academic performance. It is the responsibility of the students to ensure that their participation in extracurricular activities does not hamper their studies. Hence, participation in extracurricular activities shall never be cited as a reason for poor academic performance. Student volunteers shall not have any ongoing or past disciplinary actions at the Hostel or Institute level and shall ensure that all the Academic and Institutional Fees are paid in full. Further, student organizers of events and other activities shall ensure that no extracurricular activity encourages any kind of negative behaviour, and all Laws of the Land are strictly followed. Students organizing events shall ensure that:

- All meetings related to organizing any event shall be held after the academic hours in the Academic and Administrative buildings only (not in the Mess premises) with the approval of the Event Coordinator.
- All financial transactions, receipts and expenditure, are duly accounted for a detailed financial statement of income and expenditure, duly audited by a Chartered Accountant along with all supporting vouchers and a copy of the bank passbook shall be submitted to concerned HoD/ Warden within 15 days of the completion of the event.
- All expenditure is incurred within the budget approved at the start of the financial year, to avoid any difficulty in settling the bills.
- Limited funding may be sought from external agencies or individuals as sponsorship for the events. In this connection, no student shall sign any Memorandum of Understanding (MoU) with any Sponsor of an Event. All such documents shall be signed by an authorised signatory of the Institute.
- No favour is given to the Sponsor to use the name of the Institute in their promotional activities.
- The register shall be updated daily with the information of MoUs signed with the Sponsors, money received, expenditure made and other related activities with copies of documents and original bills. Handwritten receipts for food and transportation expenses shall not be accepted. Bills submitted shall be for legitimate purposes; unreasonable or unjustified bills shall not be permissible.





2.9 Dress Code

Dress code has a major role in keeping discipline in an Institution as well as helping the students focus on their education rather than meddling in socio-cultural aspects. Dressing sense of the student reflects their personality, character, mood, style and individuality. A neutral dress code helps in training the students for the practical world by building up their tolerance for the divergence of a society. Students are expected to dress formally and modestly in the Academic and Administration areas, Institute Mess and public areas. Violation of the dress code shall be subject to disciplinary action.

2.10 Mentor and Counselling

In order to provide a homely environment, every student will be assigned a Mentor, with whom a student/ a group students can approach to discuss complex issues and avail any guidance/ counselling. A student will have a Mentor from the date of admission to graduation from the Institute. The student may share his/ her academic or personal problems faced by them. If the Mentor finds that a student needs special assistance by the parents or professionals, the same will be intimated to the parents or the guardians. If needed, Institute may arrange an online or direct counselling service, where the student can express his/ her professional/ personal problems. Student can make use of such services to get relieved from stress/ various psychological issues for his/ her betterment.



3. DISCIPLINARY RULES FOR THE STUDENTS

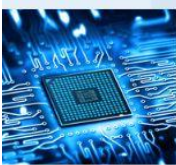
- 3.1 All the students shall make themselves acquainted with the Rules and Regulations notified for their conduct. Ignorance of the Rules shall not be accepted as an excuse for their violation.
- 3.2 Any act of misconduct, as defined in this Code of Conduct, shall be subject to disciplinary action as per the Institute's Rules and Regulations.
- 3.3 A student shall invite disciplinary action from the Institute, if he/ she violates the Code of Conduct. If a student is found guilty of misconduct, appropriate penalties shall be imposed, including but not limited to reprimand, disciplinary probation, fines, debarring from examinations, withdrawal of scholarships and/ or placement services, withholding of Grades and/ or Degrees, cancellation of registration, suspension, expulsion from the Institute/ Hostel, or any other corrective measures deemed necessary by the Disciplinary (or Special)





Committee. For cases involving serious misconduct, the matter may be reported to the Police, if deemed necessary. Statements from the Invigilator(s)/ Committee members shall be collected and forwarded to the Competent Authority for further action.

- 3.4 Normally a suspended student shall have to vacate the Hostel, and the Campus immediately.
- 3.5 Any official communication or representation from the students shall be carried out only through the official email ID.
- 3.6 Anonymous suggestions or complaints shall not be considered.
- 3.7 Students have no right to deny Mess, Club and other facilities to the other students.
- 3.8 Students shall pay all the Institute, Hostel, Mess, Club, and other dues on or before the stipulated dates. If they do not do so, they render themselves liable to various penalties mentioned in the Regulations.
- 3.9 As the Institute is a place of learning, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall not involve in violence in the Campus and outside. The institute reserves the right to take action against students involved in anti-social activities.
- 3.10 Requests for permission to hold public gatherings, protests, or assemblies shall be submitted to the Academic In-Charge through the HoD at least three days in advance, excluding the day of the event. Any assembly shall comply with the Institutional Regulations and legal requirements.
- 3.11 The security guards shall receive the prepaid parcels, and the students shall retrieve the same by registering their request at the security desk.
- 3.12 Recording videos of Faculty members, Staff members and fellow students without their consent and sharing them with others is strictly prohibited.
- 3.13 Live streaming, recording, or sharing the Institutional events or lectures without prior approval is not allowed.
- 3.14 Any form of cyber bullying, harassment, defamation, hate speech, or derogatory remarks against individuals, Faculty members, Staff members, or the Institution is strictly prohibited.
- 3.15 Students shall not share or post confidential academic materials, examination papers, internal communications, or any sensitive Institutional information without authorization.
- 3.16 Spreading false news, rumours, or misleading information about the Institution, Faculty members, or peers is strictly forbidden and may lead to disciplinary action.



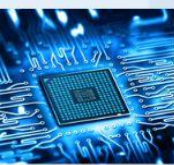


- 3.17 Students shall refrain from posting or sharing content that is sexually explicit, offensive, discriminatory, violent, or politically/ religiously inflammatory.
- 3.18 Any form of sexual harassment via social media, emails, messages, or video calls is equally punishable as in-person harassment. If the offense involves sexual remarks, students posting sexually explicit or inappropriate content on social media, the case shall be referred to the ICC, which could result in serious consequences including permanent record notation, suspension, or expulsion.

4. DISCIPLINARY RULES RELATING TO ACADEMIC MATTERS

These Rules are in place to uphold the academic integrity and reputation of the Institute, ensuring a fair and disciplined learning environment for all the students.

- 4.1 Students are expected to adhere to the highest standards of behaviour and integrity at all times, both within and outside the Institute premises.
- 4.2 Students shall maintain honesty and integrity in all the academic activities, including examinations, assignments, and research works.
- 4.3 Upon enrolling in any Academic Programme at the Institute, students shall submit an undertaking affirming their commitment to adhere to and be bound by the provisions outlined in these Regulations to take full advantage of the educational opportunities and benefits offered by the Institute, utilizing them effectively to achieve academic success and foster a scientific mindset.
- 4.4 Any instance of indiscipline or misconduct by a student(s), when reported to the Academic In-Charge/ HoD shall be forwarded to the Disciplinary Committee for further review and necessary action with the approval of the Competent Authority.
- 4.5 Depending on the nature of the issues, minor and manageable academic concerns shall be addressed with minor sanctions imposed by the Academic In-Charge, while Hostel related matters shall be handled by the Warden. If the issues exceed the said authority, a designated Committee shall review the case and recommend appropriate further action.
- 4.6 Any student engaging in prohibited behaviour as outlined in this Code shall be subjected to disciplinary sanctions as per these Regulations, based on the severity of the misconduct or its recurrence. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud, in the opinion of the Competent Authority, is likely to





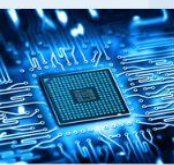
have an unwholesome influence on his/ her fellow students and shall be removed from the rolls.

- 4.7 Disruptive behaviour during academic activities, including disturbances in classes, examinations, laboratories or Hostels shall result in warnings, with repeated offenses leading to academic probation.
- 4.8 Students shall use Library resources, laboratories, and digital tools responsibly and ethically. Misuse, damage, or unauthorized access to academic resources may lead to disciplinary actions.
- 4.9 Students shall strictly follow the Library Rules while borrowing the books. Library books shall be handled with utmost care. Tearing, folding or cutting of pages of the books or making any mark on them is not permitted. Any defect noticed at the time of borrowing of the books shall be brought to the notice of the Library Staff immediately. Otherwise, the borrower shall be required to replace the book by a new copy or pay double the cost of the book.
- 4.10 Any attempt to engage in unfair means, including unauthorized communication, possession of prohibited materials, or impersonation, shall result in strict disciplinary action.
- 4.11 Use of motorized vehicles within the Institute premises is strictly prohibited.
- 4.12 Students shall not be permitted to use mobile phones in the Classroom, Library, Computer Centre, Examination Halls, etc.
- 4.13 Any unauthorized tour/ visit by an individual or group of students shall be treated as a serious violation of the Code and Conduct and all such students shall be imposed disciplinary penalties.
- 4.14 Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and Hostels.
- 4.15 Politically based students' and other organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based organizations.
- 4.16 Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
- 4.17 Possession or usage of weapons, explosives or anything that causes injury/ damage to the life or body of any human being, animal or property is prohibited.
- 4.18 Any unauthorized online meetings/ discussion by an individual or group of students shall be treated as a serious violation and all such students shall be imposed disciplinary penalties.





- 4.19 Any form of disrespect towards the Faculty members, Staff members or fellow students shall result in disciplinary action, with suspension imposed in cases of severe misconduct.
- 4.20 Forgery of academic documents or the submission of false information to gain academic advantages shall result in severe penalties, such as expulsion or academic probation. In cases of repeated or particularly serious offences, rustication shall be enforced.
- 4.21 A student representing the Institute in approved extracurricular activities such as Sports, Technical events, Cultural meets, Seminars, Workshops, Conferences, Interviews arranged through Training and Placement Department and NCC/ NSS Camps shall be considered as on duty subject to a maximum of five working days in a semester. Prior permission from the concerned HoD and the Academic In-Charge is required for availing on duty permission.
- 4.22 Students shall adhere to the attendance policy as prescribed by the Institute. Unauthorized absenteeism may lead to penalties, including loss of Grades or disqualification from examinations. Failure to meet the minimum attendance requirements, as per the Regulations, shall result in R Grade in the end semester examinations.
- 4.23 Students shall follow all the Rules and instructions during examinations. Any form of plagiarism, cheating, or misrepresentation shall be treated as a violation of academic ethics and lead to disciplinary action.
- 4.24 All the students shall have to comply with the Academic Regulations of their respective Programmes. Any involvement in malpractices during examinations or academic assessments shall be treated with utmost seriousness. Students engaging in such unethical behaviour shall be subjected to strict disciplinary measures. Examination malpractices such as cheating, using unauthorized materials, or impersonation shall lead to consequences ranging from exam cancellation and formal warnings to suspension for the semester or, in severe cases, expulsion from the Institute.
- 4.25 Violations of research ethics, including ghost writing or duplicate submissions, shall lead to consequences such as paper retraction, blacklisting from future publications, and, in severe cases, the potential revocation of the Degree.
- 4.26 Plagiarism or any form of academic dishonesty, including data falsification, shall lead to penalties such as warnings, deduction of marks, withdrawal of submitted papers, debarment from research activities, or suspension in cases of repeated violations.





- 4.27 The unauthorized use of AI tools or external assistance without prior approval shall incur penalties, which shall include mark deductions, mandatory re-submission of work, awarding zero marks, and, in cases of repeated offences, further disciplinary action.
- 4.28 Students shall only use the waste bins for dispensing waste materials within the Campus including Classrooms, Hostels, Offices, Canteen and Mess. Students are required to dispose the waste in segregated form (biodegradable/non-biodegradable) wherever the provision is given.
- 4.29 Involvement in ragging, bullying, or harassment shall result in immediate suspension or expulsion, in line with the Institute policies. In extreme cases, an FIR shall be filed with the appropriate authorities.
- 4.30 The Academic In-Charge/ Warden shall have the authority and duty to call the Police immediately, with the permission from the Competent Authority in the event of a potential law and order threat within the Campus. This includes situations where there is a genuine apprehension of rioting, vandalism, or any other legally prohibited act. The Academic In-Charge/ Warden shall also arrange for video recording of the entire situation, take necessary actions through the Police and relevant authorities, and submit a detailed report to the Competent Authority.
- 4.31 Academic In-Charge/ HoD/ Warden shall have the power to visit/ inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and shall take any lawful actions to curb such behaviour.



5. PROHIBITION OF RAGGING

- 5.1 Ragging in any form is strictly prohibited within the premises of the Institute. Ragging is a crime. Don't do it and don't support it.
- 5.2 Ragging in the forms given below is a cognizable offence and severely punishable, as per the Supreme Court directives, including expulsion from the Institute.
- Involve physical assault or threat or use of physical force
 - Entail verbal abuse and aggression, indecent gesture and obscene behaviour
 - Violate the status, dignity and honour of students belonging to the socially disadvantaged communities/ women students
- 5.3 A student taking admission as a fresher or continuing to the higher classes is required to submit his/ her signed affidavit duly endorsed by his/ her parent/ guardian that he/ she shall





not indulge in any form of ragging. In case he/ she is found guilty of indulging in any act of ragging, he/ she shall be liable for penalty including imprisonment as per the Prohibition of Ragging Act, 1997 (Act 26 of 1997) and other relevant acts.

- 5.4 To eliminate ragging, the first year Undergraduate students shall not be allowed to enter the Hostel rooms of the seniors and vice versa. Any violation shall attract disciplinary action including suspension.
- 5.5 Students shall immediately report any instance of ragging to the Faculty members, Warden, Administration, or the Anti-Ragging Committee. A confidential helpline and email support shall be available for students to seek help without fear.
- 5.6 Ragging of any kind is severely punishable by the Government of India/ State Government. Severe disciplinary action, in addition to fines, shall be imposed on the students indulging in such inhuman acts.



6. DISCIPLINARY RULES FOR THE HOSTEL RESIDENTS

The following Rules shall apply to all the students residing in the Hostels. Violation of any rule shall make the inmate(s) liable to disciplinary action including expulsion from the Hostels and also from the Institution.



- 6.1 Every student shall remember that the Hostel is the home of the student on the Campus and therefore, he/ she shall behave himself/ herself on the Campus as well as outside in such a manner that brings credit to him/ her and to the Institution.
- 6.2 Hostel accommodation allotted is not transferable.
- 6.3 Statutorily, Hostel accommodation is available to the B.Tech. students only during a working semester; M.Tech. students for a maximum length of stay of two years; Ph.D. scholars throughout the year subject to a maximum of five years. Ph.D. scholars shall vacate the Hostel even in the middle of a semester once they are relieved from the Institute. However, they shall pay the establishment charges for the entire semester.
- 6.4 The students are entitled for accommodation in the Hostel as long as they are full-time registered students. Accommodation shall not be provided to any student whose registration is cancelled. Any student who is removed from the rolls of Institute shall automatically cease to be a member of the Hostel.
- 6.5 Hostel rooms shall be allocated to the students only on a sharing basis, each room shall be shared by two or three students, depending on the availability.





- 6.6 Accommodation may be provided to the students during vacation, if he/ she is doing any Course/ Project work/ Internship/ Institute work/ Hostel work with prior permission from the respective Warden. The Ph.D. scholars are permitted to stay throughout the year as there is no vacation for them and the Mess charges shall be automatically billed to them.
- 6.7 Accommodation in the Hostel shall not be claimed as a matter of right. Students who disturb the peace and violate the Rules of the Hostels on Campus shall be expelled from the Hostels at any time.
- 6.8 At the time of admission of a student into the Hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form (Resident Details). The telephone number and address of the parent shall be provided, in addition to the local guardian's address and phone number. The email ID of the parent/ guardian shall also be provided, if available. Any change in the address/ telephone number of the parent/ local guardian, at any point of time, shall have to be intimated immediately to the Hostel Office.
- 6.9 Residents shall occupy the rooms only after the allotment is made by the concerned Wardens. Change of room may be permitted only for exceptional cases, by the Warden, provided it is deemed necessary and justified. Unauthorized occupation of any room or exchange of rooms without permission shall be treated as a serious violation of the disciplinary rules of the Hostels.
- 6.10 No association of students based on region, caste, creed, or race is permitted.
- 6.11 A student once admitted into the Hostel shall continue to be a Hostel inmate throughout the academic year unless otherwise debarred from the Hostel on disciplinary grounds. Students having dues shall not be allowed to register for the Courses. Further, he/ she shall be expelled from the Hostel and/ or Mess.
- 6.12 Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfection and shall vacate the rooms when leaving the Campus for an extended duration such as vacation, Internship, etc..
- 6.13 Failure to vacate the Hostel room by the due date shall render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- 6.14 The Warden and Hostel Administration may conduct periodic surprise checks and roll calls after the academic hours. Students are expected to be present in their Hostel rooms during these checks. If unavailable, they shall provide valid reasons or obtain prior approval.





- 6.15 All those admitted to the Hostels shall occupy the rooms allotted to them and shall give an acknowledgment for the furniture and fittings handed over to their charge. At the time of leaving the Hostel during the Programme or after completion of the Programme, they shall be required to hand over the furniture and fittings to the Hostel Office and shall be chargeable in the case of any damage.
- 6.16 The Hostel Management shall generally provide minimum furniture and fittings for each room and the same shall be maintained by the students in good condition.
- 6.17 The residents are required to bring their own mattresses, mosquito nets and other necessary items. Though watch and ward arrangements are provided, the Institute shall not be responsible for any loss or damage to the property belonging to the residents of the Hostel.
- 6.18 No extra furniture or electrical fittings are allowed in the rooms without the written permission of Warden. A fine shall be imposed on students found damaging the Hostel property, including electrical and plumbing fittings, furniture, router, etc., in addition to facing disciplinary proceedings.
- 6.19 A Health Care Centre is operational for the students, providing access to a doctor for consultations during the operational hours, subject to prevailing terms and conditions.
- 6.20 Transport facility, health care and ambulance services are provided for the benefit of the students and shall be used for genuine cases only. Misuse of these facilities shall be viewed seriously.
- 6.21 The Warden can effectively discharge their duties only with the cooperation of students and their parents/ guardians. The Warden may be contacted in case of emergency issues.
- 6.22 Students shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all the students.
- 6.23 Block Representatives/ Mess Representatives shall be selected on merit or any other criteria as deemed fit by the Warden from among the students for assisting him/ her in the supervision of the Hostel block/ Mess and in enforcing discipline. Every Hostel inmate shall cooperate with them in the act of discharging their duties.
- 6.24 Hostel residents are required to maintain their surroundings neat and clean.
- 6.25 Essential resources such as electricity and water shall be used responsibly and not wasted. Every Hostel resident is responsible for conserving these resources. Students shall switch off the fans and lights when leaving their rooms. Lights shall also be turned off before going to bed.





- 6.26 Misuse of the RO water shall be viewed seriously.
- 6.27 All the Hostellers are to note that the electrical/ carpentry/ plumbing complaints shall be given in writing to the Warden or written in the Complaint Register available in the Hostel. If the complaint is not attended or there is any difficulty, the students can approach the Warden.
- 6.28 Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the Hostel. If there is any complaint or suggestion to be made, it shall be made to the concerned Warden.
- 6.29 No Hostel inmate shall take the law into his/ her own hands. If any of the Hostel residents find the other students indulging in any undesirable activity or causing inconvenience or physical injury to him/ her or any other Hostel residents, he/ she shall report the matter to the Warden or Hostel Administration.
- 6.30 Students are advised not to keep valuables in their Hostel rooms. Each Hostel resident is solely responsible for their personal belongings, including bicycles, laptops, computers, electronic gadgets, etc. The Institute shall not be liable for any loss of personal property due to theft, fire, or any other cause, and no compensation shall be provided.
- 6.31 In shared rooms, each student shall have a key to the door lock and ensure their room is securely locked when leaving.
- 6.32 No one shall use the belongings of other students without their consent.
- 6.33 All students shall carry their identity cards at all times while inside or outside the Campus. The Institute shall not be held responsible for any accidents or fatalities that may occur during picnics or excursions.
- 6.34 Residents of the Hostel shall not be permitted to leave the Campus without prior written permission from the concerned Warden stating the reason for leaving and providing the destination address. Hostel residents shall return to the Campus by 6:00 p.m. for Girls and 7:00 p.m. for Boys, and be inside the Hostel by 9:00 p.m. The Hostel main gate once closed at 10:00 p.m. shall not be opened till 6:00 a.m. next day and no student shall remain absent from the Hostel between 10:00 p.m. and 6:00 a.m. without obtaining prior approval of the Warden.
- 6.35 If a student arrives late, they shall submit their ID card at the gate and meet the Warden on the following working day to provide a written explanation and the same shall be informed to their parents/ guardians. If a student is late up to five times in a semester, their parents





shall be informed and required to meet with the Warden. In extreme cases, the student shall face expulsion from the Hostel.

- 6.36 No non-resident visitor shall be permitted to stay in the Hostel rooms after 10.00 p.m.
- 6.37 It is important that absolute silence is maintained after 10.00 p.m. Respect others' study time.
- 6.38 Hostel residents visiting their native place during holidays/ vacation or leaving for Internship shall obtain prior permission by submitting the Hostel Leaving Form from the respective Warden along with the print copy of their confirmed tickets (train/ bus/ flight) before leaving the Hostel; failure to comply shall result in disciplinary action.
- 6.39 All visitors to the Hostel including the parents/ guardians shall have to make necessary entries in the Visitor's Book available with the security guard at the Hostel entrance. No parents/ guardians shall be permitted to stay in the Hostel rooms.
- 6.40 Guest denotes only the parents or a blood relative. Guests may be allowed to stay in the Hostel Guest Rooms, on payment of the charges as applicable. Allotment shall be subject to the availability of rooms and the approval shall be obtained a week in advance from the Warden. Guests are responsible for their personal belongings.
- 6.41 Any Hostel student harbouring any unauthorized person(s) shall be expelled from the Hostel immediately and shall be liable to disciplinary action by the Institute.
- 6.42 Any health concerns or incidents in the Hostel shall be reported to the Warden immediately. In an emergency, the student's friends may immediately take them to a Hospital and inform the authorities at the earliest. A student suffering from infectious/ contagious diseases shall not be permitted to stay in the Hostels.
- 6.43 Residents requiring a specialist or expert medical care shall make their own arrangements, with the assistance from the Institute authorities, if needed. The related medical expenses shall be borne by the students themselves.
- 6.44 Hostel residents are not allowed to remove any items from the Hostel/ Mess premises, including taking them to their rooms.
- 6.45 Students are strictly prohibited from accessing the terrace.
- 6.46 (Cake cutting) Celebrations are permitted only in the Mess or Cafeteria to maintain cleanliness, protect hostel property, and avoid disturbing other residents.
- 6.47 Prolonged phone or video calls within hostel rooms or institute premises that cause disturbance to roommates or others shall not be permitted.





- 6.48 No secret activities or meetings shall be permitted at the Hostel premises. For holding any meeting in the Hostel room or anywhere in the Institute, prior written permission shall be obtained from the Warden. If the meeting is conducted without due permission shall be considered as a violation and appropriate action shall be taken against the students.
- 6.49 Keeping lethal weapons including sticks, rods, chains, etc. in the Hostel rooms is strictly prohibited.
- 6.50 Possession/ consumption of alcoholic drinks, tobacco, narcotic drugs, and any other banned substances and smoking in the Institute/ Hostel premises shall be strictly prohibited.
- 6.51 Any kind of gambling is prohibited.
- 6.52 Use of electrical appliances such as heaters, air coolers, electric kettles, washing machines, routers, network devices, etc., is strictly prohibited. However, the usage of laptops in the Hostel room is allowed.
- 6.53 Every student residing in the Hostel shall dine in the Mess. Individual/ group cooking in the rooms is strictly forbidden.
- 6.54 Possessing/ Firing crackers is strictly prohibited within the Institute/ Hostel premises.
- 6.55 Residents are prohibited from writing slogans or obscene drawings on the walls and ceilings in the Institute/ Hostel premises.
- 6.56 Residents shall not play cricket, football, etc., in the common halls, inside the rooms, corridors or in front of the Hostels as it may disturb the peace of the surroundings or cause damage to the Hostel property.
- 6.57 Female visitors/ students shall not be permitted to enter into the Boys Hostel rooms.
- 6.58 Male visitors/ students shall not be permitted to enter into the Girls Hostel rooms.
- 6.59 It is strictly prohibited to bring, distribute, or display unauthorized notices, pamphlets, brochures, or similar materials within the Campus.
- 6.60 Students are strictly prohibited from attempting to break open or forcibly enter any occupied or vacant Hostel rooms/ terrace.
- 6.61 It is expected that the Hostel residents shall respect each other's privacy, rest hours, and peace of mind by not making undue noise. Playing instruments/ music at a loud volume, singing aloud, shouting, dancing and making noise of any kind causing disturbance to the inmates shall have to be strictly avoided.
- 6.62 All the residents are expected to dress in a decent and appropriate manner. Clothing with offensive graphics, slogans, political or religious messages, or anything that disrupts





harmony is strictly prohibited. Attire such as short shirts/ tops, low-waist trousers, and transparent garments that expose the body parts is strictly prohibited.

- 6.63 Food waste shall not be disposed into the wash basins.
- 6.64 The toilets and bathrooms shall be used responsibly to avoid inconvenience to others.
- 6.65 Flushing of sanitary napkins into the toilet closets shall be avoided. They shall be disposed properly in the designated dustbin.
- 6.66 Washing machines are designated for clothes washing only and shall not be used for any other purposes.
- 6.67 Pets are prohibited and feeding of stray animals shall be strictly avoided within the Campus.
- 6.68 No functions shall be organized through collection made by the contributions from the boarders to any fund. Dignitaries and Invitees from the other Institutions shall not be allowed without the written permission of the Warden.
- 6.69 Room Rent Charges (inclusive of food per person per day)
- Students undertaking Internship (visiting the Campus for academic purposes) - ₹300/-
 - Students from other Institutions - ₹400/-
 - Participants of Training Programmes - ₹500/-
 - Guests of students - ₹600/-
- 6.70 Faculty members may be granted permission to reside in the Hostel as Resident Counsellors, providing guidance, support, and fostering a sense of community among the students. In this role, they will serve as Mentors beyond the classroom teaching. Residents under this arrangement shall pay a monthly room rent of ₹10,000/-, which includes food, for a maximum duration of six months.
- 6.71 Students shall vacate the Hostel as soon as they complete the requirements for their Degree. Staying in the Hostel after the stipulated time without prior permission from the Warden shall be treated as an unauthorized stay and action shall be taken to take possession of the room in addition to charging room rent of ₹300/- per day inclusive of food. The eviction process shall be initiated by the Warden in consultation with the Competent Authority.
- 6.72 No resident is allowed to remove their belongings from the Hostel premises without a valid Gate Pass issued by the Hostel Office.
- 6.73 The Institute reserves the right to close any or all the Hostels/ Mess suo motto.
- 6.74 **All the students shall abide by the Rules and Regulations of the Institute. Any violation of these Rules shall result in disciplinary action.**





7. DISCIPLINARY RULES FOR THE BOARDERS OF MESS

7.1 The objectives of the Mess are to ensure that students get a balanced diet at a reasonable cost; to foster a climate where the students with different creeds, languages and food habits, sit and eat together harmoniously in a common dining; to cultivate amongst the students a spirit of cooperation and tolerance and to develop in the students a capacity to manage the day to day affairs of the Mess on a democratic basis.

7.2 The Mess timings are as follows and the students shall strictly adhere to these timings:

	Weekdays	Weekends and Holidays
Breakfast	7:45 - 9:15 a.m.	8:00 - 10:00 a.m.
Lunch	12:30 - 2:00 p.m.	1:00 - 2:30 p.m.
Snacks	5:00 - 6:00 p.m.	5:00 - 6:00 p.m.
Dinner	7:30 - 9:00 p.m.	7:30 - 9:00 p.m.

7.3 Adhering to the prescribed Mess timings ensures smooth operations and minimizes inconvenience to the fellow students and Staff members.

7.4 Relaxation in the Hostel and the Mess timings shall not be entertained under any circumstances.

7.5 There shall be no service to the rooms and food shall not be preserved for the late comers.

7.6 Non-vegetarian items are served only on the specified days of the week.

7.7 A student admitted into the Hostel shall subsequently enrol in the Mess (unless he/ she takes permission to be a day scholar from the Institute authorities). Admission shall be made on payment of the specified Mess deposit and other Fees.

7.8 Mess exemption on medical grounds may be allowed, subject to prior intimation and approval, under prolonged and extraordinary situations.

7.9 A rebate is permitted for the students attending Internship. Recommendation by the concerned Head of the Department and prior permission from the Warden is required.

7.10 Caution Deposit shall be adjusted/ refunded only when a student completes his/ her Academic Programme and leaves the Institute. No adjustment of Mess bills against the Caution Deposit is permissible.

7.11 No diner shall waste food. Paying the Mess bill does not entitle a diner to waste food.

7.12 Students shall observe cleanliness in the Dining Hall.

7.13 Students shall not take Mess utensils out of the Dining Hall.





- 7.14 All the diners are expected to interact courteously with the Mess Staff members in the Dining Hall. Boarders shall refrain from quarrels or unnecessary discussions with the Staff members or fellow boarders.
- 7.15 Any complaints or suggestions regarding the Mess services shall be reported to the Warden. False complaints shall be taken seriously.
- 7.16 Mess Committee: To support the Warden, a Mess Committee shall be formed wherein the Warden(s) serve as the Ex-Officio Chairman. The Committee shall also consist of Members of the Hostel Administration and four student representatives from different academic years and genders. The Committee Members shall be elected following the same procedure as that of the Student Council Elections and shall be conducted simultaneously.
- 7.17 The Committee's responsibilities are outlined below, and it shall operate in accordance with the specified Rules and Regulations.
- Ensure compliance with the Mess Rules
 - Prepare the food menu periodically in advance and display in the Dining Hall
 - Supervise the purchase of the supplies in the Mess
 - Report to the Warden about the quality of food and service, working of the Mess and general cleanliness in and around the Mess
 - Suggest improvements in the quality of food served in the Mess
- 7.18 The Menu along with the quantity decided by the Mess Committee need to be approved by the Warden. No boarder shall challenge the Committee's authority in this matter or act contrary to its decisions.
- 7.19 The Caterer shall ensure that the quality of the items and the prepared meals align with the Menu finalized by the Mess Committee.
- 7.20 Any change in the Menu shall be brought to the notice of the Warden for taking necessary approval. In case of any disagreement, the decision given by the Warden shall be final and binding.
- 7.21 All the residents and guests shall come to the Dining Hall properly dressed.
- 7.22 Smoking or taking alcoholic drinks in the Dining Hall is strictly prohibited.
- 7.23 The Mess premises shall not be used for conducting any kind of meetings/ discussion.
- 7.24 No outside food is allowed inside the Mess.





8. Guidelines for Student Council and Election Process

The Student Council serves as the voice of the student body, representing their needs and interests to the Administration while promoting inclusivity and enhancing the Campus life. They provide opportunities for the students to develop leadership skills by organizing activities, addressing concerns, and participating in the decision-making processes. They help to bridge the gap between the students and the administrative authorities facilitating communication and collaboration. This policy ensures that the Council's composition reflects diversity, fairness, and active student engagement.

8.1 Composition of the Student Council

The Student Council is typically composed of elected representatives from different academic years, branches and genders to promote inclusivity and balanced decision-making. The Council shall ensure a minimum representation of 30% of the female members. If Elections or selections do not result in gender balance, alternate selection methods shall be considered. It is recommended to have at least two representatives from each academic year - first year (to voice concerns related to transitioning and adjusting to the Campus life), second year (to represent those balancing the growing academic and extracurricular responsibilities) and third year (to advocate for peers preparing for the advanced Courses and Internship). Although the responsibilities are assigned to the various positions, individuals shall coordinate with the Student Council members and the Returning Officer when making decisions.

- **General Secretary:** Oversees the overall functioning of the Student Council and represents the student body in the administrative matters.
- **Joint Secretary:** Representative of the first year students who will be responsible for conveying their concerns, issues, and feedback.
- **Academic Affairs Secretary:** Represents the students on the academic matters, liaises with Academic Departments, and addresses the academic concerns.
- **Hostel Affairs Secretary:** Addresses the issues related to the Hostel management, maintenance, Mess, and student welfare within the Hostels.
- **Co-Curricular Affairs Secretary:** Coordinates the co-curricular activities, including technical festivals, innovation centres, and entrepreneurship initiatives.
- **Sports Secretary:** Promotes and manages the sports activities, facilities, and events in the Campus.





- **Cultural Affairs Secretary:** Oversees the cultural events and activities, enriching the cultural vibrancy of the Institute.
- **Research Affairs Secretary:** Focuses on the issues pertinent to the research scholars, facilitating research activities and addressing related concerns.
- **International and Alumni Relations Secretary:** Manages the relations with the international students and alumni, fostering a global community and networking opportunities.
- For Hostel Affairs Secretary, Academic Affairs Secretary, Cultural Affairs Secretary, and Joint Secretary, one representative each from both Girls and Boys shall be present.
- Except for the Joint Secretary position, students from the first, second and third years are eligible and can be nominated for all the other posts.
- For the Research Affairs Secretary, only PG students and Ph.D. Scholars are eligible for nomination.



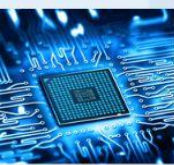
8.2 Returning Officer:

- Student Council often work with a Faculty Advisor nominated by the Competent Authority who provides guidance and support. The Faculty Advisor shall act as the de-facto Returning Officer for the purpose of the Election process. In case of unavailability of the Faculty Advisor, the Competent Authority shall nominate another Faculty member.
- The Returning Officer shall be responsible to ensure free, fair and timely conduct of the Elections.
- The Returning Officer reserves the authority to amend or update the Rules, if necessary, provided that prior notice is given to all the candidates.
- The Returning Officer's decision shall be final and binding in the Election process.

8.3 Eligibility Criteria for Nominations:

Candidates wishing to submit nominations for the Student Council Elections shall meet the following requirements:

- The candidates shall have no standing arrears and shall have a clear track record with a CGPA of 6.0 or above (copies of the semester wise Grade cards need to be submitted).
- The candidates shall not have any disciplinary actions (Hostel/ Institute level) being taken against them or under process or shall not possess any criminal record (self-declaration shall be submitted).
- The candidates shall have paid all the Academic and Institutional Fees.





- The candidates shall have met the attendance requirements for the previous semester.
- The candidates shall obtain No Objection Certificate (NOC) from the Hostel Warden (for Hostel residents) and from the Student Discipline In-Charge (to verify disciplinary standing).
- Former Student Council Office Bearers are not eligible.
- The candidates shall be free from any type of addictions. If required, the candidates shall be ready to undergo the prescribed medical examinations for substance abuse.
- No Student Council member shall simultaneously serve in any other Committees. If a student is elected to the Student Council, he/ she shall resign from the position held in the other Committees.



8.4 **Nomination:** Candidates shall submit their nominations along with the required documents by the specified deadline. Late submissions shall not be entertained. Candidates are advised to complete the requirements well in advance in order to avoid last minute delays or disqualification.

8.5 **Verification Process:** The Returning Officer shall be responsible for making necessary arrangements to verify the documents of all candidates before granting approval. The Returning Officer shall notify the candidates for any discrepancies or deficiencies in their documents and provide an opportunity for rectification within the stipulated timeframe. Failure to meet the required standards may result in the rejection of the candidate's nomination.

8.6 **Compliance and Transparency:** All the candidates shall comply with the established Rules and guidelines governing the Election process. Any attempt to misrepresent information or violate the Rules will result in disqualification.

8.7 **Disqualification**

- Any candidate who makes false promises or claims beyond the jurisdiction of the students or the Student Council shall be disqualified from the Election process.
- Outsiders, political parties, or external influences shall not interfere in the student Elections. Any such involvement shall result in disqualification.
- Physical or verbal violence, destruction of property, or creating disturbances shall lead to disqualification and disciplinary action.





8.8 Selection and Election Process

- Candidates shall meet the eligibility criteria, including good academic standing and adherence to the Institute disciplinary guidelines.
- Student Council members shall be elected through a fair and transparent voting process conducted annually.
- The official email ID of the Student Council shall be used for all the email correspondences concerning the Election process with a copy marked to the Returning Officer.
- For the post of Joint Secretary, only first years shall be allowed to vote.
- The Elections shall be held in the Academic and Administration Building one month prior to the end semester examination.
- The candidates who filed the nominations can withdraw their candidature with a valid reason. If at the end of the withdrawal period, only a single candidate's name remains for a post, an additional window of 48 hours shall be provided to allow any other interested candidates to file their nominations, and their eligibility shall be verified as per the norms. If no candidate seeks to contest the Election for the post of a batch representative from any academic year, the Competent Authority shall nominate a batch representative, and the newly elected Student Council shall open a call for applications from the concerned batch.
- The candidate receiving the highest number of votes shall be declared as an elected member of the Student Council. In the event of a tie during counting, the result shall be determined by the draw of lots.
- Any grievance or complaint in relation to the violation of the Electoral Rules shall be immediately intimated to the Returning Officer via email along with the appropriate proofs who in turn shall adjudicate the complaint in accordance with the principles of natural justice.
- The term of office for the Student Council members shall be one academic year. The tenure shall commence upon the declaration of the Election results and shall remain in effect until the Election of the next Student Council in the following academic year.

8.9 If the Competent Authority is convinced that the Student Council is not functioning in consonance with the objectives as laid down by the Institute, the Student Council shall be dissolved by giving due notice of 48 working hours citing the relevant reasons. The Student





Council may then approach the Competent Authority for a resolution. If necessary, a re-Election for the Student Council may be conducted.

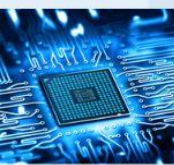
9. CLASSIFICATIONS OF DISCIPLINARY ACTIONS

Disciplinary Committee is a Standing Committee framed for looking after the disciplinary measures taken for various issues which destabilize the objective of the Regulations. The Disciplinary Committee consists of the Academic In-Charge as the Chairman, along with the Heads of Departments (HoDs) of the concerned student(s), two Faculty members appointed by the Competent Authority, and the Warden serving as the Convener. The Disciplinary Committee shall impose a single or combined penalty based on the severity of the violations of the Rules and Regulations. The disciplinary actions have been spelt out in three categories as follows:



9.1 Minor Penalty

- If any student wishes to be away from the Hostel during the weekend, holidays or any other time, he/ she shall take prior permission from the Warden. Fine for late arrival and absence from roll call:
 - ₹100/- for first time.
 - ₹500/- for second time.
 - Suspension from the Institute/ Hostel for one month for third time.
- A fine amount of ₹100/- or the amount approved by the Competent Authority from time to time on the recommendation of the Disciplinary Committee shall be paid by each student who absents himself/ herself in any class where there is mass abstention.
- **Tendering Apology:** A student involved in a minor violation of the Regulations shall be required to submit a written apology, acknowledging their actions and undertaking not to engage in such or any other prohibited behaviour in the future.
- **Warning and Counselling:** The first time violators shall be issued a Warning Letter along with mandatory counselling sessions on ethical conduct and gender sensitivity, if needed.
- **Hostel Probation:** If the Warden issues an Official Notice that the student's conduct is in violation of the Hostel Regulations, stringent disciplinary action shall be taken against the student who does not rectify the situation.
- **Social Media Restrictions:** The disciplinary actions taken for social media breaches include temporary or permanent restriction on the access to Institutional internet facility and deactivation of the social media accounts.





9.2 Moderate Penalty

- **Restrictions:** Suspension from the Institute/ Hostel for one semester.
- **Restitution:** Compensation for the financial loss incurred by an innocent party in cases of theft, property damage, or deception. The required payment shall be imposed in addition to any other applicable penalties.
- **Fine:** A monetary penalty decided by the Competent Authority for having indulged in the breach of conduct.

9.3 Major Penalty

- **Debarring from Examinations:** A student shall be debarred from writing all/ any/ some of the examinations, corresponding to their Academic Programme.
- **Suspension:** Suspension from the Institute/ Hostel for a year, for violation of the Institute Rules. The student shall lose his/ her attendance for the suspended period.
- **Expulsion and Blacklisting:** This is the extreme form of disciplinary action and shall be resorted only for cases where stringent action is warranted. Repeated violations or severe misconduct such as ragging/ sexual harassment/ handling of prohibited substances/ involvement in severe cyber offences will result in expulsion. It is the permanent dismissal of a student from the Institute and Hostel along with blacklisting from the other Higher Education Institutions. Such a student shall not be eligible for readmission to any of the Academic Programmes of this Institute.
- The privilege of appearing for the Campus placements shall be denied.
- No recommendations/ testimonials shall be given to him/ her for studies abroad.
- The Degree of the students shall be withheld for a definite period of time.
- **Forfeiture:** Caution Deposit of any student engaged in any prohibited behaviour shall be forfeited.
- **Restitution:** Restitution implies recovery in terms of money and/ or services to compensate for personal injury or loss, damage/ disfiguration of the property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. If any Institute/ Hostel furniture, fixtures, or other items are found missing or damaged, the cost of repair or replacement, along with a fine, shall be recovered from the responsible student(s). In cases where the individuals responsible cannot be identified, the repair or replacement costs shall be equally distributed among the relevant groups or associations deemed accountable.





- **Legal Proceedings:** Any unfair offences caused by the student(s) inside/ outside the Campus which require judicial enquiry shall be directed to the Police through the Competent Authority.
- 9.4 Any penalty imposed due to misconduct shall be mentioned in the Conduct Certificate of the student.
- **Good:** Typically used when there are no penalties, indicating exemplary behaviour.
 - **Fair:** Assigned to the students who have received a minor penalty, suggesting there was a slight lapse in the behaviour.
 - **Satisfactory:** Given to the students with a moderate/ major penalty, indicating that the misconduct was more serious.
 - **Unsatisfactory:** Issued to the students who have been rusticated during his/ her stay in the Institute or expelled from the Institute along with the details of the period of rustication/ expulsion, etc.
- 9.5 All the disciplinary actions imposed shall be displayed on the Notice Boards, intimated to the parent or the guardian and recorded in the individual's file.
- 9.6 A student who is under investigation for any allegation against him/ her is not entitled to hold any positions in any of the Committees such as Student Council, Hostel Committee, Mess Committee, Club Coordinators, Organizing Committees for event or similar bodies and prohibited from representing the Institute in any capacity, whether as volunteers or participants, in events within or outside the Institute until the completion of the investigation process.
- 9.7 **Revocation of all Institute-Level Assignments:** If a student member is found to be in violation of the Institute's policies, ethical guidelines, or professional conduct standards, they shall face removal from all the Institute-level postings. The student shall be barred from participating in the Elections permanently, ineligible to represent the Institute in any kind of events and ineligible to receive an Institute administered Scholarship, Grant or Award.
- 9.8 The following penalties are indicative in nature. A single/ combined or any other appropriate penalty shall be imposed based on the severity of the violation.





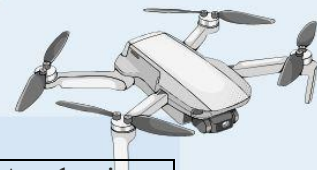
S. No.	Nature of the issue	Penalty to be executed in partial/ full	Imposing authority
1	Unauthorized displays of any kind	<ul style="list-style-type: none">• Tendering apology• Warning and cleaning up the area or bearing the associated expenses	Academic In-Charge/ Warden
2	Littering in the Campus	<ul style="list-style-type: none">• Tendering apology and penalty of ₹1,000/-• Cleaning up the littered areas or bearing the associated expenses• Community Services	Academic In-Charge/ Warden
3	Indulging in groupism/ gangs/ strikes, etc./ failure to vacate the Hostel room by the due date	<ul style="list-style-type: none">• Tendering apology• Warning with a penalty of ₹2,000/-• Suspension for 15 days	Academic In-Charge/ Warden
4	Hiding identity or contact details	<ul style="list-style-type: none">• Tendering apology• Warning with a penalty of ₹5,000/-	Academic In-Charge/ Warden
5	Entertaining unauthorized guests in the Institute	<ul style="list-style-type: none">• Tendering apology• Warning with a penalty of ₹5,000/-	Warden
6	Supporting any unauthorized activity/ destroying the witness/ failure to disclose the truth	<ul style="list-style-type: none">• Tendering apology• Warning with a penalty of ₹5,000/-	Academic In-Charge/ Warden
7	Anti-institutional, anti-national, antisocial, communal and immoral activities within the Campus	<ul style="list-style-type: none">• Tendering apology• Warning with a penalty of ₹10,000/-• Suspension for one semester• Debarment from placements	Academic In-Charge/ Warden



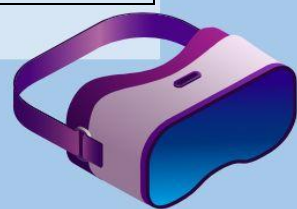


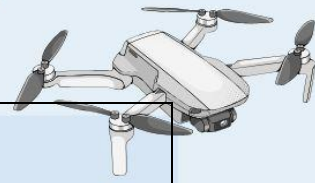
8	Statements/ media coverage that lowers the dignity of the Institute	<ul style="list-style-type: none">• Tendering apology in media with a penalty of ₹10,000/-• Suspension for one semester• Debarment from placements	Academic In-Charge
9	Damaging the Institute properties	<ul style="list-style-type: none">• Restoration of the damaged property to its original condition (if feasible)• Payment of double the cost of the damaged property and sharing the penalty among all those involved• Debarment from placements	Academic In-Charge/ Warden
10	Involvement in ragging/ supporting/ not informing ragging related issues	<ul style="list-style-type: none">• The Competent Authority shall decide the appropriate penalty based on the recommendations of the Anti Ragging Committee	Academic In-Charge/ Warden
11	Abusing the fellow students or harassment based on caste/ race/ gender/ religion, etc.	<ul style="list-style-type: none">• Tendering apology to the concerned fellow student in front of the Institute authorities/ Disciplinary Committee• Debarment for one semester• Debarment from placements• Any other penalty as suggested by the relevant Committee/ Women Cell/ ICC	Academic In-Charge/ Warden
12	Usage of motorized vehicles	<ul style="list-style-type: none">• Seizure and withholding of the vehicle till the end of the semester• Penalty of ₹10,000/-	Academic In-Charge/ Warden
13	Smoking/ consumption of alcohol/ tobacco and other prohibited items	<ul style="list-style-type: none">• Tendering apology• Warning with a penalty of ₹5,000/-• Expulsion from the Hostel for one semester• Debarment for one semester	Academic In-Charge/ Warden
14	Consumption or involvement in narcotics	<ul style="list-style-type: none">• Debarment for one semester with a penalty of ₹10,000/-• Debarment from the Hostel for one year• Handing over to the Police	Academic In-Charge/ Warden





15	Usage of weapons/ explosives or Involvement in unlawful situations/ criminal offences outside the Campus	<ul style="list-style-type: none">• Immediate expulsion from the Institute• Handing over to the Police	Academic In-Charge/ Warden
16	Unauthorized collection of funds/ unauthorized parties/ gambling	<ul style="list-style-type: none">• Returning the money and tendering apology• Warning with a penalty of ₹10,000/-	Academic In-Charge/ Warden
17	Misbehaving with the Faculty member/ Staff member/ Service Providers of the Institute/ Guests	<ul style="list-style-type: none">• Tendering an apology to the Competent Authority/ Disciplinary Committee• Warning with a penalty of ₹5,000/-• Debarment from placements• Community Services	Academic In-Charge/ Warden
18	Usage of mobile phones in Classrooms/ Laboratories/ Library without prior permission or in the Exam Hall including CT exams)	<ul style="list-style-type: none">• Immediate seizure of the mobile phone• Warning with a penalty of ₹10,000/-• First time offenders will receive a warning from the Course Instructor. If the offence is repeated more than three times, the mobile phone will be confiscated until the end of the semester.	Academic In-Charge
19	Unethical practices during examinations	<p>During the continuous/ internal assessments</p> <ul style="list-style-type: none">• His/ her internal assessment score shall be cancelled, i.e. his/ her end semester performance will only be considered while awarding the Grade. <p>During the end semester/ make-up examinations</p> <ul style="list-style-type: none">• The answer paper for the corresponding Course shall be invalidated and 'F' Grade shall be awarded.• He/ she shall be suspended one semester.	Exam In-Charge





		<p>If the student is repeatedly committing malpractices</p> <ul style="list-style-type: none"> • The answer paper for the corresponding Course shall be invalidated and ‘F’ Grade shall be awarded. • He/ she shall be expelled from the Institute. <p>If the student is supporting copying/ malpractice</p> <ul style="list-style-type: none"> • The answer paper for the corresponding Course shall be invalidated and ‘F’ Grade shall be awarded. 	
20	Taking the used or unused answer booklets outside the examination halls	<ul style="list-style-type: none"> • Fine of ₹1,000/ - per paper. In case of used answer booklets, in addition to the above, the student shall be awarded ‘F’ Grade in that Course. 	Exam In-Charge
21	Nonpayment of Academic/ Hostel fees	<ul style="list-style-type: none"> • Students who fail to pay their fees on time shall face penalties such as late payment charges, restricted access to classes and institute services. • After a designated grace period, course registration, transcript requests, and graduation shall be prevented. • For persistent non-payment suspension or expulsion. • Failure to pay Hostel Fees shall result in room cancellation and eviction. 	Academic In-Charge/ Warden

10. POWER TO IMPLEMENT THE PENALTIES

- 10.1 The Exam In-Charge has the power to debar a student from continuing to write the rest of the examinations, in which he/ she is detected to be using unfair means, with the approval of the Competent Authority.
- 10.2 The Course Instructor has the power to take appropriate action against a student, who misbehaves in his/ her class, with the approval of the Competent Authority.
- 10.3 The ragging cases shall be referred to the Anti Ragging Committee for appropriate action.





- 10.4 In case of sexual harassment, the case shall be referred to ICC of the Institute.
- 10.5 Violation of the Code of Conduct by an individual or of a group of students shall be referred to the Disciplinary Committee which shall investigate the alleged misdemeanours, complaints, etc., and recommend suitable course of action to the Competent Authority.
- 10.6 In exceptional circumstances, the Competent Authority shall appoint a Special Committee to investigate and recommend appropriate action for any act of gross indiscipline involving student(s), which may tarnish the image of the Institute.
- 10.7 With the approval of the Competent Authority, the Warden of the Hostel has the power to reprimand, impose fine or take any other suitable measure against a student resident, who violates either the Code of Conduct or Rules pertaining to the Hostel.
- 10.8 In case of an unlawful event in the Hostel or when there is a credible risk of riots, vandalism, or other such activity, the Academic In-Charge/ Warden has the authority to notify the Police immediately, with the approval of the Competent Authority. In such cases, the Academic In-Charge/ Warden shall submit a detailed Report to the Competent Authority. Additionally, he/she shall arrange for video documentation of the incident and take necessary actions in coordination with the Police and other relevant authorities.
- 10.9 The Warden shall have the power to take immediate action to curb any prohibited activities in the Hostel premises. If the issues are minor in nature and manageable, a minor penalty shall be imposed by the Warden, with the approval of the Competent Authority.
- 10.10 If the issues are beyond the purview of the Warden, a duly framed Committee approved by the Competent Authority shall address the matter and recommend further action. The Committee shall also recommend imposition of major penalty to the Competent Authority. In this regard, the Committee while taking any action shall do in an impartial
- 10.11 manner and see to that an appropriate penalty is imposed in accordance with the nature of the prohibited activities.
- 10.12 Students may raise concerns regarding the academic evaluation or disciplinary actions or any other general issues through the prescribed Grievance Redressal mechanism. Any false accusations or misuse of the Grievance system shall be considered as a violation of the disciplinary Rules.
- 10.13 No action shall be taken without giving an opportunity to hear the views of the student(s).





10.14 Student(s) who are dissatisfied with the actions of an Institute authority may appeal to the Competent Authority who will review the matter, with the assistance of a Committee (if necessary), and the decision taken shall be final and binding by the students.

10.15 The Academic In-Charge of the Institute shall be the authority in imposing the major penalties recommended by the above said Committee against the students indulging in prohibited activities, with the approval of the Competent Authority.

10.16 If any student faces disciplinary action of any nature, the likely sanction of penalty involved with payments, and suspension for a short period from the Institute/ Hostel shall be approved by the Competent Authority.

10.17 The Institute reserves the right to take legal actions in cases of serious academic fraud or misconduct.

10.18 The Director shall have the final authority to approve the penalties for all disciplinary matters involving students. In cases involving the denial of the Degree or expulsion from the Institute, the recommendations of the designated Committee shall be placed before the Senate and Board of Governors (BoG) for the final decision, even if the student has fulfilled all the requirements of the Academic Programme.

10.19 The BoG of the Institute has the authority to modify any provisions of this Regulations upon the recommendation of the Senate. The amendments shall be brought to the notice of the Faculty members, Staff members and students by displaying on the Notice Board and publishing on the Institute Website. Notwithstanding the aforementioned Rules, the Director has the power to modify or introduce provisions based on the situations. Any such modifications shall take immediate effect and be ratified by the Senate and BoG.

11. RIGHTS IN DISCIPLINARY ACTION

11.1 The individual has the right to be informed of the allegations or charges against them.

11.2 He/ She shall be given sufficient time and opportunity to respond to the accusations.

11.3 The individual shall be given an opportunity to present their side, including evidence and witnesses, if applicable.

11.4 Disciplinary proceedings shall be conducted fairly and impartially.

11.5 The authorities of the Institute shall remain impartial and adhere to the established procedures in their actions.

11.6 The individual shall be informed of their right to appeal a disciplinary decision.





- 11.7 The Disciplinary Committee shall interrogate the witnesses of all the concerned parties. In all the proceedings, the accused shall be presumed innocent until proven guilty.
- 11.8 The Disciplinary Committee shall preserve the confidentiality of the witnesses.
- 11.9 The Disciplinary Committee shall make the final decision only after considering appeals from the aggrieved party.
- 11.10 The Disciplinary Committee shall make the proceedings of the inquiry available if required, once the final decision has been taken.

Final Statement

The Code of Conduct and Regulations for IIIT Tiruchirappalli students serves as a guiding framework to uphold discipline, integrity, and professionalism within the Institute. It fosters a culture of respect, responsibility, and academic excellence, ensuring that every student contributes positively to the learning environment. By adhering to these regulations, students not only comply with Institutional expectations but also prepare themselves for future professional and societal responsibilities. It is imperative that all students familiarize themselves with these guidelines and uphold the values of ethical conduct, inclusivity, and accountability. The Institute remains committed to providing a supportive and conducive academic environment. Any concerns or clarifications regarding this Regulations may be addressed through the appropriate channels. Together, we can create a harmonious and progressive academic community at IIIT Tiruchirappalli.





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